



**Chapter:** Incident Reports and Forms  
**Subject:** 13-01 – UCR and Incident Reporting  
**Effective:** October 31, 2023  
**Supersedes:** Official Order 13-01, dated April 19, 2022  
**Distribution:** Department Members

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**PURPOSE:** This Order establishes department policy related to Uniform Crime Reporting (UCR) and Incident Reporting.

#### 13-01-1 POLICY

Michigan police agencies are required to submit statistical crime reports according to [MCL 28.251 et seq.](#) Therefore, it is the policy of this department that enforcement members report all arrests made, investigations conducted, and activities performed, including all matters of criminal concern, activities involving law and order, unusual occurrences or conditions, reports of serious crimes, or incidents of a police nature. Reports shall be made using forms as required by written directives.

A portion of this information is reported to the Michigan Incident Crime Reporting (MICR) program through the department's electronic records management system (RMS).

#### 13-01-2 RESOURCES

The Michigan Incident Crime Reporting (MICR) Handbook, and the eAICS (electronic Automated Incident Capture System) Trooper, Dispatch and Administrator Guides, prepared by this department shall be used when preparing original and supplemental incident reports.

DIRECTOR

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**Annual Review Responsibility:** Criminal Justice Information Center

**Accreditation Standards:** CALEA 82.2.2 B-E