

MERIDIAN TOWNSHIP POLICE DEPARTMENT GENERAL ORDER

Subject: FIELD REPORTING	General Order: 1214
Effective Date: April 15, 2000 Revision Date: June 10, 2019	Distribution: All Sworn Personnel

I. PURPOSE

This general order establishes standardized procedures and format for completing police incident reports.

II. POLICY

The Meridian Township Police Department will respond to all calls for service by a citizen and properly document that activity or action. Actions initiated by an officer must also be documented within the procedures established by this directive.

III. PROCEDURES

Revised A. Documenting Calls for Service

1. Each call for service requiring a written report, shall be assigned a unique sequential incident number. If an incident number is pulled, but not assigned to an incident, the Records Unit shall be notified via email and the number shall be voided.
2. Every call for service, regardless if the call requires a written report, shall be assigned a unique sequential CAD number by dispatch.

Revised B. A call for service shall be documented on a written Incident Report form, using a sequentially assigned incident number, in the following situations:

1. A citizen makes a complaint about a crime or attempted crime, or reports a situation requiring documentation or further investigation regardless of the reporting party's desire to make a written report.
2. An Officer witnesses a crime, or is assigned to investigate an incident or other activity requiring documentation.
3. A supervisor directs an officer to complete a written Incident Report regarding a specific activity or call response.

Note: Traffic Accidents, Alarms, etc. will continue to be reported on the appropriate forms specified for that purpose.

C. Recording a call for service on the Officer's Daily Activity Report.

1. Calls for service, other than those identified in section "B" above, should be documented on the Officers Daily Activity Report, in lieu of a written report, in compliance with the requirements of General Order 1215. The entry shall be then be logged as a "Log Complaint."

Revised D. Submission of written Incident Reports

1. All written Incident Reports shall be completed on the approved forms and all applicable data elements shall be completed; whenever that information is available including but not limited to:
 - a. Incident number
 - b. Date and time of incident
 - c. Type of incident
 - d. Contact information including name, date of birth, address, phone number, and email address of involved parties whenever feasible and practical
 - e. Incident location
 - f. Officer(s) involved
 - g. Time of dispatch
 - h. Disposition of the call for service
2. Every reasonable effort should be made to obtain the information through the reporting person, witnesses, victim, or other resources such as LEIN and SOS.
3. All written Incident Reports, including Uniform Law Citations and Officer Daily Activity Reports shall be completed and submitted to the on duty supervisor prior to the end of the officer's tour of duty daily.

- Revised
4. If circumstances dictate the need for a delay in completing a report, prior supervisory approval is required.

5. All original documents that accompany a report shall be attached to the original report form unless they are evidentiary in nature. Evidentiary items must be submitted to the Property Room with a copy of the Property Receipt being attached to the Incident Report form.

E. Supervisory review of Incident Reports

1. All Incident Reports shall be carefully reviewed by a supervisor prior to approval and submission to the Records Unit. The reviewing supervisor will review reports for:
 - a. The elements of the criminal offense being alleged
 - b. An investigation and criminal procedures appropriate to the situation
 - c. To confirm compliance with departmental directives and procedures
 - d. To assure that the report information is complete and clearly stated
 - e. To review the report for neatness, legibility, grammar and spelling
 - f. To ensure that all special forms/documents have been properly completed (OUIL, Domestic Violence, etc.).
2. Incidents Reports that are determined to be unsatisfactory, or that require additional investigation and/or documentation, shall be returned to the officer for correction or completion.
3. If the corrections cannot be completed by the officer immediately, the supervisor shall arrange for the officer to complete the corrections in a timely manner. If necessary, the supervisor will inform the Records Unit that submission of the report will be delayed.
4. All Incident Reports, Accident Reports, Uniform Law Citations and Parking Citations shall be promptly forwarded to the Records Unit on at least a daily basis.

IV. CANCELLATIONS

None

Authorized by:



Ken Plaga, Chief of Police

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Application: This directive constitutes department policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law.