
	POLICY AND PROCEDURAL ORDER		082-002
	Incident Reporting Requirements & Classification		Page 1 of 14
	Issued By: Chief Andre Anderson	<div> CALEA Standards 82.2.1 / 82.2.2</div>	
Effective: 02/13/2006	Updated: 01/23/2021		
Last Reviewed: 08/06/2024			

I. Purpose

The purpose of this order is to describe when official police reports are required, the systems used to classify these reports and establish rules (and format) for completing police reports. A second purpose is to list the criteria for receipt of police reports at the complaint desk either in person or via telephone.

II. Policy

All police reports will be classified according to the guidelines established in this order.

III. Definition

Classifying - Classifying means taking the facts developed in the investigation and, according to uniform crime reporting definitions, selecting the crime classification code which fits.



Reportable- Refers to crimes that are required to be reported to the Michigan State Police and F.B.I. by statute.

Non-reportable- Refers to all reports taken by the department that are not reported to the Michigan State Police or F.B.I.

IV. Classifying Ann Arbor Police Department Reports

A. The process of classifying incident reports is made difficult by the many separate requests made on our department.

1. The F.B.I. asks us to classify and report by their Uniform Crime Reporting (UCR) guidelines ([P&P 082-006](#)).
2. Michigan law makes it mandatory for us to report statistics of our crimes to the Michigan State Police according to Michigan Incident Crime Reporting (MICR) guidelines. The Michigan State Police forwards our crime statistics to the FBI according to their interpretation of the federal UCR / National Incident Based Reporting System (NIBRS) guidelines.

	POLICY AND PROCEDURAL ORDER		082-002
	Incident Reporting Requirements & Classification		Page 2 of 14
	Issued By: Chief Andre Anderson	<div> CALEA Standards 82.2.1 / 82.2.2</div>	
Effective: 02/13/2006	Updated: 01/23/2021		
Last Reviewed: 08/06/2024			

3. The Prosecutor's Office makes it a requirement to have a separate report for each incident we seek authorization on.

Note: If related in nature, multiple incidents may be submitted together for a subject as one warrant request, with reports for each incident included.



The criteria for determining the appropriate crime/offense classifications to report for an incident can be found in the Criminal Justice Information Services (CJIS) National Incident-Based Reporting System (NIBRS) User Manual and/or the Michigan Incident Crime Reporting (MICR) Manual. The FBI collects offense file classes in two groups. Specific criterion categorizes each offense as Group A (more serious/significant) or Group B (less serious/significant).

All these manuals can be found online or on our department's SharePoint site at

(https://a2central.a2gov.org/departments/police/Shared%20Documents/UCR_NIBRS_MICR%20Information%20-%20Documentation%20and%20Manuals).

V. Michigan Incident Crime Reporting (MICR) Requirements

- A. The MICR system implementation has been mandated by federal and state authorities in order to comply with the National Incident Based Reporting System (NIBRS) requirements. MICR collects data on over one hundred offenses in an incident-based format and submits that data to NIBRS. Incidents not validated by MICR will not be forwarded to the FBI causing a difference in crime counts.
- B. MICR separates crimes in three (3) categories:
 1. Crimes Against Persons: Criminal activity where the primary focus is to harm an individual.
 - a. Assault Offenses (including Intimidation)
 - b. Homicide / Murder Offenses
 - c. Human Trafficking

	POLICY AND PROCEDURAL ORDER		082-002
	Incident Reporting Requirements & Classification		Page 3 of 14
	Issued By: Chief Andre Anderson	<div>CALEA Standards</div> <div></div> <div>82.2.1 / 82.2.2</div>	
Effective: 02/13/2006	Updated: 01/23/2021		
Last Reviewed: 08/06/2024			



- d. Kidnapping / Abduction
- e. Sex Offenses (Forcible or Non-Forcible)

2. Crimes Against Property: Criminal activity where the primary focus is to deprive the victim of the use of his/her property.

- a. Arson
- b. Bribery
- c. Burglary / Breaking & Entering
- d. Counterfeiting / Forgery
- e. Destruction of Property
- f. Embezzlement
- g. Extortion / Blackmail
- h. Fraud Offenses
- i. Larceny Offense (includes Retail Fraud & Motor Vehicle Theft)
- j. Robbery
- k. Stolen Property Offenses

3. Crimes Against Society: Acts that represent society's prohibition against engaging in certain types of activities (society is the victim).

- a. Animal Cruelty
- b. Curfew / Loitering / Vagrancy
- c. Disorderly Conduct
- d. Drug/Narcotic Offenses
- e. Drunkenness
- f. Family Offenses (Nonsupport / Nonviolent)
- g. Gambling Offenses
- h. Liquor Law Offenses
- i. Obscenity
- j. OUIL / OUID (Driving While Impaired)
- k. Pornography
- l. Prostitution
- m. Public Peace
- n. Trespass
- o. Weapon Law Offenses
- p. Window Peeping

	POLICY AND PROCEDURAL ORDER		082-002
	Incident Reporting Requirements & Classification		Page 4 of 14
	Issued By: Chief Andre Anderson	<div></div> <div>CALEA Standards</div> <div>82.2.1 / 82.2.2</div>	
Effective: 02/13/2006	Updated: 01/23/2021		
Last Reviewed: 08/06/2024			

C. MICR is an offense-based system that follows NIBRS guidelines, therefore if multiple offenses occur during an incident; each offense is to be reported. The hierarchy rule no longer applies to MICR crime reporting.



D. Additional MICR Requirements

1. Each report must list all persons, suspects and property associated with the offense.
2. Arson reports require a property record describing the item burned, its value, and a status of "B" for "Burned" (this is similar to MDOP).
3. Bomb Threats should list the victim of the threat as the individual who took the call (not the business/school where it occurred). The person receiving the threat should be listed as the 'Victim' and list the business/school as 'Other'.
4. Property items damaged during an incident should normally be listed in the narrative only, rather than included on a separate property tab with a status of A "attacked".

Example: If a burglary is committed and minimal damage is caused to the structure while breaking in, a MDOP offense should not be entered for the incident. The damaged property should simply be documented in the narrative of the report under the Report Writing Header "Damaged Property" and include the 'value of property damaged' (for insurance or restitution purposes only).

If the damage exceeds \$1000, then an MDOP offense (29000) and damage property form can be added to the original report.

5. Drug offenses (35001) and/or incidents where drugs are seized require a "Seized" property record and must include the suspected drug type, drug quantity and drug measurement.

	POLICY AND PROCEDURAL ORDER		082-002
	Incident Reporting Requirements & Classification		Page 5 of 14
	Issued By: Chief Andre Anderson	<div></div> <div>CALEA Standards</div> <div>82.2.1 / 82.2.2</div>	
Effective: 02/13/2006	Updated: 01/23/2021		
Last Reviewed: 08/06/2024			

6. Motor vehicles stolen during a burglary can now be listed as stolen on the B&E report. A separate UDAA report is not required.
7. Forgery and counterfeiting cases require a property record describing the item forged or counterfeited, it's 'value' and a status of "F" for "Forged/Counterfeited". The 'value' listed is the face value of the bill counterfeited.

Note: Do not use a category of S (Stolen) for these cases.



8. Stolen Property can only be reported for theft-type offenses (i.e. robbery, larceny, etc.).

Example: If officers responded to a Domestic A & B, where a purse is taken out of the house and a car stolen from the driveway, the officers would enter three offenses on the report (A & B, larceny & UDAA) so they could enter the stolen vehicle and purse as separate items within the property tab.

9. Runaway reports should include a Missing Person Documentation Form (found on SharePoint). Additional information on handling Juvenile Runaways can be found under [P&P 081-014](#).
10. The "hotel" rule states that if a number of dwelling units under a single manager are burglarized and reported by the manager, then the Burglary can be reported as one offense and multiple premises entered, if the location type is a hotel/motel (location code 14) or a Rental Storage facility (location code 19).

Note: If a manager reports the offense, consider this one incident and note how many rooms/units entered in the narrative and under "Premise" field on the Offense form.

If multiple tenant/renters report the offense at different times, one offense per reportee/victim should be reported.

	POLICY AND PROCEDURAL ORDER		082-002
	Incident Reporting Requirements & Classification		Page 6 of 14
	Issued By: Chief Andre Anderson	<div></div> <div>CALEA Standards</div> <div>82.2.1 / 82.2.2</div>	
Effective: 02/13/2006	Updated: 01/23/2021		
Last Reviewed: 08/06/2024			

11. Non-Reportable Offenses

The only traffic offenses collected by MICR and NIBRS are 54001 – Hit and Run (of a person) Motor Vehicle Accident, 54002 – OUIL or OUID, and Vehicular Manslaughter under 09002 or 09003. All other traffic offenses should not be submitted to MICR. Offense file class 73000 – Miscellaneous Criminal Other should not be used for any offense deemed criminal by an agency that initiated as a traffic violation.



12. For those incidents where multiple cases are solved through the identification and/or arrest of a suspect(s), a suspect tab (and arrest tab, where applicable) must be completed for each individual case.

13. MICR requires that if a case is closed with an “exceptional clearance” (disposition code 10, 11, 12, 13, 14) mandatory suspect descriptors (age, race and sex) must be provided. These exceptional clearance dispositions are used only when the perpetrator and their location is known, probable cause has been developed to support the arrest, charging and prosecution of the offender and for reasons outside the control of law enforcement an arrest cannot be made.

Note: When a case is closed using one of the above codes, the person closing the case must ensure that a suspect form has been completed (suspect’s name, address, race, sex and age/DOB are required).

14. Hazing Law (750.411t) was passed by the state, which makes “Hazing” an illegal act. A police report must be initiated on these calls. Some of the elements of the new law are as follows:

a. A person who attends, is employed by, or is a volunteer of an educational institution shall not engage in or participate in the hazing of an individual (hazing is defined below, 2-5).



	POLICY AND PROCEDURAL ORDER		082-002
	Incident Reporting Requirements & Classification		Page 7 of 14
	Issued By: Chief Andre Anderson	<div> CALEA Standards 82.2.1 / 82.2.2</div>	
Effective: 02/13/2006	Updated: 01/23/2021		
Last Reviewed: 08/06/2024			

- b. Physical brutality, such as whipping, beating, striking, branding, electric shocking, placing of a harmful substance on the body or similar activity.
- c. Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.
- d. Activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.
- e. Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

Note: Depending on the seriousness of the incident, the penalties range from a 93-day misdemeanor to a 15-year felony. The law applies to fraternities, sororities, social clubs, athletic teams, or similar groups whose members are primarily students at an educational institution. Hazing incidents should be reported as Harassment (MICR code 13003).

VI. Departmental Report Requirements



- A. An original report shall be generated for each separate criminal incident reported.
 - 1. If more than one offense was committed during the incident, the offenses can be reported under one incident/report number as long as the offense(s) were committed by the same offender or a group of offenders acting in concert, at the same time and place.

	POLICY AND PROCEDURAL ORDER		082-002
	Incident Reporting Requirements & Classification		Page 8 of 14
	Issued By: Chief Andre Anderson	<div> CALEA Standards 82.2.1 / 82.2.2</div>	
Effective: 02/13/2006	Updated: 01/23/2021		
Last Reviewed: 08/06/2024			



Note: Acting in Concert requires the offenders to commit or assist in the commission of the crime(s). Offenders must be aware of and consent to the commission of the crime(s) and if non-consenting, their action assists in the commission of the crime.

Note: Mutually exclusive and lesser included offenses are offenses that cannot occur to the same victim within the same incident or are an element of another offense. To report these offenses, a new incident number must be drawn.

- B. An original report shall be written for any arrests made and for any non-criminal incident if any of the following conditions are met:
1. The incident by its nature is controversial and inquiries may be made regarding the police action taken.
 2. Anytime a person is physically detained for a significant period of time.
 3. Drug Overdoses - The report should be classified as an Overdose or Sudden Death (if the overdose results in a death).
 4. Attempted or completed suicide.
 5. Runaways and missing persons.
 6. A supplemental report is required whenever an officer/detective processes a crime scene or a crash scene.
- C. Reports shall be documented using the current Records Management System (RMS) being utilized by the Ann Arbor Police Department. The current RMS being used is CLEMIS and available on the city network. Criminal and non-criminal reports are to be entered into the CLEMIS CLEAR module. Any and all pertinent information should be included. All applicable report tabs should be utilized to provide an accurate, complete and thorough documentation of each incident.

	POLICY AND PROCEDURAL ORDER		082-002
	Incident Reporting Requirements & Classification		Page 9 of 14
	Issued By: Chief Andre Anderson	CALEA Standards  82.2.1 / 82.2.2	
Effective: 02/13/2006	Updated: 01/23/2021		
Last Reviewed: 08/06/2024			

- D. If a new crime is discovered during an investigation or if the crime occurred at a different time and/or place than the original reported incident, a new incident number must be drawn.
- Note:** If the newly discovered crime occurred at the same time and place as the original incident, additional offense(s) can be added to the existing incident number.
- E. New reports may not be created, by simply supplementing an existing report.
- F. Original reports will be written by the primary officer or civilian assigned to the incident. If a supervisor is assigned as the primary unit or if the supervisor self-initiates activity requiring a case be created, it is supervisor's responsibility to author the original report.
- G. Code violations will be entered by either PPA or PSS personnel during "Safety Patrol" season. Code Violations issued at all other times of the year (outside of Safety Patrol) must be entered by the issuing officer. Code Violations are addressed further in [P&P 001-010](#).
- H. Retail Fraud 1st Offender reports will be addressed in [P&P 041-041S](#).
- I. Information Trespass reports should be completed anytime an officer responds to a location and issues a trespass notice to an individual. The officer can forward the white copy of the Information Trespass form to Records and place the yellow copy in the trespass bin near the front desk (to be entered into SharePoint). If the subject who was read trespass returns to the location before the year is up, they can be arrested, and a Criminal Trespass report written under a new case report number. Additional information regarding Trespassers can be found under [P&P 041-026](#).
- J. Traffic Crashes are covered by P&P 063-002.



	POLICY AND PROCEDURAL ORDER		082-002
	Incident Reporting Requirements & Classification		Page 10 of 14
	Issued By: Chief Andre Anderson	<div></div> <div>CALEA Standards</div> <div>82.2.1 / 82.2.2</div>	
Effective: 02/13/2006	Updated: 01/23/2021		
Last Reviewed: 08/06/2024			

The UD-10 Traffic Crash Report on CLEMIS E-Crash module will be used to report to the State of Michigan, all traffic related motor vehicle crashes meeting the following criteria:

1. Involves a motor vehicle(s).
2. In transport – means a motor vehicle in motion or on a roadway.
3. Crash results in death, injury or property damage of \$1,000 or more.
4. The report is also used to record any crash involving a snowmobile or off-road vehicle (ORV), whether traffic or non-traffic related. The property damage for a snowmobile or ORV is \$100.00.



VII. Incident Report Format and Rules

- A. The minimum required information in all incident reports is as follows:
 1. Incident report number
 2. The time and date of the incident
 3. Location
 4. The offense types
 5. The name of the complainant or reportee (if available)
 6. The identity of the officers assigned to the incident
- B. In a no report situation, the CAD call will document the minimum required information.
- C. If an officer calls complete and advises “no report”, but later needs to document the incident, the officer shall use the original CAD/ incident number for the report.

	POLICY AND PROCEDURAL ORDER		082-002
	Incident Reporting Requirements & Classification		Page 11 of 14
	Issued By: Chief Andre Anderson	<div> CALEA Standards 82.2.1 / 82.2.2</div>	
Effective: 02/13/2006	Updated: 01/23/2021		
Last Reviewed: 08/06/2024			

- D. Criminal incident reports should be titled according to state law, regardless of our prosecution policy, whether authorization is obtained, or a complaint is signed.
- E. Incident reports should be written / reported based on the information and facts developed through investigation.
- F. Incident reports may be written in either the first or third person providing the tense remains consistent throughout the narrative.
- G. All names listed in the narrative portion of the report must be listed on name forms (with known personal information listed).
- H. Paragraph headings will be utilized in the narrative portion of incident reports.
 - 1. The first paragraph heading will always be “report” and will be used to describe how the author became involved in the incident.
 - 2. Headings will be in accordance with the Report Writing Guide.
- I. Only well-known and accepted abbreviations shall be used in incident reports (i.e. LEIN, NCIC, WSCD, etc.).
- J. LEIN paperwork contains sensitive CJIS (Criminal Justice Information System) data so it must not be attached to incident reports, filed in records or disseminated to any unauthorized person/entity because it is in violation of CJIS policy ([MCL 28.214](#)).
- K. Hand-printed reports require the use of black medium point pens (i.e. tickets, trespass forms, etc.). Be sure to press hard enough to ensure that all copies are legible.
- L. Under normal circumstances, all police reports are to be completed by the end of an employee’s shift. Holding out any report requires command approval.

VIII. Report Submission, Processing and Supervisory Review

	POLICY AND PROCEDURAL ORDER		082-002
	Incident Reporting Requirements & Classification		Page 12 of 14
	Issued By: Chief Andre Anderson	<div></div> <div>CALEA Standards</div> <div>82.2.1 / 82.2.2</div>	
Effective: 02/13/2006	Updated: 01/23/2021		
Last Reviewed: 08/06/2024			

- A. All generated reports shall be submitted by the department personnel writing them for approval within the records management system in which they were created.
- B. Every written report submitted by an employee of the department will be reviewed by a supervisor.

Refer to [P&P 082-003](#) for order regarding the Review, Correction and Processing of incident Reports.

IX. Incident Numbering



The Department employs a case reporting (CR) system which requires the assignment of a unique, sequential, nine-digit number to every reported incident. Case numbers are generated automatically by the CAD / RMS software utilized by the department. The numbering system is designed to ensure that all cases receive a number, no numbers are omitted, and no numbers are duplicated.

X. Reports Taken at the Complaint Desk



- A. The general nature of reports to be taken over the telephone or in person at the front desk include those that will require no follow-up or where necessary follow-up elements are absent; those with delayed reporting which virtually negate the potential of on-scene apprehensions, those where the elements of intent are questionable, and those that are minor in nature.

Note: If you initiate a report at the front desk, please be sure to add a brief description of incident being reported in the CAD comments so it appears in the Command CAD summary.

- B. Specific types of reports routinely taken at the front desk.
 - 1. Larcenies or frauds where the potential for successful follow-up is limited by delayed reporting, lack of identifiable suspect or when specific intent cannot be established.

	POLICY AND PROCEDURAL ORDER		082-002
	Incident Reporting Requirements & Classification		Page 13 of 14
	Issued By: Chief Andre Anderson	<div></div> <div>CALEA Standards</div> <div>82.2.1 / 82.2.2</div>	
Effective: 02/13/2006	Updated: 01/23/2021		
Last Reviewed: 08/06/2024			

2. Nuisance and obscene telephone calls.
3. Lost or damaged property.
4. Suspicious person or incidents where no officer contact is needed and the reportee only want to “let the police know” about an incident or subject.
5. Information only reports.
6. Follow-ups where no in-person contact is necessary.
7. Crash reports (including private property crashes) where alcohol and drug use are not suspected on the part of the drivers.
 - a. When persons call to inquire about making a delayed crash report, they will be encouraged to contact the other driver and come to the front desk together to avoid the possibility of duplicate reports.
 - b. If all involved drivers and vehicles are not present, the desk person will complete as much of the report as is possible. If the traffic crash is state reportable, the desk person will make a reasonable attempt to contact the other parties involved. If the traffic crash is not state reportable, the report will be closed.
 - c. The desk person will not be expected to resolve all conflicts.
 - 1) If there are conflicting, confusing, or ambiguous statements, it will be so noted, and the insurance carrier can affix fault.
 - 2) If the other driver cannot be contacted, the desk person will document the attempts and submit the report. This may all be done on the telephone.

	POLICY AND PROCEDURAL ORDER		082-002
	Incident Reporting Requirements & Classification		Page 14 of 14
	Issued By: Chief Andre Anderson	<div> CALEA Standards 82.2.1 / 82.2.2</div>	
Effective: 02/13/2006	Updated: 01/23/2021		
Last Reviewed: 08/06/2024			

3) The desk person does not have to make personal contact with all the parties involved.

8. UDAA recovery from another jurisdiction.

1) When Washtenaw Metro Dispatch is notified from an outside agency of an UDAA recovery, they will contact the front desk officer. The officer will file a supplemental report to the original report and make all efforts to notify the owner of the recovery and the location of such.

C. Questions that arise as to whether a report should be taken over the telephone or demands by citizens that a patrol unit responds to take the report will be referred to an on-duty supervisor.