



INCIDENTS REQUIRING A POLICE REPORT

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I. POLICY

The Anne Arundel County Police Department participates in the Federal Bureau of Investigation (FBI) Uniform Crime Reporting (UCR) Program – National Incident Based Reporting System (NIBRS).

II. DEFINITIONS

A. Incident/Event – An Incident/Event is one or more offenses committed by the same offender, or group of offenders acting in concert, at the same time and place. ***All offenses committed by the same offender or group acting in concert, at the same time and place are documented on a single Offense/Incident Report, even if there are multiple victims.***

B. Acting in Concert – Acting in Concert requires all offenders to actually commit or assist in the commission of all the crimes in an incident/event. The offenders must be aware of, and consent to, the commission of all of the offenses; or even if nonconsenting, their actions assist in the commission of all offenses. This is important because NIBRS considers all offenders in an incident to have committed all of the offenses in an incident. The arrest of any offender will clear all of the offenses in the incident (for NIBRS reporting). If one or more of the offenders did not act in concert, then each incident/event should be reported separately.

C. Same Time & Place – The concept of “same time and place” presupposes that if the same person or group of persons commit more than one crime, and time and space intervals separating them were insignificant, all of the crimes make up a single incident (even if there are multiple victims). Normally, the offenses must have occurred during an unbroken time period and at the same or adjoining locations (***adjoining locations are generally considered nearby within eyesight or shouting distance of each other***). However, incidents can also be comprised of offenses which, by their nature, involve continuing criminal activity by the same offenders at different times and places, as long as the criminal activity is deemed to constitute a single criminal transaction (i.e. embezzlement, etc.).

D. NIBRS Offense – ***NIBRS Offenses were developed for the FBI Uniformed Crime Reporting Program. NIBRS Offenses are a standardized way of categorizing or organizing crimes committed throughout the United States.*** In NIBRS there are Group A Category; and Group B Category ***offenses*** reportable by local law enforcement agencies.

Note: The definitions of NIBRS Offense Categories do not necessarily align with the definitions of criminal offenses as defined in the Annotated Code of Maryland or the Anne Arundel County Code. NIBRS defined offenses are used when completing Incident/Offense Reports. When a person is charged with a violation of the Annotated Code of Maryland (or Anne Arundel County Code), those charges will be documented in the Arrest Report produced in the records management system through an interface with the Central Holding and Processing Center and validated by the Central Records Section.

III. Offense/Incident Reporting Requirements

Following Maryland and FBI UCR National Incident Based Reporting System (NIBRS) standards, an Offense/Incident report is required for all NIBRS Group A Offenses occurring in the Department's jurisdiction and reported to the Department. An Offense/Incident Report is also required for all NIBRS Group B Offenses when a person is charged with committing a Group B Offense. In addition to other reporting requirements described in this Index Code, an Offense Incident Report is required anytime a person is taken in physical custody (arrest for an offense, warrant arrest, court order, detainer, mental health evaluation, child in need of supervision, etc.); when required by another policy/Index Code; or at the direction of a supervisor. In addition, an Offense/Incident report may be written at the discretion of the officer even if not required by policy.

Note: Lesser included offenses that are elements of the offense being reported should not be documented as separate offenses on a report, although a person may be charged with separate offenses in violation of the Annotated Code of Maryland. For example, when writing an Offense/Incident Report for a robbery, an assault offense and theft offense should not be additional offenses on the report since assault and theft are integral elements to the definition of a robbery offense. Similarly, a theft offense should not be a separate offense on the report if the theft occurred as an element integral to a burglary offense. However, in the case of a "Burglary – Home Invasion," the underlying violent crime/offense must also be identified as a separate offense on the report.

Additional information about current NIBRS Offenses and Incidents, including offense and incident definitions can be found here: [NIBRS Offense/Incident Quick Reference Guide](#) (link).

A. Group A Offenses):

- Abduction/Kidnapping
- Animal Abuse
- Arson (*Note: All UCR-NIBRS Arson Reporting is handled by the Anne Arundel County Fire Department; Arson Reports may be initiated and written by an AAFD Fire Marshal or an Anne Arundel County Police Officer.*)
- Assault – Aggravated
- Assault – Simple
- **Auto/Motor Vehicle Theft**
- Bomb Threat
- Bribery
- Burglary – Commercial
- **Burglary – Home Invasion**
- Burglary – Residential
- Burglary – Other
- Counterfeiting/Forgery
- Destruction of Property/Vandalism
- Drug/Narcotics **Offense**
- Drug/Narcotics Equipment/**Paraphernalia Offense**
- Extortion/Blackmail
- Firearm/Weapon Offense
- Fraud - Computer/Hacking
- Fraud - Credit Card/ATM
- Fraud - False Pretenses
- Fraud - Identity Theft
- Fraud – Impersonation
- Fraud – Welfare
- Fraud – Wire/Electronic

- Gambling – Betting
- Gambling – Equipment /Devices
- Gambling - Operating/Promoting
- Gambling - Sports Tampering
- Homicide - (*Note: The Central Records UCR/Report Review Unit will appropriately classify Murder & Non-Negligent Manslaughter; Negligent Manslaughter; or Justifiable Homicide after the initial Offense/Incident Report is submitted, in consultation with CID.*)
- Human Trafficking - Commercial Sex Acts
- Human Trafficking - Involuntary Servitude
- Pornography/Obscene Material
- Prostitution - over 18
- Prostitution - Assisting or Promoting
- Prostitution - Purchase/Trade
- Robbery – Bank
- Robbery - Car Jacking
- Robbery – Citizen
- Robbery – Commercial
- Robbery – Shoplifting
- Sex Offense – Fondling
- Sex Offense – Incest
- Sex Offense – Rape – Forcible
- Sex Offense - Rape – Sodomy
- Sex Offense - Sexual Assault With Object
- Sex Offense - Statutory Rape
- **Stalking**
- Stolen Property – Buying/Receiving/Possess
- **Theft - Auto Parts/Tags/Accessories - attached to vehicle**
- **Theft - From Coin Operated Machine or Device**
- **Theft Employee/Embezzlement**
- **Theft - From Auto**
- **Theft - From Building - not burglary**
- **Theft – Other**
- **Theft – Pick Pocket**
- **Theft - Purse-Snatch - no force**
- **Theft – Shoplifting**
- **Threats/Intimidation**

B. Group B Offenses:

- **Court Order – Violation**
- Curfew/Loitering/Vagrancy
- Disorderly Conduct/Affray
- **Election Law Violation**
- **False Alarm**
- **False Report/Statement**
- **Family Offense – non-violent**
- **Harassment – non-threatening**
- **Health Related Violation**
- Indecent Exposure/Lewd Conduct
- **Liquor/Alcohol Law Violation**
- **Littering/Dumping**
- **Peeping Tom/Hidden Camera**
- **Prisoner Escape**
- **Sexual Offender Registry Violation**
- **Tobacco Violation**
- **Traffic Offense - Driving Under the Influence**
- **Traffic Offense – Other – Not DUI**

- Trespassing
- ***Unauthorized Use of Motor Vehicle***
- ***Violation of Local Ordinance***
- ***Warrant Arrest (Other Jurisdiction Warrant)***

C. Non-NIBRS Offense Related Incidents:

- Animal Incidents (***Dog bites, injury, etc.; not Animal Abuse***)
- Assist Other Agency (***including crimes/offenses reported to the Department, but occurring in and being investigated by another jurisdiction***)
- Court Order (service of)
- Death (***with no evidence of a criminal offense***)
- Departmental Vehicle Incident
- Mental Health Incident
- Miscellaneous/Non-Criminal Incident
- Property Found
- Property Lost
- Property Recovered (stolen other jurisdiction)
- Recovered Stolen ***Auto***/Motor Vehicle (stolen other jurisdiction)
- Sexual Assault Kit Collection (VAWA/Delayed Reporting)
- Sick/Injured Law Enforcement
- Sick/Injured Other
- Sick/Injured Overdose
- Suspicious Activity/Non-Criminal Incident

IV. OFFENSE/INCIDENT STATISTICS

The Mark43 Records Management System (RMS) is designed to capture relevant offense information and data as required by FBI Uniformed Crime Reporting National Incident Based Reporting System; and the Maryland State Police. When completing Offense/Incident Cards in the Mark43 RMS, officers will be prompted to answer certain questions related to the offense (i.e. was the offense motivated by hate/bias; was the offense domestic/family violence related).

In addition to the information captured on Offense/Incident Cards within the Mark43 RMS, officers will be presented with “Statistic” check boxes with completing the Event Information Card, the Offense/Incident Card, the Missing Person Card, and the Field Interview Report. Statistic checkboxes flag reports to capture additional data needed to support reporting requirements beyond those required by the FBI and Maryland State Police.

Officers are required to check all appropriate statistics boxes relevant to the report they are completing.

Additional information about statistic box use, descriptions and definitions can be found here:

[Statistic Box Descriptions and Definitions](#) (link).

V. SUPPLEMENT REPORTS

Supplement Reports are used to add additional information related to an existing report. The records management system will require the user submitting the supplement report to identify one of the following “Supplement Report Types”:

- Add Attachment
- Additional Information/Follow-up
- Evidence Processing/Recovery
- ***Extradition***
- Forensic Services Attachments
- Identify Unknown Suspect
- ***Inter-Agency Detainer***
- Interview/Statement – Suspect
- Interview/Statement – Victim
- Interview/Statement – Witness

- Investigative Report
- Neighborhood Canvas
- Other
- Recovered Missing Person (AAPD Case)
- Recovered Stolen Auto/Vehicle (AAPD Case)
- Recovered Stolen Property (AAPD Case)
- ***Search Warrant***
- Suspect/Fugitive Arrest/Apprehension
- ***Traffic Crash/ACRS Additional Information***
- Void Report Number
- Warrant Arrest (AAPD Case)

VI. RECOVERED STOLEN VEHICLES & RECOVERED STOLEN PROPERTY

A. Vehicles & Property Originally Reported Stolen to AAPD

Recovered vehicles and property originally reported stolen in Anne Arundel County and documented in the AAPD records management system will be documented on a Supplement Report using the Report Number from the original Offense/Incident Report.

B. Vehicles & Property Originally Reported Stolen to another Law Enforcement Agency

Recovered vehicles and property originally reported stolen to another law enforcement agency, but recovered in Anne Arundel County will be documented on an Offense/Incident Report (not a Supplement Report) using the Offense/Incident, “Recovered Stolen Auto/Motor Vehicle (Stolen Other Jurisdiction)” and/or “Property Recovered (Stolen Other Jurisdiction)”.

Note: If an individual is found to be criminal possession of the stolen vehicle or property originally reported to another jurisdiction at the time the vehicle or property is recovered, the Offense/Incident, “Stolen Property – Buying/Receiving/Possess” will also be added to the Offense/Incident Report to document the offense of being in possession of stolen property.

VII. WARRANT ARRESTS

A. Anne Arundel County Law Enforcement Warrants

A Supplement Report will be written when arrests are made by law enforcement agencies using the Anne Arundel County Police Department’s records management system (AAPD, Crofton Police, AA County Sheriff’s Office, AA County Fire Marshal’s Office) when the charges on the warrant are related to offenses documented on an Offense/Incident Report in the Anne Arundel County Police Department’s records management system. The report number associated with the original Offense/Incident Report will be used for the supplement report. The original Offense/Incident Report number can be found in the “CC/OCA” field on District Court charging documents.

B. Other Jurisdiction Warrants

Warrants generated from an outside agency, other jurisdiction, or as the result of an application from a citizen that is not already documented on an Offense/Incident Report in the Anne Arundel County Police Department’s records management system will require an original Offense/Incident Report. The Offense/Incident, “Warrant Arrest (Other Jurisdiction Warrant)” will be used.

C. Bench Warrants

Bench Warrants for Failing to Appear in Court, even if the underlying criminal charge is related to an Anne Arundel County Police Department case, will use the Offense/Incident, “Warrant Arrest (Other Jurisdiction Warrant),” since this is considered a new offense.

VIII. TOWED VEHICLE REPORTS

All towed vehicles require the completion of an Anne Arundel County Tow/Vehicle Inventory Report. If an Offense/Incident Report or other report type is being completed in Mark43, the Vehicle Card will be completed, including all information related to the tow. If an Offense/Incident Report or other report type is not otherwise being completed by the officer in Mark43 (i.e. towing an abandoned vehicle, tows related to crashes, etc.), the Tow/Vehicle Inventory Report will be submitted to Central Records. Central Records staff will enter the towed vehicle information in the records management system.

For additional information related to Towed Vehicle Reports, see Index Code 1909 (Tow Procedures).

IX. TRAFFIC CRASH REPORTS

Traffic Crash Reports will be written using the Maryland Automated Crash Reporting System (ACRS). Through an integration between the Anne Arundel County Police Department's records management system and the State of Maryland, ACRS data will be imported and a "Traffic Crash" report type will be created with the AAPD Report Number.

Any additional information, including Fatal Crash Investigative Reports will be submitted in the records management as a Supplement Report using the Report Number originally issued for the ACRS Report. ***Supplement Reports for Traffic Crash Reports should use the "Traffic Crash/ACRS Additional Information" Supplement Type.***

For additional information related to Traffic Crash Reports, see Index Code 1906 (Traffic Collision Investigation).

X. MISSING PERSON REPORTS

Missing Person Reports will be documented using the "Missing Person" report type in the records management system. Effective November 1st, 2021 the State of Maryland Missing Person Report Form will no longer be used.

Any additional information, including documentation of follow-up investigations will be submitted in the records management system as a Supplement Report using the Report Number issued for the original Missing Person Report. ***When a missing person originally reported to the Anne Arundel County Police is recovered, the "Recovered Missing Person (AAPD Case)" Supplement Report Type should be used.***

If a missing person was originally reported missing to another agency, and found/recovered by Anne Arundel County Police, an Offense/Incident Report with the Incident Code, "Assist Other Agency" should be used.

For additional information related to Missing Person Reports, see Index Code 1808 (Missing Persons).

XI. FIELD INTERVIEW REPORTS

Field Interview Reports will be documented using the "Field Interview" report type in the records management system. Effective November 1st, 2021, a Report Number (not a CAD Incident Number) is required for all Field Interview Reports.

Consensual encounters and reasonable suspicion stops (and stop and frisks) related to an offense or incident will use the Report Number originally issued for the related Offense/Incident Report. If the consensual encounter or reasonable suspicion stop (or stop and frisk) was based on information and observations not related to an offense or incident already reported, a new Report Number will be used.

For additional information related to Field Interview Reports, see Index Code 1621.1 (Stop and Frisk Report) and Index Code 1629 (Field Interviews)

XII. PROPONENT UNIT: Central Records Section.

XIII. CANCELLATION: This directive cancels Index Code 2201, dated ***11-01-21***.