



FIELD REPORT TYPES

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I. FIELD REPORT TYPES

The following *Report Types* are used in field reporting:

A. Offense/Incident Report Type

The *Offense/Incident Report* is the general formal police report used to report the preliminary investigation of all crimes and miscellaneous reportable incidents except those identified below.

B. State of Maryland Automated Crash Reporting System (ACRS)

The State of Maryland Automated Crash Reporting System is used to report the preliminary investigation of traffic *crashes*. Follow-up investigation, arrest information and miscellaneous information of interest to the department (such as information pertaining to matters other than the *crash*), is reported on a Supplemental *Report* in *the records management system*.

C. Supplement Report Type

The Supplement Report is used to *document* information *that is not documented in the primary report type (i.e. Offense/Incident Report, Missing Persons Report, ACRS Report)*. *The Report Number of the primary report type will be used for all Supplement Reports associated with that primary report. Although Supplement Reports can be entered into the records management system prior to the primary report type being entered, they cannot "stand alone."*

D. Alcohol Influence Report

The Alcohol Influence Report is used only in the processing of DWI/DUI cases. It is used to document the arresting officer's observations and actions following the arrest of an individual for driving while intoxicated or under the influence of alcohol.

E. Missing Person Report Type

This *report type* is the initial report of a missing person - adults as well as juveniles. *Documentation of all follow-up investigative activities will be reported using a Supplement Report type.*

F. Vehicle Inventory & Tow Report

It is the policy of the Anne Arundel County Police Department to conduct an inventory of the contents of every vehicle towed, except vehicles that are released directly to owners in the officer's presence. The officer will complete a Vehicle Inventory & Tow Report on all vehicles towed by a licensed county tow *company*. It is essential that the vehicle identification number (VIN) is included. *If a vehicle is associated with an Offense/Incident Report type, Missing Person Report type, Field Interview Report or Supplement Report, the vehicle information must be entered into the records management system by the officer. If the tow is unrelated to another report type (i.e. being towed because it is abandoned), the completed Vehicle Inventory & Tow Report will be submitted to Central Records. Central Records staff will enter date into the records management system as a "Tow Only Report" type.*

H. Domestic Violence Report

The Domestic Violence Report form (PD 1603) is used *to supplement the Offense/Incident report related to a domestic violence related offense that is entered into the records management system.* The reporting officer is responsible for completing both pages of the report; however, attempts should be made to have the victim fill out the body map, victim statement, and sign all appropriate areas (victim statement and body map). *The handwritten Domestic Violence Report forms must be scanned and added as an attachment to the Offense/Incident Report. The original document must be sent to Central Records.*

I. Field Interview Report Type

The Field Interview Report is used to document consensual encounters with members of the community; and reasonable articulable suspicion stops (and stop and frisks) of members of the community. If there is a “stop and frisk,” the Field Interview Report must be completed even if an Offense/Incident Report is also written. Completion of the Field Interview Report in the records management system satisfies state law reporting requirements for documentation of “stop and frisks.”

J. Void Report Number Report Type

The Void Report Number report type is used when a Report Number was inadvertently created by the Computer Aided Dispatch system and is past the point the Report Number can be “cancelled.” Each Report Number must be accounted for in the records management system. The Void Report Number report type will satisfy this accountability.

K. Attachments Only Report Type

The Attachments Only report type is used when an attachment related to a Report Number needs to be added to the records management system, if it is not being added as an attachment to another report type. Attachment include items such as scanned document PDFs, photographs, etc.

II. PROPONENT UNIT: Central Records.

III. CANCELLATION: This directive cancels Index Code 2204, dated *05-15-14*.