



COTTAGE CITY POLICE DEPARTMENT

GENERAL ORDER

SUBJECT: **INCIDENT REPORTING**

NEW REVISED RESCINDS

APPROVED: *GM*
GEORGIA MILTENBERGER
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

I. POLICY

- A. Written police reports and documentation concerning police activities are essential in meeting the management, operational, informational, and budgetary need of the Cottage City Police Department. Officers of the Department must be aware of and properly complete all required reports and paperwork as prescribed. This General Order establishes procedures concerning how police information is to be received, recorded, and documented.
- B. In accordance with the Cottage City Police Department's Memorandum of Understanding with the PGPD, and the Field Report Manual, a report shall be written for every verified event except those indicated by an asterisk (*) on the Event Code Classification located on the back of the issued PGC Map Book.
- C. Officers of this Department will initiate a Cottage City Incident Report on all dispatched calls or events discovered on patrol in accordance with this General Order.

II. PROCEDURES

- A. Required Reporting
 - 1. Reporting is required of every incident listed below that is alleged to have occurred in the Cottage City limits.

2. As per existing Cottage City policy, if a citizen calls the station reporting a "true emergency," in Cottage City, the call taker will take the necessary information to handle the call immediately by dispatching an officer or taking whatever action is necessary. Communications will be notified of the nature and location of the incident and the unit(s) responding.

3. If a citizen calls the station to report an emergency outside the Town, he/she will be asked to immediately call 9-1-1, since the 9-1-1 lines are enhanced with caller I.D. and location I.D. and the 9-1-1 center call-takers can keep the caller on the line until the police arrive.

If a caller refuses to call 9-1-1, or cannot call 9-1-1 for whatever reason, even after Cottage City personnel have requested the caller to do so, and it appears that the caller has a true emergency, station personnel will keep the caller on the line while 9-1-1 is called by other station personnel and information relayed to the 9-1-1 call-taker.

4. If a caller blurts-out an address and hangs-up on station personnel before a referral can be made to 9-1-1, the phone number will be immediately and forwarded to the dispatcher.

5. If a citizen calls the station with a non-emergency report of a crime/incident, information will be obtained from the caller and an officer dispatched to the scene.

6. If an officer who has been dispatched to a citizen report of a Part 1 or a serious Part II offense verifies that such offense occurred, a report shall be completed and submitted by the officer in accordance with the PGPD field Report Manual.

7. If a citizen calls the station to complain about a situation or occurrence, station personnel will document the complaint accordingly using the most appropriate means, which may include, and may not be limited to:

a. Dispatching or having an officer to the scene of the occurrence;

b. Completing an Inter-Office Memorandum documenting the citizen's complaint or concern;

c. Completing a DPW Work Order form for work to be completed by them.

8. When an officer is dispatched or assigned to investigate an incident, an entry will be made in the Shift Log.

9. If a citizen requests that his/her dwelling be checked by police during the time the citizen is away, a House Check Form will be initiated by the call-taker. Refer to General Order 5-45 House Checks for further details.
10. Criminal and non-criminal cases initiated by Department employees will be reported/recorded on appropriate forms, which may include:
 - a. Event Reports or other official reports used during the normal course of police duties to document a criminal or non-criminal incident;
 - b. Supplement Reports to document and describe any follow-up investigation done on a particular case by an officer;
 - c. Criminal/Civil Citations will be used as official charging documents to document and charge adults and/or juveniles with alleged criminal and civil violations when the penalty does not exceed a fine of \$500 and/or the period of incarceration is less than 90 days.
 - d. M.A.A.R.S. Reports for traffic accidents based upon criteria set forth in this General Order Manual.
 - e. Cottage City DPW Work Order Forms to document a hazardous condition needing the attention of Public Works personnel.
11. If an adult is arrested pursuant to a criminal Arrest Warrant, criminal Bench Warrant, or pursuant to the "Laws of Arrest" and a Statement of Charges is completed by the arresting officer, the following report(s) is/are required:
 - a. Arrest Warrant requires an Arrest Repo, Supplement report if original report has already been written, fingerprint cards and photographs.
 - b. Criminal Bench Warrant requires the same processing.
 - c. Statement of Charges by the arresting officer requires the same processing.
 - d. Traffic Bench Warrant requires no Arrest Report but the arresting officer must complete the "Return of Service" area of the warrant to certify service. A photocopy of this document must be made for the station files and the officer must initiate a Cottage City Incident Report to document the arrest.

- e. If a defendant is served with a District Court Criminal Summons (DCS), the serving officer must complete the "Warrant/DCS Control Sheet," and write and PGPD Supplement Report, which will document the service. The serving officer will also complete the "Return of Service" (cepi) area of the DCS and its District Court cover sheet to be forwarded to the District Court Commissioner's Office.

III. FIELD REPORTS

- A. Officers will utilize the following reports and shall complete them pursuant to the provisions and procedures listed in the PGPD Field Report Manual, M.A.A.R.S. Manual, Citation Manual, and the CCPD General Order Manual.
 1. M.A.A.R.S. Report (MSP)
 2. Arrest Report (PGPD)
 3. Event Report (PGPD format)
 4. Missing Person/Runaway Report (MSP)
 5. Vehicle Report (CCPD)
 6. Continuation Report (CCPD)
 7. Supplement Report (CCPD)
 8. Driving While Intoxicated Arrest Report {PGPD}
 9. State's Attorney's Witness Information Report (PGPD)
 10. State's Attorney's Evidence Information Report (PGPD)
 11. Incident Report (CCPD)
 12. Vehicle Impound Report (CCPD)
 13. Hit and Run Follow-Up Report {CCPD}
 14. Request For Latent Evidence Exam (PGPD)

15. Advice of Rights Form (PGPD) 16. Ride-Along Application {CCPD) 17. Use of Force Report (CCPD)

B. Report/Incident Case Numbers

1. Each PGPD case/incident will be assigned a CCN via the computer system that runs sequentially from the start of the calendar year and each number will be unique. All Cottage City incident reports will be assigned a County Incident number using the calendar year and the Julian calendar day/date.
2. These numbering systems ensure that no two incidents will be assigned identical numbers.
3. The Police clerk will maintain a computerized Police Incident Report Log which identifies those incidents for which a police report was written.

C. Completion of Reports

1. Unless a particular area or section of a report is not applicable, all areas of reports will be completed by reporting officers.
2. Reporting officers will fill in completely those spaces on the report form that are applicable to the event/incident being reported.
3. Report narratives will be accurate and will describe exactly what happened, if known to the writer.
4. Officers will not state personal opinions in their reports, but may state how they reasonably believe, based on available facts and circumstances, how a crime was committed or an accident occurred.

D. Submission of Reports

Generally, officers shall complete their reports prior to the end of their tour of duty and place them in the designated report box for supervisory approval.

1. All PGPD Reports, those with a CCN, will be completed and submitted in their entirety prior to the reporting officer's day off.
2. Cottage City Incident Reports may be held until the officer's next tour of duty.

E. Supervisory Approval of Reports

1. The supervisor will review completed reports to determine that the preliminary investigation is satisfactory and that the narrative is clear and all-inclusive.
2. The supervisor will also review for legibility, correctness, and adherence to the Field Report Manual and Cottage City General Orders.
3. The supervisor will indicate his review and approval by signing his name on the report to indicate approval; entering the date in the area provided at the bottom of the report; and checking the CCN to ensure correctness.
4. All incomplete, illegible, inaccurate or otherwise unacceptable reports will be returned to the officer who wrote them for revisions, corrections, etc.
5. Using the Shift Activity Log, the supervisor will ensure that all required reports are submitted.

F. Follow-up Reports

Follow-up reports will be turned in to the supervisor for review and approval within ten (10) days from the date assigned.

G. Distribution of Reports

1. All reports with a PGPD CCN will be routed to the District Station by the supervisor, via inter-office mail for distribution to the appropriate section for follow-up. Reports routed to specialized units by the supervisor will be properly noted in accordance with the PG PD Field Report Manual; e.g. Auto Theft Report: the investigator's copy will be tagged to be forwarded to the PG PD Auto Theft Unit.
2. The supervisor, on a case-by-case basis, will distribute reports to outside agencies, FBI, Secret Service, ATF, etc. for cases that fall within the outside agencies jurisdiction and/or control. Requests from any law enforcement agency for copies of official police reports will be honored.