

October 6, 2010

Written Directive

Report Writing

It is the policy of the Thurmont Police Department to produce reports that are accurate and complete, and which are submitted in a timely manner.

DEFINITIONS:

CAD - Computer Aided Dispatch - the automated system of receiving, assigning and tracking calls for service.

CASE REPORT NUMBER - the unique numerical identifier assigned by the CAD system to each service call.

I/LEADS-Records Management System – the Countywide Law Enforcement Reporting System.

COMPLETION OF REPORTS:

All departmental members will complete all incident reports as required in a timely fashion, and make them accurate, complete, concise, and legible. Members shall not knowingly enter any inaccurate, false, or misleading information on a report. With the report writing capability of the mobile data terminals, officers will attempt to complete their Incident Reports directly following the call for service, or by the end of each shift.

CASE REPORT NUMBER:

Case report numbers will be assigned to calls for service via the CAD system by communications dispatchers. Each call for service will be assigned a unique case report number. All reports will contain the case report number assigned to that incident. If a member opens a case report number for a "follow up" to an original call for service, or an ongoing investigation, he will always utilize the original case report number on all reports, to correctly link the reports in the Records Section.

Self-Generated CAD numbers will reflect the accurate time and location of each event and will be created at the time of the self-generated call for service. (ie: Patrol Checks, Talks Cards, Foot Patrols)

The production of quality reports documenting incidents calls for consistency in reporting. This Directive will establish a standard in the types of reports used to document incidents.

INCIDENT REPORT - Departmental police report which consists of six separate forms, including: the Incident Report Form, the Incident Report Narrative Form, the Additional Persons Form, the Additional Vehicle Form, and the Additional Property Form, Offense Form. (When completing the Incident Report the time of occurrence and location of incident must be accurately recorded.) All appropriate arrest paperwork will be married to any paperwork generated by Central Booking before submission to the Records Section.

*(Additional forms, documents, printouts, and reports will be completed for each of the following categories as circumstances of the incident or the investigation warrant, or as required by the writer or other members in his chain of command.)

ADULT CRIMINAL ARREST:

The following documents will be completed for each Adult Criminal Arrest:

- A. Statement of Charges
- B. Statement of Probable Cause
- C. Incident Report
- D. Copies of any Driving Record and Wanted Check Printouts
- E. CAD Display Call Printout
- F. Custodial Cell Check Log* (completed but not removed)
- G. Property Record Forms *
- H. Motor Vehicle Citations *
- I. Miranda and Johnson Rights Forms *
- J. Written Statement Form*
- K. Arrest Log* (If taken to Central Booking)
- L. CDS arrests – MSP 67 Lab forms*

ADULT MOTOR VEHICLE ARREST OTHER THAN DRIVING WHILE INTOXICATED:

The following documents will be completed for each Adult Motor Vehicle Arrest other than those arrests for Driving While Intoxicated:

- A. Incident Report *
- B. Motor Vehicle Citation(s)
- C. Copies of any Driving Record, Vehicle Registration, and Wanted Check Printouts
- D. CAD Display Call Printout
- E. Statement of Probable Cause * (This document is completed if the arrestee is taken to Central Booking)
- F. Vehicle Towing/Storage Information Sheet *
- G. Miranda and Johnson Rights Forms *
- H. Property Record Forms *
- I. District Court of Maryland Notice to Appear * (This document is given to the arrestee if released from headquarters)
- J. Written Statement Form*
- K. Custodial Cell Check Log* (completed but not removed)

ADULT DRIVING WHILE INTOXICATED ARREST:

The following documents will be completed for each Adult Driving While Intoxicated Arrest:

- A. Arrest Log* (If taken to Central Booking)
- B. DR-15 Advice of Rights Form
- C. DR-15A Form * Complete this form if the arrestee:
 - (1) refuses to submit to a chemical test for alcohol;
 - (2) has a test result indicating a breath/blood alcohol content of 0.08 or higher; or,
 - (3) refuses to provide a blood sample for the Drug Recognition Expert.
- D. MSP-33 Alcohol Results Form * (This form is completed if a BAC chemical test is administered by an officer)
- E. DR-103 Violation of Alcohol Restriction Form * (This form is completed if the result of the BAC test is 0.02 or greater and less than 0.08, and the driver's license has an alcohol restriction)
- F. DR-102 Commercial Motor Vehicle Form * (This form is completed if the result of the BAC test is 0.04 to 0.08, and the subject was operating a commercial motor vehicle)
- G. Motor Vehicle Citation(s)
- H. Statement of Probable Cause * (This document is completed if the arrestee is taken to Central Booking)
- I. Incident Report Narrative * (This form is completed if the arrestee is released from headquarters)
- J. Picture of the Arrestee * (This is taken if the arrestee is released from headquarters)
- K. Copies of any Driving Record, Vehicle Registration, and Wanted Check Printouts
- L. CAD Display Call Printout
- M. Miranda and Johnson Rights Forms *
- N. District Court of Maryland Notice to Appear (This document is given to the arrestee if released from headquarters)
- O. Vehicle Towing/Storage Information Sheet *
- P. Property Record Forms *
- Q. Written Statement Form*
- R. Custodial Cell Check Log* (completed but not removed)

CENTRAL BOOKING PAPERWORK:

The following documents will be included in the paperwork generated from Central Booking as appropriate for the type of arrest:

- A. Digital Photograph Prints
- B. Offender Arrest Information Report
- C. Offender Booking Information Report
- D. Offender Identification Information Report
- E. Statement of Charges *
- F. Statement of Probable Cause *
- G. Arrest or Bench Warrant *

NON-CUSTODIAL/ STATUS OFFENDER JUVENILE ARREST:

The following documents will be completed for each Non-Custodial or Status Offender Juvenile Arrest:

- A. Juvenile Referral Report Form
- B. Incident Reports
- C. Copies of any Driving Record and Wanted Check Printouts
- D. CAD Display Call Printout
- E. Property Record Forms *
- F. Miranda Rights Form *
- G. State of Maryland/Frederick Police Missing Persons Report *
- H. DJJ Detention/Shelter Paperwork *

CUSTODIAL JUVENILE ARREST- CRIMINAL/MOTOR VEHICLE OTHER THAN DWI:

The following documents will be completed for each Custodial Juvenile Criminal/Motor Vehicle Arrest Other Than Driving While Intoxicated:

- A. Juvenile Referral Report Form
- B. Incident Reports
- C. Fingerprint Cards (2) (1 Green/CJIS Card and 1 Pink/FBI Card)
- D. Photograph
- E. Copies of any Driving Record and Wanted Check Printouts
- F. CAD Display Call Printout
- G. Property Record Forms *
- H. Miranda Rights Form *
- I. Custodial Cell Check Log * (completed but not removed)
- J. DJJ Detention/Shelter Paperwork*
- K. Written Statement Form*

CUSTODIAL JUVENILE ARREST- DRIVING WHILE INTOXICATED:

The following documents will be completed for each Custodial Juvenile Driving While Intoxicated Arrest:

- A. Juvenile Referral Report Form
- B. Incident Reports
- C. Fingerprint Cards (2) (1 Green/CJIS Card and 1 Pink/FBI Card)
- D. Photograph

- E. DR-15 Advice of Rights Form
- F. DR-15A Form * Complete this form if the arrestee:
 - A. refuses to submit to a chemical test for alcohol;
 - B. has a test result indicating a breath/blood alcohol content of 0.08 or higher; or,
 - C. refuses to provide a blood sample for the Drug Recognition Expert.
- G. MSP-33 Alcohol Results Form * (This form is completed if a BAC chemical test is administered by an officer)
- H. DR-103 Violation of Alcohol Restriction Form ** (This form is completed if the result of the BAC test is 0.02 or greater and less than 0.08)
- I. DR-102 Commercial Motor Vehicle Form ** (This form is completed if the result of the BAC test is 0.04 to 0.08, and the operator was driving a commercial motor vehicle)
- J. Copies of any Driving Record, Vehicle Registration, and Wanted Check Printouts
- K. CAD Display Call Printout
- L. Miranda Rights Form *
- M. Vehicle Towing/Storage Information Sheet *
- N. Property Record Forms *
- O. Custodial Cell Check Log * (completed but not removed)
- P. Written Statement Form*

CRIMINAL SUMMONS:

The following documents will be completed for the service of each Criminal Summons:

- A. Criminal Summons (each copy)
- B. Incident Report*
- C. Incident Narrative
- D. Copies of any Driving Record and Wanted Check Printouts /Removal
- E. Written Statement Form*

ARREST OR BENCH WARRANT:

The following documents will be completed for the service of each Arrest or Bench Warrant:

- A. Arrest or Bench Warrant (each copy)
- B. Incident Report*
- C. Copies of any Driving Record, Wanted Check, and NCIC/MILES Removal
- D. Written Statement Form*
- E. Arrest Log* (If taken to Central Booking)

MOTOR VEHICLE COLLISION INVESTIGATION:

The following documents will be completed for each Motor Vehicle Collision handled:

- A. State of Maryland Motor Vehicle Accident Report or TPD Exchange of Information Form
- B. Copies of any Driving Records, Vehicle Registrations, and Wanted Check Printouts
- C. CAD Display Call Printout

- D. Incident Report
- E. Incident Narrative*
- F. Photographs

CRIME AGAINST PERSON:

The following documents will be completed for each verified Crime Against Person Incident:

- A. Incident Report / Narrative
- B. CAD Display Call Printout
- C. Copies of any Wanted Check Printouts *
- D. Miranda Rights Form *
- E. Application for Statement of Charges *
- F. Written Statements Form*
- G. Domestic Violence Forms*

CRIME AGAINST PROPERTY:

The following documents will be completed for each verified Crime Against Property Incident:

- A. Incident Report / Narrative
- B. CAD Display Call Printout
- C. Copies of any Wanted Check Printouts *
- D. NCIC/MILES Entry *
- E. Miranda Rights Form *
- F. Property Record Forms *
- G. Application for Statement of Charges *
- H. Written Statements Form*

MISSING PERSON:

The following documents will be completed for each verified Missing Person Incident:

- A. State of Maryland Missing Persons Report
- B. Incident Report / Narrative
- C. Missing Person Additional Identifiers Form
- D. CAD Display Call Printout
- E. NCIC/MILES Entry/Removal *
- F. Copies of any Wanted Check Printouts *

FOUND PROPERTY:

The following documents will be completed for each verified Found Property Incident:

- A. Incident Report / Narrative
- B. Property Record Form
- C. CAD Display Printout
- D. Copies of Wanted Check Printouts *

Report Disposition

Upon completion of a report, the writer will determine the report's "status" upon the basis of the following four (4) definitions:

- A. **"Open"** – indicates that additional information or investigation is required before the incident can be "closed," even though an arrest already may have been effected.
- B. **"Closed"** – denotes that the investigation of an incident has been entirely completed, and that no additional action on the part of the Department is required or indicated. (Cases should be "Closed" if the only remaining action is the service of an arrest warrant or criminal summons.) (ie: Closed – Warrant / Criminal Summons on file.)
- C. **"Suspended"** – means that every reasonable avenue of investigation has been pursued and exhausted, that the incident still cannot be "closed" because the incident has not been resolved and new evidence or information may allow it's reopening in the future.
- D. **"Unfounded"** – indicates that the preliminary inquiry has proved the initial report to be false.

Required Action at the beginning of each Tour of Duty

Prior to each tour of duty each officer will check their mailbox, voicemail, email, Patrol Check bulletin, WMIC bulletin board, and Calls for Service during their off duty period.

Patrol Checks, House Checks, Selective Enforcement, and Officer Safety related information will be placed on the Patrol Check bulletin. Access to the Patrol Check bulletin can be from your desk top computer or your MDT. The structure of our department does not allow for a formal Roll Call period to review events that had occurred during your days off. Therefore, each officer will review the Calls for Service which occurred during their off duty period.

Patrol Checks: All checks of a house or business will be conducted physically. Driving by a structure does not constitute a security check of the house or business. Officers are not required to enter fenced yards or lots unless a crime is detected. These checks will be documented into ILEADS at the time of the occurrence and a CAD number will be generated.

Gregory L. Eyler
Chief of Police
Thurmont Police Department

Date