

Bowie Police Department - General Orders



TITLE: INCIDENT REPORTING	NUMBER: 404
EFFECTIVE DATE: 2/23/12	REVIEW DATE:
<input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDS <input type="checkbox"/> RESCINDS	DATE:

AUTHORITY Chief John K. Nesky	ACCREDITATIONS STANDARDS CALEA STANDARDS:	TOTAL PAGES 4
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I. POLICY

- A. Written police reports and documentation concerning police activities are essential in meeting the management, operational, informational, and budgetary needs of the Bowie 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 Bowie Police Department’s Memorandum of Understanding with the PGPD, and the Field Report Manual, Officers shall write a report for every verified event except those indicated by an asterisk (*) on the Event Code Classification .
- C. Officers will initiate a Bowie Police Department 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 Bowie City limits.
 - 2. If an Officer who has been dispatched to a citizen report of a Part I or a serious Part II offense verifies that such offense occurred, the Officer shall complete and submit a report in accordance with the Field Report Manual.
 - 3. If an adult is arrested pursuant to a Arrest Warrant, criminal Bench Warrant, or pursuant to the common law of arrest, and a Statement of Charges is completed by the arresting Officer, the following report(s) is/are also required:

- a. Arrest Warrants, Criminal Bench Warrants and Statement(s) of Charges all require an Incident Report, Arrest Report, and/or a Supplement report if original report has already been written.
- b. Traffic Bench Warrant does not require an Arrest Report but the arresting Officer must complete the "Return of Service", section of the warrant to certify service. A photocopy of this document must be made for the station files and the Officer must prepare a City of Bowie Incident Report to document the arrest.
- c. If a defendant is served with a District Court Criminal Summons (DCS), the serving Officer must complete the "Warrant/DCS Control Sheet," and write a Supplement Report, which will document the service. The serving Officer will also complete the "Return of Service" 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 use the following reports and shall complete them pursuant to the provisions and procedures listed in the Field Report Manual, Citation Manual, and the Bowie Police Department General Order Manual.
 1. ACRES Report (MSP)
 2. Arrest Report (BPD)
 3. Event Report (BPD format)
 4. Missing Person/Runaway Report (MSP)
 5. Vehicle Report (BPD)
 6. Continuation Report (BPD)
 7. Supplement Report (BPD)
 8. Driving While Intoxicated Arrest Report (BPD)
 9. State's Attorney's Witness Information Report (PGPD)
 10. State's Attorney's Evidence Information Report (BPD)
 11. Incident Report (BPD)
 12. Vehicle Impound Report (BPD)
 13. Hit and Run Follow-Up Report (BPD)

14. Request For Latent Evidence Exam (PGPD)
15. Advice of Rights Form (BPD)
16. Ride-Along Application (BPD)
17. Use of Force Report (BPD)
18. Vehicle Release (BPD)

B. Report/Incident Case Numbers

1. Each PGPD case/incident will be assigned a “Case Control Number” via the computer system that runs sequentially from the start of the calendar year and each number will be unique. All City of Bowie 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, reporting Officers shall complete all areas of reports.
2. Reporting Officers shall fill in completely those spaces on the report form that are applicable to the event/incident being reported.
3. Report narratives shall be accurate and describe exactly what happened, if known to the writer.
4. Officers shall 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

1. Officers will submit all reports, and associated paperwork, in their entirety for supervisory approval prior to the end of their 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 Bowie Police Department General Orders.
3. The supervisor will indicate his review and approval by signing his/her name on the report to indicate approval; entering his/her ID# in the area provided at the bottom of the report; and checking the CCN to ensure correctness.
4. The supervisor shall return to the Officer who wrote them all incomplete, illegible, inaccurate or otherwise unacceptable reports for revisions, corrections, etc.
5. Using the Shift Activity Log, the supervisor will ensure that all required reports are submitted.

F. Distribution of Reports

1. Original reports will be forwarded to the station clerk via the appropriate report drop box. The Support Division Commander shall arrange for a copy of all reports with a CCN to be hand delivered to District I - Prince George's County Central Records.
2. Officers, on a case-by-case basis, will distribute reports to outside agencies, FBI, Secret Service, ATF, etc. for cases that fall within the jurisdiction of those outside agencies and/or control. Requests from any law enforcement agency for copies of official police reports will be honored.
3. Reports will be faxed to appropriate specialized units within the Prince George's County Police Department and teletype as needed or requested.