

# Bowie Police Department - General Orders



TITLE: UNUSUAL OCCURRENCE REPORTS	NUMBER: 446
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**I. PURPOSE**

To establish the criteria for the preparation of the Unusual Occurrence Report; and to provide for the operational control and assignment of responsibility for the notification of appropriate command personnel of unusual occurrences and/or incidents within the City of Bowie.

**II. POLICY**

Unusual Occurrence Reports shall be submitted in a timely fashion in order to notify the command staff of serious incidents or crimes of an uncommon nature, as described under GUIDELINES in this Order that occur in the City of Bowie.

**III. GUIDELINES**

A. BPD Form #13, Unusual Occurrence Report, shall be completed for:

1. Any major crime that is unusual such as, but not limited to, homicides, 1<sup>st</sup> Degree assaults, , sexual assaults, DUI, kidnapping, fire where substantial property damage or loss of life exists.
2. Any major arrest or large number of arrests.

**IV. PROCEDURES**

A. Supervisors responding to the scene of such incidents shall:

1. Immediately inform Communications of the nature of the incident.
2. Ensure adequate police coverage of the incident.

3. Continue any necessary relay of the information regarding the development of the incident to Communications as it becomes available.
4. Complete BPD Form #13, Unusual Occurrence Report and forward to Command Staff for review and dissemination as appropriate.

B. Notification of Key Personnel:

The Patrol Commander shall be notified even when not on duty; in the event he/she is not on duty, notification is to be made to the on duty Commander as well. The notified Commander shall:

1. Immediately assess the situation and notify the Captain.
2. The Captain shall notify the Deputy Chief of Police of all incidents which meet the criteria outlined in this Order when appropriate under the circumstances.