

UPPER MERION TOWNSHIP POLICE DEPARTMENT

POLICY AND PROCEDURE

No. 800

Supersedes: NA

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Dated: December 11, 2003

POLICE REPORTING SYSTEM

- I. **PURPOSE:** To establish guidelines for the police reporting system of the Upper Merion Township Police Department.
- II. **POLICY:** The proper use and preparation of required forms and reports is vital to the effective and efficient operation of the department. Therefore, all personnel are required to comply with the provisions of this policy.
- III. **CROSS-REF:** Policy # 600, EVIDENCE AND PROPERTY CONTROL
Policy # 1400, RECORDS MANAGEMENT
General Order 1-87, PATROL DIVISION DAILY REPORT
- IV. **PROCEDURE:**
 - A. GUIDELINES FOR COMPLETING REPORTS:
 1. Police officers are responsible for completing a clear, accurate and sufficiently detailed written report of every incident in which they are assigned as the primary officer involved and entering it into the records management system database, or on the appropriate form if written by hand.
 2. When a member of the Patrol Division makes a custodial arrest it is their responsibility to complete the initial report. The processing detective will complete a supplemental report on the processing and arraignment of the actor.
 - a. The only exception to this is retail theft arrests where the actor has been apprehended by a loss prevention officer without police involvement. In this case the officer will take custody of the actor if the Merchant Report is properly completed and it clearly articulates that a crime was committed by the actor. The actor will then be transported to UMPD, and the processing detective will complete the initial report.

- b. If the retail theft arrest requires any other involvement by police such as apprehension of the actor, transporting witnesses for identification of a suspect or searching of a vehicle, the assigned officer will complete the initial report and any other involved officers will complete a supplemental report detailing their actions.
3. The following forms are generally used in the field reporting system (this list is not all inclusive):
 - a. Traffic Crash Investigation Report (state reportable and township non-reportable forms)
 - b. Event Report
 - c. Incident Report
 - d. Call for Service Report
 - e. Supplementary Report
 - f. Daily Report (refer to General Order 1-87)

B. CAD PROCEDURES:

1. The dispatcher shall enter the information on the initial call into the CAD System. There are three types of CAD dispositions: Event, Calls for Service and Incident Reports.
2. Calls for service that do not require a police report shall be referred to as "CAD Events". An incident may be closed as an **EVENT** and no report submitted under the following circumstances **ONLY**:
 - a. No one is interviewed by the investigating officer.
 - b. The incident was unfounded or complete prior to police arrival.
 - c. The incident has been pre-approved for no report (refer to Section IV-B-3).
3. Calls for service that meet the following criteria shall remain as CAD events:
 - a. 911 Hang-up- **only** those that are accidental or anonymous pranks.
 - b. Ambulance requests- **only** those in which the ambulance has transported the victim prior to police arrival.
 - c. Animal complaints- **except** those requiring follow-up by the Animal Control Officer.
 - d. Alarms- burglar, fire, hold-up, medical and panic, where **no** police action is taken, and **nothing** is found to be suspicious.
 - e. Assist citizen- unless the nature of the assistance needs to be documented for future reference.
 - f. Call out of Township personnel- Building Maintenance, Highway, Wastewater.
 - g. Classifiers- placement of classifiers.
 - h. Unfounded or gone on arrival calls, unless the nature of the call needs to be documented for future reference.
 - i. MCSWAT Call Out - other jurisdiction only.
 - j. Dead animal.
 - k. Deliver message.
 - l. Disabled vehicle.
 - m. Disabled police vehicle.

- n. Escort- funeral and money.
 - o. Extra patrol requests- unless the nature of the call needs to be documented for future reference.
 - p. Foot patrol.
 - q. Illegal Parking.
 - r. Injured animal.
 - s. Lost motorist
 - t. Malfunctioning traffic light.
 - u. Public relations.
 - v. Records check.
 - w. School crossing.
 - x. Selective Enforcement.
 - y. Speed sign.
 - z. Traffic direction
 - aa. Traffic hazard.
 - bb. Traffic stops- continue to provide race, gender, OLN, registration information, reason for stop, and dispositions for all traffic stops.
 - cc. Livescan for other agency.
 - dd. Any other call where the Shift Supervisor feels that the CAD Event notes sufficiently describe the events of the call.
4. The Communications Center shall enter accurate and complete notes on each Computer Aided Dispatch (CAD) Event. The "Primary Officer" shall provide a brief call disposition over 56 Dispatch and it shall be entered into the CAD Event notes.
 5. If an officer and/or a shift supervisor determine that a closed CAD Event should be labeled differently, they will change the call disposition type to the appropriate disposition.
 6. Calls received by the department that require a report shall receive the CAD disposition of "Call for Service". A "**Call for Service**" report is a shortened version of an Incident report appropriate for less serious calls for service. See Section IV-C-1 for the information required to be included in a Call for Service Report.
 7. Calls received by the department that require more documentation shall receive the CAD disposition of "Incident Report". See Section IV-C-2 for the information required to be included in an Incident Report.
 8. The Records Section will perform quality control checks on all incident reports in the Upper Merion Township Police Records Management System.
 9. Scene Processing: The Evidence Technician will complete a Supplementary Report under the original log number assigned to the incident.
 10. Photographs: The Evidence Technician shall be responsible for downloading digital photographs into the appropriate incident report.

11. Follow-ups: When an officer notifies the Communications Center that he/she is on a follow-up, the dispatcher shall enter a "Status Change" in the CAD. The officer will be responsible for completing any necessary Supplementary Reports under the original log number.
12. Evidence Transportation: If the Evidence Technician or Special Officers transport evidence to a lab, the Communications Center shall enter a "Status Change" in the CAD. The evidence technician or special officer will be responsible for completing any necessary Supplementary Reports under the original log number.
13. Ultimate responsibility for the content of a police case file prepared for submission to the District Attorney's office for prosecution lies with the detective assigned to the case or when no detective is assigned, the arresting officer.

C. INFORMATION REQUIRED IN REPORTS:

1. The information required for a Call for Service Report will vary depending on the type of report. At a minimum, field reports shall include the following information:
 - a. Date and time of initial report.
 - b. The name, address, gender, race, ethnicity, date of birth, phone number of anyone involved in the incident, as well as how they are involved.
 - c. Incident type, location and time.
 - d. Nature, date and time of police action taken, if any.
 - e. Log number.
 - f. Names of investigating and assisting officers.
2. The information required for Incident Reports will vary depending on the type of report. The Incident Report shall be completed in its entirety, but at a minimum shall include:
 - a. Victim's name(s), date of birth, age, sex, race, ethnicity, address and phone number.
 - b. Complainant's name(s), date of birth, age, sex, race, address and phone number, if known and if different than the victim.
 - c. Suspect's name(s), date of birth, age, sex, race, ethnicity, address and phone number, if known.
 - d. Witness's name(s), date of birth, age, sex, race, address and phone number.
 - e. Crime location, time and date of suspected occurrence, and type of crime or incident reported.

- f. Type and amount of losses or damage, and serial/model numbers of items involved in the loss, if known.
 - g. Date and time call was received, initial investigating officer and any assisting officers.
 3. An Arrest Report shall be completed for all adult arrestees. A Juvenile Referral Form shall be completed for all juvenile arrestees. All fields on these reports shall be completed unless the information is unavailable or not applicable.
 4. Crash reports shall be completed as required. All crash reports shall bear the assigned log number.
 - a. Reportable crashes shall be recorded on the state designated crash report form according to Penn DOT guidelines.
 - b. Non-reportable crashes shall be recorded on the department's non-reportable crash form, or entered directly into the Upper Merion Township Police Record Management System. If the involved parties do not request a police investigation, the incident shall be recorded on a Call for Service Report, which shall include the operator's license numbers and vehicle registration numbers of all the parties involved.
 5. The officer's Daily Report shall be completed according to the guidelines established by General Order 1-87, PATROL DIVISION DAILY REPORT.
 6. Property reports shall be completed entirely for any evidence or property taken into custody by an officer as per the provisions of Policy #600, EVIDENCE AND PROPERTY CONTROL.
 7. Supplemental reports shall be submitted by officers or civilians who have contributed to the investigation in any relevant manner. A supplemental report shall always be submitted to maintain the chain of evidence, at each stage of the legal process; (preliminary hearing, court appearances, disposition) and to document the progress of a follow-up investigation.

D. PROCEDURES FOR COMPLETING REPORTS:

1. All calls for service received shall be documented by the dispatcher who shall enter the information on the call into the CAD system. The computer will generate the unique log number for all calls for service received through the Communications Center or initiated by an officer.
2. Officers shall complete the reports required for the incident being investigated. The unique log number supplied by the dispatcher shall be placed on all completed reports.
3. This section has been redacted – procedurally sensitive

E. PROCESS FOR SUBMITTING COMPLETED REPORTS:

1. Officers shall submit reports prior to the end of their tour of duty unless otherwise approved by the shift supervisor.
2. All reports will be reviewed for completeness and accuracy by the patrol shift supervisor or detective division supervisor, who shall approve the report electronically on the Upper Merion Township Police Department Computer System.
3. Reports shall then be reviewed for completeness and accuracy by the appropriate division command officer, or his/her designee, who shall approve the report electronically on the Upper Merion Township Police Records Management System.
4. Reports will then be checked for quality control by the Records Section. Reports shall be maintained in the Upper Merion Township Police Records Management System.

APPROVED: _____

DATE: _____

APPROVED: _____

DATE: _____

TO BE REVIEWED: ANNUALLY

DISTRIBUTION: All police officers
All civilian employees
Township Manager
File