

# Field Reporting & Management

**Index Code:** 2201  
**Effective Date:** 09/15/12

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## **I. Purpose**

The purpose of this directive is to set guidelines for when an offense report will be written, and what information should be included in the offense report. This directive also establishes a comprehensive reporting system.

## **II. Policy**

It is the policy of the Office of the Sheriff that a formal police report is required for each of the crimes listed in this directive. Due to the nature of law enforcement activities, and the unique nature of various incidents, this directive does not eliminate the need to submit a report for incidents occurring that are not included in this directive. The information below serves as minimum requirements for the submission of reports.

## **III. Uniform Crime Reporting Program**

The Uniform Crime Reporting (UCR) Program collects and reports crime offense data for the United States. The Office of the Sheriff participates in the Maryland UCR program

## **IV. Part I Crimes**

All verified Part I crimes investigated by this office require an offense report and are defined for UCR purposes as indicated below.

### **A. Homicides**

#### **1. Criminal Homicide**

Criminal Homicide is the willful (non-negligent) killing of one human being by another. As a general rule, any death due to injuries received in a fight, argument, quarrel, assault, or commission of a crime is counted as a homicide. Assaults with intent to murder, and attempted murders, are classified as aggravated assaults until the victim dies.

#### **2. Criminal Homicide (Manslaughter by Negligence)**

Criminal Homicide (Manslaughter by negligence) is the killing of another person through gross negligence. Not included in this category are deaths of persons due to their own negligence; accidental deaths not resulting

from gross negligence and traffic fatalities.

### **B. Forcible Rape**

Forcible Rape is the carnal knowledge of a female forcibly and against her will.

### **C. Robbery**

Robbery is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

### **D. Aggravated Assault**

Aggravated Assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. All assaults by one person upon another with the intent to kill, maim, or inflict severe bodily injury are aggravated assaults. Aggravated assault can include:

1. Attempts to kill or murder
2. Poisoning
3. Assault with a dangerous or deadly weapon
4. Maiming or mayhem
5. Assault with explosives
6. All attempts to commit the foregoing offenses

Aggravated assault is also considered when the following elements are present:

1. Serious injury such as broken bones, internal injuries, or any injury where attention beyond basic first aid is needed.
2. Use of a weapon, regardless of whether or not injury actually results.
3. Choking or any attempt to choke/strangle the victim, regardless of injury.

### **E. Burglary/Breaking & Entering**

Burglary/Breaking and Entering is the unlawful

entry of a structure to commit a felony or theft. A structure is defined as any fixed or permanent edifice

#### **F. Larceny**

Larceny/Theft is the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. A sub-category of theft should be indicated, such as:

1. Pocket-Picking
2. Purse-Snatching
3. Shoplifting
4. Theft from a motor vehicle
5. Theft of motor vehicle parts or accessories
6. Theft of bicycle
7. Theft from a building
8. Theft from a coin-operated machine or device
9. All other thefts

#### **G. Motor Vehicle Theft**

Motor Vehicle Theft is the theft or attempted theft of a motor vehicle. A motor vehicle is defined as a self-propelled vehicle that runs on land surface and not on rails.

#### **H. Arson**

Arson is the willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, aircraft, personal property of another, etc.

#### **V. Part II Crimes**

A. All verified Part II crimes investigated by this office require an offense report and are defined for UCR purposes as indicated below. Part II Crimes include, but are not limited to, the following:

1. Abduction/Kidnapping
2. Aircraft Accident
3. Alarms - when a criminal or civil citation is issued
4. Attempt Suicide
5. Bomb Threat
6. CDS Violations
7. Child Abuse/Child Neglect
8. Damaged or Towed Police Vehicle
9. Death/D.O.A. (medical examiner cases)
10. Destruction of Property
11. Disorderly Conduct

12. Driving While Intoxicated ó arrest only
13. Embezzlement, Forgery, False Pretenses
14. Escape from Lawful Custody
15. False Report of a Crime or Hazardous Condition
16. Fires (Fatal Fire, Malicious Burning, etc.)
17. Gambling Violation
18. Injured Deputy
19. Industrial Accident
20. Liquor Law Violations
21. Missing Person/Runaway
22. Motor Vehicle Traffic Accident
23. Other Criminal Arrest
24. Overdose ó Accidental
25. Prowler ó Arrest
26. Receiving Stolen Goods
27. Recovered Stolen Vehicle
28. Recovered Property
29. Sex Offenses other Rape
30. Tampering with Auto
31. Tampering with Mail
32. Telephone Misuse; Obscene Mail
33. Towed Vehicle
34. Trespassing ó Arrest
35. Weapon Offenses

B. The Office of the Sheriff records every reported incident alleged to have occurred in Queen Anne's County, except those reported to another law enforcement agency, to include but not limited to the following:

1. Citizen reports of crimes
2. Citizen Complaints
3. Incidents resulting in an employee being dispatched or assigned
4. Criminal and non-criminal cases initiated by law enforcement employees
5. Incidents involving arrests, citations, or summonses

#### **VI. Forms Used in Field Reporting**

For purposes of field reporting the Office of the Sheriff utilizes the Incident/Crime Information System Law Enforcement Records Management System (ICISí RMS) by Public Safety Systems Incorporated (PSSI). ICIS allows employees to submit reports through the use of in-house computers, or through their Mobile Data Transmitter (MDT).

The graphical environment of the ICIS system

utilizes a user-friendly graphical user interface which includes pull-down menus, help features, scroll bars, and point-and-click-operations. Some fields are mandatory, forcing the user to properly complete the report, while other fields are optional based on the nature of the incident being investigated. The ICIS report also provides space for an Offense Narrative, as well as supplement reports for follow-up investigations.

## VII. Additional Forms

In some cases specific forms are used to accompany the report. These forms are turned in with the report as attachments and will stay in the case file with the original report. These forms include but are not limited to the following:

1. DR15 ó Advice of Rights
2. DR15A ó Officerø Certification
3. Application for Charges
4. Death Scene Checklist
5. Emergency Petition
6. Juvenile Arrest
7. Juvenile Recognizance
8. Juvenile Referral
9. Lethality Screening for Domestic Violence
10. Miranda Warning and Waiver
11. Missing Person Report
12. NCIC Entry Forms
13. Use of Force Report
14. Statement of Charges
15. Witness Statement and Continuation

These forms are located in the Deputiesø Room along with any other forms that may be needed. Not all forms are needed for all reports.

## VIII. Information Required

In all reports there is certain required information necessary to complete the report. These required fields are found in the Incident Crime Information System (ICIS) and identified below as:

1. Tab 1 ó Location of Offense, Date and Time of Offense, Status of Case
2. Tab 2 ó Offense Description and Charge
3. Tab 3 ó Gang Involvement
4. Tab 4 ó Stolen/Recovered Amount of Property
5. Tab 5 ó Narrative (Report)
6. Tab 6 ó Inc Summary ó Summary of

all Modules

7. Tab 7 ó Family Violence (Used if domestic violence was involved)
8. Tab 8 ó Custom (Used by supervisorø for press releases)
9. Tab 9 ó Workflow (Used to sign and send report to supervisor)

Other modules in the ICIS Offense Report are found on the right side of the screen. These include:

1. Suspect Information
2. Victim Information
3. Involved Parties Information
4. Property Information
5. Vehicle Information
6. Arrest Information
7. Citation Information
8. Case Management ó Supervisor Use

All of these modules may not be applicable to every report. If there is no information for some of these modules then the module does not need to be completed.

## IX. Offense Narrative

In the narrative portion of the report it should state specific information about the crime or incident, even though it may be shown in other areas of the Offense Module. This information includes:

1. Date and time of the initial reporting
2. Name (if available) of the complainant/victim
3. Nature of the incident
4. Nature, date, and time of action take by law enforcement personnel

The narrative should follow the typical writing format by including an introduction, the body of the narrative, and a concluding paragraph. The concluding paragraph typically includes what steps will be taken to be included in a future supplement.

## X. Submitting Reports

After reports are completed and signed they are sent to a supervisor through the ICIS system, along with any accompanying attachments.

## XI. Processing and Supervisory Review

After receiving an offense report the supervisor will review and approve it, along with any accompanying attachments. Supervisors will

ensure that reports are accurate and correctly completed. If necessary, the supervisor will return the report for corrections.

**XII. Case Numbering System**

When a call is received at the Queen Anne's County Department of Emergency Services (DES), either from a complainant, victim or a deputy, the Computer Aided Dispatch (CAD) system auto-populates a case number. The number consists of the last two digits of the year and a sequential number.

Example: If it is 2012 and it is the 100<sup>th</sup> call to come in during that calendar year, the case number would be 12-100.

The CAD system auto-generates a case number for all incidents of law enforcement service. The numbering system is designed to ensure that all cases receive a number, that no numbers are omitted, and that no numbers are duplicated. Case numbers are used by ICIS to retain and track the information in the CAD system.

**XIII.CALEA Reference:** 82.2.1a, 82.2.1b, 82.2.1c, 82.2.1d, 82.2.1e, 82.2.2a, 82.2.2b, 82.2.2c, 82.2.2d, 82.2.2e & 82.2.3.

**XIV.Proponent Unit:** Support Services

**XV. Cancellation:** None

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Sheriff Gary Hofmann