

Field Reporting & Management

Queen Anne's County Office of the Sheriff

Index Code: 2201

Effective Date: 9/15/12 (Revised 4/4/2022)

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

The National Incident-Based Reporting System (NIBRS) Program collects and reports crime offense data for the United States. The Office of the Sheriff participates in the Maryland NIBRS program. A designated agency employee shall compute the agency's monthly NIBRS statistics and submit any required reports on or before their due dates.

IV. PART I CRIMES

All verified Part I crimes investigated by this office require an offense report and are defined for NIBRS 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 person forcibly and against their will.

C. Robbery

Robbery is the taking or attempting to take anything of value from the care, custody,