



# The Aberdeen Police Department Policies & Procedures Manual Chapter Contents



## Chapter 29 Report Preparation

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Section 01 Report Preparation

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# The Aberdeen Police Department Policies & Procedures Manual



Chapter 29 Reporting System  
Section 01 Report Preparation

GO 18-036, 05/02/2108  
Supersedes GO 18-017

## **A. Policy**

1. The Reporting System will be used by the Aberdeen Police Department to record primary official records of police activities and ensure that information is available to other members of this Department or to members of other agencies who may require the information for their investigations.
2. Incident report forms will be used, appropriately, to guide officers through the process of recording targeted details that facilitate investigations.
3. Crime Scene photographs, associated forms, and other incident-related documentation are included in Incident Reports.

## **B. Preparing the Report (82.2.1c) (82.2.1d)**

1. Instructions for completing the Incident Report are in the *Field Based Reporting User Manual*.
  - a. To access the manual:
    - 1) Open the home page of FBR; and
    - 2) Click on the “Help” icon in the upper right corner of the page.
  - b. Follow the instructions for form completion process.
2. The officer will prepare and complete reports on assigned, dispatched, or self-initiated (82.2.1a) (82.2.2d)
  - a. Incidents involving arrests (82.2.2e);
  - b. His/her investigation of a criminal Incident against person or property and attempts to commit any of the same, including auto theft, and other action taken in response to complaints of citizens of miscellaneous non-criminal matters or minor infractions of laws. (82.2.2b) (82.2.2d) (82.2.2a);
  - c. Non-criminal incidents such as threats, disturbances, demonstrations, or distribution of literature apparently directed against racial, religious, or ethnic groups or individuals belonging to such groups. (82.2.2d); and
  - d. Fugitive investigations when the officer becomes actively involved in taking statements, collecting and preserving evidence, or other investigative activity that is requested by the demanding jurisdiction, with the exception of routine processing.

## **C. Incident Reporting**

1. The assigned police officer, who conducted the preliminary investigation, will prepare the first report on one or more of the following forms: (82.2.1b)
  - a. CAD Report;
  - b. Death Investigation Report
    - 1) The Death Investigation Report (APD Form 78) assists the officer with gathering information during the initial phase of a death investigation.
      - a) It supplements the other investigative reports and is a guideline to capture relevant information regarding the death of an individual, including traffic fatalities under investigation by the Department;



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- c. Health Report – Animal Bite;
  - d. Juvenile Report;
  - e. Missing Persons Report (MPR) - records data about any incident involving missing persons, e.g., runaways, juvenile escapees and adults, who are missing under circumstances not consistent with their ordinary established habits and behavior, including but not limited to:
    - 1) Senility;
    - 2) Mentally or physically handicapped;
    - 3) Epileptic; and
    - 4) Suicidal;
  - f. Motor Vehicle Accident Report - The instructions for using and completing this report are contained in the *Maryland Automated Accident Reporting System Manual*;
  - g. Incident Report (IR);
  - h. Supplement Report/Continuation Sheet; or
  - i. Vehicle Impound Form.
2. Incident Reports are required for
    - a. Part I Offenses; and
    - b. Industrial accidents
  3. One Incident Report should cover combinations of incidents with one victim.
  4. Additional reports may be required for combinations of incidents involving one victim or subject. Examples include but are not limited to:
    - a. Incident Reports may be completed on Part II Offenses and other incidents when necessary.
    - b. A disorderly conduct complaint that leads to an assault arrest.
    - c. A search incidental to that arrest may lead to a CDS violation.
    - d. A vehicle that had to be stored requires an Impound Report to cover the separate, but related activity.
    - e. Multiple missing persons, such as runaway brothers or a missing husband and wife, requires an individual Missing Person Report for each missing person.
    - f. Multiple victims may be involved in either one crime or a series of separate but contemporaneous crimes. For example:
      - 1) Numerous mailboxes within the same neighborhood vandalized during the night require an IR for each victim.

### **D. Crime Scene Photographs**

1. Officers shall upload crime scene photos and other incident-related photographs before submitting the Incident Report.



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### **E. Incident-Related Forms and Documentation**

1. Officers shall upload incident-related forms and other appropriate documentation before submitting the Incident Report.

### **F. 24-Hour Reports (11.3.3)**

1. Supervisors shall write, and submit by email to the Chief of Police, Command Staff, and authorized personnel, a 24-hour Report about incidents whenever there may be a question about the Department's liability or heightened community interest.
2. The Chief of Police may periodically define specific types of 24-Hour Reports the Chief expects to receive.

### **G. UCR Reporting (82.1.4)**

1. The Administrative Supervisor will complete and submit the monthly Uniform Crime Report (UCR) to the MSP Central Records Division-UCR Section, after review by Chief of Police.



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GO 21-024, 12/15/2021  
Supersedes GO 18-032

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## A. Policy

1. This Department strives to produce complete, accurate, and timely Incident Reports and associated documentation.
2. Incident reports shall be reviewed and approved at each stage of the Report Processing procedure.

## B. Procedures – Incident Reports and Accompanying Documentation

1. Officers and Detectives shall submit all incident reports, supplement reports all accompanying documentation (the incident report package) to the CID Supervisor prior to the end of the officers' tour of duty during which the incident occurred. (82.2.1e)
  - a. Officers and detectives may submit an Incident Report package within 48 hours of the incident, only with the CID Supervisor's approval.
  - b. Officers and detectives shall submit any METERS/NCIC entry information to the PCO before the end of the officer's tour of duty.
2. Examples of accompanying documentation and reports include but are not limited to:
  - a. Supplemental Reports;
  - b. Impound Reports;
  - c. Juvenile Reports;
  - d. Missing Person Reports;
  - e. Consular Notification forms, required every time if arrestee is not a US Citizen;
  - f. Crash Reports;
  - g. DUI forms, tests, and reports;
  - h. Court documents; and
  - i. Eyewitness Identification forms.
3. The CID Supervisor shall review all Incident Report for the following:
  - a. Correct grammar, spelling, etc.
  - b. Correct incomplete information;
  - c. Conduct an immediate follow-up investigation, if appropriate;
  - d. Informational content;
  - e. The need for a follow-up investigation.
4. The CID Supervisor shall approve or send back for correction the incident reports. (82.2.1e)
  - a. Approved:
    - 1) Submit the Incident Report package to the Records Section; or
    - 2) Assign the officer or a detective to conduct an immediate follow-up investigation, if appropriate.



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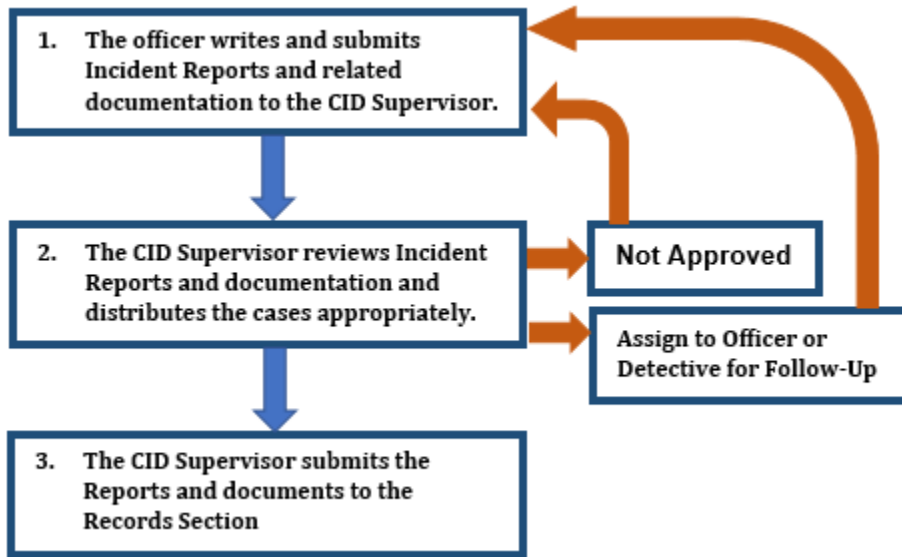


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- b. Not Approved:
  - 1) Return the reports and documents to the writer with explanations for correction or completion;

5. Incident Report Processing Flowchart (82.2.1e)



6. The Administrative Lieutenant shall review and approve the Call for Service Report.

**C. Follow-Up Reporting (82.1.5)**

- 1. Officers and detectives shall submit each supplemental report within 15 days from the day the new information was received.
  - a. Exception: Officers shall submit Missing Person Supplement Reports as new information is received.
- 2. Officers and detectives should complete supplemental reports prior to the end of the shift on the day the new information was received.
- 3. Officers and detectives shall use the original Incident Report number on their Supplemental Reports and other reports, documents, and forms directly related to the original incident.

**D. Distributing and Filing Approved Reports**

- 1. Submitted to the Records Section: (82.2.4)
  - a. Incident Reports packages.