

Laurel Police Department – General Order
Chapter III, Section 400, Order 401 – Department Records Section
September 13, 2016

3 / 401.05 POLICY

It is the policy of this Department to maintain a current and up-to-date Administrative Reporting Program.

3 / 401.10 PURPOSE

The Department's Administrative Reporting Program will enhance the Chief of Police and Command Staff's ability to be aware and responsive to current issues and events, ensure accountability in each division, aid in project development and provide project updates. The Administrative Reporting Program will include all required accreditation reports in particular the time sensitive standards.

3 / 401.15 DEFINITIONS

None

3 / 401.20 PROCEDURES

A. GENERAL

1. The Records Section will coordinate the distribution and storage of reports to expedite the efficient flow of information.
2. The assigned supervisor of the Records Section shall be ultimately responsible for adherence to these procedures and shall officially function as the Chief of Police's designated "Keeper of Records."

B. PROCEDURES

1. The Records Clerk assigned to perform report receipt and distribution shall completed the following duties:
 - a. Retrieve all reports, summonses, and other documents from the Records Section and all paperwork mailboxes.
 - b. Review all incoming information and separate into one of the following four categories:
 - 1) Original Incident Reports
 - 2) Supplemental Reports
 - 3) Traffic Summonses
 - 4) Miscellaneous (e.g. filing, work, and mail)
2. Separate Incident Reports in the following manner:
 - a. Original copy for Records Section
 - b. Photocopy cases that are assigned to the Special Operations Division for follow up or log case #'s from CAD that are forwarded to CID.
 - c. Place summonses at the appropriate station in the Records Section for processing:
 - d. State Motor Vehicle Citations ☒ State Motor Vehicle Repair Orders

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- e. State Civil/Criminal Citations
 - f. Laurel City Parking Citations
3. Miscellaneous Information
- a. Organize all miscellaneous forms and information (e.g. TTY's and photos) in numerical order by Incident Report number.
 - c. Place forms and information in the appropriate basket for filing.
4. Distribution of Original Incident Reports
- a. Place reports in numerical order by the Incident Report number.
 - b. Review reports for special handling (e.g. notations for forwarding reports to departmental personnel and various agencies).
 - c. Make the appropriate number of photocopies required for forwarding.
 - d. Forward report copies, as required, through inter departmental mail and the U.S. Mail.
5. Report information that requires special handling:
- a. MAARS Accident Report - This report form consists of two (2) copies; the original (top sheet) and the duplicate (bottom sheet).
 - b. When processing this report, make a minimum of three (3) photocopies.
 - c. Then distribute them as follows:
 - 1) Photocopy to Maryland State Police
 - 2) Duplicate and Photocopy to Records Files
 - 3) Photocopy to Department of Public Works
6. Juvenile Related Reports - (A juvenile is any person under the age of 18)
- a. A copy of all reports involving juveniles, except for instances involving child abuse and child neglect are to be forwarded to the Special Operations Division.
 - 1) Example: Arrest Reports Offense Reports
 - a) Child Abuse and Neglect reports - forward a copy to each of the following agencies:
 - b) Special Operations Division
 - c) Department of Social Services,
 - d) Protective Services Division
 - e) State's Attorney's Office,
 - f) District Court
7. Runaway / Missing Juvenile Reports: The Records Section shall send a copy of the Original report to:
- a. Maryland Center for Missing Persons 1201 Reisterstown Road Pikesville, MD 21208-3899
 - b. When a missing or runaway child is located and the report was initiated by our Department, a copy of the report shall be sent to the following agencies:
 - 1) Maryland Center for Missing Persons

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8. Serious Motor Vehicle Incidents
 - a. Forward copies of reports and citations to the State's Attorney's Office at District Court.
 - b. Make sure Incident Report numbers are on all copies of the citations.
 - c. Examples: Driving Under the Influence (DUI), Driving While Suspended, or Revoked Fleeing, or Eluding Police, Hit and Run Collisions .

9. Incident Log Verification
 - a. All original reports must be marked as received in the IR Log. This shall be completed in the following manner:
 - 1) Print Incident Report (Case) log.
 - 2) Compare report to incident printed in Log.
 - 3) When matched, write your initials and the date in the Log by the case number.
 - 4) If the number and report do not match, notify the report review officer or supervisor.

10. Final Distribution
 - a. Reports shall be filed and maintained in accordance with the Laurel Police Department General Order regarding Records Security.
 - b. Records / Reports shall be maintained and distributed in accordance with attached guidelines.

C. REPORTS TRACKING LOG

1. Each supervisor will complete an initial Reports Tracking Log and submit with their squad's paperwork.
2. Upon receipt by the Records Section, the assigned records personnel will comply with 3/401.10 by initialing the Reports Tracking Log and forwarding it and the reports to UCR Statistical personnel.
3. UCR Statistical personnel will log all UCR information, initial the Reports Tracking Log, and return it and the reports to the Records Section.
4. The assigned records personnel will initial receipt of the log and the reports, make final distribution of the reports, and file the Reports Tracking Log by date.

3 / 401.25 GOVERNING LEGISLATION AND REFERENCES

CALEA Standards 42.1.3, 42.1.6, 82.1.1, 82.1.5, 82.2.1, 82.2.4

3 / 401.30 ANNEX

None

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Report/Description	Responsibility of Person/Position	Purpose	Frequency	Distribution	CALEA Standard
Use of Force Occurrence	Patrol Supervisor	Report of Use of Force Incidents	Per Incident	B	1.3.6
Use of Force Review	Bureau of Operations Commander	Review of Use of Force Incidents	Per Incident	A, F	1.3.7
Use of Force Policies/Lethal Weapons Proficiency	Support Services Division Commander	Updated Use of Force Laws & Weapons Competence	Annual	B	1.3.11
Use of Force Incidents	Bureau of Operations Commander	Analysis of all Use of Force Incidents	Annual	A, G	1.3.13
Goals and Objectives	Chief, , Bureau & Division Commanders, Supervisors	Fiscal Year Goals and Objectives	Annual	A, B, C, G	15.2.1
Specialized Assignments	Chief, Bureau & Division Commanders, Supervisors	Review & Justification of Specialized Assignments	Annual	A, G	16.2.1
Budget Recommendations	Chief, Bureau & Division Commanders, Supervisors	Recommendations for Fiscal Year Budget	Annual	E, I	17.2.2
Fiscal Management Status	Office Manager, Central Records, ISD AA	Accounting of Agency Cash Activities	Monthly	G	17.4.1
Employee Grievances	Bureau of Administration Commander	Review of Employee Grievances for Trends	Annual	A, G	25.1.3
Employee Performance	Chief, Bureau & Division Commanders, Supervisors	Evaluation of Employee Performance	Annual	D, E, F	35.1.2
Pursuit Reports	Bureau of Operations Commander	Vehicle Pursuit Review	Per Incident	A, B	41.2.2
Pursuit Analysis	Patrol Commander	Analysis of all Vehicle Pursuits	Annual	A, C, G	41.2.2
Juvenile Enforcement & Prevention	Bureau of Administration Commander	Review and Evaluation of Juvenile Programs	Annual	A, C, G	44.1.3
Crime Prevention Programs	Community Outreach Unit	Analysis of Crime Prevention Programs	Annual	A, C, G	45.1.1
Community Involvement	Community Outreach Unit	Report to Chief of Police on Agency's Community Involvement	Quarterly	A, G	45.2.2
Citizen Survey	Bureau of Administration Commander	Citizen Survey of Agency Service	Every 3 Years	A, B, G	45.2.4

