

Laurel Police Department – General Order
Chapter III, Section 400, Order 403 – Review, Submission & Accountability
September 13, 2016

3 / 403.05 POLICY

It is the policy that the Department maintains accurate and complete records of all written reports.

3 / 403.10 PURPOSE

The purpose of this order is to define the responsibilities of all personnel when initiating a written report and to ensure the procedures for review, submission and accountability for the purpose of quality control.

3 / 403.15 DEFINITIONS

None

3 / 403.20 PROCEDURES

A. GENERAL.

1. Law enforcement agencies are responsible for the documentation of several occurrences and maintaining accurate and complete records of these incidents for extended periods of time.
2. To ensure this responsibility is performed, an accounting system is necessary to track and maintain control of all documented reports within the agency.
3. It is the responsibility of each member of this agency to perform his or her assigned function within this procedure.

B. INITIATION OF REPORTS

1. All reports are the result of the need to document an occurrence, or the existence of information for future retrieval.
2. All reports generated by members of this agency begin with the Communications Section initiating a CAD Entry.

C. COMMUNICATIONS SECTION RESPONSIBILITIES

1. Upon receipt of information requiring some form of police service the PCS will comply with CAD procedures by making an entry and generating a CAD number.
2. Upon the request or direction of a supervisor, various reports are required to provide written documentation of certain incidents.
 - a. The need for additional case numbers for these reports is required.

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- b. It is the responsibility of the Communications Section to assign this additional number and to correlate it with the original CAD Number.
 - c. In various incidents several correlating numbers for various reports may be necessary for adequate documentation and, as such, it is the responsibility of the Communications Section to document the correlation of all of these reports with the original CAD Number.
3. At the conclusion of each shift the Communications Section will provide the Supervisor a list of all CAD Entries which have resulted in additional reports being initiated and those additional report numbers.

D. REPORTING OFFICER'S RESPONSIBILITIES

1. The reporting officer is responsible for preparing the various reports required by the incident as specified by the department's Administrative Manual or General Orders.
 - a. Reports will be accurate, complete, legible, and reflect a thorough investigation of the incident.
 - b. The officer will submit completed reports to the Shift Supervisor for review prior to securing from duty.

E. SUPERVISOR'S RESPONSIBILITIES

1. At the conclusion of each shift the Shift Supervisor will review each report for various requirements:
 - a. Legibility
 - b. Accuracy
 - c. Documentation on proper report form.
 - d. Thoroughness of investigative effort.
 - e. Determination of report routing for follow-up.
 - f. The report is recorded on the Reports Tracking Log.
 - g. Compare completed Reports Tracking Log with Report printout obtained from Communications to ensure all reports are submitted and accounted for.
 - h. Shift Supervisors may retain the printout from the Communications Section to account for reports held for completion, error.
 - i. If a report number was issued in error, a CAD Update Form should be filled out and submitted.
 - j. No original report will be held for any reason and must be completed prior to the officer securing from duty.
 - k. The Officer shall complete the original report with as much information as possible and if required, additional information will be filed on supplemental reports, as obtained.
 - l. All original reports, citations, supplements, Reports Tracking Log, etc. are to be turned into the Records Section Mailbox/tray in the Duty Officer's area adjacent to Communications, at the end of each shift's conclusion.

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F. RECORDS SECTION RESPONSIBILITIES

1. Upon receipt of the reports from the Record Section mailbox/tray at the Duty Officer's Area the Records clerk receiving the reports will adhere to all procedures established in this general order.
2. Additionally the Records clerk is to document receipt of all reports prior to forwarding it to the next destination in routing (UCR, CID, etc.).
 - a. A comparison between the Reports Tracking Log and the CAD Report printout obtained by the Records Section from Communications will be completed and any missing reports noted.
 - b. An Inter-Office Memo directed to each Bureau Commander shall list all missing reports and it shall be the Commander's responsibility to ensure missing reports are immediately turned in to the Records Section.
3. The Records clerk will then forward the original report to the Supervisor of Central Records or designee responsible for the documentation of UCR statistics, along with the Reports Tracking Log.

G. UCR STATISTICAL PERSON

1. Upon receipt of reports for entry into the UCR System the proper documentation of UCR statistics will be completed in accordance with guidelines established by the UCR System.
 - a. The Reports Tracking Log will be documented to reflect the review of reports by the UCR Statistical Person and all reports will be returned with the Reports Tracking Log to the Records Section for final disposition of the reports.

H. SERVICES SUPERVISOR /COMMANDER OF BUREAU OF ADMINISTRATIVES

1. It will be the responsibility of the Supervisor of Services and / or the Commander of Bureau of Administration to inspect the Reports Tracking Logs no less than twice annually to ensure proper compliance and accountability of agency reports.

I. DWI / DUI SPECIFIC PAPERWORK

1. The arresting officer in a Driving While Intoxicated or Driving while Under the Influence case is responsible for submitting copies of the following reports, if applicable, to the Intoximeter (DWI / DUI) tray:
 - a. Officer's Certification DR15 A
 - b. Advice of Rights DR15
 - c. Result of Test for Alcohol Concentration MSP 33

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2. The originals and any additional reports i.e. Alcohol Influence Arrest Report, Tow Report, MAARS, Citations, etc. are to be submitted with regular paperwork.
 - a. In an effort to assist the State's Attorney, copies of these additional reports should be made and also placed into the DWI / DUI tray.

J. OIC INTOXIMETER RESPONSIBILITIES

1. The OIC of the Intoximeter will review all forms and the Intoximeter log to insure the proper completion and submission of these items.
2. Once checked, the OIC will submit the reports to Central Records within ten (10) days.
 - a. The OIC will notify the shift supervisor of delinquencies.

K. RECORDS SECTION - DWI / DUI PAPERWORK

1. The Records Section is responsible for maintaining an accurate filing system of all DWI / DUI reports.
2. No originals are to be retained by or given to any officer.
3. The Officer's copy will be logged out to the arresting officer for court and should be returned when court is completed.

3 / 403.25 GOVERNING LEGISLATION AND REFERENCES

CALEA Standards 82.1.4, 82.2.1

3 / 403.30 ANNEX

None