28.1   GENERAL GUIDELINES

.1   The central purpose of reports is to assist the receiver of the report in reaching a decision by providing facts and information which he does not already possess. Reports are important in the administration, supervisory, investigative, and prosecution aspects of law enforcement.

.2   This policy is designed to provide officers of the Department with a concise set of instructions concerning the proper report forms to be used under a given set of circumstances, as well as instructions as to the execution of each report form.

.3   Reports are necessary to serve as the official memory of the Department, but beyond this, they serve to insure that the report of an investigation is available for other members of the Department who may be called upon to investigate the matter further; even more important, supervising officers must give supervision and guidance to their subordinates in individual investigations.

.4   In addition to documenting police action and investigatory information, data compiled from individual reports provides a basis for analyzing crime, determining manpower needs, and assignment and aids in budget preparations.

.5   Information concerning all matters requiring police response is documented through the Washington County Emergency Communications Center (ECC) when ECC personnel enter the information into the Computer Aided Dispatch (CAD) Program. Each such documented matter is automatically assigned an EVENT number by the CAD. The purpose of this procedure is to insure that a record is made of every complaint and that appropriate police response is taken in each case. If any type of report or other document relating to the incident is required, the dispatcher will enter the command for the CAD to automatically assign an INCIDENT number.

.6   Reports shall be complete and accurate. Every written report submitted by an employee will be reviewed for grammatical correctness, completeness, and accuracy by a supervisor of the unit or section to which the employee is assigned. Handwritten reports will also be reviewed for neatness and legibility. Reports not approved will be returned to the writer for necessary corrections. Upon approval, indicated by the supervisor's signature or electronic approval, the report will be forwarded to the Records Unit.

.7   All reports of serious nature shall be completed by the end of the officer's tour of duty. All reports will be completed before the officer goes on regular relief days or leave. All other reports must be complete by the end of the officer's tour of duty unless otherwise authorized by a supervisor.

.8   Active cases will be monitored through the automated case management system. For all active cases, the officer/investigator will file supplement reports as developments in the case occur. If a case is to be closed or suspended, the officer/investigator will indicate same in the narrative of the last report filed and the reviewing supervisor will check the appropriate status block. This is intended to ensure accountability for reports.

.9   Officers shall prepare and file reports electronically when that option exists. Reports may be filed in paper form if an electronic version does not exist or when the system for preparing electronic reports will be out of service for extended period of time. The latter circumstance will also require supervisory approval.

28.2   REPORT PREPARATION

.1   Incidents brought to the attention of the Department for investigation are ordinarily first answered by a uniformed patrol officer. The officer conducts the preliminary investigation and prepares the relevant initial reports on the matter. Other personnel contributing to or taking part in the investigation or response may also be required to prepare additional reports, depending on their involvement. In some limited situations (described in 17.16), a detective may conduct the preliminary investigation and prepare the initial reports.

.2   The following are the types of field reports used by HPD that are produced by the Police Mobile Report Writer:
- Offense/Incident Report
- Supplement Report
- Property Record
- Missing Person Report (State Form and Departmental Documentation Form)
- Request for Laboratory Examination-Chain of Custody Log
- Field Interview (FI) Card
- Domestic Violence Assault/Referral Form

.3   The following are the types of field reports used by HPD that are paper reports, and are completed manually.
- Maryland Police Animal Bite Report
- Arrest/Transport Report
- Firearms Report (MSP Form 97A)
- CDS Disposition Form
- Motor Vehicle Hold Card
- Police Pursuit Form

The instructions for completing manual reports are in described in this chapter.

.4   The Motor Vehicle Accident Report (State Form) is completed via the ETIX system.

.5   Properly prepared reports shall contain the following:

.1   LEGIBILITY: Manually prepared reports are to be printed in black ink or typed, and without exception are to be completely legible. Illegible reports must be corrected before the report is to be approved by a supervisor.

.2   INCIDENT NUMBERS: The incident number assigned by the CAD system needs to appear on each page of every report, form, and attachment. Electronically produced reports and forms will have the incident number automatically applied. For all others, the reporting officer is responsible for ensuring the incident number is included.

.3   NAMES: All proper names, including names of businesses, must be spelled out in full. In recording proper names, print in the following manner: LAST, First Middle (Example: SMITH, John William). The complete name of all businesses shall be fully capitalized. NOTE: Correct spelling should be verified by asking the person to spell their name. The most common names could be spelled differently, i.e., Smith/Smyth. When using the Police Mobile Report Writer, officers should check the Keystone Records Management System (RMS) master name index to see if the person or business is already there. If so, the name can be selected and the relevant information will automatically populate the data fields. An new information, such as phone numbers, addresses, employers, etc. is to be updated in the Report Writer by the officer.

.4   ADDRESSES: The apartment, suite or room number is an integral part of an address. Military personnel must be identified by unit number and the name of the ship, station, or military installation. Indicate each address by street number, or box or route number. Addresses recorded in the blocks provided should represent the permanent residence address. If the individual is temporarily staying in the city, this temporary address should be indicated under the narrative section of the report if sufficient space is not found in the block for address.

.5   TELEPHONE: Telephone numbers shall include the home and business number, area code and extensions. If unknown, print "Unk" or "Unknown", but first try the phone book, city directory, or directory assistance. (Effective May 1997, it will be necessary to include three digit area codes when dialing any number in Maryland.)

.6   DATES: Dates will be indicated by using numbers for month/day/year: example 6/1/88. All dates with multiple days will be listed as such: 6/1-3/88.
All dates with multiple months will be listed as such: 6/30/88
                                                                 7/10/88

.7   TIMES: Each indication of time must clearly be stated in military time. Multiple time frames will be listed as such: 0930
                                                                 1330

.8   DAYS OF THE WEEK: Days of the week will be abbreviated as follows SUN, MON, TUE, WED, THU, FRI, SAT.
Multiple day spreads will be listed as such: MON/TUE
More than a seven day spread will be listed as N/A. This will be explained in the narrative.

.9   WITNESSES: Obtain as complete information as possible keeping in mind the instructions above as to names and addresses and telephone numbers. Record sex, race, and age, using standard abbreviations found in section 28.2.8. This general descriptive information as to witnesses is often pertinent when it is later necessary to locate a witness for interview or to testify in court.

.10   SEX, RACE AND AGE: The sex, race and age of suspects and witnesses should be obtained as accurately as this can be accomplished through observation, interview, or by questioning persons who might be able to provide this information. With reference to victims, this information should be obtained TACTFULLY, by interview, or if refused, by observation. In recording these data, the following standard abbreviations will be used:
Sex: M - Male   Race Code: A - Asian/Pacif. Islander
          F - Female   B - Black Non-Hispanic
                                                  I - Amer Indian/Alaskan
                                                  W - White Non-Hispanic
                                                  X - White Hispanic
                                                  Y - Black Hispanic
                                                  O - Other/Unknown
Age: This is the age of the individual on his last birthday. A spread of years may be used when age must be estimated. For example, 25-30. SHOW THE DATE OF BIRTH WHEN THIS CAN BE OBTAINED.

.11   OCCUPATION: Record the general line of work by means of which the person ordinarily earns his livelihood. For example: a bricklayer, even if currently unemployed, would be shown as "bricklayer". An officer in a bank would be shown as "banker", while a bookkeeper in a bank would be shown as "bookkeeper". If the individual is unemployed by reason of retirement, the word "retired" would be indicated. In cases of unemployed, married women, the entry would normally be "housewife".

.12   VALUE: Indicate the total fair market value for articles subject to depreciation. Use cost to merchant (retail price) in thefts from retail stores, warehouses, etc. In case of stolen vehicles, enter the current Blue Book value based on make, model, year, options, etc.(obtain this information from a dealership for the make of the vehicle). Concerning checks, securities and non-negotiable instruments, the value is the cost of the paper only (usually five or ten cents per item). If the check is filled out, that value becomes the amount on the face of the check. The face amount, or dollars and cents sum for which drawn, is indicated in the narrative (or in proper item of Offense/Incident Report is required).

28.3   POLICE MOBILE FIELD REPORT WRITER PROCESS

.1   To produce an Offense/Incident Report:
- Log into Police Mobile using departmental username and password.
- Click on the "Reports" button and locate your report in the queue.
- From the list of reports in the queue, highlight your report and double-click to open and prepare.
- Go through the "Incident", "Dispatch", "Offense", "Person", "Vehicle", "Property", "Narrative", "MO", and "Images" tabs and complete data fields.
- Click the "ADD" button to include the record that will be populated in the report (Note: The information entered will be listed in the tabs respective queue -- located at the bottom half of the screen.)
- To clear the record from the tab's queue without deleting the entire report, highlight the record and click the "DELETE" button.
- To clear information before being made a record, click the "CLEAR" button.
- To delete the report and all its contents, click on the "CANCEL" button. (Note: This will also delete the report from the "Reports" queue.)
- To save an unfinished report without sending for approval, click the "Save" button. To reopen, highlight report and double-click.
- Once the appropriate fields and tabs have been completed, click on the "Complete" button for the report to be approved. (Note: No additions or corrections can be made after the report has been submitted for approval. A supervisor will have to reject the report in order for additions or corrections to be made.)
- If a report is returned for corrections, the report will be listed as "Rejected" in the "Reports" queue. Double-click the report to open, then click the "Rejected" tab (located at the bottom of the screen) to view supervisor comments. Make the corrections and go through the same steps to submit for approval.

.2   To produce one of the other field reports/forms:
- Log into Police Mobile using departmental username and password.
- Click on the "HPD Forms" button located on the left-side of the screen. An Offense/Incident or Supplemental report must be started, and pertinent information (i.e. names, property, etc.) must be entered in the report before the form can be completed.
- Select the appropriate form(s) based on the nature of the incident.
- Enter the RMS case number and complete applicable fields by selecting the appropriate information from the drop down boxes.
- Related fields that do not have drop down boxes will either need to be entered manually or checked depending on its relevancy.
- Complete secondary pages by clicking "PG 2" -- top left corner of the page.
- If additional pages of the same form are needed, click on the "ADD" button -- top left corner of page.
- To save an unfinished form without sending for approval, click the "Save" button. To reopen, highlight form and double-click.
- To delete a form and its contents, click the "Delete" button. (Note: This will also delete the report from the queue.)
- To submit form for approval, click the "Complete" button.

.3   To produce a supplement report:
- Log into Police Mobile using departmental username and password.
- Click on the "Reports" tab.
- Click on the "New Supp" tab - left side of screen.
- Enter the RMS case number and follow the same steps as producing an Offense/Incident report.
- Narratives are to be written in the box designated "Narrative" -- located in the "Incident" tab section.

.4   Uploading photo: Photos should be attached to reports when relevant. Examples of situations where they might be attached include:
- Evidence
- Accident scenes
- Graffiti
- Damaged property
- Persons being FI'd
- Juvenile arrests
- Suspects not arrested
- Persons being issued criminal citations
- Assault victims

To attach a photo:
- Click the "Image" tab
- Find a select the image file (e.g. from a digital camera connected to the computer, a memory card, or another file accessible via the computer or network).
- Open the file and click the "Add" image button.
- To a remove file, highlight the picture and click "Remove Image" button.
- Once the file has been uploaded, there is no need to click the "Save" button; the file has been made part of the report.

.5   Printing reports to the ECC for METERS entries: In order for ECC personnel to enter missing persons or stolen property into NCIC, they need a copy of the police report. This is accomplished by printing an unfinished copy of the report directly to the ECC printer from the officer's computer.

To print a copy of the unfinished report of the ECC:
- After the identifying information for the incident is entered (person or property), click the "Form" button at the top of the screen.
- Click the print command and when the print window opens, select the ECC - Dispatch Printer on COMM, then click the print button.
- Let the ECC personnel know the report has been printed to the printer.
- Once the person or property has been entered into NCIC, get the NCIC number from the ECC and add it to the report before submitting for approval.

28.4   POLICE MOBILE FIELD REPORT REVIEW AND APPROVAL PROCESS (SUPERVISORS)

.1   Report Review and Approval Process: Patrol Sergeants and Criminal Investigations supervisors are to periodically check the approval queue for submitted reports requiring action. The action required ("Review" or "Approve") will be listed with each report in the queue. Patrol Sergeants will generally review those reports submitted by the personnel on their squad, however they may review other reports (such as those submitted late during the previous shift or by personnel working past their previous shift) if requested by other sergeants, or if review should not be delayed due to the nature of the incident.

.2   Once a report is reviewed, the supervisor will either designate it as reviewed or will reject it (for correction or additional action by the submitting personnel). If rejected, it will go back to the reporting officer to be corrected and re-submitted. If not rejected, the action required will be listed as "Approved". At that point the supervisor will either select the report and click the "Approved" button, or leave it in the queue for further review by the Criminal Investigations supervisor. Leaving it in the queue is an indication to the Criminal Investigation supervisors that the Patrol Sergeant believes the case deserves their immediate attention.

.3   To approve a report:
- Select the report in the supervisor's queue and view same.
- Click the "Approve" button to bring up the Report Approval / Case Assignment box.
- Select the officer's name from the "Osn" drop down box.
- Select the officer's division from the "Section" drop down box.
- Assign a complete date in the "Priority" drop down box.
- Assign the status of the report in the "Case Status" drop down box.
- Add additional comments in the "Comments" field if necessary.
- Click the "OK" box to approve.

.4   To reject a report:
- Select the report in the supervisor's queue and view same.
- Click the "Reject" button to bring up the reject report box.
- Provide reason for rejection and click "OK".
- To review notes from previous rejections, click the "History" button and repeat process.

28.5   COMPLETION OF BLOCKS

.1   General instructions for completing item blocks are presented herein for all manual report forms. The basic rule in reporting is that all blocks must be completed, if possible. However, there are instances where boxes by their very nature do not apply to the particular case being reported. Under these circumstances it is impossible to fill in the boxes, and they should be marked "N/A" to indicate the box was considered but was "not applicable".

.2   Except in those instances where the nature of the report or circumstances clearly indicate otherwise, all blocks must be completed with either the information required or one of the following terms: (1) "N/A", (2) Refused, (3) Unknown (or Unk.), (4) None. In cases where the word "unknown" (or unk.) is entered, the reason therefore should be explained in the body of the report.

.3   If any block provides inadequate space in a particular case, note in the block the words "see below" and record or continue the details on a Supplement Report at the very beginning of the "narrative" section, before any other information is recorded in the narrative. Continue such blocks in the order in which they appear on the report form. First list the block number, then the information required. This will allow the officer, reviewer, follow-up investigator, State's Attorney, etc. to immediately locate the information referred to in the block and not have to search for it in the narrative.

.4   Signatures: An investigating officer completing a manual report should sign it and indicate his number in the space provided. If the report is a joint investigation by two or more officers, only the officer preparing the report needs to sign it. Other officers will be referred to in the report. If supplement reports are filed by other officers in the same case, each officer will sign the report he/she prepares.

28.6   DESCRIPTIONS

Descriptions of people and things are essential to the police investigation. The officer should attempt to obtain as much descriptive information as possible and include same in the report. The more detailed the description, the easier it will be to identify property, locate persons, and conduct follow-up investigations. The following are guidelines for obtaining descriptions. In Police Mobile, the report writer will designate many of the specific descriptors to be used. Where descriptors are not specifically designated, the reporting officer is to use the descriptors in this section.

.1   Persons: For the purpose of report writing, it is essential that the description of any persons, who is the subject of police attention, be detailed and complete. Emergency descriptions, identifying a fleeing suspect obtained for immediate broadcast, should be supplemented by further questioning of complainant or witnesses, before the officer submits his report. In addition to names, addresses, occupations, etc., the description must, if possible, include the following:

   .1   Sex: Male or Female
   .2   Race: Use common abbreviations, such as: A, B, I, W, X, Y, O (see section 28.2.8)
   .3   Age: A span of ages may be used if the exact age is unknown: such as, 25-30
   .4   Complexion: Use positive terms, such as: light, brown, olive, ruddy, etc.
   .5   Height: Obtain by comparison with yourself or others present. Sample entry: 5'11".
   .6   Weight: Obtain by comparison with yourself or others present. Sample entry: 165 pounds.
   .7   Build: Use explanatory terms, such as slim, husky, etc.
   .8   Hair: Include here the type, such as straight, curly, kinky, etc. Include the condition of baldness, such as frontal, total, crown. Note the type of haircut and possibility of a wig. Give color.
   .9   Eyes: Describe the shape and color. Note suspects use of glasses.
   .10   Clean Shaven: Yes or no. If no, describe.
   .11   Peculiarities: What is unusual about subject. For example, amputations, nervous tic, particular mannerisms or movement, gold teeth, prominent scars, deformities, speech oddities, tattoos, etc.
   .12   Clothing of the subject should always be described in order, from hat to shoes. In addition to identifying the articles by name, such as "hat, coat, dress, slacks", be sure to include:
      •   Style: Single-breasted sport coat, fingertip mink stole, etc. Include hat style and color.
      •   Color: Brown and white tweed, dark green satin, flowered print, red on green, etc.
      •   Identifiable Defects: Ripped left sleeve, grease spot on back, etc.
      •   Jewelry: Lodge pins, emblems, rings, bracelets, etc.

.2   Clothing Descriptions - Generally:

Give name of article to be described. In describing man's, women's or children's or infant's clothing, always indicate size, color, maker's label, laundry or cleaner's marks, and kinds of materials.

   .1   Men's Suits: State whether double or single-breasted, number of buttons, whether two or three-piece (coat, vest, and pants; or coat and two pair of pants) state kind of lining. If any, plain or pleated trousers, if known, etc.
   .2   Men's Coats: State whether overcoat, short jacket, raincoat, single or double breasted; indicate type of trimming, lining, also, if belted.
   .3   Men's Miscellaneous Clothing: Include shorts, shirts, socks, sweaters, ties, shoes, scarves, pajamas, dressing gown, etc. Describe completely.
   .4   Women's Dresses: State whether evening, street, house, or suit; kind of trimming, if any, (such as: fur, lace, metallic, contrasting or self trim); one or two piece style.
   .5   Women's Coats: State whether full length or short; princess type, box type swagger; whether evening, sport or dress type; give full description of trimming, buttons, etc., indicate color and kind of lining. Give complete and full description of fur coats, kind of fur, lining, etc.
   .6   Women's Miscellaneous Clothing: Include lingerie, underwear, pajamas, stockings, shoes, socks, sweaters, scarves, shawls, waists, shirts, kimonos, housecoats, play-suits, slacks, etc.
   .7   Children's and Infant's Clothing: Follow general descriptions as given for men's and women's clothing.

.3 Jewelry Descriptions:
.1 After giving the name of the article to be described, include the following when it is part of the description:
- Color(s) and kind(s) of metal(s).
- Number, kind, color, and size of stone.
- Type of mounting: filigree, plain, engraved, etc.
- Type of setting: basket, Tiffany, sunken, box, etc.
- Inscriptions: dates, engravings, initials, serial numbers and jeweler's marking.
.2 RINGS: State kind of metal, kind, size, and number of stones (diamond, ruby, etc.), whether plain, engraved or filigree, and any jeweler's marks, inscriptions or initials.
.3 WATCHES: State make (Elgin, Hamilton, Waltham, etc.), movement, case and jewel numbers; size of watch, type of case (open-faced or hunting), number of adjustments, if known; whether plain or engraved or set with stones. If it has chain or wrist band attached, describe, giving color, material, length, etc.
.4 NECKLACES: State length, whether 1, 2, 3, 4, 5, or 6 strand; whether matched or graduated stones or beads; whether strung on thread or chain (giving kind and color); describe clasp.
.5 PENDANTS: State size, and shape, whether strung on chain, ribbon, cord, or thread; give color and type, describe clasp.
.6 BROOCHES AND BAR PINS: State size and shape, whether plain, engraved or filigree; also whether pin has safety clasp attached.
.7 STICK PINS: State size and shape; kind of stones; state whether safety clasp attached.
.8 BRACELETS: State width; whether link, filigree, solid, flexible or half-clasp type; whether plain, engraved, or stone set; whether safety chain attached and type of clasp.

.9 EARRINGS: State type and length; whether screw, clasp or pierce type; describe stones, color, etc.
.10 EMBLEMS, CHARMS, LODGE PINS, ETC.: State size and shape; name of lodge, fraternity or club; (Masonic, Elks, Eagles, etc.; Phi Beta Kappa, Sigma Chi, etc.: Nurse's or military service pins; American Legion, etc.).
.11 BUCKLES AND OTHER MISCELLANEOUS ARTICLES OF JEWELRY: State size, color, shape, stones, etc.
NOTE: If any of the above are matched sets (rings, pin, necklaces, earrings, bracelet, etc.) so state. State whether custom, antique, or modern-type jewelry.

CAUTION: When officers are personally describing items of recovered jewelry in Offense/Incident, indicate colors rather than materials. Example: "Brooch, yellow colored metal, red and white stones." Not "Gold pin with rubies and diamonds.

.4 Household Articles: Give the name of the article being described.
.1 RUGS: State size; color or combination of colors; plain or design; whether domestic or orient al; type (Axminster, Wilton, Broadloom, etc.); give maker's name, when known; whether fringed or bordered; cleaner's marks; also all other marks, such as, stains, tears, mends, etc.
.2 BEDDING: Includes sheets, pillowcases, blankets, spreads, quilts, comforters, mattress covers, etc. State what article is, then give a complete description of size, color, material, cleaner or laundry marks, and monograms, if any.
.3 DISHES AND GLASSWARE: State whether complete sets, giving pattern and number of pieces (both china and glass); state whether porcelain, pottery, cut glass, blown glass, or just ordinary china or glass. Give maker's label or mark, monograms or other marks.
.4 SILVERWARE: Includes flatware (table silver, knives, forks, spoons, etc.), as well as hollow ware (coffee, tea and chocolate sets, and complete silver services). Give maker's label, kind of silver, (sterling, plated or pewter); owner's initials or other inscriptions, type of pat tern, and number of pieces to set.

.5 CLOCKS: State kind, color, size, movement and case numbers if known; whether china, porcelain, bronze, iron, wood, plastic, glass, leather, etc. State whether mantel, kitchen, boudoir, grandfather, traveling, etc.; give maker's label; state whether 8-day type; and if chime clock, kind of chimes, (Westminster, etc.)

.6 FURNITURE: State what article is; then give complete description, stating what kind of wood or metal, color, kind of material covering, and trimming. In case of matched sets, such as bed room, dining or living room furniture, give number of pieces in set, and state number of pieces stolen.

.7 PIANOS, RADIOS AND TELEVISIONS: Pianos: state maker's label and serial number, if any. State if upright, baby grand, spinet, etc. Radios and televisions: show maker's label, serial number, number of tubes; whether console, table model, midget transceiver, portable, low or high-boy type, size of screen, etc. Give kind of wood or metal; show color and kind of trim, if any.

.8 LAMPS: State kind, i.e., floor, bridge, table or boudoir; give kind of wood or metal; number of globes, whether reflector type; if it has a base light; kind, color and size of shade. In case of table and boudoir lamps, state whether statuary, glass, china, pottery or metal base.

.9 MISCELLANEOUS: Includes ornaments, pictures, statues, bric-a-brac. Describe in detail, stating particularly any labels, serial numbers, or other identifying marks.

.5 Other Property: Give name of article to be described.

.1 FIREARMS: State maker's name; caliber or gauge; color of metal; serial numbers, type of handles or stocks; any marks, inscriptions or initials. State whether revolver, automatic pistol, pump-gun, rifle or shotgun.

.2 TIRES: State size, maker's name, color, tread and serial numbers, if available, and state whether mounted on rim with wheel and tube or alone.

.3 DRUGS: State amount, kind, manufacturer, container, size, valuation and any other descriptions available.

.4 CASH REGISTERS, ADDING MACHINES, TYPEWRITERS, BOOKKEEPING MACHINES, CALCULATORS, CHECK PROTECTORS AND OTHER OFFICE MACHINES: State maker's name, size, model and serial numbers, color, etc. Also any other marks, labels or inscriptions.

.5 CAMERAS AND EQUIPMENT - PROJECTORS AND CASES: State maker's name, model, number, serial number, lens numbers and names, and shutter numbers. Type of camera (movie, Cine, Graphlex, box folding, etc.) State kind of material (wood, metal or leather) of both camera, projector and case.

.6 ELECTRICAL EQUIPMENT: Includes, toasters, irons, curling irons, bulbs, sockets, generators, motors, waffle irons, percolators, portable water heaters, bottle warmer, refrigerators, etc. State maker's name, kind of material, color, size, model and serial numbers, wattage, voltage and any initials or other marks or inscriptions.

.7 BUILDING EQUIPMENT: Includes lath, wire, plaster, bricks, stucco, glass, marble, lumber, roofing material, paint, nails, cement, etc. Give size, color, maker's name, number or amount of articles lost or stolen, as well as any lot or serial numbers available.

.8 OPTICAL GOODS: Includes spectacles and cases, opera glasses, binoculars, telescopes and cases, etc. State maker's name, color, material of article, as well as case; serial and model numbers, (power number or size in case of binoculars, telescopes, etc.). Initials or other marks of identification.

.9 BOOKS: State name of book, author, publisher's name if known, color and kind of material of binding, also approximate size of book, as well as any writer's inscriptions, such as owner's name, bookplates, or author's signature (first editions).

.10 DOCTOR'S AND DENTIST'S INSTRUMENTS: Includes stethoscopes, blood-testing apparatus, hypo- needle outfits, etc. State maker's name, size, serial numbers, model numbers, material, color and marks of identification. Also show case size and color.

.11   MUSICAL INSTRUMENTS: Includes banjos, saxophones, guitars, trombones, trumpets, violins, clarinets, piccolos, flutes, etc. State maker's name, color, material, number or other marks of identification. Also describe carrying case.

.12   KNIVES: (OTHER THAN TABLE) such as hunting, pocket, butcher, etc. State color, kind of material of handles, numbers, maker's name, inscriptions, etc., also describe carrying case, if any.

.13   PENS AND PENCILS: Include fountain pens, pen and pencil desk sets, etc. Give maker's name, color, size, whether man's or woman's, numbers, initials, or other marks of identification.

.14   SMOKING MATERIAL: Includes pipes, tobacco, cigarettes, cigars, lighters, cases, etc. State color and size of pipes, amount of tobacco, number of cigars or cigarettes (box or package or humidor jar), maker's name, etc.

.15   SEWING MACHINES: State maker's name, brand name, serial number of both machine and motor (if electric); whether wood or metal, table, desk, or portable type (or old-fashioned treadle type) and any other marks or inscriptions.

.16   SPORTING GOODS: Includes fishing poles, tackle, lines, tents, awnings, skis, snow shoes, toboggans, etc. State maker's name, numbers, color, kind of material, initials, or other inscriptions.

.17   GROCERIES: State kind of article, brand label, number of each lost or stolen, and any other general description available.

.18   TOILET ARTICLES & COSMETICS: Includes brushes, combs, mirrors, perfume bottles, manicure sets, powder, perfume, cold cream, shampoo, toothpaste, lipstick, hair oil, soap, etc. State size, color, material, maker's or brand name, initials, numbers or other marks of identification.

.19   TOOLS: Include carpenter, plumbing, electrician, machinist, mechanic, etc. State kind of tool, serial number, maker or brand name, initials or other marks of identification. State number of tools lost or stolen, and size.

.20   ANIMALS, BIRDS & FISH: Include dogs, cats, horses, pigs, cows, poultry, birds, goldfish, etc. State kind of animal, bird or fish, size, color, name, age, license number, if any, and other description available.

.21   AUTOMOBILE SUPPLIES & EQUIPMENT: (Other than tires). Includes spotlights, wheels, tubes, carburetors, spark plugs, bumpers, etc. State size, color, maker's name, serial numbers, number of articles, and other marks of identification.

.22   LEATHER GOODS: Includes trunks, suitcases, purses, briefcases, sample cases, belts, suspenders, Gladstone and Boston bags, saddles, billfolds, etc. State size, color, maker's name, serial numbers, initials, or other marks of identification.

.23   BICYCLES: State name, size, color, boy's/girl's, kind of seat, brake, tires, baskets, horns, lights, serial number and license number if known, and initials and other identifying marks.

IMPORTANT: On all articles listed, no matter what they may be, always show the maker's or brand name; serial and model number; size and color, and valuation. Show any initials or other marks of identification which may have been added after purchase of articles. If owner is not sure of valuation, give approximate valuation, in line with Department policy regarding value of property lost or stolen.

28.7   OFFENSE/INCIDENT REPORT

.1   Purpose of the Report: The Offense/Incident Report, when completed by the investigating officer and approved by his superior, will complete the police record of the incident in most cases.

.2   When to Prepare the Offense/Incident Report: The Offense/Incident Report will be used by members of the Department to record all written investigations, with the exception of Traffic Accidents, Missing Persons, Domestic Assaults, and Animal Bites. The Offense/Incident Report will also be filed in addition to the Arrest/Transport Report when an officer makes an on-view arrest (including a juvenile arrest).

.3 The Offense/Incident Report is produced in PDF format by Police Mobile.

.4 NARRATIVE SECTION OF THE REPORT: This is where the reporting officer describes all the pertinent facts as to what happened. Included in every narrative should be what the officer was told, what the officer observed, what the officer did, and what the officer knows about the case. Officers must not leave out any relevant information when writing the narrative as it is often important to follow-up investigators, prosecutors, and even the reporting officer at later times.

28.8   OFFENSE/INCIDENT REPORTS: SPECIAL INSTRUCTIONS
.1   STOLEN VEHICLES/UNAUTHORIZED USE:
    .1   If the officer reasonably concludes the vehicle was taken with intent to temporarily deprive the owner, the investigation will be classified as an Unauthorized Use or Motor Vehicle, and the vehicle will not be entered into NCIC. Examples of situations which would indicate the vehicle was taken with intent to temporarily deprive the owner include:
        • Vehicle taken without the victim's permission by a family member or other person known by the victim, and the victim believes or circumstances indicate the person will eventually return with the vehicle.
        • Vehicle lent to another person by the victim and not returned at the agreed upon time.
        • Vehicle taken without the victim's permission by a person to whom the victim has lent the vehicle before, and the victim believes or circumstances indicate the person will eventually return with the vehicle.
    .2   If the officer cannot reasonably conclude the vehicle was taken temporarily, the investigation shall be classified as a theft of motor vehicle and the vehicle will be entered into NCIC.
    .3   Investigations shall be classified as Unauthorized Use of Motor Vehicle for no more than 24 hours. After that, an officer (preferably the original officer) shall re-contact the owner to confirm the vehicle is still missing. If the vehicle is still missing, the officer shall file a supplement report indicating so and reclassifying the investigation as a Theft of Motor Vehicle. The vehicle shall be entered into NCIC at that time. At the officer's discretion, an attempt to locate request may be made for the vehicle.
    .4   If the vehicle is recovered and a suspect is present, the recovering officer shall be responsible for placing appropriate charges. If the suspect is not present, the officer assigned to the investigation shall obtain charges of any suspects. If the elements of unauthorized use rather than theft are present, officers have the discretion of charging under Transportation Article §14-102 or Article 27, §349.
    .5   Victims wishing to report thefts or unauthorized uses of motor vehicles should be informed that if a report is filed, suspects will be charged accordingly and that the person will have to appear in court as a witness. If reporting persons are not willing to appear in court, no police action will be taken.
    .6   All items stolen with the vehicle which are not part of the vehicle are to be listed separately in the narrative section according to the procedures in 28.5.4.2. Examples of such items could include wallets, tools (excluding jacks, tire irons, etc.), clothing, jewelry, etc.

.2   TOWED VEHICLES:
     .1   Fill out hold card, if needed (refer to Chapter 17, section 17.15).
     .2   If the vehicle owner is UNKNOWN, indicate same in the "Owner" field.
     .3   Complete Property Record to record vehicle inventory.
     .4   Describe in the report any damage to the M/V, either in the miscellaneous description area or in the narrative.
     .5   If the M/V is towed because of a parking matter, show the City Citation Number on the Report, if one is issued, and state the violation. If towed because of a moving violation, list the State citation number(s) and violation.
     .6   If the M/V is towed as a result of an incident for which an Offense/Incident report is already being written, the circumstances of the tow can be included as part of that report, and a separate Offense/Incident report is not required

.3   POSSIBLE SUSPECTS: If the reporting person thinks they have a suspect, but NO REAL FACTS relating the suspect to the crime, enter the person's information in the person tab, and then explain in the narrative why this person may be related to your investigation.

.4   SICK/INJURED PERSONS: Document in the following in the report:
     .1   How the person got to the hospital; i.e., CARS or by him/herself.
     .2   Who treated the subject at the hospital.
     .3   First aid administered, if any, before the subject got to the hospital, and by whom.
     .4   Treatment status at the hospital, i.e. treated and released or held for further treatment.

.5   MULTIPLE CRIMES OF SIMILAR NATURE AND TIME FRAMES: When reports are taken on multiple crimes of similar nature and time frames, a separate report and incident number must be filed for each victim. For example, if 5 vehicles along the same street have their tires slashed, and each vehicle has a different owner, 5 reports with 5 separate incident numbers will be filed. One report could be used to cover more than one vehicle if they were owned by the same victim. If several thefts or B&E's from businesses in a shopping center occur, a separate report with a separate incident number will be filed for each business.

     NOTE: This procedure is required to keep accurate records of the number of offenses occurring, as well as the number of offenses we are investigating.

.6   UNIDENTIFIED PERSONS (LOCATED): Federal law prohibits a law enforcement agency from having a mandatory waiting period before accepting an unidentified person report. For the purposes of this section, an unidentified person is one who's identity is unknown, and who is unable to communicate his/her identity. Examples include infants, unconscious persons, mentally disabled persons, etc. The law requires that all necessary and available information be entered immediately into METERS and NCIC. Furthermore, the Criminal Justice Information System (CJIS) rules require that such information must be entered directly from the report. Therefore, if an unidentified person is located by this Department, the investigating officer is required to complete a report containing as much descriptive and investigative information as possible and provide the report to the ECC for immediate data entry.

.7   STOLEN PROPERTY: The investigating officer is responsible for ensuring that stolen property with a full serial number (or partial serial numbers are not permitted) or an owner applied number is entered into NCIC. Entry is done by ECC personnel when directed by the investigating officer. The investigating officer will note on the report that the stolen items were entered into NCIC, and will include the numbers the computer assigns to each item. The investigating officer will attach a hard copy of the entry to the Offense/Incident report.

.8   LOST PROPERTY: Officers receiving a report of lost property will complete an Offense/Incident report. The only exception will be reports of lost keys.

28.9   PROPERTY RECORD

.1   Purpose of the Report: To provide a formal procedure for recording continuity of possession of property from the time it comes into police custody to final disposition.

.2   When to Prepare the Property Record: The Property Record is prepared by any personnel taking custody of evidence or any other property. , All Property Records shall be printed in hard copy form and signed by the recovering officer. Subsequent transfer and final disposition of the property will be noted on the hard copy form.

.3   The recovering officer explains the circumstances involving the recovery of the property on the appropriate field report. The officer then delivers the property to the designated property custodian per established Department procedures, along with a hard copy of the completed Property Record.

.4   If retaining the property is not required, the officer may release the property directly to the owner. When returning or releasing property ALWAYS have the owner, or the person to whom you are releasing the property, sign for it on the Property Record, showing the date and time also.

.5   For found property, if you have the owner's name/address, make sure you contact the owner by letter (Department has a form for this), and show on the property report that the letter was sent. Attach a copy of the letter to the property report. If you have a phone number, call the subject and show same on report.

28.10   ARREST/TRANSPORT REPORT

.1   Purpose of the Report: The Arrest/Transport Report is designed to provide the Department with a record of the arrest, charge, description, arresting and transporting officers, transport information, etc.

.2   When to prepare the report: The Arrest/Transport Report is to be completed in the following situations:
  .1   When a person is custodially arrested or who served with charging documents in non-custodial situations (e.g. criminal summons).
  .2   When officers take control of juveniles who are not under arrest or otherwise in custody (see Section 52.15).
  .3   When an officer has probable cause to believe a juvenile has committed a crime, but the elements required to make a warrantless arrest are not present.
  .4   Each time a detainee is transported by an HPD member from one location to another. A single Arrest/Transport report may be used for multiple transports of the same person if those transports are associated with the same incident.

.3   Front side:
  .1   The un-shaded areas are for all arrests and CS's, and all transport situations such as:
    •   Persons arrested and taken directly to Central Booking.
    •   Persons arrested on a warrant from another Maryland jurisdiction and transported to the County line to transfer custody.
    •   Persons already committed to custody (jail, correctional facility, etc.) and transported to HPD for an interview.
    •   Persons transported back to custodial facility after interview at HPD.

  .2   The shaded areas are for detainees who are not processed at Washington County Central Booking, since that information will be recorded there.

.3   Make sure to include in the Detainee Transportation Information section the information specific to each location, particularly if the detainee is taken to multiple locations. For example, A person arrested for disorderly conduct is transported to MMC for treatment of minor injuries, then to Central Booking.   Information unique to each location (location name, persons to whom medical/security risks are communicated, person accepting custody, etc.) is to be entered on the report.

.4   Reverse side:
.1   The brief medical assessment applies to all detainees taken into custody and/or transported.

.2   List in the personal property section all money and personal property removed by HPD personnel. Have the detainee sign when property is removed and when it is returned. If the detainee refuses, write "refused" on the line.

.3   For DUI arrests being released, complete the DUI release section. This section is intended to help officers follow the requirements for release. If the person to whom the detainee is being released refuses to sign, the detainee may not be released.

28.11   ARREST/TRANSPORT REPORTS - SPECIAL INSTRUCTIONS
.1   Anytime an officer assumes control of a juvenile who is not in custody (see Section 52.15), the officer will document same on an Arrest/Transport Report. In the Narrative section, the officer will write "non-arrest/Juvenile Custody".   The report will be completed as described above, with the following additional guidelines:
•   Inc. No.: If one does not already exist for an associated incident, an incident complaint number must be assigned by the ECC.
•   Defendant/Detainee Name: Although the juvenile is not a defendant, this is where his/her name will be captured.
•   Narrative: Describe why control of the juvenile was assumed. The officer may refer to an Offense/Incident report or other report where this information is included.
.2   If probable cause exists that a juvenile committed a violation of the law and the juvenile is not being charged as an adult, the officer submitting the report will use the following verbiage to indicate same: "The defendant is deemed to be a delinquent by reason of .....(*law being violated, by statute and language and section numbers).*

Example: ...by reason of 2nd degree assault, CL 3-203.
Example: ...by reason of reckless endangerment, CL 3-204; wonton trespass on private property, CL 6-403.

.3   In cases involving juveniles, the arresting officer or officer taking custody shall attempt to notify (or have another officer notify) a parent or guardian. The notification and the person's information will be recorded in the appropriate blocks under "Juvenile Arrests". This will be done for all juvenile cases, whether or not the juvenile is taken into custody. If no parent or guardian could be notified, the officer will note same and provide the details in the comments/narrative section.

.4   When a juvenile who has been taken into custody by HPD personnel is released, the officer will record the name, date and time, and obtain the signature of the parent or guardian who takes custody. If detention has been authorized, the detention personnel shall sign for custody.

.5   NARRATIVE:
   •   Continue information from previous blocks as needed.
   •   For an on sight arrest the officer may refer the reader to the statement of charges and Offense/Incident Report for details of the incident. The narrative need not be repeated in such cases.
   •   When warrants and criminal summonses are served, show the Warrant Number, issuing court, and when issued.
   •   Record any other information pertinent to the arrest/transport.

28.12   MISSING PERSON REPORT
   .1   Purpose of Report: This report was designed to record preliminary data about any incident involving missing person.

   .2   When to Prepare Missing Person Report: This form is to be used to report all missing juveniles and runaways, and to report adults who are missing under circumstances not consistent with their ordinary established habits and behavior and who may be in need of police assistance or attention. (This will include the senile, mentally or physically handicapped, the epileptic, those with suicidal tendencies, etc.). NOTE: This department only investigates missing person complaints when the missing person resides in the city, whether temporarily or permanently. (NOTE: The intent here is that this Department investigates those cases where the person is actually missing from the City. This does not include persons who reside outside the city but were last seen here, or a city resident who has taken up another temporary residence outside the city. It does include a city resident reported missing to this Department who was last seen outside the city.)

   .3   Completion of blocks: Most of the blocks are self-explanatory. The electronic version will auto-populate many of the fields. All other fields are to be completed to the extent the information is available to the HPD member completing the report. Additionally, the following instructions apply:

      •   CLASSIFICATION CODE: From the drop down list, select the code that best describes the circumstances of the incident.

      •   NIC#: NCIC entry will be completed by the ECC if the circumstances meet NCIC requirements. The corresponding NIC number is to be entered into this block or noted in the narrative.   Once a determination is made that the person is no longer missing, the officer will ensure the person is removed from NCIC and document same on a Supplement Report.

      •   DESCRIPTIVE INFORMATION: Most of the fields relate to descriptive information. Gather as much available descriptive information as can be ascertained and insert into the relevant fields. Additional information should be included in the narrative section.

      •   GENERAL BROADCAST: If suspicious, unusual, or critical circumstances exist, the officer should request that the ECC make a general radio broadcast regarding the missing person.   If circumstances suggest the person may be outside the City, the broadcast should be on both City and County channels. The date and time of the broadcast are to be entered in this section.

      •   COMPLAINANT SIGNATURE: This area is not required for HPD personnel.

.4 NARRATIVE: Additional narrative and follow-up pages should be included when additional information is obtained, and to describe all known circumstances of the disappearance not already identified in the form's data fields. If suspicious, unusual, or critical circumstances exist, the information is to be shared with other appropriate agencies (county, state, national) as soon as practical, and those notifications, if not already documented on the CAD report, are to be noted in the narrative.

.5 REPORT DISTRIBUTION:
In addition to the normal report review and approval process, a copy is to be printed to the ECC printer if the person is to be entered into NCIC. If requested, the Records Unit will provide a copy to the complainant at no charge.

.6 STATUTORY PROVISIONS FOR MISSING PERSONS REPORTING: Both federal and state law prohibit a law enforcement agency from establishing a mandatory waiting period before beginning an investigation to locate a missing child. Also, the vital descriptive and investigative information must be entered into METERS and NCIC immediately. Since the Criminal Justice Information System (CJIS) regulations require that such data entry must be done directly from the report, officers of this Department who conduct the initial investigation of missing children are required to complete the Missing Person Report immediately and provide the report to the ECC so that immediate entry can be made.

28.13 SUPPLEMENT REPORT:
.1 Purpose of Report:
.1 To record additional information when the narrative space is insufficient on the Offense/Incident Report, Arrest/Transport Report, Missing Person Reports, or Accident Report.
.2 To record information or action taken on a case subsequent to the submission of any field report. The form may be used by an officer to report additional information concerning a case previously investigated or to record the activities of follow-up or continuing investigations.

28.14 MOTOR VEHICLE ACCIDENT REPORTS
Officers investigating vehicular accidents will complete the State of Maryland Automated Crash Reporting System (ACRS) report form according to departmental policy and training. PowerPoint presentations for ACRS and the associated Delta Plus Report Manager are available for reference in the Manuals folder on the shared drive.

28.15 MARYLAND POLICE ANIMAL BITE REPORT
.1 Purpose of the report: The report collects information regarding animal bites to verify the condition of biting animals, ensures that persons who may have been exposed to rabies are notified, and records incidents of such bites and exposures.

.2 When to prepare Animal Bite Report: The report shall be prepared/used to record any animal bites or scratches occurring within the City of Hagerstown which come to the attention of the Department.

.3 Instructions for completing Animal Bite Reports:
.1 Officers investigating animal bite/scratch cases shall complete the Maryland Police Animal Bite Report Form following the instructions noted on the form.
.2 A Departmental Incident number shall be assigned to the report and included above the pre-printed Case Number.
.3 The Quarantine Agreement section and the Veterinarian's Clinical Evaluation card only apply to dog and cat bites/scratches. The Health Dept. will follow-up all other reports filed involving bites/scratches by any other animal.

.4 If the dog or cat is quarantined by the animal owner, the animal owner will be given the green copy. The white and yellow copies will be sent to the Health Department by the Records Unit. The pink copy is filed in the Records Unit.

.5   If the animal is to be quarantined at a Health Department approved facility for one of the reasons stated back of the pink copy, the SPCA will be notified to take possession of the animal. The yellow copy will be given to the SPCA. The white copy and yellow copies will be sent to the Health Department by the Records Unit. The pink copy will be filed in the Records Unit.

28.16   FIREARMS REPORT - FORM 97A

.1   Purpose: The main purpose of the report is three pronged. FIRST, to appraise the Maryland State Police, Handgun Permit Section, State Central repository of "Stop & Frisk" Statistics, that a stop and frisk has been performed and the reasons that instituted the search; as well as the findings. SECONDLY, when a firearm is found incidental to an arrest, either motor vehicle and/or criminal, it will be utilized to determine ownership of the weapon and/or that the individual is within the parameters of the permit law. THIRD, to provide law enforcement personnel with a means to trace weapons and/or persons in regards to ownership of firearms.

.2   When to prepare Firearms Report: This form will be utilized -
- Whenever a "Stop & Frisk" is performed specifically for a handgun, or for weapons in general. It does not have to be completed when the frisk is specifically for a weapon that is not a handgun.
- Whenever a firearm is seized for any reason.
- A trace of an individual or weapon is needed.

.3   Form 97A should be completed by the investigating officer, signed by a supervisory personnel, and forwarded to the Records Unit. The Records Unit will send the form to: MSP Firearms Registration Section, 1201 Reisterstown Rd., Pikesville, MD 21208. Records Unit will forward a copy to the Department of Forensic Scientists (with a copy of the property report). No matter if information has been previously requested through other means; other than the mail, the Handgun Permit Section in all cases will respond back to the requester with a completed form 97A.

.4   Instructions for completion of Firearms Report Form 97A:
LINE/BLOCK NUMBER OR TITLE -
Reason(s) for Report: Stop & Frisk ( )
Firearms Incidental to arrest ( )
Trace Report ( )
Requester shall mark (X) appropriate block or blocks. (NOTE: More than one selection may be checked).
Information Requested Via: Requester shall circle how the original information was transmitted. Example: If requester phoned in the information, he would circle phone when he submits Form 97A.
1 -   Insert subject's driver's license number and Social Security Number.
2 -   Insert last name, maiden name (if any), first name, middle name (indicate (I.O.) if initial only. Indicate (NMN) if no middle name).
3 -   DOB: Use number, month-day-year (Ex.: 1-15-84)
Height: Use feet and inches (Ex.: 5'11")
Weight: Use number of pounds.(example: 175)
Sex: Male or female
Race: Use same code number used for traffic citations:
(1) - Black, Colored, American Negro
(2) - White, Caucasian, Asiatic Indian, and Arab
(3) - Mongoloid, Oriental Asiatic
(4) - Mongoloid, American Indian
(5) - Unknown

4 - Indicate the type of weapon recovered, hunting knife, club, knuckles, blank gun, B.B. gun, etc.
Make: Indicate manufacturer's name of firearms. (If known)
Model: Indicate model number or name.
Caliber: If firearm located, indicate caliber. (Ex.: 38 cal.)
Serial Number: Indicate numerical number and letters. (Ex.: A21141)
Finish: Indicate blue, stainless, chrome, etc.
Barrel length: Indicate in inches. (Ex.: 4")
Country of origin: Country manufactured (Ex.: France)
5 - Insert Numerical permit number if any (Ex.: 30303A). Indicate if subject was arrested by circling appropriate response.
6 - Indicate all traffic citations and criminal arrest report numbers.
7 - Indicate any related reports such as Offense/Incident Report, Property Record, etc.
8 - Brief summary as to why a search/seizure/trace was or is being conducted.
9 - Investigating officer must sign.
10 - Investigating officer's supervisor must sign.
11 - Indicate numerical Installation number or agency name.
12 - Indicate telephone number of requester.
13 - Indicate numerical number of date report submitted.
14 - Indicate military time of when report submitted.

28.17 REQUEST FOR LABORATORY ANALYSIS (HPD 09/2008)

.1 Purpose of the Request for Lab Examination-Chain of Custody Log: To provide an official request for laboratory examination of evidence and to maintain a record of the chain of custody of evidence submitted for examination. NOTE: A Property Record(s) is still required for all evidence submitted for analysis.

.2 When to complete the form: Anytime evidence requires laboratory examination, or processing not practical at a crime scene. All Property Records shall be printed in hard copy form and signed by the recovering officer. Subsequent transfer and final disposition of the property will be noted on the hard copy form.

28.18 CDS DISPOSITION FORM

.1 Purpose of the CDS Form: To maintain a record of all CDS (or suspected CDS) found, confiscated, or turned into this Department.

.2 When to complete the CDS Disposition Form: In all cases where CDS (or suspected CDS) or CDS paraphernalia is found, confiscated, or turned into this Department and an arrest is not made or contemplated.

.3 Completion of the CDS Disposition Form:.
  .1 Place CDS in a paper bag with the event and incident number, date, your name and I.D. number.
  .2 Fill out CDS green card, with the EVENT AND INCIDENT NUMBERS on the card. Have Supervisor sign it.
  .3 Place the paper bag with the green card stapled to it in the CDS Evidence drop box.

.4 After the CDS (or suspected CDS) is received by the lab/evidence personnel, it will be destroyed. The person authorizing the disposal will sign the card and the person destroying it will date and sign the card.

.5 The form is forwarded to the Records Unit for data entry and is then forwarded to CID for filing.

28.19 MOTOR VEHICLE HOLD CARD

.1 Purpose of the Motor Vehicle Hold Card: To record orders by officers to hold impounded vehicles until certain conditions are met. Those conditions are enumerated on the card.

.2 When to complete the card: Anytime a vehicle towed at the direction of an officer is to be held until specific conditions are satisfied. The situations and conditions under which vehicles may be held and subsequently released are described in section 17.15.3 of these Rules and Regulations.

.3 Completion of Motor Vehicle Hold Card: Most of the card is self explanatory, however some notations should be made with regard to certain sections. They are as follows:

LINE/SECTION TITLE:
Reason for Storage/Criteria for Release: These must follow the guidelines of section 17.15.3.

Release Authorized by: The officer who authorizes the release signs here. Unless specifically stated in the Criteria for Release, this does not have to be the same officer as the one who ordered the hold. However, the releasing officer is responsible for ensuring the criteria for release have been met.

Vehicle Released to: PRINT the name of the person to whom the vehicle is released.

Vehicle Released by: If the vehicle is being held at a tow company storage facility, the tow company representative signs here. Include the name of the company.

Vehicle Released to: Have the person sign here and write the date and time.

28.20 FIELD INTERVIEW (FI)FORM

.1 Purpose of the FI form: The FI Form is an electronic form completed in Police Mobile. It's purpose is to record information on suspicious persons' identities, descriptions, vehicles, times and places found, and circumstances of the situations found.

.2 When to complete the form: Anytime and officer encounters persons in suspicious or unusual circumstances where an arrest would not be made. See Chapter 17, section 17.33 for further explanation.

.3 Completion of Field Interview form: Most of the form is self explanatory. Refer to the Police Mobile Filed Report Writer Guide on the shared drive for further guidance. Whenever possible, a photo of the person is to be attached and uploaded with the form.   Once completed it is entered directly into the RMS system when the "Submit" button is clicked.

28.21 POLICE PURSUIT REPORT

.1 Purpose of the Police Pursuit Report: To collect data for analysis of pursuits involving Departmental police vehicles, and to provide a review process to ensure that proper policies and procedures are being followed.

.2 When to Complete the Report: Anytime and officer becomes involved in a vehicular pursuit. If multiple units are involved, each officer needs to complete a report reflecting his actions in the pursuit. See Chapter 17.6 - Pursuit Driving.

28.22 INTER-DEPARTMENT COMMUNICATIONS

All written inter-department communications shall be typed and such communications shall be prepared as follows:

.1 The date shall be written in the top center.

.2 The military-style heading: "TO" and "FROM" and "SUBJECT" shall be used.

.3 Following the words "TO" and "FROM" - heading titles designating positions and names of individuals shall be used.

.4 In the heading following the word "SUBJECT", the subject matter of the communication shall be stated briefly.

.5 No salutation is required, but the complimentary close "Respectfully" shall be used when directing correspondence to a superior, or to an officer of equal rank.

.6 The body of the letter shall be business-like in tone, and the information contained therein clearly stated and pertinent to the subject.

.7 The communication shall be limited to a single subject, when possible.

.8 Signatures, in ink, shall include name and rank.

.9 Communication of a confidential nature may be sent in a standard white envelope plainly marked "Personal".

.10 Any official written correspondence, directed to outside agencies or individuals shall be typed on Department letterhead, only with the authorization of the Chief of Police.

28.23 DOMESTIC VIOLENCE ASSAULT REPORT/REFERRAL FORM

.1 Purpose of the form: To serve as a data collection tool for HPD's domestic violence response partners.

.2 When to prepare the form: Officers will follow the steps in Police Mobile to create the form when:
- the officer prepares an Offense/Incident report for an assault involving <u>intimate partners</u> (married whether or not they are living together; or other persons who have had a sexual relationship **and** resided together for a period of at least 90 days within the most recent 12 month period); or
- the officer makes an arrest or otherwise completes an Offense/Incident report for a violation of a protective order.

.3 Many sections will be completed automatically when the form is first created. The reporting officer is to complete the remaining sections.

.4 Lethality Assessment.
.1 Page 2 of the form is the "Lethality Assessment" section. This section was created as a result of research by Dr. Jacquelyn Campbell of The Johns Hopkins University School of Nursing. It is intended to identify victims with a much higher risk of domestic-related homicide than those of other intimate partner violence.

.2 Officers are to ask or attempt to ask the questions in this section. As described on the form, answers to certain questions indicate the higher risk level and thus trigger the referral protocol.

.3   If the referral protocol is triggered, officers will advise the victim of the high danger assessment and recommend the victim immediately speak with a hotline counselor. If the victim does not speak to a counselor, the officer will check the relevant box and describe the reason in the narrative of the Offense/Incident report. Additionally, the officer will contact the hotline counselor and advise that person of the situation.

.4   After having spoken to a hotline counselor, the victim may or may not seek further assistance. If indicated by the circumstances and the conversation between the victim and counselor, the officer may participate in coordinated safety planning with the victim and the counselor (e.g. transporting to a shelter or other safe environment).

.5   The Not Ans. boxes are only to be checked when the victim refuses to answer. If this occurs, the officer will state same in the narrative of the Offense/Incident report.

.5   Once a supervisor has reviewed and approved the Offense/Incident report and DV form (according to Department procedures in Chapter 28), the supervisor shall email a copy of both to the HPD Domestic Violence Coordinator and to CASA. The DV Distribution group in the Outlook Address book may be used to ensure copies are sent to the proper personnel.