

Annapolis Police Department



GENERAL ORDER

Number: J.2

**Issue Date: October
2001**

TO: All Personnel

SUBJECT: Incidents Requiring a Written Report

PURPOSE

The purpose of this General Order to establish guidelines for the writing of police reports.

POLICY

It shall be the policy of the Annapolis Police Department that a formal written police report is required for each of the crimes or incidents listed in this General Order.

I. Part I Crimes

The Uniform Crime Reporting (UCR) Program collects and reports crime offense data for the United States. This department participates in the Federal Bureau of Investigation (FBI) UCR program. All verified Part I crimes investigated by this department require an incident report. All UCR information is collected by the Administrative Services Division and submitted through the FBI Uniform Crime Reporting program in accordance with the UCR Handbook.

The standard UCR definitions for Part I crimes are explained below. If an incident under investigation meets the criteria of any crime defined below, then a written report is required.

A. Criminal Homicide - the willful (nonnegligent) killing of one human being by another.

As a general rule, any death due to injuries received in a fight, argument, quarrel, assault, or commission of a crime is counted as a homicide. Assaults with intent to murder, and attempted murders, are classified as aggravated assaults unless the victim dies.

- B. Criminal Homicide (Manslaughter by negligence) - the killing of another person through gross negligence.

Not included in this category are deaths of persons due to their own negligence; accidental deaths not resulting from gross negligence; and traffic fatalities.

- C. Forcible Rape - the carnal knowledge of a female forcibly and against her will.

1. Report one offense for each female raped or upon whom an assault to rape or attempt rape has been made. In cases where several men attack one female, report one forcible rape.
2. By definition, sex attacks on males are excluded and should be classified as assaults or "other sex offenses" depending on the nature of the crime and the extent of the injury.

- D. Robbery - the taking or attempting to take anything of value from the care, custody, or control of a person by force or threat of force or violence and/or by putting the victim in fear.

1. Robbery involves a theft, but is aggravated by the element of force or threat of force. In the absence of force or threat of force, as in pocket-picking or purse snatching, the offense will be classified as a theft. However, if in a purse snatching or other such crime force or threat of force is used to overcome the active resistance of a victim, the offense is to be classified as strong-arm robbery.
2. For reporting purposes, report one robbery for each distinct operation including attempts. The number of robberies does not necessarily equal the number of victims robbed, those present at the robbery, or the number of offenders. For example:
 - a. A lone male with a gun appears in a tavern and robs 10 patrons of their cash and jewelry. For reporting purposes, this would be counted as one robbery.
 - b. A group of four gunmen robs a local supermarket, but all four are arrested outside the store. This is counted as one robbery, even though four suspects may be charged.
3. Be sure to report all the facts, including the identities of multiple victims, witness, or suspects.

- E. Aggravated Assault - An unlawful attack by one person upon another for the purpose

of inflicting severe or aggravated bodily injury. All assaults by one person upon another with the intent to kill, maim, or inflict severe bodily injury are considered aggravated assaults. Attempts to choke the victim are also considered aggravated assault.

1. The category of aggravated assault includes the following commonly entitled offenses: assaults or attempts to kill or murder; poisoning; assault with a dangerous or deadly weapon; maiming or mayhem; assault with explosives; and all attempts to commit the foregoing offenses.
 2. In assaults involving no weapons, the seriousness of the injury is the primary factor to consider in establishing whether an assault is aggravated. In only a limited number of cases should it be necessary to examine the intent of the attacker.
 3. An assault is aggravated if either of the following elements is present:
 - a. SERIOUS INJURY - broken bones or loss of consciousness, or stitches or medical attention beyond routine first aid is required.
 - b. USE OF A WEAPON - Regardless of whether or not injury actually results. All assaults with the intent to kill, maim, or inflict severe bodily injury with the use of any dangerous weapon, including blunt objects, are considered aggravated assaults. It is not necessary that injury result when a gun, knife, or other weapon is used which could and probably would result in serious injury if the crime were successfully completed.
- F. Burglary; breaking or entering - the unlawful entry of a structure to commit a felony or theft.
1. The key word in classifying burglaries is “structure”, meaning a fixed or permanent edifice. The following are examples of structures:

Apartment, Barn, Cabin, Church, Condominium, Dwelling House,
Factory, Garage, Mill, Office, Outbuilding, School, Stable, Vessel
(fixed) and Warehouse.
 2. A housetrailer, houseboat, or other mobile unit that is permanently fixed as an office, residence, or storehouse is considered a structure. Mobile homes or units that are in transit or are being used for recreational purposes are not structures.
 3. Be sure to report the manner of entry; whether by force, unlawful entry with no force, or attempts. Unlawful entry includes concealment inside a structure beyond normal closing hours or until the occupants have left, in order to commit a felony or theft.

4. The "Hotel Rule"
Burglaries of hotels, motels, lodging houses, and other places where the lodging of transients is the main purpose are scored under provision of the "Hotel Rule".

This rule dictates that if a number of dwelling units under a single management are burglarized and the offenses are most likely to be reported to the police by the manager rather than the individual tenants, the burglary should be reported as one offense. Examples include burglaries of a number of rental hotel rooms or motel units, rooms in flop houses, or rooms in a youth hostel.

Conversely, if the individual living areas in a building are rented or leased to occupants for a period of time, which would preclude the tenancy from being classified as transient, then the burglaries would most likely be reported separately by the occupants. These burglaries should be counted as separate offenses. Examples include burglaries of a number of apartments in an apartment building, or of a number of offices in a professional building.

- G. Larceny; theft - the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
 1. For reporting purposes, the value of the property stolen does not matter. All thefts, regardless of value, require a written report. Each distinct operation of theft counts as one offense for reporting purposes.
 2. The report should indicate which of the following subcategories applies to the theft:
 - a. Pocket-picking - Theft of articles from a person by stealth where the victim usually does not become immediately aware of the theft. Theft from a person in an unconscious state, including intoxicated subjects is included.
 - b. Purse- snatching - The grabbing or snatching of a purse, handbag, etc. from the custody of an individual. If more force is used than is necessary to snatch the purse from the grasp of the person, then a strong-arm robbery has occurred.
 - c. Shoplifting - Theft by a person (other than an employee) of goods or merchandise exposed for sale. This assumes that the offender had legal access to the premises and no unlawful entry has occurred.
 - d. Theft from Motor Vehicle (except theft of parts or accessories) - The theft of articles from a motor vehicle, whether locked or unlocked. If a theft from a motor vehicle occurs in conjunction with a motor vehicle theft, classify the incident as a motor vehicle theft.

- e. Theft of Motor Vehicle Parts and Accessories - The theft of any part or accessory attached to the interior or exterior of a motor vehicle in a manner which would make the part an attachment to the vehicle or necessary for the operation of the vehicle. This includes the theft of license plates and car stereos.
 - f. Theft of Bicycle - The unlawful taking of any bicycle, tandem bicycle, unicycle, etc.
 - g. Theft from Buildings - Theft from within a building which is open to the public and where the offender has legal access. Churches, libraries, schools, restaurants, offices, and other public buildings during the hours when such facilities are open to the public are examples.
 - h. Theft from Coin- Operated Device or Machine - A theft from a device or machine which is operated or activated by the use of a coin. Such machines are candy, cigarette, and food vending machines, telephone coin boxes, parking meters, pinball machines, or washers and dryers located in Laundromats where no breaking or illegal entry of the building is involved. If a building was broken into or illegally entered and a coin-operated machine in the building was rifled for money and/or merchandise, the matter would be classified as burglary.
 - i. All Other Theft - All thefts which do not fit the definition of the specific categories of theft listed above. Examples include thefts from fenced enclosures, boats, airplanes; thefts of animals, lawnmowers, lawn furniture, hand tools, and construction equipment. Failure to pay for gasoline taken from a self-service filling station. Illegal entry of a mobile trailer or tent followed by a theft.
- H. Motor Vehicle Theft - the theft or attempted theft of a motor vehicle.
- 1. For reporting purposes a motor vehicle is defined as a self-propelled vehicle that runs on land surface and not rails. Examples are automobiles, trucks, buses, motorcycles, mopeds, and snowmobiles. Do not include farm equipment, bulldozers, airplanes, construction equipment or motorboats. Includes joyriding or cases where the vehicle is eventually abandoned.
 - 2. Do not include vehicles taken for temporary use when prior authority has been granted or can be assumed, such as in family situations, or unauthorized use by others having access to the vehicle.
- I. Arson - The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, aircraft or personal property of another, etc.

1. Only fires determined through investigation to have been willfully or maliciously set are to be classified as arson. Attempts to burn are included, but fires of unknown or suspicious origin are not. Normally arson will be investigated by the Annapolis Fire Department's Fire Marshal's Office.
2. Incidents in which persons are killed as a direct result of arson are classified as both criminal homicide and arson; incidents of arson which directly result in severe injury are classified as aggravated assault as well as arson.

II. Part II Crimes and Miscellaneous Incidents

A written report is required when any one of the following events is verified through investigation by this department:

Abduction/Kidnapping

Aircraft Accident

Alarms- when criminal or civil citation is issued

Assault

Attempt Suicide

Bomb Threat

CDS Violations

Child Abuse/Child Neglect

Damaged or Towed Police Vehicle

Death; DOA

Destruction of Property- when there are suspects, evidence to support a modus operandi, evidence to indicate a pattern or at supervisor's direction

Disorderly Conduct- arrest or at supervisor's direction

Driving While Intoxicated- arrest only

Embezzlement/Forgery/False Pretenses

Escape from Lawful Custody

False Report of a Crime or Hazardous Condition

Fires (arson, fatal fire, malicious burning)

Gambling Violation

Injured or Sick Subject

Industrial Accident

Liquor Law Violations

Missing Person/Runaway

Motor Vehicle Traffic Collision EXCEPT:

Exchange of Information

TOT (turned over to) other Department

Unfounded

Other Criminal- arrest or at supervisor's direction

Overdose- accidental

Prowler- arrest or at supervisor's direction

Receiving Stolen Goods

Recovered Stolen Vehicle

Recovered Property

- Sex Offenses
- Tampering with Auto
- Tampering with Mail
- Telephone Misuses; Obscene Mail
- Trespassing- arrest or at supervisors's direction
- Unauthorized Use of a Motor Vehicle
- Weapon Offenses
- Any other incident as directed by a supervisor

Joseph S. Johnson
Chief of Police

References
1. Accreditation Standards 82.1.3, 82..2.1
2. Uniform Crime Reporting Handbook

Revision: This General Order replaces General Order C.7 Offense and Incident Reports dated July 1, 1986

Crime or Incident	Primary Report Form	Secondary Report Form(s)
Abduction	Incident	
Aircraft Accident	Incident	
Animal Bite	Anne Arundel County Animal Bite Report	
Application of force by officer (less lethal weapon)	Incident	Use of Force Report
Arrest on active warrant	Arrest Warrant	
Arson	Incident	
Assault, aggravated or felony	Incident	
Assault, domestic	Incident	Domestic Violence Form
Assault	Incident	
Attempt Suicide	Incident	
Auto Theft	Incident	
Bomb Threat	Incident	
Breaking and Entering	Incident	
Breaking and Entering and Theft	Incident	
Burglary	Incident	
Burglary (theft occurs)	Incident	
CDS Violations	Incident	
Child Abuse/Child Neglect	Incident	
Damaged Police Vehicle	Incident (if destruction of property/theft)	City Damage to property report
Death; DOA	Incident	
Destruction of Property	Incident	
Discharge of Firearm by Officer	Incident	Use of Force Report
Disorderly Conduct Arrest	Incident	
Domestic Assault	Incident	Domestic Violence Form
Driving While Intoxicated	Alcohol Influence Report	Statement of Probable Cause and traffic citation: Habitual Offender Form

Crime or Incident	Primary Report Form	Secondary Report Form(s)
Embezzlement	Incident	
Escape from Lawful Custody	Incident	
False Pretenses	Incident	
False Report of a Crime	Incident	
Fires (arson, fatal fire, malicious burning)	Incident	
Forgery	Incident	
Gambling Violation	Incident	
Homicide	Incident	
Homicide/Manslaughter by Vehicle while Intoxicated	M.A.A.R.S. Report	Alcohol Influence Report and Supplement Report
Injured Subject	Incident	
Kidnapping (including parental)	Incident	
Liquor Law Violations	Incident	
Manslaughter	Incident	
Manslaughter, Traffic	M.A.A.R.S. Report	Supplement Report
Missing Person Runaway	State of Maryland Missing Person Report	Missing person data collection package; supplemental report
Motor Vehicle Collision	M.A.A.R.S. Report	
Murder	Incident	
Obscene Mail	Incident	
Overdose	Incident	
Prowler Arrest	Incident	
Racial, Religious, Ethnic	Incident	
Rape	Incident	
Receiving Stolen Goods	Incident	
Recovered Stolen Vehicle	Incident	
Robbery	Incident	

Crime or Incident	Primary Report Form	Secondary Report Form(s)
Sex Offense	Incident	
Spousal Assault	Incident	Domestic Violence Form
Suicide	Incident	
Tampering with Auto	Incident	
Tampering with Mail	Incident	
Telephone Misuse	Incident	
Theft	Incident	Registration Plates; Notice of Loss, Theft or Damage of Registration Plate of Tab
Towed Vehicle (abandoned)	Incident	Vehicle Inventory Form
Towed Vehicle (disabled)	Incident	
Towed Vehicle (illegal Operation)	Incident	Traffic citation. If seized property, complete Property/Evidence Inventory
Towed Vehicle (illegally parked)	Incident	Parking Citation
Traffic arrest: active warrant	Arrest Warrant	
Traffic Arrest; DWI/DUI. Under the influence of drugs	Alcohol Influence Report	Statement of Probable Cause, if not released on signature and traffic citation; Habitual Offender Form
Traffic Arrest: fleeing and eluding	Incident	Statement of Probable Cause if not released on signature and traffic citation; Vehicle Pursuit Form
Traffic Arrest: traffic collision (including hit-and-run)	M.A.A.R.S report	Statement of Probable Cause if not released on signature and traffic citation
Traffic Arrest: suspended or revoked license	Incident	Statement of Probable Cause if not release on signature and traffic citation: Habitual Offender Form
Trespassing arrest	Incident	
Weapon Offenses	Incident	