

# GENERAL ORDER



Title  
**Field Reporting System**

Topic/Number  
**GO-SPT-401.01**

Effective Date  
**March 4, 2004**

Distribution  
**A**

Replaces/ Rescinds:  
**General Order 401.1 (Field Reporting System)**  
**Special Order 86-12 (Canceling Central Complaint Numbers)**

DISTRICT OF COLUMBIA

I. Background.....Page 1	IV. Regulations.....Page 2
II. Policy.....Page 1	V. Procedural Guidelines .....Page 3
III. Definitions .....Page 1	VI. Cross References.....Page 16

## I. BACKGROUND

A Field Reporting System that provides accurate information to members within the Department and to the citizens we serve is an essential part of delivering effective law enforcement services. The Metropolitan Police Department (MPD) has a comprehensive reporting system that captures information of reported crimes and incidents, which occur within the District of Columbia, in violation of local and federal laws.

The need to document and preserve information gathered from reported crimes and incidents serves two purposes. First, it provides a record for action taken by law enforcement members, whether it is self-initiated or in response to a request for police service. This will help to ensure that appropriate enforcement action is taken when conducting investigations. Second, the information can be internally used to identify crime trends and solve crimes.

## II. POLICY

The policy of the Metropolitan Police Department is that members shall file a report for all reported crimes and incidents brought to his/her attention. Self-initiated police action taken and calls for police service shall be accurately and thoroughly documented to ensure that a follow-up investigation can be conducted for potential adjudication.

## III. DEFINITIONS

For the purpose of this directive, the following terms shall have the designated meanings:

1. Serious Crimes - homicides, rapes, critical injury assaults, robberies, burglaries, stolen autos, bombings, arsons and a loss of other property in excess of \$10,000.00.

2. Unusual Incidents – deaths, other than homicides, that fall under the statutory jurisdiction of the Medical Examiner's office, missing persons, bomb scares and natural disasters.
3. Preliminary Investigations - the first investigative effort undertaken by a member of the MPD; normally, the investigative effort of a patrol officer seeking to verify that a crime has occurred and identifying whether there are solvability factors present.
4. Follow-up Investigations - the continued inquiry into a crime or incident due to pending leads, the complexity of the case, new information or time constraints. This process can involve interviews, press releases, and further evidence examination.
5. Solvability Factors - leads that require further investigation to determine if they will lead investigators to identifying the person(s) who committed the criminal act. The factors include the suspect's name and/or address, their description, physical evidence, identifiable automobile, known modus operandi, etc.

#### IV. REGULATIONS

- A. Members shall investigate and complete the appropriate reports and paperwork as outlined in this General Order in the following situations: (CALEA 82.2.2)
  1. For all reports of crimes or offenses that occurred in the District of Columbia as defined by the D.C. Official Code. (CALEA 82.2.2 a)
  2. For all citizens' complaints filed against Metropolitan Police Officers, that are not investigated by the Office of Citizen Complaint Review (OCCR). (CALEA 82.2.2 b)
  3. Any incident or crime that results in a member being dispatched or assigned to calls for service. (CALEA 82.2.2 c)
  4. All criminal or incident responses initiated by sworn members. (CALEA 82.2.2 d)
  5. All incidents or crimes resulting in an arrest, the issuance of a citation, or the issuance of a summons. (CALEA 82.2.2 e)
- B. A report shall be written for all reported offenses or incidents that occurred in the District of Columbia and shall be classified based on the elements of the crime if the offense/incident is in violation of the law established in the District of Columbia or U.S. Criminal Codes. (CALEA 82.2.1 a)

- C. Complaints in which multiple offenses have occurred shall be classified to reflect the most serious offense, as determined by the penalty in the D.C. Official Code. Remaining offenses shall be listed in the additional reporting blocks and described in the narrative portion of the report.
- D. It shall be the responsibility of the first member on the scene, regardless of his/her assignment, to begin conducting the preliminary investigation after safety precautions have been taken and the investigation does not interfere with the criminal case or defeat the ends of justice. Such determination shall be made in conjunction with the field supervisor. Once the assigned unit arrives on the scene, he/she shall resume the primary preliminary investigation, unless directed otherwise by an official.
- E. Whenever members prepare reports on the scene involving serious offenses or unusual incidents, he/she shall request a district official to respond to the scene of the offense or incident. The reporting member shall be responsible for preparing all applicable reports and making the necessary notifications. The report prepared for a serious crime or unusual incident shall include the name and organizational element of the supervising official who responded to the scene, the station clerk notified, if necessary, and any additional notifications made regarding the crime/incident. (CALEA 82.2.1 a)
- F. Members shall canvass the area with complainant(s), in instances when the suspect may still be in the immediate area and identification can be made. Further, a member shall advise the dispatcher that the complainant(s) is in the vehicle and gives the vehicle mileage, prior to canvassing and immediately after the complainant(s) exits the vehicle.
- G. Members may find it necessary to leave a scene immediately with a complainant when there is a concern for safety. Under these circumstances, the dispatcher shall be advised. The location and mileage shall be given to the dispatcher upon leaving the scene and once a destination is reached.
- H. If a member, other than the primary assigned member, handles the report, the dispatcher shall be notified and the Central Complaint Number (CCN) issued for that report shall be turned over to the member preparing the report. The dispatcher shall confirm the name and CAD identification number of the member who is now responsible for the report.

## **V. PROCEDURAL GUIDELINES**

- A. The preliminary investigation is the combination of those actions that should be carried out, as soon as possible, after the first responding member arrives on the scene. At a minimum, he/she shall:
  - 1. Ensure that injured or sick persons receive medical attention.
  - 2. Secure the crime scene to prevent the evidence from being lost or contaminated.

3. Determine whether a crime has been committed and, if so, the exact nature of the offense or incident.
  4. Determine the identity of the suspect and make an apprehension when appropriate.
  5. Provide lookout information to the dispatcher and other units, such as descriptions, method and direction of travel, whether armed or unarmed, and any other identifiable information about any suspect(s) and/or the suspect's vehicle.
  6. Identify, interview, and take statements from all victims, witnesses and suspects to determine in detail the exact circumstances of the offense or incident.
  7. Arrange for the collection of evidence.
  8. Take any other action that may aid in resolving the situation or solving the crime as directed by a supervisor.
- B. The preliminary investigation begins when the first Metropolitan Police Officer arrives on the scene of a crime or incident. The purpose of the investigation is to determine the facts of an offense or incident. Report numbers (CCN) and all information obtained shall be documented on the appropriate forms and submitted to the supervisor for review and signature. The reports generated from the investigation should contain information gathered at the scene. If known, the reports should also include the following: (CALEA 82.2.1 c)
1. The names and demographic information of all victims, suspects and witnesses;
  2. The type of crime committed, what was used to commit the crime and whether any evidence was recovered;
  3. In the case of property crimes, a description of, and value assigned to, any property that was stolen, damaged or destroyed (including the make, model, tag and VIN number of any vehicles stolen);
  4. In the case of property crimes, a description and the location of any stolen property that has been recovered;
  5. In the case of drug-related offenses, the results of any drug tests taken by the suspect(s);
  6. The time, date and location where the crime or incident occurred;
  7. The condition of the victim and where he/she was found and taken for treatment;

8. How was the crime committed, sometimes referred to as the “Modus Operandi;”
  9. The circumstances surrounding the commission of the crime, including, but not limited to, any motive the suspect(s) had to commit the crime and the relationship between the suspect(s), victim(s) and witness(es);
  10. Information about whether the crime involved a domestic relationship and/or disagreement, whether a TPO/CPO was outstanding and whether a PD Form 387-A (Domestic Violence Brochure) was issued.
  11. The current case status information (whether the case is open, suspended or unfounded (and the reason for unfounding it), or whether an arrest has been made.
- C. The objective of a follow-up investigation is to accumulate sufficient information and evidence that corroborates probable cause for affecting an arrest. It typically involves interviewing victims and witnesses, as well as interrogation and interview of suspects.
- D. The solvability factors can give insight for potentially solving criminal cases. The information supplied can be examined in its totality to help determine the likelihood an arrest will be made, and any resources that may need to be allocated. The following factors shall be submitted on a PD Form 252 (Supplement), if known, as a part of the preliminary investigation:

Note: Each offense specified for a particular case shall be closed on a separate PD Form 252.

1. A summary of the names of witnesses to the crime and statements, if provided.
2. The name and location of the suspect, if known. If the suspect is not known, the member shall report whether the witnesses or victim(s) can identify or construct a composite of the suspect. Any criminal history on the suspect should be included.
3. The member shall report a listing of any evidence, contraband, fruits or instruments involved in the crime. The member shall also report whether the suspect may have the “fruits of the crime” or evidence. The report should relate the current condition and location of any evidence.
4. The reporting member shall document statements made by the victim, including a description of the crime. When necessary, describe the exact injuries and/or the medical or mental condition of the victim.

- E. Members initiating reports shall not be relieved from duty until all reports are completed accurately and have been submitted and corrected as necessary, unless an illness or injury has occurred while in the performance of duty. In that case, the member's supervisor shall ensure the report is submitted before relieved from duty. (CALEA 82.2.1 e)
- F. The check-off official for that tour of duty shall not be relieved from duty until all reports are completed accurately and have been submitted and corrected as necessary to the district Crime Analysis Unit.
- G. The district Crime Analyst/PD-93 Clerk shall prepare a PD Form 93 (24-Hour Crime Report) each morning for his/her commander, and enter basic information from the PD Form 251s (Event Report) associated with reports received over the past 24 hours into the Analytical Services Application (ASAP).
- H. Within 24 hours after submission of the report, the district Crime Analyst/PD 93 Clerk shall forward the original and two (2) copies of offense/incident and traffic reports for analysis and screening, with an attached transmittal, as follows:
  - 1. Homicides - to the Office of Superintendent of Detectives (OSD) Violent Crimes Branch;
  - 2. Sexual assaults against adults - to the OSD Sex Crimes Branch;
  - 3. Sexual assaults against juveniles - to the Youth and Preventive Services Division;
  - 4. Arsons – to the OSD Arson Unit; and
  - 5. All other reports – to the OSD Investigative Review Officer (IRO).

Note: The IRO and/or reporting official in the specialty unit shall make a determination about whether the case shall be returned to the officer assigned to a specialty unit or maintained within the district OSD. (CALEA 82.2.5)
- I. Field reporting procedures. (CALEA 82.2.1 d)
  - 1. Each member initiating a field report shall sign the report in the appropriate space on the form. Only the reporting member shall sign the field report (unless incapacitated), then an official shall sign the report.
  - 2. All field reports shall either be computer-generated, typed or hand printed in black ink. The reporting member is responsible for ensuring that the report is accurate and legible prior to submitting it to a supervisor. Also, the reporting member shall maintain adequate notes of the offense in his/her notebook. (CALEA 82.2.1 e)

3. All field reports shall have a valid (non-duplicate, non-transposed) CCN number. The member shall ensure that the CCN is printed in all designated areas of the appropriate form.
4. Supervisory officials shall be held responsible for collecting the completed reports and reviewing them for legibility, accuracy and completeness at the end of each tour of duty. When a discrepancy is found in a report, the supervisor shall counsel the reporting member and require the member to make the necessary corrections. (CALEA 82.2.4)
5. Supervisory officials shall conduct periodic inspections of a member's field notebooks to ensure members are properly documenting events. Because the field notebook is considered potential discoverable material, it shall be retained for a period of three years.
6. When completing the field reporting forms, members shall enter the appropriate information in each numbered item on the form. If the information requested on the form is unknown, enter "UNK" or if it is not applicable, enter "N/A" in the numbered space. Members should refer to the list below for the most frequently used field reporting forms. (CALEA 82.2.1 b and d)
  - a. PD Form 251 (Event Report) - for documenting reported incidents or offenses that indicate a violation of the laws and ordinances established in the District of Columbia and the United States, as well as for documenting miscellaneous reports.
  - b. PD Form 252 (Supplement) - used to change the classification/case status of reports and record additional information regarding the crime, suspect(s), witness(es) and complainant(s).
  - c. PD Form 256 (Quick Booking Form) – used by a member on the scene of an arrest to obtain basic information on a defendant, which will be transported with the defendant to the elements station house so the station clerk may begin the booking process.
  - d. PD Form 163 (Prosecution Report) - used to document arrests and charges lodged against suspects. This report records the violation of the laws and ordinances established in the District of Columbia and the United States.
  - e. PD Form 163A (Prosecution Report ) - used to record Driving Under the Influence/Driving While Intoxicated arrests. This report cites the violation of the laws and ordinances established in the District of Columbia.

- f. PD Form 47 (Miranda Right's Card) - used to document and advise a suspect of his/her rights.
  - g. PD Form 379 (Juvenile Truant, Court, Contact and Juvenile Curfew) - used to document all physical contact made with juveniles. Records the reported incidents or offenses committed by juveniles. This report records the violation of the laws and ordinances established in the District of Columbia and the United States.
  - h. PD Form 118 (Defendant/Suspect Statement) - for documenting statements taken from a defendant/suspect.
  - i. PD Form 119 (Complainant/Witness Statement) - for documenting statements taken from complainants/witnesses and members of the Department.
  - j. PD Form 119A (Witness Statement - Driving Under the Influence/Driving While Intoxicated) – for documenting statements taken from witnesses and members for DUI/DWI investigations.
  - k. PD Form 202A (Continuation Report) a continuation form.
  - l. PD Form 10 (Traffic Accident Report) - for recording traffic accident investigations.
  - m. PD Form 81 (Property Record) - for documenting all property that comes into the custody of the Department.
  - n. BTA Form 51 (Notice of Infraction) - used to cite violators of the District of Columbia Municipal Regulations, Title 18, Vehicle and Traffic.
  - o. PD Form 61D (Warning/Violation Citation) - used to cite violators of the District of Columbia Municipal Regulations, Title 24, Public Space and Safety.
  - p. PD Form 901-e (Use of Force Incident Report) – used for any use of force by a member, which is required by GO-RAR-901.08 (Use of Force Investigations).
  - q. PD Form 387-A (Domestic Violence Brochure).
7. Members assigned to foot, bike or scooter patrol shall assist with canvasses when lookouts are broadcast in his/her patrol area. When in receipt of an original complaint in which an offense or incident report is required, member(s) shall record the necessary information in his/her notebook and prepare the report. At a minimum, these



members shall handle the following reports, unless directed otherwise by an official: (CALEA 82.2.1 a)

- a. Animal bite;
  - b. Destruction of property;
  - c. Thefts (all types);
  - d. Lost property;
  - e. Robbery (PBS and pickpocket);
  - f. Sick or injured person (only those occurring on public space);
  - g. Simple assault;
  - h. Stolen bicycle;
  - i. Stolen automobile;
  - j. Miscellaneous reports.
8. When a member is assigned to a school crossing or traffic post, he/she shall not leave it to take a report. In such cases, he/she shall assist the complainant by contacting the dispatcher and requesting a uniform patrol car to respond to the scene to handle the complaint.
9. During the course of a preliminary investigation and when appropriate, members shall provide referral information to individuals who are in need of victim/witness assistance services. (See GO-OPS-204.06, Victim Services Program)
- a. Members shall provide information to the victim/witness about applicable services available within the District of Columbia, such as counseling, medical attention, and the crime victims compensation program. (CALEA 55.2.3 a)
  - b. Members shall advise the victim/witness about what to do if the suspect or anyone known to the suspect, threatens or otherwise intimidates him or her. (CALEA 55.2.3 b)
  - c. Members shall give the victim/witness the CCN numbers, explain the immediate steps in processing the case, consistent with the Department 's guidelines, and a contact telephone number, so that the victim/ witness can call to report additional information or inquire about the status of the case. (CALEA 55.2.3 c & d)

## J. Reports involving juveniles

1. When members are preparing a PD Form 251 on a juvenile victim, he/she shall not disclose identifiers of the complainant. First and last initials shall be used in the name category, age range only shall be given, street blocks shall be used rather than specific addresses, and phone numbers shall be omitted. The PD Form 251 should only include basic information (a brief description of what happened) so the complainant is not forced to repeat him or herself, especially in more sensitive cases.
2. When members are preparing a PD Form 251, incident report, on a juvenile victim, he/she shall not disclose the complainant's full name, exact address, exact age and phone number, if applicable. Otherwise, a full detailed description of what happened shall be given and the report filled out as described in section V, B and D, of this directive.
3. The PD Form 252 shall be used to disclose all pertinent information involving juvenile victims.

## K. Evaluation of lost or stolen property. (CALEA 82.2.1 d)

1. When a member completes a PD Form 251 or 252 for a lost or stolen property report, if available, the serial numbers, as well as identifiable marking, shall be listed in the report. The member shall comply with the following guidelines when assigning a fair and equitable valuation to the property:
  - a. The fair market value shall be used for articles, which are subject to depreciation because of wear and tear, age, or other factors that cause the value to decrease with use.
  - b. The wholesale cost to the merchant shall be used for goods stolen from retail establishments or warehouses. Members shall use the dollar value representing the actual cash loss to the victim, without any markup or profit added.
  - c. The complainant's evaluation shall be used on items such as jewelry, watches, antiques and other similar goods, which decrease in value only slightly or not at all.
  - d. The replacement cost or actual cash cost to the victim shall be used for new or almost new items such as clothing, auto accessories, and bicycles.
2. Instruments such as traveler's checks, personal checks, money orders, stocks and bonds shall be reported as a theft or loss, and a monetary value of twenty-five cents (.25) shall be assigned to each item, or items so reported.

3. Instruments such as bonds payable to the bearer, U.S. Government Bonds and U.S. Treasury Bonds, shall be valued at current market price at the time of theft or loss.
  4. When completing reports on lost or stolen property, members shall enter in the blocks provided, the complainant's estimate of the value of the property and his/her own estimated evaluation of the property.
  5. When more than one item is reported lost or stolen, the property shall be itemized and each item assigned a police department value.
  6. When property is recovered, the value originally reported shall be assigned, unless it is obvious that the value has depreciated. This procedure does not apply to vehicles.
- L. Canceling Central Complaint Numbers and unfounded reports. (CALEA 82.2.3)
1. A PD Form 252 must be prepared to cancel or unfound a CCN number. The Staff Review Unit of the Records Department, Corporate Support, shall also accept PD Form 252 to cancel CCNs under the following conditions:
    - a. Duplicate Numbers - If a situation occurs where two numbers are issued for the same report, a PD Form 252 must be prepared bearing the CCN that will be cancelled. The body of the report must state it is a duplicate number and list the CCN reflecting the actual PD Form 251 report that was prepared.
    - b. Dispatcher's Error - If a unit is credited with a report due for a CCN that was given in error, the unit being held accountable shall prepare a PD 252, explaining the circumstances for a "No Report" disposition and identify the dispatcher that committed the error. A Communications official shall then cancel the CCN.
  2. The PD Form 252 is filed in the above situations to provide continuity and documentation to support the integrity of the reporting system.
  3. When Computer Aided Dispatcher has issued a CCN for a report and it is immediately determined the incident or crime did not occur, the original PD Form 251 is to be prepared and marked as unfounded. A PD Form 252 shall only be accepted after the original PD Form 251 has been submitted, or if it is submitted along with the PD Form 251. In both cases, a statement must be written in the body of the report confirming the fact that after conducting an investigation it was determined the incident did not occur.
  4. A supervisor must approve all unfounded reports.

- M. Reporting offenses or incidents occurring in another district. (CALEA 82.2.2 c)
1. When members are dispatched to the scene of an incident outside his/her assigned district, or when an incident is reported to them that occurred outside of his/her assigned district, they shall prepare the appropriate report. A CCN number from the Public Safety Communications Center (PSCC) shall be obtained and the report shall be forwarded through normal channels to be processed in the Staff Review Unit, Records Department, Corporate Support.
  2. The reporting member shall also relay all information on the report to the Station Clerk of the district in which the event occurred, by faxing a copy of the report, if possible. The name and unit of the member receiving the information shall be entered in the narrative portion of the PD Form 251. The Station Clerk of the district where the reporting member is assigned shall be responsible for transmitting the report over the teletype when appropriate.
  3. When a motor vehicle is stolen from the District of Columbia and recovered in the District of Columbia, members shall:
    - a. Enter the district/PSA where the motor vehicle was stolen from in boxes #1 and #2 of the PD Form 252, the district/PSA where the motor vehicle was recovered from in box #7 and both pieces of information in the narrative (or at least the location of the recovery).
    - b. If the district where the motor vehicle is stolen is different from the district where it is recovered, the original of the PD Form 252 for the recovery shall be sent to the district from which the motor vehicle was stolen.
- N. Reporting the recovery of property stolen from another jurisdiction, members shall:
1. Obtain CCN numbers and prepare a PD Form 251 (Recovered Stolen Property), PD Form 252 and a PD Form 81 (Property Record);
  2. Obtain the Originating Case Agency (OCA) numbers from the originating jurisdiction where the property was stolen and add them in the narrative part of the PD Form 251.
- O. Reports requiring response to medical facilities. (CALEA 82.2.2 c)
1. Members dispatched to a medical facility located outside of his/her assigned organizational element, to take or complete a sick or injured person's report, shall notify the dispatcher to contact a district official for authorization, prior to responding.

2. Members, who respond to a medical facility to investigate complaints, shall prepare the necessary reports, as well as sign and date the patient's chart when requested by hospital authorities.
  3. If there is any indication that an individual shall be or is admitted into the hospital and no next of kin has been notified, the reporting member shall notify the Telecommunications Branch of the Information Technology Division by telephone. The teletype operator shall be given the individual's identity, a brief report of his/her circumstances and the CCN, when applicable.
  4. In cases when persons are transported to a District of Columbia medical facility for treatment of injuries that occurred in another jurisdiction and requires a police investigation, the member responding for the assignment shall notify the dispatcher to contact the appropriate agency that is responsible for conducting the investigation.
  5. In the interest of expediting police action in the above cases, the reporting member shall provide all necessary information to that agency. Telephone calls involving toll charges shall be handled in accordance with GO-SPT-302.03 (Department Telephones).
  6. When persons are admitted to hospitals in the District of Columbia, as the result of a traffic accident that occurred outside the District of Columbia, and their condition is listed as critical or death occurs, the reporting member shall notify the Major Crash Unit of the Special Investigation Division. If the member is unable to notify a member of the Major Crash Unit, the dispatcher shall make the notification. In the case of a death, a PSCC supervisor shall notify the appropriate law enforcement agency where the next of kin resides to make the notification.
- P. Reports involving a community correctional facility (Halfway House). (CALEA 82.2.2 c)
1. Members dispatched to investigate an offense that occurred within the confines of a community correctional facility shall notify his/her district official who shall monitor the call. If necessary, an official shall respond to the scene and assist the reporting member.
  2. Upon completion of all required reports, the responding official shall notify the Watch Commander and provide a brief account of the incident or offense to be documented on the PD Form 150 (Watch Commanders Report).
- Q. Inter-jurisdictional police departments. (CALEA 82.2.2 c)
1. Inter-jurisdictional police departments are responsible for conducting their own investigations of those incidents/offenses that occur in their

jurisdictions, except deaths. Members shall promptly notify the appropriate police agency of any incident or offense brought to their attention that occurs inter-jurisdictional.

2. All deaths shall be reported to and investigated by MPD. In addition, the required Metropolitan Police Department's reports dealing with deaths shall reflect the time and date the inter-jurisdictional police agency was notified, including the name of the official or member receiving the information.

R. Industrial accidents are those incidents occurring at the workplace and involving bodily injury. In such circumstances, MPD shall respond to assist at the scene. (CALEA 82.2.2 c)

1. Members who respond to an industrial accident shall prepare a PD Form 251 and, as soon as practicable, notify the Office of Occupational Safety and Health of the D.C. Department of Employment Services. Members shall report the date, time and location of the accident, as well as any other information required by the Office of Occupational Safety and Health.
2. The date, time and name of the person notified, at the Office of Occupational Safety and Health, shall be entered on PD Form 251, along with the name of the member who made the notification. If unable to notify a member of the Office of Occupational Safety and Health, the Emergency Management Agency shall be notified and the above information shall be recorded on the PD Form 251.
3. The Office of Occupational Safety and Health business hours are from 0830 to 1700, Monday through Friday.

Note: Any serious crimes or unusual incidents shall be reported to the elements watch commander and the Synchronized Operations Command Center (SOCC), by the reporting member, as soon as practicable.

S. Station Clerk responsibilities.

1. When a Station Clerk receives notification that a crime or incident has occurred in a district, from a member of another district, that does not require any investigation, he/she shall obtain the pertinent information and prepare a report. The Watch Commander shall be notified if it is a serious crime or unusual incident.
2. The Station Clerk receiving a crime, incident or traffic report from a sworn member in another district shall be responsible for preparing a duplicate and information-only copy for the OSD and the Crime Analysis Section. The Crime Analyst/PD 93 Clerk shall be responsible for all Part 1 offenses on the occurring district's PD Form 93 (24-Hour Crime Report). The notation "duplicate report" shall be written in bold

print at the top of the PD Form 251, and this report shall not be forwarded to Staff Review Unit. The duplicate, information-only report, shall be filed in the district for a 90-day period. (CALEA 82.2.5)

3. The Station Clerks who receives a formal letter from a complainant detailing an incident or offense shall forward the letter, in a separate envelope, to the Telephone Reporting Unit, Communications Division, where the report is prepared.
  4. Station Clerks shall be responsible for the completion of applicable teletype message reports as directed by supervisory officials, and for making any necessary notifications.
  5. For reports involving industrial accidents and where members of the Office of Occupational Safety and Health Division are not available, a station record shall be made. The day Station Clerk shall report the incident to this division as soon as possible on the next business day.
- T. Distribution and files. (CALEA 82.2.5)
1. The district IRO or specialty unit reporting official shall forward:
    - a. The original report(s) to the Staff Review Unit, Records Department, within 24 hours.
    - b. If the status of the offense is "Closed by Arrest" or "Unfounded," the corresponding PD Form 252 shall be attached to the PD Form 251 before it is forwarded to the Staff Review Unit.
  2. One (1) reproduced copy shall be made of all incident reports and all supplements to incident reports. (NOTE: The category "incident report" includes missing person reports.)
    - a. The original shall be forwarded to the Staff Review Unit, Records Department, within 24 hours. In the event of a holiday or weekend, the original shall be forwarded on the next business day with the morning papers.
    - b. The reproduced copy shall be filed in the element's 90-day file.
- U. Staff Review Unit, Records Department.
1. The Staff Review Unit shall re-classify all offenses and incidents that were classified incorrectly. The section is also responsible for the return of a copy of any report needing to be corrected to the original reporting element for correction.
  2. An original corrected report shall be forwarded back to the Staff Review Unit within 7 days from the date the report was returned for correction.

**VI. CROSS REFERENCES**

1. GO-RAR-901.08 (Use of Force Investigations)
2. GO-OPS-204.06 (Victim Services Program)
3. GO-SPT-302.03 (Department Telephones)

// SIGNED //  
Charles H. Ramsey  
Chief of Police

CHR:NMJ:MAR:njg