

SPECIAL ORDER



DISTRICT OF COLUMBIA

Subject
**Duties and Responsibilities for
Reviewing PD Forms 251, 252,
and PD Form 10s for Accuracy,
Completeness, and CCN
Reconciliation**

Series	Number
08	02

Effective Date
April 11, 2008

Related to:
GO-PER-401.01 (Field Reporting System) Effective
Date March 4, 2004

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I. BACKGROUND

The purpose of this Special Order is to establish procedures and guidelines for First Watch District Watch Commanders to review, correct, and reconcile all reports generated by their District over the previous twenty-four (24) hour period.

It is the responsibility of the Metropolitan Police Department (MPD) to ensure that all reports generated by members are complete, accurate and accounted for.

II. DEFINITIONS

When used in this directive, the following terms shall have the meaning designated:

1. **CCN Check-off** – An MPD Intranet application that allows users to reconcile all CCNs issued in CAD by district, date, tour of duty, vehicle/unit ID, and type of offense.
2. **Check-off Official** – The official (usually a civil service Sergeant) who conducts check-off at the end of the tour of duty.
3. **First Watch District Watch Commander** – The person in charge of a Patrol District as designated by the District Commander during the First Watch (midnight tour of duty). This person is either a Captain or a Lieutenant.
4. **Outside Law Enforcement Agency** – An agency with which the MPD may hold a Cooperative Agreement regarding the use of CCNs (e.g., U.S. Secret Service Uniformed Division, U.S. Capitol Police).

5. Supervisor – Any supervisory personnel that reviews PD 251s (Event Report), PD 252s (Supplemental Report) and PD 10s (Traffic Crash Report) from originating members.

III. PROCEDURAL GUIDELINES

- A. The Supervisor, by the end of his/her tour of duty and prior to being relieved from duty, shall: (CALEA 82.2.4)
 1. Review all paperwork submitted by his/her members for accuracy, completeness, and legibility, including reports returned with an accompanying PD 27-A (Request for Corrections);
 2. Resolve any issues concerning the appropriate classification, case status, completeness of narrative, and other circumstances;
 3. Return any reports that have not been properly completed to the originating member;
 4. Acknowledge receipt and review of reports by affixing his/her legible signature to the original reports after they have been properly completed;
 5. Complete steps one (1) through seven (7) in the CCN Check-off application outlined in Attachment A (CCN Reconciliation Steps for District and Special Unit Personnel); and
 6. Once a day, during his/her tour of duty, log into the CCN Check-off application to complete the reconciliation steps outlined in Attachment B (CCN Reconciliation Steps for Missing and/or Disputed Records).
- B. The Check-off Official, prior to the end of his/her tour of duty and prior to being relieved from duty, shall:
 1. Complete steps one (1) through six (6) in the CCN Check-off application as outlined in Attachment A;
 2. If there is a discrepancy between the CCN recorded on the member's report, and the CCN in the Check-off application, notify the member to prepare a new report;
 3. When the Check-off application indicates a report has been taken by a member from an outside law enforcement agency, and the agency has not turned in their report within twenty-four (24) hours:

- a. Call the agency and request a copy of the report; and
 - b. Note the dates and times all requests were made in the "Comments" textbox of the application.
4. Reconcile all disputed reports from the Uniform Crime Reporting (UCR) Section by completing the reconciliation steps outlined in Attachment B;
 5. Forward a copy of each report occurring outside his/her unit to the appropriate unit via fax prior to being relieved from duty (See TT 05-048-07.);

Note: The reports shall be sorted by type of report and CCN on the PD 237-B Transmittal (Report Corrections Form for PSA Officers).

6. Forward all original reports to the First Watch District Watch Commander along with a copy of all reports occurring outside of the District, notifying him/her of all missing reports, or reports that cannot be corrected; and
 7. Log all reports received into the applicable logbook.
- C. The First Watch District Watch Commander, prior to the end of his/her tour of duty and prior to being relieved from duty, shall:
1. Review all PD 251s from the previous twenty-four (24) hours to ensure that the narrative supports the classification and that the reports are complete and without error;
 2. Affix his/her initials and badge number at the bottom right or left of each PD 251 reviewed and approved;
 3. Return all incomplete or inaccurate PD 251s to the reviewing official for correction and provide training, counseling, or discipline as appropriate;
 4. Change the status of the returned report in the Check-off application to "Outstanding" until the report is corrected and returned;
 5. Review the list of disputed reports from the UCR Section to ensure they have been corrected and returned;
 6. Review and, if appropriate, approve all unfounded reports;
 7. Ensure that adequate copies of the reports are made at the District for all reports taken by:

- a. Producing two (2) sets of copies of all PD 251s and 252s that relate to D.C. Index offenses and providing a copy of each set to:
 - (1) The District Crime Analyst; and
 - (2) Investigative Review Officer (IRO); and
 - b. Producing one (1) set of copies of all PD 10s, 251s, and 252s that are filed in the District station (by date) for ninety (90) days, and then shredded;
8. Prepare a hard copy PD 237-B for submission of:
- a. Original late reports;
 - b. Missing reports that have been recovered; and/or
 - c. Corrected reports;
9. Complete step seven (7) in the CCN Check-off application, as outlined in Attachment A, to check that all reports for the previous twenty-four (24) hour period have been reconciled, and produce a Final Transmittal packet;
- Note: The Final Transmittal packet includes all originals, and is generated from reconciling reports in the CCN Check-off application.**
10. As applicable, when the Check-off application is down, prepare a PD 237-B for all original reports;
11. Forward all transmittal packets to the UCR Section in the daily mail run; and
12. Log into the CCN Check-off application and, under the "Check-off Official" menu option, click on "Summary: Statistics Report," to prepare a weekly report on the progress of reconciliation efforts at his/her District. This report shall be prepared every Monday and forwarded to the District Commander for his/her review.
- D. The District Commander shall be accountable for all reports taken in his/her respective district. He/she shall:
1. Monitor the progress of reconciliation efforts at his/her District;
 2. Forward the Summary Statistics report to the Patrol Services and School Security Bureau by the fifth (5th) day of each month; and

3. Ensure compliance with the provisions of this directive.

IV. ATTACHMENTS

1. Attachment A: CCN Reconciliation Steps for District and Special Unit Personnel
2. Attachment B: CCN Reconciliation Steps for Missing and/or Disputed Records

V. RELATED FORMS

1. PD 27-A (Request for Corrections)
2. PD 237-B Transmittal (Report Corrections Form for PSA Officers)

* This Special Order shall remain in effect until incorporated into the appropriate General Order.


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Chief of Police

CLL:JAE:JGW:CWS:DEP:pas:mj:acg

CCN RECONCILIATION STEPS FOR DISTRICT AND SPECIAL UNIT PERSONNEL

1. Log into the CCN Checkoff application and, under the **Checkoff Official** menu option, click on **Step 1: Print Checkoff Worksheet**. Enter the appropriate search criteria, including the time range for the tour of duty and the district (9D for TRU) and click on the **Search** button.
2. Print the resulting report to manually reconcile all reports for their tour of duty, including reports received from other units via the mail run.
3. Make every effort to locate all reports, including contacting redeployment units and other law enforcement agencies if they have not forwarded their reports in a timely manner. If the unit type is "unknown", these are generally events where the member (e.g., a detective) is not part of a particular patrol car but has legitimately requested numbers.
4. Log back into the application and click on **Step 2: Reconcile Outstanding Reports**. Enter the same search criteria as above and click on the **Search** button.
5. For each record, indicate whether the report has been located (yes/no), not required, or cancel the report.
 - a. If a report cannot be located, use the options in the related pull-down menu to identify the reason if appropriate (e.g., "officer held over").
 - b. If a report cannot be located because the originating member is assigned to a different unit, choose this option from the related pull-down menu and reconcile this after the report comes through the mail run the next day.
 - c. If a report was required but has not been located after a thorough inquiry has been conducted, note why the report is missing in the space provided.
 - d. If there are two different records with the same (duplicate) CCN, select the **Cancel** option from the pull-down menu and note in the remarks area why it was cancelled. Return to the **Main Page** and click on the **Search for Cancelled Reports** button. Identify which CCN is correct and file a PD 252 for the incorrect one (abiding by the instructions in the corresponding SOP).
 - e. If a report has had to be returned to a member because of missing or inaccurate information, type notes pertaining to this into the

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Attachment A

CCN Reconciliation Steps for District and Special Unit Personnel

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“Remarks” section.

6. If a report was required and has been located:
 - a. Indicate whether the CAD classification matches the police report classification (yes/no);
 - b. Indicate the report type (“incident”, “offense” or “accident”); and
 - c. Click on the **Save Changes** button when done reconciling. The system will automatically generate a list of all saved changes. Print this report and attach one (1) copy to the report and forward one (1) to the Watch Commander.

7. Return to the **Main Page** and, under the **Checkoff Official** menu option, click on **Step 3: Create Transmittal**. Enter the same search criteria as above and click on the **Search** button. The Transmittal will have a unique identification number that will follow it through the entire process. Print and attach to the reports.

CCN RECONCILIATION STEPS FOR MISSING AND/OR DISPUTED RECORDS

1. Under the **Checkoff Official** menu option, click on **Step 4: Reconcile Missing and/or Disputed Records** to check whether Staff Review failed to receive a report listed on a previous Transmittal, or has “bumped back” any report for lack of information. Enter the appropriate search criteria, including the time range for the previous twenty-four (24) hours and the appropriate district (9D for TRU), and click on the **Search** button.
2. Within forty-eight (48) hours of receipt of a missing or disputed report, accompanied by the PD 27A (Request for Corrections):
 - a. Obtain clarification on items missing or inaccurately reported on the PD 251s/252s;
 - b. If Staff Review suggests a different UCR classification for a Part I offense:
 - (1) Contact the Staff Review member listed on the PD 27A or **in their absence a staff review supervisor** to resolve any discrepancies; or
 - (2) If the UCR classification discrepancy still cannot be resolved, initiate a conversation with both the Staff Review member listed on the PD 27A and the UCR Coordinator to obtain a final decision on the issue;
 - c. If viewing the PD 27A from the CCN Checkoff application, contact the Staff Review member listed on the PD 27A to advise him/her of the updated information; and
 - d. If in possession of the hard copy of the original report as sent back by Staff Review, or a new report that has been classified as missing, by the end of the member's tour of duty:
 - (1) Handwrite the updated information on the original report(s);
 - (2) Prepare a handwritten PD 237-B Transmittal with the CCN number of each report;

NOTE: The reports should be sorted by type of report and CCN on the PD 237-B; and
 - (3) Return the original report(s) and accompanying PD 237-B Transmittal to Staff Review via the next morning's mail run.

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Attachment B

CCN Reconciliation Steps for Missing and /or Disputed Reports

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**CCN RECONCILIATION STEPS
FOR MISSING AND/OR DISPUTED RECORDS**

- e. Reconcile reports as indicated in Attachment A, Steps 1-6.