

# GENERAL ORDER



**DISTRICT OF COLUMBIA**

<b>Title</b>		
<b>Field Reporting System</b>		
<b>Topic</b>	<b>Series</b>	<b>Number</b>
<b>SPT</b>	<b>401</b>	<b>01</b>
<b>Effective Date</b>		
<b>July 19, 2012</b>		
<b>Replaces:</b>		
GO-SPT-401.01 (Field Reporting System), Effective Date March 4, 2004		
<b>Rescinds:</b>		
General Order 401.05 [Prosecution Report (PD Form 163)], Effective Date: December 1, 1972		
SO-02-26 (Investigative Case Tracking and UCR Classification), Effective Date April, 8, 2003		
SO-08-02 (Duties and Responsibilities for Reviewing PD Forms 251, 252, and PD Form 10s for Accuracy, Completeness, and CCN Reconciliation), Effective Date: April 11, 2008		

I.	Background	Page 1
II.	Policy	Page 2
III.	Definitions	Page 2
IV.	Regulations	Page 4
V.	Procedures	Page 6
V.A	Preliminary Investigations	Page 6
V.B	Field Report Submission and Review Procedures	Page 9
V.C	Supplement Information	Page 11
V.D	Victim Identifiers in Field Reports	Page 11
V.E	Evaluation of Lost or Stolen Property	Page 11
V.F	Canceling Central Complaint Numbers and Unfounded Reports	Page 12
V.G	Field and Traffic Crash Reports for Events Occurring in Another District	Page 13
V.H	Vehicles Stolen and Recovered in D.C.	Page 13
V.I	Vehicles or Other Property Stolen from Another Jurisdiction and Recovered in D.C.	Page 13
V.J	Injured Persons on Public Space and Responses to Medical Facilities	Page 14
V.K	Reports Involving a Community Correction Facility (e.g., "Halfway House, Group Home)	Page 15
V.L	Inter-jurisdictional Police Departments	Page 16
V.M	Industrial Accidents	Page 16
V.N	Walk-in Reports	Page 17
V.O	Case Status Determinations	Page 17
V.P	Filing and Distribution of Paper Reports When RMS is Unavailable	Page 20
VI.	Roles and Responsibilities	Page 21
VII.	Attachments	Page 22
VII.	Cross References	Page 22

## 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 field reporting system that captures information of reported offenses

in violation of local or federal laws and certain, specified incidents, which occur within the District of Columbia (D.C.)

The need to document and preserve information gathered from reported offenses and incidents provides a record for action taken by law enforcement members, whether self-initiated or in response to a request for police service, helps ensure that appropriate enforcement action is taken when conducting investigations and provides information that can be used to identify crime trends and solve crimes.

## **II. POLICY**

The policy of the Metropolitan Police Department is to ensure that members file a report for all reported offenses and specified incidents brought to their 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 order, the following terms shall have the designated meanings:

1. Case Status – Current investigative status of a case associated with an offense. The five (5) types of case statuses are:
  - a. Open;
  - b. Closed by arrest;
  - c. Exceptionally closed;
  - d. Suspended; and
  - e. Unfounded.

NOTE: Details and examples of case status determinations are described in Part V.O of this order.

2. Central Complaint Number (CCN) – The unique eight (8) digit number that the Office of Unified Communications (OUC) issues to MPD members upon request when MPD members are recording events via a field report, arrest and/or other type of event. The first two (2) digits of the CCN correspond to the last two (2) digits of the year in which the report is being taken.

3. CCN Check-off Application – MPD Intranet application that allows users to reconcile all CCNs issued in CAD by district, date, shift, vehicle/unit ID, and type of offense.
4. Clearance Rate – Percentage of all offenses that have been closed by arrest or exceptional means (regardless of when the offense occurred), excluding offenses that have been determined to be unfounded. Clearance rate is calculated as follows:  
  
$$\frac{\text{Total offenses cleared by arrest or exceptional means}}{\text{(Total offenses – Total unfounded cases)}}$$
5. Deciding Official – Member who is authorized to make a case status determination. This is limited to the positions of the Patrol Supervisor, Investigative Review Officer (IRO), and Detective Supervisor.
6. Field Report – Incident or offense report [i.e., PD Form 251 (Incident-Based Event Report)], generally completed in the MPD Records Management System (RMS).
7. Follow-up Investigation – Continued inquiry into a field report due to pending leads, the complexity of the case, new information or time constraints. This process may involve interviews, press releases, and further evidence examination.
8. Forms – Paper forms as well as forms that can be generated from RMS that look like MPD's "traditional" PD forms.
9. Incident – Any non-criminal event brought to the attention of MPD for which members request CCNs. Attachment A lists the incidents that require a field report. All other incidents are documented in members' notebooks.
10. Offense – Any criminal event defined under the D.C. Official Code brought to the attention of MPD for which members request CCNs.
11. Preliminary Investigation – The first investigative effort undertaken by a member of the MPD; typically, the investigative effort of the first member on the scene of an event. The purpose of the investigation is to determine, as soon as possible, the facts of the event, verify if a crime has occurred and, if a crime has occurred, identify whether there are solvability factors present.
12. Records Management System (RMS) – An automated application (e.g., MPD LEADS) to record MPD operational and administrative events and statistics.

13. Reporting Member – The member who calls for the CCN numbers and who takes a police report.
14. Serious Offenses – Homicides, rapes, critical injury assaults, robberies, burglaries, stolen autos, bombings, arsons and a loss of property in excess of \$10,000.00.
15. Solvability Factors – Leads that require further investigation to determine if they will lead investigators to identifying the person(s) who committed the criminal act (e.g., suspect's name, address, and/or description, physical evidence, identifiable automobile, known modus operandi).

#### IV. REGULATIONS

- A. Field reports are comprised of incident reports and offense reports.

NOTE: The "Report Type" field in RMS distinguishes between incidents and offenses.

- B. Whenever practicable, members shall complete field reports in RMS.

1. Members shall only use paper forms in accordance with this order when the RMS is not available.
2. Members should only need to print forms generated from RMS for prosecutorial filings or by citizen request.
3. Members shall share only public versions of printed field reports with citizens.

NOTE: Only sanctioned public documents built within the application are available for release outside of the registered user community.

- C. Members shall investigate and complete a field report in the following situations:

1. All events resulting in an arrest.

NOTE: The Field Report must be completed before the Arrest Report in RMS.

2. All reports for which a CCN number is pulled **and** that are listed in Attachment A.

NOTE: This is necessary to complete the record for every case and enhance searching and analysis capabilities.

- a. CCNs **are not** required for PD Forms 42 (Injury or Illness Report), PD Forms 12 (False Alarm Incident Card) or internal investigations.
  - b. CCNs **are** required for PD Forms 76 (Field Contact Reports) if the event is related to a field report.
- D. Complaints and incidents **not** listed in Attachment A shall be documented in members' notebooks.
- E. Members shall classify field reports based on the elements of the crime if the incident is in violation of District or Federal law.
- F. 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. Code or U.S. Code.
- G. Whenever members prepare reports on the scene involving serious offenses (as defined in Part III.14 of this order), they shall request that an official respond to the scene of the event.
1. The reporting member shall notify an official who shall notify the watch commander and the Command Information Center (CIC) as soon as practicable.
  2. The reporting member shall be responsible for preparing all applicable reports and making the necessary notifications.
  3. The reporting member shall include the name and organizational element of the official who responds to the scene and any additional investigator notifications and/or crime scene notifications made regarding the event in reports prepared for serious offenses.
- H. Members who call for CCNs (i.e., reporting members) shall initiate the required field report in RMS.
- I. If a member other than the reporting member handles the report, the reporting member or an official shall notify the dispatcher, and the CCN issued for that report shall be turned over to the member preparing the report.
1. The dispatcher will confirm the name and CAD identification number of the member who is now responsible for the report.

2. The report will then be available to the new member to complete in RMS.
- J. Members shall restrict their use of RMS to official law enforcement purposes. Under no circumstances shall members access RMS for personal use or inquiries.
- K. Members shall not release information obtained from the use of RMS (e.g., identified through searches and other methods) to any individual, to include other law enforcement members who do not have access to RMS, without approval from their watch commander or commanding official.

## V. PROCEDURES

### A. Preliminary Investigations

1. The first member on the scene shall:
  - a. Ensure that injured or sick persons receive medical attention in accordance with Part V.J of this order.
  - b. Secure the crime scene to prevent evidence from being lost or contaminated.
  - c. Determine whether a crime has been committed and, if so, the exact nature of the event.
  - d. Determine the identity of the suspect and make an arrest when probable cause exists.
  - e. Provide flash lookout information to the dispatcher and other units and send out a general broadcast notification in accordance with GO-SPT-302.02 (Radio Broadcasts and Lookouts).
  - f. Identify all victims, witnesses and suspects to determine in detail the exact circumstances of the event and arrange for a detective to be notified if appropriate.
  - g. Canvass the area with complainant(s) in instances when the suspect may still be in the immediate area and identification can be made.
  - h. Arrange for the collection of evidence.

- i. Take any other action that may aid in resolving the situation or solving the crime as directed by a supervisor.
2. Prior to the end of his/her shift, the reporting member shall document report numbers (i.e., CCNs) and all information obtained on the appropriate forms and shall submit the completed forms, whether in RMS or hard copy, to their supervisor for approval. If known, the reports shall include:
    - a. The full names and demographic information of all victims, suspects and witnesses.

NOTE: Complainants are referred to as victims in RMS.

- (1) Members shall record the MPD assignment address, rather than the home address, of members personally involved in an incident or offense, whether on-duty or off-duty.
  - (2) Personal phone numbers of involved members (e.g., victims, witnesses) shall not be recorded on field reports. Members' element/unit telephone number shall be recorded.
  - (3) Members shall use the following name abbreviations in the narrative:
    - (a) D1: Defendant 1;
    - (b) R1: Respondent (i.e., Juvenile Arrestees);
    - (c) S1: Suspect 1;
    - (d) W1: Witness 1;
    - (e) V1: Victim 1;
    - (f) VEH1: Vehicle 1;
    - (g) RP1: Reporting Person 1; and
    - (h) M1: Missing Person 1.
- b. The type of crime committed, what was used to commit the crime and whether any evidence was recovered.

- c. 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, in accordance with Part V.E of this order.
- d. In the case of property crimes, a description and the location of any stolen property that has been recovered.
- e. In the case of drug-related offenses, the field test results of any drugs taken from the suspect(s).
- f. The time, date and location where the event occurred.
- g. The condition of the victim and where he/she was found and taken for treatment.

NOTE: 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 in accordance with MPD policy and procedures including, but not limited to, GO-OPS-204.06 (Victim Services Program).

- h. How the crime was committed (e.g., hands, fear, weapons, driving while intoxicated).
  - i. 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).
  - j. Information about whether the crime involved a domestic relationship and/or disagreement, whether a temporary protection order/civil protection order (TPO/CPO) was outstanding, a PD Form 387-A (Domestic Violence Brochure) was issued and an OCAP (On-Call Advocacy Program) referral was made.
  - k. The current case status information (i.e., whether the case is open or closed by arrest).
3. Members shall only note a case as “closed” when an arrest has been made of the individual who committed the offense, or the case has been exceptionally closed as described in Part V.O.4 of this order.



**NOTE: Members are reminded that field reports for stolen autos are not closed simply because a suspect has been arrested for Unauthorized Use of a Vehicle. There needs to be sufficient evidence that the driver was the person who stole the vehicle (e.g., an eyewitness).**

B. Field Report Submission and Review Procedures

1. Members who initiate a field report shall submit the report under their name within RMS. Only the reporting member shall submit the field report, unless incapacitated, in which case an official shall submit the report in RMS.
2. Members are responsible for ensuring that their field reports are accurate prior to submitting them to a supervisor.
3. Members shall ensure there are no typographical errors in any narrative or free-text field.
4. Members shall maintain adequate notes of incidents/offenses in their notebook in accordance with MPD policy and procedures including, but not limited to, GO-SPT-601.02 (Preservation of Potentially Discoverable Material).
5. When completing field reports, members shall enter the appropriate information in each numbered item on the form. If the information requested on the form is unknown, members shall skip the field (i.e., leave the field blank) unless it is a mandatory field.
6. Members initiating reports shall not be relieved from their shift until all reports are completed accurately and have been submitted **and approved**.
7. All field reports shall have a valid (non-duplicate, non-transposed) CCN number.
8. Throughout their shift, and in all cases prior to the end of their shift, supervisors shall:
  - a. Review all reports submitted by their members during their shift, for accuracy, completeness, and legibility.
  - b. Approve each report or return any reports that have not been properly completed to the reporting member.

- c. Resolve any issues concerning the reports (e.g., appropriate classification, case status, completeness of narrative) and provide training, counseling, or discipline as appropriate.
- d. Make minor corrections to the report.  
  
NOTE: Minor corrections include, but are not limited to, corrections of typographical errors or other obvious corrections to the report (e.g., obvious incorrect dates).
- e. **Not** make changes to other members' reports that would change the type of classification, tone or content of the report, including the report narrative.
- f. When a discrepancy is found in a report that surpasses the guidelines in Part V.B.8.d of this order, advise the reporting member and require the member to make the necessary corrections in RMS prior to the end of the member's shift.
- g. Monitor reports that have been returned by officials or the Staff Review Unit, Strategic Services Bureau, to make sure the reports are corrected by the end of the reporting member's next shift.

- 9. Check-off officials, prior to the end of their shift, shall:
  - a. Complete steps 1-6 in the CCN Check-off application as outlined in "CCN Reconciliation Steps for District and Special Unit Personnel" (Attachment B).
  - b. If there is a discrepancy between the CCN recorded on a member's report and the CCN in the CCN Check-off Application, notify the Staff Review Unit of the correct CCN so that they can update the record.
  - c. Forward a copy of each field report occurring outside their unit to the appropriate unit via RMS.
  - d. Notify the District Watch Commander working the midnight shift of all missing reports and the steps taken to locate them.
- 10. Prior to being relieved from duty, District Watch Commanders assigned to the midnight shift or their designees shall monitor the status of any reports not yet reconciled from the previous shift.

C. Supplement Information

1. Members shall complete a supplement report when additional information about a field report is obtained after the record has been submitted.

NOTE: Additional information includes, but is not limited to, new information or information obtained as a part of the preliminary or follow-up investigation (e.g., updated case statuses, names of new witnesses to the crime and their statements, updates on recoveries of stolen vehicles).

2. Members may submit a supplement report on another member's report if they have additional information.

D. Victim Identifiers in Field Reports

1. Members shall include the victim's full name, date of birth, and address in their field reports.

NOTE: Non-public information (e.g., juvenile victim identifiers) will be redacted from public forms.

2. When members are preparing a field report on a juvenile victim, an adult sexual assault victim, or a secondary victim in a homicide (i.e., person who is a victim in the same event of another crime and are witnesses to the homicide) members shall include only basic facts in their field report (i.e., a brief description of what happened) so the victim is not forced to repeat him or herself, especially in more sensitive cases.

E. Evaluation of Lost or Stolen Property

1. When a member completes a field or supplement report for lost or stolen property, the member shall:
  - a. List the serial numbers as well as identifiable markings in the report.
  - b. Comply with the following guidelines when assigning a fair and equitable value to the property:
    - (1) The fair market value shall be used for articles subject to depreciation because of wear and tear, age, or other factors that cause their value to decrease with use.

- (2) 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.
  - (3) The complainant's evaluation shall be used on items which decrease in value only slightly or not at all (e.g., such as jewelry, watches, antiques and other similar goods).
  - (4) The replacement cost or actual cash cost to the victim shall be used for new or almost-new items (e.g., 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 one dollar (\$1.00) shall be assigned to each item 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 the police department evaluation of the property.
  5. When more than one (1) 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.

NOTE: This procedure does not apply to vehicles.

F. Canceling Central Complaint Numbers and Unfounded Reports.

1. Members shall prepare supplement reports in RMS to cancel or unfound a CCN number (see Part V.C of this order).
2. The Staff Review Unit shall accept supplement reports to cancel CCNs when two (2) numbers are issued for the same report or numbers were called for in error.
3. The body of the supplement report shall state it is a duplicate number and list the CCN reflecting the original field report that was prepared.

NOTE: RMS supplement reports are filed to cancel CCNs in order to provide continuity and documentation to support the integrity of the reporting system.

4. Check-off officials shall document all cancelled CCNs in the CCN Check-Off Application.
- G. Field and Traffic Crash Reports for Events Occurring in Another District
1. When members respond to the scene of an event outside their assigned district, members shall prepare the appropriate field report.
  2. Members shall obtain a CCN number from the Office of Unified Communications (OUC) and submit the completed report through RMS.
  3. The reporting member shall notify the other district's watch commander that the report has been submitted via RMS.
- H. Vehicles Stolen and Recovered in D.C.
1. When a motor vehicle is stolen from **and** recovered in D.C., members shall file a supplement report in RMS using the same CCNs for a "Local Recovered Stolen Auto", entering the property status as "recovered", the recovery location, description of damage, towing information, TCN number, teletype number and contact information, and information on whether the vehicle was processed by a Crime Scene Search Officer, and if so, his/her name and call sign, in the supplement narrative.
  2. Members shall notify the Teletype Unit with all information regarding the vehicle recovery to ensure that the record is removed from WALES/NCIC.
- I. Vehicles or Other Property Stolen from Another Jurisdiction and Recovered in D.C.
1. Members who recover property stolen from another jurisdiction shall obtain new CCN numbers for an "Interstate Recovered Stolen Auto" (if the property is a vehicle) or "Found Property" and file a field report in RMS, entering the recovery location, description of damage, towing information, TCN number, Teletype number and contact information, and information on whether the vehicle was processed by a Crime Scene Search Officer, and if so, his/her name and call sign, in the supplement narrative.

2. Members shall obtain the Originating Case Agency (OCA) number by contacting the originating jurisdiction where the property was stolen and adding the number to the narrative part of the field report.

J. Injured Persons on Public Space and Responses to Medical Facilities

1. Members shall complete an incident report for all injured persons on public space, and injured persons transported to the hospital regardless of type of location. If there are elements of a crime, the appropriate offense report shall be taken.
2. When at the scene of a call for an injured person to the hospital, the reporting member shall:
  - a. Summon medical help and aid the injured.
  - b. Conduct a preliminary investigation to identify the injured person.
  - c. Locate witnesses and obtain their information.
  - d. Secure all physical evidence, which relates to the cause of injury to the person for placement on the property book as evidence in accordance with General Order 601.1 (Recording, Handling and Disposition of Property Coming Into the Custody of the Department).
  - e. Locate defects in public space that could have contributed to the injuries, and have photographs taken.
  - f. Note the injured person's clothing for signs of a crime, and seize clothing as needed.
  - g. Request an official respond to the scene, whenever:
    - (1) The injured person is found to be suffering from unknown injuries.
    - (2) Cannot coherently describe how his/her injuries were incurred.
    - (3) Is in an unconscious state.
  - h. In the event that a member initiates a report for the medical transport of an injured person whose identity is unknown, the

field report shall be classified as "INJURED PERSON TO HOSPITAL JOHN – JANE DOE" in the written report **and** when obtaining CCNs from the dispatcher.

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 Teletype Unit.
  4. The member shall provide the Teletype Unit the individual's identity, a brief report of his/her circumstances and the CCN, when applicable.
  5. Watch Commanders shall ensure that copies of the following field reports are forwarded to the District Investigative Unit for follow-up in accordance with SO-12-16 (Investigative Responsibilities for Reports of Injured Persons to Hospitals):
    - a. Reports classified as "INJURED PERSON TO HOSPITAL JOHN – JANE DOE".
    - b. Reports classified as "INJURED PERSON TO HOSPITAL" in which the identity of the person is known but the citizen cannot describe how he/she was injured, and the reporting member's investigation cannot determine a definitive cause of the injury.
  6. In cases where persons are transported to a D.C. medical facility for treatment of injuries that occurred in another jurisdiction and require 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.
- K. Reports Involving a Community Correctional Facility (e.g., "Halfway-House," Group Home)
1. Members dispatched to investigate an offense that occurred within the confines of a community correctional facility shall notify their district official who shall monitor the call. If necessary, an official shall respond to the scene and assist the reporting member.
  2. Members shall refer to GO-OPS-304.03 (Missing Person Reports) for the procedures governing:
    - a. Youth who are twenty-one (21) years of age and under who have violated their placement at a group home or other court ordered placement facility; and

- b. Youth who are twenty-one (21) years of age and under who are reported missing from a CFSA group home or youth who are not committed by a court order
3. Upon completion of all required reports, the responding official shall notify the watch commander and provide a brief account of the event to be documented on the PD Form 150 (Watch Commander's Report).

L. Inter-jurisdictional Police Departments

1. Inter-jurisdictional police departments (e.g., Metro Transit Police, U.S. Park Police) are responsible for conducting their own investigations of those events that occur in their jurisdictions, except assaults with potentially life threatening injury, homicides and death investigations.

NOTE: By Memorandum of Understanding (MOU) the Metro Transit Police may investigate deaths on their property if there is clear video evidence the death was a suicide.

2. Members shall promptly notify the appropriate police agency of any event brought to their attention that occurs inter-jurisdictionally.
3. Inter-jurisdictional police departments may have formal agreements with MPD to submit their own reports in RMS.
4. All deaths shall be reported to and investigated by MPD. In addition, the required MPD reports dealing with deaths shall reflect the time and date the inter-jurisdictional police agency was notified, including the name of their official or member receiving the information.

M. Industrial Accidents

1. Industrial accidents are those events occurring at the workplace involving bodily injury to an employee. In such circumstances, MPD shall respond to assist at the scene.
2. Members who respond to an industrial accident shall prepare a field report and, as soon as practicable, notify the Office of Occupational Safety and Health of the D.C. Department of Employment Services (DOES) at 202-671-1800.

NOTE: The Office of Occupational Safety and Health business hours are from 0830 to 1700 hours, Monday through Friday.



- a. 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.
  - b. If unable to notify a member of the Office of Occupational Safety and Health, the D.C. Homeland Security and Emergency Management Agency shall be notified and the above information shall be recorded on the RMS field report.
  - c. In the event of a confirmed fatality, members shall notify the U.S. Department of Labor, Occupational Safety and Health Administration at 410-865-2055.
3. For reports involving industrial accidents, HSEMA shall be notified as soon as possible by an official.
  4. For reports involving industrial accidents at a D.C. agency or building, the reporting member shall notify the Occupational Safety and Health Manager, D.C. Office of Risk Management at (202) 727-6987.
  5. The dates, times, agencies and names of the persons notified shall be entered on the field report, along with the name of the member who made the notification.

N. Walk-in Reports

In the event of a walk-in report, station clerks shall:

1. Obtain the pertinent information.
2. Request a CCN and prepare the appropriate field report unless a member needs to respond to the scene of the incident as approved by the watch commander.
3. Notify their watch commander and an investigator/detective in the event that a serious offense is reported.

O. Case Status Determinations

1. Deciding Officials shall ensure that they classify field reports using the appropriate case status determination.

NOTE: It is important to classify cases correctly to ensure that MPD reports accurate clearance rates.

2. Open - A case is considered "open" when more investigation is required to accumulate additional evidence, to identify the offender or to make an arrest.
3. Closed by Arrest - A case is considered "closed by arrest" when a person is arrested, charged with the commission of the crime **and** presented to the court for prosecution (whether following arrest, court summons or police notice).
  - a. A case may be considered "closed by arrest," even if no physical arrest is made, when the offender is younger than eighteen (18) years of age and is cited to appear in juvenile court or before other juvenile authorities.
  - b. Even if more than one (1) person was involved in the commission of the crime, the case is considered closed by arrest if one (1) person is arrested and charged.
  - c. Several associated crimes may be cleared by the arrest of one (1) person.
    - (1) Each charge specified for a particular case must be closed on a separate Supplement Report.
    - (2) Where an offender has been identified, and there is corroborating evidence, the case will be presented to an Assistant United States Attorney.
    - (3) The offender must be specifically associated with each case closed (e.g., general statements based on such things as similar modus operandi, same offense locations, offender identification will not be sufficient in themselves for justifying multiple closures).
    - (4) In the event the deciding official determines that multiple cases may be closed by the same arrest, he/she shall ensure that the CCN, the date of the original and supplement reports, the district of occurrence, the charge, the value of property recovered, and/or the value of property not recovered, and specific reasons why the AUSA declined to prosecute are listed for **each** case closed on the supplement.

**NOTE:** The recovery of property, including a stolen motor vehicle, does not close a case. In all cases wherein the recovery of property is the only result, it will not be sufficient for closing the case.

4. Exceptionally Closed - A number of exceptional conditions, not resulting in an arrest, may also close a case.
  - a. **To be considered “exceptionally closed,” the deciding official must answer “yes” to all of the following four (4) questions:**
    - (1) Has the investigation definitely established the identity of the offender?
    - (2) Is there enough information to support an arrest charge and turn the case over to the court for prosecution?
    - (3) Is the exact location of the offender known so that he/she could be taken into custody now?
    - (4) Is there some reason outside law enforcement control that precludes the arrest, charge and prosecution of the offender?
  - b. Examples of cases “exceptionally closed” include, but are not limited to:
    - (1) Suicide of the offender.
    - (2) Double murder (two (2) persons kill each other).
    - (3) Deathbed confession.
    - (4) Offender killed by police or citizen.
    - (5) Offender dies by other means not specified above.
    - (6) Confession by an offender already in custody or serving a sentence.
    - (7) Offender is prosecuted by state or local authorities in another city for a different crime, or prosecuted in another city or state by the Federal Government for a crime that may be the same, and MPD makes an attempt to return him/her for prosecution, but the other jurisdiction will not allow the release.
    - (8) Extradition is denied.
    - (9) Victim refused to cooperate in the prosecution.

- (10) A warrant is outstanding for the offender, but before being arrested, the offender dies (e.g., of natural causes, as the result of an accident or in the commission of another crime).
- (11) Any juvenile offender eligible for diversion.

NOTE: In the event the AUSA declines to prosecute, a general statement that the case lacks prosecutorial merit will not be acceptable for closing the case. The specific reasons given for the declination must be specified.

- 5. Suspended - A case may be “suspended” by the deciding official when every reasonable avenue of investigation has been pursued and exhausted. Under such circumstances the case shall not be considered “closed.” Although active work on the case is discontinued, additional information (e.g., new evidence, arrest of a suspect on a subsequent case) may be forthcoming and should be pursued at that time.
- 6. Unfounded - The deciding official may classify a report as “unfounded” when an investigation proves the report to be false or baseless (i.e., the investigation shows that no offense occurred nor was attempted).
  - a. Unfounded cases will not be calculated into MPD clearance rates.
  - b. The recovery of stolen property, the small value of stolen property, the refusal of the victim to cooperate with the prosecution, the failure to make an arrest, and the findings of a coroner, court, jury or prosecutor **do not** unfound a legitimate offense.

P. Filing and Distribution of Paper Reports When RMS is Unavailable

- 1. When RMS is unavailable, members shall submit paper field reports typed or handwritten in black ink to their supervisors for review in accordance with this order.
- 2. Members shall ensure that:
  - a. CCNs are printed in all designated areas of the appropriate forms.
  - b. Their field reports are accurate and legible prior to submitting the reports to a supervisor.

3. Check-off officials shall review and approve/disapprove reports consistent with this order and ensure approved reports are forwarded to their watch commander.
4. Watch commanders shall review and approve/disapprove reports consistent with this order and ensure approved reports are forwarded to the station clerk.
5. Station clerks shall prepare a hard copy PD Form 237-B Transmittal for submission of the paper field reports, and attach:
  - a. Original paper PD Form 251 report(s) to the Staff Review Unit within twenty-four (24) hours for data entry when the system becomes available again.
  - b. If the status of the offense is "Closed by Arrest" or "Unfounded," the corresponding PD Form 252 (Supplement Report) shall be attached to the PD Form 251 (Incident-Based Event Report) before it is forwarded to the Staff Review Unit.

## **VI. ROLES AND RESPONSIBILITIES**

- A. Supervisors shall conduct periodic inspections of members' field notebooks to ensure members are properly documenting events.
- B. Watch Commanders who work the midnight shift shall review, correct, and reconcile all reports generated by their District over the previous twenty-four (24) hour period.
- C. District Commanders shall:
  1. Be accountable for all reports taken in their respective district.
  2. Monitor the progress of reconciliation efforts at his/her district.
  3. Ensure that copies of the following field reports are forwarded to the District Investigative Unit for follow-up in accordance with SO-12-16 (Investigative Responsibilities for Reports of Injured Persons to Hospitals):
    - a. Reports classified as "INJURED PERSON TO HOSPITAL JOHN – JANE DOE".
    - b. Reports classified as "INJURED PERSON TO HOSPITAL" in which the identity of the person is known but the citizen cannot

describe how he/she was injured, and the reporting member's investigation cannot determine a definitive cause of the injury.

D. Staff Review Unit Responsibilities:

1. The Staff Review Unit shall return any report needing to be corrected to the original reporting element for correction.
2. Staff Review may make minor corrections to the report using the same guidelines for supervisors (see Part V.B.8.d).

**VI. ATTACHMENTS**

1. Attachment A: Incidents and Offenses Requiring a Field Report
2. Attachment B: CCN Reconciliation Steps for District and Special Unit Personnel

**VII. CROSS REFERENCES**

1. GO-OPS-204.06 (Victim Services Program)
2. GO-SPT-302.02 (Radio Broadcasts and Lookouts)
3. General Order 304.1 (Operation and Management of Criminal Investigations)
4. GO-OPS-304.03 (Missing Person Reports)
5. GO-SPT-601.02 (Preservation of Potentially Discoverable Material)
6. SO-12-16 (Investigative Responsibilities for Reports of Injured Persons to Hospitals)



Cathy L. Lanier  
Chief of Police

CLL:PAB:MOC:ACG

**Incidents and Offenses Requiring a Field Report  
(Listed in alphabetical order)**

**Subject to change: last updated 6/22/2012**

<b>Event Type</b>
10-89/BOMB THREAT
ABC VIOLATION OR INCIDENT
ABSCONDER W/ARREST
ABSCONDER W/OUT ARREST
ABUSED CHILD
ACCESSORY AFTER THE FACT
ADW GUN
ADW KNIFE OR CUTTING INSTRUMENT
ADW OTHER DANGEROUS WEAPON
ADW UNKNOWN WEAPON
AFFRAYS
AGGRAVATED ASSAULT
ALTERATION OF IDENTIFYING MARKS
ALTERED TAGS
ANIMAL BITE
ANIMAL BITE - MPDC
ANY OTHER NARCOTICS VIOLATION
APO (FELONY)
ARSON
ASSAULT ON MEMBER OF POLICE FORCE, CAMPUS OR UNIVERSITY
ASSAULT W/INTENT TO KILL, ROB OR POISON
ASSAULT, FELONY
ATTEMPT TO COMMIT ROBBERY
ATTEMPT TO LOCATE
ATTEMPTED ENTICEMENT OF A MINOR CHILD
B&E VENDING MACHINE
BLACKMAIL
BOATING - DUI
BOATING - DWI
BOATING - NEGLIGENT
BOATING - OWI
BRIBERY
BURGLARY I
BURGLARY II
BURGLARY, ATTEMPT

CARJACKING
CARRYING A PISTOL
CARRYING A RIFLE OR SHOTGUN
CARRYING DANGEROUS WEAPON
CHECK ON WELFARE
CHECK ON WELFARE OF ADULT
CONGREGATING IN DRUG-FREE ZONE
CONSPIRACY TO DISTRIBUTE AMPHETAMINES
CONSPIRACY TO DISTRIBUTE BARBITUATES
CONSPIRACY TO DISTRIBUTE COCAINE
CONSPIRACY TO DISTRIBUTE DILAUDID
CONSPIRACY TO DISTRIBUTE HEROIN
CONSPIRACY TO DISTRIBUTE MARIJUANA
CONSPIRACY TO DISTRIBUTE OTHER
CONSPIRACY TO DISTRIBUTE PCP
CONSPIRACY TO DISTRIBUTE PRELUDIN
CONTEMPT OF COURT
CONTRIBUTING TO DELINQUENCY OF MINOR
COUNTERFEIT TAGS
COUNTERFEIT VEHICLE DOCS
CPO VIOLATION (CONTEMPT OF COURT)
CPO VIOLATION (ISSUANCE)
CROSSING A POLICE LINE
CRUELTY TO ANIMALS
CRUELTY TO CHILD, 1ST DEG
CURFEW VIOLATION
CUSTODY ORDER
DAMAGE TO PROPERTY
DEATH REPORT
DESTRUCTION OF PROPERTY (FELONY)
DESTRUCTION OF PROPERTY (MISD)
DISORDERLY (ABUSIVE LANGUAGE OR GESTURES)
DISORDERLY (CAUSING UNREASONABLE FEAR)
DISORDERLY (DISRUPTING USE OF PUBLIC CONVEYANCE)
DISORDERLY (DISRUPTIVE GATHERING OR CONGREGATION)
DISORDERLY (INCITING VIOLENCE)
DISORDERLY (JOSTLING)
DISORDERLY (NOISE AT NIGHT)
DISORDERLY CONDUCT
DISTRIBUTE DILAUDID



DISTRIBUTION OF CHILD PORNOGRAPHY
DRINKING IN PUBLIC
DRUNK IN PUBLIC
DUI
DUI - REFUSING TEST
DWI
EMBEZZLEMENT
ENTICING A CHILD
EXECUTION OF SEARCH WARRANT
EXPIRED TAGS
EXTORTION
FAILURE TO APPEAR (BRA)
FAILURE TO EXHIBIT PERMIT
FAILURE TO EXHIBIT REGISTRATION
FAILURE TO MAINTAIN INSURANCE
FAILURE TO OBEY - EMERGENCY
FAILURE TO OBEY A LAWFUL ORDER
FAILURE TO REPORT CHILD ABUSE/INJURY
FAILURE TO STOP AND GIVE RIGHT OF WAY TO PEDESTRIAN
FAILURE TO STOP AND GIVE RIGHT WAY TO PEDESTRIAN WALK SIGNAL
FALL (PUBLIC SPACE)
FALSE PRETENSES/CREDIT CARD FRAUD
FALSE REPORT OF A CRIME TO POLICE
FALSE REPORT OF FIRE
FALSE STATEMENT -- UNEMPLOYMENT/SOCIAL SECURITY
FALSELY IMPERSONATING PUBLIC OFFICER OR MINISTER
FAMILY DISTURBANCE
FELONY POSSESSION OF LIQUID PCP
FELONY THEFT
FICTITIOUS STICKER
FLEEING - FELONY
FLEEING - MISDEMEANOR
FORGED PRESCRIPTION VIOLATION
FORGERY (INCL ATTEMPTS) OR UTTERING
FOUND PROPERTY
FRAUD
FUGITIVE FROM JUSTICE
GANG PARTICIPATION
GANG RECRUITMENT
GANG RETALIATION

GUNSHOT (SELF-INFLICTED)
HATE CRIME INCIDENT
HIT & RUN
IDENTITY THEFT
ILLEGAL DUMPING
ILLEGAL GAMBLING
IMPROPER USE OF DEALER`S TAG
INCEST
INCOMMODING, BLOCKING PASSAGE
INDECENT EXPOSURE
INDECENT SEXUAL PROPOSAL TO A MINOR
INDUSTRIAL ACCIDENT
INJURED PERSON TO HOSPITAL
INJURED PERSON TO HOSPITAL - JOHN/JANE DOE
INTERSTATE RECOVERED STOLEN AUTO
INTERSTATED RECOVERED STOLEN TAG
INTRODUCING CONTRABAND INTO PENAL TEST
JUVENILE CUSTODY ORDER - PREPETITION
KIDNAPPING
LARCENY AFTER TRUST
LEAVING AFTER COLLIDING - PERSONAL INJURY
LEAVING AFTER COLLIDING - PROPERTY DAMAGE
LOCAL FIRE
LOCAL RECOVERED STOLEN AUTO
LOST PROPERTY
LOTTERIES - PROMOTION, SALE, POSSESSION
MANUFACTURING COCAINE
MANUFACTURING HEROIN
MAYHEM OR MALICIOUSLY DISFIGURING
MAYHEM, ATTEMPT
MENTAL OBSERVATION
METRO FARE EVASION
METRO MISCONDUCT
MISCELLANEOUS REPORT
MISSING PERSON CRITICAL
MISSING PERSON NON-CRITICAL
MISSING PERSON: RETURNED
MISSING TAGS
MISSING TAGS - OWNER ALLOW
MISUSE OF MOTOR VEHICLE PERMIT - ALTERED

MISUSE OF MOTOR VEHICLE PERMIT - LET ANOTHER USE
MISUSE OF MOTOR VEHICLE PERMIT - USE ANOTHER'S LICENSE
MISUSE OF TAGS
MISUSE OF TEMP TAGS
MURDER IN THE FIRST DEGREE-PURPOSEFUL KILLING; KILLING WHILS
NATIONAL FIREARMS ACT
NEGLIGENT HOMICIDE
NO PERMIT
NO PERMIT - COMMERCIAL
NO PERMIT (MOTORCYCLE)
NO TAGS
NOISE COMPLAINT
OBSCENE MATERIAL -- POSSESS, DISTRIBUTE, SELL, ETC.
OBSTRUCTING BRIDGE CONNECTING DC AND VA
OBSTRUCTION OF JUSTICE
OBSTRUCTION OF ROADS (USCP)
OBTAINING PERMIT BY MISREPRESENTATION
OPEN DOOR
OPERATING AFTER REVOCATION
OPERATING AFTER SUSPENSION
OPERATING AN ALL-TERRAIN VEHICLE OR DIRT BIKE
OPERATING VEHICLE 30 MPH OVER POSTED LIMIT
OPERATING WHILE IMPAIRED
OTHER FEDERAL OFFENSES (E.G., PIRACY)
OTHER INCIDENT
OTHER METRO TRANSIT CHARGE
OVERDOSE
PANDERING
PANHANDLING
PARADES, ASSEMBLAGES AND DISPLAYS FORBIDDEN (USCP)
PARENTAL KIDNAPPING
PAROLE VIOLATION
PARTICIPATION IN A CRIMINAL STREET GANG
PEDESTRIAN - FAILURE TO IDENTIFY - LITTERING
PEDESTRIAN REFUSE TO MAKE IDENTITY KNOWN
PEEPING TOM
PENDING INVESTIGATION
PERJURY/SUBORDINATION OF PERJURY
PHYSICAL ABUSE ALLEGATION
PLACEMENT VIOLATION

POLICEMAN INJURED (OFF DUTY)
POLICEMAN INJURED (ON DUTY)
POSS OPEN CONTAINER ALCOHOL (POCA)
POSSESSION DILAUDID
POSSESSION OF A AIR RIFLE/PISTOL OR BB GUN ON PUBLIC SPACE
POSSESSION OF BB GUN ON PUBLIC SPACE
POSSESSION OF CHILD PORNOGRAPHY
POSSESSION OF PROHIBITED WEAPON (A) (BLACKJACK, GUN, KNIFE)
POSSESSION OF PROHIBITED WEAPON (PPW-B)
POSSESSION OF UNREGISTERED AMMUNITION
POSSESSION OF UNREGISTERED FIREARM
POSSESSION PRELUDIN
PREVENTION OF ASSISTANCE REQUEST
PRODUCTION OF CHILD PORNOGRAPHY
PROSTITUTION-FREE ZONE
PWID DILUADID
PWID OTHER
PWID PRELUDIN
RADAR DEVICE - POSSESSION
RECEIVING STOLEN PROPERTY
RECKLESS DRIVING
RECRUITMENT FOR CRIMINAL STREET GANG
REGISTRATION CERTIFICATE - MISSING
REGISTRATION CERTIFICATE - PERMIT ANOTHER TO OPERATE
REMOVAL OR INJURY OF PROPERTY FORBIDDEN (USCP)
RETALIATION RELATED TO CRIMINAL STREET GANG
ROBBERY PURSESNAATCH (NO FORCE)
ROBBERY W/ARMED (GUN)
ROBBERY W/ARMED (KNIFE OR CUTTING INSTRUMENT)
ROBBERY W/ARMED (OTHER DANGEROUS WEAPON)
ROBBERY, ASSAULT W/INTENT (AWIR)
ROBBERY, FEAR
ROBBERY, FORCE & VIOLENCE
ROBBERY, PICKPOCKET
ROBBERY, SNATCH OR PURSESNAATCH (FORCE)
ROBBERY, STEALTH
SAFEKEEPING
SALE OF TOBACCO TO MINOR
SALES OF GOODS, ADVERTISING OR BEGGING FORBIDDEN (USCP)
SCHOOL SAFE PASSAGE EMERGENCY ZONES

SELLING LIQUOR WITHOUT A LICENSE
SELLING PISTOL TO MINOR
SEX TRAFFICKING OF CHILDREN
SEXUAL ABUSE ALLEGATION
SEXUAL ABUSE OF A CHILD OR MINOR, MISDEMEANOR
SEXUAL ABUSE OF A CHILD, ATTEMPT 1ST DEGREE (VAGINAL)
SEXUAL ABUSE OF A CHILD, 1ST DEGREE (ANAL)
SEXUAL ABUSE OF A CHILD, 1ST DEGREE (FORCIBLE)
SEXUAL ABUSE OF A CHILD, 1ST DEGREE (ORAL)
SEXUAL ABUSE OF A CHILD, 1ST DEGREE (STATUTORY)
SEXUAL ABUSE OF A CHILD, 2ND DEGREE
SEXUAL ABUSE OF A CHILD, ATTEMPT 1ST DEGREE (ANAL)
SEXUAL ABUSE OF A CHILD, ATTEMPT 1ST DEGREE (ORAL)
SEXUAL ABUSE OF A PATIENT, 1ST DEGREE (ANAL)
SEXUAL ABUSE OF A PATIENT, 1ST DEGREE (ORAL)
SEXUAL ABUSE OF A PATIENT, 1ST DEGREE (VAGINAL)
SEXUAL ABUSE OF A PATIENT, ATTEMPT 1ST DEGREE (ANAL)
SEXUAL ABUSE OF A PATIENT, ATTEMPT 1ST DEGREE (ORAL)
SEXUAL ABUSE OF A PATIENT, ATTEMPT 1ST DEGREE (VAGINAL)
SEXUAL ABUSE OF A PATIENT, SECOND DEGREE
SEXUAL ABUSE OF A WARD, 1ST DEGREE (ANAL)
SEXUAL ABUSE OF A WARD, 1ST DEGREE (ORAL)
SEXUAL ABUSE OF A WARD, 1ST DEGREE (VAGINAL)
SEXUAL ABUSE OF A WARD, 1ST DEGREE (VAGINAL)
SEXUAL ABUSE OF A WARD, 2ND DEGREE
SEXUAL ABUSE OF A WARD, ATTEMPT 1ST DEGREE (ANAL)
SEXUAL ABUSE OF A WARD, ATTEMPT 1ST DEGREE (ORAL)
SEXUAL ABUSE OF A WARD, ATTEMPT 1ST DEGREE (VAGINAL)
SEXUAL ABUSE, 1ST DEGREE (FORCIBLE)
SEXUAL ABUSE, 2ND DEGREE (FORCIBLE)
SEXUAL ABUSE, 3RD DEGREE
SEXUAL ABUSE, 4TH DEGREE
SEXUAL ABUSE, ATTEMPT 1ST DEGREE (VAGINAL)
SEXUAL ABUSE, MISDEMEANOR
SHOPLIFTING
SHOTS FIRED (CONFIRMED)
SICK PERSON TO HOSPITAL
SIMPLE ASSAULT
SOLICITATION FOR MURDER OR OTHER CRIME OF VIOLENCE
SOLICITING, LEWD & IMMORAL PURPOSE

SOLICITING PROSTITUTION
SOUNDS OF GUNSHOTS
SPEED IN EXCESS OF 30 MPH OVER LIMIT
STALKING
STOP & FRISK
SUICIDE
SUICIDE ATTEMPT
SUPCT FIREARMS, FIREWORKS, SPEECHES & OBJECTIONABLE LANGUAGE
SUPCT PARADES, ASSEMBLAGES AND DISPLAY OF FLAGS
SUPCT PROPERTY IN THE SUPREME COURT BUILDING AND GROUNDS
SUPCT PUBLIC TRAVEL IN SUPREME COURT GROUNDS
SUPCT REGULATIONS
SUPCT SALE OF ARTICLES, SIGNS AND SOLICITATIONS
SUSPICIOUS FIRE
SUSPICIOUS PACKAGE
TAKING PROPERTY WITHOUT RIGHT
TAMPERING W/DETECTION DEVICE
TAMPERING W/EVIDENCE
TAMPERING W/VIN
TAMPERING WITH AUTO
THEFT 1 F/AUTO: THEFT F/MOTOR VEHICLE
THEFT 1ST DEGREE
THEFT 2 F/AUTO: THEFT F/ MOTOR VEHICLE
THEFT 2ND DEGREE
THEFT I STOLEN AUTO
THEFT I STOLEN AUTO, ATTEMPT
THREATENING GOVERNMENT OFFICIALS
THREATS (FELONY)
THREATS (MISD)
THREATS TO DO BODILY HARM
TOW CRANE VIOLATION
TOW TRUCK - MARKINGS ON TRUCK
TOW TRUCK - NO AUTHORIZATION
TOW TRUCK - NO CONTROL NUMBER
TOW TRUCK - NO LICENSE
TOW TRUCK - OPERATE BUSINESS W/O LICENSE
TOW TRUCK - OPERATE LOT W/O LICENSE
TPO VIOLATION
TRANSPORTATION OF CHILD UNDER AGE OF 18 FOR PROSTITUTION
TRAVEL WITH INTENT TO ENGAGE IN SEXUAL CONDUCT WITH A MINOR

UCSA DIST AMPHETAMINE
UCSA DIST BARBITURATES
UCSA DIST COCAINE/CRACK COCAINE
UCSA DIST HEROIN
UCSA DIST LSD
UCSA DIST MARIJUANA
UCSA DIST OTHER
UCSA DIST PCP
UCSA MANUF PCP
UCSA POSS AMPHETAMINE
UCSA POSS COCAINE/CRACK COCAINE
UCSA POSS DRUG PARAPHERNALIA
UCSA POSS HEROIN
UCSA POSS LSD
UCSA POSS MARIJUANA
UCSA POSS OTHER
UCSA POSS PCP
UCSA PWID AMPHETAMINE
UCSA PWID BARBITURATES
UCSA PWID COCAINE/CRACK COCAINE
UCSA PWID HEROIN
UCSA PWID LSD
UCSA PWID MARIJUANA
UCSA PWID OTHER
UCSA PWID PCP
UNAUTHORIZED USE OF A VEHICLE
UNLAWFUL CONDUCT (USCP)
UNLAWFUL ENTRY
UNLAWFUL POSSESSION OF A FIREARM
UNLICENSED HACKER
UNREGISTERED VEHICLE
UNREGISTERED VEHICLE - PERMIT ANOTHER TO OPERATE
URINATING OR DEFECATING IN PUBLIC
USE OF FORCE/REVOLVER MPD OR DC GUARDS
VAGRANCY
VENDING VIOLATION
VENDING WITHOUT A HEALTH CERTIFICATE
VENDING WITHOUT A LICENSE
VOYEURISM
WELFARE FRAUD

## **CCN RECONCILIATION STEPS FOR DISTRICT AND SPECIAL UNIT PERSONNEL**

1. Log into the CCN Check-off application and, under the Check-off Official menu option, click on Step 1: Print Check-off Worksheet. Enter the appropriate search criteria, including the time range for the shift and the district (90 for TRU) and click on the Search button.
2. Print the resulting report to manually reconcile all reports for their shift.
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.
  - 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 (2) 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 supplement report for the incorrect one in accordance with GO-SPT-401.01 (Field Reports).
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 "crash"); and
- c. Click on the Save Changes button when done reconciling. The system will automatically generate a list of all saved changes.