

# STANDARD OPERATING PROCEDURES



Title  
**Investigative Case Tracking and UCR Classification**

Topic/Number

Effective Date

**April 8, 2003**

Distribution

**B**

Rescinds

Part III, Section A-B of General Order 304.1 (Operation and Management of Criminal Investigations)

Part II, Section C.1.a-d, Section E, 1-2, and Part III, B.1-2 of General Order 401.1 (Field Reporting System)

## DISTRICT OF COLUMBIA

I. Background.....Page 1

II. Procedural Guidelines .....Page 1

III. Cross References .....Page 18

### I. BACKGROUND

The Metropolitan Police Department (MPD) has implemented a case tracking system to ensure accurate and timely reporting of Federal Bureau of Investigation (FBI) Uniform Crime Reporting (UCR) clearance rate statistics, for Crimes Against Persons and Crimes Against Property, by reporting unit. For purposes of calculating monthly clearance rates, the following types of case status information must be tracked about all categories of felony investigations:

1. The number of cases classified as “closed by arrest” by Police Service Area (PSA) members.
2. The number of cases classified as “closed by arrest” by Detectives.
3. The number of cases classified as “exceptionally closed.”
4. The number of cases classified as “unfounded.”

### II. PROCEDURAL GUIDELINES

To ensure that the Metropolitan Police Department (MPD) reports accurate monthly clearance rate figures on all Part I crimes, members shall follow the procedures set forth in this standard operating procedure.

#### A. Case Status Determinations (CALEA 42.1.3-b)

1. Open Cases - A case is considered “open” when more investigation is required to accumulate additional evidence, to identify the perpetrator or to effect an arrest.
2. Cases Closed by Arrest - A case is considered “closed by arrest” when a person is arrested, charged with the commission of the offense 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 under 18 years of age and is cited to appear in juvenile court or before other juvenile authorities.
- b. Even if more than one person was involved in the commission of the offense, the offense is considered closed by arrest if one person is arrested and charged.
- c. Several associated crimes may be cleared by the arrest of one person:
  - (1) Each offense specified for a particular case must be closed on a separate PD Form 252 (Supplemental 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. General statements, based on such things as similar modus operandi, same offense locations, offender identification, etc., 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 will ensure that the complaint number, the date of the original and supplemental reports, the district of occurrence, the offense, 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 PD Form 252.

NOTE: The recovery of property does not close an offense report. In all cases wherein the recovery of property is the only result, it will not be sufficient for closing the case.

3. Cases Exceptionally Closed - A number of exceptional conditions, not resulting in an arrest, can also close an offense report.

NOTE: The following definition rescinds the one included in General Order 304.1.

- a. To be considered “exceptionally closed,” the deciding official must answer, “yes”, to all of the following four 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:
  - (1) Suicide of the offender.
  - (2) Double murder (two 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 offense, or prosecuted in another city or state by the Federal Government for an offense that may be the same, and the 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 (again, only if all four questions in Section 7(a) can be answered “yes”).
  - (10) Warrant is outstanding for offender, but before being arrested, 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.

4. Suspended Cases - 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 will not be considered "closed." Although active work on the case is discontinued, additional information such as new evidence, arrest of a suspect on a subsequent case, etc., may be forthcoming and should be pursued at that time.

5. Unfounded Cases - 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). Unfounded cases will not be calculated into MPD clearance rates.

NOTE: 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.

B. Responsibilities of Office of Superintendent of Detectives (OSD) Members at the Districts.

1. The Investigative Review Officer (IRO) shall:

a. Each day, for all Part I offenses except homicides and sexual assaults:

(1) Verify that the offense type has been properly classified, using D.C. Official Code definitions, on all relevant reports; and reclassify the offense if necessary on the original report and in Analytical Services Application (ASAP) system;

(2) Code the offense using Uniform Crime Reporting (UCR) definitions and enter the correct UCR classification into the ASAP;

(3) Handwrite the code for the new UCR classification on top of the original PD Forms 251 (Incident-Based Event Report) and/or 252 (Supplemental Report), initial the change and ensure all changes are reflected on copies of

these reports. (If the PD Forms 251/252 involve an event that occurred in a different District, the District Crime Analyst would have already forwarded a copy of the report(s) to the District where the event occurred. There is no need for the IRO in the District where the event occurred to handwrite the UCR code on top of the copy he/she received; however, he/she should still forward that copy to Staff Review with all the other originals since it will be on the transmittal);

- (4) Forward all original offense and supplemental reports pre-approved by a deciding official (including the PD Form 854 [Investigative File Report] if applicable) to Staff Review, within 24 hours of receipt; and include with the original report, the cover transmittal sheet prepared by the District Crime Analyst, ensuring that it identifies:
    - (a) The date of the transmittal;
    - (b) The name of the IRO submitting the transmittal and attached reports; and
    - (c) The name of the district.
  - (5) Enter information on all offenses occurring that day that were closed by sworn members into the PD Form 389 (Monthly Case Status Summary Report); and
  - (6) Update ASAP and the PD Form 389 with changes to case status he/she approved or received from the District Detective Sergeant/PSA Lieutenant via the PD Form 252 or PD Form 854. Changes to case status include offenses whose status was changed to closed, exceptionally cleared or unfounded. **Changes may affect offenses that occurred during the current month or in previous months.**
- b. By the 7<sup>th</sup> day of each month, use the PD Form 389 to prepare a summary report of all UCR-classified offenses for which there was a change in case status during the previous month, by UCR offense type and case status classification. The IRO shall record this information on the PD Form 389A (Monthly Clearance Rate Report).
  - c. Forward a copy of the PD Form 389 and PD Form 389A (Monthly Clearance Rate Report) to the Research and Resource Development (RRD) Unit, Office of Organizational Development (OOD) through Special Services Command

(SSC). SSC has two days to forward the approved reports to RRD.

- d. Within 48 hours of receipt of a report returned by Staff Review, accompanied by the PD Form 27A (Request for Corrections), obtain clarification on items missing or inaccurately reported on the PD Forms 251/252, and to make sure any UCR classification discrepancies are resolved:
    - (1) If Staff Review notes that there is information missing from or inconsistent in the reports:
      - (a) Obtain clarification from the reporting member; and
      - (b) Handwrite the updated information on the original PD Form 251/252.
    - (2) If Staff Review suggests a different UCR classification for a Part I offense:
      - (a) Initiate a conversation with Staff Review via a conference call or e-mail to resolve any discrepancies; and
      - (b) Handwrite the code for the new UCR classification on the original PD Forms 251 and/or 252.
    - (3) If the UCR classification discrepancy still cannot be resolved:
      - (a) Initiate a conversation with the UCR Coordinator, via a conference call or e-mail, to obtain a final decision on the issue; and
      - (b) Handwrite the code for the new UCR classification on the original PD Forms 251 and/or 252.
    - (4) Complete and sign the updated PD 27A;
    - (5) Return the updated original PD Forms 251 and/or 252, and PD Form 27A, to Staff Review; and
    - (6) Update ASAP with all changes made to the report.
2. District Detectives who are assigned cases shall:
    - a. Report their findings on the PD Form 252 or a WACIIS-generated PD Form 854;

- b. Forward a copy of the report to the IRO; and
    - c. Complete a separate PD Form 252 for each offense closed as a result of an arrest or exceptional means.
  3. The District Detective Sergeant shall:
    - a. Immediately notify the IRO in writing of any change in the status of any investigation currently being conducted by Detectives under his/her supervision; (A copy of the PD Form 252 or WACIIS-generated PD Form 854 will be considered acceptable notification); and
    - b. Perform all the duties of the IRO in his/her absence, as needed.
  4. The District Detective Lieutenant shall ensure:
    - a. A sufficient number of members under his supervision are familiar with the methods and procedures of the IRO position to perform the procedures outlined in this order; and
    - b. Those members receive UCR classification training.
- C. Responsibilities of District Personnel
  1. Each day, the District Crime Analyst shall:
    - a. Review all PD Forms 251/252 from the previous day for completeness, accuracy and legibility, and enter information for all Part I offenses and supplemental reports (including case status information if the case was closed by arrest on scene) into the ASAP. (If the PD Forms 251/252 involve an event that occurred in a different district, fax and interoffice mail a copy of the report(s) to the Crime Analyst in that District for entry into ASAP);
    - b. Print and make as many copies as needed of the PD Form 93 (24 Hour Crime Report) from ASAP for:
      - (1) The Commanding Officer;
      - (2) The Investigative Review Officer (IRO); and
      - (3) Roll Call Officials.
    - c. Make two copies of all original, Sergeant-approved offense and supplemental reports received (not just those relating to Part I offenses). Forward the PD 93 and a completed transmittal sheet

for Staff Review, and all copies and originals (including reports involving events occurring in different districts) of reports pertaining to:

- (1) Part I Crimes, other than homicides and sexual assaults, to the IRO;
  - (2) Homicides and sexual assaults against adults to the Violent Crimes Branch; and
  - (3) Sexual assaults against juveniles to Youth and Preventive Services Division.
2. Upon completing the initial investigation, members shall:
    - a. Prepare a PD Form 251 and/or PD Form 252;
    - b. Submit the PD Forms to his/her PSA Sergeant for review, by the end of his/her tour of duty;
    - c. Before being relieved from his/her tour of duty, make all corrections to his/her paperwork based on comments noted by Staff Review on the PD Form 27A, and return updated reports to his/her PSA Sergeant; and
    - d. Complete the PD Form 384 or PD Form 252, as assigned by the IRO, within 15 days and 48 hours, respectively.
  3. The PSA Check-Off Sergeant shall:
    - a. Review all paperwork submitted by his/her PSA Officer(s) for accuracy, completeness and legibility, by the end of his/her tour of duty; and
    - b. Forward approved reports to the District Crime Analyst (using mutually agreed-upon procedures by the District Commander).
  4. The PSA Lieutenant shall:
    - a. Ensure that the PD Form 384 and PD Form 252 are completed for investigative follow-ups;
    - b. Make a case status determination when a case is closed by arrest by one of his/her officers or sergeants; and
    - c. Forward the PD Form 384 and PD Form 252 to the IRO—within 15 days and 48 hours, respectively.



5. The District Commander shall:

- a. Ensure that the District has an adequate number of persons trained to fill the role of District Crime Analyst;
- b. Provide supervision to the personnel in the District Crime Analyst office; and
- c. Ensure appropriate training, on policies and procedures outlined in this order, is provided as needed.

D. Responsibilities of Violent Crimes Branch (VCB) Members

Violent Crimes Branch (VCB) members shall investigate, track, and clear all deaths (including homicides) and sexual assaults against adults that occur within the District of Columbia.

1. The Violent Crimes Branch (VCB) Reporting Sergeant shall:

- a. Each day, for all homicides and sexual assaults against adults:
  - (1) Verify that the offense type has been properly classified, using D.C. Official Code definitions, on all relevant reports. If the offense has been misclassified and does not involve a homicide or a sexual assault against one or more adults, he/she will return the PD Form 251 with an explanation to the appropriate District IRO;
  - (2) Code the offense using UCR definitions;
  - (3) Handwrite the code for the new UCR classification at the top of the PD Forms 251 and/or 252 and initial the addition;
  - (4) Forward all original offense and supplemental reports pre-approved by a deciding official (including the PD Form 854 if applicable) to Staff Review, within 24 hours of receipt; and include with the original report, a cover transmittal sheet that identifies:
    - (a) The date of transmittal;
    - (b) The name of the reporting sergeant submitting the transmittal and attached reports; and
    - (c) The name of the unit.
  - (5) Document all changes to case status, for homicide offenses or crimes involving assaults against adults,

received from the Homicide or Sex Squad Detectives via the PD Form 252 or the WACIIS-generated PD Form 854, in one of the following databases. Changes to case status include offenses whose status was changed to closed, exceptionally cleared or unfounded. **Changes may affect offenses that occurred during the current month or in previous months;**

- (6) Maintain two separate databases:
  - (a) One for all homicides that occurred in the current calendar year; and
  - (b) One for all homicides that occurred in a previous year but were closed (either through arrest or exceptional means) or determined to be unfounded in the current calendar year.
  - (c) Both databases shall include, at a minimum:
    - (i) The homicide number (HO#);
    - (ii) The UCR classification;
    - (iii) The Central Complaint Number (CCN);
    - (iv) The date the homicide occurred and/or the date on which the offense was ruled a homicide;
    - (v) The report date;
    - (vi) The date the homicide case was closed (if applicable) and by whom;
    - (vii) Whether the case was closed as the result of an arrest by an officer, detective, or exceptional clearance;
    - (viii) The reason for exceptional closure, if applicable;
    - (ix) Information about whether the homicide was determined to be “justified” or unfounded and the date of this determination; and
    - (x) The location of the homicide.

- (7) Forward copies of the Daily Homicide Statistics Report to the Central Crime Analysis Unit, for entry into ASAP by 0730 hours.
- b. By the 7<sup>th</sup> day of each month, forward a copy of the databases to the Research and Resource Development (RRD) Unit, Office of Organizational Development (OOD) through Special Services Command (SSC). SSC has two days to forward the approved databases to RRD.
  - c. Obtain clarification on items missing or inaccurately reported in the PD Forms 251/252, and to make sure any UCR classification discrepancies are resolved. Within 48 hours of receipt of a report returned by Staff Review, accompanied by the PD Form 27A (Request for Corrections):
    - (1) If Staff Review notes that there is information missing from, or inconsistent in, the reports:
      - (a) Obtain clarification from the reporting officer/detective; and
      - (b) Handwrite the updated information on the original PD Form 251/252.
    - (2) If Staff Review suggests a different UCR classification for any offense involving a homicide or sexual assault against an adult:
      - (a) Initiate a conversation, with Staff Review via a conference call or e-mail, to resolve any discrepancies; and
      - (b) Handwrite the code for the new UCR classification on the original Form 251/252.
    - (3) If the UCR classification discrepancy still cannot be resolved:
      - (a) Initiate a conversation, with the UCR Coordinator via a conference call or e-mail, to obtain a final decision on the issue; and
      - (b) Handwrite the code for the new UCR classification on the original PD Forms 251 and/or 252.
    - (4) Complete and sign the updated PD 27A;

- (5) Return the updated original PD Form 251/252 and PD Form 27A to Staff Review; and
    - (6) Update the VCB database(s) with all changes made to the report.
  2. Violent Crimes Branch (VCB) Detectives who are assigned cases shall:
    - a. Report their findings on the PD Form 252 or a WACIIS-generated PD Form 854;
    - b. Forward a copy of the report to the Reporting Sergeant; and
    - c. Complete a separate PD Form 252 for each offense closed as a result of an arrest or exceptional means.
  3. The Violent Crimes Branch (VCB) Detective Sergeant shall:
    - a. Immediately notify the Reporting Sergeant in writing of any change in the status of any investigation currently being conducted by Detectives under his/her supervision. A copy of the PD Form 252 or WACIIS-generated PD Form 854 will be considered acceptable notification; and
    - b. Perform all the duties of the Reporting Sergeant in his/her absence, as needed.
  4. The Violent Crimes Branch (VCB) Captain shall:
    - a. Ensure that the district has an adequate number of persons trained to fill the role of the Reporting Sergeant;
    - b. Supervise the Reporting Sergeant; and
    - c. Ensure appropriate training, on the policies and procedures outlined in this order, is provided as needed.

**E. Responsibilities of Youth and Preventive Services Division (YPSD) Members**

Youth and Preventive Services Division (YPSD) members are responsible for investigating, tracking and clearing any sexual assaults against juveniles that occur within the District of Columbia. YPSD members may also investigate, track and clear other offenses against children that come to their attention, including physical assaults.

1. The Youth and Preventive Services Division (YPSD) Reporting Sergeant shall:

- a. Each day, for all sexual assaults against juveniles and other offenses against juveniles that come to their attention:
  - (1) Verify that the offense type has been properly classified using D.C. Official Code definitions on all relevant reports. Return the PD Form 251, with an explanation, to the appropriate District IRO when the offense has been misclassified and does not involve a sexual assault against one or more juveniles;
  - (2) Code the offense using UCR definitions;
  - (3) Handwrite the code for the new UCR classification on top of the PD Forms 251 and/or 252;
  - (4) Forward all original offense and supplemental reports pre-approved by deciding official (including the PD Form 854 if applicable) to Staff Review, within 24 hours of receipt; and include with the original report, a cover transmittal sheet that identifies:
    - (a) The date of transmittal;
    - (b) The name of the reporting sergeant submitting the transmittal and attached reports; and
    - (c) The name of the unit.
  - (5) Document all changes to case status for offenses involving assaults against juveniles received from YPSD Detectives via the PD Form 252 or WACIIS-generated PD Form 854, in the following database. Changes to case status include offenses whose status was changed to closed, exceptionally cleared or unfounded. **Changes may affect offenses that occurred during the current month or in previous months;**
  - (6) Maintain a database of all sexual assaults against juveniles that occurred in the current calendar year, and, those that occurred in a previous year but were closed (either through arrest or exceptional means) or determined to be unfounded in the current calendar year;

The database will include at a minimum:

- (a) The Central Complaint Number (CCN);
- (b) Any additional unique case identification numbers;

- (c) The UCR classification;
  - (d) The date the sexual assault occurred;
  - (e) The report date;
  - (f) The date the sexual assault case was closed, if applicable;
  - (g) Whether the case was closed resultant of an arrest by an officer, detective, or exceptional clearance;
  - (h) How the case was exceptionally closed, if applicable;
  - (i) Information about whether the case was unfounded and the date of this determination; and
  - (j) The location of the sexual assault.
- (7) Log information about new sexual assault cases received and closed on daily statistical reports, and forward copies of these reports to the Central Crime Analysis Unit for entry into ASAP by 0730 hours.
- b. By the 7<sup>th</sup> day of each month, forward a copy of the database to Research and Resource Development (RRD), Office of Organizational Development (OOD) through Special Services Command (SSC). SSC has two days to forward the approved database to RRD.
- c. Obtain clarification on items missing or inaccurately reported on the PD Forms 251/252, and to make sure any UCR classification discrepancies are resolved. Within 48 hours of receipt of a report returned by Staff Review, accompanied by the PD Form 27A (Request for Corrections):
- (1) If Staff Review notes that there is information missing from or inconsistent in the reports:
    - (a) Obtain clarification from the reporting officer/detective; and
    - (b) Handwrite the updated information on the original PD Forms 251 and/or 252.
  - (2) If Staff Review suggests a different UCR classification for any offense involving a sexual assault against a juvenile:

- (a) Initiate a conversation, with Staff Review via a conference call or e-mail, to resolve any discrepancies; and
    - (b) Handwrite the code for the new UCR classification on the original PD Forms 251 and/or 252.
  - (3) If the UCR discrepancy still cannot be resolved:
    - (a) Initiate a conversation with the UCR Coordinator via a conference call or e-mail to obtain a final decision on the issue; and
    - (b) Handwrite the code for the new UCR classification on the original PD Forms 251 and/or 252.
  - (4) Complete and sign the updated PD 27A;
  - (5) Return the updated original PD Form 251/252 and PD Form 27A to Staff Review; and
  - (6) Update the Youth and Preventive Services database with all changes made to the report.
2. Youth and Preventive Services Division (YPSD) Detectives who are assigned cases shall:
  - a. Report their findings on the PD Form 252 or a WACIIS-generated PD Form 854;
  - b. Forward a copy of the report to the Reporting Sergeant; and
  - c. Complete a separate PD Form 252 for each offense closed as a result of an arrest or exceptional means.
3. The Youth and Preventive Services Division (YPSD) Detective Lieutenant shall:
  - a. Immediately notify the Reporting Sergeant, in writing, of any change in the status of any investigation currently being conducted by Detectives under his/her supervision. A copy of the appropriate paperwork (e.g., PD Forms 252 or 854) will be considered acceptable notification; and
  - b. Perform all the duties of the Reporting Sergeant, as outlined above, in the absence of the Reporting Sergeant.
4. The Youth and Preventive Services Division (YPSD) Inspector shall:

- a. Ensure that the unit has an adequate number of persons to fill the role of the Reporting Sergeant;
  - b. Supervise the Reporting Sergeant; and
  - c. Ensure appropriate training on the policies and procedures outlined in this order, is provided as needed.
- F. The Assistant Chief of Special Services Command (SSC) shall:
  1. Receive and review hard copies and database copies of reports forwarded by the 7<sup>th</sup> day of each month from:
    - a. The District OSD Units;
    - b. The Violent Crimes Branch (VCB).
  2. Approve the reports, if appropriate; and
  3. Within 2 days of receipt, forward the approved report to the Research and Resource Development (RRD) Unit, Office of Organizational Development (OOD).
- G. Staff Review Members, Information Technology Division shall:  
(CALEA 82.1.3)
  1. Code offenses using UCR guidelines;
  2. If there are no discrepancies between their UCR classification and that of the IRO/Reporting Sergeant, handwrite the UCR code on the original PD Form 251/252 and enter this information into the WALES system;
  3. If the PD Forms 251/252 involve an event that occurred in one district, but for which a report was taken by an officer in a different district, receive a copy of the report(s) without a UCR classification from the district where the event occurred, and the original of the report(s) with a UCR classification from the district in which the report was taken. Staff Review should direct any questions about the report(s) to the IRO from the district where the report was taken.
  4. If there is any information missing from, or inconsistent in the reports, return the original PD Forms 251 and/or 252 with a completed PD Form 27A (Request for Corrections) to the relevant IRO/Reporting Sergeant;
  5. If there are discrepancies between their UCR classification and that of the IRO/Reporting Sergeant on reports pertaining to Part I offenses,



return the original PD Forms 251 and/or 252 with a completed PD Form 27A to the relevant IRO/Reporting Sergeant;

6. Initiate a conversation with the IRO/Reporting Sergeant via, a conference call or e-mail, to answer any questions about missing/incomplete information, and to resolve any discrepancies in UCR classifications of Part I offenses;
  7. Participate in conference calls and/or e-mails between the IRO/Reporting Sergeant and the UCR Coordinator to address remaining UCR classification discrepancies that cannot be resolved without the UCR Coordinator's participation;
  8. Once the original PD Form 251 and/or 252 has been completed by the IRO and returned with the completed PD 27A, handwrite the final UCR classification on the original report and enter this information into the WALES system; and
  9. Forward a copy of each PD Form 27A and a copy of the accompanying report to the UCR Coordinator for informational purposes.
- H. The UCR Coordinator, Office of Organizational Development (OOD) shall: (CALEA 82.1.3)
1. Assume responsibility for reporting monthly statistics to the FBI;
  2. Serve as the agency's representative at federal UCR meetings;
  3. Conduct periodic audits of offense data to ensure the classifications are accurate and consistent;
  4. Develop a training guide and conduct training sessions on UCR classification for:
    - (a) At least three members of each District Detective Unit (including the IRO and support staff members);
    - (b) The Violent Crimes Branch (including the Reporting Sergeant and support staff members);
    - (c) Youth and Preventive Services Division (including the Reporting Sergeant and support staff members); and
    - (d) New members of Staff Review.
  5. Have final decision-making authority on UCR classification discrepancies that arise between the District IROs/Reporting Sergeants and Staff Review, or on any questions that arise from those members determining the initial classification; and

6. Review each PD Form 27A that Staff Review forwards, to correct misclassifications and identify potential training issues that need to be addressed within Staff Review and/or at the police districts, Violent Crimes Branch or Youth and Preventive Services Division.
- I. Research and Resource Development (RRD) Unit Members shall:
    1. Compare the hard copy reports produced by the IRO/Reporting Sergeants to information stored in ASAP and other supporting documentation for auditing purposes;
    2. Calculate a clearance rate of the UCR classified offenses for each patrol district and the city of Washington, DC as a whole; using the equation listed in Special Order 02-26 (Investigative Case Tracking and UCR Classification); and
    3. Report these clearance rates to the Mayor's Office on a monthly basis. Yearly summaries will be based on fiscal year data, with the exception of homicide clearance rates, which will be based on calendar year figures.

### **III. CROSS REFERENCES**

1. General Order 304.1 (Operation and Management of Criminal Investigations)
2. General Order 401.1 (Field Reporting System)
3. GO-SPT-401.10 (Telephone Reporting Unit/Walk-In Reporting System)
4. Special Order 02-26 (Investigative Case Tracking and UCR Investigation)
5. MPD Uniform Crime Reporting (UCR) Training Manual
6. U.S. Department of Justice, Federal Bureau of Investigation, Uniform Crime Reporting Handbook

//SIGNED//

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