

Annapolis Police Department



GENERAL ORDER

Number: J.4

**Issue Date: October
2005**

TO: All Personnel

SUBJECT: Field Reporting Forms

PURPOSE

The purpose of this General Order is to establish a Field Reporting system.

POLICY

It shall be the policy of the Annapolis Police Department that the following Field Reporting Forms shall be used to document all incidents.

Field Reporting Forms

The following forms are used in Field Reporting:

A. Incident Report

The Incident Report form is used to report the preliminary investigation of all crimes and miscellaneous reportable incidents except those identified below.

B. Supplement Report

1. The Supplement Report form is used as a continuation form for the Incident Report and any specialized report forms such as the MAARS report, alcohol Influence reports, etc., and also to report information learned about reportable incidents after the initial report has been submitted.
2. Supplement reports submitted with follow-up information should show the case number of the original incident. A new case number should never be generated for a supplement report.

3. Supplement reports are also used to record information that should not be released to the public, such as juveniles who are arrested, suspect's names and addresses etc. For this type of information write "Police Information" as a heading on the supplement.

C. Property List Report

Property List reports may be used in addition to the supplement report. This report can be used to list stolen items, particularly when there are numerous stolen items. Property List reports should show the case number of the original report. A new case number should never be generated for a Property List Report. This report can be given to victims if they believe that may have additional stole property

D. State of Maryland Traffic Accident Report

The State of Maryland traffic accident report (Maryland Automated Accident Reporting System, M.A.A.R.S.) is used to report the preliminary investigation of traffic accidents. Follow-up investigation and miscellaneous information of interest to the department (such as detailed arrest information or information pertaining to matters other than the accident) is reported on a supplement report.

E. Alcohol Influence Report

The Alcohol Influence Report is used only in the processing of DUI/DWI cases. It is used to document the arresting officer's observations and actions following the arrest of an individual for driving while intoxicated or under the influence of alcohol/drugs.

F. State of Maryland Missing Person Report

The State of Maryland Missing Person Report form is used as the initial report of a missing person; adults as well as juveniles. Follow up investigations or miscellaneous information of interest to the department should be reported on a supplement report.

G. Domestic Violence Supplemental Form

The Domestic Violence Supplemental form is used as the supplement report of all domestic violence reports.

H. Anne Arundel County Animal Bite Report Form

The Anne Arundel County Animal Bite Report Form is used as the initial

report of all animal bite complaints. Follow up investigations or miscellaneous information of interest to the department should be reported on a supplement report.

Joseph S. Johnson
Chief of Police

References
1. Accreditation Standards 82.2.1

Revision: This General Order replaces General Order J.4 Field Reporting Forms dated October 2001