
	LOWER MERION TOWNSHIP POLICE DEPARTMENT Ardmore, Pennsylvania	
	Policy 3.11.2	
Subject:		Distribution:
Recording information		All Sworn Personnel
Date of Issue:	Expiration Date:	Rescinds:
06-01-2014	Until Amended or Rescinded	Directive: 05-35
References:		
CALEA: 82.2.1, 82.2.2, 82.2.3; PLEAC: 3.4.1		
By Authority of:		
		Superintendent of Police

PURPOSE

The purpose of this policy is to establish a uniform procedure to be followed by all employees of this Department regarding the recording of information in the records management system.

POLICY

The proper documentation of calls for service and various other police encounters with the public, including the subsequent recording and submission of accurate information regarding those interactions, is essential for the efficient operation of the records management system. It is the policy of this Department to fully investigate all incidents, obtain pertinent and accurate information while conducting an investigation and to submit a report concerning an investigation when required.

PROCEDURE

A. DOCUMENTATION AND SUBMISSION OF REPORTS

1. Unless special circumstances exists, Officers will document and submit ALERT reports on all reported incidents, with the following exceptions listed below:

(PLEAC 3.4.1) (CALEA 82.2.1 a; 82.2.2 a-e)

 - a. Routine medical calls.
 - b. Accidental 9-1-1 hang-up calls.
 - c. Disabled autos not requiring a police mandated tow.
 - d. Dead animal calls.
 - e. Miscellaneous utility complaints, i.e. wires down, water leaks.
 - f. Traffic crashes outlined in Policy 3.7.2.
 - g. Fire alarms or fire calls with no circumstances.

2. Supervisors must approve all officer requests for an 8600 Code, “no report due status,” on any incident that does not meet the noted exception criteria. If approved, the supervisor shall have Montgomery County Emergency Dispatch personnel enter the supervisor’s badge number to the incident CAD notes.

B. RECORDING OF INFORMATION IN ALERT REPORTS

1. The designated field reporting form for all incidents is the electronic ALERT report form. Officers shall follow all guidelines listed in the ALERT process when completing and electronically submitting an ALERT incident report. **(PLEAC 3.4.1 b) (CALEA 82.2.1 b, d)**
2. The first item to be entered into the ALERT system when generating a report is an incident number (case number). This number is a unique series of 10 digits that are generated every time a call is entered into the Computer Assisted Dispatch (CAD) system. (example 1411270001) Each number represents the following:
 - a. Digits one and two are the last two digits of the current year (1411270001)
 - b. Digits three and four are the current month (1411270001)
 - c. Digits five and six are the current date (1411270001)
 - d. Digits seven through ten are the sequential numbers assigned to the incident. (1411270001) These last four digits reset every 24 hours. **(CALEA 82.2.3)**
3. Full proper name, the date of birth, and a current home address shall be obtained from all persons interviewed during an investigation and recorded in the ALERT report. **(PLEAC 3.4.1) (CALEA 82.2.1 c)**
4. The race, sex and ethnic origin of all persons listed in an ALERT report shall be recorded with the use of the drop down menu. **(PLEAC 3.4.1) (CALEA 82.2.1c)**
5. All informational fields in the ALERT reporting forms concerning Main Incident Information, Landmarks, Persons Information and Roles, Property and Values, Evidence, Vehicles, Weapons and Incident Status are to be fully completed when applicable. **(PLEAC 3.4.1) (CALEA 82.2.1 c)**
6. The proper coding of an incident is essential for accurate UCR reporting. The use of “Secondary Codes”, i.e., 4477 Student Incidents, 4479 Use of Force, etc., are for tracking purposes and must also be utilized when applicable. All Officers are to use the Department Code Sheet as a reference when selecting a code. **(PLEAC 3.4.1)**
7. The report narrative summary is to include all pertinent information concerning the specific incident investigation. Any names entered in the narrative must also be entered in the Persons field. **(PLEAC 3.4.1c)**

C. GENERAL COMMENT RESTRICTION

1. Concluding remarks in the narrative summary of ALERT reports such as “Additional information will be forwarded on a Supplemental Report,” “See Supplemental Report,” “Refer to Detectives,” etc., serve no useful purpose to our reporting system. Reporting officers are not to use such statements in the narrative of ALERT reports.
2. Supervisors and Report Review Officers are to review ALERT reports for thoroughness and accuracy. Unacceptable reports will be returned to the reporting officer for correction or clarification. Report Review Officers will direct their concerns to the immediate supervisor of the reporting officer. **(PLEAC 3.4.1e) (CALEA 82.2.1 e)**

D. FIELD INTERVIEW REPORT

1. This report is designed to document a field interview and to gather intelligence information that may be utilized in future investigations. Such stops and interviews are to be coded 4448, “Field Interview,” with the role of the subject(s) being identified as “Field Interview.” All vehicle information associated with the stop must also be entered. The narrative summary must articulate the reasons for the stop and interview.

E. UNIFORM CRIME REPORTING

1. For the purposes of entering statistics in the Uniform Crime Report, a dollar value must be applied to all items reported stolen. In those cases where the loss is as a result of a burglary and involves many items, it is understood that the value of these items may not be ascertained at the time of the initial investigation. Therefore, a nominal dollar figure shall be identified with each individual item in the initial ALERT report. This information must be updated during a follow-up investigation and documented during the Supplemental Report process.
2. In those incidents involving the loss of one or two items, the investigating officer should make every effort to establish the value of the items stolen. If the victim has no estimate of value on the items, the officer is to estimate for the victim. All reports submitted concerning thefts must contain an actual or estimated value of the property taken.

RESPONSIBILITY

It is the responsibility of all supervisory personnel to ensure that all personnel under their immediate supervision comply with this policy.

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