



## INCIDENTS REQUIRING A WRITTEN REPORT

**Directive: 10-102**

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### I. PURPOSE

The purpose of this Directive is to establish policy and procedures in regards to incidents requiring a written report.

### II. POLICY

It is the Department's policy that a formal written police report is required for each of the crimes or incidents listed in this directive. This list is not intended to be all inclusive.

### III. PROCEDURES

#### A. PART I CRIMES

The Uniform Crime Reporting (UCR) Program collects and reports crime offense data for the United States. This Department participates in the Maryland UCR program. All verified Part I crimes investigated by this Department require an incident report.

The standard UCR definitions for Part I crimes are explained below. If an incident under investigation meets the criteria of any crime defined below, then a written report is required.

#### 1. Homicides

**a. Criminal Homicide - the willful (non-negligent) killing of one human being by another.**

As a general rule, any death due to injuries received in a fight, argument, quarrel, assault, or commission of a crime is counted as a homicide. Assaults with intent to murder, and attempted murders, are classified as aggravated assaults until the victim dies.

**b. Criminal Homicide (Manslaughter by negligence) - the killing of another person through gross negligence.**

Not included in this category are deaths of persons due to their own negligence; accidental deaths not resulting from gross negligence; and traffic fatalities.

**2. Forcible Rape - the carnal knowledge of a female forcibly and against her will.**

Report one offense for each female raped or upon whom an assault to rape or attempt rape has been made. In cases where several men attack one female, report one forcible rape.

By definition, sex attacks on males are excluded and should be classified as assaults or "other sex offenses" depending on the nature of the crime and the extent of the injury.

**3. Robbery - the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.**

Robbery involves a theft, but is aggravated by the element of force or threat of force. In the absence of force or threat of force, as in pocket-picking or purse snatching, the offense will be classified as a theft. However, if in a purse snatching or other such crime force or threat of force is used to overcome the active resistance of a victim, the offense is to be classified as strong-arm robbery.

For reporting purposes, report one robbery for each distinct operation including attempts. The number of robberies does not necessarily equal the number of victims robbed, those present at the robbery, or the number of offenders. For example:

\* A lone male with a gun appears in a tavern and robs 10 patrons of their cash and jewelry. For reporting purposes, this would be counted as one robbery.

\* A group of four gunmen robs a local supermarket, but all four are arrested outside the store. This is counted as one robbery, even though four suspects may be charged.

Be sure to report all the facts, including the identities of multiple victims, witnesses, or suspects.

**4. Aggravated Assault - an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. All assaults by one person upon another with the intent to kill, maim, or inflict severe bodily injury.**

The category of aggravated assault includes the following commonly entitled offenses: assaults or attempts to kill or murder; poisoning; assault with a dangerous or deadly weapon; maiming or mayhem; assault with explosives; and all attempts to commit the foregoing offenses.

The seriousness of the injury is the primary factor to consider in establishing whether an assault is aggravated. In only a limited number of cases should it be necessary to examine the intent of the attacker.

An assault is aggravated if any of the following elements is present:

a. **SERIOUS INJURY** - broken bones or internal injuries are present, or stitches or medical attention beyond routine first aid is required.

b. **USE OF A WEAPON** - regardless of whether or not injury actually results. All assaults with the intent to kill, maim, or inflict severe bodily injury with the use of any dangerous weapon, including blunt objects, are considered aggravated assaults. It is not necessary that injury result when a gun, knife, or other weapon is used which could and probably would result in serious injury if the crime were successfully completed.

c. **CHOKING** - any attempt to choke/strangle the victim, regardless of injury.

**5. Burglary; Breaking or Entering - the unlawful entry of a structure to commit a felony or theft.**

The key word in classifying burglaries is "structure", meaning a fixed or permanent edifice. The following are examples of structures:

Apartment, barn, cabin, church, condominium, dwelling house, factory, garage, mill, office, outbuilding, school, stable, vessel (fixed), warehouse.

A house trailer or other mobile unit that is permanently fixed as an office, residence, or storehouse is considered a structure. Mobile homes or units that are in transit or are being used for recreational purposes are not structures.

Be sure to report the manner of entry - whether by force, unlawful entry with no force, or attempts. Unlawful entry includes concealment inside a structure beyond normal closing hours or until the occupants have left, in order to commit a felony or theft.

**6. Larceny; Theft - the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.**

For reporting purposes, the value of the property stolen does not matter. All thefts, regardless of value, require a written report. Each distinct operation of theft counts as one offense for reporting purposes.

The report should indicate which of the following sub-categories applies to the theft:

**a. Pocket-Picking**

Theft of articles from a person by stealth where the victim usually does not become immediately aware of the theft. Theft from a person in an unconscious state, including drunks.

**b. Purse-Snatching**

The grabbing or snatching of a purse, handbag, etc. from the custody of an individual. If more force is used than is necessary to snatch the purse from the grasp of the person, then a strong-arm robbery has occurred.

**c. Shoplifting**

Theft by a person (other than an employee) of goods or merchandise exposed for sale. This assumes that the offender had legal access to the premises and no unlawful entry occurred.

**d. Theft from Motor Vehicle (except theft of parts or accessories)**

The theft of articles from a motor vehicle, whether locked or unlocked. If a theft from a motor vehicle occurs in conjunction with a motor vehicle theft, classify the incident as a motor vehicle theft.

**e. Theft of Motor Vehicle Parts and Accessories**

The theft of any part or accessory attached to the interior or exterior of a motor vehicle in a manner which would make the part an attachment to the vehicle or necessary for the operation of the vehicle.

**f. Theft of Bicycle**

The unlawful taking of any bicycle, tandem bicycle, unicycle, etc.

**g. Theft from Buildings**

Theft from within a building which is open to the public and where the offender has legal access. Churches, libraries, schools, restaurants, offices, and other public buildings during the hours when such facilities are open to the public.

**h. Theft from Coin-Operated Machine or Device**

A theft from a machine or a device which is operated or activated by the use of a coin.

**i. All Other Thefts**

All thefts which do not fit the definition of the specific categories of theft listed above. Examples include: thefts from fenced enclosures, boats, airplanes; thefts of animals, lawnmowers, lawn furniture, hand tools, and construction equipment; thefts of airplanes, bulldozers, and motorboats; failure to pay for gasoline taken from a self-service filling station; and illegal entry of a mobile trailer or tent followed by a theft.

**j. Motor Vehicle Theft - the theft or attempt theft of a motor vehicle.**

For reporting purposes a motor vehicle is defined as a self-propelled vehicle that runs on land surface and not on rails. Examples are automobiles, trucks, buses, motorcycles, mopeds, and snowmobiles. Do not include farm equipment, bulldozers, airplanes, construction equipment, or motorboats. Includes joyriding, or cases where the vehicle is sooner or later abandoned.

Do not include vehicles taken for temporary use when prior authority has been granted or can be assumed - such as in family situations, or unauthorized use by others having access to the vehicle.

**k. Arson - the willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, aircraft, personal property of another, etc.**

Only fires determined through investigation to have been willfully or maliciously set are to be classified as an arson. Attempts to burn are included, but fires of unknown or suspicious origin are not. Normally, an arson will be reported by the Fire Department's Fire Investigation Bureau.

Incidents in which persons are killed as a direct result of arson are classified as both criminal homicide and arson; incidents of arson which directly result in severe injury are classified as aggravated assault as well as arson.

One offense should be reported for each distinct operation within the jurisdiction in which the fire originated.

## **B. PART II CRIMES & MISCELLANEOUS INCIDENTS**

A written report is required when any one of the following events is verified through investigation by this Department:

- Abduction/Kidnapping
- Aircraft Accident
- Alarms - when criminal or civil citation is issued
- Attempted Suicide
- Bomb Threat
- CDS Violations
- Child Abuse/Child Neglect
- Damaged or Towed Police Vehicle
- Death; D.O.A. (medical examiner cases)
- Destruction of Property
- Disorderly Conduct - arrest or at supervisor's direction
- Driving While Intoxicated - arrest only
- Embezzlement/Forgery/False Pretenses
- Escape from Lawful Custody
- False Report of a Crime or Hazardous Condition
- Fires (Arson, Fatal Fire, Malicious Burning)
- Gambling Violation
- Injured Officer(s)
- Industrial Accident

(Note: The Anne Arundel County Fire Department will make the required notification to the Maryland Occupational Safety and Health Agency (M.O.S.H.A).

- Liquor Law Violations
- Missing Person/Runaway
- Motor Vehicle Traffic Accident EXCEPT:
  - Settled
  - TOT other Department
  - Unfounded
- Motor Vehicle Traffic Arrest
- Other Criminal - arrest or at supervisor's direction
- Overdose - accidental
- Prowler - arrest or at supervisor's direction
- Receiving Stolen Goods
- Recovered Stolen Vehicle
- Recovered Property
- Sex Offenses other than Rape/Sexual Assault
- Tampering with Auto
- Tampering with Mail
- Telephone Misuse; Obscene Mail
- Towed Vehicle
- Trespassing - arrest or at supervisor's direction
- Weapon Offenses

***Any incident that results in the physical arrest or the issuance of a criminal/civil citation.***

## C. WARRANTS

### 1. Maryland Capitol Police Warrants

Warrants generated from the Maryland Capitol Police Department will require a supplement to be written in the CAD/RMS system. The supplement will be written using the original police case number connected to the warrant.

### 2. Other Warrants

Warrants generated from an outside agency, other jurisdiction, or as the result of an application from a citizen will require an original incident report.

## D. TOWED VEHICLES

All towed vehicles will require an incident report in addition to the completion of the Police Tow/Vehicle Inventory Report. If the incident involves a vehicle tow only (no related arrest or accident) then the Police Tow/Vehicle Inventory Report can be submitted as Report of Incident.

## APPENDIX A

<b>Crime or Incident</b>	<b>Primary Report Form</b>	<b>Secondary Report Form(s)</b>
Abduction	Incident	
Aircraft Accident	Incident	
Alarms - when criminal or civil citation is issued	Incident	
Application of Force by Officer (nonlethal weapon)	Incident	Use of Force report
Arrest on Active Warrant	Incident	
Arson	Incident	
Assault, aggravated or felony	Incident	
Assault, domestic (all)	Incident	Lethality Assessment Form
Assault, simple (suspect known)	Incident	
Attempt Suicide	Incident	
Auto Theft	Incident (even if vehicle recovered first)	Vehicle Inventory & Tow report (if recovered and towed; otherwise supplement)
Bomb Threat	Incident	
Breaking & Entering	Incident	
Breaking & Entering & Theft	Incident	Property Inventory report
Burglary	Incident	

Burglary (theft occurs)	Incident	Property Inventory report
CDS Violations	Incident	
Child Abuse/Child Neglect	Incident	
Damaged Police Vehicle	Incident	State Vehicle Damage report
Death; D.O.A.	Incident	
Departmental shooting	Incident	Use of Force report
Destruction of Property	Incident	
Discharge of Firearm by Officer	Incident	Use of Force report (except as noted in Index Code 401)
Disorderly Conduct Arrest	Incident	
Domestic Assault	Incident	Lethality Assessment Form

APPENDIX A (continued)

Driving While Intoxicated	Incident, Alcohol Influence report	Statement of Probable Cause, DWI Information Sheet, DR15/DR15A, MSP33 & Breath strip if applicable
Embezzlement	Incident	
Emergency Evaluation (non-court ordered)	Incident	District Court of Maryland Emergency Evaluation Request
Escape from Lawful Custody	Incident	
False Pretenses	Incident	
False Report of a Crime	Incident	
Fires (Arson, Fatal Fire, Malicious Burning)	Incident	
Forgery	Incident	
Gambling Violation	Incident	
Homicide	Incident	Domestic Violence Report if Domestic Homicide
Homicide/Manslaughter by Vehicle while Intoxicated	M.A.A.R.S. report	Alcohol Influence report & Supplement report
Injured Officer	Incident	First Report of Injury
Injured Subject or Prisoner	Incident	Use of Force report (if injured by an officer)
Kidnapping (including parental)	Incident	
Liquor Law Violations	Incident	

Manslaughter, criminal	Incident	
Manslaughter, traffic	M.A.A.R.S. report	Supplement report
Missing Person/Runaway	State of Maryland Missing Person report	Missing Person Data Collection Package; Supplement report
Motor Vehicle Traffic Accident	M.A.A.R.S. report	Vehicle Inventory & Tow report
Murder	Incident	
Obscene Mail	Incident	
Overdose	Incident	
Prowler arrest	Incident	
Racial, Religious, Ethnic incident	Incident	

Traffic arrest: fleeing & eluding	Report required depends on the incident that authorized the officer to pursue; see IC 1650	Statement of Probable Cause & Traffic Citation; Vehicular Pursuit (supervisor) Tow Report if vehicle is towed
Traffic arrest: Traffic Accident (including hit and run)	M.A.A.R.S. report	Statement of Probable Cause & Traffic Citation Tow Report if vehicle is towed
Traffic arrest: Suspended or Revoked License	Incident	Tow Report if vehicle is towed or Incident Report; Statement of Probable Cause & traffic citation
Trespassing arrest	Incident	
Weapon Offenses	Incident	