



PART ONE (1) OFFENSE REPORTING

Directive: 15-100

Date of Issue: July 2013 Amends/Cancel: 14-118

I. PURPOSE

The purpose of this Directive is to provide reporting requirements and to establish authority regarding Part (1) One Offences committed on DGS-MCP secured property.

II. POLICY

It is the policy of DGS-MCP to document all incidents of Part (1) One Offenses occurring on DGS-MCP secured property.

III. DEFINITION

Part (1) One Offenses

- a. Murder
- b. Rape
- c. Arson
- d. Robbery
- e. Larceny
- f. Aggravated Assault
- g. Breaking and Entering
- h. Motor Vehicle Theft

IV. PROCEDURES

A. Responsibilities

1. PCO

- a. Dispatch DGS-MCP officer
- b. Notify Shift Commander
- c. Notify appropriate allied law enforcement if applicable
- d. Notify Fire Department/EMS if applicable
- e. Generate CAD/RMS report number
- f. Manage incident to conclusion

2. Police Officers

- a. If on view notify PCO
- b. If dispatched by PCO respond appropriately
- c. Notify Shift Commander
- d. Request back up units if applicable
- e. Request allied law enforcement if applicable
- f. Request Fire Department/EMS if applicable
- g. Render medical assistance if applicable
- h. Secure crime scene
- i. Gather information for preliminary investigation
 - (1) Interview victim if possible
 - (2) Interview witnesses if applicable
 - (3) Gather any evidence
- j. Manage incident to conclusion
- k. Generate appropriate CAD/RMS report prior to leaving for the day
- l. Notify Supervisor upon completion of report

3. Shift Commander

- a. Notify Detachment Commander or designee
- b. Respond to scene
- c. Assign report to officer if not pre-determined
- d. Ensure allied law enforcement has been notified if applicable
- e. Ensure Fire Department/EMS has been notified if applicable
- f. Manage incident to conclusion
- g. Ensure CAD/RMS report has been completed prior to relieving reporting officer of his/her duties
- h. Review, correct, and forward report for final approval
- i. Recommend course of action for additional follow-ups or investigations

4. Detachment Commander

- a. Notify Chief of Police or his/her designee
- b. Notify appropriate facility Superintendent
- c. Notify appropriate Fire and Safety Officer if applicable
- d. Review and approve final report
- e. Ensure follow ups investigation have been completed at patrol level
- f. If incident requires a common investigation assigned to CID

B. Allied Law Enforcement

1. Most Part (1) One Offenses will be reported by and investigated by the primary law enforcement agency within the jurisdiction of the offense.
2. Upon the conclusion of the incident it is imperative both DGS-MCP and the allied agency have a clear understanding of the delegation of authority, reporting responsibilities, and investigation responsibilities.

C. Daily Briefing

1. All Part (1) One Offenses committed on DGS-MCP secured property will appear on the first appropriate Daily Briefing.

D. Uniform Crime Reporting

1. All CAD/RMS reports will be generated and approved as expediently as possible to ensure inclusion in the appropriate Detachment monthly Uniform Crime Report.
2. It is imperative DGS-MCP and allied law enforcement are clear on the reporting of and investigation of all Part (1) One Offenses occurring on DGS-MCP secured property to prevent duplicate reporting to U.C.R.