



Office Of The Sheriff  
**Allegany County**  
Maryland

GENERAL ORDER NO: **3-700.00**

TO: All Patrol and Judicial Personnel

RE: **INVESTIGATIVE REPORTS**

PURPOSE: The purpose of this procedure is to provide guidance to Sheriff's Deputies to document incidents of a criminal or non-criminal nature.

EFFECTIVE DATE: 2013

REVISION DATE: 3/1/2016

**3-701.00** Whether an employee physically writes a report, or submits it by electronic means, the criteria governing the reporting process are identical; accuracy, completeness, and timeliness. It is the policy of the Allegany County Sheriff's Office that a report will be completed for every call occurring within the jurisdiction of the Allegany County Sheriff's Office when there is a citizen report of a crime or other complaint, citizen request for service when a deputy is dispatched, assigned to investigate, takes action later, makes an arrest or files an application for charges.

**3-702.00 General**

- .01 Reports shall be completed in a timely manner. All reports will be as thorough as possible and completed prior to the end of the reporting deputy's shift.
- .02 All reports for incidents involving the use of force (above presence and verbal commands), on view arrests, bodily injury, significant property damage, motor vehicle crashes with serious/fatal injuries or any incident that is contradictory to any General Order shall be completed immediately unless the reporting deputy is physically unable to do so.

- .03 If a deputy is unable to complete a report prior to the end of his/her shift, they must have a supervisor's approval to leave the report pending. Pending reports must be completed the following day. If a deputy is not scheduled to work the following day, all reports will be completed and approved prior to the deputy's departure that day, pending extreme circumstances.
- .04 Whenever possible, deputies should re-contact reporting parties in order to let them know the disposition of a particular complaint or request for service.

**3-703.00 Supervisory Responsibilities**

- .01 Supervisors are responsible for the accuracy and completeness of all reports.
- .02 Once a report is completed, the shift supervisor shall review and approve the report.
- .03 If the report needs corrections or further information added, it shall be referred back to the originating deputy and will not be approved until the necessary changes/additions are made.
- .04 Supervisors may also refer reports back to the originating deputy for additional investigative follow-up when necessary.
- .05 No additions or modifications will be made to original reports once they are approved by a supervisor.
- .06 To protect the integrity of submitted police reports, once a report has been approved by a supervisor, any corrections or subsequent additions must be reflected in a supplemental report.

**3-704.00 Reporting System**

- .01 The Allegany County Police Reporting System (ACPRS) is a multi-agency database that is shared among law enforcement agencies, prosecutors and to an extent, the public. Professional and complete report writing is not only a direct reflection of the author, but also reflects the professionalism of the Allegany County Sheriff's Office and law enforcement as a whole.

A. Face Sheet

1. The face sheet usually contains dispatch information and times. Deputies are responsible for completing the remaining information to include “Nature and Locations”, “Time and Officer Information” and any pertinent UCR tabs as well as ensuring that the dispatch information is correct i.e. addresses.

B Name File

1. The name file should be properly filled out to include all contacted persons (victim, field contacts, witness, suspect, arrest etc...) or businesses involved in the incident. Caution should be made to not duplicate previous entries and to ensure that all information is up to date when entering/changing contacts.
2. Every attempt should be made to photograph all arrested persons. The photograph will be loaded into the reporting system into the person’s name file. The “Live Scan” fingerprint station has this feature and may be utilized.
3. Photographs of persons may be uploaded in situations where a current or live photograph is not available, such as a missing person or runaway.

C. Narrative

1. The “Narrative” section of the incident report will be completed by the investigating deputy. Refer to section 3-702.00 of this order.
2. Narratives will include all pertinent information regarding the investigation or deputy involvement as learned by the deputy, or provided in statements by those contacted during the course of the investigation. Include the “Who, What, When, Where” and if possible “Why”.
3. The narrative should flow smoothly and follow a timeline.

4. A person with no knowledge of the incident should be able to read the report and be able to visualize a clear picture of the events as narrated by the investigator.
5. The narrating deputy should be identified in the report as well as the date, time and location of the incident. All other persons, events and information related to the incident should be introduced into the narrative as the deputy's timeline progresses.
6. Proper grammar and punctuation is imperative. "Spell Check" and proof-reading is strongly encouraged before submitting a final report. Slang terminology is not permissible unless notated as a direct quote. The use of "police lingo", 10-Codes and abbreviations should be avoided.
7. Personal opinions of the deputy are not permitted in an incident report unless the opinion in question was used as justification for an act taken i.e. a suspect's demeanor leading a deputy to "believe" that an action was necessary. Opinions should be used with care and thoroughly explained as to how/why the opinion was arrived at.

D. Property

1. All property that is recovered, seized, found or otherwise coming into possession of any deputy of the Allegany County Sheriff's Office during the course of the duties of the deputy shall be listed in the Property file of the incident report.
2. Reference General Order 5-000.00 for specifics of evidence recording, storage and disposition.

E. Additional Officers

1. In cases where more than one deputy is on scene, additional (supplemental) narratives may be written by the assisting deputies, depending on the severity of the incident and the involvement of the assisting units. Assisting deputies should be listed under the “Addl Officers” section.

F. Related Incidents

1. Incidents should be linked to any known associated investigation involving the deputy’s report. Example: A CDS or DUI arrest spawning out of a traffic stop would generate an additional report number for the CDS or DUI in addition to the original traffic stop. The incident may be one event but additional report numbers would be created and linked with each other.
2. Similar events or multiple arrests for the same incident do not result in additional reports. Example: An underage alcohol party may result in multiple charges of possession of alcohol but would be captured under one incident report, with each person listed in the name file. However, if a separate class of offense spawns out of the incident (one person is found to be in possession of suspected CDS) then a new report would be generated to capture the CDS violation.

G. PC Files

1. All digital photographs and electronic materials of evidentiary or investigatory value will be attached to the incident report.
2. When possible, any hand written or hard copy documents including statements, completed court forms, driver’s licenses, ACRS etc... should be scanned into the reporting system and attached to the report.

4. Some documents that are incorporated into the reporting program may automatically save into the PC File. The PC File “save” feature should not be relied on and all originals and copies of PC File material should be kept in the master case files at the Allegany County Sheriff’s Office or forwarded to the proper personnel or agency see Section 3-706.03 of this Order.

**3-705.00 Special Documentation**

- .01 Certain types of calls may require additional or situation specific documentation.
  - A. Reference General Order Section 4: Specific Nature-Calls for Service.

**3-706.00 Arrest Files**

- .01 Arrest files shall be created for all criminal arrests and DUI/DWI offenses, including cases that an application for charges are filed or a criminal citation is issued.
- .02 All supporting documentation shall be included in the arrest file, including but not limited to copies of: applications for charges, statement of charges, probable cause statements, written statements, traffic citation copies, DR-15, DR-15A, lethality screening, property forms etc...
- .03 It is the investigating deputy’s responsibility to ensure that **original** forms that are forwarded or filed separately i.e. MAARS, tow logs, evidence/property forms, lethality screening forms etc... are appropriately filed with the deputy or staff member responsible for maintaining these records.
- .04 It is the individual deputy’s responsibility to prepare the copies to be submitted to the supervisor responsible for creating arrest files, and that the documents are submitted in a timely manner.
- .05 A copy of the arrest file shall be provided to the deputy and the original maintained at the ACSO. Copies of files for felony cases and DUI/DWI shall be sent to the District Court State’s Attorney Office.

By Order Of:

Craig A. Robertson, Sheriff