

Bowie Police Department - General Orders



TITLE: UNIFORM CRIME REPORTING (UCR)	NUMBER: 218
EFFECTIVE DATE: 7/4/11	REVIEW DATE:
<input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDS <input type="checkbox"/> RESCINDS	DATE:

AUTHORITY Chief John K. Nesky	ACCREDITATIONS STANDARDS CALEA STANDARDS: 82.1.4	TOTAL PAGES 2
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I. POLICY

The Bowie Police Department will contribute the accurate and appropriate classification of Part I and Part II Event Reports to the State of Maryland and the Federal Bureau of Investigation (FBI).

II. REPORTING CRITERIA AND PROCEDURES

A. Completion of Reports

1. To ensure that information is collected for UCR purposes, Officers will complete and submit the appropriate report in accordance with the PGPD Report Manual and the incident classification and coding system.
2. A report is required for all Part I and serious Part II offenses that an Officer verifies.
3. Officers will clear calls-for-service, and classify their written reports using the most accurate clearance code.

B. Review of Reports

1. The On Duty supervisor will review all reports to ensure that:
 - a. The reports are classified with the appropriate UCR classification.
 - b. The contents of the reports are legible so that accurate statistical information can be extracted from them for UCR submission.
 - c. The narrative contents of the reports are well-written, clear and unambiguous as to meaning.

C. Information Submission to UCR

1. Officers shall submit the original copy of reports to Bowie Police Records Division.
2. The Bowie Police Department will submit all UCR information directly to the Maryland State Police Uniform Crime Reporting Section on the appropriate UCR Form(s) on a monthly basis no later than the 7th day of the month following the month in which the crime(s) were reported.
3. The agency copies of the monthly UCR Reports will be filed with the appropriate, corresponding monthly report.