

**Lower Providence Township Police Department  
Eagleville, Pennsylvania**

<b>General Order</b> <input checked="" type="checkbox"/>		<b>ORDER NUMBER</b>
<b>Special Order</b> <input type="checkbox"/>		
<b>Personnel Order</b> <input type="checkbox"/>		<b>301</b>
<b>Subject</b> <b>Field Reporting and Management</b>		
<b>Date of Issue</b> <b>January 29, 2020</b>	<b>Effective Date</b> <b>January 29, 2020</b>	<b>Expiration Date</b> <b>Until Amended or Rescinded</b>
<b>Issued by</b> <b>Michael Jackson, Chief of Police</b>		
<b>Amends</b>		<b>Rescinds</b> <b>All Previous Orders</b>
<b>Standard Number:</b> <b>3.4.1</b>		
<b>Distribution</b> <b>1. General Order Manuals</b> <b>2. Records Manual</b> <b>3. Reading Verification to all Personnel</b>		

**I. PURPOSE**

The purpose of this General Order is to provide a guide and format for all personnel dealing with Police Department reports, records and filing, and to ensure uniformity and completeness of reports and develop coordinated input and access of information compiled in the automated information center.

**II. POLICY**

It is the policy of this department that all personnel shall adhere to the directions and procedures for field reporting.

**III. REGULATION**

The Lower Providence Township Police Department uses computer generated report forms. The ALEIS reporting management system will be utilized for all police reports. If the computer system is not functioning paper reports will be used and the reports entered at a later time by personnel assigned by the Chief of Police.

**A. The reports that shall be completed include:**

1. Pennsylvania accident report forms and any required supplemental reports for all reportable accidents. Diagrams are required to be incorporated into the accident report form.
2. Pennsylvania accident report forms and any required supplemental reports for all non-reportable accidents. Diagrams are not required to be incorporated into the accident report form.
3. Incident or Investigation Reports that originate from a call for service whether generated by the Dispatch Center or initiated by police personnel that are criminal in nature, involve an arrest, are mandated by any General Order of this department, and/or require detailed memorization of the incident or event.
4. Pennsylvania Criminal Complaint and Affidavit of Probable Cause for prosecution of offenders and filing through the District Court for felony and misdemeanor charges.

5. Written Allegation and Affidavit of Probable Cause for felony and misdemeanor charges involving the referral of a juvenile to the Juvenile Court of Montgomery County.
  6. Pennsylvania traffic citations and non-traffic citations in or to initiate process in summary cases, as appropriate.
  7. Lower Providence Township Police Department Daily Log Sheet will be used to record all incoming calls to the Dispatch Center.
  8. All police personnel shall complete Lower Providence Township Police Department Daily Activity Sheets for each day of work unless specifically exempted by the Chief of Police. Personnel assigned to the Patrol Division shall complete a Patrol Daily Activity Sheet and personnel assigned to the Detective Division or Crime Prevention/Community Relations shall complete an activity sheet as designated for their particular assignment.
- B. The information required for reports will vary depending on the type of report.
1. It is the responsibility of the reporting officer to ensure that all required information on the particular report form is complete and accurate. The report shall be completed in its entirety, but at a minimum shall include:
    - a. Victim's name, Date of Birth, Age, Sex, Race, Ethnic Origin, addresses and phone numbers.
    - b. If known, suspect or offender's name, Date of Birth, Race, Sex, Age, Ethnic Origin, addresses and phone numbers, Social Security Number, physical description, as well as any other pertinent information as available.
    - c. Location of incident or crime, time of suspected occurrence, type of crime or incident being reported and appropriate coding for the event.
    - d. Property Report for any found property, evidence seized, losses or damage, type of loss or damage, dollar amount of loss or damage, and serial numbers and model numbers of items involved in the loss, if known. Notation of any CLEAN and/or NCIC entries, if applicable.
    - e. Vehicle Report for stolen, damaged, or associated vehicles involved in the incident.
    - f. Date and time call was received; initial investigating officer and assisting officer(s), zone of occurrence, dispatch time, arrival time and clearing time.
    - g. Call status, such as closed, open, cleared, or pending assignment for investigation. All Incident Reports requiring investigation or follow up by the Detective Division shall be stamped as such by the initial reporting officer, the Detective Sergeant or the Detective assuming the investigation.
    - h. Complainant/reporting person's name, addresses and telephone numbers. Witnesses' name, address and telephone numbers.
    - i. Any other information that is required, depending on the type of incident.
    - j. A detailed narrative based on the report writing principles of who, what, where, why, how and when.
- C. Accidents reports will be completed accurately and completely as required. All accident reports shall bear a number assigned by the ALEIS reporting management system.
1. Reportable accidents will be completed on a Pennsylvania State Accident Form in accordance with PennDOT Publication 153 and the Pennsylvania Vehicle Code, section 3746. All reportable accident reports shall include a diagram.
  2. Non-Reportable accidents will be completed on a Pennsylvania State Accident Form in accordance with PennDOT Publication 153. No diagram is required for non-reportable accidents.
- D. Criminal Complaints, Affidavits of Probable Cause, and Written Allegations shall be completed entirely and accurately using the currently approved and issued state form. Officers shall provide all requested information, if known.
- E. Procedures for Completing Reports.
1. All calls for service and activity shall be recorded in the ALEIS reporting management system and shall be accounted for on the Daily Activity Sheet of the assigned officer and any assisting officer. Events or calls for service that require an Incident Report to be prepared shall be assigned an Incident Number or Accident Number by the ALEIS reporting management system. Reports shall be completed, when practicable, by officers in the field through entry of the reports

into the records management system through the mobile data computers. Traffic and Non-traffic citation numbers are generated automatically by the reporting system upon entry of the citations into the system by the officers. Should the system be down hard copy citations are available.

2. All reports should be completed prior to the end of the officer's tour of duty, when possible. If a report cannot be completed, as much information as possible should be provided and the report shall be completed at the beginning of the next scheduled tour of duty.
3. Officers and supervisors shall verify the spelling of all names and addresses and shall spell check all report narratives.

F. Procedures for Submitting Field Reports

1. Officers are responsible for ensuring that reports that are prepared by them are saved in the ALEIS reporting management system.
2. All Incident Reports and Accident Reports shall be reviewed by the Sergeant or Corporal or OIC of that shift. Final approval of all reports will be the responsibility of the Lieutenant.
3. It shall be the responsibility of the Detective Sergeant to ensure that reports reflect the correct UCR/NIBRS coding for required reporting purposes. The Detective Sergeant shall also be responsible for ensuring that Incident Reports requiring follow up by the Detective Division are assigned for investigation in a timely manner.
4. A copy of a report requiring follow up action by another department within the Township, such as Code Enforcement, Animal Control, Public Works or the Fire Marshal shall be forwarded to the responsible department by the reporting officer and a notation shall be made in the narrative of the report indicating the date and time of the notification of the other department.
5. Reportable Accident Reports shall be submitted to the Pennsylvania Department of Transportation by the supervisor approving the Reportable Accident Report.
6. All records and reports shall be maintained as mandated by the Municipal Records Manual with such retention extended at the discretion of the Chief of Police.

*Michael Jackson*

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Chief of Police