

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

<b>General Order</b> <input checked="" type="checkbox"/> <b>Special Order</b> <input type="checkbox"/> <b>Personnel Order</b> <input type="checkbox"/>		<b>ORDER NUMBER</b>  <b>1112</b>
<b>Subject</b> <b>Uniform Crime Reports</b>		
<b>Date of Issue</b> <b>February 4, 2020</b>	<b>Effective Date</b> <b>February 4, 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Until Amended or Rescinded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>Standard Number:</b> <b>4.12.1</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:**

According to the Uniform Crime Reporting Acts (20P.S. 20.101, 20.301 – 20.305 and 20.501 – 20.509) and (Act of 2004-180 (S.B(668), 301), as applicable, all law enforcement agencies in the Commonwealth of Pennsylvania are to report crime statistics to the Pennsylvania State Police . It is the desire of the Lower Providence Township Police Department to establish policies and regulations to implement this requirement.

**II. Policy**

It shall be the policy of the Lower Providence Township Police Department to comply with the requirements of the Uniform Crime Reporting Acts by submitting the required crime statistics to the Pennsylvania State Police in a timely and complete manner.

**.III. Procedure:**

**A. Responsibility**

1. It shall be the responsibility of the Detective Sergeant, or his designee, to compile and submit in a timely, efficient and accurate manner, that data and information required for acceptable completion of the Uniform Crime Report.
2. The Uniform Crime Report is required to be submitted to the Pennsylvania State Police on a monthly or annual basis as required by statute.
3. Generally, the Detective Sergeant, or his designee, shall submit the Uniform Crime Report to the Pennsylvania State Police on a monthly basis. If the Uniform Crime Report is not

submitted on a monthly basis, the Detective Sergeant shall notify the Lieutenant and the Chief of Police of the delay in the submission and the anticipated date of submission.

4. If the submission of the Uniform Crime Report will be delayed beyond a two-month period, the Detective Sergeant will be responsible for making alternative provisions for the submission of the required information.

B. Methodology

1. The Detective Sergeant, or his designee, shall develop and implement a procedure to ensure an accurate accounting of data required for submission.
2. Any supporting documents or data developed in preparing the Uniform Crime Report shall be maintained by the Detective Sergeant.
3. The Uniform Crime Report shall be submitted to the Pennsylvania State Police electronically through the Uniform Crime Report portal of the Pennsylvania State Police website or in a manner otherwise prescribed by that agency for submission.

C. Annual Report

1. Each year, the Detective Sergeant shall prepare a summary report for submission to the Chief of Police identifying the number and class of offenses, the total number of Part I offenses, the total number of Part I offenses cleared, the Part I clearance rate, the total number of Part II offenses, the total number of Part II offenses cleared, the Part II clearance rate, the total value of property stolen, and the total value of property recovered.

*Michael Jackson*

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Chief of Police