

FREDERICK POLICE DEPARTMENT GENERAL ORDER

Section 1: Communications and Reports **Order Number:** 155
Topic: REQUIRED INCIDENT PAPERWORK **Issued by:** Chief of Police
Approved: 09/27/18
Review: Annually in June by Operational Services Bureau Commander
Supersedes: G.O. 155 dated 10/01/13

.01 PURPOSE:

To establish the criteria for required incident paperwork

.02 CROSS-REF:

G.O. [150 - Incident Reports](#)
CALEA STANDARDS: 1.2.5, 82.2.1, 82.2.2
Form PD-015, [Certified Driving Record Request](#)
Form OSB-160, [Juvenile Arrest Record Cell Check Form](#)
Form CID-019 Strangulation Form

.03 DISCUSSION:

The production of quality reports documenting incidents calls for consistency in reporting. This order will establish a standard in the types of reports used to document incidents.

.04 POLICY:

It is the policy of the Frederick Police Department to produce police reports documenting incidents that are consistent in nature.

.05 DEFINITIONS:

INCIDENT REPORT - The Departmental report generated in I/Leads consisting of various "modules" to include but not be limited to: People, Vehicles, Property, etc.

.10 GENERAL INFORMATION:

1. Additional forms, documents, printouts, and reports will be completed for each of these categories as circumstances of the incident or the investigation warrant, or as required by the writer or other members in his chain of command. (Examples could include: drug lab forms, towing forms, lab forms, search and seizure warrants, additional incident reports, Use of Force Reports etc.)
2. An asterisk (*), which is displayed next to any of the documents listed below, indicates that this form may be substituted by one of the reports listed in **.25 INCIDENT REPORT** under G.O. 150, "Incident Reports", when circumstances warrant it.
3. A double asterisk (**), which is displayed next to any of the documents listed below, indicates that this is additional paperwork that is frequently completed for that category, but is not necessarily required minimum paperwork unless circumstances warrant it.

.15 ADULT CRIMINAL ARREST:

1. The following documents will be completed for each Adult Criminal Arrest:
 - A. Central Booking Information Sheet
 - B. Statement of Charges
 - C. Statement of Probable Cause
 - D. Incident Report

- E. Copies of any Driving Record and Wanted Check Printouts **
 - F. Juvenile Arrest Record / Cell Check Form (OSB-160) **
 - G. Property Record Forms **
 - H. Motor Vehicle Citations **
 - I. Miranda and Johnson Rights Forms **
 - J. Criminal Debrief Form
 - K. Witness Summons Forms **
 - L. Frederick County Domestic Violence Report **
 - M. Lethality Screen **
 - N. Premise History **
 - O. Medical Release ** (If injured, TASER'd, or suspected of ingesting dangerous substances)
2. Appropriate arrest paperwork will be married to any paperwork generated by Central Booking before submission to the Records Section.

.20 ADULT MOTOR VEHICLE ARREST OTHER THAN DRIVING WHILE INTOXICATED:

1. The following documents will be completed for each Adult Motor Vehicle Arrest other than those arrests for Driving While Intoxicated:
- A. Central Booking Information Sheet (If transported to Central Booking)
 - B. Incident Report
 - C. Motor Vehicle Citation(s) (for handwritten citations)
 - D. Copies of any Driving Record, Vehicle Registration, and Wanted Check Printouts **
 - E. Statement of Probable Cause ** (This document is completed if the arrestee is taken to Central Booking)
 - F. Vehicle Towing/Storage Information Sheet **
 - G. Miranda and Johnson Rights Forms **
 - H. Property Record Forms **
 - I. District Court of Maryland Notice to Appear ** (This document is given to the arrestee if released from headquarters)
 - J. Criminal Debrief Form
 - K. Witness Summons Forms **
 - L. Medical Release ** (If injured, TASER'd, or suspected of ingesting dangerous substances)
 - M. Certified Driving Record Request (PD-015)
2. Upon receipt of the Certified Driving Record, the officer will place the case number on the document and submit to records for inclusion in the case file.

.25 ADULT DRIVING WHILE INTOXICATED ARREST:

- The following documents will be completed for each Adult Driving While Intoxicated Arrest:
- A. Central Booking Information Sheet (If transported to Central Booking)
 - B. DWI Arrest Data Information Form
 - C. DR-15 Advice of Rights Form
 - D. DR-15A Form ** Complete this form if the arrestee:
 - (1) refuses to submit to a chemical test for alcohol;
 - (2) has a test result indicating a breath/blood alcohol content of 0.10 or higher; or,
 - (3) refuses to provide a blood sample for the Drug Recognition Expert.
 - E. MSP-33 Alcohol Results Form ** (This form is completed if a BAC chemical test is administered by an officer)
 - F. DR-103 Violation of Alcohol Restriction Form ** (This form is completed if the result of the BAC test is 0.02 or greater and less than 0.10, and the driver's license has an

- G. alcohol restriction)
- G. DR-102 Commercial Motor Vehicle Form ** (This form is completed if the result of the BAC test is 0.04 to 0.09, and the subject was operating a commercial motor vehicle)
- H. Motor Vehicle Citation(s) (for handwritten citations)
- I. Statement of Probable Cause ** (This document is completed if the arrestee is taken to Central Booking)
- J. Incident Report Including Narrative ** (Incident report narrative is completed if the arrestee is released from headquarters)
- K. Release Form for Alcohol/CDS Motor Vehicle Offenses ** (This form is completed if the arrestee is released from headquarters)
- L. Copies of any Driving Record, Vehicle Registration, and Wanted Check Printouts
- M. Miranda and Johnson Rights Forms **
- N. District Court of Maryland Notice to Appear ** (This document is given to the arrestee if released from headquarters)
- O. Vehicle Towing/Storage Information Sheet ** (This document is completed and submitted to the Duty Desk if the operator of the vehicle is not the owner.)
- P. Property Record Forms **
- Q. PBT Results Form **
- R. Criminal Debrief Form
- S. Witness Summons Forms **
- T. Medical Release ** (If injured, TASER'd, suspected of ingesting dangerous substances, or having a BAC high enough that it warrants medical attention)
- U. Juvenile Arrest Record / Cell Check Form (OSB-160)

.30 ADULT ARREST: CRIMINAL CITATION ISSUANCE:

The following documents will be included in the paperwork generated from an adult arrest where a criminal citation was issued in lieu of a custodial arrest:

- A. Incident report
- B. Criminal citation complete with witness information
- C. Digital photograph, downloaded to the DIMS system
- D. Copies of wanted printouts
- E. Miranda Rights form**

.35 CENTRAL BOOKING PAPERWORK:

The following documents will be included in the paperwork generated from Central Booking as appropriate for the type of arrest:

- A. Central Booking Information Sheet
- B. Digital Photograph Prints
- C. Offender Arrest Information Report
- D. Offender Booking Information Report
- E. Offender Identification Information Report
- F. Statement of Charges **
- G. Statement of Probable Cause **
- H. Arrest or Bench Warrant **

.40 NON-CUSTODIAL/ STATUS OFFENDER JUVENILE ARREST:

The following documents will be completed for each Non-Custodial or Status Offender Juvenile Arrest:

- A. Arrest Records
- B. Incident Report
- C. Copies of any Driving Record and Wanted Check Printouts**
- D. Property Record Forms **

- E. Miranda Rights Form **
- F. State of Maryland/Frederick Police Missing Persons Report **
- G. DJJ Detention/Shelter Paperwork **
- H. Witness Summons Forms **
- I. Juvenile Arrest Record / Cell Check Form (OSB-160) (Necessary only if the juvenile is transported and held at a FPD building. All Juveniles held, whether in or out of a detention cell, will have a form completed)

.45 CUSTODIAL JUVENILE ARREST- CRIMINAL/MOTOR VEHICLE OTHER THAN DWI:

The following documents will be completed for each Custodial Juvenile Criminal/Motor Vehicle Arrest Other Than Driving While Intoxicated:

- A. Arrest Records
- B. Incident Report
- C. Live Scan fingerprint
- D. Mug Shot Photographs (2)
- E. Copies of any Driving Record and Wanted Check Printouts
- F. Property Record Forms **
- G. Miranda Rights Form **
- H. Juvenile Arrest Record / Cell Check Form (OSB-160) (Necessary for the listing of charges and documentation if the juvenile is transported and held at a FPD building. All Juveniles held, whether in or out of a detention cell, will have a form completed)
- I. DJJ Detention/Shelter Paperwork **
- J. Criminal Debrief Form
- K. Witness Summons Forms **
- L. Medical Release ** (If injured, TASER'd, or suspected of ingesting dangerous substances)

.50 CUSTODIAL JUVENILE ARREST- DRIVING WHILE INTOXICATED:

The following documents will be completed for each Custodial Juvenile Driving While Intoxicated Arrest:

- A. Arrest Records
- B. Incident Reports
- C. Mug Shot Photographs (2)
- D. DWI Arrest Data Information Form
- E. DR-15 Advice of Rights Form
- F. DR-15A Form ** Complete this form if the arrestee:
 - 1. refuses to submit to a chemical test for alcohol;
 - 2. has a test result indicating a breath/blood alcohol content of 0.10 or higher;
 - or,
 - 3. refuses to provide a blood sample for the Drug Recognition Expert.
- G. MSP-33 Alcohol Results Form ** (This form is completed if a BAC chemical test is administered by an officer)
- H. DR-103 Violation of Alcohol Restriction Form ** (This form is completed if the result of the BAC test is 0.02 or greater and less than 0.10)
- I. DR-102 Commercial Motor Vehicle Form ** (This form is completed if the result of the BAC test is 0.04 to 0.09, and the operator was driving a commercial motor vehicle)
- J. Copies of any Driving Record, Vehicle Registration, and Wanted Check Printouts **
- K. Miranda Rights Form **
- L. Vehicle Towing/Storage Information Sheet **
- M. Property Record Forms **
- N. Juvenile Arrest Record / Cell Check Form (OSB-160) (Necessary only if the juvenile is transported and held at a FPD building. All Juveniles held, whether in or out of a

- detention cell, will have a form completed) **
- O. PBT Results Form **
- P. Criminal Debrief Form
- Q. Witness Summons Forms
- R. Medical Release ** (If injured, TASER'd, suspected of ingesting dangerous substances, or having a BAC high enough that it warrants medical attention)

.55 CRIMINAL SUMMONS:

The following documents will be completed for the service of each Criminal Summons:

- A. Criminal Summons (each copy)
- B. Incident Report Supplement (refer to [G.O. 150, "Incident Reports"](#), section **.25 INCIDENT REPORT.**)
- C. Copies of any Driving Record and Wanted Check Printouts **
- D. Criminal Debrief Form

.60 ARREST OR BENCH WARRANT:

1. The following documents will be completed for the service of each Arrest or Bench Warrant:

- A. Central Booking Information Sheet
- B. Arrest or Bench Warrant (each copy)
- C. Incident Report Supplement(refer to [G.O. 150, "Incident Reports"](#), section **.25 INCIDENT REPORT.**)
- 2. Copies of any Driving Record, Wanted Check, and NCIC/MILES Removal Printouts**
- 3. Criminal Debrief Form
- 4. Appropriate arrest paperwork will be married to any paperwork generated by Central Booking before submission to the Records Section.

.65 MOTOR VEHICLE COLLISION INVESTIGATION:

The following documents will be completed for each Motor Vehicle Collision handled:

- A. State of Maryland Motor Vehicle Accident Report, E-Tix report, or FPD Form #137
- B. Copies of any Driving Records, Vehicle Registrations, and Wanted Check Printouts**
- C. Incident Report **

.70 CRIME AGAINST PERSON:

The following documents will be completed for each verified Crime Against Person Incident:

- A. Incident Report
- B.. Copies of any Wanted Check Printouts **
- C. Miranda Rights Form **
- D. Application for Statement of Charges **
- E. Frederick County Domestic Violence Report
- F. FPD Strangulation Form **

.75 CRIME AGAINST PROPERTY:

The following documents will be completed for each verified Crime Against Property Incident:

- A. Incident Report
- B. Copies of any Wanted Check Printouts **
- C. NCIC/MILES Entry **
- D. Miranda Rights Form **
- E. Property Record Forms **
- F. Application for Statement of Charges **

.80 MISSING PERSON:

The following documents will be completed for each verified Missing Person Incident:

- A. State of Maryland Missing Persons Report

- B. Incident Report
- C. Missing Person Additional Identifiers Form **
- D. NCIC/MILES Entry/Removal **
- E. Copies of any Wanted Check Printouts **

.85 FOUND PROPERTY:

The following documents will be completed for each verified Found Property Incident:

- A. Incident Report
- B. Property Record Form
- C. Copies of Wanted Check Printouts **

.90 DOMESTIC COMPLAINT:

The following documents will be completed for a non-arrestable domestic incident:

- A. Frederick County Domestic Violence Report
- B. Lethality Screen
- C. Premise History Report **
- D. Incident Report Supplement
- E. FPD Strangulation Form **

.95 HOUSE CHECK:

The following documents will be completed for each House Check Request:

- A. Entry on the Daily Bulletin