Bowie State University Police Department

General Order

Subject: Records | Number: 45

Effective Date: June 25, 1997 | Rescinds: *

Approved: Capt. S. Biscoe

This article contains the following sections:

45.1 Policy

45.2 Reports and Records

45.3 Criminal Activity Reports

45.4 Non-Criminal Activity

45.5 Court Reports and Records

45.1 Policy

45.1.1 All members whose duties require them to maintain police records shall do so in accordance with the provisions of law and the established procedures of the department.

45.1.2 No member or other persons shall have access to or make a transcript of police records, except where permitted by established procedures or unless so directed by the Assistant Director.

45.1.3 No member shall remove any official book, document, or file contained at Headquarters, belonging to BSUPD, without authority from the Assistant Director or under due process of law.

45.1.4 All members writing reports shall utilize the BSUPD Report Writing Manual as a guide.

45.2 Reports and Records

45.2.1 All required reports and records are the official files of the BSUPD.

a. Official files are those which accurately document the functions and responsibilities of the department.

b. The BSUPD utilizes department forms, and forms issued and controlled by the District Court of Prince George's County and the Maryland State Police.

c. The department utilizes criminal records information systems in compliance
with State law and operating procedures of the Maryland State Police.

45.2.2 Each incident initiated or received will be assigned a complaint control number and the applicable field report will be completed. The purpose of this procedures is to ensure that a record is made of every complaint and that necessary police action is taken in each case.

45.2.3 The reporting officer's superior will review and approve all reports before the end of the shift.

45.2.4 Incidents will be reported on one or more of the following forms:

A. Incident Report (IR)
B. Special Report
C. Arrest Report
D. Accident Report (MAARS)
E. Form 95 (Internal Report)
F. Special Events Report

45.2.5 In many instances, combinations of offenses will be present in the same incident. When this occurs, the offense considered the most serious takes precedence in the selection of the report form to be used. Only one form should be used in a multiple crime case.

45.2.6 All reports must be accurate, brief, and concise and should include facts, not opinions. Reports should contain enough details to back up and clarify the facts and must include who, what, where, when, why, and how.

45.2.7 Every assignment must be recorded in order to protect the department and the officer handling the investigation from unwarranted accusations that improper or inadequate police action was taken.

45.3 Incident Reports


a. Crime Against Person involves a crime(s) of violence such as homicide, assault, rape, or other sex offense (except prostitution), including all attempts to commit any of these crimes. This report is designed to record an officer's preliminary investigation.

b. Crimes Against Property involves a crime(s) such as burglary, theft, embezzlement, forgery, and other related crimes that involve taking or depriving someone of property which is not on their person at the time of the taking.
c. Miscellaneous Incidents are incidents such as false fire alarms, sick or injured persons, fight, and other non-criminal activities.

45.3.2 Special Report

The BSUPD Special Report is used for missing persons and/or deaths.

45.3.3 Arrest Report

Police officers effecting an arrest shall submit a properly completed Arrest Report and the Preliminary Investigative Report prior to the end of his/her shift.

a. An Arrest Report shall be prepared for each arrest and a separate arrest number is required for each charge.

b. The required report(s) shall be submitted to the Shift Commander.

c. The Shift Commander shall submit all three (3) copies of the Arrest Report to Staff Review where the white copy will be retained, and the remaining copies shall be forwarded as follows:

   (1) The canary copy to the arresting officer; and

   (2) The pink copy to the Read-out Clipboard.

   (3) The gold copy will be filed with records.

45.3.4 Accident Report (MAARS)

The MAARS Report is used to report any motor vehicle accidents including fatal injury, injury, hit and run. Description of accident to include the object damaged and nature of damage (any property other than vehicle), and name and address of owner, where applicable, etc.

45.3.4 Form 95 (Internal Report)

The Form 95 will be utilized for internal police purposes, only, i.e., submitting suggestions, requesting leave, personnel record keeping, etc.

45.3.6 Special Events Report\After Action Report

This report will be submitted to record any problems that may have occurred during a special event which occurred on campus. An Incident Report will be completed, if necessary, to report any criminal or non-criminal activity which took place.45.3.7 Arrest Log (Adult)
a. The adult Arrest Log shall be maintained by the Police Communications Officer.
b. The arresting officer shall provide the requested information to the Police Communications Officer.
c. Each charge shall be assigned an arrest number preceded by the year by the Police Communications Officer.
d. The Arrest Log shall reflect the following information for the arrested person:
   (1) The name of the arrested person,
   (2) The arrested person's date of birth,
   (3) The arrested person's address,
   (4) The charge(s),
   (5) The name of the arresting officer,
   (6) The date, time and location of the arrest, and
   (7) The complaint number.

45.3.8 Juvenile Custody Report

a. A Juvenile Custody Report shall be filed when a juvenile is taken into police custody.
b. The Juvenile Custody Report shall be accompanied by an appropriate field report.
c. It shall be distributed as follows:
   (1) White copy - Staff Review,
   (2) Yellow copy - arresting officer,
   (3) Pink copy - parent, guardian, or custodian,

45.3.9 Juvenile Custody Log

a. The Juvenile Custody Log shall be maintained by the Police Communications Officer.
b. The arresting officer shall furnish information for the log to the Police Communications Officer.

c. Each incident shall be assigned a custody number prefixed by year.

d. The log shall reflect the:

   (1) Name of the person taken into custody,
   (2) Date of birth,
   (3) address,
   (4) Charge(s),
   (5) Arresting officer,
   (6) Date,
   (7) Time,
   (8) Location of arrest, and
   (9) Complaint number.

45.3.10 **Hand Gun Search Report (Maryland State Police Form 97)**

a. Every member who conducts a search and seizure pursuant to this section shall within twenty-four hours after such search and seizure:

   (1) File a written report describing the search or seizure and the circumstances on a form prescribed by the Maryland State Secretary of Public Safety and Correctional Services.

   (2) Such report shall include the name of the person searched.

   (3) A copy of all such reports shall be sent to the Superintendent of the Maryland State Police.

b. The member conducting the search and seizure shall:

   (1) Prepare MSP Form 87 (dated 7-85) prior to the end of the his/her shift;

   (2) Obtain a time and complaint number from the Police Communications Officer and record the complaint number in the appropriate section of the report; and

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(3) Forward the report to his/her immediate supervisor.

c. The Shift Commander shall review the report for accuracy, completeness, and probable cause. He/she shall sign and forward the report to Staff Review with the appropriate reports when required.

d. Staff Review shall edit the report and forward a copy to the Maryland State Police within 24 hours.

45.4 Internal Administrative Reports - Form 095

45.4.1 BSUPD Form 095

a. Form 095 shall be used for all administrative reports, to include, but not limited, to the following:

(1) Problems affecting the police force,

(2) Suggestions,

(3) Supply request, and

(4) Pay requests or other administrative actions in absence of specified forms.

(5) Other

b. All Forms 095 shall be submitted through channels for review, approval, and/or disapproval, as may be appropriate.

(1) All blocks/spaces shall be completed as required, in particular, signatures, approval/disapproval, and date spaces.

(2) Each level of command shall indicate approval/disapproval to ensure that the next higher level supervisor can expedite processing of the report.

c. Forms 095 shall be used only within the department and no courtesy copies shall be released, unless specifically authorized.

d. Comments may be made on the original Form 095, if appropriate, and clearly identified by the reviewing authority. Incomplete or inaccurate reports shall be returned to the sender by the first reviewing authority, with reasons for such action stated on the form.

45.4.2 Daily Activity Report

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a. All police officers, with the exception of administrative personnel, up to and including the rank of sergeant, are required to submit a completed Daily Activity Report at the end of each tour-of-duty.

b. Each member required to submit a Daily Activity Report shall account for all activities during his/her assigned tour-of-duty.

(1) Members shall document separately all assists, incident reports, criminal apprehensions, field observations, Maryland citations, traffic and parking citations, garage checks, random patrols of assigned posts, and any periods of time out of service.

(2) Under no circumstances shall members submit Daily Activity Reports noting only the post assigned to them during their tour of duty.

45.4.3 Control Room Log

a. The Control Room Log shall be maintained by the Police Communications Officer.

b. A complaint/control number shall be assigned to calls requiring police services.

c. Entries in the log shall contain:

(1) Complaint number,

(2) Date,

(3) Time of call,

(4) Location,

(5) Time officer(s) arrived on the scene of the call,

(6) Complainant's name,

(7) Nature of the complaint,

(8) Name of the officer(s) assigned to the call,

(9) Disposition,

(10) Time officer(s) cleared the assignment, and

(11) Initials of the Police Communications Officer.
45.4.4 BSUPD Accident Report - MAARS Report

a. The MAARS shall be prepared as required, to report a vehicular accident occurring on Bowie State University property, when one of the following conditions exist:

(1) The accident results in personal injury;

(2) The accident involves a State vehicle; or

(3) The accident results in property damage and the involved parties do not agree to settle the property damage between themselves.

b. It is not necessary to prepare a MAARS Report when reporting a vehicular accident occurring on Bowie State University property if:

(1) The accident results in no personal injury, the involved parties agree to settle all damages, and the operator(s) waive police services; or

(2) The accident results in no property damage and no personal injury.

45.4.5 BSUPD Vehicle Inspection Report

The Vehicle Inspection Report shall be completed in its entirety whenever a member is assigned to operate a BSUPD vehicle. The form shall be turned in at the end of his/her tour of duty.

45.5 Court Reports and Records
45.5.1 Statement of Charges - Form DC/CR2

a. Form DC/CR2 shall be prepared by the arresting officer whenever there is an arrest.

(1) The DC/CR2 is a numbered form and it is imperative that strict accountability of the issue sequence be maintained.

(2) The Staff Review Section shall maintain the forms and ensure that a sufficient supply is available to the Shift Supervisors.

(3) The Statement of Charges and a Statement of Charges Log shall be secured in the Shift Supervisor's property locker.

b. The Shift Supervisor shall ensure that the member prepares a draft copy of the Statement of Charges before issuing the member the numbered form.

c. The Shift Supervisor shall review the draft for completeness, accuracy, and neatness, and issue the numbered form only after the draft is acceptable to
him/her.

d. A Shift Supervisor is the only individual authorized to void a DC/CR2 numbered form. If it is necessary to void a DC/CR2, the Shift Supervisor shall:

(1) Print the word "Void" across the narrative part of the form;

(2) Submit a Form 95 to the Assistant Director explaining the reason he/she is requesting the document to be voided; and

(3) Make a void notation in the remarks column of the log.

45.5.2 Witness Summons for Warrantless Arrest (District Court Form)

a. In order to ensure the accuracy and completeness of witness information, the utilization of a uniform Request for Witness Summons Form for all warrantless arrests has been established between the District Court of Maryland, Prince George's County Division, and the Prince George's County Police Department. The BSUPD shall also comply with this procedure.

b. It is the policy of the BSUPD to ensure, subsequent to warrantless arrests, all necessary witness information is promptly and accurately recorded in order that there will be no delay in defendant proceedings.

c. Upon completion of the Witness Summons Form, the member shall surrender the proper form to the Police Personnel.

45.5.3 Confidentiality of Criminal History Record Information

As specified in the Maryland Criminal Justice Information System Law (Article 27, Section 742-755), criminal history record information may not be released to the public under the following provisions:

a. When data is contained in intelligence or investigatory files or police work product, such records are used solely for police investigation purposes;

b. Juvenile cases, unless jurisdiction is waived by the Juvenile Court;

c. Data pertaining to violations of traffic laws of the state of any other local ordinances, State, or local regulations, unless the data concerning the point system established by the Motor Vehicle Administration is in accordance with provisions of Title 16 of the Transportation article; and

d. Pre-sentence investigation or other reports prepared by a probation department for use in a court in the exercise of criminal jurisdiction.

45.5.4 Right of Inspection

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a. A person may inspect criminal history record information maintained by a criminal justice agency concerning him/her. A person's attorney may inspect such information, if he/she satisfactorily establishes his/her identity and presents a written authorization from his/her client.

b. Nothing in this section requires a criminal justice agency to make a copy of any information or allows a person to remove any document for the purpose of making a copy of it. A person having the right of inspection may make notes of the information.

45.5.5 Maryland Information Law Enforcement Systems (MILES)

The Maryland Information Law Enforcement Systems (MILES) can be utilized to obtain records and information on a state-wide level, utilizing information compiled by Maryland law enforcement agencies.

a. It is the policy of the BSUPD that information provided by MILES shall be for legitimate law enforcement purposes only, and is restricted to those persons responsible for the administration of justice.

   (1) Information from MILES shall not be given to persons outside of the field of law enforcement.

   (2) Members initiating requests through MILES for information shall be held strictly accountable for the proper use and disposition of the information obtained.

b. Members requesting information from MILES by police radio shall take reasonable precautions to prevent unauthorized persons from overhearing this information.

c. Members making inquiries or receiving information on department terminals shall take extraordinary precautions to ensure that this information is not observable to unauthorized persons.

d. No member shall provide or cause to be provided to any unauthorized person the various codes used to make MILES inquiries.

e. Unless otherwise instructed, when a computer printout is no longer needed, the member who requested the printout shall be responsible for its destruction.

f. All personnel authorized to access the MILES terminal shall be jointly responsible for the security of MILES terminals within the department and shall not permit unauthorized persons access to these devises.

g. Operators shall be responsible for ensuring that no information concerning the various MILES inquiry codes is left in view of accessible to unauthorized persons.
h. If you leave the Control Room for any reason and you are logged on, you must log off before leaving the room.

45.5.6 Criminal Justice Information Systems (CJIS)

a. The Criminal Justice Information Systems (CJIS) can be utilized to obtain information on a nationwide basis, utilizing the National Crime Information Center (NCIC) and the Federal Bureau of Investigation's Fingerprint Index and Criminal History Records.

b. CJIS also has the capability of sending messages and requesting information from other states.

*Issuance of this new Article 45, 7/1/97 rescinds previous Article 45.