
	GAITHERSBURG POLICE DEPARTMENT		
	Uniform Crime Reporting Activities		
	GENERAL ORDER	108.3	
Effective Date	03/16/2015		
Authorized by:	Mark P. Sroka CHIEF OF POLICE	SIGNATURE	DATE

I. DEPARTMENT POLICY

The Department will contribute information to the State of Maryland and the F.B.I., via the Montgomery County Police Records repository, for Uniform Crime Reporting (UCR) statistics through the accurate completion and appropriate classification of Event Reports.

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 incident clearance card.
2. A report is required for:
 - *All Part I and serious Part II offenses that an officer verifies;*
 - *Pediatric injury calls, if there is any doubt about the circumstances of the incident. It may be the first and only opportunity to identify abuse or neglect situations.*
 - *Anytime an officer responds to a call at the residence of a registered sex offender. A report shall be written, regardless of the circumstances.*
3. A report is discretionary for those non-serious Part II offenses that have an asterisk next to them on the incident Clearance Card.
4. The MCP Telephone Reporting Section (TRS) is available to handle certain types of reports that have no suspect information or evidence to be collected. Officers will write reports for these offenses when the TRS is not available. TRS eligible reports may include:
 - *Lost or stolen registration plates.*

5. Officers will clear calls for service, and classify their written reports, using the most accurate clearance listed on the Clearance Card.
 - *To ensure accurate reporting, officers should make a diligent effort to closely examine the Clearance Card to find a more appropriate classification than 2991.*

B. Review of Reports

1. Upon completion, reports will be forwarded to the appropriate supervisor for review and approval. Supervisory review shall ensure that:
 - *Reports are classified with correct and appropriate UCR classifications; and*
 - *Report content is accurate, to facilitate extraction of statistical information for UCR submission.*

C. Information Submission to UCR

1. The submitted and approved information will be sent to MCP Records for analysis and a copy of the statistical report submitted to UCR by MCP will be sent to the Crime Analyst.