

3.4.1 Uniform Field Reporting System

I. POLICY

The records department of the Johnstown Police Department serves as the departments central records components. Centralization of records reduces duplication of work, promotes the smooth transfer and recording of information increasing overall department efficiency. The records department comes under the direct supervision of the Captain of Police.

II. PURPOSE

This general order will establish procedures for the field reporting, management, review and distribution of all complaints and incidents handled by officers of the Johnstown Police Department.

III. PROCEDURES

A. Record Components

1. Any call for service, criminal complaint, non-criminal report, accident, public service request and any other type of activity requiring documentation received through the dispatch center along with any officer initiated activity, that fall within these categories shall be done on the Johnstown Police Department Computerized Records System [CRS].
2. Reports that shall be completed include, but not limited to:
 - a. Police complaint report for all calls for service of a minor nature, public service calls and other non-criminal complaints.
 - b. Police incident report for calls for service that are criminal in nature, involve an arrest and/or require more detail; ex: DOA call.
 - c. Pennsylvania criminal complaint and affidavit of probable cause for prosecution of offenders and filing through a District Judge for felony and misdemeanor charges.
 - d. Juvenile petition and related paperwork for felony and misdemeanor charges against a juvenile.
 - e. Pennsylvania accident report and necessary supplemental reports for all reportable accidents.
 - f. Non-reportable accidents not meeting state reporting standards will be done in the CRS.
 - g. All traffic stops where a citation will be issued, an arrest made or a written warning given.

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3. The information required for field reports will vary depending on the type of report. In all cases an incident number will be assigned to every call and placed into the CRS.
 - a. Reports of a minor nature, non-criminal activity and public service require a completed complaint report. The complaint reports will at a minimum include:
 - i. Complainant's name, date of birth, address and phone number or "anonymous male/female" if the complainant refuses to provide the information.
 - ii. Date and time call was received, initial investigating officer, assisting officers, ward and zone of occurrence.
 - iii. Dispatch time, arrival time and clearing time of the officer[s].
 - iv. Address or location of incident, time of suspected occurrence and type of incident.
 - v. A narrative of the complaint and/or information provide, along with the action taken to satisfy the complaint.
 - b. The information required for criminal reports, arrest reports and incidents requiring more detail, will vary depending on the type of report.
 - i. Victim's name, date of birth, age, race, sex, address of victim and phone number.
 - ii. If known, suspects name, date of birth, race, sex, address, social security number, physical description as well as any other information available.
 - iii. Crime location, time of suspected occurrence, type of crime or incident being reported.
 - iv. Any found property, evidence seized, losses or damage, type of loss or damage, dollar amount of loss or damage, serial and model numbers of items involved in the loss, if known. Notation of an NCIC entry, if applicable.
 - v. Stolen vehicle damaged or associated vehicles involved in the incident.
 - vi. Date and time call was received, initial investigating officer and assisting officer[s], zone and ward of occurrence, dispatch time, arrival time and clearing time.
 - vii. Call status, such as closed, open, cleared or unfounded.
 - viii. Complainant's name, address and phone number.
 - ix. Witnesses' name, address and phone number.
 - x. A detailed narrative.
 - xi. Interviews and/or statements.

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- c. Accident reports will be completed accurately and completely as required. All accident reports shall bear an incident number that is calculated by the CRS and a reference number assigned by the records clerk.
 - i. Reportable accidents will be completed on the computer generated Pennsylvania State accident form, in accordance with Penn Dot Publication 153 and the PA Vehicle Code, section 3746.
 - ii. Non-reportable accidents requested to be investigated, shall be completed in the department's incident reports.
 - 1. The local report will be filled out completely, with all requested information.
 - 2. If the involved parties do not request an investigation, the officer will notify the dispatcher of the registrations involved, so they may be recorded in the complaint report.
- d. Criminal complaints, affidavit of probable cause, and juvenile petitions shall be filled out accurately and completely using the current forms provided in the CRS. Officers shall provide all requested information, if known.

B. Procedures for completing a report for the departments Computerized Records System [CRS].

- 1. All calls for services received will be documented by the dispatcher. The officer will create a complaint and the CRS will assign an incident number for all calls for service initiated by an officer. The records clerk will assign the incident with a reference number.
- 2. Officers will provide all required information for the complaint being investigated.
- 3. The accident report should be completed in the CRS.
- 4. 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 provide. The officer will note when the report is expected to be completed.
- 5. Officers should verify spelling of all names and addresses and spell check all report narratives.
- 6. The officer's supervisor will review and approve all complaints, accidents and incidents for the shift.
- 7. The records department will begin the process of data entry into the department CRS. The records section will be responsible for the following:
 - a. Review of the information and submission for UCR and final placement into the CRS.

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- b. Entry of all information compiled from reports to a year-end report and other reports as may be required by the Chief of Police.
- c. Distribution of reports as needed.
- d. Completion and submission of fingerprint cards to PSP and FBI.
- e. Submission of accident reports as required.
- f. The records section shall keep all reports and forms as mandated by the Municipal Records Act 428 of the General Assembly of the Commonwealth of Pennsylvania 1/1968; amended 10/1980.
- g. The juvenile records will be maintained and utilized as promulgated by the Juvenile Act; Title 42 Section 6308[c] and Sections 50-335, both entitled Law Enforcement Records.

Effective Date:

Date: March 16, 2007

By Order Of:

Craig Foust
Chief Of Police