


HAVERFORD TOWNSHIP POLICE DEPARTMENT OPERATIONS MANUAL		
Issue Date February 2021	Review Date February 2022	Directive Number 3.4.1
Accreditation Index: 3.4.1		Rescinds: Directive 3.4.1 of November 2019
Chapter: Three – Staff Support Responsibilities	Section: Four – Field Reporting & Management	
Chief of Police: <i>John F. Viola</i>		

SUBJECT: RECORDS MANAGEMENT AND FIELD REPORTING

I. PURPOSE

The purpose of this directive is to establish procedures for field reporting, records management and review of all incidents handled by officers of the Haverford Township Police Department.

II. POLICY

It shall be the policy of the Department that all personnel comply with the provisions of this directive to ensure accurate and timely records management and field reporting.

III. PROCEDURES

A. Any call for service, criminal complaint, non-criminal report, vehicle crash, or any other type of activity requiring documentation as a result of a call for service through the Delaware County Communications Center, along with any officer initiated activities that fall within these categories shall be documented in the records management system (Metro ALERT).
(PLEAC 3.4.1 a)

B. Reports that shall be completed include:

1. Police incident reports completed by officers for all calls for service and required officer initiated activity. This shall include the preparation of supplemental reports to the initial report as may be necessary. Crashes have specific forms to complete.
 - a) Pennsylvania state crash report form AA500 for all state reportable vehicle crashes.

- b) Pennsylvania state crash report form AA 45 for all non-reportable vehicle crashes.
2. A Pennsylvania criminal complaint and affidavit of probable cause for prosecution of offenders and filing through a District Justice for felony and misdemeanor charges. This shall include the preparation of the hardcopy Detainee Intake Form for detainees in custody.
3. A juvenile petition and related paperwork for felony and misdemeanor charges against a juvenile. This shall also include the hardcopy of the Detainee Intake Report for juvenile detainees in custody.
(PLEAC 3.4.1 b)

C. Officer Responsibilities

1. The information required to complete the various reports will vary depending upon the type of report. It is the officer's responsibility to provide all the necessary information; review the report for completeness and accuracy; and submit the report(s) to their supervisor for review and approval. All reports shall be completed as fully as possible. The minimum information shall include the following:
 - a) Incident reports shall be completed using the electronic Metro ALERT records management system located either in the police vehicle or on a computer located in the police station. The following information should be incorporated in the report:
 - (1) All pertinent information from the initial call for service, or initial officer activity reported.
 - (2) Complainant's name, address and phone number(s)
 - (3) Victim's name, DOB, age, race, sex, ethnic origin, address and phone number(s).
 - (4) If known, suspect's name, DOB, age, race, sex, ethnic origin, OLN, address, social security number, physical description, as well as any other pertinent information.
 - (5) Location of the crime or location of the incident; time of occurrence, if known; type of incident or crime being reported.
 - (6) Complete the property screen for any found property, stolen property, or evidence seized, to include serial and model numbers of items. Include in the narrative a description of the damaged, lost or stolen property to include estimate of cost of the property.

- (7) Complete the vehicle screen for stolen, damaged or associated vehicles involved in the incident.
 - (8) Witnesses' names, addresses and phone numbers.
 - (9) Any other required screens in the Alert program depending upon the type of incident.
 - (10) A detailed narrative describing the incident or crime, the action taken by the officers at the scene, and detailed information on suspects or other pertinent information about the incident.
 - (11) Insure that the incident report has the proper UCR coding.
 - (12) Submit the finished report to the supervisor for review and approval.
- b) Vehicle crash reports shall be completed accurately and completely using the electronic ALERT records management system.
- (1) Reportable crash reports will be completed using Pennsylvania state crash report form AA500. This form shall be completed in accordance with Penn Dot Publication 153 and Pennsylvania Vehicle Code Section 3746.
 - (a) A diagram detailing how the accident occurred shall be completed.
 - (b) In the event of a fatal, serious injury or police vehicle crash a diagram shall be completed.
 - (i) Generally this will be completed by officers of the Special Operations Unit or in the case of a police vehicle crash by the on-duty supervisor.
 - (2) Non-reportable crash reports shall be completed using Pennsylvania state crash report form AA45.
 - (a) A diagram detailing how the accident occurred is not required.
 - (b) In the event of a police vehicle crash a diagram may be prepared by officers of the Special Operations Unit.
 - (c) In the event that parties to the crash do not request a police report, an incident report shall be completed indicating that the parties requested no report. The officer should obtain a description of the involved vehicles,

the names of the involved drivers and the registration information on the vehicles.

- c) Criminal complaints, affidavit of probable cause and juvenile petitions shall be completed accurately and completely using the current state forms. Officers shall provide all requested information, if known.
- d) Detainee Intake Forms shall be completed for all arrestees, Juvenile and Adult.
- e) Detainee Intake Forms shall also be completed for all Juveniles taken into custody for status offenses and released with or without charges.

(PLEAC 3.4.1 c, d)

D. Procedures for submitting reports

1. All reports completed shall be reviewed and approved by the officer's supervisor prior to submission into the records management system.
2. Supervisors are to review all reports completed by their personnel for accuracy, completion of required information, proper UCR coding, and factual content. Factual content in the report should justify the UCR coding of the report and/or be supported by probable cause for the offenses charged on a criminal complaint or juvenile petition.
3. Reports requiring review include all of the following:
 - a) Incident reports
 - b) Vehicle crash reports
 - c) Criminal complaints and/or, juvenile petitions.
 - d) Detainee intake forms.
4. Supervisors shall disapprove and return to the submitting officer any reports not meeting the supervisors' approval. Officers shall make all necessary changes and/or additions to the report as soon as possible and resubmit the report to the supervisor for review.
5. After review and approval of an incident report, the supervisor shall determine if the report should be referred to another unit, division, or person for follow up investigation. This referral shall be completed by checking the appropriate block in the referral section of the report form.
 - a) Referrals are to be made for follow-up investigations, not as an FYI. It is the responsibility of all officers to review incident reports.

(PLEAC 3.4.1 e)

E. Records Maintenance and Distribution

1. The Records Office shall be responsible for the filing, retrieval, retention, and dissemination of all reports to the appropriate units, divisions or other township departments as needed.
2. The Records Unit shall be responsible for providing all copies of police report requests received by the Department from the public, other outside agencies, and insurance companies.
 - a) Only authorized members of the department shall release reports or documents from this department.
3. The Records Unit shall provide all necessary information to the preparer of the monthly UCR report as may be needed.
4. The Records Unit shall retain all reports and forms in conformance with the Municipal Records Manual. The Chief of Police may extend the time period for the retention of records.
5. The Records Unit, in conjunction with the Detective Division, shall be responsible for complying with all Court Orders for the expungement of criminal records.

BY ORDER OF THE CHIEF OF POLICE