



COTTAGE CITY POLICE DEPARTMENT

GENERAL ORDER

SUBJECT: **UNIFORM CRIME REPORTING (UCR)**

NEW REVISED RESCINDS

APPROVED: *GM*
GEORGIA MILTENBERGER
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

I. POLICY

The Cottage City Police Department will contribute the accurate and appropriate classification of Part I and Part II Event Reports to the State of Maryland and the F.B.I.

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 PGPD Report Manual and the incident classification and coding system.
2. A report is required for all Part I and serious Part II offenses that an officer verifies.
3. A report is discretionary for non-serious minor or miscellaneous offenses.
4. Officers will clear calls-for-service, and classify their written reports using the most accurate clearance listed on the incident clearance card.

B. Review of Reports

1. The supervisor will review all reports to ensure that:
 - a. The reports are classified with a correct and appropriate UCR classification.

b. The contents of the reports are legible so that accurate statistical information can be extracted from them for UCR submission.

c. Information Submission to UCR

1. The original copy of reports that officers submit will be sent to the PGPD Records Division.
2. The Cottage City Police Department will submit all UCR information directly to the Maryland State Police Uniform Crime Reporting Section on the appropriate UCR Form(s) on a monthly basis no later than the 7TH day of the month following the month in which the crime(s) were reported.
3. The agency copies of the monthly UCR Reports will be filed with the appropriate, corresponding monthly report.