

GENERAL ORDERS
CHAPTER 303
RECORDS

Effective date: 11/19/19

Revision date: 10/17/19

Rescinds: GO 303.3 (3/21/02)

Accreditation Standards: 61.2.1, 82.2.1, 82.2.2, 82.2.3, 82.2.4

INCIDENT REPORTING
G.O. 303.3

I. PURPOSE

The purpose of this policy is to establish an efficient, uniform system for the recording of information relating to the operational responsibilities of the Maui Police Department.

II. POLICY

It is the policy of the Maui Police Department to operate a comprehensive, incident based reporting system to document criminal activity and other incidents.

III. DEFINITION

INCIDENT REPORTING: All incidents reported to, initiated or discovered by Department personnel will be documented by means of a written report or computerized record. Each incident will be assigned a separate and unique number by the Computer-Aided Dispatch system (CAD).

IV. INCIDENT REPORT NUMBERING SYSTEM

A. Unique Call ID numbers for each call for service described below are automatically generated from CAD. The numbers are issued in chronological order beginning at 0001 hours, on January 1st of each calendar year, and are preceded by the current two digit number for year and two digit number for month; i.e., YYMM000001, YYMM000002, etc. A Call ID number is assigned for:

1. Criminal and non-criminal complaints,
2. Incidents resulting in an officer being dispatched or assigned,
3. Criminal and non-criminal cases initiated by employees, and
4. Incidents involving arrests, citations and warrants.

B. Unique case report numbers are assigned through CAD in incidents listed below. The numbers are issued in chronological order beginning at 0001 hours, on January 1st of

each calendar year, and are preceded by the current year two digit number designator; i.e., 19-000001, 19-000002, etc. Each case report number and Call ID number are cross-indexed in CAD and I/LEADS to connect data entered into the CAD event and the I/LEADS case report. A case report number is assigned by CAD or requested by an employee for incidents to include:

1. When a citizen reports a crime,
2. When a citizen files a complaint,
3. Whenever an officer is dispatched to an incident that requires a written report,
4. Self-initiated criminal and non-criminal cases, and
5. Incidents involving arrests, citations, or warrants.

V. REPORT WRITING

- A. Reports will be completed and submitted for approval at the end of an officer's shift, unless prior approval is obtained from a supervisor.
- B. The Officer is responsible for the accuracy and completeness of their reports to include updating historical data; i.e., locations, addresses, telephones numbers, etc.
- C. The Officer will enter the data in the appropriate I/LEADS module. The entry of the data will be in accordance with the I/LEADS Manual.
- D. If I/LEADS is not available because the officer does not have access or the system is not operational, reporting by way of paper forms (non-computer generated reporting) is acceptable.
- E. The Officer is responsible for providing the case status and disposition in the Incident Module.
- F. If duplicate records for names, businesses or vehicles are found in the system the employee shall send a notification through the I/LEADS Organizer to the Role Duplicate Name ID for correction.
 1. Records Section personnel shall be responsible for merging duplicate name records and making other corrections forwarded to the Duplicate Name ID Role in I/LEADS.

VI. SUPERVISORY RESPONSIBILITIES

- A. Supervisors are responsible for reviewing and approving/rejecting reports from officers under their supervision. Sergeants are responsible for reviewing and approving their own

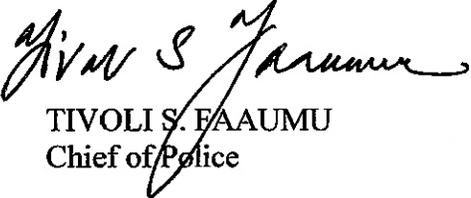
reports.

- B. Supervisors will periodically query I/LEADS to ensure officers under their command have no unapproved/incomplete reports in the system.
- C. Supervisors will verify that the case status in the Incident Module is accurate.

VII. RECORDS SECTION RESPONSIBILITIES

- A. Records and Identification Section personnel are responsible for reviewing approved reports to ensure the data is compliant with National Incident Based Reporting System (NIBRS) and the I/LEADS Manual.
 - 1. The Records and Identification Section will provide second and third level approval for all reports written by supervisors.
- B. Approved and Locked Records

Once records have been approved by the Records Section, changes and corrections must be documented by a supplemental report. This will help ensure the integrity of the record and prevent inaccurate reports from being disseminated outside the Department.


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Chief of Police