

# Field Reporting & Management

**Index Code: 2201**

**Effective Date: 9/15/12 (Revised 2/15/2018)**

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## **I. Purpose**

The purpose of this directive is to set guidelines for when an offense report will be written, and what information should be included in the offense report. This directive also establishes a comprehensive reporting system.

## **II. Policy**

It is the policy of the Office of the Sheriff that a formal police report is required for each of the crimes listed in this directive. Due to the nature of law enforcement activities, and the unique nature of various incidents, this directive does not eliminate the need to submit a report for incidents occurring that are not included in this directive. The information below serves as minimum requirements for the submission of reports.

## **III. Uniform Crime Reporting Program**

The Uniform Crime Reporting (UCR) Program collects and reports crime offense data for the United States. The Office of the Sheriff participates in the Maryland UCR program

## **IV. Part I Crimes**

All verified Part I crimes investigated by this office require an offense report and are defined for UCR purposes as indicated below.

### **A. Homicides**

#### **1. Criminal Homicide**

Criminal Homicide is the willful (non-negligent) killing of one human being by another. As a general rule, any death due to injuries received in a fight, argument, quarrel, assault, or commission of a crime is counted as a homicide. Assaults with intent to murder, and attempted murders, are classified as aggravated assaults until the victim dies.

#### **2. Criminal Homicide (Manslaughter by Negligence)**

Criminal Homicide (Manslaughter by negligence) is the killing of another person through gross negligence. Not included in this category are deaths of persons due to their own negligence; accidental deaths not resulting

from gross negligence and traffic fatalities.

### **B. Forcible Rape**

Forcible Rape is the carnal knowledge of a person forcibly and against their will.

### **C. Robbery**

Robbery is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat or threat of force or violence and/or by putting the victim in fear.

### **D. Aggravated Assault**

Aggravated Assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. All assaults by one person upon another with the intent to kill, maim, or inflict severe bodily injury are aggravated assaults. Aggravated assault can include:

1. Attempts to kill or murder
2. Poisoning
3. Assault with a dangerous or deadly weapon
4. Maiming or mayhem
5. Assault with explosives
6. All attempts to commit the foregoing offenses

Aggravated assault is also considered when the following elements are present:

1. Serious injury such as broken bones, internal injuries, or any injury where attention beyond basic first aid is needed.
2. Use of a weapon, regardless of whether or not injury actually results.
3. Choking or any attempt to choke/strangle the victim, regardless of injury.

### **E. Burglary/Breaking & Entering**

Burglary/Breaking and Entering is the unlawful