



SUBJECT: Incident Reporting and Records

TO: Members of the Department

This Order establishes department policy and member responsibilities for the following:

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5.1 UNIFORM CRIME REPORTING AND INCIDENT REPORTING

5.1.1. GENERAL INFORMATION

- A. Michigan police agencies are required to submit statistical crime reports according to PA 319 of 1968 ([MCL 28.251 et seq.](#)).
- B. Enforcement members of the department are required to report all arrests made, investigations conducted, and activities performed, including all matters of criminal concern, activities involving law and order, unusual occurrences or conditions, reports of serious crimes, or incidents of a police nature. A portion of this information is reported to the Michigan Incident Crime Reporting (MICR) program through the Michigan State Police electronic incident reporting system.

5.1.2. RESOURCE BOOKS

The Michigan Incident Crime Reporting (MICR) Handbook, the eAICS (Automated Incident Capture System) Trooper, Dispatch and Administrator Guide, AICS Training Manual, and the Report Writing Handbook, prepared by this department shall be used when preparing original and supplemental incident reports.

5.1.3. ELECTRONIC INCIDENT REPORTING

A. Records Management System Report

The appropriate records management system shall be used to record information on all reportable incidents.

B. Other Reports

(1) Law Enforcement Officers Killed or Assaulted (LEOKA)

- a. LEOKA incidents shall be reported directly through the department's electronic incident reporting system for each incident involving death or injury of an enlisted department member.

- b. LEOKA Activity Type should be entered, i.e., activity which the law enforcement member was responding to (disturbance call, robbery in progress, etc.).
- c. Assignment Type must be entered indicating two officer vehicle, one officer vehicle alone, one officer vehicle assisted, etc.
- d. ORI Other Jurisdiction must be entered if the assaulted or killed law enforcement member is a member of another jurisdiction other than the originating agency.

(2) Alcohol/Drug Influence Report, UD-003

As stated in Official Order No. 53, unless required by the work site commander, members may choose whether or not to complete an Alcohol/Drug Influence Report, UD-003, when a person is arrested for the following offenses:

- a. Operating While Intoxicated
- b. Operating with any Presence of Illegal Drugs
- c. Per Se (Unlawful Blood Alcohol)
- d. Operating While Impaired
- e. Manslaughter (while under the influence of alcohol or drugs)
- f. Negligent Homicide (while under the influence of alcohol or drugs)
- g. Operating Under the Influence – Off Road or Recreational Vehicles

5.1.4. WHEN TO SUBMIT AN INCIDENT REPORT

A. Criminal Event (File classes 01000 to 78000, except 54003)

- (1) An investigating enforcement member shall complete a record in the electronic incident reporting system for every criminal event that is brought to the investigator's attention, unless that event has already been reported to another jurisdiction. In that instance, an assist report may be warranted if the work unit has been sufficiently involved. An incident report shall be completed whenever a member of the department takes a person into custody.
- (2) All criminal file classes shall be entered in the electronic incident reporting system as an on-line report.

B. Non-criminal Event (File classes 54003, 89001 to 99009)

- (1) An incident report shall be completed for each non-criminal incident for which a complaint number is taken.
- (2) An incident report shall be completed whenever a person is taken into custody, including protective custody.

C. Warrantless Vehicle Search without Consent

- (1) Except as provided in 5.1.4.C.(3) below, an enforcement member who conducts a warrantless search of a vehicle without consent shall complete an incident report or, if no evidence of a crime was located during the search, document the search on the

member's Field Services Bureau Automated Daily, UD-2X. At a minimum, the enforcement member shall document the following information:

- a. If a traffic stop was involved, the circumstances surrounding the traffic stop of the vehicle.
 - b. The circumstances that justified the warrantless search of the vehicle.
 - c. An indication of whether a canine team was utilized, and if so, the canine's name, handler's name, the name of their assigned police department, and any associated incident report number. If there was a positive indication by the canine, the type of indication (e.g., sit, bark, scratch).
 - d. Any allegations that the search resulted in damage to the vehicle.
- (2) Except as provided in 5.1.4.C.(3) below, an enforcement member who directs another individual to conduct a warrantless search of a vehicle without consent on the enforcement member's behalf shall complete an incident report or, if no evidence of a crime was located during the search, document the search on the member's Field Services Bureau Automated Daily, UD-2X. At a minimum, the enforcement member shall document the following information:
- a. If a traffic stop was involved, the circumstances surrounding the traffic stop of the vehicle.
 - b. The circumstances that justified the warrantless search of the vehicle.
 - c. An indication of whether a canine team was utilized, and if so, the canine's name, handler's name, the name of their assigned police department, and any associated incident report number. If there was a positive indication by the canine, the type of indication (e.g., sit, bark, scratch).
 - d. Any allegations that the search resulted in damage to the vehicle.
- (3) An enforcement member who conducts a search of a vehicle or an enforcement member who directs another individual to conduct a search of a vehicle shall complete an incident report if the vehicle is damaged during the course of the warrantless search. At a minimum, the enforcement member shall document the damage incurred, the action which caused the damage, and the reason for such action. The enforcement member shall also take digital photographs of the damage and upload the photographs to the department's Digital Crime Scene Repository in the manner prescribed in Official Order No. 56, Section 56.1.3 (Use and Carrying of Department Cameras and Media).
- (4) Enforcement members responsible for reviewing and approving a Field Services Bureau Automated Daily, UD-2X, shall perform the following duties, prior to approving a member's Field Services Bureau Automated Daily, UD-2X:
- a. Review all searches documented on the member's Field Services Bureau Automated Daily, UD-2X, to determine if the search was conducted in accordance with the law and department policy.
 - b. Notify the work site commander or his or her designee of any search that was not conducted in accordance with the law or department policy.

D. Assistance to Other Agency

An enforcement member who provides assistance to another work unit/law enforcement agency shall complete an incident report if the member is significantly involved in the investigation of a criminal or non-criminal event or when the member makes an arrest or recovers property. The assisting work unit shall complete the appropriate field in the electronic incident reporting system referring to the originating agency.

5.1.5. CORRECTING INCIDENT REPORTS

- A. Once a report has been submitted as complete by the investigating enforcement member and approved by a supervisory enforcement member, the information contained in the report shall not be changed or deleted unless authorization is received from the post or section commander.
- B. A supplementary report, however, may be submitted with corrected information without prior authorization. A paragraph header identifying the corrections shall be used; e.g., "Corrected Description of Vehicle."

5.1.6. INCIDENT REPORT SUBMISSION AND REVIEW

- A. The reporting enforcement member shall submit all original and supplemental incident reports for review upon their completion.
- B. The commander or designated supervisor shall review the screens and narrative report to ensure they are clear, complete, concise, accurate, factual, impartial, and legible, with correct spelling and grammar.
- C. The incident reports shall be compared with other documentation, such as the arrest reports and dailies, to ensure accuracy.
- D. All incident reports which do not meet the requirements listed in sections B and C above shall be rejected back to incident owner for correction.
- E. The reporting enforcement member shall correct substandard or inaccurate reports.
- F. All original incident reports which contain the file classes 01000–24003 (excluding all 23001-23007), shall be reviewed by the work site detective or the work site's designee after the supervisor approval for incident accuracy. This shall be completed electronically through the electronic incident reporting system for eAICS users.
- G. All incidents which have a status of 4-Inactive will be reviewed and documented. The documentation will be completed through the electronic incident reporting system for eAICS users.

5.1.7. SUPPLIES FOR OTHER AGENCIES

- A. [MCL 28.251 et seq.](#), mandates the department furnish local agencies with forms, access to the Michigan Criminal Justice Information Network, or the File Transfer Service to enable them to submit MICR statistics to the department and the Federal Bureau of Investigation (FBI).
- B. Agencies requesting supplies shall make their request by completing a Request for State Police Forms, ADM-031, and forwarding it to the address on the form.

5.1.8. DISTRIBUTION OF REPORT FORMS CHART

<u>EVENT</u>	<u>FORM NO.</u>	<u>MASTERFILE COPY</u>	<u>WORKFILE COPY</u>	<u>OTHER COPY</u>	<u>DIST. OF OTHER COPY</u>	<u>FILE CLASS</u>
INCIDENT						ALL
ELECTRONIC INCIDENT MANAGEMENT SYSTEM						ALL
CASE SUPERVISION	UD-074	YELLOW				ALL
	UD-074A	PINK				ALL
	UD-074B	GREEN				ALL
PROPERTY/ EVIDENCE: OPEN CASE	Electronic Incident Reporting System ON-LINE					ALL
SEARCH	UD-058	ORIGINAL	COPY	COPY	PERSON SEARCHED	ALL
CONSENT	UD-026	ORIGINAL	COPY	COPY	PERSON SEARCHED	ALL
STATEMENT	UD-073/073A	ORIGINAL	COPY	-	-	ALL
SEX MOTIVATED CRIME	DD-079			ORIGINAL	U.S. MAIL TO MICHIGAN INTELLIGENCE OPERATIONS CENTER (ATTN: DD-079 RECORDS)	VARIES
FORFEITURE: CONTROLLED SUB. OPEN CASE	CID-012	COPY	COPY	ORIGINAL	OWNER/ WORK PLACE FORFEITURE FILES	3500
	CID-013	ORIGINAL	COPY	COPY	FINANCIAL MANAGEMENT	
	CID-014	ORIGINAL	PINK	COPY	CLAIMANT/FINANCIAL MANAGEMENT	
FORFEITURE: CLOSED CASE	CID-015	COPY		ORIGINAL	FINANCIAL MANAGEMENT	
CHILD ABUSE/ NEGLECT	DHS-3200	COPY	COPY	ORIGINAL	COUNTY DHS	3800-1
LIQUOR LIC. VIOLATION	LC-600	COPY	COPY	ORIG/TO LCC	HEADQUARTERS	4100-1
OUIL/OUID	UD-003 (IF REQUIRED)	ORIGINAL	COPY			5400-2
	DI-177	ORIGINAL	COPY			
TRAFFIC CRASH	ELECTRONIC UD-10	COPY				9300-1

ABANDONED OWNER	TR-52	ORIGINAL		COPY	DEPT. OF STATE	9300-4
				COPY	OWNER/SECURED INTEREST	9300-4
VEH. OPEN CASE		COPY	COPY	ORIGINAL	VEHICLE OWNER	9300-4
				COPY	SECURED INTEREST	9300-4
CLOSED CASE	TR-52	COPY		ORIGINAL	OWNER	9300-4
ABANDONED SCRAP VEHICLE	TR-182	COPY		ORIGINAL	TOWING SERVICE	9300-4
MISSING PERSON (OPEN)	UD-003E (AFTER LEIN/NCIC ENTRY)	ORIGINAL	COPY			1000, 9100-1, 9900-3
	DENTAL RECORDS (AFTER LEIN/NCIC ENTRY)	ORIGINAL	COPY			
MISSING PERSON LOCATED	UD-003E	ORIGINAL	COPY			
IMPOUNDED VEHICLE	UD-091	ORIGINAL	COPY			VARIES
TRACE TELEPHONE NUMBER	UD-006	COPY	COPY	ORIGINAL	TELECOMMUNICATIONS COMPANY	VARIES

5.2 INCIDENT REPORTS: REPORTING REQUIREMENTS, FILING SYSTEM, SUPERVISION, AND STATUS

5.2.1. INCIDENT REPORTING

- A. Enforcement members shall submit an original incident report according to the following guidelines:
- (1) Original incident reports of 0900 to 1300-2 file classes shall be submitted within seven days of taking the original complaint.
 - (2) All other original incident reports shall be submitted within ten days of taking the original complaint.
 - (3) Work site commanders may implement stricter guidelines to accommodate local prosecutor or court requirements.
- B. Unless extenuating circumstances exist or alternate arrangements have been approved by their work site commander, enforcement members shall submit all incident reports due prior to leaving for scheduled leave.

- C. Work site commanders may require that enforcement members complete and submit incident reports immediately. Where a critical incident is involved, the work site commander may confer with the Office of Behavioral Science prior to requiring the immediate submission of an incident report.
- D. Original incident reports completed by enforcement members shall be reviewed in the electronic incident reporting system by a supervisory enforcement member within five days of the date submitted for review.
- E. Other than for legitimate law enforcement purposes, such as prosecution or cooperation in an ongoing investigation, enforcement members shall not give incident reports to persons outside the work unit (e.g., labor union representatives, private attorneys, or state agencies) for review.
- F. Once an incident report has been submitted and reviewed, dissemination of the incident report may be subject to release through the Freedom of Information Act (FOIA). If approved by their work site commander, enforcement members may release incident reports to law enforcement entities at the work site. If there is any question whether the incident report should be released, members shall contact the Office of the Director, Records Resource Section (RRS), for clarification.

5.2.2. RECORD KEEPING SYSTEM

A. Work Site Master File

- (1) The work site Master File shall be isolated from the general work/desk area.
- (2) A new file shall be opened on the first of January of each calendar year.
- (3) Document number one of a new calendar year shall be placed at the front of this file, with the incident number located on the right margin, turned to the top of the file. Subsequent documents shall be placed one behind the other in ascending incident number order.
- (4) Expanding manila folders shall be used to hold incident reports.
- (5) Only signed property receipt forms showing released or destroyed property such as a Property Receipt, UD-014B and/or an electronic incident reporting system generated property receipt and external documents relating to incident reports and investigations shall be placed in the Master File.
 - a. Signed property receipts shall be filed in sequential order with the external documents, rather than maintained in a separate sub-file.
 - b. External documents shall be marked with the post incident number on the side margin and filed sequentially by year.
 - c. Electronic incident reports need not be maintained in the Master File.
- (6) Documents held in the Master File may be stapled during the local retention period, but all staples shall be removed prior to forwarding the incident reports to the Records Resource Section (RRS) for scanning and long-term storage.

(7) Master File Retention of External Documents for the Current Year

External documents for the current year shall be integrated in the Master File by placing them directly behind other pages having the same incident number.

(8) Master File Retention of Supplemental Pages for Previous Years

a. Reports Retained Locally

Work sites shall retain the Master File copies for the current year plus two previous years. External documents shall be integrated into the Master File for the appropriate year, directly behind other pages having the same incident number.

b. Documents Retained by Records Resource Section (RRS)

External documents for all incident reports which are not retained locally shall be submitted directly to RRS.

(9) Retention Period for Master Files

The work site shall retain signed property receipts and external documents in the Master Files for the current and two previous years. After local retention has expired, the reports shall be forwarded to RRS for scanning as directed by RRS.

(10) Access to Master Files

a. The Master File shall be kept locked and isolated from the normal work/desk area.

b. Only the following persons shall be allowed to access the Master Files:

i. A work site commander or designee

ii. A bureau, district, or division commander or designee

iii. Personnel of the Office of the Director

iv. A person designated by the Director or a Deputy Director

B. Work File

The work copies of open and inactive incident reports plus a copy of all other related external forms shall be maintained at the work site. At the discretion of the work site commander, these reports shall be kept at the work/desk area. They shall be filed in ascending numerical order or in ascending primary file class order.

(1) Work File Retention of Open and Inactive Incident Reports

a. Reports of open and inactive investigations shall be maintained by primary file class in ascending order by either file class or numerical order.

b. When an initial report is prepared for an investigation that will remain open, the work copy shall be filed in ascending order by either file class or numerical order.

- c. As supplementary reports are received, they shall be attached to the initial report, which shall remain in the open file until the investigation is closed.
- d. Once all external documents relating to that report are placed in the Master File and all property is disposed of, the closed incident report may be shredded. Work sites shall not maintain a closed work file for incident reports.

This section does not prohibit work site commanders from establishing policy to retain certain closed reports for future reference such as traffic crash reports (9300-1).

- e. Reports concerning inactive investigations shall be filed separately from the other open report files.

(2) Work File Retention of Closed Incident Reports

- a. If the report is to remain closed, a supplemental report shall be generated in the electronic incident reporting system showing the report as closed.
- b. Incidents reflecting a status of LEIN validation shall be kept in the major case file.

(3) Work File Retention of Inactive Incident Reports

- a. If an investigation is to be reopened, a supplemental report shall be generated in the electronic incident reporting system reflecting that it has been reopened.
- b. If any external documents relating to a reopened report have been submitted to RRS for long term storage, the work site commander shall contact the Records Resource Section to obtain all the previously submitted documents. All external documents relating to the reopened report shall then be re-filed in the previous year open file.

(4) Access to Work File

- a. Work copies shall not be used to release any information other than closed Traffic Crash Reports, UD-010, except as required under the Freedom of Information Act.
- b. Work copies may only be taken from the work site if permitted by the work site commander's written policy, or as required by the Freedom of Information Act.

C. Property Reports

The Property Report/Receipt generated by the electronic incident reporting system shall be filed in the Master File.

5.2.3. CASE SUPERVISION

A. Purpose of Reviewing Incident Reports

Work site commanders shall utilize the electronic incident reporting system to review open incident reports at regular intervals to ensure that investigations are being actively pursued and that proper progress is being made. They shall also ensure that shift supervisors provide the necessary investigative guidance to enforcement members.

Original incident reports shall be reviewed by a supervisor within five days of submission.

B. Reviewing Responsibilities

(1) Work Site Level Responsibilities

a. Electronic Incident Book/Case Management

- i. Supervisory enforcement members shall use the electronic incident reporting system's electronic incident book or case management, to ensure that open incident reports are reviewed monthly.
- ii. The electronic incident book/case management search replaces the "Roller File" complaint review system. Through the incident book/case management, supervisors will identify "open" incidents in need of review by a given date range and/or file class. The incident book, unlike the Roller File, provides a complete listing of all active investigations, enables shift supervisors to ensure that all incident reports are accounted for in the open complaint file, and that those investigations are being actively pursued.

iii. Use of the Electronic Incident Book

- 1) Select "Open" for the status of complaints.
- 2) Select a date range (e.g., 01-01-2014 through 12-31-2014).
- 3) Select the incidents to be viewed by file class.
- 4) Select "Include Supps."
- 5) Select "Search."

iv. Supervisor Screens

1) Case Management Screen

Reviewers shall note the number of complaints awaiting review, as well as the date of the complaint.

2) In-Progress Screen

- a) Reviewers shall note the number of investigations that are in-progress, as well as the original date of each complaint. Supervisory enforcement members shall follow up with the investigating enforcement member on any complaints not submitted timely.
- b) A report appears in the In-Progress screen when a complaint number has been assigned and information has been entered, but the report has not been marked "Ready-for-Review" or "Submitted" by the investigator.

- b. Incidents with a file class less than 2500, excluding 23001-23007, and other significant incidents shall be reviewed/supervised within 20-days of origination by a post detective or post commander in the absence of a post detective. After the initial review by a supervisor, an incident report shall not remain open for more than 30-days between subsequent reviews.

All eAICS users will complete their detective reviews and approvals through the Detective Review screen within the Case Management segment.

- i. A record of these actions and comments or recommendations shall be made on the Case Supervision Sheet, UD-074.
- ii. Supplemental reports shall be reviewed within five days of submission by a supervisory enforcement member.
- iii. The remark "Reviewed" is not sufficient. Necessary action taken to bring the investigation to a successful conclusion shall be noted on the Case Supervision Sheet or on the electronic Incident Journal for all eAICS users.

(2) Assistant District Commander Responsibilities

Assistant district commanders shall use the electronic incident reporting system Incident Book to review reports to determine the competency of the investigations conducted and the completeness of the information submitted.

C. Duties of Supervisory Enforcement Members

Supervisory enforcement members of incident reports shall perform the following duties:

- (1) Determine if an investigation was handled and reports submitted in accordance with established policy.
- (2) Determine if an arrest was made or property was seized in accordance with the law and established policy.
- (3) Advise the work site commander of any investigation where there appears to be a need for Headquarters direction or guidance and reports of important events, serious crime, or unusual conditions.
- (4) Review the incident report for proper grammar, spelling, and file class within five days of submission.
- (5) Advise the appropriate work site commander if any investigation appears to merit consideration by the Board of Awards.
- (6) Case Supervision Sheets, UD-074 and UD-074A electronic Incident Journal shall be used for eAICS users.
 - a. Before filing an open incident report in the work file, the work site commander or their designee shall ensure that the report has been reviewed and a Case Supervision Sheet, UD-074, has been completed and attached to the front of the first work copy of the incident report. First entry on the electronic incident journal will show initial review of the incident report.
 - b. If the incident report involves open property, the UD-074A shall be used until the property has been disposed of.
 - c. The reviewing enforcement member shall make an entry on the Case Supervision Sheet, UD-074, indicating he or she has reviewed the report and shall note any errors or additional action to be taken.

- d. Additional non-statistical information such as court action or rechecks on the suspects or the complainants may be recorded on the Case Supervision Sheet rather than on a supplementary report. All incident journals entered within eAICS will merge to the next pulled supplement narrative under the heading of Journal.
- e. When an incident is declared inactive or closed, or when a supplementary report is prepared, all prior information pertaining to the investigation, excluding comments that are strictly supervisory and administrative, shall be reported on the Case Supervision Sheet under the paragraph heading "JOURNAL." All incident journals entered within eAICS will merge to the next pulled supplement narrative under the heading of Journal.

D. Supplementary Reports

- (1) A supplementary report shall be submitted on every open incident at least once every six months.
- (2) A supplementary report is not required on an inactive investigation until it is reactivated.
- (3) When the information has been included on a supplementary report and the incident remains open, the Case Supervision Sheet shall be discarded and replaced with a new sheet. All electronic incident journals entered will be available through an incident journal report.

5.2.4. STATUS OF INCIDENTS

A. Closing Criminal Investigations

- (1) It is preferable to keep unsolved incidents open, but when it is obvious to the work site commander that all possible investigative leads have been exhausted, an incident may be closed without an arrest or recovery of property.
 - a. Before closing an incident, the complainant/victim shall be re-contacted by the investigating enforcement member and advised the incident is being closed. A notation shall be included on the closing incident report indicating that this contact has been made.
 - b. Property held on an unsolved incident shall be disposed of in accordance with Official Order No. 62 prior to closing the incident.
 - c. Checks, confessions, drawings, recordings, and other written material or electronic media which are part of the work file and have not been included in the Master File shall be considered for inclusion in the Master File before closing an unsolved incident.
- (2) When a criminal incident is solved by the arrest of the perpetrator, the report may be closed by using the following guidelines:
 - a. Property Involved
 - i. Property held on an incident shall be disposed of in accordance with Official Order No. 62 prior to closing the incident.
 - 1) For misdemeanor cases, the work site commander and local prosecutor may establish a local property retention policy.

- 2) For felony cases, property shall remain open until expiration of the appeal period.
 - ii. Checks, confessions, drawings, recordings, and other written material or electronic media which are part of the work file and have not been included in the Master File shall be considered for inclusion in the Master File before closing the incident.
- b. Juvenile Offenders

Policy for handling juvenile offenders is found in Official Order No. 31. Information concerning the status of juvenile offenders shall be recorded in the "Person" segment of the electronic incident reporting system.
- c. Adult Offenders

Incident reports involving adult offenders may be closed when:

 - i. The offender has been arrested and the arrest properly recorded;
 - ii. The court has set a bond, but the offender has not been released; or,
 - iii. The offender has been arraigned, by either department personnel or the lodging facility; and,
 - iv. No further investigation is necessary and only court testimony remains.
 - v. When the suspect is lodged for OWI by enforcement members, and the lodging facility agrees to and regularly does arraign such prisoners, the work site commander may authorize such incident reports to be closed once the arrestee is lodged.
- d. In closing an incident report, a narrative description of the court which will adjudicate the case shall be included (e.g., "To be adjudicated by the 55th District Court," "To be prosecuted in Isabella County Circuit Court," etc.).

B. Placing an Investigation on Inactive Status

- (1) There are instances when an investigation has reached a point where nothing further can be accomplished until additional information is obtained. This type of incident may be placed on inactive status to distinguish it from those closed and those currently being investigated. Complaints with property being held at long term storage may also be placed on inactive status.
- (2) In instances where a warrant has been previously entered into the LEIN or National Crime Information Center (NCIC) system without an apprehension, commanders may place the incident on inactive status.
- (3) The following procedure shall be adhered to:
 - a. A work site commander or assistant commander shall provide authorization prior to a complaint being approved for inactive status. This authorization shall be documented in the electronic incident reporting system report. This can be achieved by the commander or assistant commander conducting the electronic review of the inactive supplemental report in the electronic incident reporting system or by providing a signature on a work copy of the supplemental report.

b. Incidents declared to be inactive shall be identified by attaching an Inactive Case Slip, UD-028, to the work copy of the report and by filing such inactive cases in the inactive work file.

(4) The work site commander shall cause each inactive report to be reviewed at least every six months. Such review shall be noted on the Case Supervision Sheet, UD-074 or UD-074A.

C. Reactivation of Inactive and Closed Incident Reports.

- (1) To reactivate an incident report that has been declared inactive, a supplementary report shall be submitted with the word "Reactivated" inserted as the first item under the "Nature of Incident" within the narrative of the report.
- (2) To reopen an incident report that has been closed, a supplementary report shall be submitted and the word "Reopened" inserted as the first item under the "Nature of Incident" within the narrative of the report. An incident report may be reopened and closed on the same supplementary report.
- (3) To reactivate inactive or closed incidents, place a "0" in the incident status block to indicate the report has been reopened and will remain open. A proper closing code shall be entered in the incident status block to reactivate and close an incident on the same supplementary report.
- (4) When the home post serves a bench warrant on a closed incident, a supplementary report shall be submitted. See Official Order No. 14 for the definition of "bench warrant."

D. Property/Warrants in LEIN/NCIC

(1) Property in LEIN/NCIC

Under certain circumstances, it is permissible to close reports that have property pending in LEIN/NCIC. These closures do not relieve work site commanders from their LEIN/NCIC validation responsibilities. To ensure the incident reports are available for the validation process, these procedures shall be followed:

- a. Incident reports involving stolen or missing vehicles, vehicle parts, license plates, boats, guns, or securities shall be entered in the LEIN/NCIC files, regardless of the dollar value of the property. The NCIC will accept these items even though the value of the property does not meet NCIC standards.
- b. Serial-numbered items are not subject to the LEIN validation process and are retained in LEIN for the current year, plus one. Other items, such as vehicles, boats, etc., are subject to the LEIN validation process and are maintained in the system for the current year, plus four. Guns are retained in NCIC until cancelled by the entering agency.
- c. Incident reports in LEIN/NCIC involving lost or stolen license plates or serialized articles (excluding guns) may be closed any time after the first monthly review at the discretion of the work site commander. The LEIN/NCIC entry shall not be canceled until the items are recovered.
- d. Incident reports that list property that is subject to the LEIN validation process shall remain open for a period of at least 30 days or until after the first monthly review. If after 30 days the property is still outstanding and investigative leads are

exhausted, the status of the report shall be coded in the electronic incident reporting system with a "1" indicating that the incident is open for: "LEIN Validation Only." However, the LEIN/NCIC entry shall not be canceled until property is recovered.

- e. Case review of these reports shall be made only at the time of validation.
- f. When the property is purged/canceled from LEIN/NCIC, the reports generated by the electronic incident reporting system shall be closed and shredded. A supplementary report is not required. The report status must be updated in the incident reporting system to reflect a status of closed.
- g. Supplementary reports shall only be required when property is recovered or a suspect is arrested.

(2) Warrants/Missing Persons in LEIN/NCIC

The incident report shall remain open or on inactive status until the LEIN/NCIC entry is removed from the system.

(3) Validation of Property and Warrants in LEIN/NCIC

Each work site with property/warrants entered in LEIN/NCIC shall validate their entries as prescribed in the LEIN Operations Manual.

E. Major Case File

- (1) To ensure the retention and availability of closed incident reports to which reference will be made in the future, work sites shall establish a major case file using the work copy of the incident report. The major case file shall be maintained as a sub file of the work file to ensure retention of closed reports that fall in the following categories:
 - a. When there is property entered in LEIN or NCIC and the entry must be validated, as indicated by status code "1" on the incident report.
 - b. At the work site commander's discretion, when there is an incident of continuing interest, such as a major homicide, to which reference may be necessary in the future.

(2) Case Supervision

The Major Case Supervision Sheet, UD-074B, shall be attached to the front of the work copy of the incident report to identify it as a closed major case. Incident reports in the major case file shall be case supervised as deemed necessary by the work site commander and as follows:

- a. When there is property in LEIN/NCIC, reports shall be case supervised according to the validation schedule.

(3) Supplementary Reports

A supplementary report is required when property is recovered, a suspect is arrested, or the work site commander requires such a report. Supplementary report copies shall be submitted in accordance with this Order.

(4) Final Disposition

- a. Reports shall be retained in the major case file until the final disposition of property or the expiration of the LEIN validation period.

Other reports shall be retained in the major case file at the discretion of the work site commander.

- b. Upon final disposition, these reports shall be filed in the closed file or discarded if the local retention period has expired.

5.3 DISPOSITION OF RECORDS

This section provides for disposition of records by department work sites. When more than one division is housed at the same location, each division shall maintain its own records. Work units below the division level located at the same location may establish a central filing procedure.

5.3.1. RETENTION SCHEDULE

Except as altered by special circumstances listed below, arrests, incidents, correspondence, reports, and necessary miscellaneous materials shall be retained according to the retention schedule.

Nothing prohibits work site commanders from retaining records for longer periods unless prohibited by statute or policy. Personnel records, however, shall only be retained by the Human Resources Division. They shall not be retained at the district, division, or local level.

If there is no date listed under the "SAB Approval Date" column on the retention schedule spreadsheet, then the retention schedule for those documents has not yet been approved by the State Administrative Board. When this occurs, the documents must not be destroyed and must be retained either indefinitely or until the retention schedule for those documents is approved. Questions pertaining to the retention schedule are handled by the Records Maintenance Officer in the Office of the Director.

5.3.2. STORAGE

Before external documents for incident reports are placed in storage or destroyed, they shall be reviewed to determine if the Master File is as complete as the Work File copy. Materials necessary to complete the Master File shall be taken from the Work File and placed in the Master File before the Master File is forwarded to RRS for scanning and long-term storage.

5.3.3. EXCEPTIONS TO RETENTION SCHEDULE

The commander of a headquarters bureau, division, or section may retain any type of record, except personnel records, for any reasonable length of time at the commander's discretion.

5.4 POLICY FOR ENTERING PROPERTY INTO THE ELECTRONIC INCIDENT REPORTING SYSTEM

This section establishes policy for the entry of property into the electronic incident reporting system Property Segment. The following guidelines describe how to use the Property Segment to track property from entry for property that is in possession and property that is not in possession, to final disposition.

5.4.1. PROPERTY SEGMENT

- A. Class type: Property being entered is classified through selecting the appropriate description. A class type must be selected for each item of property entered. The selected class type determines the screen used to fully describe the property. When property is classified it must be determined if the item has a serial or other identifying number or will require a LEIN/NCIC entry.
- (1) Property that has an identifying number or requires an entry into LEIN/NCIC shall not be classified as "Miscellaneous" or entered on the "Miscellaneous" screen.
 - (2) Property that has a serial or other identifying number but cannot be classified into one of the class types listed on the "Property Segment" main screen, shall be classified as "Other" and entered on the "Article" screen.
 - (3) The following class types do not require a LEIN/NCIC entry. Selection of these class types automatically brings the user to the "Miscellaneous" screen to describe the property being entered:
 - a. Alcohol
 - b. Consumable Goods
 - c. Drug/Narcotic Paraphernalia
 - d. Evidence
 - e. Ammunition
 - f. Weapon (Non-Firearm)
 - g. Checks
 - h. Cigarette
 - i. Miscellaneous
 - j. Crops
 - k. Fuel
 - (4) "Evidence" class type shall only be selected when the reason for entry is Manufactured/trace evidence (blood, latent lifts, plaster casts, and recordings (audio/video)). An item of property seized or recovered as evidence shall be classified within one of the other class types.
- B. Reason for entry: A reason for entry must be selected for each entry into the "Property Segment."
- (1) Wanted: Enter property into the electronic incident reporting system that is not in possession and is being sought because of its investigative value (missing person's vehicle).
 - (2) Observed/Not Seized: Enter property that is not in possession and is being entered because of its investigative value or for informational purposes (suspect's vehicle).

- (3) Stolen: Enter property reported as stolen that may or may not be in possession.
- (4) Counterfeited: Enter counterfeit property that may or may not be in possession (money, paintings, securities, etc.).
- (5) Burned: Enter property that may or may not be in possession and has been damaged by fire (primarily property that is involved in an arson investigation).
- (6) Destroyed/damaged/vandalized: Enter property which may or may not be in possession and has been destroyed, damaged, or vandalized (primarily used to track the value of damaged property in a malicious destruction of property investigation).

Note: In the "Value" field of the detailed property screen, enter the dollar value of the damage incurred to the property being entered.

- (7) Lost: Enter an item of property that has been lost (primarily used for department property: badges, guns).
 - (8) Seized: Enter seized property that is in possession.
 - (9) Found: Enter found property that is in possession.
 - (10) Recovered other juris: Enter recovered property that had been reported as stolen, lost, or wanted by another agency.
 - (11) Purchased evidence: Enter property that is in possession which has been purchased as evidence in a criminal investigation.
 - (12) Manufactured/trace evidence: Enter an item of manufactured or trace evidence that is in possession (latent lifts, plaster casts, blood samples).
- C. System Number: A sequential number shall be assigned to each item of property entered into the "Property Segment."

The computer assigns the sequential number after the required fields are completed within the property entry screen.

5.4.2. IN POSSESSION PROPERTY PROCEDURES

- A. Property taken into possession shall be entered into the "Property Segment."
- B. Detailed property screen (one of the nine screens available to describe property - article, vehicle, etc.): Each item of "Have Property" shall be described as accurately as possible by completing all applicable fields of information, including type, make, brand (manufacturer), serial number, model, etc.
 - (1) Class type selected on the "Property Segment" main screen, determines which of the nine detailed property screens shall be completed.
 - (2) The following fields of information shall be completed for each item of "Have Property" entered: quantity, type, value, recovered bin, date/time recovered, seizing enforcement member, and obtained from.

(3) Forfeiture of Property

The electronic incident reporting system "Property Segment Forfeiture" screen must be completed for all property seized in compliance with federal and state forfeiture statutes. The enforcement member shall complete the forfeiture screen.

- C. Description: Use the "Description" field to describe an item of property. This field is only required for items that use the miscellaneous screen. In some cases, it will be possible to completely and accurately describe an item of property by completing only the fields of information on the detailed screen.
- D. Bin: The "Bin" field shall be completed to indicate where an item of property is being stored. Each work site shall complete and maintain the bin table, which can be accessed from the Bin screen in the electronic incident reporting system. This table shall include all common storage locations such as: gun shelves, crime lab, wrecker yards, etc. All work sites shall include a common bin storage labeled Long Term Storage. All users when entering a "Have Property" item, must complete the bin field and assign it a temporary bin location.
- E. Unless specific circumstances dictate otherwise, it is not necessary to enter the money by serial number and/or issue date information. In most instances, the class type of "Money" shall be selected. This brings the user to the Securities screen.
- (1) The number "1" shall be entered in the "Quantity" field to indicate one seizure.
 - (2) A property type of "Federal Reserve Note (money)" shall be selected.
 - (3) The value of the money received shall be entered in the "Value" field.
 - (4) The money shall be listed by denomination in the "Description" field; e.g. 2-twenties, 4-tens, 4-ones.
 - (5) The receipt number shall be entered in the "Description" field.
- F. Received Controlled Substances
- (1) The "Class" type of drug/narcotic shall be selected. This will bring the user to the "Drug" screen.
 - (2) The "Estimated Quantity," "Unit of Measure," and "Type" fields shall be completed.
 - (3) A value of zero shall be entered in the "Value" field.
 - (4) The description field shall be used to completely and accurately describe the controlled substance (physical description, packaging, field test information). If the weight of the packaging is included in the total weight of the controlled substance, that shall be noted.
- G. Manufactured/Trace Evidence (may be entered into the electronic incident reporting system)
- (1) The class type of "Evidence" shall be selected. This brings the user to the "Miscellaneous" screen.
 - (2) The reason for entry of "Manufactured/Trace Evidence" shall be selected.

- (3) The evidence shall be completely and accurately described in the free text "Miscellaneous Information" field.

5.4.3. NOT IN POSSESSION PROPERTY PROCEDURES

- A. Several file classes require entry into the "Property Segment" even if the property is not in possession. The file class of the incident determines which reason for entry shall be selected on the "Property Segment" main screen.
 - (1) Stolen--the following file classes require an item of property to be entered with a reason for entry of "Stolen":
 - a. 12000
 - b. 23001 through 23007
 - c. 24001
 - d. 24003
 - e. 27000
 - f. 30001 through 30004
 - (2) Destroyed/Damaged/Vandalized--file class 29000 requires an item of property to be entered with a reason for entry of "Destroyed/Damaged/Vandalized."
 - (3) Burned--file class 20000 requires an item of property to be entered with a reason for entry of "Burned."
 - (4) Counterfeited--file class 25000 requires an item of property to be entered with a reason for entry of "Counterfeited, Recovered Other Juris, or Seized."
- B. Recovered Not In Possession: This box is located on the "Property Segment" main screen for property that is not in possession. It shall be used to give disposition to items that are no longer wanted or stolen.

Enter the date and reason why the item is Not In Possession

 - (1) An item entered as "Stolen" has been recovered and disposed of by another agency.
 - (2) A retail fraud where the store-maintained possession of the stolen item.
- C. MICR edit: If an item of property has not been entered for one of the above file classes with one of the above reasons for entry, the system will display an error message when the MICR edits are calculated and will not allow the incident to be submitted for review.

5.4.4. PROPERTY MANAGEMENT

A. Property Review

All property entered into the electronic incident reporting system shall be reviewed by the property sergeant/manager for accuracy of entry. The review shall be recorded in the incident reporting system by use of the group property screen.

- (1) Reviewing while using the property journal or disposition on the group property screen.

The use of the "Group Property"/"Property Management" screen to journal or dispose of property will automatically update the various property items as reviewed and record the date, time, and electronic signature of the enforcement member who reviewed them.

- a. The enforcement member placing the property into the property room or disposing of the property shall sign on to the electronic incident reporting system.
- b. The "Group Property"/Property Management screen shall be used to move or dispose of the items of property.
- c. The information shall be saved to the server.
- d. This will automatically update the property as reviewed and record the date, time, and electronic signature of the enforcement member who reviewed the property.

B. Property Journal

The "Property Segment" shall be used to track and maintain an internal chain of custody for property held in possession by the department from entry to the time of final disposition. The following status codes shall be used to track the movement of property.

(1) Placed in Agency Property

- a. The enforcement member (property sergeant/manager) placing the property into the property room shall sign on to the electronic incident reporting system.
- b. The "Group Property" screen shall be used to update the status of the property being placed into the work site's possession.
- c. The property shall be assigned a status of "Placed in Agency Property."
- d. The appropriate bin location shall be selected from the pick list to indicate where the property is being stored.
- e. Any additional information may be entered into the free text "Additional Property Journal Information" field.
- f. The information shall be saved to the server.
- g. This will update the various property reports by recording the additional journal information, date, time, and electronic signature of the enforcement member who removed/added the property from the property room.
- h. Once saved, the property item will be considered reviewed.

(2) Temporarily Removed from Agency Property

- a. The enforcement member removing the property from the property room shall sign on to the electronic incident reporting system.
- b. The "Group Property" screen shall be used to update multiple items of property

with a status of "Temporarily Removed from Agency Property."

- c. The status of "Temporarily Removed from the Property Room" shall be selected on the "Group Journal" screen.
- d. The location where the property is being taken shall be selected from the bin drop down list.
- e. Any additional information shall be entered into the "Additional Property Journal Information" field.
- f. The information shall be saved to the server.
- g. The computer will update the "Group Journal" screen with the enforcement member's name and the date and time fields.
- h. This will update the various property reports by recording the additional journal information, date, time, and electronic signature of the enforcement member who removed the property from the property room.

(3) Audit

The "Status of Audit" shall be used by enforcement members charged with maintaining and inspecting the work site's property.

- a. The enforcement member (property sergeant/manager) who is responsible for maintaining the work site's property shall use the "Status of Audit" to aid in managing property and preparing for upcoming inspections.

Full property audits shall be conducted by the work site commander, or his or her designee, consistent with Official Order No. 26. This requirement is in addition to the property audit that occurs as part of the annual work site inspection. All property audits must be electronically recorded in the electronic incident reporting system.
- b. The inspecting enforcement member shall use the "Status of Audit" to indicate which property he or she has inspected.
- c. The enforcement member updating the property with a "Status of Audit" shall sign into the electronic incident reporting system.
- d. The "Group Property" screen shall be used to update the status of multiple items of property at the same time.
- e. The "Status of Audit" shall be selected on the "Group Journal" screen.
- f. Any additional information shall be entered into the "Additional Property Journal Information" field.
- g. The information shall be saved to the server.
- h. This will update the property status report by recording the additional journal information, date, time, and electronic signature of the enforcement member who updated the status of the property.

(4) Long Term Storage

The status of "Long Term Storage" and a bin location of long term storage shall be used to indicate property that is being stored for the long term. Each district is responsible for their own long-term storage.

- a. The enforcement member updating the status of the property shall sign on to the electronic incident reporting system.
- b. The property status of "Long Term Storage" shall be selected on the "Property Journal" screen.
- c. Any additional information shall be entered into the "Additional Property Journal Information" field.
- d. The information shall be saved to the server.

(5) Authorize to Release:

- a. A property status of "Authorized to Release" shall be selected on the "Final Disposition" screen.
- b. The authorizing member using eAICS shall be the person logged into eAICS. eAICS logs the person signed as the authorizing member.
- c. The information shall be saved to the server.
- d. The post commander or his or her designee is responsible for the release of all property.

(6) Released

- a. A property status of "Released" shall be selected on the "Final Disposition" screen.
- b. The authorizing member using eAICS shall be the person logged into eAICS. eAICS logs the person signed as the authorizing member.
- c. The date of release shall be entered.
- d. The name and address of the person receiving the property shall be entered.
- e. The information shall be saved to the server.
- f. A property receipt shall be printed and signed by the releasing member and the person receiving the property. The "authorized to release" document may also be printed and signed by the releasing member and the person receiving the property.
- g. The property receipt shall be placed in the Master File.

(7) Authorize to Sell

- a. A property status of "Authorized to Sell" shall be selected on the "Final Disposition" screen.

- b. The authorizing member shall enter his or her password.
- c. The information shall be saved to the server.

(8) Sold

- a. A property status of "Sold" shall be selected on the "Final Disposition" screen.
- b. The authorizing member using eAICS shall be the person logged into eAICS. eAICS logs the person signed as the authorizing member.
- c. The date shall be entered.
- d. The name and address of the person receiving the property shall be entered.
- e. The information shall be saved to the server.
- f. A property receipt shall be printed and signed by the releasing member and the person receiving the property.
- g. The property receipt shall be placed in the Master File.

(9) Authorize to Retain

- a. A property status of "Authorized to Retain" shall be selected on the "Final Disposition" screen.
- b. The authorizing member using eAICS shall be the person logged into eAICS. eAICS logs the person signed as the authorizing member.
- c. The information shall be saved to the server.

(10) Retained

- a. A property status of "Retained" shall be selected on the "Final Disposition" screen.
- b. The authorizing member using eAICS shall be the person logged into eAICS. eAICS logs the person signed as the authorizing member.
- c. The date shall be entered.
- d. The name and address of the work site receiving the property shall be entered.
- e. The information shall be saved to the server.
- f. A property receipt shall be printed and signed by the retaining member.
- g. The property receipt shall be placed in the Master File.

(11) Authorize to Destroy

- a. A property status of "Authorized to Destroy" shall be selected on the "Final Disposition" screen.

- b. The authorizing member using eAICS shall be the person logged into eAICS. eAICS logs the person signed as the authorizing member.
 - c. The information shall be saved to the server.
- (12) Destroyed
- a. A property status of "Destroyed" shall be selected on the "Final Disposition" screen.
 - b. The authorizing member using eAICS shall be the person logged into eAICS. eAICS logs the person signed as the authorizing member.
 - c. The witnessing/authorizing member using eAICS shall be the person logged into eAICS. eAICS logs the person signed as the authorizing member.
 - d. The date shall be entered.
 - e. The information shall be saved to the server.
- C. Incident Property Report: The Incident Property Report tracks property from entry to disposal by recording all changes to an item of property including location and description.
- (1) Log information: All changes to an item's description are recorded in the Incident Property Report under the heading of "Log Information."
 - a. This log information is stored in a temporary file until the property is reviewed.
 - b. After review, any changes to an item's description are permanently stored. The temporary file is deleted and a permanent log is created. The permanent log becomes part of the Incident Property Report.
 - (2) Journal Entry: All changes to an item's status are recorded in the Incident Property Report under the heading "Journal Entry."
 - a. The electronic signature of the member that enters his or her password will be listed under this heading.
 - b. This creates a chain of custody by recording the status change of an item of property, along with the electronic signature of the member who made the change.
- D. Evidence Label: The evidence label shall be used to identify all "Have Property."
- (1) Self-adhesive labels shall be used on all packaged items. Any items not packaged, such as long guns, shall have a property label affixed via string or transparent tape.
 - (2) The label contains the complete description of the property as entered into the "Property Segment."

5.5 LAW ENFORCEMENT OFFICERS PHYSICALLY ASSAULTED OR FATALLY INJURED

Michigan Crime Reports submitted through the MICR program are compiled monthly by the department and submitted to the FBI. Data submissions include the number of law enforcement

enlisted members assaulted whose assaults resulted in serious injury or involved a weapon that could have caused serious injury or death; or who were fatally injured while on or off duty, acting in their official capacity. Law Enforcement Officers Killed or Assaulted (LEOKA) data must be submitted electronically through the electronic incident reporting system and should accompany and match the agency's monthly crime data submissions.

The Criminal Justice Information Center shall maintain a count of enlisted members killed and shall maintain records of enlisted members assaulted. The FBI maintains a record of the facts and circumstances related to the death of an enlisted member killed in the line of duty. An incident report should be submitted through the electronic incident reporting system each and every time an enforcement member is either assaulted or killed.

5.5.1. RESPONSIBILITY OF COMMANDERS

A. Immediate Report to Operations

- (1) Commanders shall immediately notify the Operations Section by telephone when an enlisted member is killed or seriously injured while performing police duties within their respective command areas.
- (2) The commander shall immediately report all available information and details about an enlisted member under his or her command who is injured to the degree that hospitalization is required.

The Operations Section shall be promptly notified of all pertinent details, including the physical condition of the hospitalized member. When such information is disseminated, it shall be as complete as possible.

- (3) Although the FBI does not maintain records of the death of a motor carrier officer or a state properties security officer, commanders shall promptly notify the Operations Section in the event any motor carrier officer or state properties security officer under his or her command has been physically assaulted, fatally injured, or hospitalized while on or off duty. This information shall not be included in the Uniform Crime Report.

B. Additional Reports to the Criminal Justice Information Center

In addition to electronic submission of LEOKA data, commanders may be asked to complete FBI Paper Form I-701 as follow-up documentation, with the Criminal Justice Information Center acting as liaison to the FBI.

5.6 REVISION RESPONSIBILITY

Responsibility for continuous review and revision of this Order lies with the Administrative Services Bureau (Criminal Justice Information Center) and Field Services Bureau, in cooperation with the Office of the Director (Records Resource Section).

DIRECTOR