



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATION REGULATIONS AND OPERATING PROCEDURES

Subject: Crime Reporting

Number: 280

Effective Date: December 13, 2023

Revised Date:

Rescinds: None

Dated:

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Approved By:

I. PURPOSE

To establish procedures for the effective and efficient review, recording, maintenance, control, and retrieval of records which are the responsibility of the Myrtle Beach Police Department.

II. POLICY

It is the policy of the Myrtle Beach Police Department to operate a central records system that complies with all federal, state, and city regulations and allows for the productive use of the information contained therein by all of its law enforcement elements.

III. PROCEDURE

A. Records Section

- 1) The Chief of Police is charged with the responsibility for the supervision and administration of the records section.

B. Records Function

- 1) Report Review is delegated to the immediate supervisor of the reporting officer. This review is made to ensure completeness and accuracy of all reports and that all required reports are submitted. The records section will conduct a secondary review of reports to

- ensure the reports comply with all applicable standards.
- 2) Report Control (availability and confidentiality of all reports) will be the responsibility of the records section.
 - 3) Record Maintenance (maintenance and distribution of reports) will be the responsibility of the records section.

C. National Incident Based Reporting System (NIBRS)

- 1) In accordance with South Carolina Code of Law section 23-3-120, the Myrtle Beach Police Department participates in the NIBRS in conjunction with the South Carolina Law Enforcement Division's (SLED) South Carolina Incident Based Reporting System (SCIBRS). SCIBRS is South Carolina's version of incident based reporting; it includes 100% of the NIBRS elements, plus a few elements specific to this state. SCIBRS is the official name of the South Carolina system, although all SCIBRS reporting is frequently referred to as NIBRS.
- 2) According to the FBI, "NIBRS is an incident-based reporting system through which data are collected on each single crime occurrence. NIBRS data are designed to be generated as a by-product of local, state, and federal automated records systems. Thus, an agency can build a system to suit its own needs, including any collection/storage of information required for administrative and operational purposes, in addition to reporting data required by NIBRS to the national UCR Program. NIBRS collects data on each single incident and arrest within 22 offense categories made up of 46 specific crimes called Group A offenses. For each of the offenses coming to the attention of law enforcement, specified types of facts about each crime are collected. In addition to the Group A offenses, there are 11 Group B offense categories for which only arrest data are reported. (UCR Handbook, NIBRS Edition, pp. 1-2)
- 3) The records section will adhere to all policies and procedures promulgated by SLED for the collection and submission of this data. The Myrtle Beach Police Department utilizes an automated NIBRS to collect and submit this data.

D. Documentation of Law Enforcement Activities. It is the policy of the Myrtle Beach Police Department that official records be prepared and maintained

to document law enforcement activity, whether originated by a citizen, another agency, or an employee.

- 1) Criminal or suspicious activity may be reported by a variety of methods including in-person, phone, or online reporting.
 - a. When a call is received in the Communications Center that qualifies for telephone or online reporting, the caller should be invited to submit a report online or via the telephone to a Desk Officer who may receive and process reports that are related to crimes that do not require any field investigation.. Depending on the caller's preference, they shall be provided with the P2C web address or transferred directly to a Desk Officer. If the citizen is physically located within the City of Myrtle Beach and prefers to speak to an officer in person, an officer shall be dispatched.
 - b. Citizens who walk-in to the Customer Service Counter to file a police report should be directed to a Desk Officer.
 - i. If a Desk Officer is not available or the report requires an immediate investigation, the Communications Center shall be contacted, and a patrol officer will be dispatched to respond.
 - c. The MBPD P2C website allows citizens to file online police reports. Desk Officers shall review and process reports filed online.
 - i. Properly filed online reports will be assigned a case number and sent for supervisory review.
 - ii. If an online report is found to be deficient, then a Desk Officer shall attempt to contact the person who filed the report to correct the deficiency.
 - iii. If contact cannot be established and there are not enough facts to establish that a crime took place, then the Desk Officer shall pull an event number and transfer the available information into the CAD notes for the event.
 - iv. If MBPD does not have jurisdiction in the location the crime occurred, then the Desk Officer shall attempt to contact the citizen to provide contact information for the agency having jurisdiction.

- 2) Documentation will be prepared for the following categories of

incidents, if they are alleged to have occurred within the Department's service area:

- a. Citizen reports of crime;
 - b. Formal citizen complaints;
 - c. An officer is assigned to investigate;
 - d. Criminal or non-criminal incidents initiated by Department personnel;
 - e. Traffic collisions investigated by a Department employee and;
 - f. Incidents involving an arrest or the issuance of a summons in lieu of arrest.
 - g. This documentation of law enforcement activity may be in the form of a completed report, citation, incident report, accident report, radio log, computerized call data, and/or booking report.
- 3) The reporting officer is responsible for notifying the complainant of the action taken if the complainant requests to be notified.

E. Case Numbers

- 1) The case numbering system used is overseen by the records section.
- 2) The system requires a unique case number to every case.
- 3) Case numbers are assigned consecutively within each calendar year and with a case specific number (i.e., 2020-12345).
- 4) Under this procedure, no number will be duplicated or omitted. The records section shall review all reports to ensure the numbering system is followed.

F. Incident Types

- 1) Crime incident offense types are categorized by SCIBR definitions as set forth in the SCIBRS Training Materials Manual. During the course of an investigation, it may be necessary to modify or update the classification of a crime. This can be done by an officer submitting a case supplement indicating the new classification or by submitting a written request to Records Unit personnel who possess system security authorizations sufficient to made edits to submitted reports. UCR/SCIBR/NIBR requests that reports be submitted only when it is likely that a reportable crime has occurred or has been attempted.

G. Field Reporting System

- 1) Reports - Employees will use the appropriate report form(s) applicable to the nature of the incident being reported. The report will be well written and completed before the end of the officer's shift, unless a supervisor approves a delay. Forms generally used in field reporting include the following: incident reports, supplemental reports, accident reports, booking reports, uniform traffic tickets, statement forms, and evidence forms.
- 2) Procedures to Complete Forms
 - a. Incident Report - All reports of a criminal offense (as defined by the Uniform Crime Reporting handbook) which occur within the service area will be recorded on an incident report by entering the necessary data into the Department's Records Management System (RMS). A unique case number will be generated by CAD and assigned to the incident report.
 - i. Incident reports will be completed on criminal acts which are brought to the attention of an officer and occur within the service area, even if the complainant does not wish to file charges or have a report made.
 - ii. Traffic accidents involving a fatality or serious bodily injury will be recorded on an incident report and an accident report (SCDMV Form TR-310).
 - iii. Incident reports will also be used to record certain types of incidents of a non-criminal nature and will record all applicable information. All persons involved should be listed on the form. Non-criminal incidents requiring an incident report include, but are not limited to, the following: deaths (natural and suicide), suicide attempts, missing persons, prowlers, disturbances, fires not classified as arson, assistance rendered to another agency, personal injury, lost/found property, missing inventory, recovered stolen property, and College policy violations.
 - b. CAD Report - Non-criminal case types such as disturbances, assistance rendered to another agency, personal injury, lost/found property, missing inventory, some reports of suspicious activity, etc., may not be recorded on an incident report. The proper incident type will be classified as a CAD

report. If at any time during an investigation it is confirmed that a crime has occurred within the Department's jurisdiction, the CAD report will transition to an incident report and submitted in accordance with the above guidelines.

c. Supplemental Report –

i. A supplemental report will be submitted by an officer when:

- i. It is necessary to explain, expand, or continue with information from the incident report;
- ii. To record important confidential information not contained in the incident report such as investigative leads and unsubstantiated information which could be of investigative use such as intuitions, hunches, possibilities, etc.;
- iii. To record expanded narratives.

ii. The officer will enter supplemental reports into the Department's RMS.

d. Booking Report – In the event that a custodial arrest is made, a booking report will be completed at the detention facility.

e. Special Reports - used by officers to report certain specialized situations.

f. Chain of Custody Evidence Forms - required of employees to report property taken into, or released from, custody, in accordance with Department policy.

g. Accident Report (SC DMV Form TR-310) - required of the investigating officer conducting an accident investigation in accordance with Department of Motor Vehicles' procedures.

h. Statement Forms – for use of the officer taking a written statement.

i. Field Interview Forms- required of the officer who conducts a field interview in accordance with MBPD Procedure 221. Field interviews are entered into RMS by the officer and will be retained upon the same guidelines as incident reports.

3) Required Information

a. At a minimum, all field reports will contain:

- i. The date and time of report,
- ii. Names of all principals (if known),

- iii. Nature of the incident, and
- iv. Reporting individual's name.
- b. Specific instruction and procedures for completion of incident and supplemental reports are available in the Incident Report Instruction Guide provided by the South Carolina Law Enforcement Division. Instructions for accident reports are in the Uniform Traffic Accident Report Instruction Manual.
- c. Narrative Information
 - i. The narrative section of the initial incident report will reflect the basic information to qualify the nature of the crime. All investigative and law enforcement sensitive information will be written in the officer narrative section of the original report or in the narrative section of a supplemental report. Complete information is necessary for UCR/NIBRS classification, crime analysis, investigation, and prosecution.
 - ii. All available descriptive information obtained by officers at crime scenes will be recorded in a case supplement and not in the public body of the incident report. The reporting officer is responsible for writing all incident reports in their entirety.

H. Supervisory Review of Reports

- 1) All reports must be submitted to the officer's supervisor at the end of the officer's shift. If the report is not completed, the supervisor must be contacted for approval to submit the report the next shift. The officer's supervisor is responsible for ensuring that officers submit reports in a timely fashion.
- 2) Every report submitted by an employee will be reviewed for completeness and accuracy by a supervisor, as specified in this procedure. The supervisor will check the report for neatness, legibility, completeness, and accuracy and will return unsatisfactory reports to the officer for necessary corrections. The report will be "rejected" and returned electronically to the officer if errors or omissions are observed. If no errors or omission are seen and the supervisor approves the report, it is submitted for second-level review by the Records Unit.
- 3) Reports needing further investigation or follow up will be assigned

to internal units (i.e. Investigations, Juvenile Officer, DV officer, etc.).

I. Submitting and Processing Reports

- 1) In accordance with state mandated law, the Myrtle Beach Police Department, along with all local and state police agencies within the state, collects and reports crime information through the use of incident reports to the South Carolina UCR program which is coordinated by the South Carolina Law Enforcement Division (SLED).
- 2) Within the Department, all incident reports are submitted electronically through the Mobile Field Reporting system to an approving supervisor and then to the Records Management System (RMS).
- 3) Incident Reports to be Forwarded to SLED
 - a. The Records Unit is responsible for submitting crime reports and statistics to SLED. The following procedures outline those responsibilities:
 - i. Secondary check of the incident report for completeness;
 - ii. Upon reading of the report, Records personnel may only update the NIBR/SCIBR offense code. No modifications, except minor grammatical or spelling errors, of the narrative are permitted without written approval from the officer or supervisor.
 - iii. The report will be "rejected" and returned electronically to the officer if errors or omissions are observed during second-level review.
 - iv. Read the information in the narrative to determine the elements as defined in the SCIBR Training Manual to determine an overall crime code(s) for the incident;
 - v. Once approved, the report is electronically submitted from MFR to RMS. Once an Incident is submitted to RMS it can not be modified by the officer or street supervisor. Additional information to an incident reports must be submitted through a supplement. Clarifications, corrections, or information to modify an

original incident report may also be made by written request to the Records Unit.

- vi. If changes are necessary to better document the proper incident type, the officer may submit a case supplement indicating the new classification or submit a written request to Records Unit personnel who possess system security authorizations sufficient to make edits to submitted reports. Once the written confirmation is received, Records Unit personnel will update the Incident report in RMS and electronically file the written notification;
- b. Incident reports designated by the SCIBR manual as requiring the information to be forwarded to SLED will be done so automatically via electronic transmission from the Department's RMS system that is maintained by contractual vendor.
- c. SLED will report all updates and changes to the NIBR/UCR reporting requirements as they become available and this information will be distributed to all relevant personnel.

J. Distribution of Reports

- 1) Approved reports will be available to the public online through the Department's P2C system unless the report is restricted for a valid reason.
 - a. Requests for restricted reports will be forwarded to the FOIA coordinator for processing.
 - b. Reports that are solely the result of, or the fruits of investigative efforts, will not be released to anyone other than those in the criminal justice system and may only be released with the approval of a Division Commander or above.
 - c. FOIA personnel, in accordance with federal and state regulations, will resolve questions concerning the dissemination of reports.

K. Audit and Evaluation

- 1) The Records Unit will conduct a monthly audit and submit the

proper report by the 5th of the following month.

- 2) The SLED Criminal Justice Information and Communications System's audit team will occasionally conduct an audit of the entire records system.

L. Training and Unit Liaison

- 1) Personnel assigned to the Records Unit will be provided continuous and on-going training and information to ensure that all personnel are kept aware of all procedural changes. A liaison will update sworn personnel on a periodic basis to review their responsibilities and determine whether additional coordination between the units might be useful.
- 2) The line of communication between the internal departments, SLED, and the Myrtle Beach Police Department, will be extended to all personnel relative to questions regarding UCR/SCIBR/NIBR.