



University of Pennsylvania Police Department 4040 Chestnut Street, Philadelphia, Pa 19104		 
Directive: 59	Subject: Records	Effective Date: 02/15/2000
Order of: Gary Williams, Chief of Police		Amended Date: 08/01/2023

I. Purpose

The purpose of this directive is to establish policy and procedure relative to the Records Unit of the University of Pennsylvania Police Department (UPPD).

II. Policy

It shall be the policy of the UPPD that official records be prepared and maintained to document every reported police activity, whether originated by a citizen or an officer of the department. This documentation of police activity may be in the form of a completed incident report, investigative report, traffic citation, parking ticket, or any other documentation that is approved by the Chief of Police.

III. Scope

This directive shall affect all sworn police officers, and civilian employees of the Records Unit and the PennComm Center.

IV. Procedures

A. Records Component

1. The UPPD Records Unit is charged with the responsibility for the central records function of the department. The Deputy Chief of Investigations is responsible for the supervision of the Records Unit.

B. Records Unit Function

1. The functional responsibilities assigned to the Records Unit include report review, report control, records maintenance and records retrieval.
 - a. Report Review: Report review is delegated to the PennComm Police Supervisor. This review is made to ensure completeness and accuracy of all reports submitted, to code

the reports for proper Uniform Crime Reporting (UCR) purposes, to record the Computer Aided Dispatch (CAD) assigned control number on the report, and to ensure that all required reports are submitted to the Records Unit. The Detective Unit will conduct a secondary review of reports to check for proper UCR coding, and, additionally, to check for any relevant attachments to reports. The Records Unit shall also direct the copies of reports to the proper individual(s) or unit(s).

- b. Report Control: The Records Unit will control the availability and confidentiality of all reports and records.
- c. Records Maintenance: The Records Unit will maintain all reports and records and distribute copies to authorized persons/agencies.
- d. Records Retrieval: Filing and retrieval of all reports will be by sequential incident number.

2. Legal Process

- a. Warrants: The Detective Unit is responsible for coordinating and obtaining warrants through the Philadelphia Police Department (PPD) and the Warrant Unit, which provides twenty-four hour access to warrant information. All warrant information shall be maintained in a secured area within the detective's squad room.
- b. Subpoenas: see **Directive 13, "Court Subpoena Procedure"**

C. Incidents Requiring Reports

- 1. It shall be the policy of the UPPD to prepare documentation for the following categories of incidents, if they were alleged to have occurred within the jurisdiction of the department:
 - a. Citizen reports of crimes;
 - b. Citizen complaints;
 - c. Citizen requests for services of the department, when any of the following occurs:
 - 1) an officer is dispatched;
 - 2) an officer/detective is assigned to investigate;
 - 3) an officer/detective is assigned to take action at a later time.
 - d. Criminal and non-criminal cases initiated by department personnel; and
 - e. Incidents involving arrests, citations, summonses, written warnings or parking tickets.

- f. Incidents determined to have occurred in another jurisdiction will be referred to that jurisdiction and will be so documented.
2. Unfounded assignments/incidents do not require the completion of an incident report. An unfounded incident is defined as report of a criminal offense or a complaint or incident, which upon an initial inquiry by the responding officer(s), proves to be totally groundless in that no evidence, complaint, or witness(es) exists to reasonably believe that a criminal offense was attempted or had occurred or a complaint or incident exists.

Note: An assignment is never "unfounded" when the responding officer(s) takes police action at a particular location.

- a. An Initial Inquiry is defined as the initial steps taken by the responding officer(s) to determine if a criminal offense was committed or attempted; or if there is a report of a complaint or incident. Initial steps include but are not limited to the following:
 - 1) Exiting of a police vehicle to survey the area for a complainant, witness or evidence.
 - 2) Physical check of a property or business.
 - 3) Mere inquiries to bystanders.
- b. Police action is considered any steps taken by the responding officer(s) after an offense, complaint or incident is proven to be founded based on the initial inquiry.
- c. An incident shall only be deemed unfounded if ALL of the following questions are able to be answered as "No":
 - 1) Was an offense committed or attempted?
 - 2) Was source of complaint identified?
 - 3) Are there any facts, evidence, or witness(es) to support that an incident occurred?

Note: Officers should consult with a supervisor when doubt arises on the status of any assignment. An officer/supervisor always has the discretion to prepare an incident report on any assignment.

3. The primary instrument for capturing initial report information shall be the UPPD Incident Report (UPPD-10).
4. A PPD 75-48 will be submitted for reports of UCR reportable Part One and Part Two Crimes.

D. Specific Information for Documenting Police Action

1. All reports and records maintained to document police activity will contain at a minimum the following information, if accessible:

- a. Date and time of initial report;
 - b. Name, if available of the citizen requesting the service, victim or complainant's name, age, race, date of birth, social security number, status of complainant (student/staff/faculty/non-affiliate) and local and home addresses and phone numbers;
 - c. Nature of the incident;
 - d. Location where the incident took place;
 - e. Date and time when the incident allegedly occurred;
 - f. Name and badge number of officer taking the report and all assisting officers;
 - g. Brief narrative of the incident; and
 - h. Type of action taken, date and time of action taken, if any, by UPPD personnel.
2. In situations where a request for service is made through the PennComm Center and the caller refuses to be identified, the incident report should indicate under the complainant's name "anonymous".
 3. All reports are to be completed with as much preliminary information as possible and turned in at the end of the shift. If the report requires additional information, it should be noted that a supplement is to follow and any additional information shall be submitted on a Supplemental Report (UPPD-10A).
 4. Written statements are to be taken at the time of the report from all victims and witnesses and kept with the Incident Report (UPPD-10).
 5. Any additional information with regards to the incident shall be submitted to the Records Unit within twenty-four hours. Copies of everything pertaining to the report, i.e. statements, copies of property receipts, photos etc. will be maintained with the case file.
 6. ALL reports shall be printed in ink, legible, and grammatically correct. All reports shall be written in the first person active voice.

E. Report Forms

1. Officers of the UPPD shall use the appropriate report form(s) as indicated by the nature of the incident being reported. Complete and accurate reports are expected from all department personnel. The police record system depends on the work product of the officer in the field.
2. Forms generally used in field reporting include:
 - a. UPPD Incident Report (UPPD-10);

- b. UPPD Supplemental Incident Report (UPPD-10A);
 - c. UPPD Property Receipt (UPPD-21);
 - d. UPPD Patrol Log (UPPD-9)
 - e. UPPD Crime Scene Log (UPPD-27);
 - f. Commonwealth of Pennsylvania Traffic Citation - issued by the Philadelphia Traffic Court;
 - g. Commonwealth of Pennsylvania/City and County of Philadelphia Parking Violation – issued by the Philadelphia Parking Authority; and
 - h. Other forms as required due to the nature of the incident.
3. All forms or reports utilized by the UPPD shall be available for review in the automated forms manual maintained by the Professional Standards and Training Supervisor.

F. Report Numbering

1. It shall be the responsibility of the PennComm Police Supervisor to ensure that all Incident Reports are affixed with the corresponding number assigned to the incident by the CAD system. The incident number shall be placed in the appropriate block and shall be prefixed by the year (i.e. 21-003 would be the third incident number for the year 2021).
2. Under this procedure, no number will be duplicated or omitted.
3. All traffic citations and parking violations shall be tracked by their assigned number. This number only serves the court record keeping function and may be used by the Traffic Court Liaison Officer for tracking.

G. Supervisory Review of Reports

1. Every written report submitted by an officer will be reviewed by the PennComm Police Supervisor for completeness and accuracy, as noted in Sec. IV.B.1.a of this directive.
2. The PennComm Police Supervisor will check the report for neatness, legibility, completeness and accuracy. Reports not approved will be returned to the officer who prepared it for necessary corrections. The necessary corrections shall be made prior to the officer reporting off duty. Upon approval, indicated by the PennComm Police Supervisor's signature, badge number, and report date, the report shall be forwarded to the Records Unit at the end of the tour.

3. In addition, the written reports will further be reviewed by the Detective Unit for completeness, accuracy, neatness and legibility. Reports not approved, or requests for reports not received, shall be forwarded to the Shift Commander for resolution.

H. Distribution of Reports

1. All approved reports will be forwarded to the Records Unit for processing at the end of every tour. The original Incident Report (UPPD-10) will be stored within the Records Unit. The original follow-up documentation (i.e. supplemental and/or investigative reports) shall also be maintained with the original incident report.
2. PPD 75-48 reports of Part One crimes will go immediately to the Detective Unit.
3. The Records Unit is responsible for forwarding copies of all reports internally to the following organizational components as follows:
 - a. Chief of Police;
 - b. Deputy Chiefs;
 - c. Captains;
 - d. Detective Supervisors;
 - e. Reports involving card access alarms forwarded to the Director of Security and Technical Services; and
 - f. Reports involving fleet/equipment are forwarded to the Vehicle Maintenance Officer.
4. External distribution:
 - a. All criminal reports are forwarded to the Philadelphia Police Department by the Detective Unit.
 - b. Reports involving student misconduct are forwarded to the University Office of Student Conduct by the Detective Unit.
 - c. Reports involving fires or fire alarm systems are forwarded to the Chief of Fire and Emergency Services.
 - d. Reports involving UPPD or University vehicles involved in accidents are forwarded to the Office of Risk Management.
 - e. Those reports involving a departmental investigation/follow-up report as required by directive (i.e. use of force, police involved accident, discharge of firearm) are forwarded to the appropriate individuals within the department associated with the particular investigation or follow-up report.

I. Privacy and Security of Records

1. The Records Unit is to be responsible for ensuring that department records are maintained in a physically secure condition at all times.
2. Records Unit personnel will be responsible for controlling and limiting access to all files maintained within the unit.
3. Records Unit personnel will be responsible for safeguarding the integrity and confidentiality of all original records. Original records will not be left unattended or unsecured at any time. If Records Unit personnel leave the area temporarily, original records are to be secured within a locked cabinet or desk.
4. Individuals assigned to handling original records shall be limited to:
 - a. Records Unit employees;
 - b. The Chief of Police;
 - c. The Deputy Chiefs
 - d. The Captains

J. Juvenile Records

1. Juvenile criminal records shall be maintained within the Record Unit separate from adult criminal records in a physically secured area so as to prevent unauthorized access, disclosure or dissemination.
2. The Detective Unit is responsible for maintaining juvenile criminal investigative files separate from adult criminal investigative files in a physically secured area so as to prevent unauthorized access, disclosure or dissemination.
3. Under no circumstances will fingerprints or photographs be taken from or of a juvenile taken into custody for the commission of a status offense or mere investigation.
4. An accused delinquent's photograph may be taken to establish identity during arrest processing. If necessary, the Philadelphia Police Department will take and maintain fingerprint records of accused delinquent juveniles.
5. Juvenile criminal records, including fingerprints and photographs, will only be disseminated to other law enforcement agencies when essential to conducting an on-going investigation, or to a member of the court for authorized internal judicial purposes.
6. Juvenile records shall be disposed:

- a. upon order of the court;
- b. when the juvenile reaches adult age; or
- c. after ten years from the date of arrest.

K. Records Retention Schedule

1. In accordance with the laws of Pennsylvania and the policies and procedures of the University of Pennsylvania, a schedule of retention and destruction for police records has been established. A copy of the schedule will be located in the office of the Deputy Chief of Investigations, as well as in the Records Unit. No records are to be retained, transferred, destroyed, or otherwise disposed of in violation of this schedule.
2. The Deputy Chief of Investigations is the department's records retention and destruction coordinator. Any questions regarding the retention, destruction or storage of records should be directed to the Deputy Chief of Investigations.

L. Destruction of Records

1. Upon expiration of the required retention period outlined in the records retention schedule, records under the control of the department may be destroyed. Records may not be destroyed prior to that time.
2. Records will not be destroyed as long as, in the opinion of the department, they pertain to any pending case, claim or action.
3. Upon expiration of the required retention period, Records Unit employees shall document and inventory the records to be destroyed, and outline this information on a memo to the Deputy Chief of Investigations requesting permission to destroy the records.
 - a. The Deputy Chief of Investigations will review the memo to determine if the requested destruction is in compliance with the retention schedule.
 - b. The Deputy Chief of Investigations will make a recommendation to the Chief of Police, who will make the final decision on the request to destroy the records.
4. Once approval is given by the Chief of Police to destroy records, the Deputy Chief of Investigations shall instruct the Records Unit to arrange for their destruction.
5. Upon destruction of the records in question, the Records Unit shall forward a report to the Deputy Chief of Investigations informing him/her of the destruction. A copy of this report will be forwarded to the Chief of Police.

M. Submission of Crime Statistics

1. The Records Unit, in conjunction with the Detective Unit, shall be responsible for compiling and forwarding statistical criminal data, and bias related report statistics to the Pennsylvania State Police on an annual basis. Such reporting will be in compliance with Uniform Crime Reporting requirements established by the U.S. Department of Justice.
2. In accordance with the Crime Awareness and Campus Security Act of 1990 "The Cleary Act", the UPPD publishes and makes available crime statistics reported to law enforcement agencies within the geographic boundaries of the University community.

N. Availability of Central Records Information

1. The Records Unit maintains the automated Records Management System (RMS) whereby alphabetical searches can be conducted of all names of persons (including suspects, complainants, witnesses, patients, and reporting persons). This information can be accessed twenty-four hours a day by the Records Unit, the Detective Unit, and the PennComm Police Supervisor.
2. The Records Unit also maintains in the RMS an automated file of incidents by type and location, as well as stolen property reports. The UPPD Property Custodian maintains records on found and recovered property. The PPD Evidence Custodian maintains records for all evidentiary property turned in by the UPPD. The RMS is accessible twenty-four hours a day by the Records Unit, the Detective Unit, and the PennComm Police Supervisor.
3. During the hours when the Records Unit is not staffed, the physical files can be accessed by the Shift Commander/Supervisor.

O. Records Management System (RMS)

1. An annual audit of the RMS system will be conducted for verification of all passwords, access codes, or access violations.
2. Access to the RMS is limited to the Records Unit, Detective Unit, and Shift Commanders/Supervisors.
3. All information entered into the RMS system is backed up according to a regular schedule at an off-site within a secured area.

P. Introduction of Outside Computer Software

1. No outside disks or software programs are to be utilized by department computers without the prior knowledge and consent of the Information Technology Support Specialist. The introduction of outside disks or software could result in virus infection of the host computer. These items will be inspected for virus infection by the Information Technology Support Specialist prior to introduction into the department's computer system or stand-alone computers or laptops. Further, any programs used by the UPPD must be properly licensed.

Q. Recording of Arrest Information

1. For each person custodially arrested, the arresting officer and the assigned detective will:
 - a. complete a UPPD Incident Report (UPPD-10);
 - b. complete a Philadelphia Police Arrest Report via the automated Preliminary Arraignment System (PARS);
 - c. take formal witness statements from witnesses of felonies;
 - d. take formal statements from all officers involved in the arrest;
 - e. arrange transportation of the defendant to the Philadelphia Police Headquarters Building or the 18th District CCTV.
2. The Philadelphia Police, upon receiving all the defendant and arrest paperwork, shall obtain a photograph and fingerprints from the defendant. A Philadelphia Photo Number (PPN) will be assigned.
3. Once the PPN is assigned, all subsequent arrests and information concerning the defendant will be referenced by that number. UPPD Detectives, through the use of the Philadelphia Crime Information Computer (PCIC) located in the detective's squad room, may then access the individual's criminal history by referencing the PPN.

R. Files Maintained by Detective Unit

1. Investigative Files
 - a. The Detective Unit will maintain a case file on all active cases being investigated. When the cases become inactive, the case files will be transferred to the Records Unit for storage.
2. Warrant and Wanted Persons File
 - a. The Detective Unit shall be responsible for obtaining warrants from the Philadelphia Police Department. Further, the Detective Unit shall also have the capability to enter warrant notices directly into the PCIC system. The warrant and wanted persons file shall be maintained in a separate secure area within the detective unit and shall be available to all detective unit personnel twenty four hours a day.
 - b. Criteria for Wanted Person Entry
 - 1) An individual (including a juvenile who will be tried as an adult) for whom a federal warrant is outstanding;

- 2) An individual (including a juvenile who will be tried as an adult) for whom a felony or serious misdemeanor is outstanding; or
- 3) Probation and parole violators meeting the criteria in numbers 1) and 2) above.

c. Information Received from Other Jurisdictions

- 1) Warrants received from other jurisdictions shall be maintained in the warrant file of the Detective Unit. A copy will also be kept in the PennComm Center. The assigned detective shall provide this information to patrol officers relative to the wanted status of the individual, and an informational flyer should be produced to be read at roll calls. Should the individual be apprehended by the UPPD, the issuing jurisdiction shall be contacted by phone to confirm the validity of the warrant and to request that any additional information relative to the warrant be faxed to the department.

d. Canceling Information

- 1) Upon apprehension of an individual wanted on a warrant, the assigned detective shall cancel the wanted information directly from the PCIC terminal located within the detective's squad room.

S. Procedures for Release of Records

1. The Records Unit will release copies of records, free of charge (for University of Pennsylvania affiliates), to individuals who are listed as the complainant, victim, patient, or reporting person listed in a report provided that the information does not fall under one of the below mentioned exceptions:
 - a. The State Legislature has exempted from disclosure "all records related to the detection and investigation of crime" to the extent that the information:
 - 1) could reasonably be expected to interfere with investigations of criminal activity or with enforcement proceedings;
 - 2) would deprive a person of a right to a fair trial or impartial adjudication;
 - 3) could reasonably be expected to constitute an unwarranted invasion of personal privacy;
 - 4) could reasonably be expected to disclose the identity of a confidential source;
 - 5) in fact, reveals "information furnished by a confidential source";
 - 6) would disclose techniques and procedures for law enforcement investigations or prosecutions; or

- 7) could reasonably be expected to endanger the life or physical safety of any individual.
2. In order to release a copy of a report, the individual making the request must produce positive photographic identification. Other names in the report may be blacked out in order to protect the privacy or confidential nature of certain information.
3. Insurance company requests for a report must be submitted in writing with a ten-dollar (\$10.00) check made payable to the University of Pennsylvania. Once received, the check shall be forwarded to the Office of the Manager of Administration and Finance. The written request will then be attached to the original incident report.

T. Traffic Records

1. All records relative to the traffic function shall be maintained within the Records Unit. Procedures for the processing, distribution, and maintenance of traffic records will be in accordance with this directive. Traffic records shall contain the following information:
 - a. Traffic collision reports/investigations;
 - b. Traffic enforcement records (citations/arrests, etc.);
 - c. Roadway hazard reports; and
 - d. Traffic collision and enforcement analysis reports.

U. Compliance

Violations of this directive, or portions thereof, may result in disciplinary action.

V. Officers Assigned to Other Agencies

Officers of this department assigned to or assisting other law enforcement agencies will be guided by this directive.

W. Application

This directive constitutes departmental policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law. Violations of policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

Appendix A

Patrol Activity Log (UPPD-09)

I. Purpose

- A. The Patrol Activity Log (UPPD-09) is a tool used to record an officer's activity, response to an incident, or service rendered. It is to be used by supervisors and commanders to review the actions and responses of subordinates on their tour of duty. Additionally, the log has been developed to allow for the recording of a sufficient amount of information, which reduces the need to complete additional paperwork.

II. Policy

- A. All non-supervisory uniformed police officers assigned to a foot patrol, Radio Patrol Car, Emergency Patrol Wagon, motorcycle, bike patrol, selected reimbursable details, and others at the discretion of the Captain of patrol or designee, shall record their actions on a Patrol Activity Log.

III. Preparation of the Patrol Activity Log

- A. All patrol logs are to be written in black or blue ink and not in pencil. If a mistake is made on an entry, a line will be drawn through the error. CORRECTION FLUID OR TAPE SHALL NOT BE USED.
- B. Entries must be specific, legible, and in chronological order of occurrence using a 24-hour time format.
 - 1. The origin of the activity shall be indicated as follows: Radio (R), District (D), Person (P), or Sight (S).
- C. Meal breaks and personals must be accounted for on the log. Time out, location and time back in service shall be indicated. In addition, officers shall inform PennComm of the same information.
- D. The below listed boxes on the Patrol Activity Log shall be completed at the beginning of the tour of duty:
 - 1. Date
 - 2. Shift
 - 3. Vehicle (if applicable)
 - 4. Miles Begin/Ending (if applicable)

5. Keys (Sector Keys if issued)
 6. Name and Badge (Printed)
 7. Supervisor (assigned to street)
 8. MDT
 9. Day Code (M-1, T-2, W-3, T-4, F-5, S-6, Sun-7)
 10. Tour of Duty (Shift coverage ONLY)
 11. Assignment
 12. Damaged or Missing Equipment (See 75-508 is appropriate)
 13. Special Assignment/OT
- E. Entries in the "Location", and "Nature of Incident / Activity / Service Rendered" sections of the log shall be completed whenever undertaking an assignment.
 - F. **The Nature of Incident / Activity / Service Rendered" section should include as much information as practical.** (Include information such as personal and business names, vehicle information, addresses, alarm information and type, Traffic Citation (TC) issued, etc.)
 - G. Indicate the type of paperwork required in reference to the incident or service (UPPD-10, AA-500, or other form/s)
 - H. At the end of the tour of duty ensure the ending mileage is recorded in the block titled "Mileage—Ending" if applicable. All reports and activity shall be totaled and listed on the reverse side of the log.
 - I. Each officer shall sign their name on the reverse side of the log and **Must** submit their completed log to an on-duty patrol supervisor at the conclusion of their tour.
 1. Officers may be required to complete more than one log should the number of assignments exceed the available lines. If more than one log is completed, ensure the block noting the number of logs is completed.
 - a. All report and activity totals should be placed on the second or final log. Additionally, if more than one log is used all logs must be signed by the officer(s) and their supervisors and stapled together.

IV. Supervisor Responsibilities

- A. Supervisors shall be responsible for ensuring that every officer accurately prepares his/her log by personally reviewing and signing it and patrolling the police officer's assigned area.

- B. Supervisors shall sign each officers patrol log at least once each tour of duty. The signature shall be made using the next available line and shall indicate the time and location of the check.
 - C. Upon receipt of a completed patrol log, supervisors shall review and then sign each log on the reverse side. (This shall indicate receipt and approval of the contents.) If more than one log has been used by an officer, all must be signed then stapled together.
- V. **Commanding officers shall periodically spot-check and initial logs to ensure compliance with the provisions of this directive. DIRECTIVE 59, Records**

Appendix B

UPPD INCIDENT REPORT (UPPD-10)

I. Policy

- A. To establish and maintain a permanent written record of all founded offenses, arrests, complaints, particular incidents, and services requiring police action, an Incident Report (UPPD-10), will be prepared at the time that each complaint, offense, or incident is received or observed and will serve as the basic report for such complaint, offense, or incident.
- B. All UPPD incident reports will be classified in accordance with the procedures outlined in the Uniform Crime Reporting (UCR) Handbook and coded in accordance with the Philadelphia Police Department's Incident Classification Manual (referred to as the Philadelphia Code).

II. General Instructions

- A. UPPD Incident Reports (UPPD-10) shall be carried by all uniformed and plainclothes police officers and sergeants when on duty.
- B. UPPD Incident Reports (UPPD-10) will be hand-printed in black or blue ink. Typewritten reports shall be completed only with approval from the Chief of Police, or designee. All information **MUST** be legible and coherent. Signatures will be written out. Initialed or typewritten signatures will not be accepted.
- C. A UPPD Control and Case number will be required on every UPPD-10 submitted to Records. All subsequent reports pertaining to the same case will carry the original control number.
- D. The ORS is responsible for reviewing all submitted incident reports during their tour and will consult with the involved officer and highest ranking patrol supervisor prior to coding the report if necessary.
- E. An officer preparing a UPPD-10 will:
 - 1. Complete all boxes except those which are the responsibility of the ORS.

2. Immediately contact the ORS via phone on all offenses and/or incidents requiring immediate action. The information contained on the UPPD-10 will be transmitted either over the phone or delivered in person at the direction of the ORS.

III. Preparation of The Complaint or Incident Report (Uppd-10) (Paper Copy)

A. Face Page

1. **Year:** The last two (2) digits of the year of occurrence.
2. **Control Number:** The report number assigned by the Computer Aided Dispatch (CAD) in the Operations Room.
3. **Assignment:** The radio call sign to which preparing officer is assigned or if none, use badge number (Abbreviations: Mobile 1 should use **M-1**, etc.) **For a walk-in complaint use "WI"**.
4. **Date & Time Reported:** The date and time the incident as assigned by the CAD or upon observation. Use 24-hour time format (not AM/PM). Example: MM/DD/YY; HRS AND MINUTES (01/01/14; 1530)
5. **Case Number: Leave Blank.** Number is to be inserted by the Operations Room Supervisor (ORS).
6. **Year:** For use if Philadelphia Police Department (PPD) District Control Number is assigned to incident. Use last two (2) digits of the year of occurrence.
7. **District Control Number:** For use if a PPD District Control Number is assigned to incident.
8. **Date & Time of Occurrence:** The date and time the incident occurred or if unknown and/or applicable, the last time the person/item was observed. Use 24- hour time format.
9. **Day Code:** Number code for the date of occurrence: Day Code (Mon-1, Tues-2, Wed-3, Thur-4, Fri-5, Sat-6, Sun-7).
10. **Classification: Leave Blank.** Inserted by the ORS using the Incident Classification Manual. All reports will be classified in accordance with rules set forth in the UCR Handbook and coded in accordance with the Department Incident Classification Manual. Do not use the Pennsylvania Crimes Code for classification purposes.
11. **Code: Leave Blank.** Number inserted by the ORS using the Incident Classification Manual. All reports will be coded in accordance with the Department Incident Classification Manual (referred to as the Philadelphia Code).
12. **Place Of Occurrence:** The exact location where the crime or incident occurred. Use the exact numerical location and street name. **(Include City, State and Zip Code if location of occurrence was not in the 19104 zip code zone).** Include building or business name if

applicable. Include Room/Suite/Floor number if applicable. Check appropriate box if occurred [**INSIDE**] or [**OUTSIDE**].

Note: If location of occurrence is different from location provided, notify PennComm of the correct location and insert it on the incident report.

13. **COMPLAINANT:** The name (first and last) of the complainant/victim. If commercial property is involved, use name of firm or business. (The name of business or property owner is the complainant on alarms; i.e. "University of Pennsylvania")

NOTE: If the complainant is the University of Pennsylvania Police, use UPPD.

14. **AGE:** Insert the correct age of the Complainant. (If a business or UPPD – leave blank).

15. **Date Of Birth:** Insert the six (6) numerical digits representing the date of birth of the Complainant. Example: MM/DD/YY

16. **Race:** Insert the corresponding letter best representing the race of the Complainant. (Asian/Pacific Islander = A; American Indian/Alaska Native = AI; Black/African American = B; White/Caucasian = W; Hispanic/Latino (ethnicity) = H)

17. **Sex:** Insert the corresponding letter representing the sex of the Complainant. (M or F)

18. **University Address:** The University address of the Complainant (if affiliated with the University of Pennsylvania).

19. **University Phone:** The telephone number of the Complainant (if affiliated with the University of Pennsylvania). Include the area code number and extension (if applicable).

20. **Home Address:** The complete address of the Complainant (if outside of the 19104 zip code zone – include the city, state and zip code).

21. **Phone:** The home/cell telephone number of the Complainant. Include the area code number.

22. **Affiliation/Id Number:** Check the appropriate box [**Employee/Student/Alumni or Other**] of the Complainant. If affiliated insert Complainant's University of Pennsylvania Identification Number (ID).

Note: If the Complainant is a student at another University – Check [**Other**] box and include the name of the school (i.e. Drexel) in the space provided below the [**Other**] box).

23. **Reported by/Address/Phone:** Insert the complete name, address and telephone number of the person who reported the crime or incident to the police. Include person's title (i.e. Manager), if applicable. Include the City, State and Zip Code (if outside of the 19104 zip code zone).

Note: If the Reporting Person is the same as the Complainant check the [**Same as Above**] box and leave the rest of the fields blank.

24. **Details:** Record the origin of assignment and the specific radio assignment on the **first line** in the details section of the report; **Radio Call (R/C), Sight (S), Person (P), District (D).**

Example: R/C – Theft, S- Car Stop, P-Hospital Case.

Beginning with the line below the origin and assignment, fully describe the incident including exact information obtained through observation and interview with complainant and/or witnesses. Include brief description of crime scene and/or any other evidence present, if applicable. Use the following basic investigative questions as a guide: **Who, What, When, Where How and Why.** Use only standardized and acceptable abbreviations. Acronyms should not be used.

Note: A lengthy narrative is not required when another attached report is attached; however, a brief narrative is mandatory on all incident reports! “See 75-48” is not acceptable.

If an incident occurred during a set time frame, the time frame shall be listed in the narrative and should indicate the earliest start date/time to the latest date/time of occurrence.

Incident Reports completed for car stops shall indicate the primary road and direction of travel, actions taken (NCIC/PCIC check) and each TVR issued by number and Title 75 offense in the narrative.

All items placed on property receipts shall be listed in the narrative. A complete description of the property, the property receipt number(s), and the storage location of the property must be listed.

In instances of reports of stolen/missing/damaged property, the narrative must include whether stolen or damaged and whether or not insured as well as the name and address of insurance company, if applicable. Indicate complainant's estimate of total value of all property stolen ONLY.

25. **Property/Bike Theft:** Check the appropriate box(es) that apply to the theft. If “Other” – specify in space provided. If property was secured to a University of Pennsylvania bicycle rack insert the correct rack number in the space provided. The reviewing ORS will include the DPS CCTV number when applicable.

26. **Refer to:** Check the appropriate box(es) if the incident is to be referred. If “Other” – specify in the space provided.

27. **Witness:** If there is a witness to the crime or incident check the [**Witness**] box and complete required fields [**Name/Race/Sex/Age/DOB/Phone/Address**] with accurate information. If there are more than two (2) witnesses – Complete on UPPD Supplemental Report (UPPD-10B) using same format.

28. **Prepared by/Badge/Date:** Officer preparing the report shall legibly sign his/her name, badge number and the date the report prepared. Only one (1) officer signs the report (if partnered refer to the other officer in report) Officer’s signature should include the officer’s

rank, first initial and last name. If the report is typed (or computer printed) the officer's hand-written signature is still required.

29. **ORS Signature/Badge/Date**: The ORS signs his/her name, badge number and the date the report was reviewed.
30. **Sergeant/Lieutenant Signature**: The supervising sergeant or lieutenant signs his/her name, badge number and the date the report was reviewed.

B. REVERSE PAGE

1. **Vehicle #1 Information**: Complete the required fields for the vehicle being investigated. Include; year, make, model, color, tag (license plate number), state of registration and VIN.

NOTE: When used for auto accidents, this box should indicate the striking vehicle (which is not necessarily the at-fault vehicle).

2. **Traffic Citation (Tc) Issued**: Check appropriate box [Y-YES] or [N-NO] to indicate if a Traffic Citation was issued or filed to the operator or registered owner of vehicle #1. If YES: then indicate the originating/specific PA Title 75 violation in the space provided.
3. **Reason(S) For Stop**: List the reason(s) for the vehicle stop, if applicable. Examples: Disregarded Red Signal; Careless Driving; suspicious activity, narcotics, retail theft or other element of crime.
4. **Vehicle #1 Searched**: Check appropriate box [Y-YES] or [N-NO] to indicate if vehicle was searched or not.

If YES: List a brief explanation about the reason why the vehicle was searched. "Officer Safety" is not acceptable!

5. **Vehicle #1 Evidence/Contraband Recovered**: Check appropriate box [Y- YES] or [N-NO] to indicate if evidence or contraband was recovered from the vehicle. If YES: indicate the type of evidence recovered and where it was found.
6. **Ped/Driver #1**: This section is used for pedestrian information or the information of the operator of vehicle #1. List a complete description of the pedestrian or operator to include their full name of, age, date of birth, sex and race.

Note: All individuals are of a certain Race and a certain Ethnicity. The following information shall be used when completing incident reports:

(Asian/Pacific Islander = A; American Indian/Alaska Native = AI; Black/African American = B; White/Caucasian = W; Unknown = U)

- a. **The FBI only recognizes four racial categories:**

- 1) **American Indian/Alaskan Native.** (a person having origins in any of the original peoples of the Americas and who maintains cultural identification through tribal affiliations or community recognition)
- 2) **Asian or Pacific Islander.** (a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian sub- continent or the Pacific Islands)
- 3) **Black.** (a person having origins in any of the black racial groups of Africa)
- 4) **White.** (a person having origins in any of the original peoples of Europe, North Africa or Middle East)

b. The FBI only recognizes two ethnic categories:

- 1) **Hispanic**
- 2) **Non-Hispanic.**

NOTE: Hispanics should be entered with the race code most clearly representing the individual

Indicate if the pedestrian/operator speaks with an accent; note a simple description of their complexion; further description should contain information regarding hairstyle, type of facial hair, distinctive marks, scars, tattoos, peculiarities, clothes, methods of operation or other relevant information.

Complete the local address box, if applicable (19104 zip code), Home Address (if applicable), Telephone Number, Affiliation, Operator (Driver) License Number and issue State, Height, Weight, a simple description of Build, Eye Color, Hair Color, Facial Hair (mustache, beard etc.)

7. **Individual #1 Frisked:** Check the appropriate box to indicate if the person stopped was frisked.

If **Yes:** List a brief explanation about the reason why the person was frisked. **“Officer Safety” is not acceptable!**

8. **Individual #1 Searched:** Check the appropriate box to indicate if the person stopped was searched.

If **YES:** check box for [**Incident to Arrest**] and/or [**Other**]. If “INCIDENT TO ARREST” list the specific crime. If “OTHER” the reason for the search is to be entered into the space provided. **List a brief explanation about the reason why the person was searched. “Officer Safety” is not acceptable!**

9. **Individual #1 Evidence/Contraband Recovered:** Check the appropriate box [Y-YES] or [N-NO] to indicate if evidence or contraband was recovered from the person. If YES: indicate the type of evidence recovered and where it was found.

C. Supplemental Incident Report

1. **UPPD-10 A:** This form shall be used when additional narrative, witness information or details of an incident cannot be included on the original incident report.
2. **UPPD-10 B:** This form shall be used when addition pedestrian and vehicle information is necessary and cannot be included on the original report.