

## INSTRUCTIONS FOR REPORTING MISCELLANEOUS INCIDENTS

### PURPOSE FOR REPORTING MISCELLANEOUS INCIDENTS

Miscellaneous incidents will be reported for the purpose of recording police action taken in minor non-criminal matters or minor violations of city ordinances of the type not specifically provided for on case reports. Miscellaneous incident general classifications are listed in the table on the reverse side of this instruction sheet.

### REPORTING MISCELLANEOUS INCIDENTS

After completing your investigation of a miscellaneous incident, return to service by stating to the dispatcher "Missle" and the appropriate number-letter combination from the table on the reverse of the instruction sheet. One incident number and police action letter will usually describe the incident and the service rendered. Occasionally, it may be necessary to use two or more police action letters. Use the phonetic alphabet when reporting letter codes. For example:

To report Domestic Disturbance - Peace Restored, state "Missle - 1 Frank"

To report Illegal Parking - Issued Traffic Citation, state "Missle - 6 - Mary"

To report Domestic Disturbance - Peace Restored and Advised Warrant, state "Missle - 1 Frank George."

The number-letter code will be written on the Radio Dispatch Card by the dispatcher as a Department record of police action taken.

When you are assigned to investigate a miscellaneous incident and your investigation shows that a Traffic Accident Report or case report is required, indicate to the dispatcher that you have submitted a case report or Traffic Accident Report when you return to service.

It is imperative that you inform your dispatcher of the action taken at the completion of each assignment and before termination of duty.

### REPORTING ON-VIEW MISCELLANEOUS INCIDENTS

In on-view incidents, tell the dispatcher your radio call number, the address, and the type of incident you are investigating (for example: disturbance, illegal parking). When you have completed your investigation, return to service by giving the dispatcher the beat of occurrence and the complainant's name, then state the correct number-letter code.

### USE OF MISCELLANEOUS INCIDENT EXCEPTION REPORT

It is not necessary for you to submit any written report for most miscellaneous incidents. Only the following cases require the preparation of the Miscellaneous Incident Exception Report (CPD-11.419) or Animal Bite Information report (CPD-34.226) in addition to stating the number-letter code to the dispatcher:

1. Animal cases.
  - a. Prepare the report for stray animal incidents, when the aid of the Animal Care and Control Center or a private agency is utilized to apprehend and remove an animal from the field. The agent's name, the time, date and name of the organization will be entered on the report.
  - b. Prepare the report when an animal is destroyed.

Note: In animal bite cases where the Animal Information report is utilized, it is not necessary to prepare a Miscellaneous Exception Report.
2. Lost or found articles without real or intrinsic value reported in person. Prepare a duplicate copy of the Miscellaneous Incident Exception Report and give the duplicate to the citizen. Examples of articles without intrinsic value are:
  - a. One automobile license plate and/or registration sticker.
  - b. City vehicle license.
3. Processing abandoned vehicles on private property when the owner or agent of the property is not present or known; or when a vehicle to be towed as a hazard or an apparent steal is verified as gone on arrival by the tow truck driver and no case report applies.
4. Confinement, injured, public inebriate or sick removals when no other case report is to be submitted and transportation is provided by Department personnel.
5. City license violations, resulting from inspections or complaints which do not require a case report (e.g., the premises has a valid license, but no license for coin operated devices). Prepare the report in duplicate indicating the nature of the violation and any action taken.
6. Violation of Municipal Ordinances concerning pollution or environmental control. Prepare the report in duplicate, indicating the nature of the violation and any enforcement actions taken.
7. Fires which do not involve any real property and if the nature of the personal property indicates that it has little or no monetary value. The name and star number of the approving sergeant will be entered on the report.

8. Removal of a Medical Examiner's seal. Turn in the letter of authorization and the seal (for appropriate district desk retention processing) along with the report to the supervising sergeant. This applies to either a Medical Examiner's or a Public Administrator's case.
9. Missing Person, not bona fide.
  - a. Adult person left voluntarily, not in poor mental condition.
  - b. Any person who returns before a Missing/Found Person Case Report (CPD-11.407) is completed.
10. Hospital guard detail. Officers so assigned will submit a Miscellaneous Incident Exception Report containing all facts relevant to the detail.
11. Emergency food requests. The report will contain the facts upon which the request is based, and it will be submitted by the officers making the request.
12. Cardiopulmonary Resuscitation or Heimlich Maneuver applications. Report will be submitted by officers who perform the rescue services.
13. Emergency helicopter support for Police Department operations. Requesting member will prepare the report in duplicate indicating the nature of the incident.
14. Landlord-tenant (Lockout) incident when no other case report is to be submitted.

#### MISCELLANEOUS INCIDENTS AT DISTRICT STATIONS

When a district desk officer is notified of a complaint which requires the completion of a Miscellaneous Incident Exception Report and does not require on-the-scene investigation by a beat car or other unit, he will complete the report. After completing the report, the desk officer will inform the Control Desk of the Communication Operations Section of the type of incident, the location, the desk officer's radio call number, beat of occurrence, complainant's name, and the appropriate number-letter code. Such reports will be submitted to the desk sergeant for approval.

#### WHEN TO USE THE INFORMATION REPORT

When you discover information which you feel should be disseminated to other units of the Department, an Information Report (CPD-11.461) rather than a Miscellaneous Incident Exception Report should be used.

#### MISCELLANEOUS INCIDENT REPORTING TABLE

Use the following table to report all miscellaneous incidents. Select the correct incident and police action from the table and state the correct number and phonetic letter(s) to the dispatcher when you return to service.

	INCIDENT		POLICE ACTION
1 2 3	Disturbance, Domestic Disturbance, Teenagers Disturbance, Drunk	A - Adam B - Boy C - Charles	Not Bona Fide Incident No Person Can Be Found No Such Address
4 5 6	Disturbance, Noise Disturbance, Other Illegal Parking	D - David E - Edward F - Frank	No Police Service Necessary Perpetrator Gone on Police Arrival Peace Restored
* 7 8 9	Sick Removal/Confinement Injured Person Man or Woman Down	G - George H - Henry *I - Ida	Advised Warrant Advised to Recontact Police if Returned/Repeated Removed to Hospital or Detox. Facility
**10 11 12	Animal Bite Suspicious Person(s)/Auto Citizen Calling for Help	J - John K - King L - Lincoln	Returned to Family or Home Taken to District Station Information Report Submitted
13 14 15	Lost Person Found Auto, Burglar or Holdup Alarm Inhalator	M - Mary N - Nora O - Ocean	Traffic Citation Issued Ordinance Complaint Issued Advised Legal Help
16 16 18 19	Fire Escort Traffic Accident Other Miscellaneous Incident	P - Paul R - Robert X - X-ray Y - Young	Other Police Service Arrest Made Missile X Completed Animal Bite Information Report

\* Miscellaneous Incident Exception Report required in every bona fide case.

\*\* Animal Bite Information report required in every bona fide case.