

# PORT HURON POLICE DEPARTMENT POLICY AND PROCEDURAL ORDER

			ORDER NO: 82-08
SUBJECT: Crime Reporting - National and Statewide			
EFFECTIVE DATE: March 10, 1994	DISTRIBUTION: A	REVIEWED: REVISED:	Annual
REQUIREMENTS:			
ISSUED BY: Chief Joseph A. Platzer		FORMS:	

I. PURPOSE

The purpose of this order is to outline the Port Huron Police Department's participation in Michigan's statewide crime reporting system.

II. POLICY

It will be the policy of the Port Huron Police Department to contribute all required crime statistics, as mandated by state and federal law via the Michigan Incident Crime Reporting (MICR) Section of the Michigan Department of State Police.

III. PROCEDURE

All sworn personnel, cadets, and clerical will be responsible for entering crime incident data into the Department's records management computer system.

Daily all of the required necessary data fields will be electronically transmitted to the MICR's Records Section via CLEMIS.

The electronically submitted MICR data includes the LEOKA (Law Enforcement Officers Killed or Assaulted) information and is forwarded to the State via the same electronic means.

A Death in Custody form will be forwarded from the Michigan State Police Unit if one occurs and the agency will be responsible to fill out the form and return it expeditiously.

IV. REPORTS

On a yearly basis, the Department will be provided both a Michigan Incident Crime Report and a United States Uniform Crime Report, compiled by the Federal Bureau of Investigation, showing the trends in reported crime rates and arrest rates. This information may be utilized as part of the Department's annual report.

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