

4-01/020.25 - Miscellaneous Incident Reports (MIR)

The Miscellaneous Incident Report (SH-CR-609) shall be used to report all non-workable misdemeanor crimes and incidents.

Crime or incident investigations which result in the reporting of workable information shall be reported on the appropriate Incident Report form. Workable information is defined as any one of the following:

- Suspect named;
- Suspect described;
- License number obtained;
- Suspect's vehicle described;
- Other information which may lead detectives to the identification of the suspect; and
- Indexable or identifiable property.

It shall be the responsibility of personnel to determine that the circumstances of the crime or incident being reported meet the criteria for non-workable reports before an MIR is originated. When personnel determine that an MIR is warranted, victims shall be advised there is insufficient information to proceed with further formal investigative measures; however, detectives will maintain a copy of the MIR in the event that further information becomes available.

The MIR shall be handled as an inactive report when originated and will require no inactivating at a later time by the handling detective. If a suspect is identified in connection with a particular MIR, it can be activated by means of a Supplemental Report and then handled as current policy dictates.

Reporting Procedures

Desk personnel shall ascertain, through questioning of the caller, if the reportable crime or incident qualifies for a MIR. If so, advise the caller that a report will be taken by telephone.

If the caller objects and requests a Unit at the scene, a Unit shall be dispatched.

Responding personnel should, upon gathering the information from the citizen, make certain that the crime or incident does qualify for a MIR. When a MIR is initiated, form SH-CR-609 shall be prepared.

In the event that the desk is busy when an MIR call is received, the caller shall be advised that the desk will recall within one (1) hour and take the information for the report. Under no circumstances will an MIR call be held over one hour.

In the event a report cannot be taken on the initial call and the party is advised that the desk will recall, desk personnel shall type the proper entry into the Mobile Digital Communications System (MDCS) terminal and, in the "Remark" (RMK) section, type "ASSIGN TO DESK - INFORMANT TO BE RECALLED FOR REPORT." Send the call to the dispatcher. The dispatcher shall place the call on "hold," pending it being handled by the desk. It shall be the responsibility of the Watch Deputy to periodically check the "Waiting Incident" (WI) screen of the MDCS terminal and ensure that all MIR calls on his shift are handled promptly and in the appropriate manner.

When an MIR is handled immediately over the telephone, desk personnel shall type the entry into the MDCS terminal and, in the comment section, type "ASSIGN TO DESK." Send the call to the dispatcher. The dispatcher shall then assign the call to the desk at which time desk personnel shall:

- Gather the necessary information to initiate an MIR;
 - Prepare a report on form SH-CR-609;
 - Advise the caller of the URN and that a copy (yellow) of the report may be picked up at the Station, if desired; and
 - Clear the entry with an URN.
-