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"INTEGRITY...FAIRNESS...SERVICE"

SPECIAL ORDER #2014-02

DATE: June 2, 2014

TO: All Police Department Personnel. To be announced at Roll Call and a Copy Posted on the Bulletin Board for 30 days.

RE: Automated Crash Reporting System (ACRS) Program.

EFFECTIVE: Immediately.

BACKGROUND: The Automated Crash Reporting System (ACRS) is a program that was created by the Maryland State Police (MSP) and operates as an application in the DeltaPlus system. It allows Department members to capture crash information and electronically submit it to a supervisor for approval. This program replaces the Maryland Automated Accident Reporting System (MAARS) paper report format. The ACRS is still in development and slated for future improvements.

Department members are familiar with the Field-Based Reporting (FBR) system. Much like FBR, ACRS utilizes a workflow in which electronic reports are completed and submitted for approval. Also like FBR, ACRS assigns members a role in the approval process based upon their assignment within the Department.

Members completing a report in ACRS will utilize the following workflow:

- Members will log into the DeltaPlus system and select the ACRS application to create a report.
- Upon completion of an ACRS report, members will submit the report to their supervisor for approval.
- Supervisors will either approve the report, or reject it to the submitting member for correction.
- Reports approved by a supervisor are electronically submitted to the Maryland State Police (MSP) and the State Highway Administration (SHA).
- The Information & Records Management Unit (IRMU) will query the ACRS system each day for reports that have been approved and transfer the reports into the InPursuit database.

Unlike FBR, when ACRS reports meet certain criteria they will be re-opened. Re-opening an ACRS report creates a new version and allows the reporting of additional crash data that was not available when the initial report was submitted. All versions of an ACRS report will be accessible in the InPursuit database. It should be noted that only the member who originated the report in ACRS is able to re-open a report for modification.

PURPOSE: To outline procedures for the introduction and use of the ACRS program within the Department. These procedures will continue to be used to fully implement the program Department-wide.

RELATIONSHIP TO DEPARTMENTAL VALUES: This Special Order supports the Department's commitment to **SERVICE** by capturing crash data electronically, thereby streamlining the Department's report writing process.

SPECIAL ORDER #2014-02 (Continuation)

POLICY: Members who have been trained in the use of ACRS, and instructed to begin using the system by a member of the Technology & Communication Unit (TCU), will document all crash related incidents utilizing the program. This includes hit and run accidents with no suspect information, that were previously documented using the FBR system. Members who have not been trained in the use of the ACRS program will continue to use the existing accident reporting procedures.

When re-opening an ACRS report, members will ensure that the source of the additional/revised data is documented in the InPursuit database. For example, a member who obtains ownership information on property that is damaged in an accident will need to complete an FBR Incident Supplement documenting the follow-up investigation. However, a member re-opening an ACRS report to update the results of a blood test will not need to complete a FBR Incident Supplement if the laboratory report has been scanned into the InPursuit database by the IRMU.

When members obtain information that requires an ACRS report to be re-opened and the member was not the originating member, they will document the information using a FBR Incident Supplement and provide the information to the originating member. The originating member is responsible for updating the ACRS report.

PROCEDURES:

DEFINITION

- Validation - an electronic feature that ensures all required report fields are completed prior to submission for approval.

NOTE: Passing validation does not mean a report is complete or necessarily thorough.

MEMBERS

- Log into the DeltaPlus system and select the ACRS application to initiate all crash reports.
- Thoroughly and accurately report crashes entering as much data into ACRS as possible.
- Place on a Form 322, Maryland Automated Accident Reporting System (MAARS) Continuation, additional crash or reconstruction information.
- Validate and submit all completed ACRS reports for supervisory approval.
- Make required corrections to reports rejected by a supervisor, and resubmit for approval.
- Document follow-up investigations using the FBR system, if applicable.

NOTE: These procedures can be found in the Field Manual, Article 2.

SUPERVISORS

- Receive reports for review and approval.
- Reject reports needing corrections back to the initiating member.
- Approve completed reports.
- Ensure reports are completed within 72 hours.

CRITERIA TO RE-OPEN A SUBMITTED ACRS REPORT

- Updating breath and blood test results, safety equipment information, unknown vehicle information, crash participant information (known or unknown), or witness information.
- Upgrading or downgrading the status of a report and type/severity of the report.
- Adding or updating contributing causes/factors.
- Correcting incorrect report information.

NOTE: Reports can only be re-opened by the original report writer.

SPECIAL ORDER #2014-02 (Continuation)

PROCESS TO RE-OPEN A SUBMITTED ACRS REPORT

- The submitting member will notify their supervisor of the need to re-open a previously submitted ACRS report.
- The submitting member's supervisor will contact the Baltimore County Office of Information & Technology (OIT) Help Desk and request that the ACRS report be re-opened.
NOTE: Requests must include the following information:
 1. Central complaint (CC) number.
NOTE: If the request to re-open is for an incorrect CC number, the requesting member must submit a Form 12L, Intra-Department Correspondence, containing both the correct and incorrect CC number to the IRMU. The Form 12L will be scanned into the InPursuit database by the IRMU.
 2. Name, identification number, and assignment of the original report writer.
 3. Name, identification number, and assignment of the supervisor authorizing the request.
 4. The reason for the request.
- The OIT will initiate a help desk ticket and assign it to the Technology & Communications Unit (TCU).
- The TCU will notify the member when the report has been re-opened.

TEMPORARY ROLE UPGRADES

- When a member works in an acting capacity for a member in a higher role, the acting member's role will be temporarily upgraded.
- The shift/unit commander will complete a Field-Based Reporting (FBR)/DeltaPlus Upgrade Request using the Department's Intranet site.
- Upgrade requests will be submitted on a daily basis, and at the start of the member's shift, when possible.
- The request will include the:
 1. Assignment affected.
 2. Name, rank, and identification number of the requestor.
 3. Name(s), rank(s), and identification number(s) of the members being upgraded.
- Members being upgraded will not log onto the DeltaPlus system until notified by TCU that the upgrade has been completed.

INFORMATION & RECORDS MANAGEMENT UNIT

- Queries the ACRS system on a daily basis to collect approved ACRS reports.
- Transfers completed ACRS reports into the InPursuit database.

TRAINING SECTION

- Prepares and provides ACRS training for the Department.

TECHNOLOGY & COMMUNICATIONS UNIT (TCU)

- Provides user support for the ACRS program.
- Manages the Department's transition to use of the ACRS program.
- Manages temporary role upgrades and downgrades.
- Manages the re-opening of reports.

TCU COMMANDER

- Makes modifications to the ACRS program as necessary.
- Implements a contingency plan for ACRS failures or outages at his/her discretion.
- Notifies commands when they are no longer required to maintain the MAARS Log Book.

STRATEGIC PLANNING TEAM

- Revises the Form 322 after Department-wide conversion to ACRS.

SPECIAL ORDER #2014-02 (Continuation)

IMPLEMENTATION: This Special Order will be distributed electronically to all Department members and non-sworn supervisors. Shift/unit supervisors will be responsible for the posting and referencing of this Special Order.

By order of,

James W. Johnson
Chief of Police