

**Army Regulation 190–45**

**Military Police**

# **Law Enforcement Reporting**

**Headquarters  
Department of the Army  
Washington, DC  
20 October 2000**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 190-45

Law Enforcement Reporting

This regulation has been completely revised. Changes have been made to all chapters and appendixes. Major changes include:

- o Establishing revised procedures for processing Freedom of Information and Privacy Acts requests for information (Ch 3)
- o Offense Reporting and mandatory use of the Offense Reporting System-2 (Ch 4)
- o Submission of criminal history to the Federal Bureau of Investigation(FBI) (para 4-10)
- o Army Quarterly Trends and Analysis Report (Ch 5)
- o Victim and Witness Assistance Procedures (Ch 6)

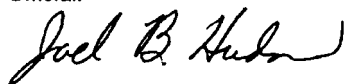
Military Police

Law Enforcement Reporting

By Order of the Secretary of the Army:

ERIC K. SHINSEKI  
General, United States Army  
Chief of Staff

Official:



JOEL B. HUDSON  
Administrative Assistant to the  
Secretary of the Army

**History.** This publication publishes a revision. Because the publication has been extensively revised, the changed portions have not been highlighted.

**Summary.** This regulation establishes policies and procedures for offense reporting within the Army, Department of Defense, and the Department of Justice. It implements Department of Defense Directive 7730.47 for law enforcement purposes and Department of Defense Instruction 1030.2 for law enforcement

purposes. The regulation mandates the use of the Offense Reporting System-2, implements reporting requirements for Victim Witness Assistance programs mandated by Federal law and the Department of Defense, and submitting fingerprint cards to the Criminal Justice Information Systems, Federal Bureau of Investigation.

**Applicability.** This regulation applies to the Active Army and U.S. Army Reserve, Department of the Army civilian police and security guard activities, and contracted or contractor security force operations and activities. It also applies to the Army National Guard of the United States when federalized under title 10, United States Code. This regulation is required during mobilization.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff for Operations and Plans. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulations. Proponents may delegate the

approval authority, in writing, to a division chief in the grade of colonel or the civilian equivalent.

**Army management control process.** This regulation contains management and control provisions, but does not identify key management controls that must be evaluated.

**Supplementation.** Supplementation of this regulation and establishment of local and command forms are prohibited without prior approval of HQDA (DAMO-ODL), WASH DC 20310-0440.

**Suggested Improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAMO-ODL), WASH DC 20310-0440.

**Distribution.** This publication is available in electronic media only and is intended for command levels C, D, and E for the Active Army, the Army National Guard of the United States, and the U.S. Army Reserve.

**Contents** (Listed by paragraph and page number)

**Chapter 1**

**Introduction, page 1**

Purpose • 1-1, page 1

References • 1-2, page 1

Explanation of abbreviations and terms • 1-3, page 1

Responsibilities • 1-4, page 1

**Chapter 2**

**Records Administration, page 3**

General • 2-1, page 3

Safeguarding official information • 2-2, page 3

Special requirements of the Privacy Act of 1974. • 2-3, page 4

Acquisition and storage of Information on non-DOD affiliated persons and organizations • 2-4, page 4

Administration of expelled or barred persons file • 2-5, page 4

Administration of local criminal intelligence • 2-6, page 4

\*This regulation supersedes AR 190-45, 30 September 1988.

## **Contents—Continued**

Name checks • 2–7, *page 5*

### **Chapter 3**

#### **Release of Information, *page 6***

General • 3–1, *page 6*

Guidelines for disclosure within DOD • 3–2, *page 6*

Release of information • 3–3, *page 6*

Release of information under the Freedom of Information Act • 3–4, *page 6*

Release of Information under the Privacy Act of 1974 • 3–5, *page 7*

Amendment of records • 3–6, *page 7*

Accounting for military police record disclosure • 3–7, *page 8*

Release of law enforcement information furnished by foreign governments or international organizations • 3–8, *page 8*

### **Chapter 4**

#### **Offense Reporting, *page 9***

General • 4–1, *page 9*

Military Police Report • 4–2, *page 9*

Identifying criminal incidents and subjects of investigation • 4–3, *page 9*

Offense codes • 4–4, *page 10*

Military Police Codes (MPC) • 4–5, *page 10*

USACRC control numbers • 4–6, *page 10*

Reserve Component, U. S. Army Reserve, and Army National Guard Personnel • 4–7, *page 11*

DA Form 4833 (Commander's Report of Disciplinary or Administrative Action) • 4–8, *page 11*

Updating the ORS-2 and CRDR • 4–9, *page 12*

Submission of Criminal History Data to the CJIS • 4–10, *page 12*

Procedures for reporting Absence without Leave (AWOL) and Desertion Offenses • 4–11, *page 13*

### **Chapter 5**

#### **Army Quarterly Trends and Analysis Report, *page 73***

General • 5–1, *page 73*

Crime Rate Reporting • 5–2, *page 73*

### **Chapter 6**

#### **Victim and Witness Assistance Procedures, *page 85***

General • 6–1, *page 85*

Procedures • 6–2, *page 85*

Notification • 6–3, *page 85*

Statistical reporting requirements • 6–4, *page 85*

### **Chapter 7**

#### **Related Military Police Forms, *page 86***

General • 7–1, *page 86*

Provisional Pass • 7–2, *page 86*

Deserter/Absentee Wanted by the Armed Forces • 7–3, *page 86*

Report of Return of Absentee • 7–4, *page 86*

Receipt for Prisoner or Detained Person • 7–5, *page 87*

Armed Forces Traffic Ticket. • 7–6, *page 87*

U.S. District Court Violation Notice • 7–7, *page 87*

Alcoholic Influence Report • 7–8, *page 87*

Crime Records Data Reference Card • 7–9, *page 87*

Sworn Statement • 7–10, *page 88*

Rights Warning Procedure/Waiver Certificate • 7–11, *page 88*

Vehicle Registration/Driver Record • 7–12, *page 88*

Military Police Log • 7–13, *page 88*

## **Contents—Continued**

Military Police Traffic Accident Report • 7-14, *page 88*

Military Police Desk Blotter • 7-15, *page 88*

Military Police Desk Reference • 7-15, *page 89*

Evidence/Property Tag • 7-16, *page 89*

Evidence/Property Custody Document • 7-17, *page 89*

Accountability of DD Forms 1408 and 1805 • 7-18, *page 90*

**Appendix A.** References, *page 91*

**Glossary**

## **Chapter 1 Introduction**

### **1-1. Purpose**

This regulation—

*a.* Prescribes policies, procedures and responsibilities on the preparation, reporting, use, retention, and disposition of DA Form 3975 (Military Police Reports) (MPR) and documents related to law enforcement activities, DA Form 3975-1 (Military Police Report-Additional Offenses), DA Form 3975-2 (Military Police Report-Additional Subjects), DA Form 3975-3 (Additional Victims), DA Form 3975-4 (Military Police Report-Additional Persons Related to Report), and DA Form 3975-5 (Military Police Report-Additional Property).

*b.* Implements crime reporting requirements of the Uniform Federal Crime Reporting Act (Sec 534 note of title 28, United States Code), the Brady Handgun Violence Prevention Act (Sec 922 note of title 18 United States Code), and the Victim Rights and Restitution Act (Sec 10601 et seq. title 42 United States Code).

*c.* Prescribes policies and procedures for submitting criminal history data (fingerprint cards) to the Criminal Justice Information Systems (CJIS) Federal Bureau of Investigation (FBI).

*d.* Mandates the use of the Offense Reporting System 2 (ORS-2) as the automated reporting system to standardize law enforcement reporting throughout the Army providing commanders, Headquarters Department of the Army (HQDA), and the Department of Defense (DOD) a record of MPRs and services.

### **1-2. References**

Required and related publications and prescribed and referenced forms are listed in appendix A.

### **1-3. Explanation of abbreviations and terms**

Abbreviations and special terms used in this regulation are explained in the glossary.

### **1-4. Responsibilities**

*a.* The Deputy Chief of Staff for Operations and Plans (DCSOPS) is responsible for—

(1) Establishing policy on the preparation, use, and disposition of military police records and forms.

(2) Overall reporting of crime within the Army, and the development of Army-wide crime statistics.

(3) Establishment and management of the ORS-2 system as the automated military police reporting system within the Army to include the Crime Records Data Repository (CRDR) within the system. This includes procedures for entering records, retention of records, dissemination of records and use of such records by Department of the Army (DA), DOD agencies, and Federal, state, and local law enforcement agencies.

(4) Coordinating law enforcement reporting to the CJIS, Federal Bureau of Investigation (FBI) and the Department of Justice (DOJ).

*b.* Commanders of major Army commands (MACOMs) will ensure that subordinate installation commanders—

(1) Utilize the ORS-2 system to meet reporting requirements prescribed in this regulation.

(2) Comply with all referenced provisions of Federal law in this regulation.

(3) Submit required criminal history data to the U. S. Army Crime Records Center (USACRC) for transmittal to CJIS.

*c.* The Commanding General, U.S. Army Training and Doctrine Command will ensure that ORS-2 technical training for functional users is incorporated into the instructional programs of service schools.

*d.* The Director U.S. Army Crime Records Center is responsible for—

(1) Receiving MPRs prepared per this regulation and related Army law enforcement regulations, policies, and procedures.

(2) Maintaining records that support entries made in the CJIS, FBI This includes the criminal history file of the National Crime Information Center (NCIC).

(3) Responding to requests for information received from local, state Federal, and international law enforcement agencies.

(4) Responding to requests for military police reports submitted under the Freedom of Information or Privacy Acts.

(5) Processing amendment requests under the Privacy Act in coordination with installation provost marshals.

*e.* Installation provost marshals will comply with crime records and reporting requirements of this regulation and ensure that documents and forms are accurately completed and forwarded as prescribed in this regulation. They also respond to routine requests for information received from local, state, Federal, international law enforcement agencies, and Privacy and Freedom of Information Act requests for information.

*f.* The systems administrator, appointed in writing by the installation provost marshal, is responsible for maintaining