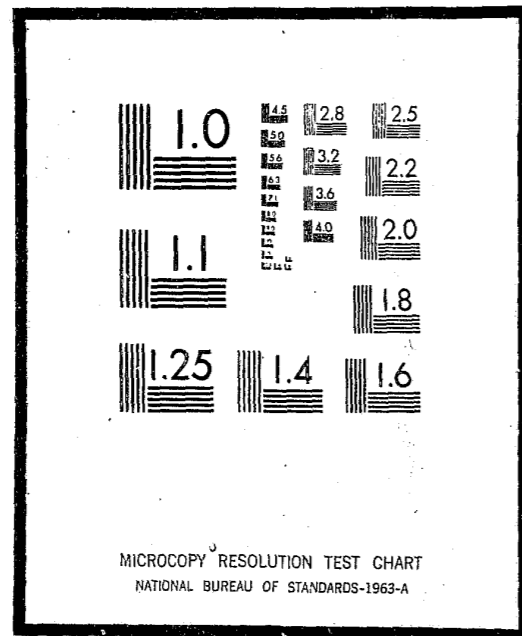


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U.S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
NATIONAL CRIMINAL JUSTICE REFERENCE SERVICE
WASHINGTON, D.C. 20531

Date filmed 5/27/76



Westinghouse Justice Institute

R-73-107
January 1973

POLICE MANAGEMENT
SYSTEM STUDY
NORTH RICHLAND HILLS, TEXAS

VOLUME-IV 4

Westinghouse Public Management Services

2040 Ardmore Boulevard
Pittsburgh, Pennsylvania 15221

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FOREWORD

The City of North Richland Hills, Texas, requested the services of Lt. Glenn R. Walker of the Tyler, Texas, Police Department to assist in a management and records study through the Regional Office of the Law Enforcement Assistance Administration (LEAA). The LEAA Washington, D.C., office, in response authorized the Westinghouse Justice Institute (WJI) to provide the services of Lt. Walker under the terms and conditions of LEAA Contract J-LEAA-016-72, U.S. Department of Justice. This report documents in summary the technical services rendered. In addition to the discussion volume (Volume I), there are four supplementary volumes containing details of forms, methods, displays, and other material related to this study.

NOTE

Volume I contains the discussion portion of this study and a listing of 53 recommendations. The numbers inserted throughout the discussion, (1), (2), (3), etc., match the recommendation numbers and can so be referred to. Throughout both the discussion and recommendations, reference is made to the 45 figures that are included in Volumes II, III, and IV. Provided are forms, procedures, instructions, diagrams, etc. Volume V contains technical data, flowcharts, diagrams, and other material identified as Appendixes A through I. Because of the bulk of this material, Volumes II, III, IV, and V are provided only for the LEAA Regional and Washington, D.C., offices.

VOLUME IV

Figure

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Report Area _____ Case No. _____ Offense No. _____


Date _____ Time _____ Location _____

Driver No. 1 _____

Driver No. 2 _____

Injured Person _____

FIGURE 35

- 
- Figure 36. Traffic Accident Report Instructions
- a. Texas Police Officer's Confidential Accident Report
 - b. National Safety Council Instructions

INSTRUCTIONS

TEXAS POLICE OFFICERS' CONFIDENTIAL ACCIDENT REPORT

Statistical Services
Texas Department of Public Safety
Box 4087, N.A.S.
Austin, Texas 78751

Additional copies of these instructions are not available from the Texas Department of Public Safety. Permission is hereby granted to any Police Agency in Texas to reproduce these instructions for their official use.

GENERAL INSTRUCTIONS

1. Every law enforcement officer, who, in the regular course of duty, investigates a motor vehicle accident (regardless of its severity) is required by Texas law to forward a written report of such accident to the Department of Public Safety within 10 days of the accident. Such report is required to be made on the form approved by the Department.

2. All motor vehicle accidents are to be reported giving sufficient circumstances surrounding the accident to provide data for accident prevention, for proper classification and for chargeability, according to nationally accepted standards. In cases of questionable fatal accidents, the investigating agency will be advised of the ruling on the classification by the Department.

3. Non-contact traffic units should be identified and reported if possible. A non-contact traffic unit is a vehicle or pedestrian, etc., which contributes to an accident but strikes nothing and suffers neither damage nor injury. Violations, etc., of a non-contact unit should be reported on the accident report the same as if it had been in actual contact.

4. A chain of events may constitute a single accident if close enough in point of time and location. Example: A car strikes a bridge rail and bounces off and strikes another vehicle almost instantaneously, or a car on the wrong side of the road forces another car off the road and both cars overturn. These may be reported as one accident on one report.

When a chain of events is definitely broken by time or place, the events should be reported as separate accidents. Example: A car plows into an accident which has occurred a few minutes before; or a car strikes a parked car, drives down the street for some distance and hits another car. Such cases should be reported as separate accidents on two reports.

5. An accident must result in some damage and/or injury. If neither results a report should not be submitted even though the event is investigated.

L O C A T I O N	PLACE WHERE ACCIDENT OCCURRED County	City or town	DO NOT WRITE IN THIS SPACE						
	If accident was outside city limits, indicate distance from nearest town miles		North <input type="checkbox"/>	S <input type="checkbox"/>	E <input type="checkbox"/>	W <input type="checkbox"/>	of	City or town	No.
	ROAD ON WHICH ACCIDENT OCCURRED		Under <input type="checkbox"/> Yes		Construction? <input type="checkbox"/> No			S.R.	
	Check and complete one only		AT ITS INTERSECTION WITH		Name of intersecting street or highway number			Fat. rec.	
		IF NOT AT INTERSECTION		feet North <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W <input type="checkbox"/> of			Dr. rec.		
		Show nearest intersecting street or highway, house no., bridge, RR crossing, alley, driveway, culvert, milepost, underpass, or other landmark.						Code	
		COUNTY - Always show County in which the accident occurred, even if within the limits of a city or town.						Type	
		CITY OR TOWN - If the accident occurred within the limits of a city or town show name of the city or town. If a rural accident, leave this space blank.						FAT. P.D. P.D.	

COUNTY - Always show County in which the accident occurred, even if within the limits of a city or town.

CITY OR TOWN - If the accident occurred within the limits of a city or town show name of the city or town. If a rural accident, leave this space blank.

ROAD ON WHICH ACCIDENT OCCURRED - Give name of street or highway.

CITY ACCIDENTS - Use official street names, and if street is a designated highway, give highway number.

RURAL ACCIDENTS - Show official highway number or, if none, name of road on which accident occurred. Use only commonly accepted abbreviations, such as "I.H." for Interstate highways, "US" for other Federal highways, "Tex" for state highways and "FM" for farm-to-market and ranch-to-market roads. When highways have more than one designation, such as a US highway and a TEXAS highway using the same roadway for a few miles, use the highest designation (Interstate as first, US as second, TEXAS as third and FM as fourth). When a highway has more than one number within a designation (as in the case of US 81 and US 77 north of Waco) use lowest number.

To avoid confusion, frontage or service roads which are a part of a controlled access highway must be distinguished from the major roadway, but must retain the official highway number as the basic identification.

One-way frontage roads require direction of travel and highway number, and should be referred to as "north-bound frontage road, I.H. 35", etc.

Two-way frontage roads require direction FROM major roadway and highway number, and should be referred to as "East frontage road, I.H. 35", etc.

UNDER CONSTRUCTION - Indicate whether or not road was under construction by checking appropriate box. This applies principally to rural areas and cities should use local definitions to suit their own purposes.

In rural areas consider as construction area if roadway or bridges are under repair for considerable distance, or if a series of small jobs make up a major construction or repair job, as in the case of widening bridges and culverts prior to rebuilding the roadway. Do not be concerned with routine maintenance unless it exceeds 1/4 mile in length and alters the normal flow of traffic. Grading shoulders, mowing weeds on shoulders, painting signs or guard posts and the like should not be considered as construction.

AT INTERSECTION - Show name of intersecting street or highway number only when the accident occurred AT the intersection.

NOT AT INTERSECTION - When the accident was not actually AT an intersection use this space to show distance in feet and general direction from some reasonably permanent landmark in the area.

RURAL ACCIDENTS - Locate accident by using distance from mile posts or other numbering system provided by the Highway Department when possible. Otherwise, locate from culverts, bridges, intersecting roads etc., giving name and/or number, if any.

Indicate direction by checking box (or boxes) indicating the direction from the landmark used.

NOTE - On copy sent to Austin do not fill in box at upper right. This is for use in Austin headquarters only.

Time	Date of Accident	19	Day of Week	Hour	<input type="checkbox"/> A.M. If exactly noon or midnight, so state	<input type="checkbox"/> P.M.
------	------------------	----	-------------	------	---	-------------------------------

DATE - Show actual date of accident, giving month, day and year.

DAY OF WEEK - Give day of the week in all instances.

HOUR - Show actual time of accident as best it can be established after investigation, indicating AM or PM by checking appropriate box.

VEHICLE NO. 1		Make and Type of Vehicle	Vehicle Registration	Commodity Carried	Had Seat Belts
Year Model	Sedan, tractor-semi trailer, taxi, etc.	Year State Number	Year State Number	Bulane, mixed freight, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No
DRIVER		Name	Address	City and State	Sex
Race of Driver	Driver's Occupation	Carpenter, doctor, sales clerk, etc.	Date of Birth	Month Day Year	Driver's License
Speed Before Accident	Legal Speed Limit	m.p.h.	Maximum Safe Speed	m.p.h.	Physical Condition
OWNER		Name	Address	Vehicle Removed To	Approximate cost to repair vehicle \$
					Name of garage, home by owner, driven away, etc.

If the vehicle is a non contact unit make the notation "NON-CONTACT UNIT" in large letters near the top line. Give as much of the information called for as is available.

YEAR MODEL - Show year model of motor vehicles. Non-motor vehicles such as trains, street cars, bicycles, etc. do not need year identification.

MAKE AND TYPE OF VEHICLE - Show manufacturer's brand name of the vehicle, such as Ford, Plymouth, International, etc. Give body style of vehicle, using commonly accepted terms such as "coach" for tudor-type vehicles, "sedan" for fordor-type vehicles, convertible, hard-top coupe, pickup, panel truck, truck-tractor and semi-trailer, etc.

VEHICLE REGISTRATION - Show year, state of issue and license plate number of motor vehicles. Do not mistake trailer licenses for registration of towing vehicle.

COMMODITY CARRIED - Show commodity actually carried or, if empty, show commodity usually carried, for example, an empty gasoline tank truck would have commodity listed as 'gasoline'. It is not necessary to show commodity for passenger cars or for small pickup trucks unless it is especially designed for a specific commodity.

SEAT BELTS - Check the appropriate box to indicate whether or not each vehicle was equipped with seat belts.

DRIVER - Show full name of driver, his street address and city or town of residence. If driver is a member of the armed forces give rank and military address.

SEX - Indicate sex of driver in space provided.

DRINKING - In each instance show whether driver was drinking or not. If unable to establish as "yes" after investigation consider as 'no'. Check drinking when applicable regardless of whether or not a charge is filed for that offense.

RACE - Show race as white, colored, Latin, etc. in space provided.

DRIVER'S OCCUPATION - Give some descriptive word such as merchant, salesman, doctor, lawyer, truck driver, clerk, etc. Do not use vague terms such as "business".

DATE OF BIRTH - Give actual date of birth, taken from driver's license or after being established by other investigation.

DRIVERS LICENSE NUMBER — Show DL number, state of issue and indicate whether Chauffeur, Commercial Operator, or Operator by checking the appropriate box. Show nearest equivalent type if issued by a state where type of license does not fit Texas definitions. If driver is not licensed show "none" in space provided for number. If license is expired, show number and note "expired" above. If license is suspended use same procedure. Do not show "unknown" unless absolutely impossible to determine DL status.

SPEED BEFORE ACCIDENT — Show investigator's opinion of cruising-or traveling-speed before the accident. If vehicle was stopped in traffic lane at time of accident show speed as "0". When vehicle is actually parked (not in traffic lane) show "parked" in lieu of speed. Do not accept driver's statement of his speed unless investigation shows it to be accurate.

LEGAL SPEED LIMIT — Show legal limit applicable for the time and place of the accident. At a location where the legal limit for the particular spot may be doubtful show legal limit for the approach to the site. As an illustration, in a rear-end collision at a stop sign, show legal limit on the street or road leading up to the stop sign.

MAXIMUM SAFE SPEED — When unsafe speed (violation No. 2 on the back) is shown as a contributing factor in the accident give investigator's opinion of what would have been a safe speed for the time and place, except in instances of "fail to control speed" under PC 827a Sec. 8-1(a). In these cases do not speculate on how fast the driver should have driven in order to avoid the collision, but use a dash (-) instead. When speeds under the limit but over a safe speed are not a contributing factor in the accident use a dash (-) to show it was not overlooked.

A safe speed is one you would recommend to the ordinary driver in an average vehicle for existing conditions of the road leading up to the accident location, considering only the POTENTIAL hazard, not the actual hazard, that appeared in the accident under investigation. Some examples of safe speed are:

1. At an intersection, that speed above which a vehicle does not have sufficient distance to stop in time to avoid a collision with another vehicle approaching the intersection on the cross street.
2. On a curve, that speed above which a vehicle will slide off the curve rather than follow around it.

In some instances the maximum safe speed might be above the posted limits, especially in urban areas. For rural areas, however, do not show maximum safe speeds over the posted limits. Assume that speeds in excess of the posted limits are declared illegal because they are unsafe.

If the maximum speed for a particular accident is over the posted limits, consider it speeding over legal limits and dash this section of the report. If the maximum safe speed is UNDER the legal limits but, for some particular reason, is still unsafe the investigator should estimate what the safe speed would be, with the exception noted above.

Do not assume the actual speed to have been in excess of a "safe speed" simply because the driver was involved in an accident. Do not speculate on what would have been a safe speed at which some otherwise illegal act should have been committed, for example: running a stop sign, parking on the roadway illegally, or improperly starting from a parked position, etc. The very nature of these acts makes it illegal or impossible to perform them at any speed.

PHYSICAL CONDITION — Show driver's physical condition, such as normal, ill, fatigued, apparently asleep, etc. and show such body defects as missing arms, legs, hands or eyes. If driver has DL restriction show restriction number given on the license, for instance "R-1 or R-2" etc. When condition is unknown and can not be established after reasonable investigation show as "unknown". Do not show intoxication, as it is reported elsewhere.

APPROXIMATE COST TO REPAIR — Show investigator's best estimate of cost to repair damage to vehicle and restore it to its condition before the accident. For older vehicles when the cost of repairs would exceed the actual value of the vehicle itself, show only the estimated value of the vehicle. Do not show "total loss" since it means nothing. Do not include cost of cargo carried or damages to anything other than vehicles.

OWNER — Show name of actual owner of the vehicle, or, if leased, name of person or firm having legal right of control of same. If owner is same as driver show "same" in space provided.

VEHICLE REMOVED TO - Show name of garage to which vehicle taken or, if driven away so state.

VEHICLE NO. 2. Same as Vehicle No. 1.

If more than two vehicles are involved cut this portion of the report from another sheet and use as many as necessary, numbering each vehicle accordingly.

Show total number of vehicles involved in space at lower left margin of Vehicle No. 2.

DAMAGE TO PROPERTY OTHER THAN VEHICLES		Estimated Cost *
<small>Name subject and state nature of damage</small>		
Name and address of owner of damaged property		

DAMAGE TO PROPERTY - Show damages (in Dollars) to everything except the vehicles involved. This includes city or state property such as road signs, guard rails, lamp posts as well as buildings damaged by collision, livestock struck by vehicles, and cargo carried in vehicles. When possible secure name and address of owner of property so damaged, particularly when buildings etc. are involved where owner may not be easily located later.

CODE FOR INJURY SEVERITY
(Use only the most serious one in each space for injury.)
A - Serious visible injury, as deep, bleeding wound, distorted member, etc.
B - Minor visible injury, as bruises, abrasions, swelling, limping, etc.
C - No visible injury but complaint of pain or momentary unconsciousness.

NO. 1		<input type="checkbox"/> Driver <input type="checkbox"/> In veh. <input type="checkbox"/> Passenger <input type="checkbox"/> No..... <input type="checkbox"/> Pedestrian Severity <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C Seat Belt <input type="checkbox"/> Used <input type="checkbox"/> Not Used
Name	Address	
Age..... Sex	Race..... Was person killed?.....	
Date of Death		
Taken to		By

NAME - Show full name of persons injured or killed.

ADDRESS - Show address of victim.

AGE & SEX - Show in space provided.

RACE - Show as white, colored, Latin, etc.

WAS PERSON KILLED? - Show whether or not person listed was killed in the accident.

DATE OF DEATH - If victim died prior to making this report, show date of death in space provided. If injured only leave blank.

TAKEN TO - Show name of hospital or mortuary where victim taken, if applicable. If injured but not removed for treatment so far as investigator knows, so state.

TAKEN BY - Show how and/or by whom victim removed, if applicable.

Indicate if victim was driver, passenger or pedestrian by checking appropriate box, and show vehicle number when applicable. If passenger, show position in vehicle by using abbreviations such as RF to indicate right front seat, LF to indicate left rear seat, etc. If location so complex it cannot be shown thus make necessary explanations in remarks.

SEVERITY - See "Code for Injury Severity" above. This is intended to provide a means of estimating the degree of injury at the scene.

"A" applies to the obvious visible serious injuries such as freely bleeding wounds, distorted limbs, or injuries requiring victim to be carried away from the scene. This applies when the victim is obviously injured.

"B" applies to obvious visible minor injuries such as bruises, abrasions, skinned shins, bloody noses, etc.

"C" applies to complaint of pain not accompanied by visible signs of injury. Momentary unconsciousness applies to persons who might have been "knocked out" temporarily but who seem to have recovered.

Do not be misled by the fact that the victim might have been taken to a hospital for detailed examination as a precautionary measure. If this occurs, wait for outcome of examination.

SEAT BELTS - Check the appropriate box to indicate whether or not the injured person was using seat belts.

PASSENGERS AND/OR WITNESSES		
Name.....	Address.....	Location..... <small>In veh. ? RF, pos. 60 ft. east, etc.</small>
Name.....	Address.....	Location.....
Name.....	Address.....	Location.....
Name.....	Address.....	Location.....
Name.....	Address.....	Location.....
Name.....	Address.....	Location.....
Name.....	Address.....	Location.....
Name.....	Address.....	Location.....

FORM ST - 3

* THESE ITEMS REFLECT THE INVESTIGATOR'S OPINIONS.

REV. 7-1-61

List all occupants of vehicles who are not already shown as drivers or as casualties, giving name, address, which vehicle occupant was riding in. Show location of occupant in the vehicle, for example: in RF No. 1 would indicate the person to be riding in the right front seat of vehicle No. 1.

Show witnesses, giving name, address and location at time of accident.

KIND OF LOCALITY (Check one)
1. <input type="checkbox"/> Apartments, Stores Factories, Schools
2. <input type="checkbox"/> One-family homes
3. <input type="checkbox"/> Farms, Fields
4. <input type="checkbox"/> No marginal development

1. APARTMENTS, STORES, FACTORIES, SCHOOLS - means business, manufacturing or densely populated districts. Consider schools, churches, RR stations, truck terminals, warehouses, etc. in this category. However, a single small school, church, station or store in the vicinity is not enough to put the location in this class.

2. ONE-FAMILY HOMES - means typical residence districts, possibly with an occasional small school, church, store, etc., in the neighborhood.

3. FARMS, FIELDS - applies to land adjacent to the highway when highly developed into farms, fields and buildings used in connection therewith such as farmhouses and barns.

4. NO MARGINAL DEVELOPMENT - applies to raw land with no particular development of any kind, such as ranch lands in western Texas or undeveloped forests, etc.

TRAFFIC CONTROL (Check one or more)
1. <input type="checkbox"/> Stop sign
2. <input type="checkbox"/> Stop-and-go signal
3. <input type="checkbox"/> Officer or watchman
4. <input type="checkbox"/> R.R. gates or signals
5. <input type="checkbox"/> <small>Specify other</small>
6. <input type="checkbox"/> No traffic control

1. STOP SIGN - applies to all conventional stop signs as well as flashing red lights when used in lieu of or in connection with a stop sign.

2. STOP-AND-GO SIGNAL - applies to the conventional "traffic light" showing red, yellow and green lights for controlling traffic.

3. OFFICER or WATCHMAN - applies when a police officer is directing traffic or when a flagman or watchman is employed to assist in the movement of traffic, as for example, a watchman at a railroad crossing or a flagman at a construction site.

4. RR GATES or SIGNALS — applies to RR crossings equipped with gates or signals for warning or controlling traffic while trains are approaching or crossing the street or highway.
5. OTHER — When any other type of traffic control not listed above is present, show here what type, such as center stripe, no passing zones, barricades and the like.
6. NO TRAFFIC CONTROL — applies when there is no traffic control device present.

LIGHT CONDITIONS
(Check one)

1. Daylight 3. Darkness
2. Dawn 4. Dusk

Use the term most nearly describing the condition of natural light by checking the appropriate box.

WEATHER
(Check one)

1. Clear 3. Snowing
2. Raining 4. Fog
5.
Specify other

Use the term most nearly describing the weather at the time of the accident by checking the appropriate box:

1. CLEAR — clear skies, or when other terms will not describe the skies appropriately (cloudy but no rain or snow)
2. RAINING — Mist, rain, etc. falling
3. SNOWING — Snow or sleet falling
4. FOG — fog exists in sufficient intensity to have some possible effect on traffic conditions.
5. OTHER — Any other condition not described above, for example, blowing dust. Do not use general terms such as hot, cold, good, bad, etc.

This section is intended to report the number of lanes on the road used by each vehicle. Show total number of lanes provided for traffic at the place where the accident happened. When counting lanes on divided highways count all lanes on the major roadway (s) but do not include frontage roads. See notes below for details.

ROAD LANES (TOTAL)
(Check lanes on road used by each driver.)

1. 1 lane
2. 2 lanes
3. 3 lanes
4. 4 or more lanes
 Divided roadway
 Expressway, freeway, toll road, etc.

1. 1 LANE — Means roads with only one lane for vehicular traffic, such as an approach to a freeway, etc. A one-lane road.
2. 2 LANES — Means a conventional two-lane road where travel is permitted in either direction, and applies to two-lane roads where travel is restricted to only one direction, as in the case of a one-way frontage road. This does not apply to half of a divided highway.
3. 3-LANES — Means roadways marked into three driving lanes, when not a part of a divided highway.
4. 4 or more LANES — means roadways consisting of four or more lanes marked for traffic, and applies whether the roadway was divided or not.
5. DIVIDED HIGHWAY — Means highways where opposing lanes of the roadway are physically separated by a median strip or some physical barrier to discourage (or prevent) crossing. A double yellow stripe does not constitute a median strip or physical barrier for the purposes of this part of the report.
6. EXPRESSWAY, FREEWAY, etc. — Applies to limited — or controlled — access roads where entrance or exit by vehicles or pedestrians is prohibited except at specified points. All expressways and freeways are divided roads, but not all divided roads are expressways or freeways. Do not consider an expressway or freeway any road with driveways and/or cross streets at intervals of 1,000 feet or less, or if it is less than 100 feet wide, or if parking (other than emergency parking) is permitted at the edge of the roadway.

In some instances it will require more than one check to report properly the road used by a single vehicle. In the case of an expressway, it should be checked #4 because it has four or more lanes, checked #5 because it is divided, and checked #6 because it is up to expressway standards.

FRONTAGE ROADS should be considered separately to avoid confusion regarding the number of lanes, but make necessary explanations when describing what happened. One-way frontage roads should be described by direction of travel and official highway number, for example "northbound frontage road, I.H. 35." When frontage road is two-way it should be described by its direction from the main portion of the highway and the official number, for example "east frontage road, I. H. 35".

CITY STREETS - count marked lanes, or number of lanes usually available to traffic without regard to temporary obstructions such as illegally parked vehicles. Do not count spaces marked for parallel parking, even if vacant, unless the spaces are required to be vacant for a specified period. As an illustration, a parking space not occupied by a parked car does not constitute a lane, but the same space vacant because parking is prohibited during specified hours would be considered as part of a lane.

ROAD SURFACE
(Check one)

1. Dry

2. Wet

3. Snowy or icy

4.
Specify other

Use the term most nearly describing the condition of the surface of the roadway by checking the appropriate box. If more than one condition applies, use the term least favorable to traffic safety, for example, if part of the roadway is wet and part is dry, give condition that could have contributed to the accident.

ROAD CHARACTER
(Check two)

1. Straight road

2. Curve

3. Level

4. On grade

5. Hillcrest

Use the terms most nearly describing the character of the road by checking appropriate boxes.

1. STRAIGHT ROAD - means roads that are, for all practical purposes, straight.

2. CURVE - means any condition of curvature that could not properly be called straight or could have contributed to the accident.

3. LEVEL - means any roadway that is, for all practical purposes, level.

4. ON GRADE - means any roadway that is obviously up-grade or down-grade.

5. HILLCREST - at the top of a hill.

WHAT DRIVERS WERE GOING TO DO BEFORE ACCIDENT
(Check one for each driver)

Driver 1		Driver 2		Driver 1		Driver 2	
1	2	1	2	1	2	1	2
1. <input type="checkbox"/> <input type="checkbox"/> Go straight ahead		4. <input type="checkbox"/> <input type="checkbox"/> Make left turn		7. <input type="checkbox"/> <input type="checkbox"/> Start in traffic lane		10. <input type="checkbox"/> <input type="checkbox"/> Remain stopped in traffic lane	
2. <input type="checkbox"/> <input type="checkbox"/> Overtake and pass		5. <input type="checkbox"/> <input type="checkbox"/> Make U turn		8. <input type="checkbox"/> <input type="checkbox"/> Start from Parked position		11. <input type="checkbox"/> <input type="checkbox"/> Remain parked	
3. <input type="checkbox"/> <input type="checkbox"/> Make right turn		6. <input type="checkbox"/> <input type="checkbox"/> Slow or stop		9. <input type="checkbox"/> <input type="checkbox"/> Back			

DRIVERS - By checking the appropriate box for each vehicle, show what drivers planned to do, or were doing, or were about to do before they had the accident. Disregard any evasive action taken by either driver. As an illustration, a driver intending to overtake and pass another vehicle near an intersection might need to swerve to his right in an effort to avoid the impending collision, and in this case would be checked as intending to "overtake and pass" since that was his intention. His change of direction was made only to try to avoid the collision.

WHAT PEDESTRIAN WAS DOING				<input type="checkbox"/> Along
Pedestrian was going <input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W				<input type="checkbox"/> Across or into
				(Street name, highway No.) From (N.E. corner to S.E. corner, or west to east side, etc.) To
1. <input type="checkbox"/> Crossing or entering at intersection	4. <input type="checkbox"/> Walking in roadway - with traffic	7. <input type="checkbox"/> Pushing or working on vehicle	10. <input type="checkbox"/> Other in roadway	
2. <input type="checkbox"/> Crossing or entering not at intersection	5. <input type="checkbox"/> Walking in roadway - against traffic	8. <input type="checkbox"/> Other working in roadway	11. <input type="checkbox"/> Not in roadway	
3. <input type="checkbox"/> Getting on or off vehicle	6. <input type="checkbox"/> Standing in roadway	9. <input type="checkbox"/> Playing in roadway	12. <input type="checkbox"/> Had been Drinking	

PEDESTRIAN — By checking the appropriate box show general direction pedestrian was traveling. Use remaining boxes to show what pedestrian planned to do or was doing before the accident. Disregard any evasive action the pedestrian may have taken in his efforts to avoid being struck. If his actions had a bearing on the accident explain in describing what happened. (See above)

VIOLATIONS CONTRIBUTING TO ACCIDENT					
(Check one or more for each driver)					
Driver 1		Driver 2		Driver 3	
1. <input type="checkbox"/> <input type="checkbox"/> Speeding - over limit	9. <input type="checkbox"/> <input type="checkbox"/> Improper turn - wrong lane	18. <input type="checkbox"/> <input type="checkbox"/> Fail to yield ROW to pedestrian			
2. <input type="checkbox"/> <input type="checkbox"/> Speed - under limit - unsafe	10. <input type="checkbox"/> <input type="checkbox"/> Wrong side - not passing	19. <input type="checkbox"/> <input type="checkbox"/> Improper parking			
3. <input type="checkbox"/> <input type="checkbox"/> Fail to Yield ROW to Vehicle	11. <input type="checkbox"/> <input type="checkbox"/> Wrong way 1 way road	20. <input type="checkbox"/> <input type="checkbox"/> Driving under influence (liquor or drugs)			
4. <input type="checkbox"/> <input type="checkbox"/> Disregard Stop Sign or light	12. <input type="checkbox"/> <input type="checkbox"/> Following too closely	21. <input type="checkbox"/> <input type="checkbox"/> Defective Brakes			
5. <input type="checkbox"/> <input type="checkbox"/> Disregard Stop and Go Signal	13. <input type="checkbox"/> <input type="checkbox"/> Overtake and pass - insufficient clearance	22. <input type="checkbox"/> <input type="checkbox"/> Defective lights			
6. <input type="checkbox"/> <input type="checkbox"/> Disregard Flashing Yellow Signal	14. <input type="checkbox"/> <input type="checkbox"/> Pass in No Passing Zone	23. <input type="checkbox"/> <input type="checkbox"/> Other Defective equipment			
7. <input type="checkbox"/> <input type="checkbox"/> Improper turn - wide right	15. <input type="checkbox"/> <input type="checkbox"/> All other illegal passing	24. <input type="checkbox"/> <input type="checkbox"/> Other Violations.....			
8. <input type="checkbox"/> <input type="checkbox"/> Improper turn - cut corner on left	16. <input type="checkbox"/> <input type="checkbox"/> No signal or wrong signal of intention			
	17. <input type="checkbox"/> <input type="checkbox"/> Improper start from parked position	25. <input type="checkbox"/> <input type="checkbox"/> No violation as accident cause			

VIOLATIONS CONTRIBUTING TO ACCIDENT — Indicate all violations that contributed to the accident by checking the appropriate boxes for each driver. Disregard any other violations present unless they contributed to THIS accident, even though charges may be filed later for the particular violation. As an illustration, a vehicle with defective brakes is struck from behind under conditions when its ability to stop had no bearing on the accident. In such a case defective brakes did not contribute to the accident and would be disregarded so far as this section of the report is concerned. If circumstances justify, the driver might be charged with defective brakes just as in any other traffic violation, but do not consider it as contributing to the accident being investigated.

1. SPEEDING — Over Limit — Check only when speeding over the posted limits contributed to the accident. It is possible for speeding to be present in an accident and not contribute toward causing it. As an illustration, suppose truck "A" is driving 15 MPH over the legal limit and is struck from behind by another vehicle driving 35 MPH over the limit. Speed over the legal limit on the part of truck "A" did not contribute to the accident and should be disregarded insofar as this part of the report is concerned. If circumstances justify, the driver of truck "A" might be charged with speeding, but not because the speed contributed to the accident, but simply because it was a violation of the law to a degree where arrest is warranted.

When speed is a contributing factor and that speed is over the legal limit check it #1. When speed is below the legal limit but, for some particular reason, is unsafe, check it #2. Never check both for the same vehicle.

2. SPEED — Under Limit - Unsafe — Check this only when the speed that contributed to the accident was BELOW the legal limit applicable, but for a particular reason was above the maximum safe speed for the time and place where the accident occurred. Do not assume that unsafe speed is a factor simply because the driver was involved in an accident. The investigator should estimate what maximum speed would apply, using the space provided on the front of the report. Refer to instructions regarding maximum safe speed contained elsewhere in this publication.

FAIL TO CONTROL SPEED — The violation of PC 827a Sec. 8-1(a) usually referred to as "fail to control speed" is a very special type of speed violation. There is no specific place to record this type information on the accident report and, for lack of a better place to record such information, they will be regarded as "unsafe speed", and for the purposes of this report, it is not necessary to speculate on the speed the driver could have driven and still avoid the collision.

Never check speed over limit (#1) and unsafe speed (#2) for the same vehicle. What is needed is to determine how many accidents involve unsafe speed over the limit and how many involve unsafe speed under the limit.

3. FAIL TO YIELD R.O.W. TO VEHICLE — Applies when driver failed to yield ROW to a vehicle, and must involve a violation of right-of-way laws or disregard of yield right-of-way signs. This also applies to failure to yield ROW when leaving a private driveway.
4. DISREGARD STOP SIGN OR LIGHT — Applies when failure to stop for a conventional stop sign or for a flashing red light used in lieu of or in connection with a stop sign, when such failure to stop contributed to the accident. Stop signs constitute a very special type of right-of-way control and fail to yield ROW and run stop sign should never be checked for the same vehicle. The stop sign violation, being more specific, supersedes the failure to yield violation.
5. DISREGARD STOP AND GO LIGHT — Applies when failure to comply with regular traffic light displaying red, yellow and green lights for controlling traffic contributed to the accident.
6. DISREGARD FLASHING YELLOW SIGNAL — Applies when failure to use proper caution at flashing yellow light contributed to the accident.
7. IMPROPER TURN—WIDE RIGHT — Applies to illegal right turns by failing to keep near right curb etc. but not to the degree it could be called turn from wrong lane, when such turn contributed to the accident.
8. IMPROPER TURN—CUT CORNER— Applies to illegal left turns made by entering or leaving the intersection at the wrong place, but not to the degree it could be called turn from wrong lane, when such maneuver contributed to the accident. This is commonly called "cutting corner" and should not be confused with being on the wrong side of the roadway or street.
9. IMPROPER TURN—WRONG LANE— Applies to right or left turns from wrong lane when driver approaches the intersection in the wrong lane before making the turn, when such action contributes to the accident.
10. WRONG SIDE—NOT PASSING— Applies when vehicle is illegally on wrong side of street or roadway, not in the act of overtaking and passing another vehicle going in the same direction, when such action contributed to the accident. This violation applies only when the vehicle was on the wrong side of the road prior to the first event of the accident. Some interference with oncoming traffic is usually required.
11. WRONG WAY ON ONE—WAY ROAD — Applies when vehicle is illegally traveling in wrong direction, as in wrong way around a traffic circle, or on a one-way street, when such action contributed to the accident.
12. FOLLOWING TOO CLOSELY — Applies when illegally following another vehicle too closely contributed to the accident. Do not confuse this with overtaking.
13. OVERTAKE AND PASS — INSUFFICIENT CLEARANCE — Applies to any violation of overtaking and passing when passing vehicle infringes on the space of another vehicle, oncoming or overtaken. This applies in the case of oncoming vehicles approaching too closely as well as when the passing vehicle cuts in on the overtaken vehicle, when such maneuvers contributed to the accident.
14. PASS IN NO PASSING ZONE — Applies to any illegal passing within a marked "No Passing Zone" when such passing contributed to the accident.
15. OTHER ILLEGAL PASSING — Applies to all other illegal passing acts, such as illegal passing on right or passing school bus, when such act contributed to the accident.
16. NO SIGNAL OR WRONG SIGNAL OF INTENTION — Applies to all cases of failure to give signal or giving wrong signal, when such action contributed to the accident.
17. IMPROPER START FROM PARKED POSITION — Applies to any illegal movement (forward or backward) from a stopped, standing or parked position when such maneuver contributed to the accident. The maneuver must start

from the street, roadway, adjacent shoulder or right-of-way. When the maneuver originates in a private driveway it becomes failure to yield.

18. **FAILURE TO YIELD R.O.W. TO PEDESTRIAN** — Applies only when driver fails to yield ROW to a pedestrian, when such failure contributed to the accident.
19. **IMPROPER PARKING** — Applies to any illegal parking classed as "hazardous", such as parking on roadway, double parking or parking on bridge or in tunnel. Do not consider improper parking locations such as in a prohibited zone.
20. **DRIVING UNDER INFLUENCE** — Applies when driver is under influence of alcohol, narcotics or other drugs to the extent that he does not have normal control of his mental and physical faculties and his driving is impaired. When this condition contributed to the accident it should be shown, regardless of whether charges are filed or not.
21. **DEFECTIVE BRAKES** — Applies to any violation of the laws regulating brakes on motor vehicles when lack of such equipment in good working order contributed to the accident. Do not check "defective brakes" when the ability of the vehicle to stop had no bearing on the accident.
22. **DEFECTIVE LIGHTS** — Applies to any violation of the laws regulating lighting equipment on motor vehicles when lack of such equipment or misuse of such equipment (legal or illegal) contributed to the accident. Consider only headlights, taillights, spotlights, auxiliary driving lamps, clearance lamps and sidemarker lamps, etc. Do not consider signalling devices, since their primary purpose is to signal and not to illuminate.
23. **OTHER DEFECTIVE EQUIPMENT** — Applies to all other equipment violations when lack of or misuse of such equipment contributed to the accident. This section to be used for equipment for which warnings and arrests are usually made, and is not intended to apply to chance mechanical failures.

A truck parked partially on the roadway at night without flares would be checked in this category due to lack of flares. Similarly, a truck equipped with defective turn signals would be checked in this category.

The failure of a seemingly sound tire, the sudden breaking of a seemingly sound axle, the breaking of an apparently sound tie-rod end, and the like should be considered as chance mechanical failures, and as such, need to be mentioned in remarks.

24. **OTHER VIOLATIONS** — Write in any other illegal acts not named above when the act or omission contributed to the accident. Do not include violations such as driver's license or vehicle registration laws.
25. **NO VIOLATION AS ACCIDENT CAUSE** — Applies when no violation of traffic laws is present as causing the accident.

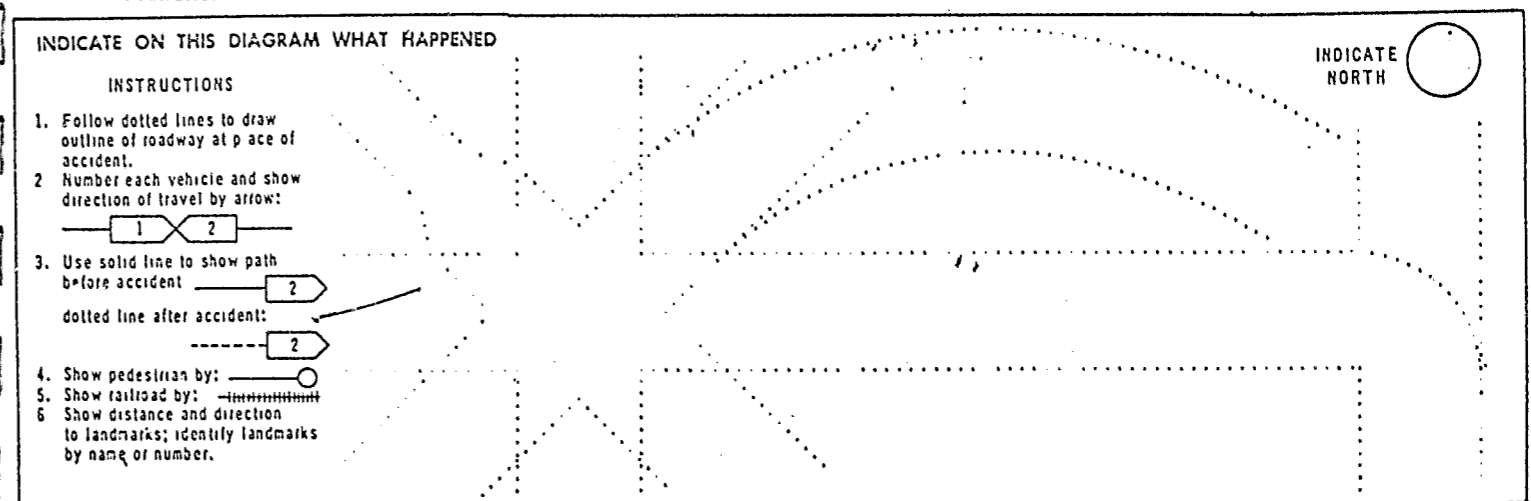


DIAGRAM WHAT HAPPENED — Select the section of the diagram that most nearly corresponds to the street or

highway at the accident scene. Draw the diagram, indicating North in the space provided. The drawing need not be to scale, but should tie in with the description of what happened. For an example of standard symbols see left side of diagram space. Show path of vehicles before accident, main point of accident, where vehicles came to rest after accident, and path followed from main point of accident to that place. Use solid lines to indicate path before accident and broken or dotted lines for path after main point of accident. Number each vehicle according to numbers assigned them on the front of the report. Include in the diagram any physical feature of importance such as view obstructions, traffic signals, warning signs or road defects. Give any important measurements such as road width or distance a fixed object was from the roadway.

DESCRIBE WHAT HAPPENED
(Refer to vehicles by number)

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DESCRIBE WHAT HAPPENED - The narrative description of what happened must be complete but concise. When coupled with diagram it must tell the main events of the accident, describe the key event and, so far as possible, tell WHY IT HAPPENED. For brevity avoid repeating names, license numbers, make of vehicles involved and the like. Refer to vehicles by number, being careful to use the same number the particular vehicle was assigned on the front of the report. Use abbreviations for directions, such as "N" for north, "E" for east, "SW" for southwest and so on. Avoid vague statements such as "Car No. 1 and Car No. 2 collided."

Emphasize or explain further, as necessary, any pertinent fact not fully explained elsewhere. Describe chance mechanical failures and any other contributing factor that might not necessarily be a violation of the law.

POLICE ACTIVITY

SHOW ARRESTS AND CHARGES	Name	Charge	Ticket No.
	Name	Charge	Ticket No.
Time notified of accident	Date	Time arrived at scene of accident	Date
	Hour	Hour	Hour
Where else was investigation made?	Were photographs taken?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is investigation complete?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SIGNATURE	Investigator's name and rank or number	Department	Date of report

IMPORTANT! Drivers must also submit a report to DP... if there were casualties and/or total damage of \$25 or more. Drivers accident report forms are available at all state, county, and city police offices.

ARRESTS & CHARGES - Give names of persons charged, violations charged, and ticket number, if any.

TIME NOTIFIED & ARRIVED - Show date and hour notified of the accident as well as date and hour investigator arrived at the scene to make his investigation.

DRIVER REPORTS - Indicate by checking appropriate boxes which drivers were given copies of the driver accident report forms.

PHOTOGRAPHS - Indicate by checking appropriate box whether or not photographs were made.

INVESTIGATION COMPLETE - Show whether or not investigation is complete at time report is made out by checking appropriate box. If incomplete, submit supplemental report later when investigation is complete, repeating location, time, date and officer's name and additional information necessary to complete the report.

SIGNATURE — Investigator's usual signature showing name, rank and badge number, if any, as well as name of department investigator is a member of. If two investigators participated in the investigation show name of second officer in parenthesis, for example: Joe Doakes (and W. P. Smith) Patrolman, Blank PD. No. 621.

DATE OF REPORT — Show date report actually made out.



PROJECT

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Tyles Alice Lloyd*

Vehicle Damage Scale
for
Traffic Accident Investigators

Distributed to and for use by
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by
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National Safety Council
Traffic Accident Data Project
VEHICLE DAMAGE SCALE
FOR
TRAFFIC ACCIDENT INVESTIGATORS

Purpose of this manual is to aid investigators in assessing damage sustained by motor vehicles in traffic accidents. By means of a relatively simple procedure, most common types of damage can be rated in terms of a 7-point scale.

Basically, the vehicle damage scale consists of several pages of photographs of automobiles damaged in accidents. There is a separate page for each of the common impacts that investigators are likely to encounter. In order to rate damage on a vehicle, the user must select the proper page of photographs, and then attempt to match the damage on the subject vehicle with one of the photographs appearing on the page.

In the upper right corner of each of the photo pages, there is a small diagram of a car and an arrow, or series of arrows, showing direction of the principal impact force. In addition to the diagram, there is a symbol (FC, for example) which indicates the part of the vehicle damaged and type of impact. The diagrams and symbols which identify each page also appear in an index designed to assist in finding the proper page.

On each of the pages in the damage rating section of this appendix, there are 3 photographs, or 3 two-view sets of photographs, showing automobiles damaged in traffic accidents. Numerals on the right edge of the page opposite the photographs and intervening spaces are used for indicating severity of damage.

Damage in the top photographs, or sets of photographs, is minor and is generally limited to dents and gouges in body sheet metal and trim. The damage rating corresponding to these photographs is "2".

The second photographs, or sets of photographs, show automobiles that have been moderately damaged, with considerable crumpling of body sheet metal, but little or no distortion of the basic structure of frame. The damage rating in this case is "4".

In the photographs at the bottom of each sheet, vehicles are severely, but not totally damaged. Sheet metal is severely distorted, torn, or crumpled; the basic structure of the car is distorted somewhat; and there is usually some penetration of the passenger compartment. The damage rating is "6".

The reason for the "2, 4 and 6" rating is that an investigator may not be able to match damage on the vehicle on which he is reporting with any of the photographs. In that case, he may use "1, 3, 5 or 7" ratings for damage less or greater than shown in the photographs. Thus with the 3 photographs, he should be able to select any one of 7 degrees of severity to describe how badly a car was damaged.

HOW TO USE SCALE

In order to make a damage rating, the investigator must first select the proper page of pictures. The selection will be determined by the type of collision. For example, if he is reporting on an angle collision which occurred at an intersection, and the front end of a vehicle struck another vehicle on its left side, he must refer to the Index to Damage Scale and find the diagram that most nearly describes the impact on the first vehicle. In this case, it may be the diagram which shows distributed impact on the front end. In the column headed, "Use Scale," the symbol "FD" tells the investigator what page of pictures should be used in making the damage rating. For convenience, the pages are arranged in the same order as their designators appear in the index.

The next step is to compare the damage on the vehicle with the photograph in the selected page. If the front end damage of the first vehicle appears to match that of the bottom photograph in page FD, the damage rating would be "6". The entry in the accident report form would then be FD-6. However, if the damage were more severe, the rating would be FD-7; and, if less severe, FD-5.

The procedure for rating the damage on the car that was struck on its left side is similar, except that the investigator must have determined what part of the left side was struck before he can select the proper page of photographs. Impact diagrams in the index facilitate this determination.

If the vehicle were struck broadside in the area of the passenger compartment, the investigator would use the page headed LP/RP for the damage rating. However, if the impact occurred in the area ahead of the passenger compartment, the page headed LFQ/RFQ (left front quarter/right front quarter) would be proper to use; and, if the impact occurred behind the passenger compartment, the LBQ/RBQ (left back quarter/right back quarter) would be used.

Should the investigator decide that the second car in the example collision was struck broadside in the area of the passenger compartment, his entry in the accident report form would be LP- (with appropriate numeral). If the second car were struck on the right side instead of the left side, the investigator would use the LP/RP page, but his entry in the accident report form would be RP- (with appropriate numeral).


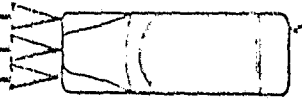
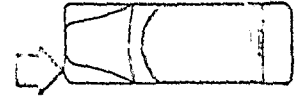



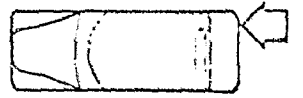
Dual designations such as LP/RP, LBQ/RBQ, FL/FR and BL/BR mean that the pages so labeled may be used for either left or right sides of vehicles to be rated. The investigator should exercise care in writing the rating so that there will be no question as to what side or corner was damaged.

In cases in which vehicles are damaged in more than one area, the investigator should enter the rating of each damaged area, starting with the severest damage; e.g., FD-6, BD-4, LD-2. If a vehicle sustained no discernable damage, a "0" (zero) rating with appropriate prefix should be used; e.g., FD-O, FL-O, etc. Such ratings are usually applicable to collisions of motor vehicles with pedestrians and collisions of heavy trucks with light passenger cars.

In the case of trucks and buses, the investigator should be able to make satisfactory ratings on damage to the front end, front quarter, and side impacts in the vicinity of the driver compartment. However, in the case of impacts in other parts of the vehicle, he may rate the damage without pictures to help if he applies the principles established for passenger cars.

INDEX TO DAMAGE SCALE

1. Front or Rear End Damage

<u>Type of Impact</u>	<u>Use Scale</u>	<u>Write</u>
 <p>Front end damage due to <u>concentrated impact</u> resulting from collision of subject vehicle with tree, utility pole, or other narrow fixed object.</p>	FC	FC- ___
 <p>Front end damage due to <u>distributed impact</u> resulting from full contact of front end of subject vehicle with other vehicle or broad object.</p>	FD	FD- ___
 <p>Front left corner damage due to <u>partial contact</u> of front end of subject vehicle with other vehicle or object.</p>	FL/FR	FL- ___
 <p>Front right corner damage due to <u>partial contact</u> of front end of subject vehicle with other vehicle or object.</p>	FL/FR	FR- ___
 <p>Rear end damage due to <u>distributed impact</u> resulting from full contact of rear end of subject vehicle with another vehicle or object. Applicable to rear-end collisions.</p>	BD	BD- ___
 <p>Rear left corner damage due to <u>partial contact</u> of rear end of the subject vehicle with another vehicle or object. Applicable to rear-end collisions.</p>	BL/BR	BL- ___
 <p>Rear right corner damage due to <u>partial contact</u> of rear end of subject vehicle with another vehicle or object. Applicable to rear-end collisions.</p>	BL/BR	BR- ___

2. Side and/or Top Damage

Type of Impact	Use Scale	Write
	LP/RP	LP-___
	LP/RP	RP-___
	LFQ/RFQ	LFQ-___
	LFQ/RFQ	RFQ-___
	LBQ/RBQ	LBQ-___
	LBQ/RBQ	RBQ-___
	LD/RD	LD-___
	LD/RD	RD-___
	L&T/R&T	L&T-___
	L&T/R&T	R&T-___

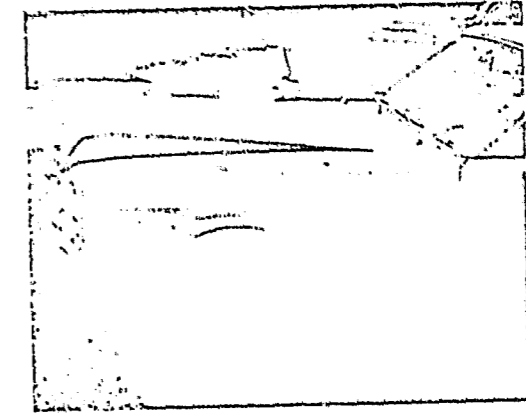
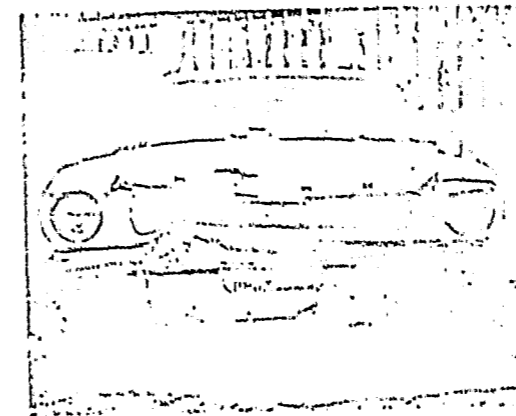
Severity Scale FC - Front End Damage
Concentrated Impact



FC

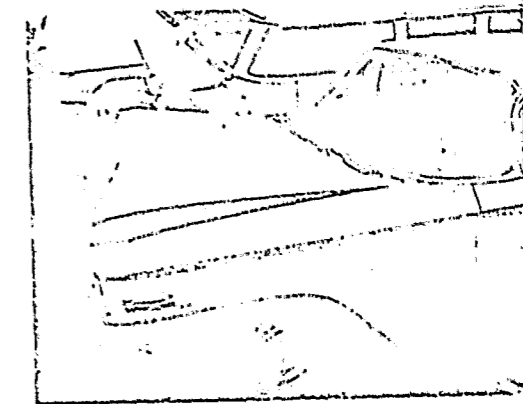
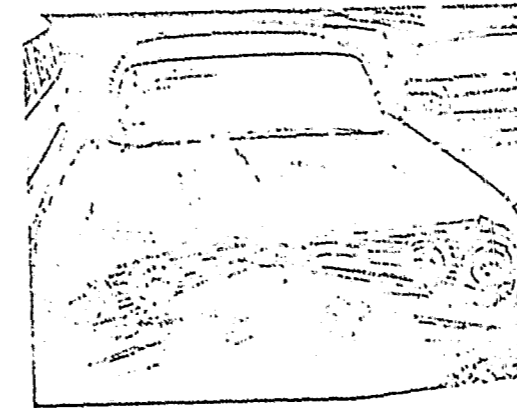
This scale is applicable to damage to midsection of front of subject vehicle resulting from a collision with a tree, utility pole or other narrow fixed object.

Damage Rating



FC-1

FC-2



FC-3

FC-4



FC-5

FC-6

FC-7

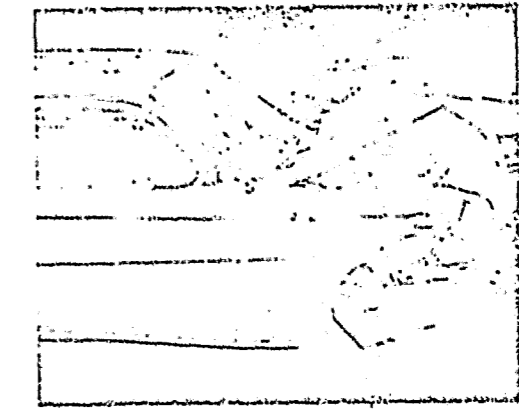
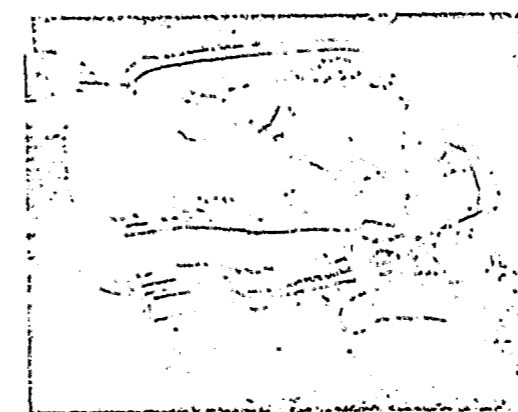
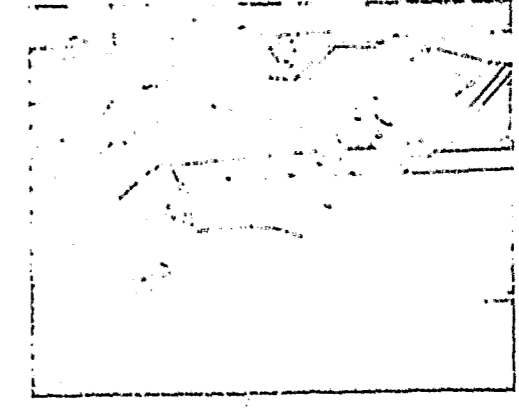
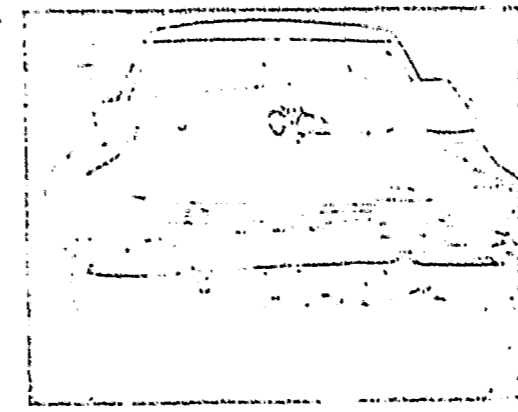
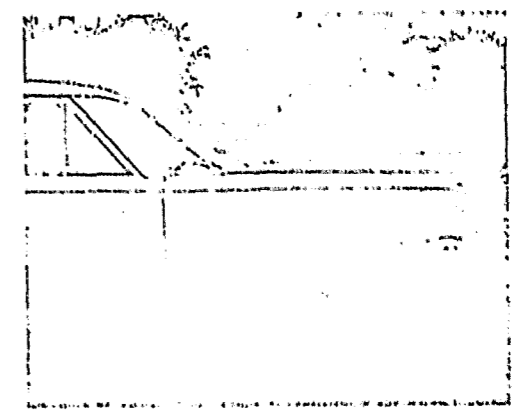
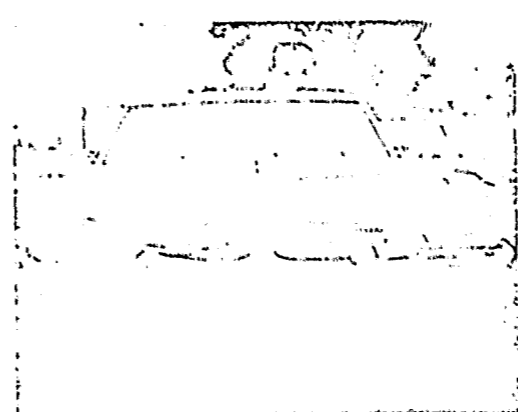
Severity Scale FD - Front End Damage
Distributed Impact



FD

This scale is applicable to damage to front of subject vehicle due to distributed impact resulting from full contact with other vehicle or broad object.

Damage Rating



← FD-1

← FD-2

← FD-3

← FD-4

← FD-5

← FD-6

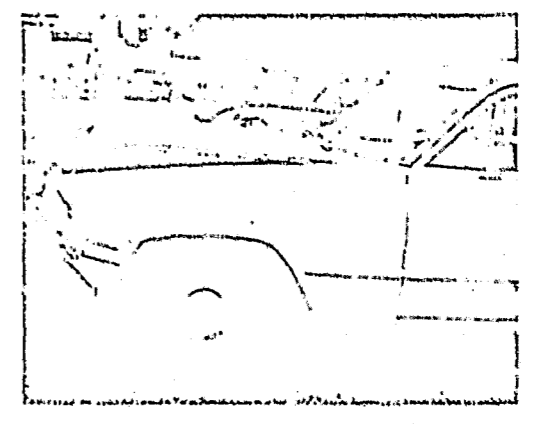
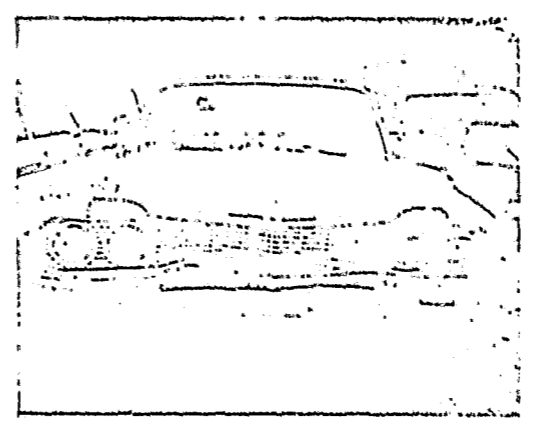
← FD-7

Severity Scale FL/FR - Front End Damage,
Partial Contact

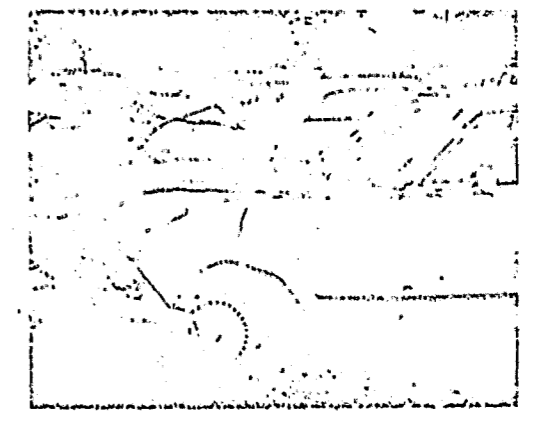
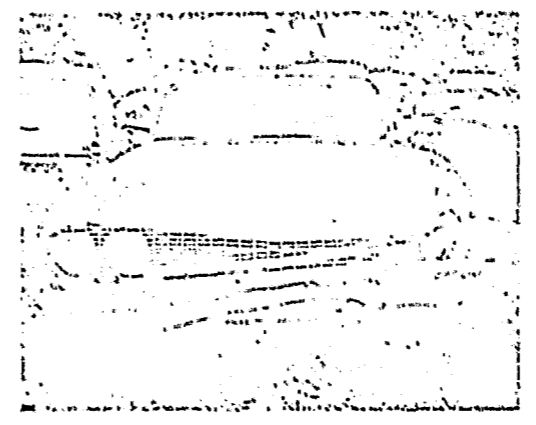


This scale is applicable to damage resulting from partial contact of front end (left front corner or right front corner) of subject vehicle with another vehicle or object

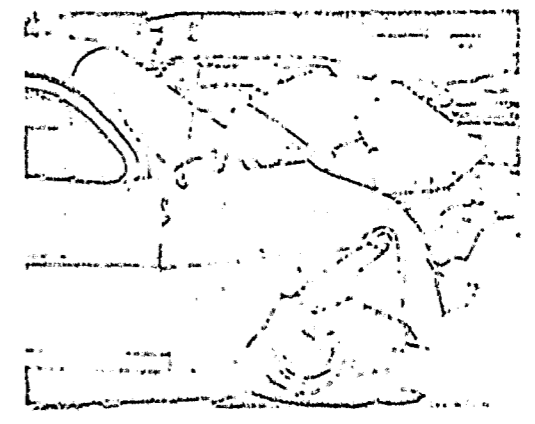
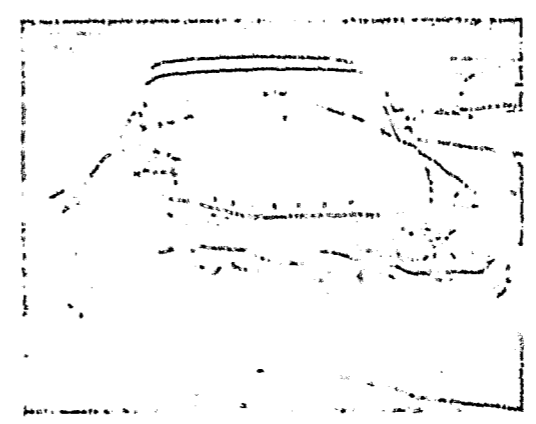
Damage Rating



FL-1
or
FR-1



FL-2
or
FR-2



FL-3
or
FR-3

FL-4
or
FR-4

FL-5
or
FR-5

FL-6
or
FR-6

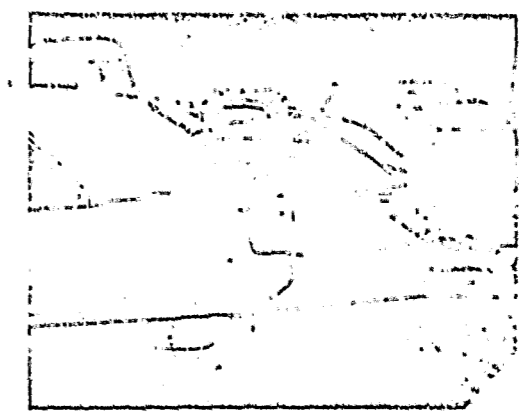
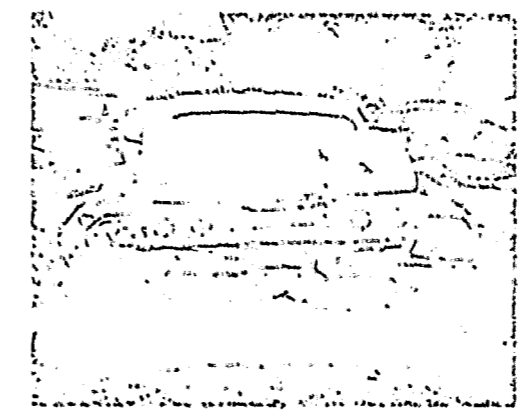
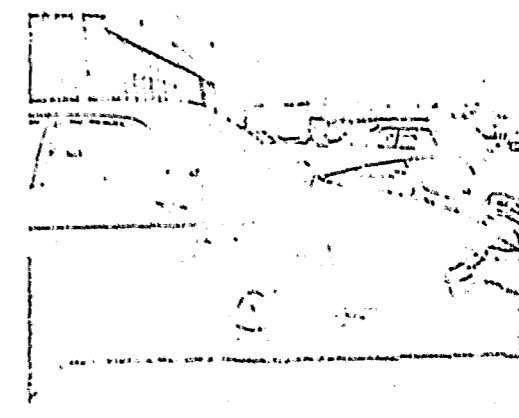
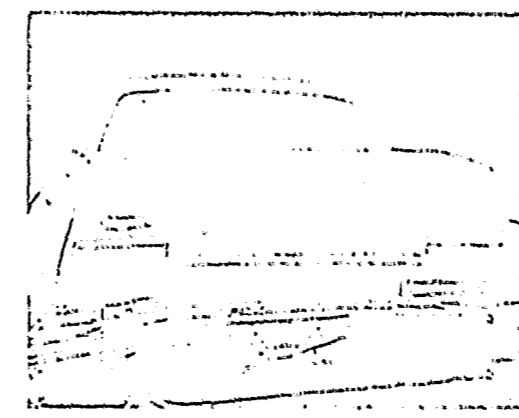
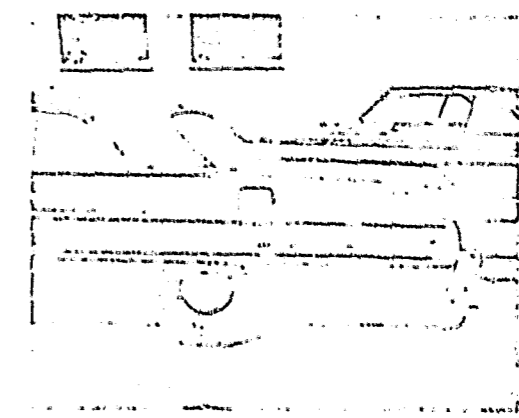
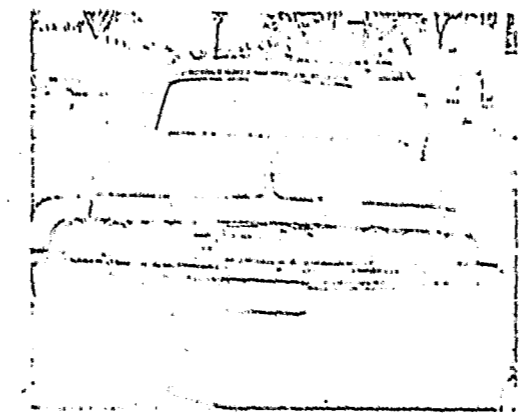
FL-7
or
FR-7

Severity Scale BD - Rear End Damage
Distributed Impact



This scale is applicable to damage to rear of subject vehicle resulting from full contact of rear end of subject vehicle with other vehicle or object.

Damage Rating



BD-1

BD-2

BD-3

BD-4

BD-5

BD-6

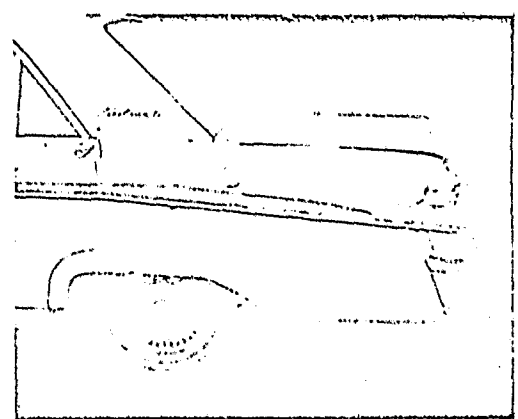
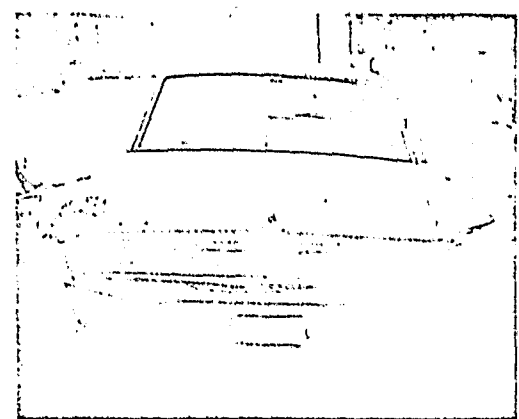
BD-7

Severity Scale BL/BR - Rear End Damage
Partial Contact

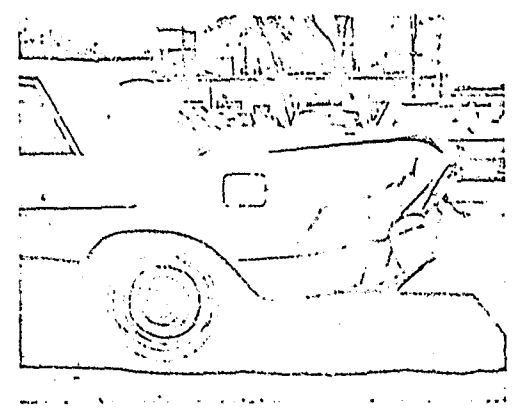
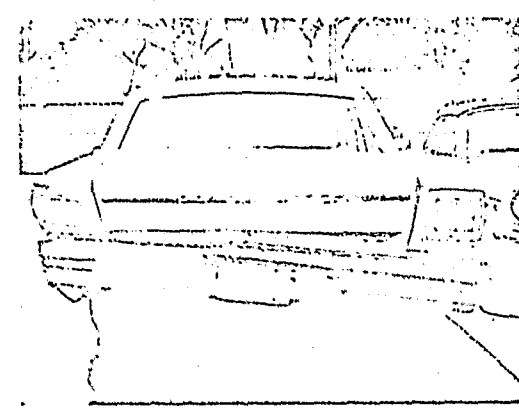


This scale is applicable to damage resulting from partial contact of rear end (left rear corner or right rear corner) of subject vehicle with another vehicle or object.

Damage Rating

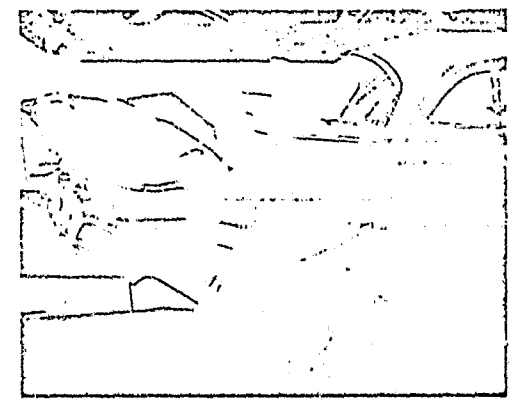
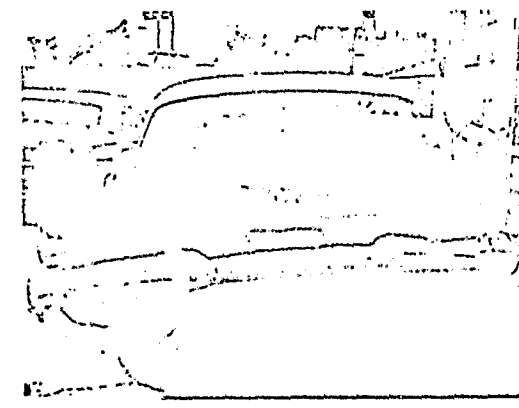


BL-1
or
BR-1



BL-2
or
BR-2

BL-3
or
BR-3



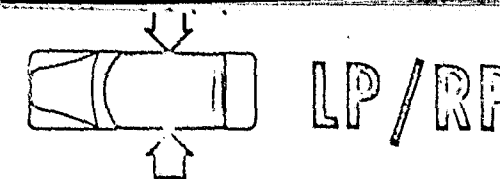
BL-4
or
BR-4

BL-5
or
BR-5

BL-6
or
BR-6

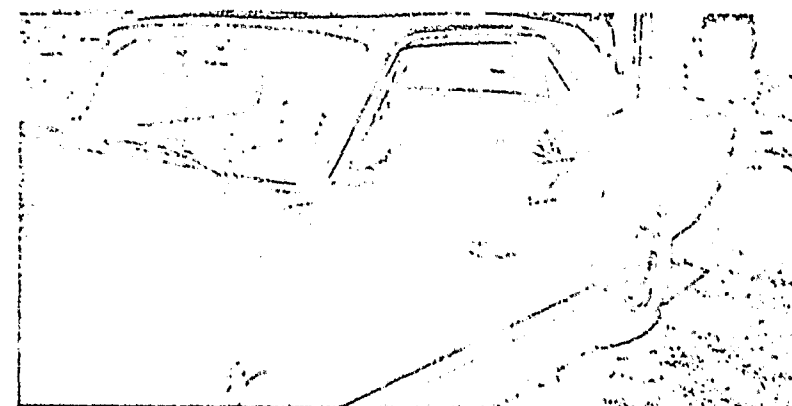
BL-7
or
BR-7

Severity Scale LP/RP - Side Damage
Angular Impact

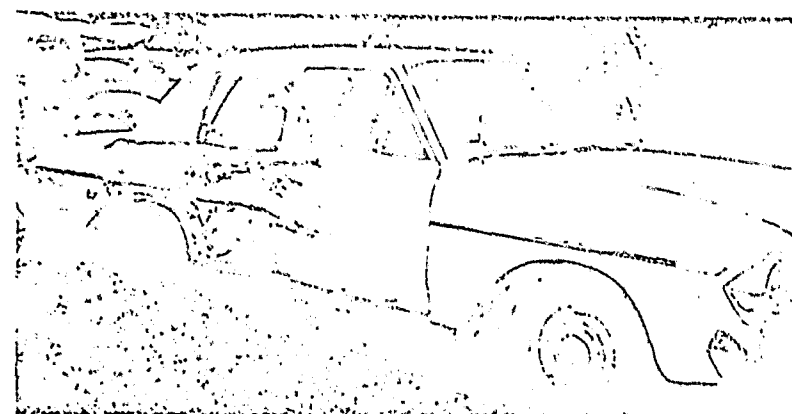


This scale is applicable to damage to side in the vicinity of the passenger compartment of subject vehicle resulting from an angular impact by another vehicle or object.

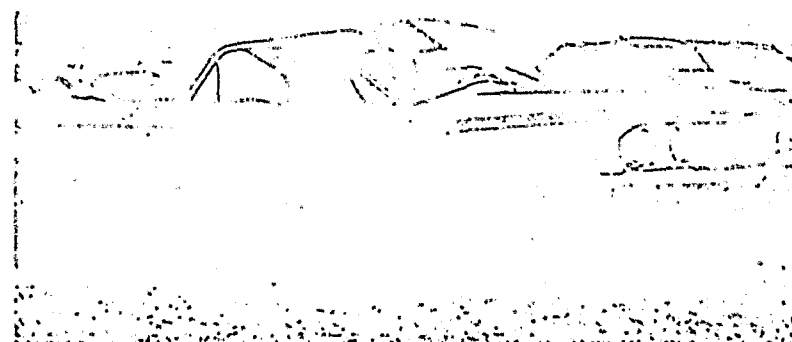
Damage Rating



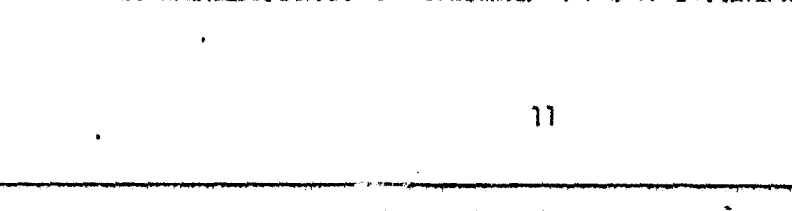
↖
LP-1
or
RP-1



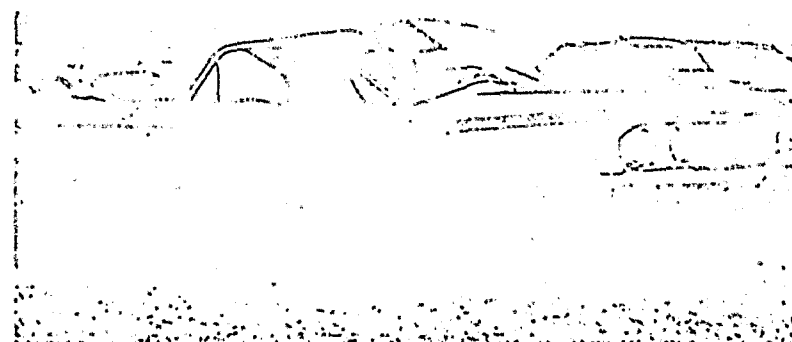
↖
LP-2
or
RP-2



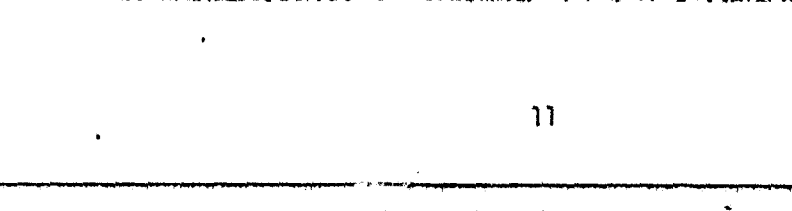
↖
LP-3
or
RP-3



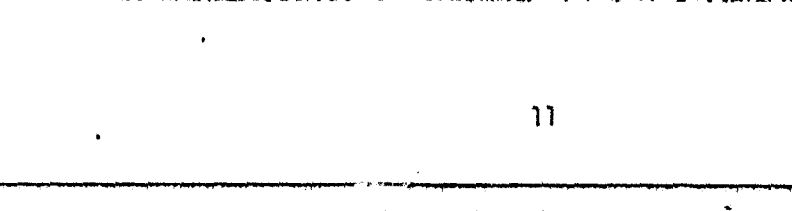
↖
LP-4
or
RP-4



↖
LP-5
or
RP-5

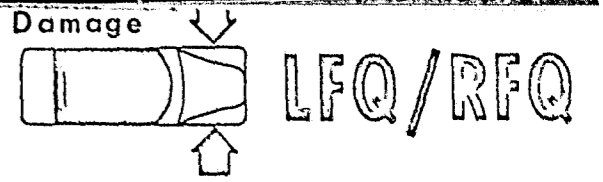


↖
LP-6
or
RP-6



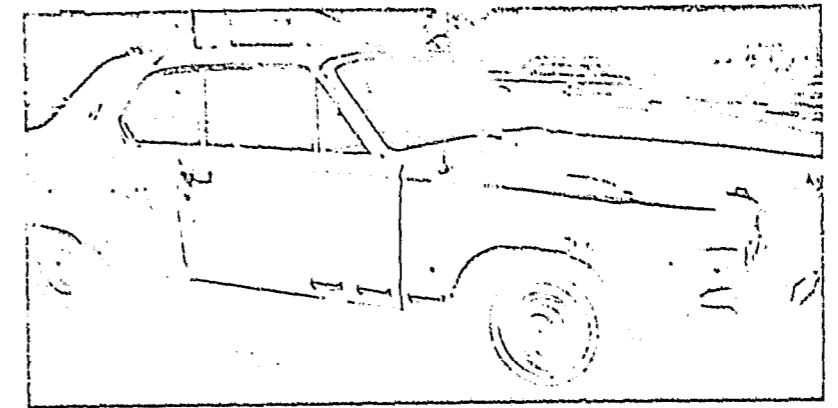
↖
LP-7
or
RP-7

Severity Scale Lfq/RFQ - Front Quarter Damage
Angular Impact

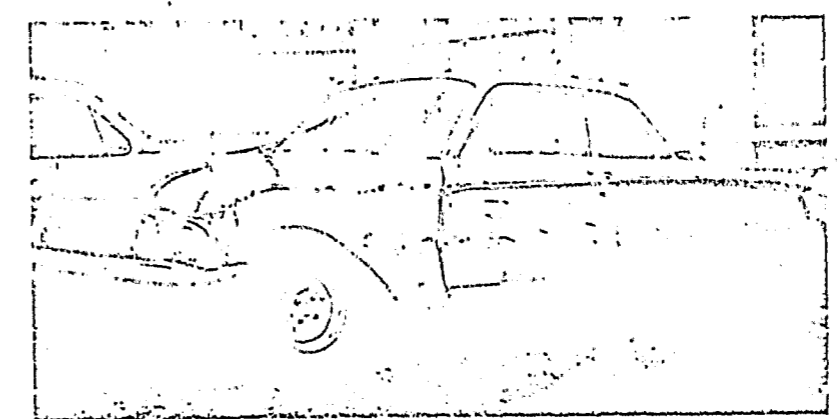


This scale is applicable to damage to the left or right front quarter of subject vehicle (ahead of passenger compartment) resulting from an angular impact by another vehicle or object.

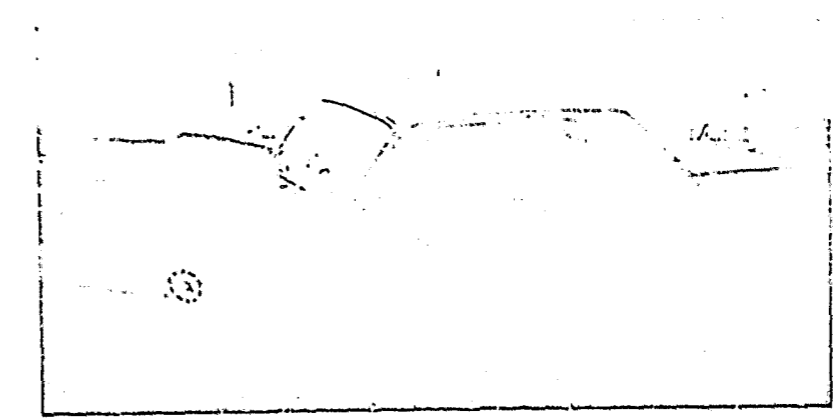
Damage Rating



↖
LfQ-1
or
RFQ-1



↖
LfQ-2
or
RFQ-2



↖
LfQ-3
or
RFQ-3



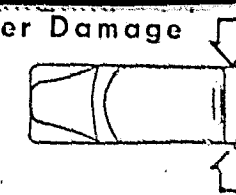
↖
LfQ-4
or
RFQ-4

↖
LfQ-5
or
RFQ-5

↖
LfQ-6
or
RFQ-6

↖
LfQ-7
or
RFQ-7

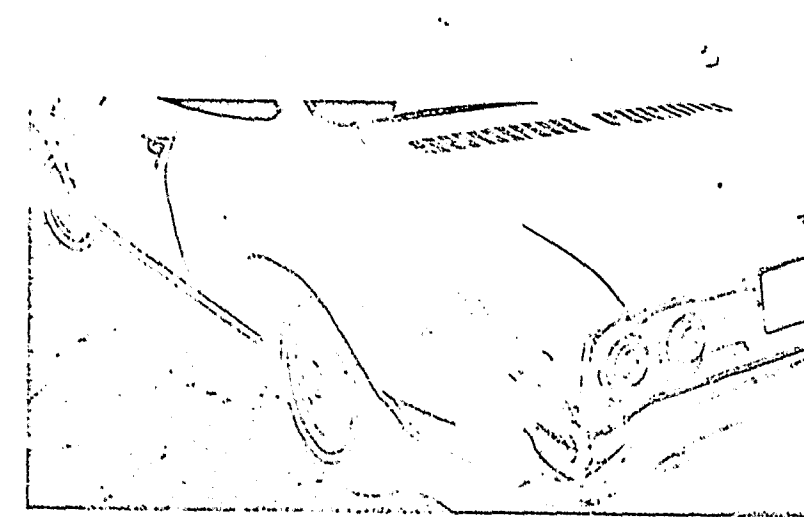
Severity Scale LBQ/RBQ - Rear Quarter Damage
Angular Impact



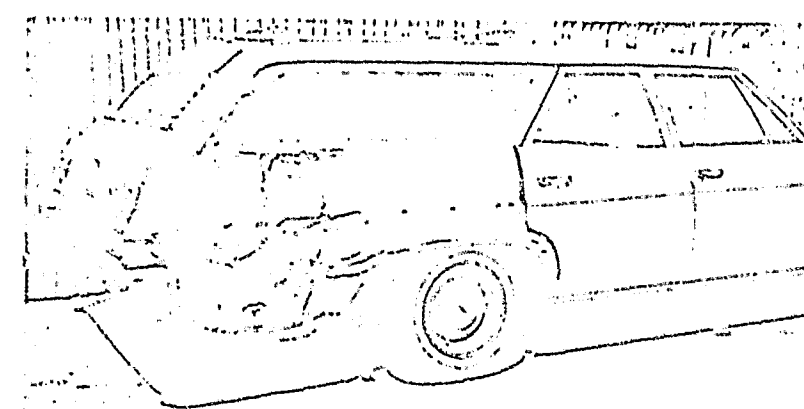
LBQ/RBQ

This scale is applicable to damage to the left or right rear quarter of subject vehicle (behind passenger compartment) resulting from an angular impact by another vehicle or object.

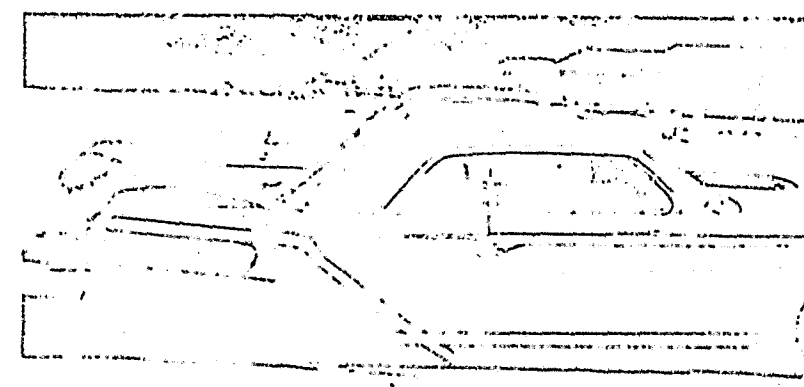
Damage Rating



LBQ-1
or
RBQ-1



LBQ-2
or
RBQ-2



LBQ-3
or
RBQ-3



LBQ-4
or
RBQ-4

LBQ-5
or
RBQ-5

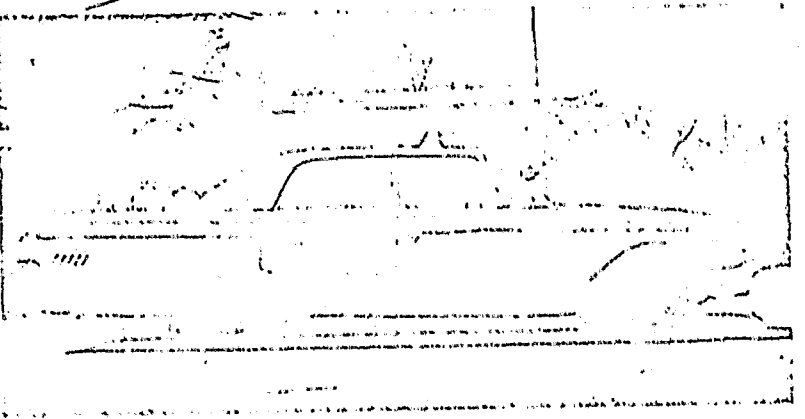

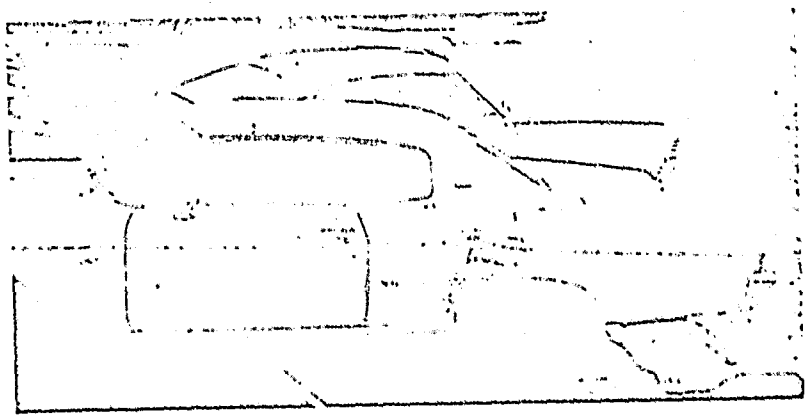

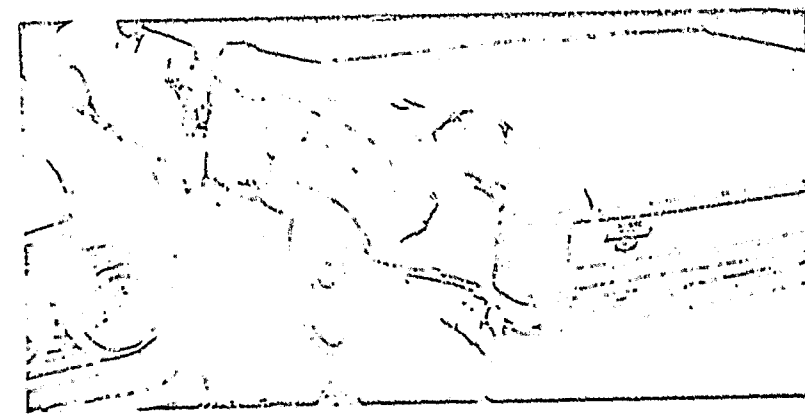

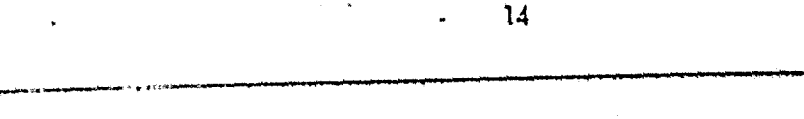




LBQ-6
or
RBQ-6

LBQ-7
or
RBQ-7



This scale is applicable to damage to left or right side of subject vehicle resulting from a sideswipe with other vehicle or object.

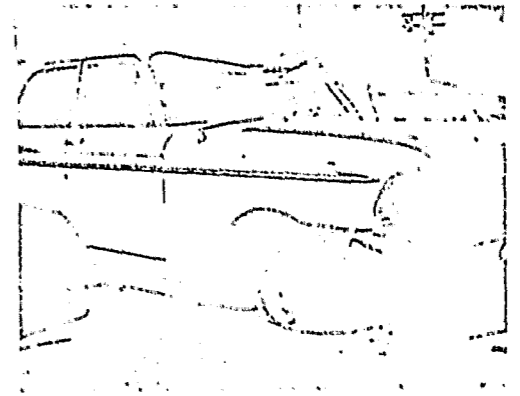
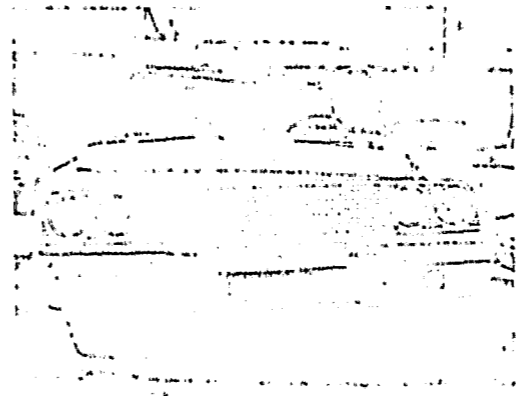
Damage Rating

-   LD-1
or
RD-1
-   LD-2
or
RD-2
-   LD-3
or
RD-3
-   LD-4
or
RD-4
-  LD-5
or
RD-5
-  LD-6
or
RD-6
-  LD-7
or
RD-7

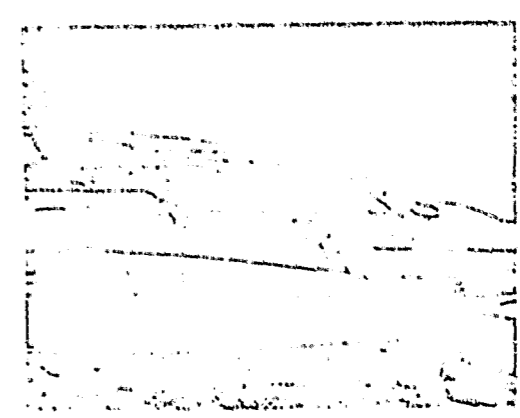
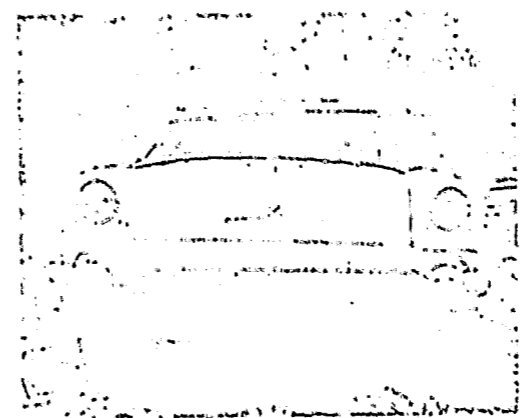


This scale is applicable to damage to left or right side and top of subject vehicle resulting from a roll-over.

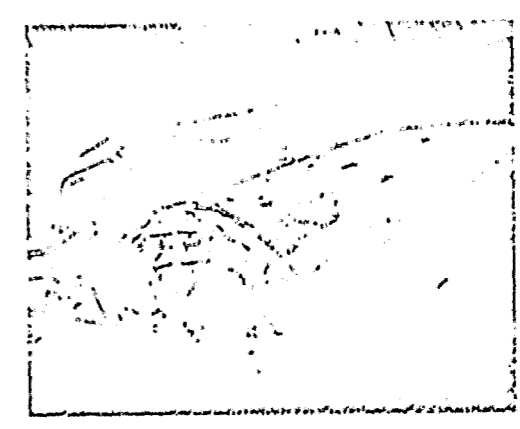
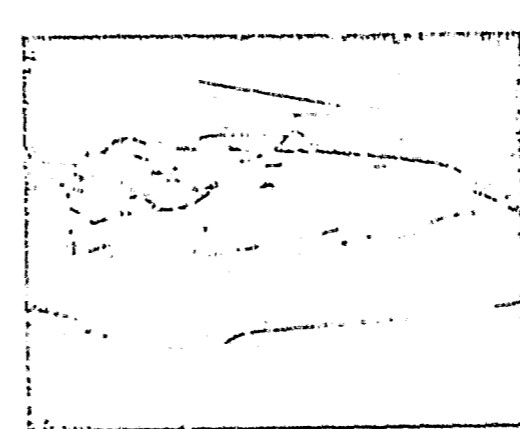
Damage Rating



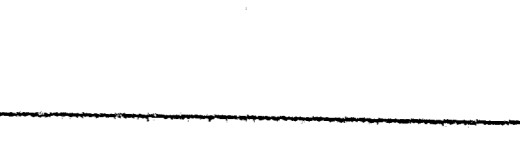
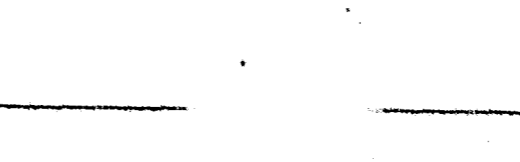
L&T-1
or
R&T-1



L&T-2
or
R&T-2



L&T-3
or
R&T-3



L&T-4
or
R&T-4

L&T-5
or
R&T-5

L&T-6
or
R&T-6

L&T-7
or
R&T-7

PLACE WHERE ACCIDENT OCCURRED County..... City or town.....
 If accident was outside city limits, Show only if inside city limits
 Scale distance from nearest town.....miles North S E W of..... City or town.....

ROAD ON WHICH ACCIDENT OCCURRED Block Number..... Street or Road Name..... Route Number.....
 Under Yes Speed Limit.....
 Const. No

AT ITS INTERSECTION WITH Street or Road Name..... Route Number.....
 Under Yes Speed Limit.....
 Const. No

IF NOT AT INTERSECTION..... feet North S E W of.....
 Show milepost or nearest intersecting numbered highway
 If urban, show nearest intersecting street or reference point

DO NOT WRITE IN THIS SPACE

Local No.....
 DPS No.....
 Loc.....
 Fol Rec..... Dr Rec.....
 Code..... Severity.....
 Type.....

DATE OF ACCIDENT 19..... Day of Week..... Hour.....
 A M if exact time
 P M if in daylight
 State

UNIT NO. 1 - MOTOR VEHICLE

YEAR MODEL MAKE MODEL NAME BODY STYLE VEH. IDENT. NUMBER LICENSE PLATE Year State Number

OPERATOR'S NAME Last First Middle DATE OF BIRTH Address City State OCCUPATION
 Was driver or passenger in this vehicle injured? Yes If answer is yes, complete data on back side
 No

OWNER'S NAME Last First Middle Address City State DAMAGE RATING If damage rating 4 or more, complete back side

UNIT NO. 2 - MOTOR VEHICLE, TRAIN, BICYCLIST, PEDESTRIAN, TOWED OR OTHER. INDICATE WHICH (If pedestrian or cyclist injured, show data on back)

YEAR MODEL MAKE MODEL NAME BODY STYLE VEH. IDENT. NUMBER LICENSE PLATE Year State Number

OPERATOR'S NAME Last First Middle DATE OF BIRTH Address City State OCCUPATION
 Was driver or passenger in this vehicle injured? Yes If answer is yes, complete data on back side
 No

OWNER'S NAME Last First Middle Address City State DAMAGE RATING If damage rating 4 or more, complete back side

DAMAGE TO PROPERTY OTHER THAN VEHICLES

Name property and show how damaged - Always show fixed and other objects struck and distance from curb or pavement edge

Name and address of owner of damaged property

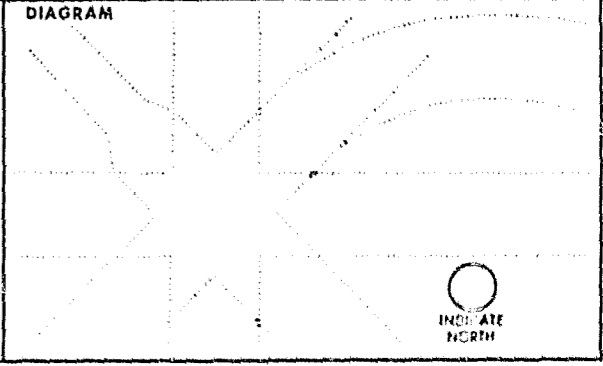
DOLLAR DAMAGE \$ ESTIMATE

DESCRIBE WHAT HAPPENED

Describe Weather.....
 Describe Road and Surface Condition.....
 Light Condition.....
 Type of Traffic Control.....
 If Not Operative Explain.....

FACTORS CONTRIBUTING TO ACCIDENT (OFFICER'S OPINION)
 (Check for each driver above)

Driver 1	Driver 2	Driver 1	Driver 2
<input type="checkbox"/> 1 Speeding over limit	<input type="checkbox"/> 10 Wrong side-not passing	<input type="checkbox"/> 19 Improper parking	<input type="checkbox"/> 20 Under influence alcohol drugs
<input type="checkbox"/> 2 Speed under limit unsafe	<input type="checkbox"/> 11 Wrong way 1 way road	<input type="checkbox"/> 21 Defective brakes	<input type="checkbox"/> 22 Defective lights
<input type="checkbox"/> 3 Fail to Yield RCW to Vehicle	<input type="checkbox"/> 12 Following too closely	<input type="checkbox"/> 23 Other Defective equipment	<input type="checkbox"/> 24 Other factors
<input type="checkbox"/> 4 Disregard Stop Sign or Light	<input type="checkbox"/> 13 Overtake and pass insufficient clear		
<input type="checkbox"/> 5 Disregard Stop and Go Signal	<input type="checkbox"/> 14 Pass in no Passing Zone		
<input type="checkbox"/> 6 Disregard Flashing Yellow Signal	<input type="checkbox"/> 15 All other improper passing		
<input type="checkbox"/> 7 Improper turn w/direction	<input type="checkbox"/> 16 No signal or wrong signal of intent		
<input type="checkbox"/> 8 Improper turn cut corner on left	<input type="checkbox"/> 17 Improper start from parked position		
<input type="checkbox"/> 9 Improper turn wrong lane	<input type="checkbox"/> 18 Fail to yield RCW to pedestrian		



POLICE ACTIVITY

LOW ARRESTS AND CHARGES

Name	Last	First	Middle	Charge	Ticket Number	Type Alcohol Test
1						
2						

Time notified accident: Date..... Hour..... M How..... Time arrived at scene of accident: Date..... Hour..... M

Date report made: Date..... Is report complete? Yes/No

SIGNATURE Investigator's name and Ident. No..... Department.....

UNIT NO. 1		VEHICLE REMOVED TO _____		CODE FOR INJURY SEVERITY <small>(Use only the most serious one in each space for injury.)</small>					
DAMAGE RATING _____		BY _____		K - Killed A - Serious visible injury, at least bleeding, wound, dislocated, amputated, etc. B - Minor visible injury, at least lacerations, swelling, bruising, etc. C - No visible injury, but complaint of pain or momentary unconsciousness. D - Uninjured.					
ITEM NO.	SEAT POSITION	OCCUPANTS NAMES <small>Show Last Name First</small>	ADDRESS	State Yes or No			AGE	SEX	INJURY CODE
	Front Left	Driver, See Front		HEAD REST	STRAP USED	BELT USED			
2	Front Center								
	Front Right								
4	Rear Left								
	Rear Center								
6	Rear Right								

UNIT NO. 2 <small>(Complete only if Unit No. 2 was a motor vehicle.)</small>		VEHICLE REMOVED TO _____							
DAMAGE RATING _____		BY _____							
ITEM NO.	SEAT POSITION	OCCUPANTS NAMES <small>Show Last Name First</small>	ADDRESS	State Yes or No			AGE	SEX	INJURY CODE
7	Front Left	Driver, See Front		HEAD REST	STRAP USED	BELT USED			
	Front Center								
	Front Right								
10	Rear Left								
	Rear Center								
12	Rear Right								

COMPLETE IF CASUALTIES NOT IN MOTOR VEHICLE								
ITEM NO.	PEDESTRIAN, BICYCLIST, ETC.	CASUALTY NAME <small>Show Last Name First</small>	CASUALTY ADDRESS	AGE	SEX	INJURY CODE		
13								
14								

DISPOSITION OF KILLED AND INJURED		
ITEM NUMBERS	TAKEN TO	BY

IF AMBULANCE USED SHOW	Time Ambulance Driver Notified _____ M	Time arrived at Scene _____ M	Number of Ambulance Attendants Incl. Driver _____
------------------------	--	-------------------------------	---

TEXAS PEACE OFFICERS ACCIDENT CASUALTY SUPPLEMENT

ACCIDENT IDENTIFICATION (Copy information in this section exactly as shown on Basic Report)

COUNTY CITY OR TOWN

Road on which Accident Occurred Date of Accident 19..... Hour AM PM

Unit No. 1 Operator License Plate

SECTION I - MOTOR VEHICLE ACCIDENT DEATH (Driver or Passenger in Passenger or Truck Type Vehicle)

Name of Person Killed Last First Middle In Unit No.

Date of Death 19..... Hour AM PM Ejected from vehicle

Describe injuries

Part of vehicle causing injury

Blood sample taken? Yes No Blood sample sent to

SECTION II - MOTORCYCLE OR MOTORSCOOTER CASUALTIES (Deaths or injuries)

Name of Casualty Last First Middle Operator Passenger

If killed, date of death Describe injuries

Color shirt or coat Color trousers or skirt Was Helmet worn? Yes No Was Helmet damaged? Yes No

Type of eye protective device Color of lens or shield Equipped with: Yes No Wind-shield? Yes No Footrest for this casualty? Yes No

Blood sample taken? Yes No Blood sample sent to

SECTION III - PEDESTRIAN CASUALTIES (Deaths or injuries)

Name of Casually Last First Middle If killed, date of death

WHAT PEDESTRIAN WAS DOING

Pedestrian was going Along Across or into From To If not in roadway explain

Crossing or entering at intersection Walking in roadway with traffic Standing in roadway Playing in roadway

Crossing or entering not at intersection Walking in roadway against traffic Pushing or working on vehicle Other in roadway

Getting on or off vehicle Hitch-hiking in roadway Other working in roadway Not in roadway

Describe injuries

Color shirt or coat Color trousers or skirt

Pedestrian condition Pedestrian drinking? Yes No

Blood sample taken? Yes No Blood sample sent to

SECTION IV - OTHER CATEGORY DEATH (Road machinery, bicyclist, standing on porch, go-cart, etc.)

Name of Person Killed Last First Middle Category Date of Death

SIGNATURE Person Completing Supplement Department Date This Supplement Made

TYLER POLICE DEPARTMENT

INCIDENT REPORT

TPD-FORM-2A

<input type="checkbox"/> COVER	SHIFT	REP AREA	1 CASE NO	2 OFFENSE NO
<input checked="" type="checkbox"/> XX	2	Square	72-5024	4513
3 OFFENSE NAME (FROM NAME IF BUSINESS)	4 RES PHONE	5 COMPLAINTS RESUME ADDRESS	6 CLS PHONE	
Smith-Electric-Co		200 blk. S College		
7 OCCASION	11 HOURS OF EMPLOY	12 SOCIETY	13 REPORTING NUMBER	14 SEX-RACE-AGE
15 DATE AND TIME REPORTED	16 DATE AND TIME RECEIVED	17 DATE AND TIME REPORTED	18 DATE AND TIME RECEIVED	19 DATE AND TIME REPORTED
		4172 0047	4172 0047	4172 0047
20 OFFENSE DESCRIPTION (OFFICIAL USE)	21 OFFENSE DESCRIPTION (OFFICIAL USE)	22 OFFENSE DESCRIPTION (OFFICIAL USE)	23 OFFENSE DESCRIPTION (OFFICIAL USE)	24 OFFENSE DESCRIPTION (OFFICIAL USE)
Unlock		Business		
25 MAKE AND MODEL OF VEHICLE	26 YEAR	27 MAKE	28 COLOR OF VEHICLE	29 COLOR OF VEHICLE
30 SEX-RACE-AGE	31 HT-WEIGHT	32 HAIR-COLOR	33 EYES-COLOR	34 COMPLEXION
35 TYPE OF WEAPON	36 METHOD USED TO COMMIT CRIME	37 NATURE OF INJURY AND LOCATION ON BODY	38 NATURE OF INJURY AND LOCATION ON BODY	39 NATURE OF INJURY AND LOCATION ON BODY

TYLER POLICE DEPARTMENT

INCIDENT REPORT

TPD-FORM-2A

<input checked="" type="checkbox"/> COVER	SHIFT	REP AREA	1 CASE NO	2 OFFENSE NO
<input checked="" type="checkbox"/> X	3	4	72-8232	4422
3 OFFENSE NAME (FROM NAME IF BUSINESS)	4 RES PHONE	5 COMPLAINTS RESUME ADDRESS	6 CLS PHONE	
HODGE, Marie	593-6395	528 N. Bois' D Arc Apartment 1		
7 OCCASION	11 HOURS OF EMPLOY	12 SOCIETY	13 REPORTING NUMBER	14 SEX-RACE-AGE
			Fm W-23	528 N. Bois' D Arc
15 DATE AND TIME REPORTED	16 DATE AND TIME RECEIVED	17 DATE AND TIME REPORTED	18 DATE AND TIME RECEIVED	19 DATE AND TIME REPORTED
		5-29-72 2357	5-29-72-2357	5-29-72 0002
20 OFFENSE DESCRIPTION (OFFICIAL USE)	21 OFFENSE DESCRIPTION (OFFICIAL USE)	22 OFFENSE DESCRIPTION (OFFICIAL USE)	23 OFFENSE DESCRIPTION (OFFICIAL USE)	24 OFFENSE DESCRIPTION (OFFICIAL USE)
Suspicious Noise		Apartment house		
25 MAKE AND MODEL OF VEHICLE	26 YEAR	27 MAKE	28 COLOR OF VEHICLE	29 COLOR OF VEHICLE
30 SEX-RACE-AGE	31 HT-WEIGHT	32 HAIR-COLOR	33 EYES-COLOR	34 COMPLEXION
35 TYPE OF WEAPON	36 METHOD USED TO COMMIT CRIME	37 NATURE OF INJURY AND LOCATION ON BODY	38 NATURE OF INJURY AND LOCATION ON BODY	39 NATURE OF INJURY AND LOCATION ON BODY

Figure 37 (Sheet 1 of 2)

TYLER POLICE DEPARTMENT		SUPPLEMENT REPORT		TPD-FORM-7A	
<input type="checkbox"/> OFFENSE <input type="checkbox"/> TRAFFIC ACCIDENT <input type="checkbox"/> ARREST <input type="checkbox"/> FOLLOWUP OR SUPPLEMENTAL DISPOSITION		PAGE NO	1 CASE NO		2 OFFENSE NO
3. LAUREN'S NAME: (JIMM NAME) DRIVERS, VICTIM OR ARRESTEE		ARREST NO	<input type="checkbox"/> FORM USED AS CONTINUATION SHEET FOR COMPLAINT REPORT <input type="checkbox"/> FORM USED TO REPORT FOLLOWUP INVESTIGATION OR SUPPLEMENT INFORMATION		
5. USE OF FORCE: (YES/NO)	6. M. CLEAR UP: <input type="checkbox"/> YES (LIST OTHER COMPLAINT NOS IN NARRATIVE) <input type="checkbox"/> NO		7. OFFENSE CLASSIFICATION (CRIME)		8. OFFENSE CHANGED TO (CRIME)
9. NARRATIVE:					

1JMM88750

TYLER POLICE DEPARTMENT		ARREST REPORT		TPD-FORM-8A	
<input type="checkbox"/> MURDER <input type="checkbox"/> BATTERY <input type="checkbox"/> OTHER		1. CASE NO	2. OFFENSE NO		3. OFFENSE NAME (CLASS, STATUTE, NUMBER)
4. OTHER NO		5. OFFENSE NO		6. OFFENSE NAME	
7. CITY		8. CITY		9. CITY	
10. HEIGHT	11. DOB	12. HT	13. WT	14. HAIR	15. EYES
16. RACE		17. EP. CLASS		18. EP. DISPOSITION	
19. ADDRESS OF ARREST (BLOCK NO)		20. RESIDENCE TYPE (APARTMENT)		21. INDEX FINGERPRINT	
22. ARRESTED		23. UNDER	24. CONSUMED DRINKING	25. RESIST	
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
26. REASON FOR ARREST		27. OCCUPATION		28. RES. PHONE	29. BUS. PHONE
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	

1JMM88751

Figure 37 (Sheet 2 of 2)

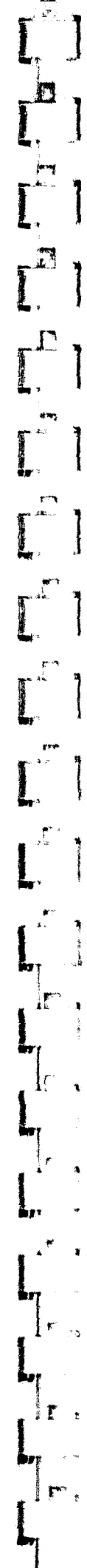


FIGURE 38

RECORDS CONTROL
AND
ACCOUNTING PROCEDURES

RECORDS CONTROL AND ACCOUNTING PROCEDURES
FOR THE TYLER POLICE DEPARTMENT

Every complaint or request for police service directed to the attention of the Tyler Police Department will be channeled through the Records and Communications Center. This procedure is designed to insure that every complaint or request for service is recorded and necessary police action taken. All incidents are to be numbered serially and a report will be required for every assignment issued by the Records and Communications Center.

UNIFORM NUMBERING SYSTEM

The Tyler Police Department will use three basic numbering systems and all numbered files will conform to these three. The categories are:

Case Report Numbers
Arrest Report numbers
Identification Numbers

- (1) CASE REPORT NUMBERS. The Case Report Number (Case #) is the primary number for all police reports; it is issued at the time a complaint or call is received by the department and follows a case through to its completion. Case Numbers are issued consecutively and to all types of police incidents whether founded or unfounded. In short, if any police action is taken, no matter how small or seemingly insignificant, a Case Report number will be issued and a report required.

Case Report numbers are given to motor vehicle accidents as well as crimes and other incidents. The complaint form - TPD Form No. 1 - will be filed according to case number, without regard to type of case or persons involved. The original case report will be filed by offense classification code number. The Master Name Index will serve to identify the proper Case Report number should any inquiries be made at a later time. Case Report numbers will appear on the daily bulletin and will provide a means of insuring that all reports are submitted promptly. No deviation from this will be permitted.

- (2) ARREST REPORT NUMBERS. Arrest numbers will be issued to persons physically arrested and booked. A person receives a new number each time he is arrested, regardless of the charges or circumstances. Original arrest reports will be filed by case Report Numbers with an index copy being filed by the arrest number in arrest file. These files will be used to verify monthly arrest statistics for the Uniform Crime Report program.
- (3) IDENTIFICATION (TPD) NUMBERS. When an arrested person is fingerprinted and/or photographed, a third number, the Identification (TPD) Number is issued by the Identification Division. This number will be issued but once to an individual, regardless of the number of arrests he has experienced. This number will be placed in the "Contributor's Number" box on fingerprint cards, on the Tyler Police Department information sheet, and on identification board when the person is photographed. This number is the feature by which most requests for information or verification of criminal records will be identified.
- (4) SECONDARY NUMBERING SYSTEMS. To afford a closer measure of control and co-ordination, in addition to allowing easier audit and analysis of workloads, several secondary numbering systems will be utilized by various elements of the department.

These numbering systems and their primary users are shown below.

<u>NAME</u>	<u>PRIMARY USER</u>
Warrant No.	Court Clerk, Warrant Officer, Records & Communications and all field elements.
Property No.	Identifications, Detectives, Records personnel and all field elements.
Uniform Offense Classification Codes	Records personnel, all divisions and field elements.
Mugg Shot Classification Code No.	Identification Division, Detective Division, field personnel.
Single Fingerprint Classification Code No.	Identification Division, Detective Division.

Court Docket No.

Corporation Court

Indexing for Control and Information Retrieval. The clerk, identification technician or other records and communications personnel filing fingerprints or index cards within the Master Name Index, any of the property indices, the location file or any file or index which has an integral part, or cards which indicate that a person or a specific piece of property is missing or wanted, will seek to match cards being entered with those already in the file.

When wanted or missing persons or property are positively identified by an employee, a notice will be sent to the unit or element assigned follow-up responsibility for the case. In some instances the unit will be another police department or other law enforcement agency. If property is identified, the owner should also be notified and informed whether he may reclaim his property immediately, or whether it is being held for evidence, and told how he may reclaim it.

When this occurs, the wanted card should be pulled and information regarding the positive identification and persons or units notified entered on the reverse side of the card. If the person is in custody, the jail personnel where the person is in custody and the assigned follow-up unit should be notified by telephone immediately.

- (1) Master Name Index. The Master Name Index will contain the name of every person or firm coming officially to the attention of this department, including all persons or firms falling within these categories:

- Arrested Persons (cross-file with aliases)
- Complaints
- Correspondents
- Drivers (accidents)
- Juveniles (stamped in red)
- Missing Persons
- Persons Injured
- Persons Killed
- Suspects (cross-file with aliases)
- Victims (include firms if B & E)
- Wanted Persons (cross-file with aliases)
- Witnesses (only to serious traffic accidents and misdemeanors or felonies).

These index cards will be typed from the mag-card onto designed formats and filed according to index.

- (2) Other Indexes. For purpose of control, quick retrieval of information, and to aid in the analysis of incidents, all reports of incidents in Part I, II, and IV of the Tyler Police Department Classification code categories will be cross indexed by both location and classification in addition to the regular alphabetical indexing of the names of all persons in the Master Name Index.

The cross-indexes which will be maintained by the Records and Communications Division are listed below.

Accident Location File
General Incident Location File
Crime Classification File
Type of Incident Index (same as crime classification file)

See the following chart.

INDICES FOR CONTROL AND RETRIEVAL OF INFORMATION
AND SELECTED INSTRUCTIONS FOR THEIR MAINTENANCE
TYLER POLICE DEPARTMENT

NAME OF INDEX	INFORMATION TO BE INCLUDED IN FILE	SPECIAL INDEXING INSTRUCTIONS	HOW INFORMATION IS FILED	RETENTION AND DESTRUCTION SCHEDULE
Master Name Index	<p>1. Names of all persons in the following categories:</p> <ul style="list-style-type: none"> Arrested Persons Complainants Correspondents Drivers (Accidents) Identification (Photos, fingerprints, Etc.) Information concerning known criminal, teletype alarm, notices, etc. Juvenile Offenders- (marked in red) Licensees Missing Persons Persons Injured Persons Killed Suspects Victims (including firms) Wanted Persons- (warrants) 	<p>Index on white and manila cards except for wanted felons and known dangerous or suicidal missing persons which will be RED tagged on the tab index cards. All other area drivers whose license have been suspended or revoked, and those businesses or establishments which are under court injunction or other court enforceable restriction, will be tagged with a YELLOW tag.</p> <p>All persons with known aliases will be cross-filed and referenced.</p>	<p>All entries in this index will be filed alphabetically by the last name or natural persons and by the commonly used name of firms and businesses. All filing questions should be resolved by use of the same system used in the local telephone directory.</p>	<p>Maintain all cards on a permanent basis, removing only those entries for persons who have reached the age of 75 and had no record of arrest or missing persons' report filed within 5 years.</p> <p>Cancelled wanted persons' entries should be clearly marked CANCELLED in RED with the date and authority for the cancellation, then refiled for future use.</p> <p>Known DEAD persons' should be held for three years beyond date of death.</p>
Accident Location File	<p>1. Location of accident, by specific street and block number or distance from intersection if not a numbered block. (Correct name of cross street if at or in the intersection of two streets.)</p> <p>2. Case Report Number</p> <p>3. Date of occurrence</p> <p>4. Type of offense or incident from Uniform Classification of cases.</p>	<p>Special guides will be made for all major streets and the other streets given guide cards only when volume requires it. Numbered streets will be filed in proper order in front of "A". (Codes may be assigned later)</p> <p>Subfile by date of accident.</p>	<p>Filed alphabetically by street and numerically by each block. Accidents at intersections will be filed by the name of the street which appears first in the alphabet. Example: Dobbs and Broadway would be filed under Broadway in the "D" section.</p>	<p>Keep in regular file for 2 years, then transfer to inactive status for another 4 years. Microfilm and hold film for at least 10 years.</p>

Figure 39

DAILY SUMMARY

NAME OF INDEX	INFORMATION TO BE INCLUDED IN FILE	SPECIAL INDEXING INSTRUCTIONS	HOW INFORMATION IS FILED	RETENTION AND DESTRUCTION SCHEDULE
General Incident Location File	<ol style="list-style-type: none"> 1. Location of incident or offense, by specific and block number or distance from intersection if not numbered block. 2. Case Report Number 3. Date of occurrence 4. Type of offense or incident as classified from TPD Uniform Classification Guide. 	Same as Accident Location File	Same as Accident Location File	Same as Accident Location File
Type of Incident Index Crime Classification File	<ol style="list-style-type: none"> 1. Complainant's name, address, sex, race, date of birth. 2. Case Report Number. 3. Complaint as reported 4. Complaint as verified (by Uniform Classification guide.) 5. Location of Complaint 6. Beat of Occurrence 7. Assisting Unit 8. Victim's name and address, sex, race, DOB of Victim. 9. Date/time occurred and reported. 10. Number of Offenders 11. Number of Arrests 12. Property Recovered; Yes? No? 	<p>As the file grows each classification may be further subdivided by the secondary and tertiary breakdowns shown in the standard classification when volume within each category is sufficiently large to warrant it.</p> <p>NOTE: This file will be used for both a rudimentary modus operandi index and as a perpetual inventory of reported-offenses-to-date by verified classification for statistical and analytical purposes.</p>	<p>All entries will be filed by verified type of classification of offense according to the Uniform Classification Guide of the Tyler Police Dept.</p> <p>One index card will be prepared and filed for each separate incident in the classified index file.</p>	<p>Two years from the end of the month during which the offense took place.</p> <p>Clear cases will be pulled out and filed under an identical system in another part of the same file, leaving only open cases in the first file.</p>

Figure 39

DAILY SUMMARY
 TYLER POLICE DEPARTMENT
 NOVEMBER 27, 1972

LY SUMMARY NOVEMBER 27, 1972 L.B. ODOM CHIEF OF POLICE

<u>CASE NUMBER</u>	<u>OFFICER</u>
72-20480 0235 AFFIC	CLIBORN
20484 0422 FOUND BILLFOLD	HAYDEN
20490 0748 FOUND PROPERTY	WALDRIP
20495 0853 THEFT	McELROY
72-20522 1536 REST	CRABTREE
72-20538 2126 CHECK	CLARK
20539 2153 CHECK IN SSING	WEST EVANS
72-20541 2230	Clark

CONTINUED

1 OF 5

L.B. Odom
Chief of Police

Tyler Police Department
Tyler, Texas

Date: _____

The following is a transcript of the record, including the most recently reported data, as shown in the files of the Tyler Police Department concerning our number: _____.

FBI Number: _____
State Bureau Number _____

Glenn R. Walker

Lt. Glenn R. Walker
Identification Bureau

Fingerprint Classification: _____

Arrested or Received	Name and Number	Charge	Disposition
----------------------	-----------------	--------	-------------

Figure 40

* Represents notations unsupported by fingerprints

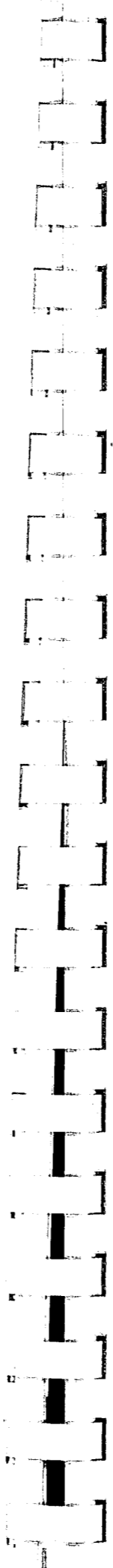


Figure 41. Modus Operandi System

- a. Mug Shot Retrieval File (2 Sheets)
- b. Fraudulent Check Classification (2 Sheets)
- c. M.O. Procedure (2 Sheets)
- d. M.O. Breakdown
- e. M.O. Classification (7 Sheets)

MUG SHOT RETRIEVAL FILE

The Identi-Kit Coding System is used for the primary classification.

The Secondary Classifications are formed by the use of a weight classification as described on the attached sheet.

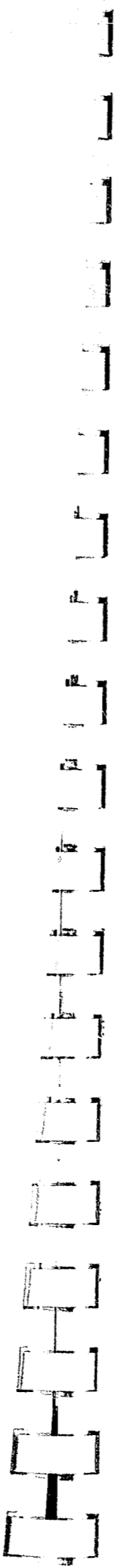
The third number classification is a description of the hair line.

The fourth number classification is an indication of facial oddities.

The fifth number classification is an indication of a body defect.

Example: A white male, 36 years old, 6'1", brown hair, weighing 210 lbs., with long hair, with a long scar on his left cheek, and having a little finger missing would be classified as.

79-3467



POLICE RECORDS ADMINISTRATION

2. Emphasis should be placed on description of outstanding personal characteristics such as peculiarities of dress or speech, unusual scars or marks, which prove

WHITE NEGRO

of subjects having apparent add numbers to primary class-

34 & Under			35-45			46 & Over			34 & Under			35-45		
BLOND			BLOND			BLOND			BLOND			BLOND		
Under 5'6"	13		Under 5'6"	31		Under 5'6"	49		Under 5'6"	14		Under 5'6"	32	
5'7"-5'11"	1		5'7"-5'11"	19		5'7"-5'11"	37		5'7"-5'11"	2		5'7"-5'11"	20	
6' & Over	7		6' & Over	25		6' & Over	43		6' & Over	3		6' & Over	26	
BROWN			BROWN			BROWN			BROWN			BROWN		
Under 5'6"	67		Under 5'6"	85		Under 5'6"	103		Under 5'6"	63		Under 5'6"	86	
5'7"-5'11"	55		5'7"-5'11"	73		5'7"-5'11"	91		5'7"-5'11"	56		5'7"-5'11"	74	
6' & Over	61		6' & Over	79		6' & Over	97		6' & Over	62		6' & Over	80	
BLACK			BLACK			BLACK			BLACK			BLACK		
Under 5'6"	121		Under 5'6"	139		Under 5'6"	157		Under 5'6"	122		Under 5'6"	140	
5'7"-5'11"	109		5'7"-5'11"	127		5'7"-5'11"	145		5'7"-5'11"	110		5'7"-5'11"	128	
6' & Over	115		6' & Over	133		6' & Over	151		6' & Over	115		6' & Over	131	
GREY			GREY			GREY			GREY			GREY		
Under 5'6"	175		Under 5'6"	193		Under 5'6"	211		Under 5'6"	176		Under 5'6"	191	
5'7"-5'11"	163		5'7"-5'11"	181		5'7"-5'11"	199		5'7"-5'11"	164		5'7"-5'11"	182	
6' & Over	169		6' & Over	187		6' & Over	205		6' & Over	170		6' & Over	183	
BALD			BALD			BALD			BALD			BALD		
Under 5'6"	229		Under 5'6"	247		Under 5'6"	265		Under 5'6"	230		Under 5'6"	248	
5'7"-5'11"	217		5'7"-5'11"	235		5'7"-5'11"	253		5'7"-5'11"	218		5'7"-5'11"	236	
6' & Over	223		6' & Over	241		6' & Over	259		6' & Over	221		6' & Over	242	
GREYING			GREYING			GREYING			GREYING			GREYING		
Under 5'6"	223		Under 5'6"	301		Under 5'6"	319		Under 5'6"	224		Under 5'6"	302	
5'7"-5'11"	271		5'7"-5'11"	289		5'7"-5'11"	307		5'7"-5'11"	272		5'7"-5'11"	290	
6' & Over	277		6' & Over	295		6' & Over	313		6' & Over	273		6' & Over	296	

head is classified in primary classification Also graying.

(Goatee)

(One hand)
(Or others)

and name on back of picture.

POLICE RECORDS ADMINISTRATION

2. Emphasis should be placed on description of outstanding personal characteristics such as peculiarities of dress or speech, unusual scars or marks, which prove

WHITE			NEGRO			OTHER		
34 & Under	35-45	46 & Over	34 & Under	35-45	46 & Over	34 & Under	35-45	46 & Over
BLOND	BLOND	BLOND	BLOND	BLOND	BLOND	BLOND	BLOND	BLOND
Under 5'6" 13	Under 5'6" 31	Under 5'6" 49	Under 5'6" 14	Under 5'6" 32	Under 5'6" 50	Under 5'6" 15	Under 5'6" 33	Under 5'6" 51
5'7"-5'11" 1	5'7"-5'11" 19	5'7"-5'11" 37	5'7"-5'11" 2	5'7"-5'11" 20	5'7"-5'11" 38	5'7"-5'11" 3	5'7"-5'11" 21	5'7"-5'11" 39
6' & Over 7	6' & Over 25	6' & Over 43	6' & Over 8	6' & Over 26	6' & Over 44	6' & Over 9	6' & Over 27	6' & Over 45
BROWN	BROWN	BROWN	BROWN	BROWN	BROWN	BROWN	BROWN	BROWN
Under 5'6" 67	Under 5'6" 85	Under 5'6" 103	Under 5'6" 68	Under 5'6" 86	Under 5'6" 104	Under 5'6" 69	Under 5'6" 87	Under 5'6" 105
5'7"-5'11" 55	5'7"-5'11" 73	5'7"-5'11" 91	5'7"-5'11" 56	5'7"-5'11" 74	5'7"-5'11" 92	5'7"-5'11" 57	5'7"-5'11" 75	5'7"-5'11" 93
6' & Over 61	6' & Over 79	6' & Over 97	6' & Over 62	6' & Over 80	6' & Over 98	6' & Over 63	6' & Over 81	6' & Over 99
BLACK	BLACK	BLACK	BLACK	BLACK	BLACK	BLACK	BLACK	BLACK
Under 5'6" 121	Under 5'6" 133	Under 5'6" 157	Under 5'6" 122	Under 5'6" 140	Under 5'6" 158	Under 5'6" 123	Under 5'6" 141	Under 5'6" 159
5'7"-5'11" 109	5'7"-5'11" 127	5'7"-5'11" 145	5'7"-5'11" 110	5'7"-5'11" 128	5'7"-5'11" 146	5'7"-5'11" 111	5'7"-5'11" 129	5'7"-5'11" 147
6' & Over 115	6' & Over 133	6' & Over 151	6' & Over 116	6' & Over 134	6' & Over 152	6' & Over 117	6' & Over 135	6' & Over 153
GREY	GREY	GREY	GREY	GREY	GREY	GREY	GREY	GREY
Under 5'6" 175	Under 5'6" 193	Under 5'6" 211	Under 5'6" 176	Under 5'6" 194	Under 5'6" 212	Under 5'6" 177	Under 5'6" 195	Under 5'6" 213
5'7"-5'11" 163	5'7"-5'11" 181	5'7"-5'11" 199	5'7"-5'11" 164	5'7"-5'11" 182	5'7"-5'11" 200	5'7"-5'11" 165	5'7"-5'11" 183	5'7"-5'11" 201
6' & Over 169	6' & Over 187	6' & Over 205	6' & Over 170	6' & Over 188	6' & Over 206	6' & Over 171	6' & Over 189	6' & Over 207
BALD	BALD	BALD	BALD	BALD	BALD	BALD	BALD	BALD
Under 5'6" 229	Under 5'6" 247	Under 5'6" 265	Under 5'6" 230	Under 5'6" 248	Under 5'6" 266	Under 5'6" 231	Under 5'6" 249	Under 5'6" 267
5'7"-5'11" 217	5'7"-5'11" 235	5'7"-5'11" 253	5'7"-5'11" 218	5'7"-5'11" 236	5'7"-5'11" 254	5'7"-5'11" 219	5'7"-5'11" 237	5'7"-5'11" 255
6' & Over 223	6' & Over 241	6' & Over 259	6' & Over 224	6' & Over 242	6' & Over 260	6' & Over 225	6' & Over 243	6' & Over 261
GREYING	GREYING	GREYING	GREYING	GREYING	GREYING	GREYING	GREYING	GREYING
Under 5'6" 233	Under 5'6" 301	Under 5'6" 319	Under 5'6" 234	Under 5'6" 302	Under 5'6" 320	Under 5'6" 235	Under 5'6" 303	Under 5'6" 321
5'7"-5'11" 271	5'7"-5'11" 259	5'7"-5'11" 307	5'7"-5'11" 272	5'7"-5'11" 290	5'7"-5'11" 303	5'7"-5'11" 273	5'7"-5'11" 291	5'7"-5'11" 309
6' & Over 277	6' & Over 295	6' & Over 313	6' & Over 278	6' & Over 296	6' & Over 314	6' & Over 279	6' & Over 297	6' & Over 315

In photo classification of subjects having apparent physical oddity merely add numbers to primary classification

Weight	100 or less add 0	100 to 150 add 1	150 to 200 add 2	200 over add 3
Hair Line	Long hair add 4	Short hair add 5	Bald head is classified in primary classification Also graying.	
Face oddities (Scar)(Mustache)(Goatee)	Add 6 to classification			
Body Defect	(One arm)(One leg) (one eye) (One hand) (Missing finger) (One ear) (Or others) Add 7			
Always put Classification and name on back of picture.				

POLICE RECORDS ADMINISTRATION

2. Emphasis should be placed on description of outstanding personal characteristics such as peculiarities of dress or speech, unusual scars or marks, which prove to be of great value in determining identity.
3. Information on color or race, sex, and number of suspects is usually procured easily, and in connecting crime to the perpetrator these three items are the major leads in identification.

ADDENDUM "A"

CLASSIFICATION OF FRAUDULENT CHECKS

I. PRIMARY CLASSIFICATIONS

NUMERATOR (Written out part) —Based on the method of writing the cents after the written portion of the amount.

1. .00
2. 00/100 This line may be horizontal
3. 00/00
4. 00/XX
5. 00/XXX
6. 00
7. $\overline{00}$
8. $\overline{00}$ or more
9. $\overline{\overline{00}}$
10. \ 00
11. Check Protector
12. Cents spelled
13. Other

DENOMINATOR (Numerical) —Based on the method of writing the cents after the figure denoting the amount of the check.

1. .00
2. 00/100 This line may be horizontal
3. 00/00
4. 00/XX
5. 00.XXX
6. 00
7. $\overline{00}$
8. $\overline{00}$
9. $\overline{\overline{00}}$
10. \ 00
11. > or <
12. :00
13. Other
14. 10.25 (when the .25 is real small)
15.

10	25
----	----

NOTE: In both the numerator and denominator, the "00" shown on this chart may represent any number of cents, the word NO, or any other symbol.

II. SECONDARY CLASSIFICATION—A

NUMERATOR Sex of passer and maker

- a. Male
- b. Female

— If the check is a two-party check use —

- aa. If maker and passer are male
- ab. If passer (or payee) is male and maker is female
- bb. If passer (or payee) and maker are both female
- ba. If passer (or payee) is female and maker is male

DENOMINATOR Color of passer a. White b. Colored

MODUS OPERANDI AND CRIME REPORTING

III. SECONDARY CLASSIFICATION—B

NUMERATOR Method of writing check

- A. Handwritten
- B. Handprinted
- C. Typewritten

DENOMINATOR Type of check

- A. Plain check (as furnished by bank)
- B. Printed check (such as used by a company)
- C. Personalized check (maker's name printed)
- D. Rubber-stamp name of company or typed-in name of company
- E. Counter or blank check

IV. FINAL CLASSIFICATION

NUMERATOR Date

- 1. Month spelled out
- 2. Month abbreviated
- 3. Month by figures
- 4. Military method (4 April 50)
- 5. No date

DENOMINATOR Style of handwriting

- 1. Slants to the left
- 2. Vertical
- 3. Slants to the right

ADDENDUM "B"

Following are sample crime reports employing MO criteria: Figures 192 to 199.

POLICE

M.O. PROCEDURE

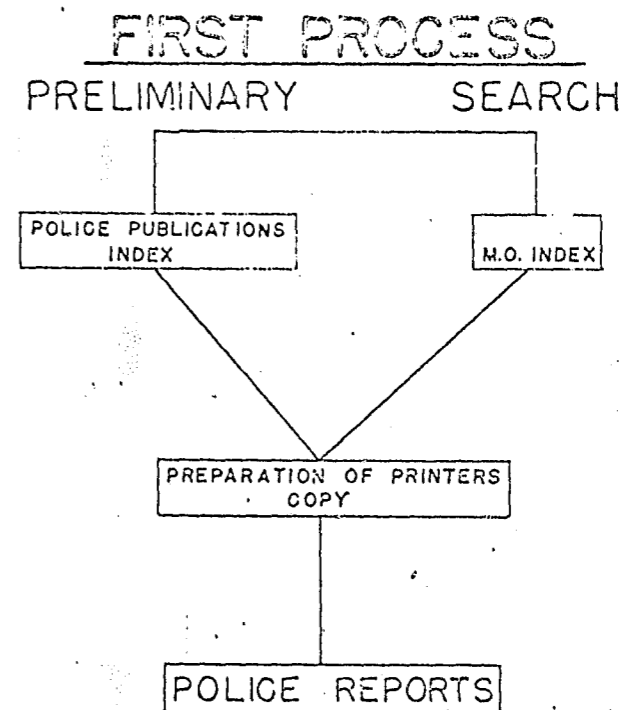


Figure 200

SECOND PROCESS
SEARCH

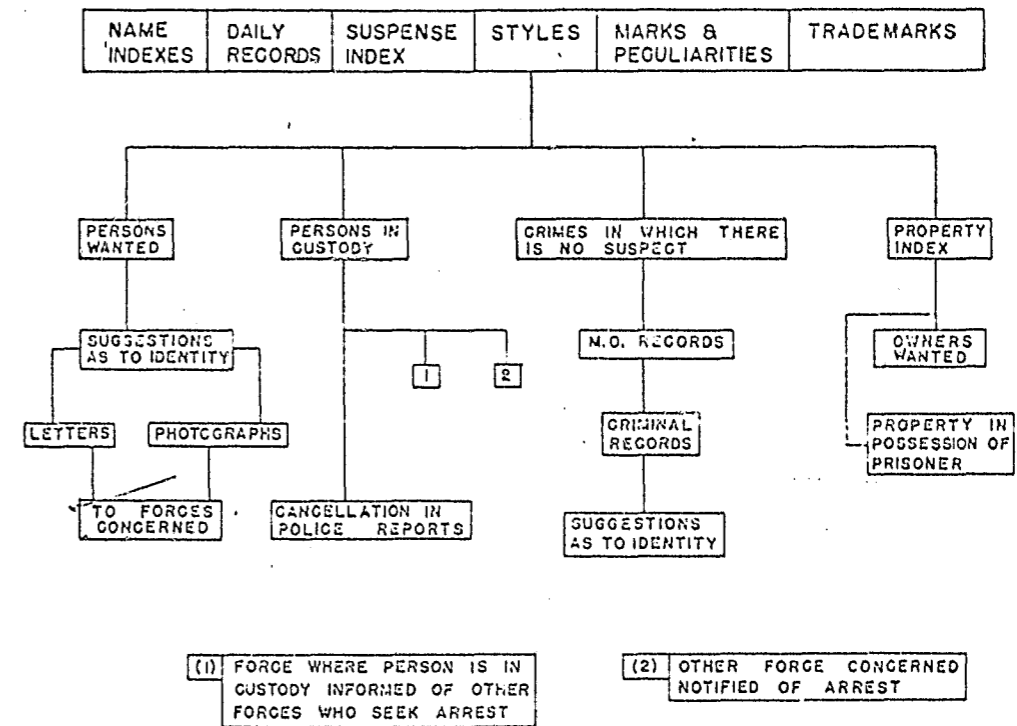


Figure 201

THIRD PROCESS
RECORDINGS

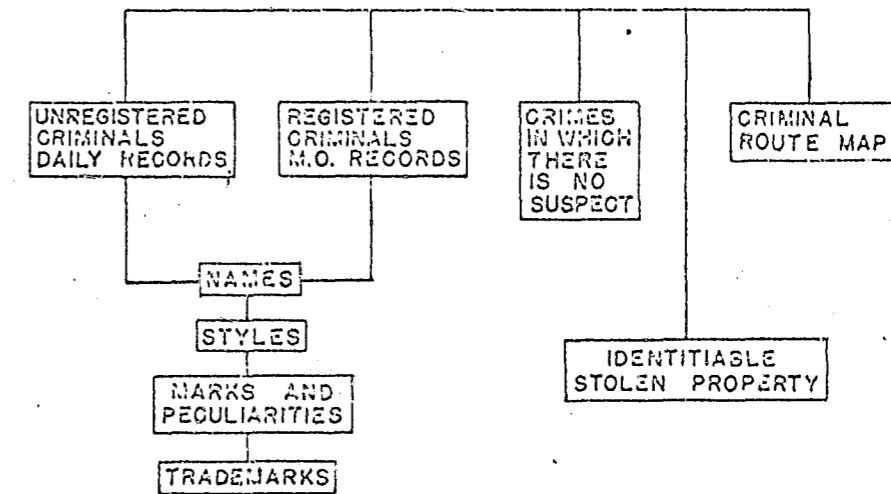


Figure 202

POLICE RECORDS ADMINISTRATION

MODUS OPERANDI BREAKDOWNS

A. OBJECT OF ATTACK

- | | |
|-------------------------|-------------------------------|
| 1. White male | 19. Drycleaning shop |
| 2. White female | 20. Pawnshop |
| 3. Colored male | 21. Residence |
| 4. Colored female | 22. Roominghouse |
| 5. Other male | 23. Bank or savings office |
| 6. Other female | 24. Motor vehicle |
| 7. Manufacturing plant | 25. Boxcar, railroad |
| 8. Hotel | 26. Loan office |
| 9. Theater | 27. Business office |
| 10. Service station | 28. School |
| 11. Garage | 29. Soft-drink vending device |
| 12. Parking lot or deck | 30. Church |
| 13. Grocery store | 31. Parking meter |
| 14. Drug store | 32. Telephone |
| 15. Department store | 33. Bicycle |
| 16. Cafe or restaurant | 34. Other buildings, property |
| 17. Jewelry store | 35. Other coin boxes |
| 18. Furniture store | |

B. TYPE OF PROPERTY TAKEN

- | | |
|-------------------------------|---------------------------|
| 1. Cash (U.S. currency, coin) | 21. Lady's dress |
| 2. Check, draft, money order | 22. Other man's clothing |
| 3. Bonds | 23. Other lady's clothing |
| 4. Other | 24. Other clothing |
| 5. Man's watch | 25. Passenger car |
| 6. Lady's watch | 26. Motorcycle |
| 7. Other timepieces | 27. Truck |
| 8. Man's ring | 28. Other motor vehicle |
| 9. Lady's ring | 29. Bicycle |
| 10. Other rings | 30. Camera |
| 11. Precious stones | 31. Firearms |
| 12. Precious metals | 32. House furnishings |
| 13. Other jewelry (specify) | 33. Radio |
| 14. Fur coat | 34. Television |
| 15. Other fur pieces | 35. Record player |
| 16. Man's suit | 36. Tools |
| 17. Lady's suit | 37. Lawn mower |
| 18. Other suits | 38. Chain saw |
| 19. Man's topcoat | 39. Tires |
| 20. Lady's topcoat | |

C. POINT OF ENTRY

- | | |
|-----------------------------------|--------------------------|
| 1. Front door | 7. Rear window |
| 2. Rear door | 8. Side window |
| 3. Side door | 9. Basement window |
| 4. Basement door | 10. Through hole in roof |
| 5. Roof entrance (skylight, etc.) | 11. Through hole in wall |
| 6. Front window | |

D. WEAPON, TOOL, MEANS OF ATTACK/ENTRANCE

- | | |
|--|--------------------------------|
| 1. Physical | 9. Blackjack, club, etc. |
| 2. Unlocked or already opened | 10. Other blunt or hard object |
| 3. Keys | 11. Prying tool |
| 4. Secreted inside; remained after hours | 12. Poison |
| 5. Firearms; specify pistol, rifle, etc. | 13. Other means |
| 6. Knife | 14. Explosives |
| 7. Other sharp weapon or instrument | 15. Drugs or narcotics |
| 8. Rock, brick, etc. | 16. Chemicals |

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MODUS OPERANDI AND CRIME REPORTING

E. METHOD USED

- | | |
|--------------------------------|-------------------|
| 1. Physical force | 7. Driving away |
| 2. Armed, any weapon | 8. Negligence |
| 3. Fear or threat (not weapon) | 9. Pocket picking |
| 4. By trick | 10. Shoplifting |
| 5. Taking away or carrying | 11. Mugging |
| 6. Snatching | |

DIFFERENT MO CLASSIFICATIONS

TRUSTEESHIP AND EMPLOYERS

Agents
Bartenders
Canvassers
Chauffeurs
Clerk
Collector
Drivers
Janitors
Manager
Porter
Servant, Domestic, Male
Servant, Domestic, Female
Waiter or Waitress
Workmen
Embezzlement
Other Employments

FROM THE PERSON

Robbery With Violence
Robbery Demanding by Threats
Robbery Banks
Robbery Oil Stations
Robbery Stores
Robbery Hijackers
Robbery Taxicabs
Robbery Streetcars
Robbery in Dwellings
Robbery Child Clothing
Robbery Messenger
Robbery Drunken Person
Robbery Persons Leaving Bank
Robbery Snatching Bag or Purse
Pickpocket Persons at Races, etc.
Pickpocket Railway Passengers
Pickpocket Streetcar Passengers
Pickpocket General
Pickpocket Cutting Chains
Pickpocket Opening Bags
Brothels Male Thieves
Brothels Female Thieves
Prostitutes Not in Brothels
Procedures Male
Procedures Female

BURGLARY

Attics and Verandas
Breaking Glass
Climbing Pipes, etc.
Cutting and Drilling Panels

BURGLARY—Cont'd

Drilling Sash
False Keys
Fanlight and Grating
Hooking Door, Catch
Jimmy
Ladders
Pliers for Turning Keys
Removal by Van
Secreting on Premises
Skylight
Window Catch Slipped
Vacant
General

HOUSE BREAKING

Attics and Verandas
Breaking Glass
Climbing Pipes, etc.
Cutting and Drilling Panels
Drilling Sash
False Keys
Fanlight and Grating
Hooking Door Catch
Jimmy
Secreting on Premises
Ladders
Pliers for Turning Keys
Message, Bogus
Message, Telegram
Removal by Van
Window Catch Slipped
Workmen Engaged
Vacant

STOREHOUSE BREAKING

From Adjoining Premises
Breaking or Removing Glass
Break Glass (Smash & Run)
Brickwork Removed
Cellar Grating or Trap Door
Climbing Pipes, etc.
Cutting or Drilling Panels
False Keys
Transom
Jimmy
Ladders or Ropes
Padlocks Forced or Replaced
Roof Cutting
Bars Removed or Bent

POLICE RECORDS ADMINISTRATION

STOREHOUSE BREAKING—Cont'd

Secreting on Premises
 Skylight
 Sticky Substance
 Removal by Van
 Vacant
 General

SAFE BREAKING

Cutting by Acids
 Cutting by Acetylene
 By Explosive
 By Filing Rivets
 Jimmy or Chisel
 Removal by Car
 Sawing
 Tools on Premises
 Other Means

CHURCH BREAKING

Breaking Glass
 False Keys
 Jimmy
 Secreting
 General
 Walk In
 Altar Clothes
 Antiques or Ornaments
 Offertory Boxes
 From Worshippers
 From Churchyards and Cemeteries

FROM LAND BY BREAKING INTO

Banks
 Garages
 Stables
 Theatres
 Workshop
 Other Buildings

FROM LAND (WITHOUT VIOLENCE—
 SNEAK IN)

Banks
 Billiard & Poolrooms
 Hospitals
 Libraries
 Other Public Buildings
 Offices
 Post Offices
 Railway Stations
 Schools
 Surgery
 Swimming Pools (Bath)
 Theatres and Cinemas
 Outbuildings
 Club Pavilions
 Garages or Coach Houses
 Linen
 Workshop
 Automatic Machines

490

FROM LAND (WITHOUT VIOLENCE—
 SNEAK IN)—Cont'd

New Buildings or Repairs
 Fittings or Materials
 Tools
 Poultry Pens
 Fowls
 Pigs
 Rabbits
 Cattle & Sheep
 Pigeons
 Dogs
 Carts and Handcarts

MAILBOXES

Inserting Receptacle
 Sticky Substance
 Wires or Hooks
 General

FROM VEHICLES

Accessories Stolen
 Bags or Luggage
 Goods From Carts, etc.
 From Vessels and Docks

LUGGAGE RAILWAY

Cloakroom
 Cloak Forged Notes
 Cloak Stolen Tickets
 Cloak Substitution
 From Passenger Compartment
 From Platform
 From Freight Cars
 From Waiting Rooms
 From Other Places

AUTOMOBILES

Borrowing
 Hiring
 Trick or Fraud
 Streets
 Garage

MOTORCYCLES

Borrowing
 Hiring
 Trick or Fraud
 Streets
 Railway Stations

BICYCLES

Borrowed
 From Inside
 Hiring
 Trick or Fraud
 From Streets
 From Railway Stations

SHO

Jew
 Jew
 Jew
 Ger
 Ger
 Sne
 Sne
 Sho
 Sho
 Till
 Wor

HOTI

Ab
 Ab
 Jim
 Jew
 Key
 Plie
 Sub
 Con
 Gen
 Gen

BLAC

Posi
 Posi
 Gen

ADVE

Ask
 Ask
 Anir
 Ofc
 Ofc
 Busi
 Lan
 Mon
 Mon

ADVE

Ansv
 Ansv
 Ansv
 Ansv
 Ansv
 Ansv
 Ansv
 Ansv

BORRE

Acci
 Gece
 Jewe
 Fron
 Fron
 Fron
 Fron

MODUS OPERANDI AND CRIME REPORTING

SHOPLIFTERS

Jewelers With Accomplice
Jewelers Male Alone
Jewelers Female Alone
General Male
General Female
Sneak Inside Males
Sneak Inside Females
Shop Doors Males
Shop Doors Females
Tills Sneak
Workmen

HOTELS

Absconding Guests Male
Absconding Guests Female
Jimmy
Jewelry, Traveler Robbed
Keys
Pliers to Turn Keys
Substituting Luggage
Contribution Boxes
General Male
General Female

BLACKMAILERS

Posing as Police
Posing as Lawyers
General

ADVERTISING

Asking for Animals
Asking for Goods
Animals' Homes Wanted
Offering Birds and Poultry
Offering Goods
Business for Sale
Land or House for Sale or Rent
Money Lender, Bogus
Money Lender Obtaining Fee

ADVERTISING ANSWERING

Answering to Adopt Children
Answering Offering Animals
Answering Offering Birds
Answering Offering Clothing
Answering Instruments
Answering Jewelry
Answering Servant & Obtaining Money
Answering Missing Relatives

BORROWING

Accident to Self or Car
Goods Borrowed
Jewelry
From Auctioneer After Arranging Sale
From Employer After Obtaining Situation
From Money Lender, Bogus Security
From Police From Bogus Information

BORROWING—Cont'd

From Lawyer After Instruction to Act
Tradesman After Giving Order
For Business or Material
For Paying Fine or Bail Fee
For Funeral Expenses
Having Been Robbed
Got Situation and Want Money
Money Due under Commission
Money Due on Completion of Work
Money Due on Pension
Money Due Under Will or Insurance
Messages, false
Pay Carriage on Goods or Parcels
Paying Employees
Run Short of Money
Railway Fare Borrowed
Traveling to See Sick Relative
Posing as Wealthy Person
For Wedding
Wife, Husband, Child, Ill

BUSINESS BOGUS

Agent, Estate, Bogus, Obtain Deposit
Auctioneer
Deposit for Goods to be Supplied
Deposit for Work to be Done
Employment Bogus
Goods on Approval, Not From Adverts.
Goods Forged, Orders Bought
Goods Hiring Bogus
Goods Sent to Hotel
Goods Sent to Address
Goods Intercept Messenger
Goods Taken by Caller
Goods Sent by Telegram
Goods Sent for by Telephone
Other Representations
Long Term Fraud
Orders, Bogus, Commission by
Orders, Goods, by Bogus Traveler
Registry, Apartment Bogus
Registry, Bogus Business Transfer
Registry, Keys
Registry, Servants
Registry, Others
Registry, Repairing Jewelry
Registry, Repairing Machines
Registry, Repairing Goods
Registry, School Fees Bogus
For Sale Snowball System
Partnership Bogus

BUSINESS

Canvasser or Collector
Accounts Settled Without Authority
Accounts Sent to Executors
Adverts in Directories
Adverts in Magazines, Programs, etc.
Collector Club Athletic

MODUS OPERANDI AND CRIME REPORTING

**MATRIMONIAL FRAUDS
TRICK OR IMPOSTURE—Cont'd**

Message Bogus
 Message Bogus for Goods
 Message Bogus for Wages
 Message Bogus for Selling Goods
 Ring Dropping
 Ring Changing
 Substituting Inferior Goods

CONFIDENCE TRICK

Billiard Match or Chess
 Bogus Stock, etc.
 Horserace
 Fortune for Distribution
 Taking Care of Dupe's Money
 Pigeon Dropping

WORTHLESS GOODS

Horses
 Whiskey, Bogus
 Drug Sellers Illicit
 Other Goods

CRIMES OF VIOLENCE, NOT FOR GAIN

Cutting Clothing
 Cutting Hair
 Wilful Damage to Clothing
 Indecent Assault or Rape
 On Children
 On Girls
 On Women
 Cinemas & Theatres
 Indecent Exposure
 Animals
 Sodomists
 Wilful Damage
 Arson
 Windows Scratched
 Other Offenses
 Obscene Letters by Mail
 Obscene Message Over Phone

PECULIAR ACTS

Alarms Cut
 Shoes Removed
 Clothes Changed
 Goods Injured
 Excrement
 Furniture Damaged
 Masks
 Note Left
 Pepper Thrown
 Telephone Cut
 Weapons
 Other Acts

ARMS

Both Deformed
 Left Deformed

ARMS—Cont'd

Right Deformed
 Left Off
 Right Off

BODY

Hunchback
 Pigeon Chested
 Left Deformed
 Right Deformed
 Other Complications

CHEEKS

Moles Right
 Moles Left
 Moles Both
 Scars Both
 Scars Left
 Scars Right

CHIN

Dimples
 Prominent
 Receding
 Moles Left
 Moles Right
 Moles Center
 Moles Under

EARS

Deaf Both
 Deaf Left
 Deaf Right
 Deaf & Dumb (See Speech)
 Deformed Both
 Deformed Left
 Deformed Right
 Moles Both
 Moles Left
 Moles Right
 Scars Both
 Scars Left
 Scars Right
 Both Project

EYES

Cast Left
 Cast Right
 Squints
 Blind Right
 Blind Left
 Odd Eyes
 Glass Eye Left
 Glass Eye Right
 Lids Both Deformed
 Lid Left Deformed
 Lid Right Deformed
 Both Sore
 Right Sore

POLICE RECORDS ADMINISTRATION

EYES—Cont'd

Left Sore
Spectacles Special
Prominent
Twitching

FACE

Bloated
Blotchy
Disfigured
Freckled
Pock Pitted
Twitching
Wrinkled

FOREHEAD

Moles Both Sides
Moles Left Side
Moles Right Side
Moles Center
Scars Both Sides
Scars Left Side
Scars Right Side
Scars Center

FEET

Both Deformed
Left Deformed
Right Deformed
Both Off
Left Off
Right Off
Very Small
Very Large
Pigeon-Toed

HAIR

Red
Bald, Very
Wig
Dyed

HANDS

Both Deformed
Left Deformed
Right Deformed
Both Off
Left Off
Right Off
Moles Both
Moles Left
Moles Right
Scars Left
Scars Right
Scars Back of Both
Scars Palm Left
Scars Palm Right
Scars Palm Both

494

HANDS—Cont'd

Scars Fingers Left
Scars Fingers Right
Scars Fingers Both
Nails Both Deformed
Nails Left Deformed
Nails Right Deformed
Fingers Off Both
Fingers Off Left
Fingers Off Right
Thumb Off Both
Thumb Off Left
Thumb Off Right

HEAD

Deformed
Scars Left
Scars Right
Scars Both Sides
Scars Top

LEGS

Bowed
Knock Kneed
Both Deformed
Left Deformed
Right Deformed
Both Off
Left Off
Right Off

MOUTH

Lip Top Deformed
Lip Top Mole
Lip Top Scar
Lip Lower Deformed
Lip Lower Mole
Lip Lower Scar
Lip Both Deformed

TEETH

Front Missing
Front False
Front Prominent
Very Bad
Lips Twitch

NECK

Bent Right
Bent Left
Bent Back
Bent Front
Moles Back
Moles Front
Moles Left
Moles Right
Tube in Throat
Neck Tattooed

NOSE

Bent
Bent
Broken
Crook
Mole
Mole
Mole
Scar
Scar
Scar
Prom.
Rom.

SPEEC

Dum
Dum
Slight
Stam
Lisps
Gruff

MODUS OPERANDI AND CRIME REPORTING

NOSE

Bent Left
Bent Right
Broken
Crooked
Moles Bridge
Moles Left
Moles Right
Moles Top
Scar Bridge
Scar Left
Scar Right
Prominent
Roman or Aquiline

SPEECH

Dumb
Dumb Nearly
Slight Impediment
Stammers
Lisps
Gruff

SPEECH—Cont'd

Squeaky
Nasal
Accent

WRIST

Moles Both
Moles Left
Moles Right
Scars Both
Scars Left
Scars Right
Tattooed Both
Tattooed Left
Tattooed Right

PROFESSION AND POSES
TALL AND SHORT MEN

Tall Men Six Ft. (6') and Over
Short Men Five Ft. Two In. (5'2") and under
Profession and Poses in Alphabetical Order

*



FIGURE 42

Coding Manual
For
Traffic Collision Data

CODING MANUAL
FOR
TRAFFIC COLLISION DATA.

POLICE
DEPARTMENT

CITY OF AUSTIN

JANUARY, 1971

DEPARTMENT OF
TRAFFIC & TRANSPORTATION

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FOREWORD

An accident has been defined as "an event occurring by chance". Thus there are very few traffic accidents. The vast majority of "accidents" are actually traffic collisions caused by some person's negligence. All traffic collisions are avoidable and should be recognized and defined in a constructive traffic safety program.

The basis of this traffic safety program should be accurate and comprehensive facts pertaining to traffic collisions. This information must be obtained, compiled, and analyzed before constructive efforts can be made to reduce collisions and improve traffic flow.

This Coding Manual reflects the combined efforts of the City of Austin's Police Department and Department of Traffic and Transportation to provide a uniform approach to collision data collection. It is intended to be a procedure by which valuable information about collisions and high-collision locations can be obtained, and compiled for computerized analysis. This data can be utilized by engineering, enforcement, and educational agencies.

CHAPTER I

CODING PROCEDURES

Every reported traffic collision in the City of Austin becomes the subject of an extensive investigation by specially trained men of the Austin Police Department. All available information about each collision is reported on the Collision Report sheet (figure 1) and the Collision Casualty Supplement, (figure 2). Some of this information is analytical data while other is subjective information. This comprehensive report is coded according to the procedures prescribed in this manual.

The purpose of collision coding is to obtain information that can be assigned numbers and/or symbols and mechanically tabulated. This tabulation can be manually analyzed. This data processing is necessary because of the increasing number of collisions and amount of information required on each collision.

This coding system has been developed to provide maximum information about each collision. The system will utilize the Collision Code Sheet (figure 3) and the codes of traffic collision data presented on the following pages.

COLLISION REPORT

Use only black ink or pencil in completing this form.

Copy to D.P.S.

PLACE WHERE COLLISION OCCURRED COUNTY of TRAVIS, CITY of AUSTIN Major Minor

ROAD ON WHICH COLLISION OCCURRED Block Number Street or Road Name Route Number Under Yes Speed Limit No Const. No Under Yes Speed Limit No Const. No

Check and complete one only AT ITS INTERSECTION WITH Street or Road Name Route Number of North South East West IF NOT AT INTERSECTION feet of Show milepost or nearest intersecting numbered highway. If urban, show nearest intersecting street or reference point.

DAYS OF COLLISION 19... Day of Week... Hour... A.M. If exactly noon or midnight, so state P.M.

Local No. OFS No. Loc. Fel. Rec. Dr. Rec. Code. Severity. Type.

UNIT NO. 1 - MOTOR VEHICLE VEH. IDENT. NUMBER.....

YEAR MODEL..... MAKE..... MODEL NAME..... BODY STYLE..... LICENSE PLATE..... Year State Number

OPERATOR'S NAME..... OCCUPATION.....

OPERATOR'S LICENSE..... DATE OF BIRTH..... SEX..... RACE..... Was driver or passenger in this vehicle injured? Yes No If answer is "Yes" complete data on back side.

OWNER'S NAME..... DAMAGE RATING..... If damage rating 4 or more complete back side.

UNIT NO. 2 - MOTOR VEHICLE, TRAIN, BICYCLIST, PEDESTRIAN, TOWED OR OTHER. INDICATE WHICH (If pedestrian or cyclist injured, show data on back). VEH. IDENT. NUMBER.....

YEAR MODEL..... MAKE..... MODEL NAME..... BODY STYLE..... LICENSE PLATE..... Year State Number

OPERATOR'S NAME..... OCCUPATION.....

OPERATOR'S LICENSE..... DATE OF BIRTH..... SEX..... RACE..... Was driver or passenger in this vehicle injured? Yes No If answer is "Yes" complete data on back side.

OWNER'S NAME..... DAMAGE RATING..... If damage rating 4 or more complete back side.

DAMAGE TO PROPERTY OTHER THAN VEHICLES DOLLAR DAMAGE \$ ESTIMATE

Name property and show how damaged. - Always show fixed and other objects struck and distance from curb or pavement edge.

Name and address of owner of damaged property.

DESCRIBE WHAT HAPPENED

Describe Weather.....

Describe Road and Surface Condition.....

Light Condition.....

Type of Traffic Control.....

If Not Operative Explain.....

FACTORS CONTRIBUTING TO COLLISION (OFFICER'S OPINION) (Check for each driver above)

Driver 1	Driver 2	Driver 2
1. <input type="checkbox"/> Speeding-over limit	10. <input type="checkbox"/> Wrong side-not passing	19. <input type="checkbox"/> Improper parking
2. <input type="checkbox"/> Speed under limit-unsafe	11. <input type="checkbox"/> Wrong way 1 way road	20. <input type="checkbox"/> Under influence <input type="checkbox"/> alcohol <input type="checkbox"/> drugs
3. <input type="checkbox"/> Fail to Yield ROW to Vehicle	12. <input type="checkbox"/> Following too closely	21. <input type="checkbox"/> Defective brakes
4. <input type="checkbox"/> Disregard Stop Sign or Light	13. <input type="checkbox"/> Overtake and pass-in/traffic clear.	22. <input type="checkbox"/> Defective lights
5. <input type="checkbox"/> Disregard Stop and Go Signal	14. <input type="checkbox"/> Pass in no Passing Zone	23. <input type="checkbox"/> Other Defective equipment
6. <input type="checkbox"/> Disregard flashing Yellow Signal	15. <input type="checkbox"/> All other improper passing	24. <input type="checkbox"/> Other factors.....
7. <input type="checkbox"/> Improper turn-wide right	16. <input type="checkbox"/> No signal or wrong signal of intent.	
8. <input type="checkbox"/> Improper turn-corner on left	17. <input type="checkbox"/> Improper start from parked position	
9. <input type="checkbox"/> Improper turn-wrong lane	18. <input type="checkbox"/> Fail to yield ROW to pedestrian	

DIAGRAM

POLICE ACTIVITY

Name..... Last First Middle Charge..... Ticket Number..... Type Alcohol Test.....

Name..... Last First Middle Charge..... Ticket Number..... Type Alcohol Test.....

Time notified of collision..... Date Hour M How..... Time arrived at scene of collision..... Date Hour

SIGNATURE..... AUSTIN POLICE DEPARTMENT UNIT #A..... Date..... Is report Yes No

UNIT NO. 1	VEHICLE REMOVED TO _____	<input type="checkbox"/> Request <input type="checkbox"/> Rotation <input type="checkbox"/> Slip Signed	CODE FOR INJURY SEVERITY <small>Use only for motor vehicles for which the driver is injured</small> A - Death B - Serious injury or disability C - Moderate injury or disability D - No injury or disability E - No injury or disability
DAMAGE RATING _____	BY _____		

ITEM NO.	SEAT POSITION	OCCUPANTS NAMES <small>Show Last Name First</small>	ADDRESS	State Year or No.			AGE	SEX	CGC
				HEAD REST	STRAP USED	SELT USED			
	Front Left	Driver, See Front							
	Front Center								
	Front Right								
	Rear Left								
	Rear Center								
	Rear Right								

UNIT NO. 2 <small>(Complete only if Unit No. 2 was a motor vehicle.)</small>	VEHICLE REMOVED TO _____	<input type="checkbox"/> Request <input type="checkbox"/> Rotation <input type="checkbox"/> Slip Signed
DAMAGE RATING _____	BY _____	

ITEM NO.	SEAT POSITION	OCCUPANTS NAMES <small>Show Last Name First</small>	ADDRESS	State Year or No.			AGE	SEX	CGC
				HEAD REST	STRAP USED	SELT USED			
	Front Left	Driver, See Front							
	Front Center								
	Front Right								
	Rear Left								
	Rear Center								
	Rear Right								

COMPLETE IF CASUALTIES NOT IN MOTOR VEHICLE

ITEM NO.	PEDESTRIAN, BICYCLIST, ETC.	CASUALTY NAME <small>Show Last Name First</small>	CASUALTY ADDRESS	AGE	SEX	CGC

DISPOSITION OF KILLED AND INJURED

ITEM NUMBERS	TAKEN TO	BY

IF AMBULANCE USED SHOW	Time Ambulance Driver Notified _____	Time arrived at Scene _____	Number of Ambulance Attendants Incl. Driver _____
-------------------------------	--------------------------------------	-----------------------------	---

AUSTIN POLICE DEPARTMENT COLLISION CASUALTY SUPPLEMENT

COLLISION IDENTIFICATION (Copy information in this section exactly as shown on Basic Report)

COUNTY of TRAVIS, CITY of AUSTIN

Road on which Collision Occurred Date of collision 19..... Hour AM PM

Unit No. 1 Operator License Plate

SECTION I - MOTOR VEHICLE COLLISION DEATH (Driver or Passenger in Passenger or Truck Type Vehicle)

Name of Person Killed Last First Middle In Unit No.

Date of Death 19..... Hour AM PM Ejected from vehicle

Describe injuries of vehicle causing injury

Blood sample taken? Yes No Blood sample sent to

SECTION II - MOTORCYCLE OR MOTORSCOOTER CASUALTIES (Deaths or injuries)

Name of Casualty Last First Middle Operator Passenger

If killed, date of death Describe injuries

Color shirt or coat Color trousers or skirt Was Helmet worn? Yes No Was Helmet damaged? Yes No

Color of lens or shield Equipped with: Yes No Wind-shield? Yes No Footrest for this casualty? Yes No

Blood sample taken? Yes No Blood sample sent to

SECTION III - PEDESTRIAN CASUALTIES (Deaths or injuries)

Name of Casualty Last First Middle If killed, date of death

WHAT PEDESTRIAN WAS DOING

1. Pedestrian going N S E W Along Across or into From To If not in roadway explain

2. Crossing or entering of intersection 4. Walking in roadway with traffic 7. Standing in roadway 10. Playing in roadway

3. Crossing or entering not at intersection 5. Walking in roadway against traffic 8. Pushing or working on vehicle 11. Other in roadway

3. Getting on or off vehicle 6. Hitch-hiking in roadway 9. Other working in roadway 12. Not in roadway

Describe injuries

Color shirt or coat Color trousers or skirt

Pedestrian condition Pedestrian drinking? Yes No

Blood sample taken? Yes No Blood sample sent to

SECTION IV - OTHER CATEGORY DEATH (Road machinery, bicyclist, standing on porch, go-cart, etc.)

Name of Person Killed Last First Middle Category Date of Death

SIGNATURE AUSTIN POLICE DEPARTMENT UNIT # Date report made

Investigator's rank and name or # Division

TOTAL VEHICLE DAMAGE \$ _____

WITNESS NAME

ADDRESS

PHONE

1

2

3

4

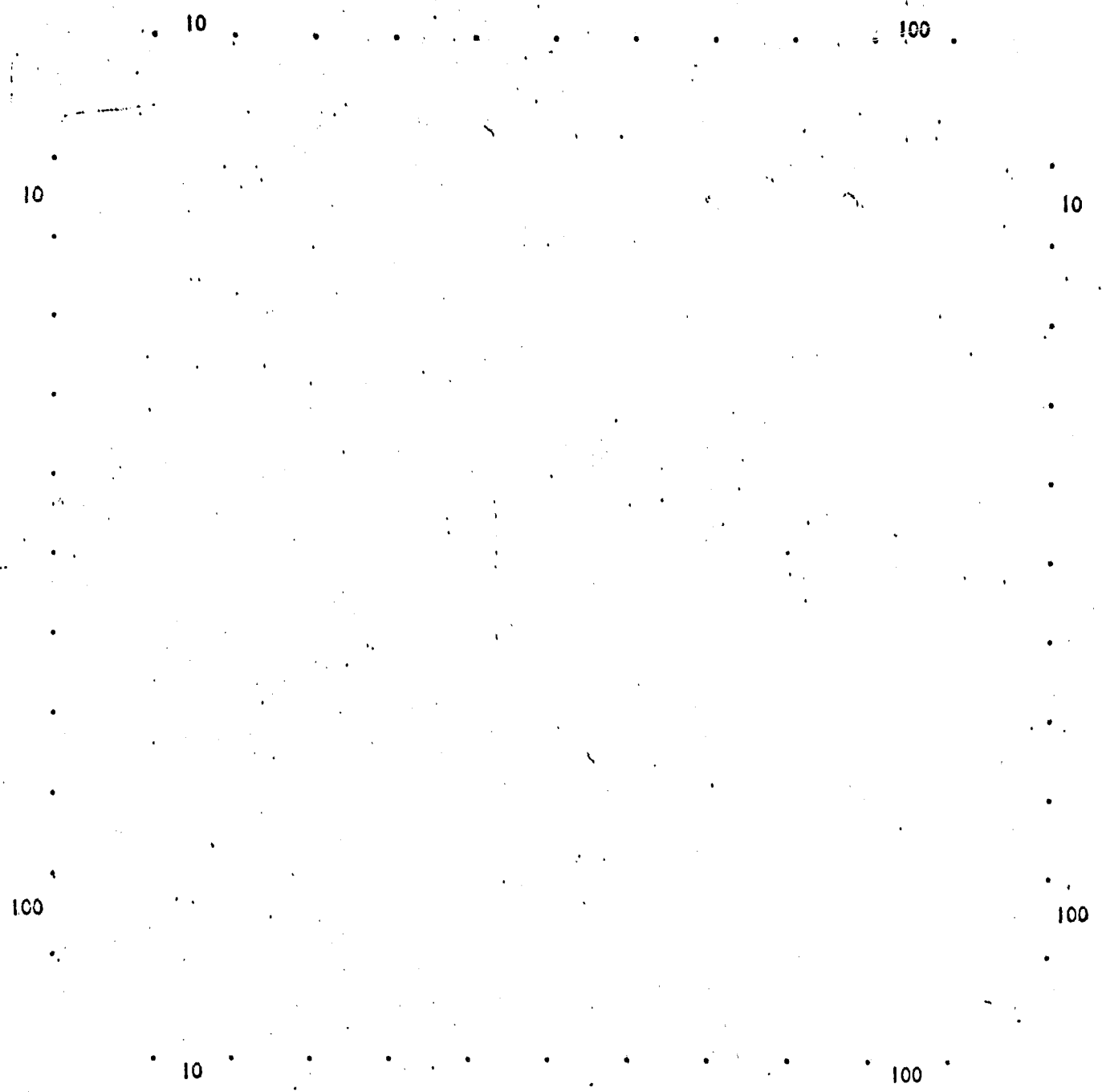
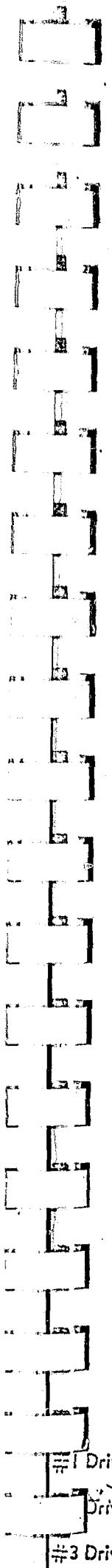
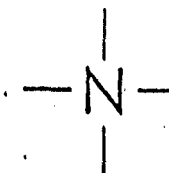
5

WITNESS DESCRIPTION OF WHAT HAPPENED:

DRIVER'S DESCRIPTION OF WHAT HAPPENED:

OFFICER'S NOTES:

COLLISION DIAGRAM
(Name All Streets)



#1 Driver _____
#2 Driver _____
#3 Driver _____

Point of Impact

1	Skid Marks
	To Impact _____
	From Impact _____
	Out from Curb _____
	To Intersection _____
2	
	To Impact _____
	From Impact _____
	Out from Curb _____
	To Intersection _____

COLUMN

COLLISION NUMBER

1 - 4 Accumulative Total Listing Major Collisions Only.

5 MONTH

- | | |
|--------------|---------------|
| 1 - January | 7 - July |
| 2 - February | 8 - August |
| 3 - March | 9 - September |
| 4 - April | 0 - October |
| 5 - May | - - November |
| 6 - June | & - December |

6 - 7 DATE

Numerically self coding from 01 - 31.

8 DAY

- | | | |
|-------------|---------------|--------------|
| 1 - Sunday | 4 - Wednesday | 7 - Saturday |
| 2 - Monday | 5 - Thursday | |
| 3 - Tuesday | 6 - Friday | |

9 - 10 HOUR

- | | |
|----------------------|------------------------|
| 01 - 1:00 to 1:59 AM | 13 - 1:00 to 1:59 P.M. |
| 02 - 2:00 to 2:59 | 14 - 2:00 to 2:59 |
| 03 - 3:00 to 3:59 | 15 - 3:00 to 3:59 |
| 04 - 4:00 to 4:59 | 16 - 4:00 to 4:59 |
| 05 - 5:00 to 5:59 | 17 - 5:00 to 5:59 |
| 06 - 6:00 to 6:59 | 18 - 6:00 to 6:59 |
| 07 - 7:00 to 7:59 | 19 - 7:00 to 7:59 |
| 08 - 8:00 to 8:59 | 20 - 8:00 to 8:59 |
| 09 - 9:00 to 9:59 | 21 - 9:00 to 9:59 |
| 10 - 10:00 to 10:59 | 22 - 10:00 to 10:59 |
| 11 - 11:00 to 11:59 | 23 - 11:00 to 11:59 |
| 12 - 12:00 to 12:59 | 24 - 12:00 to Midnight |
| | 00 - 12:01 to 12:59 AM |

11 - 14 STREET

On intersections code lowest number first.

15 - 19 INTERSECTION STREET OR BLOCK NUMBER

If intersection, code (&) in Column 15.
If block number, code (0) in Column 15.

20 - 23 T & T STREET CODE

Occurred within intersection - leave blank.
Occurred mid-block and intersecting streets not a factor - leave blank
Occurred mid-block but, intersecting street a factor - enter number of intersecting street.

24 - 26

REPORT AREA

27

STREET CLASS AND LOCALITY

- | | |
|-------------------------------------|-------------------------------------|
| 1 - Controlled access | 5 - Local commercial |
| 2 - State commercial | 6 - Local residential |
| 3 - State residential | 7 - Local - no marginal development |
| 4 - State - no marginal development | |

28 - 31

TYPE VEHICLE

- | | |
|-----------------------------------|------------------------------------|
| 01 - Police, Patrol | 21 - Passenger car & trailer |
| 02 - Police, traffic | 22 - Passenger car & house trailer |
| 03 - Police, Motor | 23 - Truck |
| 04 - Police, C.I.D. | 24 - Truck & trailer |
| 05 - Police, other | 25 - Truck tractor & semi-trailer |
| 06 - Emergency, fire | 26 - Truck & house trailer |
| 07 - Emergency, ambulance | 27 - Other truck combination |
| 08 - Emergency, other | 28 - Farm tractor |
| 09 - | 29 - |
| 10 - Federal | 30 - Road Machinery |
| 11 - State | 31 - Bus |
| 12 - Other City of Austin vehicle | 32 - School bus |
| 13 - Other local | 33 - Motorcycle |
| 14 - | 34 - Motor scooter or motor bike |
| 15 - | 35 - Bicycle |
| 16 - | 36 - Taxi |
| 17 - | 37 - Train |
| 18 - | 38 - |
| 19 - | 39 - |
| 20 - Passenger car | 99 - Unknown |

32 - 33

DIRECTION OF TRAVEL

- | | |
|-----------|-----------|
| 1 - North | 3 - South |
| 2 - East | 4 - West |

34 - 41

VEHICLE DAMAGE SCALE

- | | |
|---------------------------|---------------------------|
| FC - Front Concentrated | LFQ - Left Front Quarter |
| FD - Front Distributed | RFQ - Right Front Quarter |
| FL - Front Left Corner | LBQ - Left Rear Quarter |
| FR - Front Right Corner | RBQ - Right Rear Quarter |
| BD - Rear End Distributed | LD - Left Side Sideswipe |
| BL - Rear Left Corner | RD - Right Sideswipe |
| BR - Rear Right Corner | LT - Left Side and Top |
| LP - Left Side Damage | RT - Right Side and Top |
| RP - Right Side Damage | |

Card columns 37 and 41 will be used to indicate Damage Scale (1 thru 7)

Example: Left side damage resulting from sideswipe. Damage rating 5
Code - LD 5.

42 - 42

DRIVER'S AGE

- | | |
|------------------|-----------------|
| 1 - 15 and under | 7 - 35 to 44 |
| 2 - 16 | 8 - 45 to 54 |
| 3 - 17 | 9 - 55 to 64 |
| 4 - 18 to 19 | 0 - 65 to 74 |
| 5 - 20 to 24 | - - 75 and over |
| 6 - 25 to 34 | & - Unknown |

44 - 45

DRIVER'S RACE AND SEX

- | | |
|------------------|------------------|
| 1 - White Male | 5 - Latin Male |
| 2 - White Female | 6 - Latin Female |
| 3 - Negro Male | 7 - Other Male |
| 4 - Negro Female | 8 - Other Female |
| | 9 - Unknown |

46 - 47

DRIVER'S OCCUPATION

- | | |
|-------------------------------|-----------------------------------|
| 1 - Clerical, sales, etc. | 7 - Laborers |
| 2 - Commercial driver | 8 - Military |
| 3 - Craftsman and tradesman | 9 - College student |
| 4 - Business and professional | 0 - Service workers |
| 5 - Farmers and ranchers | - - Students (other than college) |
| 6 - Housewives | & - Retired, other, unknown |

48 - 49

DRIVER'S LICENSE

- | | |
|---|--------------------------------------|
| 1 - Austin resident - licensed | 6 - Texas resident - license unknown |
| 2 - Austin resident - not licensed | 7 - Non-resident - licensed |
| 3 - Austin resident - out of state license. | 8 - Non-resident - not licensed |
| 4 - Texas resident - licensed | 9 - Non-resident - license unknown |
| 5 - Texas resident - not licensed | 0 - Unknown |

50 - 51

DRIVER AND PEDESTRIAN DRINKING

- 1 - Driver drinking
- 2 - Driver taking drugs
- 3 - Driver not drinking or unknown
- 4 - Pedestrian drinking
- 5 - Pedestrian taking drugs
- 6 - Pedestrian not drinking or unknown

52 - 57

DRIVER'S VIOLATIONS

Use same code as traffic ticket.

58 - 59

DRIVER'S ACTION

- | | |
|-----------------------|------------------------------------|
| 1 - Go straight ahead | 7 - Start in traffic lane |
| 2 - Overtake and pass | 8 - Start from parked position |
| 3 - Make right turn | 9 - Backing |
| 4 - Make left turn | 0 - Remain stopped in traffic lane |
| 5 - Make U turn | - - Change lanes |
| 6 - Slow or stop | & - Remain parked |

60

CASUALTIES AGE

- | | |
|------------------|------------------|
| 1 - 0 to 4 years | 7 - 35 to 44 |
| 2 - 5 to 9 | 8 - 45 to 54 |
| 3 - 10 to 14 | 9 - 55 to 64 |
| 4 - 15 to 19 | 0 - 65 to 74 |
| 5 - 20 to 24 | - - 75 and older |
| 6 - 25 to 34 | |

61

CASUALTIES - RACE AND SEX

- | | |
|------------------|------------------|
| 1 - White Male | 5 - Latin Male |
| 2 - White Female | 6 - Latin Female |
| 3 - Negro Male | 7 - Other Male |
| 4 - Negro Female | 8 - Other Female |
| | 9 - Unknown |

62 - 64

VEHICLE - CASUALTY - SAFETY EQUIPMENT

Column 62 - indicates Vehicles.

- | | |
|-------------------|-------------------|
| 1 - Vehicle No. 1 | 6 - Vehicle No. 6 |
| 2 - Vehicle No. 2 | 7 - Vehicle No. 7 |
| 3 - Vehicle No. 3 | 8 - Vehicle No. 8 |
| 4 - Vehicle No. 4 | 9 - Vehicle No. 9 |
| 5 - Vehicle No. 5 | 0 - Pedestrian |

Column 63 - indicates Seat Position

- | | |
|------------------|------------------------------|
| 1 - Front left | 7 - Pedestrian |
| 2 - Front center | 8 - Bicyclist - Driver |
| 3 - Front right | 9 - Bicyclist - Passenger |
| 4 - Rear left | 0 - Motorcyclist - Driver |
| 5 - Rear center | - - Motorcyclist - Passenger |
| 6 - Rear right | |

Column 64 - Indicates Safety Equipment

- | | |
|-------------------|-----------------------------------|
| 0 - Not equipped. | 5 - Head rest and strap |
| 1 - Not in use | 6 - Head rest and lap belt |
| 2 - Head rest | 7 - Strap and lap belt |
| 3 - Strap | 8 - Head rest, strap and lap belt |
| 4 - Lap belt | 9 - Helmet |
| | - - Unknown |

Column 64 - Indicates Safety Equipment (Continued)

Example:

Driver of vehicle No. 3 with head rest and strap in use was injured,
Code 315.

65 *CASUALTY AND COLLISION SEVERITY

- 1 - Injury severity A
- 2 - Injury severity B
- 3 - Injury severity C
- 4 - Fatal
- 5 - Non-injury

*The most severe casualty will always be coded on Card Control 1.

66 ROAD CHARACTER OR LANE

Code the roadway of higher character or number of lanes.

- | | |
|----------------|-----------------------------|
| 1 - Expressway | 5 - One lane or alley |
| 2 - Four lane | 6 - Divided road or one-way |
| 3 - Three lane | 7 - Unpaved |
| 4 - Two lane | 8 - Private property |
| | 9 - Not stated |

67 ROAD SURFACE AND DEFECTS

- | | |
|---------------------------|-----------------------------|
| 1 - Dry | 7 - Snow/icy |
| 2 - Dry with defects | 8 - Snow/icy w/ defects |
| 3 - Dry with construction | 9 - Snow/icy w/construction |
| 4 - Wet | 0 - Fog |
| 5 - Wet with defects | - - Fog w/defects |
| 6 - Wet with construction | & - Fog,w/construction |

68 ROAD TRAFFIC CONTROL

- 1 - Stop and Go signal
- 2 - Stop sign or flashing red light
- 3 - Yield Right of Way
- 4 - Officer or watchman
- 5 - Flashing amber light
- 6 - Railroad Gates or signals, signs
- 7 - Center stripe or divider
- 8 - Warning sign
- 9 - Barricades
- 0 - Marked lanes
- & - No control

69 LIGHT CONDITION

- | | |
|--------------|--------------|
| 1 - Dawn | 3 - Dusk |
| 2 - Daylight | 4 - Darkness |

70

PEDESTRIAN ACTION

- 1 - Crossing or entering roadway at intersection
- 2 - Crossing or entering roadway not at intersection
- 3 - Getting on or off vehicle
- 4 - Walking in roadway with traffic
- 5 - Walking in roadway against traffic
- 6 - Standing in roadway
- 7 - Pushing or working on vehicle
- 8 - Other working in roadway
- 9 - Playing in roadway
- 0 - Other in roadway
- - Not in roadway
- & - Unknown

71 - 72

COLLISION TYPE

Ran Off Road

- | | |
|-----------------------------|------------|
| 00 - At curve | 05 - |
| 01 - At curve - wet | 06 - |
| 02 - On straight road | 07 - |
| 03 - On straight road - wet | 08 - |
| 04 - To avoid collision | 09 - Other |

Overtuned On Road

- | | |
|-----------------------------|------------|
| 10 - At curve | 15 - |
| 11 - At curve - wet | 16 - |
| 12 - On straight road | 17 - |
| 13 - On straight road - wet | 18 - |
| 14 - To avoid collision | 19 - Other |

Pedestrian

- | | |
|-----------------------------|------|
| 20 - With cross traffic | 25 - |
| 21 - With car turning left | 26 - |
| 22 - With car turning right | 27 - |
| 23 - With traffic | 28 - |
| 24 - Against traffic | 29 - |

Motor Vehicle In Traffic

- | | |
|--------------------------------------|---|
| 30 - Right angle | 40 - Sideswipe during turn. |
| 31 - Rear end | 41 - Head on |
| 32 - Left turn proper | 42 - Exiting driveway or alley - forward |
| 33 - Left turn with opposing traffic | 43 - Exiting Driveway or alley - backward |
| 34 - Left turn with cross traffic | 44 - |
| 35 - Left turn from wrong lane | 45 - |
| 36 - Right turn proper | 46 - |
| 37 - Right turn with cross traffic | 47 - |
| 38 - Right turn from wrong lane | 48 - |
| 39 - Sideswipe | 49 - Other |

COLLISION TYPE (Continued)Parked Motor Vehicle

50 - Sideswipe parked vehicle	55 -
51 - Backward from parking	56 -
52 - Forward from parking	57 -
53 - Unattended from parked	58 -
54 -	59 - Other

Railroad Train

60 - With train	65 - With pedestrian
61 - With passenger car	66 -
62 - With truck	67 -
63 - With motorcycle	68 -
64 - With other motor	69 - Other

Bicyclist

70 - With traffic - day	75 - Against traffic - no light
71 - With traffic - lighted	76 -
72 - With traffic - no lights	77 -
73 - Against traffic - day	78 -
74 - Against traffic - lighted	79 - Other

Animals

80 - Cows	85 -
81 - Horses	86 -
82 - Dogs	87 -
83 - Cats	88 -
84 -	89 - Other

Fixed Object

90 - Signal poles	95 - Barricades
91 - Power poles	96 - Warning devices
92 - Trees	97 -
93 - Signs	98 -
94 - Fences	99 - Other

Other Objects

-0 -
-1 -
-2 -
-9 - Other

71 - 72

COLLISION TYPE (Continued)

Other Non - Collision

- &0 - Person fall out of car
- &1 -
- &2 -
- &3 -
- &9 - Other

73 - 74

CAUSE OF COLLISION

- 01. - Disregard traffic control signal
- 02 - Disregard stop sign
- 03 - Disregard yield sign
- 04 - Disregard R. R. control device
- 05 - Improper right turn
- 06 - Improper left turn
- 07 - Improper passing
- 08 - Improper backing
- 09 - Improper lane change
- 10 - Improper start from stopped position
- 11 - Improper start from parked position
- 12 - Improper stop
- 13 - Improper parked vehicle
- 14 - Imprudent speed
- 15 - Speeding
- 16 - Vehicle signal not used
- 17 - Following too closely
- 18 - Driving on wrong side of road
- 19 - Failed to yield right-of-way turning left
- 20 - Failed to yield right-of-way at uncontrolled intersection
- 21 - Failed to yield right-of-way exiting driveway or alley
- 22 - Failed to yield right-of-way to pedestrian crosswalk
- 23 - Failed to yield right-of-way to pedestrian other
- 24 - D.W.I. - Drugs
- 25 - Improper action by pedestrian
- 26 - Defective vehicle equipment
- 27 - Vehicle, motorcycle or bike - not lighted
- 28 - Falling out of car
- 29 - Lost control of vehicle
- 30 - Wrong way on one-way street
- 31 - Violation of assigned movement
- 32 -
- 33 -
- 34 -
- 35 -
- 98 - Other human error
- 99 - Other

VEHICLE MOVEMENTTwo Motor Vehicle - Intersection Collision (Except Pedestrian)

- 01 - Entering at angle
- 02 - From same direction - both straight
- 03 - Same, one turn - one straight
- 04 - Same, one stopped
- 05 - Same, all others
- 06 - From opposite directions - both straight
- 07 - Same, one left, one straight
- 08 - Same, all others
- 09 - One car parked - proper location

Two Motor Vehicles - Non-Intersection Collision (Except Pedestrian)

- 10 - Going in opposite direction - head on
- 11 - Going in same direction - rear end
- 12 - Going in same direction - side swipe
- 13 - Vehicle rolled from parked position
- 14 - One car parked - proper location
- 15 - One car stopped in traffic
- 16 - One car forward from parking
- 17 - One car backward from parking
- 18 - One car entering driveway or alley
- 19 - One car leaving driveway or alley
- 20 - All others (must be two cars involved)

One Motor Vehicle - Intersection Collision (Except Pedestrian)

- 21 - Collision with non-motor vehicle, bicycle, train, etc.
- 22 - Collision with fixed object
- 23 - Overtuned in roadway
- 24 - Left roadway

One Motor Vehicle - Non-Intersection Collision (Except Pedestrian)

- 25 - Collision with non-motor vehicle
- 26 - Collision with fixed object
- 27 - Overtuned in roadway

One Motor Vehicle - Left Roadway

- 28 - At curve
- 29 - On straight roadway

One Motor Vehicle Others

- 30 - Fell or jumped from moving vehicle
- 31 - Collisions with animal
- 32 - All others

75 - 76

VEHICLE MOVEMENT (Continued)

Motor Vehicle(s) - Pedestrian Collision

- 40 - Car going straight at intersection
- 41 - Car turning right - at intersection
- 42 - Car turning left - at intersection
- 43 - Car backing - at intersection
- 44 - All others - at intersection
- 45 - Car going straight - not at intersection
- 46 - Car turning right - not at intersection
- 47 - Car turning left - not at intersection
- 48 - Car backing - not at intersection
- 49 - All others - not at intersection

77 - 79

OFFICER EMPLOYEE NUMBER

Officer making investigation

80

CARD CONTROL

- 1 - Vehicles 1 and 2
- 2 - Vehicles 3 and 4
- 3 - Vehicles 5 and 6
- 4 - Vehicles 7 and 8
- 5 - Vehicles 9 and 10
- - To be used for additional injuries only

CHAPTER II
DEFINITION OF CODES


In order that each individual concerned with the collision coding process fully understands the meaning of each code, a detailed explanation is provided in the chapter. Some of the codes are self-explanatory, while others require a more detailed definition.

- 1 - 4 COLLISION NUMBER
Accumulative total listing major collisions only (those with \$25 or more property damage or a casualty) Beginning with A001 - when reach A999, go on to B000 etc.
- 5 MONTH
Self-explanatory
- 6 - 7 DATE
Self-explanatory
- 8 DAY
Self-explanatory
- 9 - 10 HOUR
Self-explanatory
- 11 - 14 STREET
Use the street number listed in Tables II & III
- 15 - 19 INTERSECTING STREET OR BLOCK NUMBER
Use the block number if collision occurs within the block.
If intersection, use street number listed in Tables II & III
- 20 - 23 TRAFFIC & TRANSPORTATION STREET CODE
If the collision occurs due to the influence of the intersection characteristics, such as traffic signals, left turns, etc., code the street number listed in Tables II or III of the intersecting streets regardless if collision was in physical limits of intersection or not.

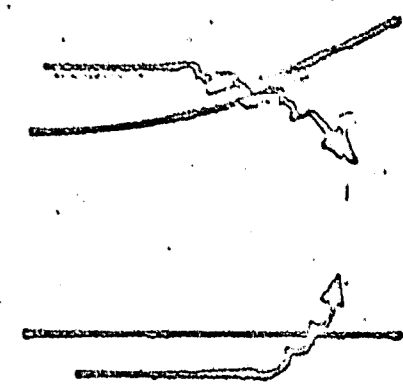
If the collision occurs due to the influence of the mid blocks characteristics, such as a parked vehicle, left turn, lane changing, etc. leave columns 20 - 23 blank.
- 24 - 26 REPORT AREA
- 27 STREET CLASS & LOCALITY
Self-explanatory

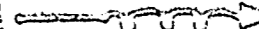
- 28 - 31 TYPE VEHICLE - (Self-explanatory)
- 32 - 33 DIRECTIONS OF TRAVEL
General direction of travel of each vehicle before collision occurred.
- 34 - 41 VEHICLE DAMAGE - (Self-explanatory)
- 42 - 43 DRIVER'S AGE (YEARS) - (Self-explanatory)
- 44 - 45 RACE AND SEX - (Self-explanatory)
- 46 - 47 OCCUPATION - (Self-explanatory)
- 48 - 49 DRIVER'S LICENSE - (Self-explanatory)
- 50 - 51 DRIVER AND PEDESTRIAN DRINKING - (Self-explanatory)
- 52 - 57 DRIVER'S VIOLATIONS - (Self-explanatory)
- 58 - 59 DRIVER'S ACTION - (Self-explanatory)
- 60 CASUALTIES AGE - (Self-explanatory)
- 61 CASUALTIES RACE AND SEX - (Self-explanatory)
- 62 - 64 VEHICLE - CASUALTY - SAFETY EQUIPMENT
- 65 CASUALTY AND COLLISION SEVERITY - (Self-explanatory)
- 66 ROAD CHARACTER OR LANE
This column describes the number of lanes or type of roadway on which collision occurs.
- 67 ROAD SURFACE AND DEFECTS
Describes surface condition of roadway at time of collision.
- 68 ROAD TRAFFIC CONTROL
Type of control at location where collision occurred.
- 69 LIGHT CONDITION - (Self-explanatory)
- 70 PEDESTRIAN ACTION
Describes what pedestrian was doing at time of collision with vehicle.

COLLISION TYPE

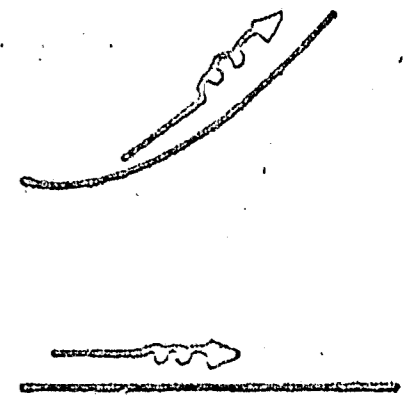
Ran Off Road 


- 00 - AT CURVE - Vehicle leaves roadway at curve with dry surface condition.
- 01 - AT CURVE ON WET PAVEMENT - Vehicle leaves roadway at curve with wet surface condition.
- 02 - ON STRAIGHT ROAD - Vehicle leaves straight roadway with dry surface condition.
- 03 - ON STRAIGHT ROAD - WET PAVEMENT - Vehicle leaves straight roadway with wet pavement.
- 04 - TO AVOID COLLISION - Vehicle leaves roadway in order to avoid collision with another vehicle or object.



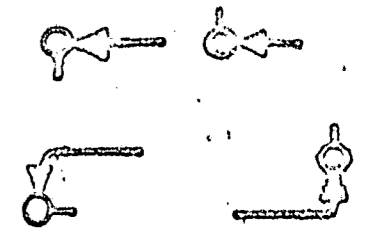
Overtuned On Road 

- 10 - AT CURVE - Vehicle overturns on roadway at curve with dry surface condition.
- 11 - AT CURVE ON WET PAVEMENT - Vehicle overturns on roadway at curve with wet surface condition.
- 12 - ON STRAIGHT ROAD - Vehicle overturns on straight roadway with dry surface condition.
- 13 - ON STRAIGHT ROAD - WET PAVEMENT - Vehicle overturns on straight roadway with wet pavement.
- 14 - TO AVOID COLLISION - Vehicle overturns on roadway in order to avoid collision with another vehicle or object.



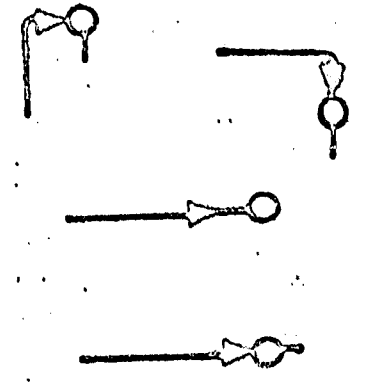
Pedestrian 

- 20 - WITH CROSS TRAFFIC - Pedestrian hit while crossing street by cross traffic.
- 21 - WITH CAR TURNING LEFT - Pedestrian hit while crossing street by vehicle turning left.



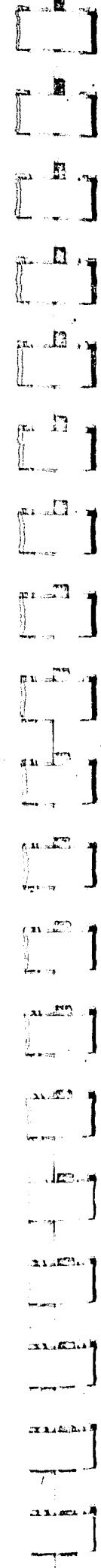
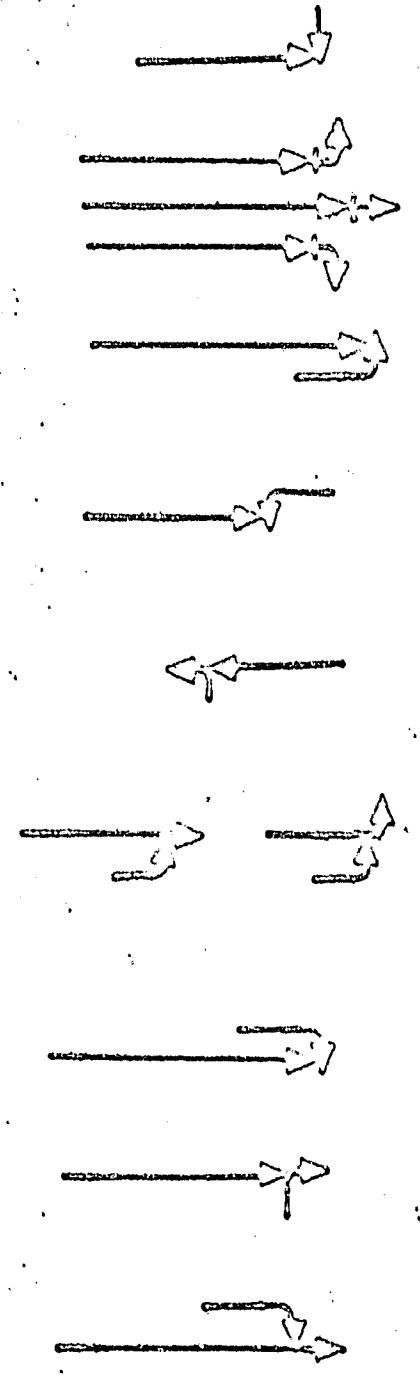
Pedestrian (Continued)

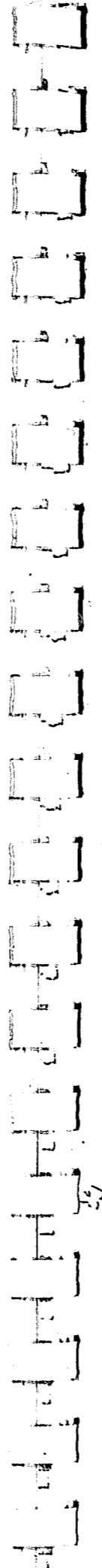
- 22 - WITH CAR TURNING RIGHT - Pedestrian hit while crossing street by vehicle turning right.
- 23 - WITH TRAFFIC - Pedestrian hit while walking along or in roadway in the same direction as traffic.
- 24 - AGAINST TRAFFIC - Pedestrian hit while walking along or in roadway in opposite direction as traffic.



Motor Vehicle in Traffic

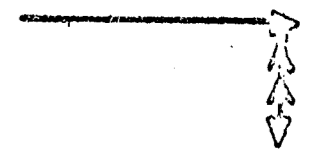
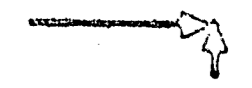
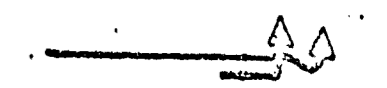
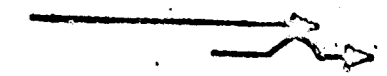
- 30 - RIGHT ANGLE - Two vehicles collide at right angle - no turning movements involved.
- 31 - REAR END - The front of one vehicle and the rear of another vehicle collide.
- 32 - LEFT TURN PROPER - A vehicle in the process of a legal left turn is hit by or hits a vehicle in the process of an illegal movement.
- 33 - LEFT TURN WITH OPPOSING TRAFFIC - A vehicle turning left collides with a straight through vehicle from opposite direction.
- 34 - LEFT TURN WITH CROSS TRAFFIC - A vehicle turning left collides with a vehicle traveling perpendicular to it.
- 35 - LEFT TURN FROM WRONG LANE - Two vehicles traveling in same direction and vehicle in right lane turns left illegally.
- 36 - RIGHT TURN PROPER - A vehicle in the process of a legal right turn is struck by or hits a vehicle in the process of an illegal movement.
- 37 - RIGHT TURN WITH CROSS TRAFFIC - A vehicle turning right collides with a vehicle traveling perpendicular to it.
- 38 - RIGHT TURN FROM WRONG LANE - Two vehicles traveling in same direction and vehicle in left lane turns right illegally.





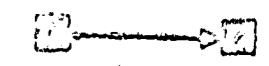
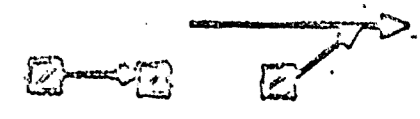
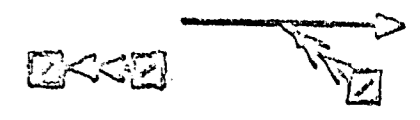
Motor Vehicle in Traffic (Continued)

- 39 - SIDE SWIPE - Two vehicles traveling in same direction collide. their sides together - no turning movement involved.
- 40 - SIDE SWIPE DURING TURN - Two vehicles turning the same direction at the same time collide. their sides together.
- 41 - HEAD ON - Two vehicles traveling from opposite directions collide. No turning movements involved.
- 42 - EXITING DRIVEWAY OR ALLEY - FORWARD - Vehicle strikes or is struck by vehicle while exiting driveway or alley going forward.
- 43 - EXITING DRIVEWAY OR ALLEY - BACKING - Collision involving vehicle while backing from driveway or alley.



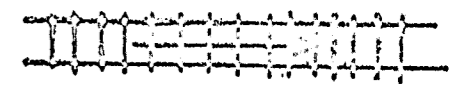
Parked Motor Vehicle

- 50 - SIDE SWIPE PARKED VEHICLE - Vehicle in lane of traffic swerves and hits vehicle parked in legal position.
- 51 - BACKWARD FROM PARKING - Vehicle starting from parked position hits vehicle legally parked behind him or legally in traffic lane.
- 52 - FORWARD FROM PARKING - Vehicle starting from parked position hits vehicle legally parked in front of him or vehicle legally in traffic lane.
- 53 - UNATTENDED FROM PARKED - Vehicle parked and unattended rolls from parked position and strikes vehicle or object.



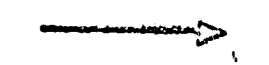
Railroad Train

- 60 - 69 - Self-explanatory



Bicyclist

- 70 - WITH TRAFFIC - DAY - Bicyclist moving in same direction as traffic during the day.



Bicyclist (Continued)

- 71 - WITH TRAFFIC - LIGHTED - Bicyclist moving in same direction as traffic at night with proper lights displayed on bicycle.
- 72 - ~~WITH~~ TRAFFIC - NO LIGHTS - Bicyclist moving in same direction as traffic at night with no lights displayed on bicycle.
- 73 - AGAINST TRAFFIC - DAY - Bicyclist moving in opposite direction of traffic during the day.
- 74 - AGAINST TRAFFIC - LIGHTED - Bicyclist moving in opposite direction of traffic at night with proper lights displayed on bicycle.
- 75 - AGAINST TRAFFIC - NO LIGHTS - Bicyclist moving in opposite direction of traffic at night with no lights displayed on bicycle.

Animals

80 - 89 Self-explanatory

Fixed Objects

90 - 99 Self-explanatory

Other Object

-9 - Self-explanatory

Other Non-Collision

&0 - PERSON FALLING OUT OF CAR - Person falls out of vehicle in traffic but is not hit by another vehicle.

73 - 74

CAUSE OF COLLISION

- 01 - DISREGARD TRAFFIC CONTROL SIGNAL - Vehicle violates any signal indication.
- 02 - DISREGARD STOP SIGN - Vehicle at stop sign fails to completely stop and/or fails to yield the right of way to vehicle on major street.

CAUSE OF COLLISION (Continued)

- 03 - DISREGARD YIELD SIGN - Vehicle at yield sign fails to yield the right of way to vehicle on major street.
- 04 - DISREGARD R.R. CONTROL DEVICE - Vehicle fails to stop for control at railroad track.
- 05 - IMPROPER RIGHT TURN - Vehicle turns wide right, cut corner or turns from wrong lane.
- 06 - IMPROPER LEFT TURN - Vehicle turns wide left, cut corner or turns from wrong lane.
- 07 - IMPROPER PASSING - Vehicle passes with insufficient clearance, in an intersection, in a parking lane or in prohibited areas.
- 08 - IMPROPER BACKING - Vehicle backs without yielding the right of way to lawfully located vehicles.
- 09 - IMPROPER START FROM STOPPED POSITION - Vehicle start from a stopped position (at a signal light, stop sign, etc.) without yielding the right-of-way to other vehicles.
- 10 - IMPROPER LANE CHANGE - Vehicle changes lanes without sufficient clearance.
- 11 - IMPROPER START FROM PARKED POSITION - Vehicle start from parked position and striking vehicle in front or rear of him or failing to yield to traffic in moving lane.
- 12 - IMPROPER STOP - Vehicle stops without indication or in illegal position.
- 13 - IMPROPER PARKED VEHICLE - Vehicle parked in no-parking area or with portion of vehicle in traffic lane.
- 14 - IMPRUDENT SPEED - Vehicle traveling too fast for existing conditions.
- 15 - SPEEDING - Vehicles exceeding the legal speed limit.
- 16 - VEHICLE SIGNAL NOT USED - Vehicle does not use turning signal when attempting to turn.
- 17 - FOLLOW TOO CLOSELY - Vehicle traveling too close to front vehicle to avoid collision.
- 18 - DRIVING ON WRONG SIDE OF ROAD - Vehicle traveling to the left of the center line or medium. Does not include vehicles in the process of turning or passing.
- 19 - FAILED TO YIELD RIGHT OF WAY TURNING LEFT - Vehicle does not yield right of way to lawful vehicle while turning left.
- 20 - FAILED TO YIELD RIGHT OF WAY AT UNCONTROLLED INTERSECTION - Vehicle does not yield right of way to vehicle on right at intersection.

CONTINUED

2 OF 5

- 21 - FAILED TO YIELD RIGHT OF WAY EXITING DRIVEWAY OR ALLEY - Vehicle does not yield right of way to vehicle traveling on lane of traffic while exiting from driveway or alley.
- 22 - FAILED TO YIELD RIGHT OF WAY TO PEDESTRIAN AT CROSSWALK - Vehicle fails to yield right of way to pedestrian in designated crosswalk when pedestrian is crossing with signals.
- 23 - FAILED TO YIELD RIGHT OF WAY TO PEDESTRIAN - OTHER - Vehicle fails to yield right of way to pedestrian at locations where crosswalks are not present but slow pedestrian zones are located. Also any other not covered above.
- 24 - D.W.I. - DRUGS- Driver of vehicle is under the influence of alcohol or drugs.
- 25 - IMPROPER ACTION BY PEDESTRIAN - Any unlawful action by a pedestrian that causes a collision. Collision must not necessarily involve pedestrian.
- 26 - DEFECTIVE EQUIPMENT - Vehicle driven with defective equipment. This includes brakes, wheels, steering, etc.
- 27 - VEHICLE, MOTORCYCLE OR BIKE - NOT LIGHTED - Vehicle traveling without proper lights, either head lights, tail lights etc.
- 28 - FALLING OUT OF CAR - Vehicle involved in a collision with another vehicle or pedestrian due to a person or object falling from a vehicle. This does not include a "non-collision" collision due to the fact a person or object falls out of vehicle.
- 29 - LOST CONTROL OF VEHICLE - Driver of vehicle unable to control direction of travel because of speed, or attempt to avoid a collision. This includes run off roadway but does not include cases covered in other causes.
- 30 - WRONG WAY ON ONE-WAY STREET - Vehicle traveling in opposite direction of lawful flow of traffic.
- 31 - VIOLATION OF ASSIGNED MOVEMENT - Vehicle disregard lane assignments by signs. Does not include lane assignment by signals.
- 98 - OTHER HUMAN ERROR - This includes foot slipping off brake, doing things inside vehicle to divert attention from driving, etc.
- 99 - OTHER - Any other cause not covered above.

75 - 76

VEHICLE MOVEMENT

Self-explanatory

77 - 79

OFFICER EMPLOYEE NUMBER

Self-explanatory

80

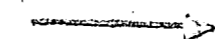
CARD CONTROL

Self-explanatory

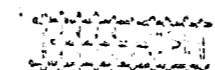
SYMBOLS



Motor Vehicles



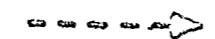
Motorcycle, Scooter, Bicycle (Less than a 4-wheel vehicle)



Train



Vehicle Backing



Vehicle in second collision



Pedestrian



Parked Vehicle



Fixed Object



Animals

TABLE IV
DRIVERS VIOLATIONS

City of Austin, Texas

HAZARDOUS VIOLATIONS

- 001 SPEEDING - Over limits
Speeding (all)
Speeding - in military zone
Speeding - on beach
- 002 SPEED - Unsafe
Unsafe speed
- 003 IMPEDING TRAFFIC
Impeding traffic
Under minimum speed
- 004 RACING OR CONTEST FOR SPEED
Racing
- 005 FAILURE TO YIELD RIGHT OF WAY FOR VEHICLES
Fail to yield right of way at intersection
Fail to yield right of way turning left at intersection
Fail to yield right of way to vehicle turning left
Fail to yield right of way at stop intersection
Fail to yield right of way to vehicle entering from stop intersection
Fail to yield right of way from private drive
Fail to yield right of way to emergency vehicle
Fail to yield right of way on green signal
Fail to yield right of way at yield sign
Fail to yield right of way at flashing red light
Fail to stop leaving alley (private drive)
- 006 RUN STOP SIGN
Ran stop sign
Fail to stop at designated point at stop sign
Disregard red flashing light at stop sign
Stop sign - through highway
Flashing red light
- 007 RUN RED LIGHT
Ran red light
Disregard yellow light (in traffic light)
Lack of caution on red light with green light
Fail to stop at proper place at traffic light

- 008 DISREGARD FLASHING YELLOW LIGHT
Disregard flashing yellow light
- 009 UNSAFE CHANGE FROM MARKED LANE
Unsafe change from marked lane
- 010 OTHER SIGN AND MARKING VIOLATIONS
Fail to drive in single lane
Disregard warning signs at construction
Drive through safety zone
Fail to use designated slow lane
- 011 IMPROPER TURN LEFT - WRONG LANE
Improper left turn - wrong lane
- 012 IMPROPER TURN RIGHT - WRONG LANE
Improper right turn - all streets
- 013 IMPROPER TURN - CUT CORNER
Improper left turn - cut corner
- 014 OTHER IMPROPER TURNS
Failure to obey traffic control device - marks or signs
Turn without safety
Turn to enter driveway, alley
Wrong way on traffic circle
U turn in no passing zone
- 015 WRONG SIDE OF ROAD
Wrong side of road - not passing
Fail to give one half of roadway (meeting oncoming vehicle)
Fail to pass motor vehicle to right
Driver in center lane - not passing
Fail to keep right on mountain road
Wrong side of road - approaching bridge
- approaching viaduct
- approaching tunnel
- approaching (or in) intersection
- approaching (or in) RR crossing
Wrong side road in no passing zone
- 016 WRONG SIDE ON ONE-WAY OR DIVIDED HIGHWAY
Wrong side road - divided highway
Wrong way on one way street or alley
- 017 FOLLOWING TOO CLOSELY
Following too closely
Following too closely - truck (or combination)
Following too closely - caravan

- 018 PASSING - INSUFFICIENT CLEARANCE
Pass - insufficient clearance
- 019 PASSING - NO PASSING ZONE
Pass - no passing zone
- 020 PASSING UN. RIGHT
Fail to pass to right safely
Pass on right shoulder
- 021 PASS SCHOOL 'BUS
Pass school bus in excess of 10 mph
Fail to stop for school bus
- 022 OTHER IMPROPER PASSING
Fail to pass to left safely
Cut in after passing
Fail to give way when overtaken
Increased speed while being overtaken
Passing vehicle stopped for pedestrian
Passing street car on left
- 023 SIGNAL INTENTION
Fail to signal - change directions
- turn
- required distance (before turning)
- for stop
- with turn indicator
Improper turn (or stop) signal
Fail to sound horn - mountain road
- 024 IMPROPER START OR PULLING AWAY
Improper start from stopped position
- 025 VIOLATIONS AGAINST PEDESTRIANS
Failure to yield right of way to pedestrian
- at signal intersection
- in crosswalk (no signals)
- in crosswalk (other vehicle stopped)
Fail to use due care for pedestrian
Fail to yield for blind person
- 026 PARKING ON ROADWAY
Parked on roadway
- 027 OTHER HAZARDOUS PARKING
Double Parked
Parked on bridge (in tunnel, etc.)

- 028 CROSSING PHYSICAL BARRIER
Crossing physical barrier
Drive onto/off controlled access highway where prohibited
- 029 RAILROAD CROSSING VIOLATIONS
Fail to stop for signal of approaching train
Fail to stop for flagman at approaching train
Fail to stop for crossing gate at approaching train
Fail to stop for approaching train - whistled
Fail to stop for approaching train - hazardous proximity
Ran stop sign at RR crossing
Vehicle hauling explosives (or flammable materials) fail to reduce speed at RR crossing
Heavy equipment fail to stop for RR crossing
Heavy equipment disregard signal of approaching train
Bus fail to stop at RR crossing

040 AGGRAVATED ASSAULT WITH MOTOR VEHICLE
AAMV

041 NEGLIGENT HOMICIDE
First or second degree

042 DRIVING WHILE INTOXICATED
DWI

043 DRIVING UNDER INFLUENCE DRUGS
DUID

044 MURDER WITHOUT MALICE BY DWI
MMV

045 FAIL TO STOP AND RENDER AID
FSRA

DRIVERS LICENSE VIOLATIONS

101 DRIVING WHILE LICENSE SUSPENDED
DWLS under DL laws

102 DRIVING WHILE LICENSE SUSPENDED
DWLS under S/R laws

103 NO DRIVERS LICENSE (UNLICENSED)
No drivers license (when unlicensed)
No motorcycle license

104 EXPIRED DRIVERS LICENSE
Expired operator's license
Expired commercial operator's license
Expired chauffeur's license

- 105 OTHER DRIVER LICENSE VIOLATIONS
 Failure to display driver's license
 No commercial operator's license (not licensed as such when required)
 No chauffeur's license - school bus
 No chauffeur's license (public or common carrier, etc.)
 Fail to report change of address (or name)
 Display fictitious operator's license
 Display fictitious commercial operator's license
 Display fictitious chauffeur's license
 Fictitious operator's license in possession
 Fictitious commercial operator's license in possession
 Fictitious chauffeur's license in possession
 Display suspended - (specify type) license
 More than one valid DL in possession
- 106 VIOLATION OF DRIVER LICENSE RESTRICTION
 Violation of driver license restriction - All
 Violation of drivers license restriction on occupational license
- 107 PERMIT UNLAWFUL/FRAUDULENT USE OF DRIVER LICENSE
 Permit unlawful use of driver license (lend to another, etc.)
- 108 REFUSE TO SURRENDER DRIVER LICENSE
 Suspended (or revoked, etc.)
- 109 FALSE STATEMENT ON DRIVER LICENSE APPLICATION
 False statement on driver license application
 False affidavit - felony (in DL law)
- 110 ALTERED OR DEFACED DRIVER LICENSE
 Altered or defaced driver license
- 111 PRESENT LICENSE OF ANOTHER
 Present license of another

VEHICLE EQUIPMENT VIOLATIONS

- 200 BRAKE VIOLATION
 Defective brake
 No brakes - trailer
 No breakaway brakes on trailer
 No parking brake (or handbrake, etc.)
- 201 HEADLIGHT AND TAIL LIGHT VIOLATIONS
 Defective lights
 Defective headlights 110A and 130A
 Defective tail lights
 No headlights (when not equipped)
 No tail lights (when not equipped)
 No headlights on motor cycle

- 202 IMPROPER USE OF LIGHTS
 - Drive without lights (when required)
 - Fail to dim lights - meeting
 - Fail to dim lights - following
 - Fail to use bright lights when required
 - Improper use of spotlight
 - Improper use of back-up light
 - No lights on parked vehicle

- 203 OTHER LIGHT AND REFLECTOR VIOLATIONS
 - No license plate light
 - No red reflectors on rear
 - Reflectors improperly mounted - road (too high, too low, etc.)
 - Reflectors improperly mounted - side (too high, too low, etc.)
 - Clearance (or side marker) lights improperly mounted
 - No clearance lights on truck (bus, truck-tractor, trailer, etc.)
 - No side marker lights on truck (bus, truck-tractor, trailer, etc.)
 - No side reflectors on truck, bus, truck-tractor, trailer, etc.
 - Wrong color clearance (side marker) lights
 - Wrong color side reflectors
 - Wrong color stop light
 - Wrong color license plate light
 - Wrong color back-up light
 - Wrong color signal device
 - Reflectors not visible sufficient distance
 - Clearance lights not visible sufficient distance
 - Side marker lights not visible sufficient distance (front, side, rear)
 - No stoplight on new vehicle
 - Too many auxiliary driving lights
 - No stop light (not for new cars sold without)
 - No multiple beam roadlighting equipment
 - More than 4 driving lights burning
 - Too much candlepower (in certain lamps)
 - Red Light on front
 - Improper flashing lights
 - No light on projection load at night

- 204 SIGNAL DEVICE VIOLATIONS
 - Signal device not approved
 - No turn signals - required (when vehicle not equipped)
 - Defective turn signal
 - No horn
 - Horn too loud
 - Unnecessary use of horn

205 MOTOR VEHICLE INSPECTION VIOLATION
No valid MVI sticker
Display fictitious inspection certificate
Display inspection certificate issued for another vehicle
Display inspection certificate issued without inspection
Permit (or cause) display of fictitious inspection certificate
Permit (or cause) display of inspection certificate issued for another vehicle
Permit (or cause) display of inspection certificate issued w/o inspection

206 OTHER EQUIPMENT VIOLATIONS
No mirror on commercial motor vehicle
No white flag on tow chain (or cable)
Unsafe vehicle (not equipped as required)
No flag on projecting load - daytime
Safety glass violation
Fail to carry flares (or reflectors, etc.)
Fail to set warning flares
No signs on school bus
Improper signs on school bus
Fail to conceal signs on school bus
Haul explosives without proper signs
No fire extinguisher - school bus
No fire extinguisher - bus
No fire extinguisher - taxicab
No fire extinguisher - explosives
Unauthorized siren (bell or whistle)
Improper use of siren (bell or whistle)
Overcrowded school bus

207 OPERATING MOTORCYCLE WITHOUT HELMET
Operating motorcycle without helmet
Carrying motorcycle passenger without approved headgear

MISCELLANEOUS TRAFFIC VIOLATIONS

300 OVERSIZE VIOLATIONS
Overwidth
Overheight
Overlength vehicle (single vehicle)
Overlength combination
Pull more than one trailer (when not authorized)
Drawbar over 15 feet
Illegal load extension - front (or rear)
Illegal load extension to left (or right) on passenger car

- 311 EXCESSIVE ACCELERATION
 - Burning rubber
 - Burning off
 - Digging out
- 312 CARELESS OR NEGLIGENT COLLISION
 - Careless or negligent collision
- 313 CARELESS DRIVING
 - Careless driving - reckless
 - Coasting (any vehicle in neutral)
 - Commercial vehicle coasting
- 314 INTERFERE WITH FUNERAL PROCESSION
 - Interfere with funeral procession
- 315 DRIVING MOTOR VEHICLE ON SIDEWALK
 - Driving motor vehicle on sidewalk
- 316 ILLEGAL BACKING
 - Backing not in safety
 - Backing into intersection
 - Backing over crosswalk
- 317 IMPROPER LOOKOUT
 - Improper lookout
- 318 LEAVING MOTOR VEHICLE UNATTENDED
 - Leaving motor vehicle unattended
- 319 LEAVING SCENE OF COLLISION
 - Leaving scene of collision
- 320 OBSTRUCTING TRAFFIC
 - Obstructing traffic
- 321 OPENING CAR DOOR IN LANE OF TRAFFIC
 - Opening car door in lane of traffic
- 322 OPERATING VEHICLE WHERE PROHIBITED
 - U turn - in mid-block
 - at intersection controlled
 - by traffic signal
 - not in safety
 - Cut corner - private property
- 329 OTHER MUNICIPAL TRAFFIC REGULATIONS
- 330 FAIL TO REPORT INJURY ACCIDENT
 - Fail to report injury accident
- 331 FAIL TO MAKE WRITTEN REPORT TO DPS
 - Fail to make written accident report to DPS

continued

- 331 Fail to report accident - S/R
- 332 SR VIOLATIONS - FAIL TO SURRENDER
Fail to surrender license plates (and/or DL) - S/R
(under S/R laws, when required)
- 333 VIOLATION PROMISE TO APPEAR
Failure to appear
- 334 OTHER MISCELLANEOUS TRAFFIC VIOLATIONS
Failure to comply with requirements on striking unattended vehicle
Fail to comply with requirements on striking fixtures on highway
Parked in block where fire engine stopped
Drive into block where fire engine stopped
Following fire apparatus
Crossing fire hose without permission
Use school bus signal for unofficial stop

REGISTRATION AND TITLE VIOLATIONS

- 400 UNLICENSED VEHICLE
Operate unregistered motor vehicle (or trailers)
Operate motor vehicle (or trailer) without license plates
Display expired license plates
- 401 OTHER REGISTRATION VIOLATIONS
Operate with license for other class vehicle
Obtain unauthorized license plate
Sell imitation license plate
Operate motor vehicle (or trailer) with fictitious license plates
Display fictitious license plates
Display unclean license plates
Fail to display license receipt (commercial motor vehicle)
Farm license violation
No in-transit license
Dealer's license violation
- 402 CERTIFICATE OF TITLE VIOLATIONS
Possession (or selling) motor vehicle without engine number
Fail to apply for new motor number
Apply for registration without motor number
Fail to present receipt for new motor number to Tax Collector
Tax Collector register motor vehicle without motor number
Sell unregistered second-hand vehicle
Alter (change or mutilate) transfer papers
Transfer motor vehicle with papers blank (or practically blank)
Buyer accept papers wholly (or partially) blank
Repair shop fail to keep records of vehicle repaired (bought or sold)

continued
402

Fail to surrender certificate of title when vehicle junked
Alter (or forge) certificate of title
Place unauthorized motor number on motor vehicle
Alter (change or mutilate) number of vehicle
Fail to deliver certificate of title at time of sale
Buy motor vehicle without certificate of title

MISCELLANEOUS TRAFFIC VIOLATIONS

- 403 PERMIT UNLICENSED DRIVER TO DRIVE
Permit unlicensed minor to drive (parent or guardian)
Permit unlicensed operator to drive (all except parent or guardian)
Employed unlicensed commercial operator (or chauffeur)
- 409 PERMIT LIVESTOCK TO ROAM
Permit livestock to roam
- 410 THROW TRASH ON HIGHWAY
Throw trash on highway - Glass (specify if nails, tacks, wire, etc.)
Littering streets with debris (specify what)
- 411 TRAFFIC VIOLATIONS BY NEITHER DRIVER NOR PEDESTRIAN
Permit display of unauthorized traffic control device (local authorities)
Display unauthorized sign (signal or marking) (not for local authorities)
Interfere with traffic control device
Interfere with RR signs (or signals)
Rent motor vehicle to unlicensed person
Coroner fail to report to DPS
Fail to remove injurious material from highway
Wrecker driver fail to remove glass (etc.) from highway
Judge (or Clerk) fail to report convictions
False (or misleading) statement to government
No light on animal drawn vehicle (or other such vehicle, when applicable)
Owner permitting violation (not hazardous violation)
- 412 REGULATORY PARKING VIOLATIONS
Parked overtime (City ordinances)
Parking meter violations (City ordinances)
Park all night where prohibited (City ordinances)
Parked on sidewalk
Parked in front of driveway
Parked in intersection
Park within 15 feet of fire hydrant
Park in crosswalk

continued
...412

- Park within 20 feet of crosswalk
- Park within 30 feet of traffic control device
- Park between safety zone and curb
- Park within 50 feet of RR crossing
- Park in front of fire station
- Park alongside (or opposite) street excavation (or obstruction)
- Park in prohibited area - tow zone, loading zone, etc.
- Park in prohibited area (sign by HWY. Dept., etc.)
- Moved parked vehicle into prohibited area
- Park in prohibited military zone
- Park too far from curb (or angle) (not double parking)
- Park on grade - fail to cut wheels
- Park and fail to set brakes
- Park and leave motor running - unattended
- Park over stall lines

- 413 NO MUD FLAPS
No mud flaps

- 414 NO MUFFLER
Defective muffler (when equipped but not in good working order)
Use muffler cutout (or bypass)
Loud muffler /
No exhaust emission system (originally equipped but removed)
Defective exhaust emission system (equipped but not working properly)

- 415 MOTORCYCLE PASSENGER WITHOUT APPROVED HEADGEAR

- 416 UNLAWFUL CLINGING
Unlawful clinging - Operator
Unlawful clinging - Passenger

- 417 FICTITIOUS NAME
Fictitious name

- 418 DISREGARD POLICE OFFICER
Disregard police officer

- 419 RIGHT OF WAY FOR PEDESTRIANS
Pedestrian fail to yield right of way to vehicle on caution light
Pedestrian fail to yield right of way to vehicle (when bridge or tunnel provided)
Pedestrian fail to yield right of way to vehicle - not at crosswalk
Pedestrian entering path of vehicle

420 TRAFFIC SIGN - PEDESTRIAN
Disregard pedestrian control signal
Pedestrian walked red light (regular traffic light)
Pedestrian walked red light (red light with green arrow)

421 OTHER PEDESTRIAN VIOLATIONS
Crossed between intersections where prohibited
Walking on roadway - sidewalk provided
Walking on wrong side roadway
Hitchhiking on roadway

422 VIOLATIONS BY OTHER - NOT DRIVERS OR PEDESTRIANS
Owner permitting hazardous violations
Bicycle on prohibited roadway

423 DRUNK PEDESTRIAN

500 WRECKER ORDINANCE VIOLATIONS - ALL

550 TAXI ORDINANCE VIOLATIONS - ALL



National Safety Council
Chicago

STANDARD SUMMARY OF MOTOR VEHICLE TRAFFIC ACCIDENTS

ANNUAL 1971

City _____ State _____ Month _____ 19__

Report prepared by _____

1. TYPE OF ACCIDENT	Number of Accidents						Property Damage	Total Killed	Number of Persons			
	All Accidents	Fatal	Non-Fatal			Total			Total	Injured		
			a	b	c					a	b	c
1. Motor Vehicle:												
1.1. Ran off road												
2. Overturned on road												
3. Pedestrian												
3.1. Motor vehicle in traffic												
3.2. Parked motor vehicle												
6. Railroad train												
7. Bicyclist												
8. Animal												
9. Fixed object												
10. Other object												
10.1. Other non-collision												
Totals												

TYPE OF ACCIDENT	Comparative Totals								
	Same Month Last Year			This Year to Date			Same Period Last Year		
	All Accidents	Persons Killed	Persons Injured	All Accidents	Persons Killed	Persons Injured	All Accidents	Persons Killed	Persons Injured
Motor Vehicle:									
1.1. Ran off road									
2. Overturned on road									
3. Pedestrian									
3.1. Motor vehicle in traffic									
3.2. Parked motor vehicle									
6. Railroad train									
7. Bicyclist									
8. Animal									
9. Fixed object									
10. Other object									
10.1. Other non-collision									
Totals									

STREET CLASSIFICATION	A. Trafficways Administered by Governmental Agencies: State Highway Department, county, city, etc.						B. Trafficways Administered by Independent Agencies: Turnpike, parkway, military, freeway authorities and commissions, etc.					
	Number of Accidents				Number of Persons		Number of Accidents				Number of Persons	
	Total	Fatal	Non-Fatal	Property Damage	Killed	Injured	Total	Fatal	Non-Fatal	Property Damage	Killed	Injured
1. Controlled access hwy.												
2. State routes												
3. County routes												
4. Other local streets												
Totals												

4. AGE OF GUILTY PARTY	Persons Killed									Persons Injured								
	Total Killed			Professions			Bicyclists			Total Injured			Professions			Bicyclists		
	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female
1. 0 - 4																		
2. 5 - 9																		
3. 10 - 14																		
4. 15 - 19																		
5. 20 - 24																		
6. 25 - 34																		
7. 35 - 44																		
8. 45 - 54																		
9. 55 - 64																		
10. 65 - 74																		
11. 75 & over																		
12. Not stated																		
Totals																		

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7. PEDESTRIAN ACTIONS BY AGE	Pedestrians Killed	Pedestrians Killed and Injured									
		Age									
		Total	0-4	5-9	10-14	15-19	20-24	25-44	45-64	65 & older	Not Stated
a. Crossing or entering roadway at intersection											
b. Same as at intersection											
c. Walking in roadway with traffic											
d. Same as with traffic											
e. Standing in roadway											
4. Getting on or off other vehicle											
f. Pushing or walking on vehicle in roadway											
g. Other walking in roadway											
7. Flying in roadway											
8. Other in roadway											
h. Not in roadway											
i. Not stated											
Totals											

(Excluding drivers of cars in proper parking locations)

8. AGE OF DRIVER	All Accidents	Fatal Accidents	Non-Fatal Injury Acc.
1. 15 & younger			
2. 16			
3. 17			
4. 18-19			
5. 20-24			
6. 25-44			
7. 45-64			
8. 65-74			
9. 75 & older			
10. Not stated			
Totals			

(Including cars in proper parking locations)

12. TYPE OF MOTOR VEHICLE	All Accidents	Fatal Accidents	Non-Fatal Injury Acc.
1. Passenger car			
2. Passenger car and trailer			
3. Truck or truck tractor			
4. Truck tractor and semi-trailer			
5. Other truck combination			
6. Farm tractor and/or farm equip.			
7. Taxicab			
8. Bus			
9. School bus			
10. Motorcycle			
11. Motor scooter or motor bicycle			
12. Other and not stated			
Totals			

9. SEX OF DRIVER	All Accidents	Fatal Accidents	Non-Fatal Injury Acc.
1. Male			
2. Female			
3. Not stated			
Totals			

13. ROAD SURFACE CONDITION	All Accidents	Fatal Accidents	Non-Fatal Injury Acc.
1. Dry			
2. Wet			
3. Snow or icy			
4. Other			
5. Not stated			
Totals			

10. RESIDENCE OF DRIVER	All Accidents	Fatal Accidents	Non-Fatal Injury Acc.
1. Locities dist.			
2. Residence elsewhere in state			
3. Nonresident			
4. Not stated			
Totals			

14. KIND OF LOCATION	All Accidents	Fatal Accidents	Non-Fatal Injury Acc.
1. Apartments, stores, business			
2. One family home			
3. Farms, fields			
4. Municipal government			
5. Not stated			
Totals			

CONTRIBUTING CIRCUMSTANCES INDICATED	All Accidents	Fatal Accidents	Non-Fatal Injury Acc.
1. Open to fast			
2. Failed to yield at roadway			
3. Wrong side of center			
4. Improper passing			
5. Road blocked			
6. Obstruction in roadway			
7. Wrong turn			
8. Other			
9. Not stated			
Totals			

15. LIGHT CONDITION	All Accidents	Fatal Accidents	Non-Fatal Injury Acc.
1. Daylight			
2. Dawn or dusk			
3. Darkness			
4. Not stated			
Totals			

(These pages left blank intentionally)

112/113



FIGURE 43

UNIFORM CLASSIFICATION

CODES AND INDEXES

UNIFORM CLASSIFICATION; CODES AND INDEXES

The Tyler Police Department handles many complaints, and their attention is brought to many incidents which do not necessarily reflect criminal conduct. Consequently, a practical method of classifying such incidents for recording and reporting purposes has been designed in this classification guide.

In this guide there are two indexes, one numerical and one alphabetical, together with a classification code. These items cover not only Part I and Part II offenses, but also Parts III to V cases, which are noncriminal in nature.

A few instructions as to the use of the classification code may be of help. Thus, when choosing a code number, use the third column of digits whenever possible. Cases are classified by the characteristics surrounding the incident. Changes in the details of the offense may be enough to cause a classification change.

Sometimes the information learned at the scene or from interviews made during the preliminary investigation will change the classification of an incident. For example, a citizen may report that he has been robbed (0300 group), but the officer answering the call may determine that the citizen was really the victim of a burglary (0500 group) or a theft or larceny (0600 group).

In other instances, the information needed to change a classification will not be learned for a considerable time. For example, if a vandalism incident (1400 group) involving an automobile occurred without witnesses, the investigating officer might have to class it "1413 -- vandalism, automobile, unknown offender but a detective or the juvenile officer may learn the identity of two young boys who later admit the offense. His supplementary follow-up would show that the classification of this particular incident should be changed to "1412 -- vandalism, automobile, juvenile offender." The necessary changes in the original report will be made by the records and communications personnel.

Whenever in doubt regarding the proper classification of an incident, ask your supervisor or call the supervisor of Records and Communications.

NUMERICAL INDEX
UNIFORM CLASSIFICATION CODE
TYLER POLICE DEPARTMENT

Classification Code Number	Offenses or Cases
<u>PART I CASES</u>	
0100	CRIMINAL HOMICIDE
0110	Murder and non negligent manslaughter
0120	Manslaughter by negligence
0200	RAPE
0210	Forcible
0220	Attempted forcible rape
0300	ROBBERY
0310	Armed--any weapon
0311	Highway
0312	Commercial house
0313	Oil Station
0314	Chain store
0315	Residence
0316	Bank
0317	Miscellaneous
0400	ASSAULT
	(Use classifications ending in one(1) only if an assault was made upon on-duty or previously identified policemen.)
0410	With gun
0411	Upon police officer
0420	With knife, cutting instrument
0421	Upon police officer
0430	With other dangerous weapon
0431	Upon police officer
0440	With hands, feet, etc., aggravated
0441	Upon police officer
0450	Other assaults, not aggravated
0451	Upon police officer
0500	BURGLARY
0510	Forcible entry
	Residence (dwelling; apartment; hotel; etc.)
0511	Committed during night

UNIFORM CLASSIFICATION; CODES AND INDEXES

Classification Code Number	Offenses or Cases
PART I CASES	
0512	Committed during day
0513	Time unknown
0514	Nonresidence (store; office; etc.)
0515	Committed during night
0516	Committed during day
0520	Time unknown
	Unlawful entry--no force
	Residence (dwelling; apartment; hotel; etc.)
0521	Committed during night
0522	Committed during day
0523	Time unknown
	Nonresidence (store; office; etc.)
0524	Committed during night
0525	Committed during day
0526	Time unknown
0530	Attempted forcible entry
	Residence (dwelling; apartment; hotel; etc.)
0531	Committed during night
0532	Committed during day
0533	Time unknown
	Nonresidence (store; office; etc.)
0534	Committed during night
0535	Committed during day
0536	Time unknown
0600	LARCENY--THEFT
0610	\$50 and over
0611	Pocket-picking
0612	Purse-snatching
0613	Shoplifting
0614	From autos (except 0615)
0615	Auto accessories
0616	Bicycles
0617	From buildings (except 0613)
0618	From any coin-operated device (except 0617)
0619	All other
0620	Under \$50
0621	Pocket-picking
0622	Purse-snatching
0623	Shoplifting
0624	From autos (except 0625)
0625	Auto Accessories
0626	Bicycles
0627	From Buildings (except 0623)
0628	From any coin-operated device (except 0627)
0700	AUTO THEFT

UNIFORM CLASSIFICATION; CODES AND INDEXES

Classification Code Number	Offenses or Cases
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PART II CASES

0800		OTHER ASSAULTS (same as 0450)
0900		ARSON AND BOMBING
	0910	Residence
	0920	Auto
	0930	Commercial house
	0940	Crops
1000		FORGERY AND COUNTERFEITING
	1010	Forgery
		1011 Forgery of a check
		1012 Uttering a forged check
		1013 Forgery or altering of public or other records
	1020	Counterfeiting (except federal)
		1021 Counterfeiting coins, plates, bank notes, bonds, seals, etc.
		1022 Possessing or uttering counterfeit documents
		1023 Possessing, counterfeiting apparatus
	1030	Other
1100		FRAUD
	1110	Checks with no funds or insufficient funds
	1120	Worthless checks (no account with bank, etc.)
	1130	Accessory to issuing checks
	1140	Obtaining money under false pretenses
	1150	Fraud
	1160	Impersonating an officer
	1170	False weights and measures
	1180	Extortion (except blackmail)
	1190	Cheating and swindling ("Con" game, etc.)
1200		EMBEZZLEMENT
1300		STOLEN PROPERTY

UNIFORM CLASSIFICATION; CODES AND INDEXES

Classification Code Number	Offenses or Cases
1310	Possession of stolen property
1320	Receiving stolen property
1330	Buying stolen property
1340	Buying and selling stolen property
1400	VANDALISM
1410	Automobiles
1411	Adult
1412	Juvenile
1413	Unknown
1420	Public buildings (except 1430)
1421	Adult
1422	Juvenile
1423	Unknown
1430	Schools
1431	Adult
1432	Juvenile
1433	Unknown
1440	Residences
1441	Adult
1442	Juvenile
1443	Unknown
1450	Other
1451	Adult
1452	Juvenile
1453	Unknown
1500	WEAPONS (CARRYING, POSSESSING, ETC.)
1510	Carrying concealed weapon
1520	Possessing concealed weapon
1530	Carrying pistol without permit
1540	Carrying deadly weapon
1550	Buying or selling or manufacturing weapon without permit.
1560	Buying or selling or manufacturing weapon unlawfully (except above.)
1600	PROSTITUTION (COMMERCIALIZED VICE)
1610	Operating a lewd house
1620	Maintaining a lewd house
1630	Soliciting for prostitution
1640	Other

UNIFORM CLASSIFICATIONS; CODES AND INDEXES

Classification Code Number	Offenses or Cases
1700	SEX OFFENSES
1710	Adultery
1720	Incest
1730	Sodomy
1740	Lewd and indecent acts
1741	Child molestation
1742	Improper proposals
1743	Immoral practices
1744	Exposing person
1750	Statutory rape
1760	Other
1800	NARCOTIC DRUG LAW VIOLATIONS
1810	Opium or cocaine and derivatives (morphine, heroin, codeine)
1820	Marijuana
1830	Synthetic narcotics--manufactured (Demerol, etc.)
1840	Dangerous non-narcotic drugs (barbiturates, benzedrine)
1900	GAMBLING
1910	Bookmaking (horse and sport book)
1920	Numbers and lottery
1930	All other
1931	Gambling
1932	Operating gambling devices and maintaining
1933	Gambling with cards or dice
1934	Possession of Boledo tickets
2000	OFFENSES AGAINST FAMILY AND CHILDREN
2010	Abandoning child
2020	Mistreatment of children
2030	Contributing to delinquency of a minor
2040	Runaway
2050	Other
2100	DRIVING UNDER INFLUENCE OF INTOXICANTS/DRUGS
2110	Operating motor vehicle under influence of intoxicating liquor
2111	Operating motor vehicle under influence, having accident
2120	Operating motor vehicle under influence of drugs

UNIFORM CLASSIFICATIONS; CODE AND INDEXES

Classification Code Number	Offenses or Cases
2200	LIQUOR LAW VIOLATIONS
2210	Violations of state liquor law
2220	Illegal sale of intoxicating liquor (tax-paid)
2221	To minors
2222	After hours
2223	On Sunday or Election Day
2224	Without a license
2230	Non-tax paid liquor violations
2231	Illegal possession
2232	Illegal sale
2233	Illegal transportation
2240	Transportation of open liquor in automobile
2300	DRUNKENNESS
2310	Drunk
2311	Drunk on a street
2312	Drunk in a house
2313	Drunk in an auto
2314	Drunk in a public place
2400	DISORDERLY CONDUCT
2410	Disorderly conduct
2411	Disturbing the peace
2412	Fighting
2413	Attempted suicide
2414	Unlawful assembly
2420	Refusing to assist an officer
2430	Curfew law violation
2431	Adult
2432	Juvenile
2450	Other
2500	VAGRANCY
2510	Being a vagrant
2520	Begging
2530	Loitering
2531	Adult
2532	Juvenile
2600	OTHER OFFENSES
2601	Abortion, attempted abortion (if death results, use Homicide Class 0110)
2602	Bigamy, violations of marriage laws

UNIFORM CLASSIFICATIONS; CODE AND INDEXES

Classification Code Number	Offenses or Cases
2603	Blackmail (see Extortion Class 1180)
2604	Bomb threats or scares
2605	Bribery
2606	Burglary tools, possession of
2607	Contempt of court--failure to appear, etc.
2608	Disobeying police officer
2609	Discharging firearms or fireworks unlawfully
2610	Escaping from custody, attempting or assisting
2611	Fire prevention law violations (smoking in bed, fire hazards, etc.)
2612	Juvenile delinquency offenses (except those already listed)
2613	Kidnaping
2614	Obscene literature (possession, sale of, etc.)
2615	Parole violations
2616	Perjury or subornation of perjury
2617	Possession or sale of adulterated drugs (non-narcotic)
2618	Probation violations
2619	Public nuisances
2620	Subversive activities, criminal syndicalism, sabotage, etc.)
2621	Trespassing violations
2622	Unlawful use, possession, etc., of explosives
2630	Prisoners held without Tyler Police Department charge (except suspicion)
2631	Held for safekeeping (mental cases, witnesses, etc.)
2632	Fugitive
2633	Bond surrender warrant
2634	Arrested on warrant for another agency (en route)
2635	Arrested on bench warrant (except local courts)
2636	A. W. O. L. - Military only
2637	Lodger--no charge placed
2640	All other state law violations
2641	Traffic
2642	Criminal
2650	All other city ordinance violations
2651	Traffic
2652	Criminal
2653	Regulatory (zoning, licenses, etc.)
2654	Dog Leash Ordinance
2660	All federal law violations
2700	SUSPICION (If charged with an offense, reclassify showing suspicion as unfounded, counting one additional offense under proper class.)

UNIFORM CLASSIFICATIONS; CODE AND INDEXES

Classification Code Number	Offenses or Cases
<u>PART III CASES--LOST AND FOUND</u>	
2800	LOST AND FOUND
2810	Persons
2811	Adult
2812	Juvenile
2820	Animals
2830	Property
2900	FOUND
2910	Persons
2911	Adult
2912	Juvenile
2920	Animals
2930	Property
<u>PART IV CASES--ACCIDENTS AND CASUALITIES</u>	
3000	FATAL MOTOR VEHICLE TRAFFIC ACCIDENTS
3010	Collision of motor vehicle with
3011	Pedestrian
3012	Another motor vehicle
3013	Railroad train
3014	Streetcar
3015	Animal-drawn vehicle
3016	Bicycle
3017	Animal
3018	Fixed object
3019	Other object
3020	Noncollision accidents
3021	Overtaken in roadway
3022	Ran off roadway
3023	Other noncollision
3100	PERSONAL INJURY MOTOR VEHICLE TRAFFIC ACCIDENTS (NONFATAL)
3110	Collision of motor vehicle with
3111	Pedestrian
3112	Another motor vehicle
3113	Railroad train
3114	Streetcar
3115	Animal-drawn vehicle
3116	Bicycle
3117	Animal
3118	Fixed object
3119	Other object

UNIFORM CLASSIFICATION; CODE INDEXES

Classification Code Number	Offenses or Cases
3120	Noncollision, motor vehicle
3121	Overturned in roadway
3122	Ran off roadway
3123	Other noncollision
3200	PROPERTY DAMAGE ONLY MOTOR VEHICLE ACCIDENTS
3210	Collision of motor vehicle with
3211	Pedestrian
3212	Another motor vehicle
3213	Railroad train
3214	Streetcar
3215	Animal-drawn vehicle
3216	Bicycle
3217	Animal
3218	Fixed object
3219	Other object
3220	Noncollision, motor vehicle
3221	Overturned in roadway
3222	Ran off roadway
3223	Other noncollision
3300	OTHER TRAFFIC ACCIDENTS (EXCEPT MOTOR VEHICLES)
3310	Railroad accidents (include those with pedestrians)
3320	Aviation accidents
3330	Other nonmotor vehicle traffic accidents (bicycles and pedestrians, etc.)
3400	PUBLIC ACCIDENTS (EXCEPT FIREARMS AND DOG BITES)
3410	Falls
3411	Fatal
3412	Personal injury
3413	Other
3420	Burns
3421	Fatal
3422	Personal injury
3423	Other
3430	Poisonous gas
3431	Fatal
3432	Personal injury
3433	Other
3440	Mechanical suffocation
3441	Fatal
3442	Personal injury
3443	Other

UNIFORM CLASSIFICATION; CODE AND INDEXES

Classification Code Number		Offenses or Cases
3450		Poison (except gas)
	3451	Fatal
	3452	Personal injury
	3453	Other
3460		Motor vehicle--off-street or nonmoving (parking lots, garages, etc.)
	3461	Fatal
	3462	Personal injury
	3463	Other
3470		Cut or scratch
	3471	Fatal
	3472	Personal injury
	3473	Other
3480		Other types
	3481	Fatal
	3482	Personal injury
	3483	OTHER
3500		HOME ACCIDENTS
	3510	Falls
	3511	Fatal
	3512	Personal injury
	3513	Other
	3520	Burns
	3521	Fatal
	3522	Personal
	3523	Other
3600		OCCUPATIONAL ACCIDENTS, (EXCEPT TRAFFIC AND OTHER PUBLIC, FIREARMS, AND DOG BITES.)
	3610	Handling objects
	3611	Fatal
	3612	Personal injury
	3613	Other
	3620	Falls
	3621	Fatal
	3622	Personal injury
	3623	Other
	3630	Machinery
	3631	Fatal
	3632	Personal injury
	3633	Other
	3640	Motor vehicles
	3641	Fatal
	3642	Personal injury
	3643	Other

UNIFORM CLASSIFICATIONS; CODE INDEXES

Classification Code Number	Offenses or Cases
3650	Other vehicles
3651	Fatal
3652	Personal injury
3653	Other
3660	Falling objects
3661	Fatal
3662	Personal injury
3663	Other
3670	Using hand tools
3671	Fatal
3672	Personal injury
3673	Other
3680	Burns, conflagrations, explosions
3681	Fatal
3682	Personal injury
3683	Other
3690	Other types
3691	Fatal
3692	Personal injury
3693	Other
3700	FIREARMS ACCIDENTS (EXCEPT SUICIDE)
3710	Home
3711	Fatal
3712	Personal injury
3713	Other
3720	Occupational
3721	Fatal
3722	Personal injury
3730	Public
3731	Fatal
3732	Personal injury
3733	Other
3800	ANIMAL BITES
3810	Home
3820	Occupational
3830	Public
3900	SUICIDES
3910	By firearms
3920	By hanging
3930	By cutting
3940	By drugs
3950	By suffocation
3960	Other

UNIFORM CLASSIFICATION; CODE AND INDEXES

Classification Code Number	Offenses or Cases
4000	SUICIDE ATTEMPTS
4010	By firearms
4020	By hanging
4030	By cutting
4040	By drugs
405C	By suffocation
4060	Other
4100	SUDDEN DEATH AND BODIES FOUND
4110	Natural causes
4120	Suspicious causes
4200	INJURED OR SICK CARED FOR (INCLUDE WATER RESCUE)
4300	MENTAL CASES (EXCEPT SUICIDE ATTEMPTS, CLASS 4000; IF ARREST MADE, CLASSIFY AS 2631)
<u>PART V CASES--MISCELLANEOUS</u>	
4400	MISCELLANEOUS OFFICERS
4410	Service to other agency
4411	To Blank Fire Department (all fires)
4412	To County Police
4413	To State Police
4414	Warrant service--outside authority
4415	To another police department
4416	Assist in training
4417	To another city agency (traffic engineer, etc.)
4420	Investigation of quasi-criminal cases (no criminal prosecution made--not one of above classes)
4421	Suspicious auto
4422	Suspicious noises
4423	Suspicious person
4424	Family disturbance (if no crimes involved)
4425	Alarm ringing (burglar, etc., only if false)
4426	Children playing (in street, etc.)
4427	Abandoned auto

UNIFORM CLASSIFICATION; CODE AND INDEXES

Classification Code Number		Offenses or Cases
4430		Departmental service
	4431	Prisoner transport
	4432	Transportation of supplies
	4433	Transportation of department supplies
	4434	Warrant service--Blank P. D. warrants
4440		Personnel complaint (police only, for others, see Class 4525)
4450		Personnel commendation (police only, for others, see Class 4525)
4500		MISCELLANEOUS PUBLIC
	4510	Public service
	4511	Motorist assist (auto breakdown, etc.)
	4512	Escort
	4513	Open window or door found, secured
	4514	Speech or public appearance
	4515	Special event
	4516	Information given
	4517	Other public service--vacation house check
	4520	Public complaints (except about Police Department see Class 4440)
	4521	Street in need of repair
	4522	Street lights out
	4523	Traffic lights out
	4524	Obstruction in road, alley, sidewalk, etc.
	4525	Personnel complaint or commendation regarding other city agencies' employees
	4530	All other public contacts (noncriminal) Figure 27

ALPHABETICAL INDEX
UNIFORM CLASSIFICATION CODE
TYLER POLICE DEPARTMENT

Offenses or Cases	Classification Code Number
Abandonment	2010
Abduction (see Kidnaping)	2613
Abettors (see specific offense concerned)	----
Abortion, attempted abortion (if death results, use Homicide, Class 0110)	2601
Abuse of child	2020

Offense or Cases	Classification Code Number
Accessories, auto, theft of	0615 or 0625
Accessories to crime	2642
Accident, failure to report	2641
Accident, fatal motor vehicle	3000*
Accident, firearms	3700*
Accident, home	3500*
Accident, leaving scene of	2641
Accident, occupational	3600*
Accident, other traffic (except motor vehicles)	3300*
Accident, nonfatal, personal injury motor vehicles	3100*
Accident, property damage only, motor vehicle	3200*
Accident, public	3400
Accident, traffic	3000 thru 3330*
Admitting minors to improper places	2130
Adulterated drugs (non-narcotic)	2617
Adultery	1710
Advertising, false (see Fraud)	1100*
Affray	2412
Aggravated assault	0400*
Aiders and abettors (see specific offense concerned)	----
Aliens possessing deadly weapons	1500*
Alimony, nonpayment of	2050
Altering a negotiable instrument	1013
Anarchism (see subversive activities)	2620
Animal bites	3800*
Arguments resulting in death	0100*
Arrests for other jurisdictions	See below:
Arrested on warrant for another agency	2634
Arrested on bench warrant (except local courts)	2635
A.W.O.L.--military only	2636
Lodger--no charge placed	2637
In transit--other agency transporting prisoner	2638
Arson	0900*
Assault, aggravated	0410 thru 0430
Assault and battery (not aggravated)	0450
Assault with dangerous or deadly weapon	0410 thru 0430
Assault with explosives	0430
Assault with intent to kill or murder	0400*
Assaults on police	0400*
Assembly, unlawful	2414
Attempted crime (see specific offense or crime)	----
Auto, abandoned	4427
Auto accessories, theft	0615 or 0625
Auto, burglary from (see Theft)	0614 or 0624

* Signifies a general classification which is subdivided by other factors. See the numerical classification for detailed breakdown.

Offenses or Cases	Classification Code Number
Auto suspicion	4421
Auto theft	0700*
Auto, towed (if for law violation, see specific crime)	----
A.W.O.L. -- military only	2636
Barbiturates, use of, etc.	1840
Bastard, concealing death of	2642
Bastardy	2642
Bawdy house, keeping	1620
Begging	2520
Bicycle thefts	0616 or 0626
Bigamy, violations of marriage laws	2602
Bites, animal	3800
Blackmail (not Extortion, Class 1180)	2603
Blasphemy	2410*
Bomb threats or scares	2604
Bond surrender warrant, arrests for--no SPD charge	2633
Bootlegging	2230*
Breaking and entering (see Burglary)	0500*
Breaking into auto (Attempted Theft from Auto)	0614 or 0624
Bribery	2605
Buggery (see Sex Offenses)	1730
Burglary	0500*
Burglary tools, possession of	2606
Buying stolen property	1330
Carrying deadly weapons	1540
Carrying weapons illegally	1500*
Chastity, offenses against (see Sex Offenses)	1700
Cheat (see Fraud)	1190
Check cases, forgery and counterfeiting	1010-1020
Check cases, fraud involved	1110-1130
Check frauds	1120
Children, admitting or employing in improper place	2030
Children, offenses against	2000*
City ordinance violations, all others not classified elsewhere	2650*
City ordinance, traffic	2651
City ordinance, criminal	2652
City Ordinance, regulatory (zoning, licenses, etc.)	2653
Citations, Uniform Traffic Ticket and	2641 or 2651
Claims, false	1150
Coercion (not aggravated)	0450
Coin boxes, theft from	0618 or 0628
Coin-operated machines, theft from	0618 or 0628
Commercialized vice	1600*

* Signifies a general classification which is subdivided by other factors. See the numerical classification for detailed breakdown.

Offenses or Cases	Classification Code Number
Common decency offenses against (see Sex Offenses)	1700*
Common drunkard (see Drunkenness)	2300*
Common gambler (see Gambling)	1900*
"Con" games	1190
Concealed weapon	1510 or 1520
Conduct, disorderly	2400*
Confidence games	1190
Conspirators (see specific offense conspiracy was about)	----
Contempt of court failure to appear, etc.	2607
Contributing to juvenile delinquency	2030
Conversion fraudulent (see Fraud)	1100*
Conveyance, fraudulent (see Fraud)	1100*
Counterfeiting	1020*
Credit cards, altering, forging	1013
Credit cards, counterfeiting	1021
Credit cards, fraudulent use of	1150
Crimes against nature	1730
Crimes against persons (FBI grouping)	0100
	0200
	0400
Crimes against persons (BPD grouping)	0100
	0200
	0300
	0400
	0800
Crimes against property (FBI grouping)	0300
	0600
	0700
Crimes against property (BPD grouping)	0500
	0600
	0700
	0900
	1300
	1400
Criminal abortion, death from	0100*
Criminal anarchism	2620
Criminal attempts (see specific crime attempted)	----
Criminal homicide	0100*
Criminal syndicalism, subversive activities, sabotage, etc.	2620
Curfew law violations	2430*
Custody, escape from, attempting or assisting	2610
Cutting	0420
Deadly weapons, possessing	1540
Deaths from fights or assaults (Homicide)	0100*

* Signifies a general classification which is subdivided by other factors. See the numerical classification for detailed breakdown.

Offenses or Cases	Classification Code Number
Departmental service	4430*
Desecrating flag (Disorderly Conduct)	2410
Desertion	2050
Discharging firearms, fireworks	2609
Discrimination	2640*
	2650*
	2660*
Disguised and masked persons	2410
Disinterment of dead	2642
Disobeying police officer	2608
Disorderly and drunk (see Drunkenness)	2300*
Disorderly conduct	2410*
Disorderly house keeping	1620
Displaying red or black flag	2620
Disturbing meetings	2411
Disturbing the peace	2411
Document, false	1022 or 1150
Dog Leash Ordinance	2654
Drawing check without funds or with insufficient funds	1110
Drinking on train, etc.	2314
Driving under influence of intoxicants/drugs	2100*
Driving while intoxicated	2110
Drug laws narcotic	1800*
Drugs (non-narcotic), possession or sale of adulterated	2617
Drugs, intoxicants, driving under influence of	2100*
Drunk and disorderly (see Drunkenness)	2300*
Drunk driving	2100*
Drunkenness	2300
Embezzlement	1200
Emblems, fraudulent use of (see Fraud)	1150 or 1160
Employment of children in immoral vocations or practices	2030
Entering	0500*
Entries	1150
Epileptic, intercourse with	1750
Erasures of negotiable instruments	1013
Escape from custody, attempting, assisting	2610
Explosives, unlawful use, possession, etc.	2622
Extortion (except Blackmail)	1180
False advertising (Fraud)	1140
	1150
	1170
False Claims (Fraud)	1140
	1150
	1170
	1190

* Signifies a general classification which is subdivided by other factors. See the numerical classification for detailed breakdown.

Offenses or Cases	Classification Code Number
False evidence (see Perjury)	2616
False Personation	1150 or 1160
False Pretense	1140
False Representation	1140 or 1150
False Statement (see Fraud or Perjury)	1100 or 2616
False weights and measures	1170
Family, offenses against	2000*
"Felony" larceny of theft	0610*
Fence, dealer in stolen property	1300*
Fighting (affray)	2412
Fire prevention law violations (smoking in bed, fire hazards, etc.)	2611
Firearms or fireworks, discharging unlawfully	2609
Fist fights (affray)	2412
Fist fights resulting in death	0100*
Forcible reape	0210
Forged labels, using	1021
Forgery and counterfeiting	1000
Forging public and other records	1013
Fornication	1710
Found Cases	2900*
Fraud	1150
Fraud Cases	1100*
Fraudulent conversion	1100*
Fraudulent use of credit cards	1150*
Frequenting gambling resort (see Gambling)	1900*
Frequenting house of ill fame or repute (see Prostitution)	1600*
Fugitive (not BPD charge)	2632
Furnishing deadly weapons to minors	1560
Gambling	1900*
Gambling (specific charge)	1931
Gambling resort, owning	1932
Grand theft	0610*
Gross fraud, cheat or swindle (see Fraud)	1100*
Gun accidents	3700*
Habitual drunkard (see Drunkenness)	2300*
Habitual users of narcotics	1800*
Hazing (not aggravated, see assault)	0450
Heists (see Robbery)	0300*
Hijacking (see Robbery)	0311 or 0321
Homicide, criminal	0100*
House, bawdy (see Prostitution)	1600*
House, disorderly (see Prostitution)	1600*
House of ill fame (see Prostitution)	1600*

* Signifies a general classification which is subdivided by other factors. See the numerical classification for detailed breakdown.

Offenses or Cases	Classification Code Number
Housebreaking (see Burglary)	0500*
Hubcaps, theft of	0615 or 0625
Hunting accidents	3730
Immoral purposes, detaining women for (see prostitution)	1640
In transit--other agency transporting prisoner (not BPD charge)	2638
Incest	1720
Indecent exposure	1744
Indecent liberties with minor	1741
Injured or sick, car of (include water rescue)	4200
Injury by culpable negligence (see Assault)	0400*
Injury to property (see Arson, Vandalism, etc.)	
Injury, personal, motor vehicle traffic accidents (nonfatal)	3100*
Insane person, intercourse with	1750
Insurance frauds	1140 or 1150
Intercourse with an insane, epileptic, or venereally diseased person	1740
Intimidation (see Assault, Extortion or Blackmail)	0400*
	1180
	2603
Intoxicants/Drugs, driving under influence of	2100*
Intoxicated, driving while	2110
Joy-ride-auto theft (see Auto Theft)	0700
Juvenile delinquency offenses (except those already listed)	2612
Kidnapping	2613
Killing of felon by citizen (see Criminal Homicide)	0100*
Killings (excusable--justifiable) (see Criminal Homicide)	0100*
Knifings (see Aggravated Assault)	0420
Larceny-theft	0600*
Leaving scene of accident	2641 or 2651
Literature, obscene (possession, sale of, etc.)	2614
Liquor law violations	2200*
Lodger--no charge placed	2637
Loitering	2530*
Lost and missing cases	2800*
Lotteries	1920
Maiming	0400*
Making bills, notes, checks, etc. (see Counterfeiting)	1020*
Malicious mischief (see Vandalism)	1400*
Manslaughter by negligence	0120
Manufacture of counterfeiting apparatus	1023
Manufacture of deadly weapons (if federal charge, class as 2660)	1560
Manufacturing silencer (if federal charge, class as 2660)	1560
Marriage laws, bigamy, violations of	2602
Masked persons	2410
Mayhem	0400*
Measures, false	1170
Mental cases (except "Safekeeping", 2631)	3400
Military--A.W.O.L. (not BPD charge)	2636

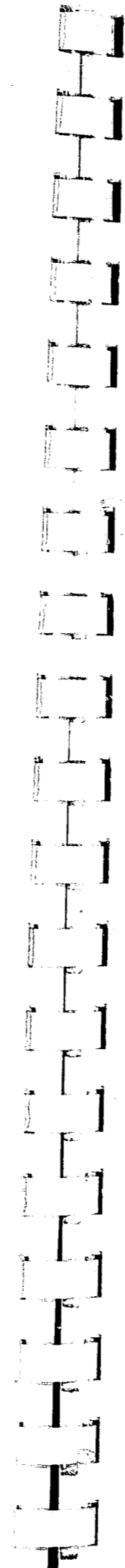
*Signifies a general classification which is subdivided by other factors.
See the numerical classification for detailed breakdown.

Offenses or Cases	Classification Code Number
Minors, admission or employing in improper places	2030
Minors, furnishing liquors to	2221
Misbranding	1150 or 1170
Misdemeanor larceny (see Larceny-Theft)	0620*
Monopolies	2640*
	2650*
	2660*
Morals, offenses against (see Sex Offenses)	1700*
Motor vehicle, fatal, traffic accidents	3000*
Motor vehicle, (nonfatal), personal injury traffic accidents	3100*
Motor vehicle, accidents, property damage only	3200*
Moving violation, traffic	2640* or 2650*
Muggings (see Assault)	0300
Municipal ordinances, violations of (except those otherwise listed)	2640*
Murder	0100*
Muscle jobs (see Robbery--strong-armed)	0320*
Narcotic drug laws	1800*
Neglect of child	2010
Negligent manslaughter	0120
No-fund check	1110
Nonnegligent manslaughter	0110
Nonpayment of alimony	2050
Nonsupport	2050
Nuisance, public	2619
Numbers (gambling)	1920
Obscene language	2411
Obscene literature, pictures, etc.	2614
Obstructing an officer (if not aggravated)	0450
Occupational accidents	3600*
Offenses against family and children	2000*
Officers, miscellaneous cases	4400
Operating engine, etc, while intoxicated	2110
Operating motor vehicle while intoxicated	2110
Operating with unsafe wquipment	2640* or 2650*
Opium den	1810
Other traffic accidents (except motor vehicles)	3300*
Overtime parking	2640* or 2650*
Pandering	1630
Sale of narcotics, unlawful	1800*
Seduction	1760
Service (public or departmental)	4400 and 4500*
Sex offenses (except forcible rape, prostitution, and commercialized vice)	1700*
Shooting resulting in death	0100*
Shootings (st persons, otherwise see 2609)	0410
Shoplifting	0613 or 0623
Signing fictitious name	1010*

*Signifies a general classification which is subdivided by other factors. See the numerical classification for detailed breakdown.

Offenses or Cases	Classification Code Number
Signing name of another	1010*
Simple assault	0450
Sneak thieves	0600*
Sodomy	1730
Stabbings	0420
State law, all other violations	2640*
State law, traffic violations	2641
State law, criminal violations	2642
Statement, false (in court, under oath, etc.)	2616
Statutory rape	1750
Stickups	0310*
Still, illegal	2230*
Stolen property; buying, receiving, possessing	1300*
Strong-arm robbery	0320
Subornation of perjury, perjury or	2616
Subversive activities, criminal syndicalism, sabotage, etc.	2620
Suicide, assisting another in	2642 or 2652
Suicide attempts	4000*
Suicides	3900*
Suspicion	2700
Suspicious auto	4421
Suspicious noise	4422
Suspicious person	4423
Swindle	1190
Syndicalism, criminal	2620
Telegraph messages, fraudulent use of	1150
Theft	0600
Thefts from autos	0614 or 0624
Thefts from parking meters	0618 or 0628
Thefts from telephone booths, coin boxes, coin-operated machines	0618 or 0628
Trademarks, fraudulent use of	1150
Traffic accident violations	2641 or 2651
Traffic deaths (if negligent conduct)	0120
Traffic violations, city ordinances	2651
Traffic violations, state laws	2641
Transporting women for immoral purposes	1640
Trespass	2621
Trusts, violation of	1200
Unarmed robberies	0320*
Unlawful assembly	2414
Unlawful entering (except trespassing)	0520
Unlawful use, possession, etc., of explosives	2622
Use of false weights and measures	1170
Using forged labels	1150
Uttering forged or counterfeited instruments	1022
Vacation House check	4517
Vagabondage	2510

*Signifies a general classification which is subdivided by other factors. See the numerical classification for detailed breakdown.



SUPPLEMENTS

FOLLOW-UP CONTROL

A regular and orderly system of follow-up (check and control) on complaints, arrests, and other police matters is essential to the effective administration of investigation activities. It assures that all available information at the command of the department is brought to bear on each case. It is also important in the control of the work of individual officers.

A police department which relies solely upon individual officers to follow through on cases to which they are assigned cannot give satisfactory service. A system is needed for supervising and controlling all police matters that require investigation or other action, and for determining that the service rendered is effective and of high quality. A system of follow-up expedites the day-to-day business, catches the stray threads at the proper intervals, causes action to be instituted at a stated time in the future, and generally aids in keeping the staff on its toes.

The Records Commander will serve as the central analyst of all reports submitted by the force, and call the attention of the appropriate officers to errors, omissions, and need actions.

The follow-up duty involves referring cases through the line of direct control to ever higher authority. Such action frequently creates ill will; some superior officers resent having their judgement questioned and are offended when a matter is referred over their head to a superior in rank.

A clear understanding by superior officers of the secretarial and service nature of follow-up duties will do much to eliminate ill will. These officers should understand that the Records Commander is not attempting to dictate their policies, supervise their work, or direct their men. A secretary is obviously subordinate to his employer but is expected to call the employer's attention to correspondence which must be answered, appointments which must be met, and conferences which must be attended. It is not considered insubordination to call these matters to the attention of the employer nor does the action carry with it a command. The Records Commander, acting as follow-up officer is in somewhat the same category as the secretary. He will suggest the advisability of certain procedures by question. The decision regarding what is to be done is left to the superior officers.

Under the Records Commander's supervision is the responsibility of inspecting each case to ascertain:

1. That the case report is properly executed; the information complete; the classification correct; and the proper assignment of officers made.
2. That reporting regulations have been followed, and in particular that investigation reports:
 - (a) Are submitted promptly;
 - (b) Are completely executed following instructions in the Tyler Police Department Reporting Guide; and
 - (c) Contain names and descriptions properly and completely recorded.
3. That proper and complete investigations have been made or actions taken, with particular attention to the following matters:
 - (a) The questioning of neighbors and the interviewing of witnesses;
 - (b) The use in criminal investigations of all facilities of the department-crime mobile, crime scene search, photography, etc. Also to properly use the state and federal facilities when needed;
 - (c) The complete investigation of each clue;
 - (d) Notification of other agencies when the procedure is advisable;
 - (e) The sending, if necessary, of letters reporting parole violations and convictions which may result in the revocation of driver's license and other license;
 - (f) The explanation to the complainant of the action by the department and the results.
4. That records division operations are accomplished, with specific reference to the following:
 - (a) The proper hook-up of items, with care in each case that any special operations are performed;
 - (b) The proper indexing of cases;
 - (c) The prompt answering of correspondence attached to the case;
 - (d) The receipt of answers on letters of inquiry sent in each case;
 - (e) The disposition of property.

THE FOLLOW-UP FILE

In order to operate a follow-up system a file that utilizes tab cards and dividers designated by date for each day of the year will be utilized. The dividers for each month will be separated by colored dividers. The Records and Communications Commander will place behind a divider of a given date all cards referring to cases on other matters which he wishes to inspect or consider on that date. In front of the file the

the Records and Communications Clerks will place reference cards for the attention of the Records and Communications Commander.

THE FOLLOW-UP ON CASES

Follow-up work will begin with the inspection of the case, and the fact that the action has been taken will be indicated by personnel number or check mark on the case report. If the case cannot be closed on the first inspection because of the absence of certain reports or because the investigation is not complete. The records officer will fill out an index card with the case number, the date on which he wishes to reinspect the case, the names of the officers assigned, and any special notations which may assist him in re-inspection, such as the reason for holding the case open. Such notations may eliminate the need for several complete reinspections of the case at a later date. If there is considerable follow-up work, notations will be valuable in guiding future inspections and indicating in a general way the history of the efforts made by the Records Commander to close the case. Pending cases will be filed in the regular case file in order to eliminate the need for a pending file and to facilitate the location of a given case.

The Records Commander each day will remove from the follow-up file the cards appearing behind the dividers of that date. The cases involved will then be taken from their file and inspected critically to determine whether they may be closed. If the reinspection indicates that the case is being properly handled but that the investigation has not been completed or that the officer still has work which he is attempting to complete, then a new reinspectional date is set to allow additional time to dispose of the case. The amount of time allowed will be determined by the records commander on the basis of the information at hand.

In deciding, either during an original or a later inspection, whether a case should be closed, the records commander will consider the thoroughness of the investigation, the satisfaction of the complainant and conformity of the reports to department guidelines. If any irregularity appears, either in the manner of handling the case or in the method of reporting, the records commander will call the matter to the attention of the investigator's immediate superior. When the entire process of follow-up has been completed, final approval is indicated by date-stamping the case sheet.

FOLLOW-UP ON ARRESTS

The follow-up in the disposition of arrests is made independently of the follow-up on cases, although the same follow-up file will be used. In most instances, the case will

have been closed some time before the court disposition is received. The case is not kept open until this disposition is received by the department.

Index cards are made on arrests in municipal court cases on which no disposition is recorded at the time of the monthly tabulation and also are prosecution reports. The cards, clearly marked to indicate their purpose, will be placed in the follow-up file to be reviewed when disposition has been made. If it has not been made the records commander will refer the matter to the investigating officer to determine the status of the case. If a disposition is attached to the case, a check is made to determine if there is property on hand which has not been disposed of. If inspection indicates that the case is completely disposed of and there is nothing further to be done, the records commander will indicate this fact in the closed block on the case report.

FOLLOW-UP INDICATOR

Follow-up control will be exercised by means of an indicator. Every matter discovered by the Records and Communications Commander to be irregular in any way will be referred to the superior of the officer assigned by the use of this form. It is felt that the printed indicator will be less personal than a note written to the superior officer, and its use is therefore recommended. The matter in question is indicated by a check mark. An attempt has been made in the design and content of the indicator to clearly show that the Records and Communication Commander neither orders or directs. The superior officer will determine by an examination of the indicator whether he understands the point at issue and he will be able to direct his subordinate without personally inspecting the case. If he does not understand the indicator, it will be necessary for him to obtain the case from the records office and review the facts before he can take action.

The superior officer will retain the indicator until he receives a report which clears the issue by furnishing the desired information, correcting the error, or indicating the performance of the action called for. He then has the officer to dictate the corrected report to the records office. After the original copy is typed with the proper correction or addition the superior officer will initial the report, leaving the indicator with the Records Commander.

The superior officer, however, may not be of the same mind as the Records Commander, in which case, he will return the indicator to the records office with a statement to this effect and takes no further action in the matter. Then the Records Commander's action is determined by his opinion of the importance of the issue. If the Records Commander is impressed with the importance of the matter, and is convinced that some action should have been taken, he will direct an indicator to the immediate superior of the supervising officer

CONTINUED

3 OF 5

concerned. On receipt of the indicator, the superior will inform himself regarding the facts by inspecting the case. If he considers the Records Commander's suggestion proper, he will refer the matter back to the first supervisory officer, with a request that the action be taken. If he feels that the Records Commander is wrong, he will write "No Action" on the indicator, initial it, and return it to the records office.

The Records Commander may then let the matter rest, or if the issue seems very important in the light of his knowledge of how the Chief and the Assistant Chief desire the department to function, he may appeal to the Assistant Chief, who is his supervisor. As a court of last resort, an indicator will be directed to the Chief of Police. Naturally, it is impossible to keep from the subordinate personnel of the department. The general knowledge that indicators are used, but in a particular case the superior officer will not show the indicator to the officer involved nor base his request for an additional report or investigation on the fact that a follow-up indicator has been received. Instead, he will stand on his own feet, taking such action as he deems advisable and giving the orders as though he originated them. Subordinate personnel then do not know whether the request for additional investigation originated with the Records Commander or with the superior officer.

Realizing that there is always the danger that officers may rely upon the follow-up system to such an extent that they lose some of their normal speed and efficiency. They also have the tendency to place too much reliance upon the Records Commander in the matter of investigations. They progress to a certain point in an investigation and there may adopt the attitude that if enough has not been done a kick back by the Records Commander, the investigating officer will have saved himself some work. Superior officers may have the same feeling. That since the follow-up system will catch all the loose ends, why bother about careful supervision of either investigations or reports?

These attitudes must not be permitted to develop; all officers must clearly understand that they are immediately responsible for matters assigned them and that their responsibility cannot be passed to the Records Commander. They must realize that the fundamental purpose of the follow-up control is constructive assistance rather than arbitrary supervisor. They must realize that if all police matters were properly handled there would be no need for a follow-up and that indicators are evidence of a failure or carelessness.

We feel that follow-up index cards placed in a dead file as cases are closed are valuable in the compilation of personnel data. Reports can be compiled for each officer to show the number of cases investigated and the number of indicators sent. This procedure can give some clue to the relative efficiency of the officers; carelessness and indifferencies are quickly spotted; the relative efficiency of supervisors may be judged by the efficiency of their men; and the degree of equality in the distribution of work may be estimated.

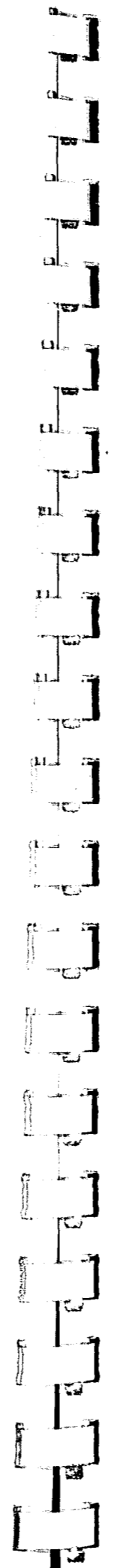
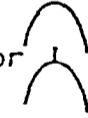
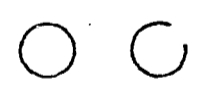

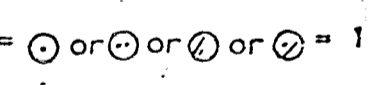




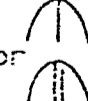
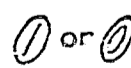
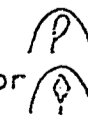

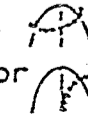




FIGURE 44

USED BY ATLANTA POLICE DEPARTMENT

First Digit	Second Digit	Third Digit		
PATTERN TYPE	RIDGE COUNT or TRACING	CORE TYPE	LOOP CORE TYPE	WHORL CORE TYPE
0 = AMPUTATION	No Secondary Code = 0	No Core Type Used = 0	Recurving Ridge Without Rods.  = 0	 = 0
1 = ARCH	No Secondary Code = 0	No Core Type Used = 0	Recurve with One Rod Which Does Not Touch Recurves.  = 1	 = 1
2 = TENTED ARCH	1 = Upthrust Type (Regular Tent) 2 = Loop Type Tent 3 = Angular Type Tent	No Core Type Used = 0	Recurve with Two Rods Which Do Not Touch Recurves.  = 2	 = 2
3 = RIGHT SLANT LOOP	Ridge Count by Parameters (1-3) = 1 (10-11) = 5 (4-5) = 2 (12-13) = 6 (6-7) = 3 (14-16) = 7 (8-9) = 4 (17-21) = 8 (22-Out) = 9	Use Loop Core Type refer to next column	Recurve with Three Rods Which Do Not Touch Recurve.  = 3	 = 3
4 = LEFT SLANT LOOP	Ridge Count by Parameters (1-3) = 1 (10-11) = 5 (4-5) = 2 (12-13) = 6 (6-7) = 3 (14-16) = 7 (8-9) = 4 (17-21) = 8 (22-Out) = 9	Use Loop Core Type refer to next column	Recurve with One Rod that Does Touch Recurve.  = 4	 = 4
5 = PLAIN WHORL AND CENTRAL POCKET LOOP	By Tracing 1=Inner, 2=Meet, 3=Out	Use Whorl Core Type refer to far column	Recurve Which Attempts Unsuccessfully to Make a Whorl.  = 5	 = 5
6 = DOUBLE WHORL-LOOP	By Tracing 1=Inner, 2=Meet, 3=Out	Use Loop Core Type - "Highest Rising Core - If Equal Rising, Core Nearest Left Delta"	Cores Which Have Scars Within Battley Circle.  = 6	 = 6
7 = ACCIDENTAL	No Secondary Code = 0	No Core Type Used = 0	All Cores Which Do Not Conform to the Above. = 7	 (Oddities) = 7
8 = SCARRED OR MUTI-LATED PATTERN	By Pattern type - As print appeared before Scar (1-8 at left)	No Core Type Used = 0	Blank = 8	Scarred = 8

To establish a 3-digit code for each finger: (a) Determine pattern type (1st digit)
 (b) Determine ridge count or tracing depending on (a). (2nd digit)
 (c) Determine core type depending on (a) and (b). (3rd digit)

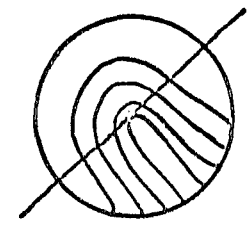
SINGLE FINGERPRINT CLASSIFICATION
FOR MIRACODE SYSTEM
IDENTIFICATION & CRIMINAL RECORDS DIVISION
MODUS OPERANDI BUREAU
TEXAS DEPARTMENT OF PUBLIC SAFETY

August 1971

DEFINITIONS

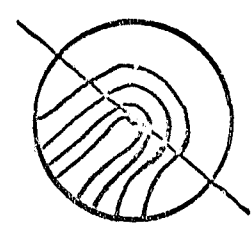
- 1. RIGHT SLOPE LOOP - Loop on either hand where the ridges flow to the right.

EXAMPLE:



- 2. LEFT SLOPE LOOP - Loop on either hand where the ridges flow to the left.

EXAMPLE:



- 3. SCARS - When a scar appears in any area and makes normal coding impossible it will be coded as a scar or mutilation from the chart.

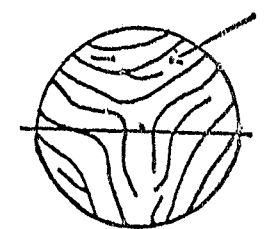
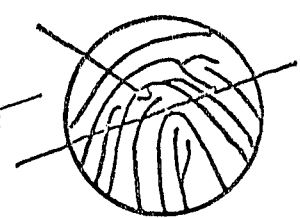
- 4. CORE TYPE - See code chart diagram, page 5, column I, digit 2.

- 5. DELTA TYPE - See code chart diagram, page 5, column II, digit 2.

- 6. NUMBER OF ID POINTS - All points that are within the 3/16" circle.

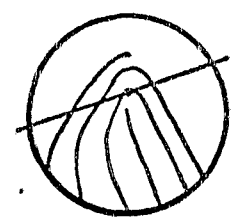
- 7. IDENTIFICATION POINT NEAREST CORE OR DELTA - The ID point nearest the core or delta not touching either one and in the upper half of the 3/16" circle will be coded by type.

EXAMPLE:



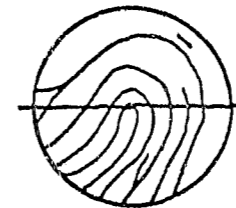
- 8. ENDING RIDGE RIGHT - The ridge flows from left and ends in top half of circle

EXAMPLE:



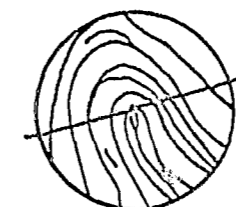
9. ENDING RIDGE LEFT - The ridge flows from the right and ends in top half of circle.

EXAMPLE:



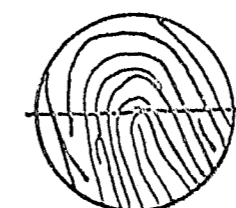
10. BIFURCATION RIGHT - The bifurcation opens to the right and flows out top half of circle.

EXAMPLE:



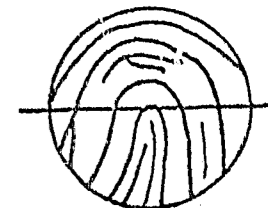
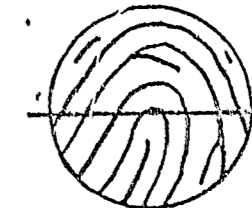
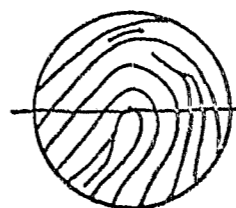
11. BIFURCATION LEFT - The bifurcation opens to the left and flows out top half of circle.

EXAMPLE:



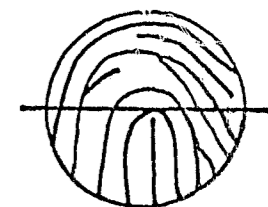
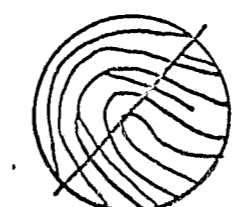
12. BIFURCATION WITH ENDING RIDGE OR RIDGES - A bifurcation that has a ridge or ridges that end within the top half of 3/16" circle. It can open either right or left.

EXAMPLE:



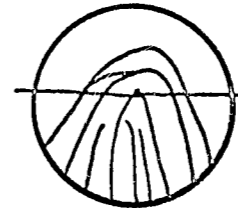
13. DOUBLE BIFURCATION - Two bifurcations adjacent to the same ridge. The bifurcation may open in the same direction or the opposite direction (Top half of circle)

EXAMPLE:



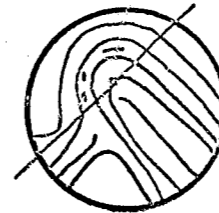
- 14. DOUBLE BIFURCATION TWO RIDGES OR MORE - A bifurcation that is formed and connects more than one ridge. The direction of flow does not matter. (Top half of circle)

EXAMPLE:



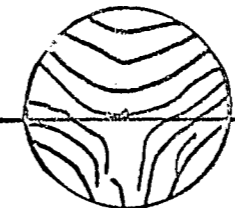
- 15. SHORT RIDGE - A large dot or short ridge. Both are considered as a short ridge, as long as both ends of short ridge are within the top half of 3/16" circle. Dot must be as thick or heavy as a ridge

EXAMPLE:



- 16. RIDGE - A ridge that does not bifurcate or end within the top half of 3/16" circle.

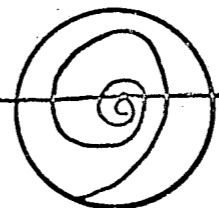
EXAMPLE:



- 17. APEX - The point on top of the innermost recurving ridge whether it is spoiled or not in loops, whorls and tented arches. When upthrust tented arches have rising rods the apex is the point on the highest rod.

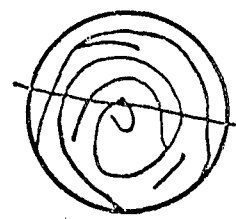
- 18. CLOCKWISE TWIST - A clockwise spiraling of ridges in which the bottom of the first recurving ridge appears in the 3/16" circle (concerning the core).

EXAMPLE:



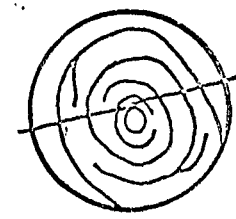
- 19. COUNTER-CLOCKWISE TWIST - A counter-clockwise spiraling of ridges in which the bottom of the first recurving ridge appears in the 3/16" circle (concerning the core).

EXAMPLE:



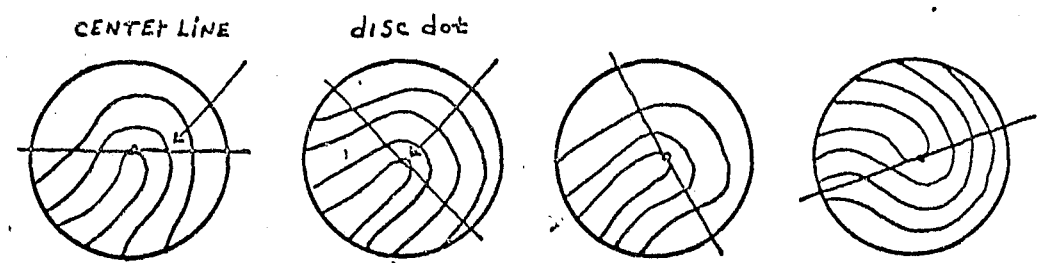
- 20. NON-CONFORMING - Any core type or delta type that does not conform to those listed on code chart.
- 21. COMPLETE ENCLOSURE - Enclosures inside the 3/16" circle (concerning the core or delta).

EXAMPLE:












- 22. The disc dot is always placed on the apex (concerning the core). Angle center line according to innermost recurving ridge or ridges.

EXAMPLE:








- 23. IDENTIFICATION POINTS (I.D. Points) - Ending ridges, bifurcations, short ridges, dots, islands or enclosures.

COLUMN I

DIGIT 1	DIGIT 2	DIGIT 3
ENTIRE PRINT PATTERN TYPE	COMPLETE 3/16" CIRCLE CORE TYPE	COMPLETE 3/16" CIRCLE NO. OF IDENT. POINTS
0 - Ampt.	0 -  Plain recurve	0 - None
1 - Arch	1 -  Recurve with one rod	1 - One & Two
2 - Tented Arch	2 -  Recurve with mult. rods	2 - Three & Four
3 - Right Slope Loop	3 -  Any spoiled recurve	3 - Five & Six
4 - Left Slope Loop	4 -  Clockwise twist	4 - Seven & Eight
5 - Plain Whorl	5 -  Counter-clockwise twist	5 - Nine & Over
6 - Central Pocket Whorl	6 -  Complete enclosure	6 -
7 - Double Loop Whorl	7 -  Non-conforming	7 -
8 - Accidental	8 -  Upthrust	8 -
9 - Mutilated (can't read)	9 - Scar	9 - Scar

COLUMN II

DIGIT 1	DIGIT 2	DIGIT 3
POINT NEAREST CORE	COMPLETE 3/16" CIRCLE DELTA TYPE	POINT NEAREST DELTA
TOP HALF OF 3/16" CIRCLE TYPE OF IDENT. POINTS	COMPLETE 3/16" CIRCLE DELTA TYPE	TOP HALF OF 3/16" CIRCLE TYPE OF IDENT. POINTS
0 - No ID points or scar	0 -  Ridge dot	0 - No ID points or scar
1 - Ending ridge right *	1 -  Bifurcation	1 - Ending ridge right *
2 - Ending ridge left *	2 -  Ending ridges	2 - Ending ridge left *
3 - Bifurcation right	3 -  Ridge	3 - Bifurcation right
4 - Bifurcation left	4 -  Enclosure	4 - Bifurcation left
5 - Short ridge dot	5 - Non Conforming	5 - Short ridge or dot
6 - Island	6 -	6 - Island
7 - Bifur.w/ending ridge (s)	7 -	7 - Bifur.w/ending ridges (s)
8 - Dbl. Bifur. same ridge	8 -	8 - Dbl. Bifur. same ridge
9 - Dbl. Bifur. two ridges or more	9 - Scar	9 - Dbl. Bifur. two ridges or more
	* - No attachments	

MIRACODE - 6 DIGIT SYSTEM

A 3/16" circle with a dot in the center is marked on the base of an ordinary fingerprint magnifying glass.

Only the characteristics that fall within a 3/16" circle of the core and delta are used for classification purposes.

COLUMN 1 - DIGITS 1, 2 & 3

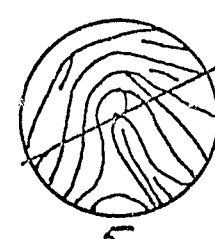
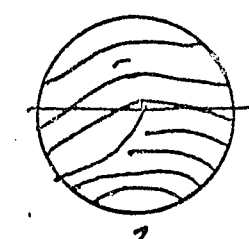
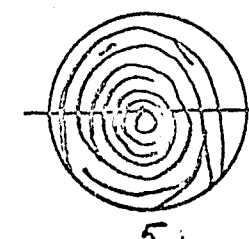
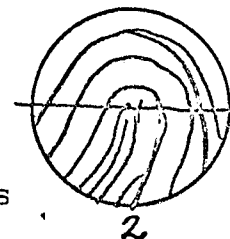
Digit 1 in Column 1 indicates the pattern type. (See code page 5)

Digit 2 in Column 1 indicates the core type. (See code page 5, and pattern examples as they apply.)

Digit 3 in Column 1 indicates the number of identifying points. The center dot of the disc is placed on the apex of the innermost recurving ridge, even though it may or may not be spoiled; the apex of an enclosure; or the apex of a rising rod in an upthrust tented arch. In loop type tented arches the disc dot is placed on the apex of the innermost recurving ridge even though the ridge may be spoiled. The disc dot is placed on the apex with the center line angled with the flow of the ridge or ridges.

EXAMPLE:

Number of I.D. Points Refer code

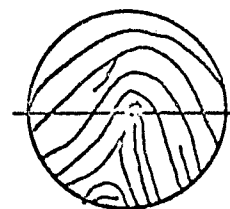


The following rules will apply to all patterns:

ARCH - Plain arches are given a code of 100 in column I, digits 1, 2 & 3. If scarred or mutilated, 199.

TENTED ARCHES - The tented arch will be treated as if it were a loop. All Characteristics in the tented arch will be coded as if it were a loop whenever these points exist. This pertains to the core and delta area.

EXAMPLE:

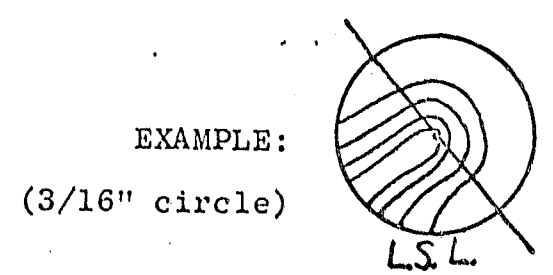
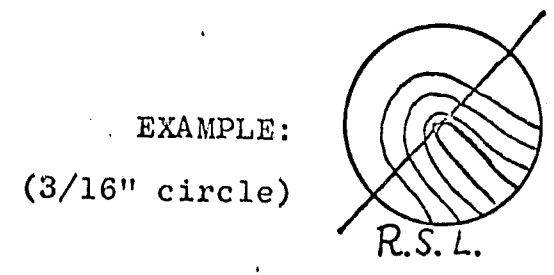


213

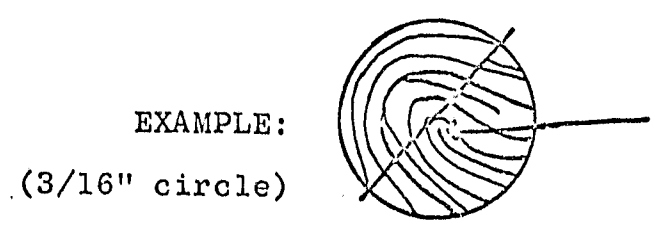
CODE Column I Digits 1,2,3

LOOPS

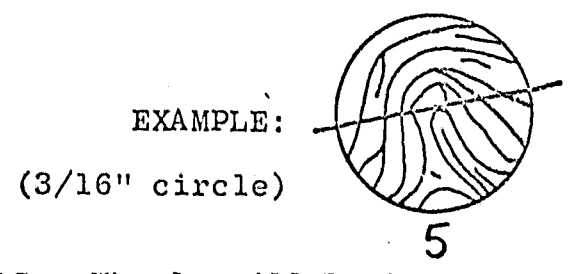
Digit 1. Loops will be broken down into right and left slope loops.



Digit 2. The core type will be designated according to type and given the proper code number. See code chart.



Digit 3. The number of ID points in 3/16" circle. (Concerning the core)



No. 5 from code chart, digit 3, column I

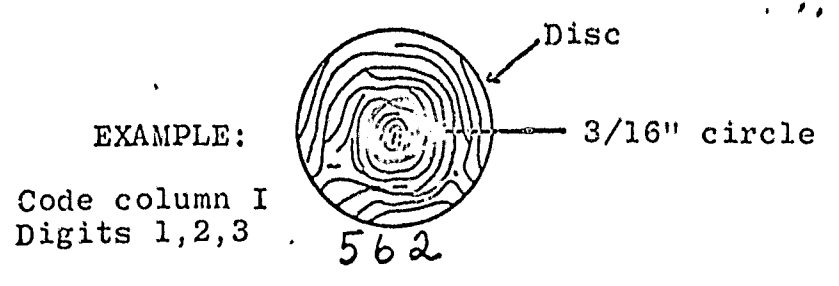
WHORLS - Whorls will be broken down for coding purposes into 4 types: Plain Whorls, Central Pocket Loop, Double Loop, and Accidental Whorls. See code chart.

PLAIN WHORLS

Digit 1. Plain Whorls - first digit of code (pattern type).

Digit 2. Core Type - will be coded 0-7 from code chart. If the core is an enclosure, place center of disc on apex of enclosure.

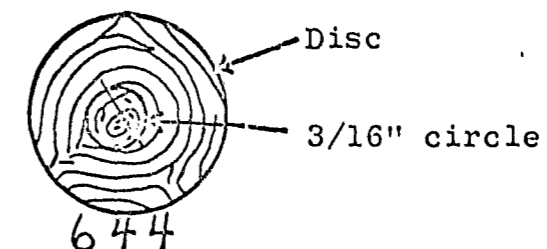
Digit 3. Number of ID points in 3/16" circle.



CENTRAL POCKET LOOP - This will be coded in the same manner as the plain whorls.

EXAMPLE:

Code column I
Digits 1,2,3



DOUBLE LOOP WHORL

Digit 1.. First digit of code. (pattern type).

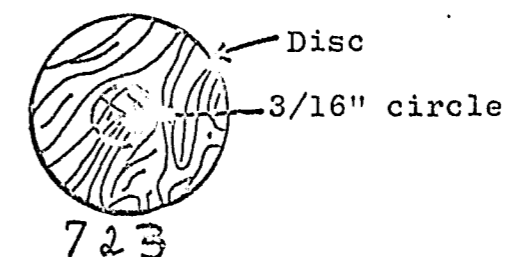
Digit 2. Core type will be code 0-7 from chart.

Digit 3. Number of ID points in 3/16" circle.

The ascending loop of this pattern will be considered as the core for code purposes, regardless of whether it is left or right in the pattern.

EXAMPLE:

Code column I
Digits 1,2,3

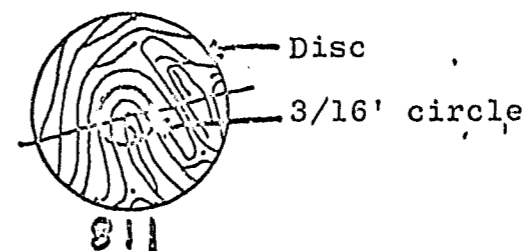


ACCIDENTAL WHORLS

1. Same as all other whorls, with the exception that the first ascending loop or recurve from the left will be coded as the core.

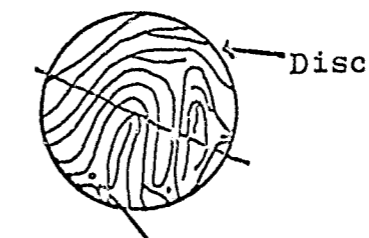
EXAMPLE:

Code column I
Digits 1,2,3



2. The extreme left delta will be considered for coding purposes only.

EXAMPLE:

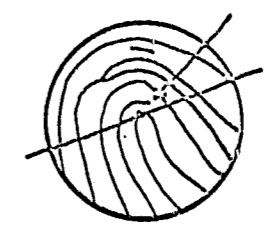


MUTILATED PATTERNS - A mutilated pattern will be given a code number of 9. This applies to first digit of code (pattern type only) but in many cases, the correct code will be given to these areas. See code chart.

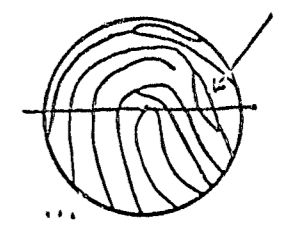
COLUMN II - DIGITS 1, 2 & 3

Plain arches are given a code of 000 in column II, digits 1,2,3.

Digit 1 - Type of Identification Point.
The point that is in the top half of circle and nearest to the core.
When an island or enclosure is found in this area, it will take precedence, regardless of distance from core; if it starts forming in the top half of circle and closes inside of circle it will be the ID type point. In tented arches the disc dot is placed on rising rod or upthrust in the absence of a spoiled recurving ridge.

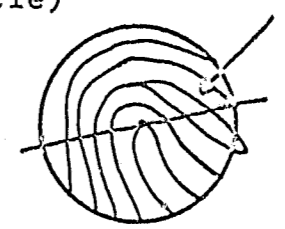


Ending Ridge Right

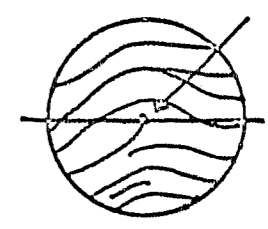


Enclosure Takes Precedence

EXAMPLES:
(Shown in 3/16" circle)



Enclosure Closes Outside Circle.
Bifurcation Right will be the I.D. type.



Rising Rod

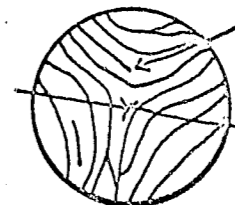
Digit II - Delta Type
(See code chart).

Whorls are coded using Left Delta only.

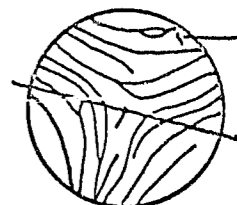
Digit III - Type of ID Point Nearest to Delta.

The type of ID point that is nearest and in front of the delta, but is still within the 3/16" circle. If an enclosure or island is located in the circle, it will be considered the nearest ID point to the delta, regardless if another type ID point is nearer. Only the top of the 3/16" circle is used. If the disc dot is placed on top of an enclosure or island they are not counted as ID points.

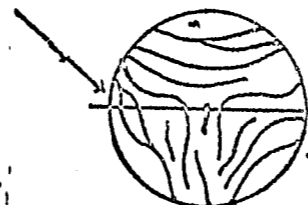
EXAMPLES:
(Shown in 3/16" circle)



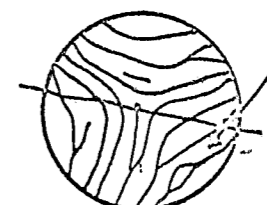
Ending Ridge Right



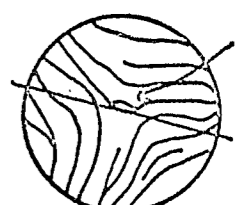
Enclosure Takes Precedence



Enclosures of this type also take precedence (enclosure partly in top and bottom half of 3/16" circle)



Enclosure in bottom half of circle does not take precedence



Disc dot on top enclosure is not counted as ID point

When two identifying points are the same distance from the core or delta, the following rule applies: The identification points that flow from the left and end to the right will be considered as the nearest identification point to the core or delta.



FIGURE 45

TYLER POLICE DEPARTMENT
COMMUNICATIONS GUIDE

COMMUNICATIONS

TELEPHONE COMMUNICATIONS

I. INTRODUCTIONS

The telephone is the fundamental and many times the only link the public has with the police department. Your manner of handling the caller through your intonations, the words used, help create the image the public will have the entire police department.

One of the functions of the communications clerk is to answer the telephone and to be able to decide what procedure will be followed by the nature of the call. To effectively render the proper police service, each communication clerk should be able to extract all the necessary information to categorize each call correctly.

The communication clerk will be required to rely upon his/her own judgement and common sense in obtaining required information.

II. OBJECTIVE

To acquaint the communications clerk with the procedures and correct techniques in answering telephones regarding police matters and the processing of these calls.

III. PROCEDURE

A. PREPARATION

1. Begin duty with required supplies needed to perform your duties correctly.
 - a. Two (2) pens
 - b. Form one cards
 - c. Scratch pads
 - d. Court Slips
2. Check with communications clerk you are relieving for:
 - a. Messages
 - b. Unfinished business
3. Check the previous shift Daily Bulletin for events that have occurred earlier.

IV. GUIDELINES

A. OPERATION

1. Answer each call promptly and courteously.
 - a. State, "TYLER POLICE DEPARTMENT, your
last name, MAY I HELP YOU."
 - b. Speak calmly, use cordial and decisive tones.
 - c. Speak distinctly. (never with cigarette, food,
or gum in your mouth)

2. Treat each call as an emergency
 - a. To the caller this may be the first and
only contact with police department and
and to them their call will be important.
 - b. Be business like but do not imply a, "I
DON'T CARE ATTITUDE."
 - c. Never become involved in a word exchange with
the caller
 1. The caller may be wrong, but attempt
to aid or explain why he is wrong or how
it may be corrected.

3. Use callers name when possible to establish a feeling
of rapport and personal interest.

4. When asked a question by a caller and you do not know the correct answer
 - a. Do not make up an answer that sounds good.
 - (1) The caller will rely on what information he receives.
 - b. If you do not know that answer advise the caller you do not know and then attempt to connect him with someone that can supply the correct answer.

5. Do not let the caller dominate the conversation
 - a. Take control of the call when information required is not received.
 - b. Obtain all important information first
 - c. You will receive calls where caller will give a complaint and then continue to talk for as long as you will listen.
 - (1) After you receive the information required, offer whatever aid you can, be polite, but when the opportunity presents itself, clear the line.
 - (a) You are trying up business lines.
 - (b) You are pulled away from your regular assigned duties.

6. Develop a quick need to determine urgency of call.

a. Mostly depend upon voice expressions.

1. Talking fast
2. Excited
3. Yelling
4. Background noise

b. If you have more than one incoming call to answer and the previous call is non-emergency advise caller to hold and answer incoming call.

1. Do not forget to return to original call as quickly as possible.

7. Obtaining information (FORM ONE CARD)

a. If a dispatched call or complaint is involved FORM ONE CARD information must be obtained.

1. Callers name
2. Callers address
3. Phone number (obtain phone number where caller is. This includes payphones, friends house, out of town etc.)
4. Nature of incident
5. Facts of incident

b. Write all information down that is received

1. Do not leave information to memory.

c. After all required information is received, each clerk should repeat the address to the caller to eliminate errors and to assure caller that a unit will be dispatched as soon as possible.

8. The clerk will need to remain calm under all conditions that occur.

a. If caller is excited and clerk should become excited also, the call will be in error, and possible injury to the officer(s), could occur.

9. Giving out information to non-police personnel.

a. Do not release information regarding a police case or activities to any non-police personnel without clearance from a ranking officer.

10. Services that cannot be rendered by the police department.

a. No law violations

b. Civil matters

1. Husband and wife involved with another husband or wife.

2. Wife will not take care of children (this does not include abuse or mistreatment)

3. Husband or wife refuses to give the other money. (rent, clothes, etc.)

4. Husband or wife driving family vehicle without others permission.
5. Violation of Peace Bonds (refer to Sheriff's Department)
6. Minor mistreatment of children. (refer to Child Welfare)
7. Repossessions (auto, furniture, etc)
8. Evictions
9. Non payment of bills
10. Boundry line disputes
11. False advertising, overcharging, etc.
(refer to Better Business Bureau)

- c. Incidents occuring outside the city limits.
(refer to sheriff's Department)

Note: Only time an officer will be sent to any of the above is when a disturbance or breach of peace occurs.

We are not referees to settle family fights.

- d. No recommendations should be given when asked for a particular person or business to use.
(e.i. Doctor, lawyer, etc)

1. Refer this type of call to the telephone yellow pages.

- e. Calls that will have to be handled by another department

1. Give the caller the proper phone number to call.

f. Question received regarding child custody.

1. Refer caller to their own attorney
or court judge who awarded the custody.

11. Anytime a unit is requested, a unit will be sent to contact the party. Never refuse to dispatch a unit.

12. Anytime performing as a communications clerk and required to contact another person or agency, you are required to identify the department and yourself.

EXAMPLE, This is the Tyler Police Department,

Mrs. Your Last Name.

When required to pass on information, give the information exactly as you received it.

13. Anytime you receive information that is required to be relayed to another member of the department and is written in a note form, always

- a. Sign the note
- b. Time and date received

14. When answering telephones (LOCAL LINES)

a. RECORDS CLERK

1. Records, state first or last name

b. COMMUNICATIONS CLERKS

1. Communications, state first or last
name.

(This will aid all in knowing who they have made contact with)

V. RECEIVING CALLS AND BASIC INFORMATION REQUIRED

A. The following will list the majority of the types of calls the communications clerk will receive. This list will not include all the calls nor include all the various information that will be required. It will differ, depending upon type and nature of call.

1. ACCIDENT (major or minor)

a. Callers name, address, phone

b. Location of accident

c. Ambulance required

(1) Number injured

d. Street or highway blocked

NOTE: If major, notify ambulance

REFER TO PATROL

NOTE: If ACCIDENT OCCURS OUTSIDE OF CITY LIMITS

TAKE ALL INFORMATION AND THEN GIVE INFORMATION

TO D. P. S..

ACCIDENT (Hit and Run Major or Minor)

a. Callers name, address, phone

b. Location of accident

c. Ambulance required

(1) Number injured

d. Street or highway blocked

e. Description and direction of travel of vehicle leaving the scene.

NOTE: IF MAJOR, NOTIFY AMBULANCE

REFER TO PATROL

NOTE: IF ACCIDENT OCCURS OUTSIDE OF CITY LIMITS

TAKE ALL INFORMATION AND THEN GIVE

INFORMATION TO D.P.S.

2. AMBULANCE REQUESTED

- a. Callers name, address, phone
- b. Location ambulance required
- c. Reason for ambulance
- d. Advise caller you will notify ambulance service.

NOTE: PATROL WILL NOT BE DISPATCHED UNLESS REQUESTED BY

CALLER OR SUSPICIOUS CIRCUMSTANCES ARE INVOLVED.

3. ARSON

- a. Callers name, address, phone
- b. Obtain all information possible from caller and refer caller to Fire Department or C I D

4. ASSAULT (Simple and Aggravated)

- a. Callers name, address, phone
- b. Location of incident
- c. Injuries involved
 - (1) ambulance required
- d. Party(s) that inflicted assault
 - (1): name and description
- e. Method of assault
- f. Caller wish to file charges against those involved.

REFER TO PATROL

5. AUTO THEFT

- a. Callers name, address, phone
- b. Location where theft occurred
- c. Description of vehicle
 - (1) year
 - (2) make
 - (3) body style
 - (4) color
 - (5) license number
- d. Could vehicle have been repossessed.

REFER TO PATROL

6. BAD CHECKS

- a. Callers name, address, phone

REFER TO C.I.D. IF BUSY REFER TO DISTRICT ATTORNEYS OFFICE

7. BARKING DOG

- a. Callers name, address, phone

- b. Location of barking dog

- c. Owner of dog if known

- d. Will caller file against owner for ANTI-NOISE

REFER CALL TO ANIMAL CONTROL IF IN SERVICE

8. BIGAMY

- a. Callers name address, telephone

REFER TO C.I.D., OR DISTRICT ATTORNEYS OFFICE

9. BOMB CALL

NOTE: ATTEMPT TO RECEIVE INFORMATION IN THE FOLLOWING ORDER.

WITHOUT CALLER KNOWING HAVE ANOTHER PERSON LISTEN IN ON THE CALL (attempt for Lt. or Sgt.)

BOMB THREAT CALL

TYLER POLICE DEPARTMENT

TIME CALL RECEIVED _____ DATE _____

EXACT WORDS OF CALLER _____

QUESTIONS TO ASK:

1. WHEN IS BOMB GOING TO EXPLODE? _____

2. WHERE IS BOMB RIGHT NOW? _____

3. WHAT KIND OF BOMB IS IT? _____

4. WHAT DOES IT LOOK LIKE? _____

5. WHY DID YOU PLACE THE BOMB? _____

DESCRIPTION OF CALLERS VOICE:

MALE ___ FEMALE ___ YOUNG ___ MIDDLE AGED ___ OLD ___ ACCENT ___

TONE OF VOICE _____ BACKGROUND NOISE _____

IS VOICE FAMILIAR? _____ IF SO, WHO DID IT SOUND LIKE? _____

TIME CALLER HUNG UP _____ REMARKS _____

REFER TO C.I.D. AND SHIFT COMMANDER OR SGT.

10. BREAKING AND ENTERING (BURGLARY)

- a. Callers name, address, phone
- b. Location of incident
- c. Name and type of premisses if business
- d. Subject(s) still at scene
- e. Method and location of entry
- f. Description of subjects involved if possible

REFER TO PATROL

11. BURNING TRASH-ILLEGALLY

- a. Callers name, address, phone
- b. Location of incident
- c. Name of party(s) involved
- d. Will caller file charges against subject(s)

REFER TO PATROL

12. CHILD ABANDONMENT

- a. Callers name, address, phone
- b. Location of incident
- c. Condition of child (Ambulance Required)
- d. Name and age of child if known
- e. Name and location of parents if known

REFER TO PATROL

13. CONSPIRACY TO COMMIT A CRIME

- a. Callers name, address, phone

REFER TO C.I.D. IF BUSY ATTEMPT TO OBTAIN ALL INFORMATION POSSIBLE
IF A CRIME IS TO BE COMMITTED OR ABOUT TO BE COMMITTED AND UNABLE
TO NOTIFY C.I.D. PRIOR TO TIME OF OCCURANCE NOTIFY THE SHIFT SGT.
OR LT. AND GIVE THEM THE INFORMATION RECEIVED.

14. CIVIL RIGHTS

a. Callers name, address, phone

NOTE: If complaint involves police officer refer call to
CHIEF OF POLICE, during Duty Hours

After duty hours, refer to Shift Commander

NOTE: If complaint will not involve a police refer
caller to the Justice Department

15. CONCEALING DEATH

a. Callers name, address, phone

b. Location of incident

c. Name of victim if known

d. Method of death if known

e. Name of party concealing if known

REFER TO C.I.D. IF BUSY REFER TO PATROL

16. CONTRIBUTING TO DELINQUENCY OR MINOR CHILD

- a. Callers name, address, phone
- b. Location of incident
- c. Name of parties involved if known
- d. Method of contributing if known

IF JUVENILE INVOLVED REFER TO JUVENILE DIVISION, IF BUSY, REFER TO PATROL

17. COUNTERFEIT MONEY OR SECURITIES

- a. Callers name, address, phone
- b. Location of incident
- c. Method of incident

REFER TO C.I.D. IF BUSY REFER TO PATROL

18. CRUELTY TO CHILDREN

- A. Callers name, address, phone
- B. Location of incident
- C. Method of incident
- D. Name, age, of child
- E. Parents name and location

REFER TO PATROL

19. DAMAGE TO PROPERTY

- A. Callers name, address, phone
- B. Location of incident
- C. Method of incident
- D. Type of property involved
- E. Damage inflicted
- F. Parties involved if known

REFER TO PATROL

20. DEAD BODY OR DEAD ON ARRIVAL' (D.O.A.)

- a. Callers name, address, phone
- b. Location of incident
- c. Cause of death if known
- d. Victims name if known

REFER TO C.I.D. IF BUSY REFER TO PATROL

21. DISCHARGING FIREARMS IN CITY LIMITS

- a. Callers name, address, phone
- b. Location of incident
- c. Method of incident (pistol, shotgun, etc)
- d. Will caller appear against subject(s)

REFER TO PATROL

22. DISORDERLY CONDUCT

- a. Callers name, address, phone
- b. Location of incident
- c. Method of incident
- d. Name of parties involved if known
- e. Will caller appear against subject(s)

REFER TO PATROL

23. DISTURBANCE

- a. Callers name, address, phone
- b. Location of incident
- c. Nature of incident
- d. How many involved if known
- e. Names of parties involved if known
- f. Any weapons involved
- g. Will caller appear against subject(s)

REFER TO PATROL

24. DOG BITES

- a. Callers name, address, phone
- b. Location of incident
- c. Description and location of dog(s)
- d. Name and address of owner if known
- e. Nature of injuries (ambulance required)

REFER TO ANIMAL CONTROL IF BUSY REFER TO PATROL

25. DRUGS

- a. Callers name, address, phone
- b. Nature of call

NOTE: Majority of calls received, caller will not identify themselves.

Take what information they give.

REFER TO VICE SQUAD

26. DRUNKENNESS

- a. Callers name, address, phone
- b. Location of subject
- c. Name and/or description of subject
- d. Mode of travel

NOTE: A person cannot be arrested and charged with drunk when offense occurs in his/her own residence. Only a public place or a place other than residence.

REFER TO PATROL

27. DRIVING WHILE INTOXICATED (D.W.I.)
DRIVE UNDER INFLUENCE OF DRUGS (D.U.I.D.)

- a. Callers name, address, phone
- b. Location of incident
- c. Mode of travel and description
- d. Name of driver if known
- e. Will caller appear against driver

REFER TO PATROL

28. EXTORTION

- a. Callers name, address, phone
- b. Location of incident
- c. Method of incident

REFER TO C.I.D.

29. FIRE REPORT

- a. Callers name, address, phone
- b. Location of fire
- c. Residence, building or what
- c. Any injuries involved (ambulance required)

REFER TO FIRE DEPARTMENT

30. FIREARMS (illegal possession or use)

- a. Callers name, address, phone
- b. Location of incident
- c. Any injuries involved (ambulance required)
- d. Method of incident
- e. Parties involved if known
- f. Type of weapons involved

REFER TO PATROL

31. FORGERY

- a. Callers name, address, phone
- b. Method of incident

REFER TO C.I.D.

32. FOUND PROPERTY

- a. Callers name, address, phone
- b. Location of found property
- c. Item found

REFER TO PATROL

33. FRAUD

- a. Callers name, address, phone
- b. Method of fraud

REFER TO PATROL

36. HOMICIDE

- a. Callers name, address, phone
- b. Location of incident
- c. Ambulance required
- d. Party(s) involved still at scene
 - (1) If not present obtain name and full description if known.
- e. Method of attack (gun, knife, etc)
- f. Advise caller to remain at scene and not to touch anything or disturb anything

REFER TO C.I.D. IF BUSY REFER TO PATROL

37. HORN BLOWING

- a. Callers name, address, phone
- b. Location of incident
- c. Description of vehicle involved
- d. Will caller file against operator of vehicle

REFER TO PATROL

38. INDECENT EXPOSURE

- a. Callers name, address, phone
- b. Location of incident
- c. Time of incident
- d. Description of subject(s) and/or name(s)
- e. Mode of travel and description if known

REFER TO PATROL

39. KIDNAPPING

- a. Callers name, address, phone
- b. Location of incident
- c. Name and description of party kidnapped

REFER TO C.I.D. IF BUSY REFER TO SHIFT SGT. OR LT.

40. LEWD PHONE CALLS

- a. Callers name, address, phone
- b. Advise caller to report incident to
phone company and

REFER TO PATROL

41. LIQUOR VIOLATIONS

- a. Callers name, address, phone
- b. Location of incident
- c. Party(s) involved if known
- d. Method of violation
- e. If vehicle involved, description of vehicle

REFER TO PATROL

42. LIVE ELECTRICAL WIRES (down)

- a. Callers name, address, phone
- b. Location of incident
- c. Reason wires down (wreck, storm, etc.)
 - (1) Advise caller to stay back from scene
 - (2) Notify T.P.L.
 - (3) Have Unit dispatched to stand by

REFER TO PATROL

43. LOST PERSON (Aided)

- a. Callers name, address, phone
- b. Location of incident
- c. Method of aid
- d. Description (if needed)

REFER TO PATROL

44. LOST PROPERTY

- a. Callers name, address, phone
- b. Name and/or type, description of property
- c. Area where beleived lost

REFER TO PATROL

45. MALICIOUS MISCHIEF

- a. Callers name, address, phone
- b. Location of incident
- c. Method of incident
- d. Description and/or name(s) of party(s) involved
- e. Mode and direction of travel

REFER TO PATROL

CONTINUED

4 OF 5

46. MENTAL ILLNESS

a. Callers name, address, phone

NOTE: NOT HANDLED BY THIS DEPARTMENT UNLESS CREATING A BREACH OF PEACE.

REFER TO FAMILY DOCTOR OR HOSPITAL

47. MISSING PERSONS

a. Callers name, address, phone

b. Name address, description of person missing

c. Time missing (amount)

d. Reason for missing (runaway, ill, etc)

e. Mode and description of travel

REFER TO PATROL

48. OBSCENE MATTER

- a. Callers name, address, phone
- b. Nature of obscene matter
- c. Location of obscene matter

REFER TO VICE DIVISION IF BUSY REFER TO C.I.D.

49. PEDDLERS

- a. Callers name, address, phone
- b. Location of subject and description
- c. Nature of incident

REFER TO PATROL

50. PEEPING TOMS

- a. Callers name, address, phone
- b. Is subject still there
- c. Exact location of subject
- d. Description of subject if possible

NOTE: ADVISE CALLER TO REMAIN CALM, DO NOT ALERT THE SUBJECT OR

ATTEMPT TO FRIGHEN HIM AWAY

REFER TO PATROL

51. PICKPOCKET

- a. Callers name, address, phone
- b. Location of incident
- c. Name and description of subject(s)
if known
- d. Item(s) taken

REFER TO PATROL

52. PROSTITUTION

- a. Callers name, address, phone
- b. Location of occurrence

REFER TO VICE OR C.I.D.

53. PROWLERS

- a. Callers name, address, phone
- b. Location of incident
- c. Method of incident (noise, subject seen, etc)

REFER TO PATROL

54. PUBLIC SERVICE

- a. Callers name, address, phone
- b. Location of service
- c. Service to be rendered

REFER TO PATROL

55. RADIOS (LOUD)

- a. Callers name, address, phone
- b. Location of incident
- c. Name of party(s) involved if known
- d. Will caller file charges

REFER TO PATROL

56. RAPE

- a. Callers name, address, phone
- b. Location of incident
- c. Ambulance required
- d. Name of victim
- e. Name and/or description of subject(s)
- f. Mode and directions of travel

REFER TO PATROL

57. RIOT (MAJOR CIVIL DISTURBANCE)

- a. Callers name, address, phone
- b. Location of incident
- c. Nature of incident
- d. Amount of people involved
- e. Nature of involvement
- f. Any injuries (ambulance required)
- g. Any weapons seen or used
 - (1) Type and/or description or weapons
- h. Name and/or description of subjects involved

REFER TO SHIFT COMMANDER, SGT. OR PATROL COMMANDER

58. ROBBERY (Armed, strong-arm, fear)

NOTE: PASS CALLER TO DISPATCHER IMMEDIATELY IF INCIDENT JUST OCCURED.

IF MORE THAN TEN (10) MINUTES HAVE PASSED, CLERK WILL TAKE INFORMATION

- a. Callers name, address, phone
- b. Location of incident
- c. Ambulance required
- d. Name and/or description of subject(s)
- e. Mode and description of travel
- f. Weapon involved

(1) Obtain full description

REFER TO PATROL

59. SAFE CRACKING

- a. Callers name, address, phone
- b. Location of incident
- c. Is incident in progress
- d. Name and/or description of subject(s)

(1) If vehicle involved obtain full description

REFER TO PATROL

60. SEX OFFENDERS

- a. Callers name, address, phone
- b. Nature of offense
- c. Location of offense
- d. Party(s) involved
 - (1) Obtain description if known
- e. Mode and direction of travel

REFER TO PATROL

61. SHOPLIFTING

- a. Callers name, address, phone
- b. Name of business
- c. Address of business
- d. Subjects in custody
 - (1) If subjects not in custody
 - (a) Name and/or description of subjects(s)
 - (b) Direction and mode of travel
 - (c) Items taken and description

REFER TO PATROL

62. SICK or INJURED PERSON (Aided)

- a. Callers name, address, phone
- b. Location of incident
- c. Ambulance required
- d. Nature of sickness or injury

NOTE: WE DO NOT TRANSPORT SICK OR INJURED PERSON UNLESS OFFICER AT SCENE DEEMS
IT NECESSARY (life or death)

- e. Call an ambulance for the people

REFER TO PATROL

63. STOLEN PROPERTY (Receiving or possessing)

- a. Callers name, address, phone
- b. Name, address of party(s) having stolen
property
- c. Items in possession
- d. Items stolen from where and when

REFER TO PATROL

64. STRAY ANIMALS

- a. Callers name, address, phone
- b. Location of animal
- c. Type and/or description of animal
- d. Owner of animal if known
- e. Is animal on a main street or highway

REFER TO ANIMAL CONTROL IF BUSY AND ANIMAL ON HIGHWAY REFER TO PATROL

65. SUICIDE (and Attempted)

- a. Callers name, address, phone
- b. Location of incident
- c. Ambulance required
- d. Method of suicide
- e. Party(s) involved

REFER TO PATROL

66. SUSPICIOUS PERSONS

- a. Callers name, address, phone
- b. Location of suspect(s)
- c. Name and/or description of suspects(s)
if known
- d. Mode and direction of travel
- e. Reason for appearing suspicious

REFER TO PATROL

67. SWINDLING

- a. Callers name, address, phone
- b. Location of incident
- c. Method of incident

REFER TO PATROL

68. THREATENING PHONE CALLS

- a. Callers name, address, phone
- b. Location of incident
- c. Name and/or voice description of caller
- d. Nature of threat

REFER TO PATROL

69. THEFT

- a. Callers name, address, phone
- b. Location of incident
- c. Nature of theft
- d. Method of theft
- e. Name and/or description of party(s) involved
- f. Mode and direction of travel if known

REFER TO PATROL

70. TRAFFIC (Complaints)

- a. Callers name, address, phone
- b. Location of incident
- c. Nature of incident
- d. Name and/or description of subject(s)
- e. Mode and direction of travel if known
- f. Can complainant identify subject(s)
- g. Will caller appear against driver

REFER TO PATROL

71. WEAPONS (Carrying or possession)

- a. Callers name, address, phone
- b. Location of incident
- c. Name and/or description of party(s) involved
- d. Type of weapon involved
- e. Where is weapon being transported or possessed
at (car, on party, house, etc.)

REFER TO PATROL



COMMUNICATION

RADIO TECHNIQUE

RADIO COMMUNICATION TECHNIQUE

- I. PURPOSE: To obtain a basic understanding of radio techniques and their applications.
 - A. The communication system is the fastest method of communication between one point and another.
 - B. Rules applying to the operation of the radio equipment will be governed by the Federal Communications Commission (F C C) and policies established by the Chief of Police.
 1. Governing Rules
 - a. There will be no misuse or abuse of any of the radio equipment that you will be operating
 - b. All radio transmissions will be official police business only
 - c. No profanity will be used by operator while transmitting
 - d. All radio transmission will be kept to a minimum.
 - e. The 10-CODE will be used with transmissions when possible
 - f. The PHONETIC ALPHABET will be used with transmissions when possible
 - C. The operator will be held responsible for the following:
 1. Operator will maintain a complete radio log showing:
 - a. Unit number working
 - b. Name of men working
 - c. Time in service
 - d. Time out of service
 - e. Name of operator
 - f. Name of Front Desk personnel
 - g. Unit number checking out of vehicle
 - h. Location of vehicle checked out
(If traffic, License number checked out on)
 - i. Code for reason check out
 - j. Time unit checked out
 - k. Time unit checked in
 - l. License number to be checked for registration
 - m. License number to be checked for stolen

F. PREPARATION FOR DUTY

1. Begin duty with the required supplies needed to perform your duties correctly.
 - a. Two (2) pens
 - b. Form one cards
 - c. Scratch pads
 - d. Court slips
2. Check with communications clerk you are relieving for:
 - a. Messages
 - b. Unfinished business
3. Check the previous shift DAILY BULLETIN for events that have occurred earlier.

D. BASIC OPERATORS QUALIFICATIONS

1. All operator personnel will be required to have:
 - a. Ability to speak clearly and distinctly at all times
 - b. Ability to reduce rambling and disconnected material into concise and accurate messages
 - c. Ability to think and act promptly in emergencies
 - d. Ability to analyze a situation accurately and to take or suggest an effective course of action
 - e. Adequate understanding of the technical operation of his own system for reporting repairs
 - f. Physical and mental ability to work effectively under all conditions encountered
 - g. Knowledge of rules and regulations, and department policies regarding the operation of the system
 - h. Familiarize yourself with streets inside of the City Limits and the City Limits itself
 - i. Familiarize yourself with the Unit numbers and the Section Zones they work

E. The operator while on duty will be responsible for correct operation of all equipment

1. The operator will not:
 - a. Will not adjust radio equipment except for control knobs that are designed for this purpose
 - b. Will not leave the communication control room unless properly relieved
 - c. Will not allow his voice to indicate anger or sarcasm while transmitting
 - d. Will not show humor while transmitting
 - e. Will not use first names of personnel while transmitting
If names are required, only last names or titles
 - f. Will not change wording of a formal message received.
When received, copy exactly as given, then repeat as received

- g. Will not allow yourself while operating communications to become distracted by other activities
- h. Will not allow calling stations or units to go unanswered

II. BASE STATION COMMUNICATIONS TECHNIQUES

A. The following will be communication techniques the operator will be required to know.

- 1. Avoid phrases and words that are hard to copy.

POOR WORDS	PREFERRED WORDS
Want	Desire
cant	Unable
Get	Obtain
Send	Forward
Do you want	Advise if
find out	Advise if
Call & See	Check

B. PHONETIC ALPHABET

- 1. The phonetic alphabet should be used for spelling out unusual names of persons and locations. They will be used as "A"-Adam, "B"-Boy.....NEVER "A" as in Adam or "B" as in Boy.

A....ADAM	N....NORA
B....BOY	O....OCEAN
C....CHARLES	P....PAUL
D....DAVID	Q....QUEEN
E....EDWARD	R....ROBERT
F....FRANK	S....SAM
G....GEORGE	T....TOM
H....HENRY	U....UNION
I....IDA	V....VICTOR
J....JOHN	W....WILLIAM
K....KING	X....X-RAY
L....LINCOLN	Y....YOUNG
M....MARY	Z....ZEBRA

2. Pronouncing names by using the PHONETIC ALPHABET

SAMPLE: John Robertson (could be mistaken for Robinson)

- a. First Pronounce the correct name JOHN ROBERTSON
- b. Then spell the first name using the first letter phonetically, and say the following letters.
"J"-JOhn, O - H - N
- c. Spell the first letter of the last name phonetically. Then say the following letters.
R-Robert, O-B-E-R-T-S-O-N

NOTE: If the name should be hard to pronounce, then it should be completely spelled phonetically.

REED could be mistaken for REID unless spelled out.

R-Robert, E-Edward, E-Edward, D-David

McCALL could be mistaken for McGRAV unless spelled out.

M-Mary, "C", C-Charles, A-Adam, L-Lincoln, L-Lincoln

NOTE: Where the letter "C" is to be used with Mc, the "C" will be stated as "C".

- d. After the spelling of the name is complete, repeat the full name intact.

C. PRONUNCIATION

1. Pronounce words distinctly
2. Speak at a rate of between 40 to 60 words per minute.

10-1	UNABLE TO COPY	10-55	REPORTED D.W.I.
10-2	SIGNAL GOOD	10-56	REPORTED DRUNK PEDESTRIAN
10-3	STOP TRANSMITTING	10-57	HIT AND RUN
10-4	ACKNOWLEDGEMENT	10-58	DIRECT TRAFFIC
10-5	RELAY	10-59	ESCORT
10-6	BUSY	10-60	SQUAD IN VACINITY
10-7	OUT OF SERVICE	10-61	PERSONNEL IN AREA
10-8	IN SERVICE	10-62	REPLY TO MESSAGE
10-9	REPEAT	10-63	PREPARE TO MAKE COPY
10-10	FIGHT IN PROGRESS	10-64	MESSAGE FOR LOCAL DELIVERY
10-11	DOG Case	10-65	NET MESSAGE ASSIGNMENT
10-12	STAND BY	10-66	MESSAGE CANCELLATION
10-13	WEATHER/ROAD CONDITIONS	10-67	CLEAR FOR NET MESSAGE
10-14	PROWLER	10-68	DISPATCH INFORMATION
10-15	CIVIL DISTURBANCE	10-69	MESSAGE RECEIVED
10-16	DOMESTIC DISTURBANCE	10-70	FIRE ALARM
10-17	MEET COMPLAINANT	10-71	ADVISE NATURE OF FIRE
10-18	QUICKLY	10-72	REPORT PROGRESS OF FIRE
10-19	RETURN TO STATION	10-73	SMOKE REPORT
10-20	LOCATION	10-74	NEGATIVE
10-21	CALL BY TELEPHONE	10-75	IN CONTACT WITH _____
10-22	DISREGARD	10-76	ENROUTE TO _____
10-23	ARRIVED AT SCENE	10-77	E.T.A. (ESTIMATED TIME ARRIVAL)
10-24	ASSIGNMENT COMPLETED	10-78	NEED ASSISTANCE
10-25	REPORT IN PERSON	10-79	NOTIFY CORONER
10-26	EXPEDITE DETAINING SUBJECT	10-80	CHASE IN PROGRESS
10-27	DRIVER LICENSE INFORMATION	10-81	BREATHALYZER TEST
10-28	VEHICLE REGISTRATION	10-82	RESERVE LODGING AT _____
10-29	CHECK FOR WANTED/STOLEN	10-83	WORK SCHOOL CROSSING AT _____
10-30	UNNECESSARY USE OF RADIO	10-84	IN MEETING, ADVISE ETA _____
10-31	CRIME IN PROGRESS	10-85	DELAYED DUE TO _____
10-32	MAN WITH GUN	10-86	OPERATOR ON DUTY
10-33	EMERGENCY	10-87	PICK UP CHECK
10-34	RIOT	10-88	TELEPHONE NUMBER OF _____
10-35	MAJOR CRIME ALERT	10-89	BOMB THREAT
10-36	CORRECT TIME	10-90	BURGLAR ALARM AT _____
10-37	SUSPICIOUS VEHICLE	10-91	PICK UP PRISONER/SUBJECT
10-38	STOPPING SUSPICIOUS VEHICLE	10-92	IMPROPER PARKED VEHICLE
10-39	USE RED LIGHT AND SIREN	10-93	BLOCKADE
10-40	DO NOT USE RED LIGHT AND SIREN	10-94	DRAG RACING AT _____
10-41	BEGINNING TOUR OF DUTY	10-95	PRISONER IN CUSTODY
10-42	ENDING TOUR OF DUTY	10-96	MENTAL STATUS
10-43	INFORMATION	10-97	CHECK SIGNAL AT _____
10-44	PERMISSION TO LEAVE FOR _____	10-98	JAIL BREAK
10-45	ANIMAL CARCASS AT _____	10-99	WANTED/STOLEN INDICATED
10-46	ASSIST MOTORIST	10-100	UNLOCK
10-47	EMERGENCY ROAD REPAIR AT _____	10-101	BACK UP UNIT _____
10-48	TRAFFIC STANDARD AT _____	10-102	ANY WRECKER IN SERVICE
10-49	TRAFFIC LIGHT OUT AT _____	10-103	PICK UP NEWSPAPERS
10-50	ACCIDENT (MAJOR OR MINOR)	10-104	OUT FOR COFFEE AT # _____
10-51	WRECKER NEEDED	10-105	BRING DISPATCHER COFFEE
10-52	AMBULANCE NEEDED	10-106	SECURITY AT MOTHER FRANCIS HOSPI
10-53	ROAD BLOCK AT _____	10-107	SECURITY AT TYLER JR. COLLEGE
10-54	LIVESTOCK ON HIGHWAY	10-108	CONTACT SPECIAL ASSIGNMENT UNIT
		10-109	NEED SGT/LT. at SCENE
		10-110	DISPATCHER ON PHONE/TELETYPE
		10-111	MEET UNIT _____ AT _____

III. 10-CODES

A. PURPOSE: To achieve RELIABILITY and SPEED.
To prevent detection from outside sources of POLICE activities.

1. Reliability is achieved by the TEN (10-) portion of the signal. When the TEN (10-) part of the code is used, it is to act as an "alert". Information will always follow.
2. Speed is achieved by the use of the code number. It (number) gives information and therefore shortens several words into a few numbers.

B. MEANINGS OF VARIOUS 10-CODES.

- 10-3 Used when other vehicles or stations are interfering with emergency traffic
- 10-5 Can be used to indicate the relay of a person, property, or a message.
- 10-11 Qualify by indicating the nature of the case as dog bite, rabid, injured, etc.
- 10-12 Physical stand by, remain alert, (not to be used as a busy signal)
- 10-14 Give location (street address, west side of house, at rear door, etc)
- 10-15 This can be applied to a disturbance with racial overtones, rowdy group, etc.
- 10-24 Person is back in service and ready for call
- 10-26 Indicates that this traffic should take precedence over routine traffic
- 10-33 MAXIMUM PRIORITY. This signal will over-ride all radio traffic and receive priority over any other activity
- 10-35 Used to alert all station or vehicles on the frequency to make themselves available to assist where needed--- always follow with maximum information as to the nature of the crime and the assistance needed
- 10-38 The officer must furnish information before stopping vehicle (Color, make, model, license number, number of occupants)

- 10-39 Can be used to give any other signal an emergency status
- 10-40 Used to indicate hast, while observing all safety precautions and not attract attention
- 10-50 F - Fatal, PI - Personal Injuries, PD - Property DAmage
- 10-63 Used to inform a vehicle to park and write down the information forthcoming
- 10-64 Used when message is not to be relayed by radio, but must be delivered to someone in person. (Public Service)
- 10-67 Used to capture the circuit and to indicate all units and station are to copy
- 10-68 Used for "attempt-to-locate" messates, etc.
- 10-99 To alert an officer he is dealing with a person who is wanted or who may be driving a stolen vehicle without alarming the suspect.

The following are sample messages and general procedures to follow:

1. 10-28 Vehicle Registration

Unit 860 10-28
Dispatcher 860
Unit 860 K M R 841, K-King, M-Mary, R-Robert 841
Dispatcher Received

10-28 Return:

Dispatcher 860, 10-28 return
Unit 860 860
Dispatcher K-King, M-Mary, R-Robert 841, 70 Chevrolet
4 Dr., 1-9-7-0-Chevrolet, J-John A-N
W-Williams, I-L-K-E-N-S, JAN WILKENS
3-0-8-1 Hart, thirty-eighty-one Hart, Tyler
Unit 860 10-4

2. 10-29 Stolen Check

Unit 863 10-29
Dispatcher 863
Unit 863 D-David, H-Henry, F-Frank 820
Check for stolen with D.P.S. and if requested I.C.R.

10-29 return if not stolen:

Dispatcher 863
Unit 863 863
Dispatcher D-David, H-Henry, F-Frank 820, NO 29
Unit 863 10-4

10-29 return stolen indicated:

Dispatcher 863
Unit 863 863
Dispatcher 10-99, authority D.P.S., 6-6 Ford 2 dr H/T,
white/blue, 1-9-6-6- Ford, white/blue
reported locations, date, and authority.

NOTE: IF unit is out on traffic and away from the radio when 10-29
return comes in and stolen is indicated, dispatch a back-up
unit to assist patrol unit.

3. To place message by radio

Dispatcher 10-63 one wanted, stolen, (Whatever is to be picked up)

Wait approximately thirty (30) seconds to allow units to be ready to copy

Dispatcher Give message

All end of all messages state: Authority name of Dept., and time, and clear the air with K K B 841.

4. Prowler Call

Dispatcher 866

Unit 866 866

Dispatcher 1845 E. Franklin, 1-8-4-5- E. Franklin, 10-14

Unit 866 East side of house, or whatever location advised of 10-4

NOTE: If unit is a one man unit, dispatch a back up unit

Dispatcher 860

Unit 860 860

Dispatcher 1-8-4-5- E. Franklin, 10-101 10-14.

When unit arrives time and location will have to be logged on radio log.

Unit 866 10-23 (Arrived at Scene)

Dispatcher Time, 866

Unit 860 10-23

Dispatcher Time, 860

When units return from assignment:

Unit 866 866, 860 10-24 (assignment complete)

Dispatcher Time, 866, 860

5. Traffic (routine check out)

Unit 861 861, out traffic, 5th and Mahon K-S-H 345
Dispatcher Time, 861

Log: Unit, location, license number, code, time

Return from traffic (10-8)

Unit 861 861 10-8
Dispatcher Time, 861 (log on log)

6. Drunks and D.W.I.

Dispatcher 861
Unit 861 861
Dispatcher 1700 Blk. No. Palace, reported 10-56
1-7-0-0 Blk. N. Palace
Unit 861 10-4

If single man unit, dispatch back up unit.

Dispatcher 863
Unit 863 863
Dispatcher 1-7-0-0 Blk. of N. Palace, 10-101 10-56
Unit 863 10-4

Unit arrive at scene (10-23)

Unit 863 863 10-23
Unit 860 860-10-23

If drunk is located, units will return with:

Unit 863 863 P.D.
Dispatcher 863
Unit 863 863 10-95 to county, one (1) drunk from
1700 Blk. N. Palace
Dispatcher Time, 863

Log return time on log, and indicate * for 10-95

Units arrive at county with prisoner

Unit 863 863 out at county
Dispatcher Time, 863

7. Disturbances (10-10, 10-16, 10-15)

Dispatcher 859
Unit 859 859
Dispatcher 805 S. Herndon 10-16, 8-0-5 S. Herndon
Unit 859 10-4

If unit is single unit, dispatch back-up unit

Dispatcher 860
Unit 860 860 10-4 Direct
Dispatcher Time, Unit

When units go 10-23, and 10-24, Log time.

8. Wreck (Major/injuries, Minor/No injuries)

Dispatcher 866
Unit 866 866
Dispatcher 5th and Golden Road 10-50
State Major, Minor,

NOTE: If major accident, dispatch an ambulance, then advise unit that ambulance is 10-76

NOTE: When ambulance is 10-8, he will call P.D. and advise where he is going and for what reason. The dispatcher will then relay to all units for their information.

Ambulance 604 Tyler P.D.
Dispatcher 604
Ambulance 604 Making a Major 10-50, 5th and Golden Road 10-4, 604; Ambulance unit 604 making Major 10-50, 5th and Golden Rd., Unit 866 on call

If wreck is at busy intersection, and anytime injuries are involved, if unit is single unit, dispatch a back up unit.

NOTE: Anytime an emergency unit (local or out of city) notify you that they are entering the city enroute to hospital, making an emergency run to anyplace, always advise local units.

This will allow units to know what is going on and to assist where possible.

9. Burglar alarm or Burglar in Building

Dispatcher 10-20 Units
Units State their locations

Dispatcher will pick the two closest units and assign one unit the call and the second unit as back up

Dispatcher 864, 208 E. Erwin, 2-0-8 E. Erwin, 10-90
862, 2-0-8- E. Erwin 10-90
Unit 864 10-4
Unit 862 10-4

The first unit called will be assigned the call (closest)

Dispatch a third unit (if available) to act as a sweep vehicle. (check area around alarm for activity)

Dispatcher 859
Unit 859 859
Dispatcher Sweep area of 2-0-8 E. Erwin, 10-90
Unit 859 10-4

NOTE: After all units are dispatched, the dispatcher should make contact with person to be notified when alarm activates and advised them to come to the scene. Notify the lead vehicle of this.

Dispatcher 864
Unit 864 864
Dispatcher Man enroute (do not use names)

NOTE: Advise all units to remain in service unless emergency

Dispatcher Units, remain 10-8, unless emergency

NOTE: If burglar is known to still be at scene, advise when call first given (if victim at scene, and life endanger.) The unit will run with red lights & siren to scare burglar away and possibly save a life. ONLY IF THIS IS KNOWN

Dispatcher 859
Unit 859 859
Dispatcher 208 E. Erwin, 2-0-8 E. Erwin, 10-90
Handle CODE 3

10. Chase 10-80

Unit 863 863, 10-80, 9th and Broadway traveling North
DISPATCHER Unit Close to 9th and Broadway

NOTE: Whatever unit is the closest, will be back up unit.

Dispatcher 860, 10-101, 863, traveling north on Broadway
from 9th 10-80
Dispatcher All units 10-3 unless emergency

NOTE: Chase vehicle should call in description of vehicle in chase and keep dispatcher posted on all directions of travel and streets they are on. The dispatcher will not need to 10-4, but required to repeat the information back so other units can hear and assist. Only radio traffic should be with chase unit and dispatcher.

Unit 863 Crossing Broadway and Houston, traveling West
Dispatcher 863, crossing Broadway and Houston, traveling West
Unit 863 863, traveling north on College approaching
Front
Unit 863 863, be out at College and Front, K-King,
S-Sam, D-David 8-3-2
Dispatcher 860, 863 out College and Front

NOTE: Maintain radio silence until chase units advise all in order.

NOTE: If license number is given at start, fails to give description, ask for information.

REMEMBER: During a chase, the vehicles will be moving at high rates of speed. You will have to listen close and be more alert than normal. Repeat information only as you receive it. If you give out wrong direction or wrong street, you can send back up units the wrong direction.

THE OFFICER'S SAFETY COMES FIRST!!

11. Missing Person or Attempt to Locate, or Runaway

Dispatcher 10-63 Missing Person, Attempt to Locate
or Runaway

Wait 15 to 30 Seconds to allow units to be ready to copy

Dispatcher Attempt to locate C-Charles, A-T-H-E-Y-,
J-John A-N, A-Adam N-D-E-R-S-O-N
Cathy Jan Anderson W/F, 24, 8/30/47, 5-2,
101, brown/blue white blouse, blue slacks,
Last seen, TIME, DATE, & LOCATION.
Authority Tyler P.D., TIME, K K B 841

12. Major Disturbances (NOTIFY SHIFT SGT. OR LT.)

This is an area where a possible riot conditions are building up
or exist.

Any unit sent to answer first call will be a two (2) man unit.
If possible, back-up unit should be a two (2) man unit.

Majority of calls received will be to attempt to pull police
units into area and attempt to build activities by placing units on
the spot at scene, or to force police action. Care and caution should
be used while dispatching.

One unit will be sent to answer the original call.

A back-up unit will be sent into the area but is to remain back at a
a location where they can observe what action is taking place in case
the first unit needs assistance.

If more than (10) ten minutes pass and back-up unit no longer can
determine the activities of the first unit then back-up unit will be
sent in and the Shift Sgt. or Lt. will be notified.

When first unit is dispatched, advise all units to remain 10-8
unless emergency.

All south units will be brought up to area of Front Street, for
possible quick response.

When units are dispatched, there will be no mention of riot, shots,
bombs, negros, etc.

12. Major Disturbances (continued)

If time allows when calls begin arriving and a pattern is forming contact the Sgt. or Lt. at once. If possible before units are sent to area, have them public service and brief each one on occurrences building.

If dispatching unit to scene before allowing a briefing when unit is given call, advise them of a possible 10-34 condition, 10-0, or any other information that will aid them. Attempt to use 10-CODE as much as possible.

This will be an important time to be positive on where units check out and to get correct location. All units will need to be accounted for at all times.

NOTE: IF UNDER RIOT CONDITION

Dispatcher will not be away from radio without permission of commanding officer.

Anything required at the scene will be called for by COMMANDING OFFICER. There will be personnel around scene and at the P.D. to handle what is required.

The following should be notified when conditions are in effect:

1. D.P.S.
2. Sheriff's Office
3. Fire Department
4. Ambulance Service

This is an alerting action ONLY. They will NOT be called to scene unless instructed.

You will receive calls from general public asking for information about what is happening. No information will be released unless cleared to release it.

YOU MUST REMAIN CALM!!!!!!!

13. CHECK IN PASSING

Units will be briefed during briefing what addresses they are to check during the tour of city.

Check in passing log will be kept on dispatchers desk, indicating the full address.

When unit checks the address and all is in order, he will notify the dispatcher to log (street name only). No mention of actual address should be made.

The dispatcher will then log: Unit number, full location, code, and time.

If check in passing occurs while on duty, advise the section unit where the address is located to 10-21. Give him this information by telephone and advise unit that there is a case number made.

Unit 861	P.D.
Dispatcher	861
Unit 861	Log S. Baxter
Dispatcher	<u>TIME</u> , 861

14. ARMED ROBBERY

When call is received, it should be transferred to dispatcher to handle.

Dispatcher will obtain

1. Location of incident
2. Name of business
3. If medical attention is required

(have caller remain on phone)

Dispatch closest unit to the scene.

Dispatch back up unit if first unit is single unit.

Dispatch a sweep vehicle to area of scene.

Advise all unit to stand by for additional information.

Return to caller and advise him that units (and ambulance, if requested) are enroute.

14. ARMED ROBBERY (continued)

Obtain the following information if possible

1. Direction of travel
2. Mode of travel (if vehicle, get complete description)
3. How many involved and description

Break down on each subject

1. SEX
2. RACE
3. AGE
4. HEIGHT
5. WEIGHT
6. HAIR
7. COMPLEXION
8. MARKS, SCARS, ETC.
9. CLOTHING (head to foot)

When any helpful information is received, relay at once to all units.

If injury involved and ambulance has been dispatched advise lead unit of this fact.

NOTE: AS SOON AS ENOUGH HELPFUL INFORMATION IS RECEIVED, THIS INFORMATION WILL BE PLACED OVER THE RADIO NETWORK TO ALL AREA STATIONS AND UNITS. THIS WILL ALSO BE ACCOMPLISHED BY TELETYPE.

NOTE: REMAIN CALM. The caller will be excited and you will be required to calm him down as fast as possible to obtain information that will be of any aid.

15. STOLEN VEHICLE(s)

ATTEMPT TO OBTAIN THE FOLLOWING INFORMATION TO RELAY TO STATIONS AND UNITS.

1. YEAR OF VEHICLE
2. MAKE
3. MODEL
4. COLOR
5. LICENSE NUMBER
6. LOCATION WHERE STOLEN AND TIME

NOTE: COULD VEHICLE HAVE BEEN R E P O?

15. Stolen Vehicles (continue)

Dispatch a unit to contact complainant and give above information to local units only.

If license number is received check 10-28 through MVD for verification of I.D. number.

If assigned unit advises vehicle will be stolen and 10-28 has returned place on teletype for state wide information.

Dispatcher 859
Unit 859 859
Dispatcher 308 East 5th, 3-0-8 East 5th Auto Theft.

Dispatcher 859 and local units, stolen vehicle, 1958 Chevrolet, 4 Dr, 6-8 Chevrolet, blue in color, 71 Tex K-King Y-Young D-David, 205, K-Y-D 205 stolen from 3-0-8 East 5th, 859 on call, TIME K K B 841.

16. STATUS CHECKS (Officers Safety)

When a patrol unit has been out of the vehicle for too long of a period, the dispatcher will call the unit by number and if they answer will state "CHECKING STATUS."

NOTE: This is for the officers protection and if radio contact is not established a unit will be dispatched to check the status (safety) of this unit.

Dispatcher 868
Unit 868 868
Dispatcher Checking Status

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STANDARD DESCRIPTION OF VEHICLES

- C. COLOR _____
- Y. YEAR _____
- M. MAKE _____
- B. BODY _____
- A. AND _____
- L. LICENSE _____

NOTE: Remember the word "CYMBAL" when describing a vehicle

STANDARD DESCRIPTION FOR PERSON

- | | |
|---------------|--------------------|
| 1. Name | 10. Physical |
| 2. Color | a. Marks |
| 3. Sex | b. Scars, Etc. |
| 4. Age | 11. Clothing |
| 5. Height | a. Hat |
| 6. Weight | b. Shirt or Tie |
| 7. Hair | c. Coat |
| 8. Eyes | d. Trousers |
| 9. Complexion | e. Socks and Shoes |

2400 HOUR TIME

2400 HOUR TIME

2400
0001

0015

0045

0100

0130

0200
0300
0400
0500
0600
0700
0800
0900
1000
1100
1200
1201

1215
1300 (add 100 to 1200)
1345 (add 0045 to 1300)
1400 (add 200 to 1200)
1500 (add 300 to 1200)
1600 (add 400 to 1200)
1700 (add 500 to 1200)
1800 (add 600 to 1200)
1900 (add 700 to 1200)
2000 (add 800 to 1200)
2100 (add 900 to 1200)
2200 (add 1000 to 1200)
2300 (add 1100 to 1200)

12 HOUR TIME

Midnight (twenty-four hundred)
One minute after midnight
 (zero zero zero one)
Quarter past midnight
 (zero zero one five)
45 minutes past midnight
 (zero zero four five)
One o'clock in the morning
 (zero one hundred)
One thirty A.M. (Zero one three
zero)
2 A.M.
3 A.M.
4 A.M.
5 A.M.
6 A.M.
7 A.M.
8 A.M.
9 A.M.
10 A.M.
11 A.M. (Eleven Hundred)
NOON
One minute after noon (twelve
zero one)
Quarter past noon (twelve fifteen)
1 P.M. (thirteen forty-five)
1:45 P.M. (thirteen forty-five)
2 P.M.
3 P.M.
4 P.M.
5 P.M.
6 P.M.
7 P.M.
8 P.M.
9 P.M.
10 P.M.
11 P.M.

END