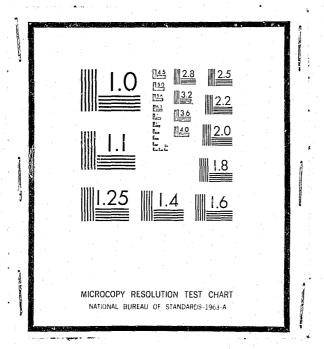
# NCJRS

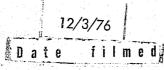
This microfiche was produced from documents received for inclusion in the NCJRS data base. Since NCJRS cannot exercise control over the physical condition of the documents submitted, the individual frame quality will vary. The resolution chart on this frame may be used to evaluate the document quality.



Microfilming procedures used to create this fiche comply with the standards set forth in 41CFR 101-11.504

Points of view or opinions stated in this document are those of the author(s) and do not represent the official position or policies of the U.S. Department of Justice.

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



LAW ENFORCEMENT ASSISTANCE ADMINISTRATION POLICE TECHNICAL ASSISTANCE REPORT

SUBJECT:

Montpelier, Vermont; Police Records System

Requirements Analysis

REPORT NUMBER: 76-50

FOR:

Montpelier, Vermont, Police Department

City Population:
Police Strength (Sworn):

): 18

8,000

Total: 22

City Area:

10.2 square miles

RACTOR:

Westinghouse Justice Institute

ULTANT:

Larry R. Walton

J-LEAA-003-76

RACT NUMBER:

May 1976

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#### FOREWORD

This request for Technical Assistance was made by the Montpelier, Vermont, Police Department. The requested assistance was concerned with reviewing the Department's existing criminal records system and providing recommendations for modification and/or improvement, including the possibility of obtaining new equipment.

Requesting Agency:

Montpelier Police Department, Chief of Police William Koleszar

State Planning Agency:

Governor's Justice Commission,

Mr. Michael Krell, Executive Director

Approving Agency:

LEAA Region I (Boston),

Mr. Michael Sheehan, Vermont State Representative; Mr. John M. Keeley,

Police Specialist

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#### 1. INTRODUCTION

Montpelier, the capital of Vermont, has a population of approximately 8,000. The Police Department is staffed by the Chief of Police, 1 captain, 5 sergeants, 11 patrolmen, and 4 dispatchers. In 1975, the Department reported 443 Part I Offenses, made 222 arrests, investigated 377 traffic accidents, and received 2,419 requests for police service. The Department does not operate a jail; instead, it relies on local State facilities for prisoner custody.

Analyses conducted in this study and resultant conclusions and recommendations are based on interviews with Department personnel, observations of recordkeeping procedures, review of work documents and reports, examination of statistical reports, and review of records currently maintained by the Department.

Persons interviewed included the following:

- Mr. Mike Sheehan, Vermont State Representative, LEAA.
- Mr. Robert DiGrazzio, Data Analyst, Vermont Governor's Justice Commission.
- Chief of Police William L. Koleszar.
- Captain Bernard Roya.
- s Investigator John Martin.
- Diane Ward, Dispatcher.

Data collected and reviewed by the Consultant included the following:

- Montpelier Table of Organization.
- Reported Crimes, 1975.
- Department report forms and files.

# 2. UNDERSTANDING OF THE PROBLEM

The Montpelier Chief of Police has been in office less than 18 months. During the process of improving Departmental operations, he became aware that the present recordkeeping operation was not providing for storage and retrieval of information most efficiently. As a result, the Chief requested assistance in reviewing the existing system toward the goal of simplifying and otherwise improving the overall efficiency of the recordkeeping function. It was also requested that the Consultant's attention be directed to the possible need for new and/or different equipment to improve the system.

#### 3. ANALYSIS OF THE PROBLEM

The Montpelier Police Department records system is operated by the four dispatchers who are responsible for radio dispatching tasks. The records system is characterized by a basic filing system that is subdivided into 35 different categories and uses several different report forms to report a single incident. Details of the system are outlined below.

- Log Sheet -- All calls received, whether by telephone or radio, are listed on the Log Sheet where space is provided for entering the time, type of call, and location. This report, thus, provides a complete listing of all dispatcher traffic.
- Complaint Form -- When a request for service results in the dispatch of a police unit. the dispatcher completes a 7- by 10-inch, two-copy Complaint Form, which generally identifies the incident and the action taken by the officer. This is not the formal incident report. One copy of the form is filed in a special file by type of incident (one of the 35 subdivisions); the file is then used to respond to inquiries about the incident if other reports are not also prepared. The other copy is attached to the Incident Report that serves as the formal report of the incident. An Incident Report is prepared for all crimes, except thefts involving less than \$50, and/or if the incident may involve an arrest. If no Incident Report is made, both copies of the Complaint Form are filed in the Complaint Form file.
- case Log -- When an Incident Report is completed, an entry is made in the Case Log. Information entered includes the sequentially assigned Case Number, date, type of offense, victim's name and address, location, respondent (arrestee), and continuing status of the incident. This Log serves as a master chronological ledger of the reported incidents that result in formal reporting of the incident through the Incident Report.
- Incident Report -- As described above, noncriminal incidents that are not likely to involve an arrest and thefts under \$50 are reported only on the Complaint Form. Other incidents are referred to as "Cases" and are reported on the Incident Report.

The Incident Report is a three-page form that is prepared by the reporting officer. The report is divided into 11 general areas, such as incident identification, witnesses, statements, description of the scene, modus operandi, and property stolen. Minor noncriminal incidents are reported on the Complaint Form only; and major noncriminal incidents are reported on both the Complaint Form and the Incident Report. In the latter case, processing is the same as for reported offenses. Copies of all other reports related to the incident are filed by Case Number with the Incident Report and are referred to as "Case Files." Future retrieval of the reports is made by knowing the date of occurrence (through the Log Sheet or Case Log) or by locating the related Complaint Form filed by the type of incident. Information recrieval is further complicated by the fact that reporting officers are not required to complete reports promptly. Reports are frequently completed and submitted as late as a week after the incident.

- Crime Complaint Report Form -- The Crime Complaint Report Form is a one-page summarization that is required by the State of Vermont of a reported offense. Three copies of the report are prepared: One copy is sent to the State, one is attached to the Incident Report, and one copy is filed in a separate file by the type of offense.
- Supplemental Report -- The third page of the Incident Report, or a blank sheet of paper, is used as a supplemental report. The report is attached to the related original report on file.
- raffic Accident Report -- This report is a standard, State report form. Complaint Forms are not completed in connection with a reported traffic accident. A special ledger, separate and distinct from the Case Log, is used to chronologically record the incident. Provision is made for assignment of a sequential number (separate and distinct from Case Numbers) and entry of identifying information. Persons identified include only vehicle operators. The report is filed by the assigned number. No

index cards or other cross-reference sources are prepared. Future retrieval, therefore, depends on knowing the date of occurrence.

- Possessed Property Report -- The Department does not formally report the acceptance of found or evidential property into custody unless the incident involves an arrest or an Incident Report. If that criteria is met, the matter is reported on the arrest and/or Incident Report. The Possessed Property Report serves only as a receipt for the release of property. Property accepted into custody, whether formally reported or not, is marked and/or tagged and placed in a locker that is assigned to a particular officer for that specific purpose. As a consequence, finding a particular item of property is often extremely difficult due to the lack of reports and the possibility that the property may be stored in any one of several lockers in the Property Room. No provisions are made to "flag" property items available for disposal or release after a court case has been completed.
- Arrest Index Ledger -- All physical arrests or criminal citations are recorded in an Arrest Index Ledger. The Ledger contains basic identifying information about the arrest and a permanent Department Arrest Number.
- Officer's Arrest Report -- When an arrest is made, the arresting officer prepares several documents:
  - Arrest Information Form -- Contains the data necessary to complete the State-required Officer's Arrest Report.
  - Officer's Arrest Report -- Completed by the dispatcher from the Arrest Information Form.
  - "Warning of Rights" Form -- Completed by the officer, who must obtain the arrestee's signature.
  - Officer's Report -- A description of the circumstances of the arrest, entered on the third page of the Incident Report; required by the State's Attorney.
  - Affadavit -- A verbatim copy of the Officer's Report on a separate form; required by State law.

- <u>Bail Statement</u> -- Prepared for the court; provides basic information pertinent to the determination of bail.
- <u>Statement Form</u> -- Used to record statements of witnesses.

All of these reports, together with the related Incident Report, make up the "Case Report" and are processed as described under Case Log and Incident Report. A copy of the State-required Officer's Arrest Report is placed in an "Identification Jacket" (arrest package). No other related reports are included in it. The Identification Jacket is filed by the assigned Arrest Number, and a Master Name Index Card is prepared and filed alphabetically. Through this cross-reference, a particular Case Report can be located (if the incident involved an arrest). An 8- by 8-inch Record of Arrest Card is also prepared and filed alphabetically. As additional arrests occur for a particular incident, details are added to this card. If the arrest was for Driving While Intoxicated, a three-page, Staterequired report pertaining to sobriety is also completed. Copies are filed with the Case Report. Photographs of arrestees are maintained in a separate file by name. Fingerprint cards are maintained in another separate file by name.

- Traffic Citation -- The Department uses the Uniform Traffic Citation. A hardcopy is given to the violator and three copies are forwarded to the court. One copy bearing the case disposition is returned to the Department. A Master Name Index Card is prepared and filed along with arrest Master Name Index Cards. The citation copy is filed by citation number. A single card is used for multiple entries.
- Parking Citation -- A two-copy parking citation is used. The original is filed by citation number in an "Unpaid" file. The copy is actually an envelope, which is used by the violator to enclose his fine. When the envelope is received, the original is removed from file and refiled with the envelope copy pending periodic forwarding of fines collected to the City Clerk. When money is sent to the City Clerk, the related envelopes accompany the transmittal and the original citation is refiled by citation number in a "Paid" file.

- Field Interview Report -- The Field Interview Report is a 3- by 5-inch card used to record circumstances surrounding the interview of a suspicious person who is not arrested. The card, which is a distinctive yellow, is filed alphabetically in the Master Name Index File.
- Juvenile Report Form -- This form serves as a Juvenile Arrest Report. It is filed by the assigned number in the Juvenile Office. A Master Name Index Card is prepared and placed in the Department Master Name Index File.
- <u>Daily Activity Sheet</u> -- The Daily Activity Sheet is a statistical summary report prepared daily by the dispatcher from the Log Sheet. Copies are prepared for the Chief of Police and the City Council. No comparisons are made between a particular day and previous days, or other time periods.
- Warrant File Control Form -- The Warrant File Control Form is in two parts: One copy is forwarded to the State when a warrant is issued, one copy is attached to the related Master Name Index Card. The actual warrant is filed in the related Case Report.
- Threatening Phone Call Form -- This form is used only as a guide by the dispatcher in questioning a caller regarding a bomb threat. The form is attached to the related Case Report.
- Taxi Cab Operator's License -- After approval or denial, this application form is filed by date.
- Press Release -- Two specific Press Release forms are used: One for traffic accidents and one for deaths, arrests, and crimes. These forms are completed at the time the incident occurs, kept for 2 days at the dispatcher's desk, and then filed chronologically in a special file. Press Release forms that involve traffic accidents are approved by a sergeant; all others required approval by the captain or Chief of Police.

#### 4. FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS

It is the Consultant's opinion that the present Montpelier Police Department records system does not effectively provide the services that it should. Moreover, in several instances, existing practices tend to create extra work for personnel without adding to overall efficiency. In some cases, duplication of effort is a major factor; in other cases the lack of adequate cross-references handicaps efficient operation. The following are some of the contributing factors to the records systems' inefficient operation

- The Complaint Form in almost all instances is a duplication of other reports. The information contained therein is generally sketchy and incomplete. Use of only this report to record thefts of less than \$50 either reduces the accuracy of FBI Uniform Crime Reports or requires additional manual searching to arrive at meaningful crime totals. The filing and maintenance of the report do not improve the efficiency of the overall system. Moreover, they require an expenditure of dispatcher time that could be devoted to more desirable tasks. The use of 35 subdivisions make the file overly complicated. The use of the Complaint Form, filed separately from Incident Reports, fragments the storage and makes information retrieval more difficult.
- There is a measure of duplication between the Log Sheet and the Case Log.
- The lack of cross-reference sources to the Incident Report and Complaint Form files make information retrieval difficult.
- Failure to require prompt reporting by field personnel reduces the timeliness of the system.
- The completion and filing of copies in Department files of the Crime Complaint Report Form adds nothing to the records system (except volume) and involves an unnecessary expenditure of manpower.
- Use of a separate ledger and report number, separate filing, and a lack of cross-reference index cards unnecessarily complicates the processing of traffic accident reports.

- Property procedures, including reporting, storage, and retrieval, do not serve to provide the most efficient system.
- The multiplicity and overlap of arrest-related documents make the reporting of such incidents much more difficult and time-consuming than is appropriate.
- The use of Identification Jackets for only copies of the Arrest Report, together with the filing of all other related documents in a Case Report, inappropriately disperses information about a particular incident and/or arrestee throughout the system.
- The 8- by 8-inch Arrest Card is duplicative of the Master Name Index File.
- The use of separate files for arrestee photographs and fingerprints also serves to inappropriately disperse arrest-related information throughout the system.
- Traffic and Parking Citation filing and indexing procedures are cumbersome.
- The Daily Activity Report concept is not used to its maximum capacity.
- Miscellaneous reports are prepared, processed, and filed in such a manner that dispatchers' time and efforts are not used effectively.

In light of the above comments, it is the Consultant's opinion that major modifications or additions to the existing recordkeeping system would be highly desirable. The proposed system that is included as Appendix A embodies these modifications; uses present forms and procedures, where appropriate; and incorporates certain new forms and procedures to create an efficient system. Report exemplars illustrated in Appendix B are intended to serve only as guides in the development of appropriate forms.

In conjunction with the system recommended in Appendix A, other modifications in existing procedures would be appropriate.

o When the parking citation envelope containing fine payment is returned by the violator, the original copy should then be transferred to the "Paid" file rather than being attached to the envelope until the envelope and money are forwarded to the City Clerk before filing in the "Paid" file.

- The existing procedures do not provide for routinely reminding personnel that after an arrest has been disposed of in court the evidence was booked and can (probably) be disposed. It should be noted that the recommended Arrest Report contains a space for indicating whether or not property was booked. A red-penciled notation may also be made in the "Disposition" column of the Arrest Ledger at the time of arrest when property is booked. When an entry is made of the case disposition, the fact that property was booked in connection with the case can be noted and referred to the officer responsible for property custody.
- The multiplicity of forms associated with an arrest add considerably to both dispatcher and officer workload. In most cases, it appears that these forms are (or were at sometime in the past) required by other agencies involved in the judicial process. It is recommended that a major effort be made to reduce this volume of paperwork through elimination of duplicate documents, incorporation of specific features from a given document into another (thus eliminating one), and a determination of the actual necessity of each form. It would appear that some form of compromise should be possible between the involved agencies to simplify the number of reports necessary.
- The Crime Complaint Form is a case in point of the above comment. However, if it is determined that this report must be prepared for the State, it is recommended that only one copy be prepared and that no copies be placed in Department files.
- The lack of a policy that calls for prompt completion of reports seriously affects the integrity and effectiveness of the records system. A Department Order that requires the completion of all reports before leaving the Police Station at end of watch should be established. An exception might be made on minor matters if the concerned officer is scheduled to work again the next day.

- completion of a Press Release form in each and every traffic accident and reported crime case tends to create an unnecessary volume of paperwork to be filed, while adding more to the dispatchers' workload. It is recommended that this form be made available to the dispatcher as an exemplar, to be used only when and if the need arises. At such time, it should be filed with the related crime or traffic accident report.
- The Threatening Telephone Call Report does not appear to serve any real purpose, except as an exemplar for the dispatcher when receiving information from a caller. It is recommended that the report be abolished, and that a small card containing the information required be placed in plain view at the dispatchers' desk.
- The Taxi Cab Application form should be filed alphabetically rather than chronologically to simplify retrieval.
- Acquisition of a drum storage unit, such as the Sperry-Remington "Kardveyer," would improve information retrieval potential. This single unit would replace all of the index card file cabinets now in use and would also provide for efficient storage and retrieval.
- Adoption of open, metal shelving for report storage instead of regular filing cabinets would significantly increase available space in the dispatchers office. At the same time, it would simplify processing procedures. Report retrieval is enhanced and file maintenance tasks are made more easy when records are stored on edge in manila folders on open shelving.
- Acquisition of a computer terminal console tied into the State criminal information system would improve the dispatchers' ability to provide informational services to field personnel and to forward Department crime and arrest information to the State.

# APPENDIX A

Proposed Records System

The following is a model Basic Records System that could be modified to meet the recordkeeping needs of most police agencies. Samples of recommended forms are attached as Appendix B.

#### 1. Incident Ledger

- This ledger serves as the primary agency record of reported field incidents, a report audit source, and a chronological crossfile to all reports. Entries are sequentially numbered.
- Upon completion of an Offense Report, Miscellaneous Incident Report, Traffic Accident Report, Property Report, or Vehicle Report, the reporting officer should obtain an Incident Number from the dispatcher.
  - Multiple incidents arising from the same occurrence require only one number.
  - Incidents not falling in the categories specifically listed should not be assigned a number from this Ledger. All numbered incidents require completion of one or more of the listed reports.
- Appropriate identifying information should be entered in the Incident Ledger.
  - Incident Number.
  - Date and time of occurrence.
  - Type of occurrence.
  - Location.
  - Victim, if any.
  - Officer reporting.
  - Related reports under this Incident Number.
- Incident Numbers are preceded by the last two digits of the current year: 76-1378.
- Traffic Accident Report Numbers may be preceded by the letter "T" if desired; T-76-1379.

#### 2. Radio Call Card

- This form is a 3- by 5-inch prenumbered card used by the dispatcher to record all calls for police services. It should also be completed by the dispatcher when field personnel initiate action independently of a radio-assigned call.
  - Serves as a record of all incidents requiring the dispatch of a police unit and/or incidents initiated by the unit.
  - Serves as a record of the location of a unit while the unit is out of service.
  - Serves as a daily audit device to ensure completion of appropriate reports related to a particular incident.
  - Serves as the basis for compiling the Daily Report.
- The form should be designed to enable the dispatcher to record as much information as possible by checking appropriate boxes. Use of a time-stamp machine to record times of receipt, dispatch, unit arrival, and completion expedites filling in the Card.
- Disposition of the call is not essential to the completion of the Radio Call Card. Disposition information is recorded in the Officer's Daily Activity Report.
- Filed numerically.
  - This number is not cross-referenced to other numbers assigned to reports. The sole purpose is to facilitate filing.
- ✔ If current volume does not increase drastically, the Incident Ledger may suffice for Radio Call Cards. If the two types of information are recorded on one form, care must be taken to ensure that Incident Numbers are assigned only to those entries requiring reporting on one of the listed reports.

#### 3. Offense Report

- The Offense Report should be completed for all criminal offenses that come to the attention of the police (except those traffic violations disposed of by means of a traffic citation) regardless of the value of property taken, extent of injury, or likelihood of successful prosecution.
- An Incident Number should be assigned as described in Section 1.
- The original should be filed by Incident Number in the Primary File.
- The number of additional copies and distribution should be determined by department needs, such as:
  - Chief of Police.
  - Investigation.
  - Arrest Package (attached to copy of connected arrest report).
  - Officer's Information File.
- Related reports should be cross-referenced in body of report.
- Index Files
  - Master Name File (victim) -- Filed alphabetically.
  - Location File -- Filed by street address or other identifying factors, by date.

## 4. <u>Miscellaneous Incident Report</u>

- This should be used to report actions of officers or situations not reported on Offense, Traffic Accident, Vehicle, or Property Reports. The general purpose of this report is to officially report situations of importance to the Department wherein no actual criminal violation is involved. Some examples of these situations are:
  - Injured person aided.

- Missing person.
- Animal destroyed.
- Dangerous excavation.
- Lost property reported.
- An Incident Number should be assigned as described in Section 1.
- The original should be filed by Incident Number in the Primary File.
- The number of additional copies and distribution should be determined by department needs, as indicated in Section 3.
  - Related reports should be cross-referenced in the body of the report.

#### • Index Files

- <u>Master Name File</u> -- Should include names of victim and/or person involved, filed alphabetically.
- Location File -- Filed by street address or other identifying factors, by date.

## 5. Supplemental Report

- The Supplemental Report should be used:
  - As a continuation for any other report.
  - To add additional information to a previously reported incident.
  - To record progress of a continuing investigation.
- The report should bear the same Incident Number as the original report.
- The report should have the same distribution as the original report in files.

• Changes to index cards previously prepared may result from the Supplemental Reports.

## 6. Traffic Accident Report

- This Report should be completed for all traffic accidents occurring on the highway (except those with only minor damage) and all private property accidents involving death, injury or a violation of law.
- Incident Numbers should be assigned as in Section 1.
- The original should be filed by Incident Number in the Primary File.
- If separate filing of traffic accidents is mandatory, a separate block of numbers from the Incident Ledger should be used to preserve the integrity of numbering system.
- The number of additional copies and distribution should be determined by department needs, as indicated in Section 3.

#### Index Files

- Master Name File -- Should include names of parties to the accident and persons killed or injured; filed alphabetically.
- <u>Location File</u> -- Filed by street address or other identifying factors, by date.

### 7. Property Ledger

- This ledger should be maintained to provide control of property; to allow for swift, accurate inventory; and to serve as a chronological cross-reference to property in Department custody.
- Each item of property booked should be entered, and appropriate notations made about the Incident Number, Date Booked, Person Booked To, bin or shelf number used for storage, and details of release.
  - All evidence should be booked to the arrestee, victim, or the officer finding, in that order. If the case involves only found property, the property should be booked to the actual finder.

## 8. Property Report

- The Property Report should be used to record all receipts of property into Department custody.
  - Evidence.
  - Found Property.
  - Safekeeping.
- An exception is the receipt for a prisoner's personal property.
- An Incident Number should be assigned as described in Section 1.
- The original should be filed by Incident Number in the Primary File.
- The number of copies and distribution should be determined by Department needs.
  - One copy should accompany the property.
  - Investigation.
  - Arrest Package, if related to an arrest.
  - Officer's information file.
- Property should be described in related reports.
- Index Files
  - <u>Master Name File</u> -- Filed by "booked to," alphabetically.
  - Type of Property File (Optional) -- Filed by type of property, by date.
- Where property received volume is low, a 3- by 5-inch Property Tag attached to the property may suffice for the Property Report. A Property Ledger should still be maintained; appropriate index cards should be made, and property should still be described in related reports.

#### 9. Arrest Report

- This should be used to record identifying information and details of the arrest of all persons taken into custody and booked into the Jail system. This report serves as permanent record of the officer's actions, arrestee's statements and actions, and other arrest details.
- All arrests should be entered in an Arrest Ledger by Department Arrest Number or by the Booking Number if a separate Booking Number is used for each arrest.
  - The Booking Number should be listed in other related reports for crossreference purposes.
- The original should be filed in the arrestee's Arrest Package, along with photographs, fingerprints, and other arrest-related documents.
  - Arrest Packages should be kept in the Records Unit, filed by permanent Department Arrest Number.
  - Offense reports, if any, should be attached.
- The number of additional copies and distribution should be determined by Department needs.
  - Chief of Police.
  - Investigator.
  - Officer's information file.

### • Index Files

- Master Name File -- Filed alphabetically.
- <u>Location File</u> -- Filed by street address or other identifying factors, by date.

# 10. Arrest Ledger ("Blotter")

• The Arrest Ledger should serve as the primary chronological record of all arrests made by the Department.

- Information recorded should include date, time, charge, name, location of arrest, arresting officer, and disposition.
- Use of a separate Booking Number for each arrest is recommended.
- Each January 1, the numbering sequence should start with number 1 followed by the last two digits of the year (e.g., the first arrest in 1978 would be 1-78, the second arrest would be 2-78). This would provide a stable numbering system and at the same time would provide instant information as to the number of persons booked during the current year.
  - This number should be cross-referenced in Department files to a permanent Department Arrest Number assigned by Records personnel at the time of the first arrest.
  - The Arrest Ledger should be kept in the dispatchers' office.

#### 11. Uniform Traffic Citation

- This form should be used for traffic offenses other than those involving physical arrest.
- The distribution should be as indicated by citation copies.
  - Justice of the Peace.
  - Violator.
  - Officer's Copy, filed alphabetically by officer's name until trial is completed, then destroyed.
  - Department Citation File, filed alphabetically by violator's name for approximately 3 years, then destroyed.
- State computer files of traffic violator histories generally make department files of such information time-consuming, limited in scope, and unnecessary; it is, therefore, recommended that such information should not be entered in arrest files or the Master

Name File. In the event that efficient State computer service is unavailable, entry on the Master Name Card is a more satisfactory solution than the creation of a separate file.

#### 12. Field Interview Report

- The Field Interview Report should be a 3- by 5-inch card used to report for possible future investigative purposes suspicious persons against whom there is no specific charge or persons warned regarding certain prohibited conduct.
- The form should be completed in duplicate: One copy filed alphabetically by name and one by location of interview.
- Because of the specific investigative purposes of this form, it should be filed separately and distinctly from the Primary and Location Files.

## 13. Vehicle Report

- This is used to report and identify stolen, recovered, and impounded vehicles.
- Incident Numbers should be assigned as described under Section 1. (A recovered vehicle should bear the stolen Incident Number, if stolen locally.)
- The original should be filed as follows:
  - Recovered Vehicles -- If stolen locally, file attached to related stolen report, otherwise by Incident Number in Primary File.
  - <u>Stolen and/or Impounded Vehicles</u> -- Filed by Incident Number in Primary File.
- The number of additional copies and distribution should be determined by Department needs.
  - Investigator.
  - Impound Garage.

#### • Index Files

- <u>Master Name File</u> -- Filed alphabetically by owner's name and should include license number on car.

- <u>Location File</u> -- Filed by street address or other identifying factors, by date.
- Stolen File -- Filed by license number.
- Impounded Vehicles -- Filed by license number.

#### 14. Officer's Daily Report

- The Officer's Daily Report is vital to effective operations. Therefore, it should be completed by the field officers. The report serves the following purposes:
  - Contains details and dispositions of all activities occurring during the tour of duty, including those minor incidents that are not the subject of a formal report and are not included in the Daily Report or the Incident Ledger.
  - Provides a record of the daily accomplishments of each officer for supervisory as well as statistical purposes.
  - Provides a record for measurement of workload factors.
  - Provides a source of data for manpower utilization analyses, budget requests, responses to public inquiries, and the like.
  - Provides a safeguard for field personnel against unjust accusations.
- The report should be filed by officer's name, by date (after extracting pertinent analysis data).

## 15. Supervisor's Daily Report (Optional)

- If selected, this report should be completed by field supervisors. The report would provide a resume of activities of duty tour related to personnel and criminal matters, as well as other police problems.
- The Report should be filed by supervisor's name, by date.

#### 16. Records Check Out

• Original records removed from file should be identified by substituting a brightly colored card of similar size that bears the following information:

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- Date removed.
- Purpose.
- Date returned.
- Record clerk's initials (or number).

## 17. Periodic Statistical Summary Report

- The Periodic Statistical Summary Report should be prepared by the dispatcher using the information from the tally sheet(s).
- The report should be distributed to:
  - Chief of Police.
  - City officials.
  - Department supervisors.
- The report should serve as a basis for the annual report.

# APPENDIX B

Exemplar Report Forms

POLICE DEPARTMENT INCIDENT LEDGER, PAGE

	Incident Number	Date Occurred	Time Occurred	Type ; of Report	Location of Incident	Victim	Officer Reporting	Connected Reports	**************************************
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: DAILY REPORT

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ARREST REPORT

## ARREST REPORT

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POLICE DEPARTMENT
ARREST LEDGER, PAGE

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# READ CAREFULLY

If you wish to plead guilty to the allense indicated, without going, to Court, you may liquire as to the proper procedure at the Sherills other in the County in which the allened offense occurred or at the City Police Department if the arrest was made within the city limits.

BRING THIS SUMMONS WITH YOU

. THE COURT WILL ISSUE A WARRANT FOR THE ARREST OF ANY DEFENDANT WHO IS A RESIDENT OF THIS STATE AND WHO HAS FAILED TO APPEAR TO ANSWER A TRAFFIC SUMMONS DULY SERVED UPON HIM AND UPON WHICH A COM-PLANT HAS BEEN FILED.

# APPEARANCE PLEA OF GUILTY AND WAIVER

I the undersigned, do hereby enter my appearance on the complant of the offense charged on other side of this summans. I have been informed of my right to a trick, that my signature to this plea of guilty will have the same force and effect as a judgment of court, and that this record will be sent to the Licensing Authority of this State for of the State where I received my breate to drive) I do hereby PLEAD GUILTY to caid offense as charged and WAIVE my rights to a hearing by court or jury. It is understood that a bail deposit will be forsetted in lieu of time of court and in full refilement of said violation and further care to pay the negative prescribed of said violation and further agree to pay the penalty prescribed for my offense.

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"KRSTRACT of COUR	IT RECORD	In STATE	LICENSING	AUTHORITY'

SE No	DOCKET No. PAGE No.
Date	CREDEO RENTO CHA MOITOA TRUCO
	The within complaint has been examined and there is probable cause for filing the same Leare is hereby granted to file the complaint. Complaint filed.
	Bail lixed at 5 or cash deposit of S
	Signature of person giving bail
•	Signature of person taking bail
	Fine in the amount of S
,	· Signature of Clerk
	Continuance to Reason
	Continuance toReason
	Warrant issued
	Warrant served
	Trial by Court (jury) Plea  Defendant Arraigned Waives Trial by Jury Finding by Court Finding by Jury The Court therefore, enters following order: Fined \$ Costs \$ Jailed days in Troffic School Probation Defendant Notified of His Rights Driver's { Suspended for days License } Recommended for Suspension days
	Testimony—Judges Notes: (or other Court Orders):
	As provided by Law, I hereby certify that the information on this taket is a true abstract of the record of this court or bureau in this case.  Signature of Judge or Clark
	Appeal Bond of SFiled for
•	Appeal toCourt

MAIL TO: STATE LICENSING AUTHORITY

# REPORT OF ACTION ON CASE

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CASE No.	DOCKET No. PAGE No.
Date	COURT ACTION AND OTHER ORDERS
	The within complaint has been examined and there is probable cause for hing the same Leave is hereby granied to life the complaint Complaint filed.
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	Signature of person giving bail
	Signature of person taking bail
	Fine in the amount of 5received as required by court schedule.
•	Signature of Clerk
	Continuance toReason
	Continuance to Reason
	Warrant issued
	Warrant served
	Trial by Court (Jury) Piea
	Defendant Arraigned Waives Trial by Jury
	Finding by Court
	Finding by Jury
	The Court therefore, enters following order:
	Fined \$ Costs 5
	Jaileddays in
	Traffic School
	Probation
	Defendant Notified of His Rights
	Driver's [ Suspended for days
	License ( Recommended for Suspension days
	Signature of Judge or Clerk
<del></del>	Testimony—Judges Notes: (or other Court Orders):
<del></del>	Appeal Bond of 5Filed for
	Appeal toCourt

# FIELD INTERVIEW REPORT

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Sex	Race	Age	lie	ight	Weight	ilair	Eyes	Complex.
Harks of Ident	ification:	Scar	5 , Т	1550	os, Etc	•		
Dress	•	•						
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12. LOCATION OF AMERICAN	· STREET   13. DATE & TIS	E CCCURRED 14. DA	TE & TIME POLICE ARRIVED
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# POLICE DEPARTMENT RECORDS SIGN-OUT

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						23. All other Off.	<b></b>	<u> </u>	<del> </del>	ļ	1
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					<del></del>	30. Speeding 31. Drivers License	-	<del> </del>	<del> </del>		<del> </del>
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Injury	}					41. Stop Signs	-	<del> </del>	<del> </del>		<del> </del>
Property					+	72. All Others TOTAL TRAFFIC	-	<del> </del>	-	<del> </del>	<del> </del>
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