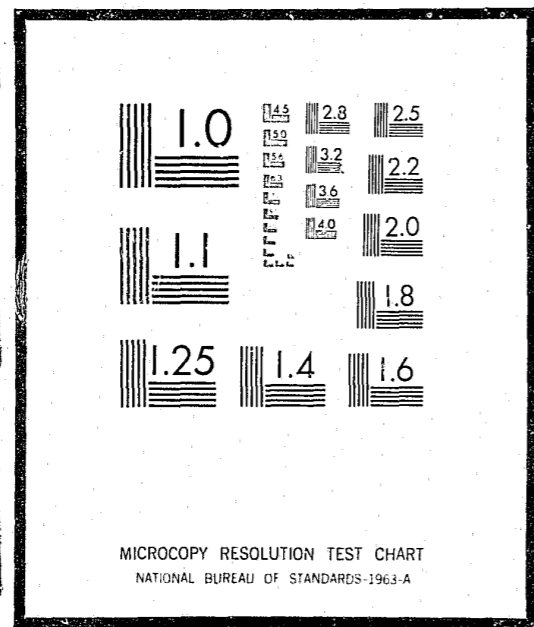


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U.S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
NATIONAL CRIMINAL JUSTICE REFERENCE SERVICE
WASHINGTON, D.C. 20531

12/3/76
Date filmed

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: 8,000
Police Strength (Sworn): 18
Total: 22
City Area: 10.2 square miles

RACTOR: Westinghouse Justice Institute

ULTANT: Larry R. Walton

RACT NUMBER: J-LEAA-003-76

: May 1976

34650
Final Report

TABLE OF CONTENTS

	<u>Page</u>
Foreword	iii
1. Introduction	1-1
2. Understanding of the Problem	2-1
3. Analysis of the Problem	3-1
4. Findings, Conclusions, and Recommendations	4-1

APPENDICES

A. Proposed Records System	A-1
B. Exemplars of Reports	B-1

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

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 Roy.
- 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 non-criminal 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 retrieval 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.
- Traffic 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.

- Bail Statement -- Prepared for the court; provides basic information pertinent to the determination of bail.

- Statement Form -- 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, State-required 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.
- Daily Activity Sheet -- 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. Miscellaneous Incident Report

- 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
 - Master Name File -- 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.
 - Location File -- 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
 - Master Name File -- 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 cross-reference 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.
 - Location File -- 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.
 - Stolen and/or Impounded Vehicles -- 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
 - Master Name File -- Filed alphabetically by owner's name and should include license number on car.

- Location File -- 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:

- Incident Number.
- Officer.
- 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

NATURE OF INCIDENT <input type="checkbox"/> BELOW <input type="checkbox"/> IN PROGRESS		COMPLAINT NO.		TIME	
LOCATION OF INCIDENT			CORNER <input type="checkbox"/> NW <input type="checkbox"/> NE <input type="checkbox"/> SW <input type="checkbox"/> SE		REC'D.
COMPLAINANT'S NAME <input type="checkbox"/> REFUSED		ADDRESS <input type="checkbox"/> SAME AS LOC.	BEAT	REVERSE USED <input type="checkbox"/>	
CHECK BOX IF APPLICABLE. IF CONDITIONS ARE NOT LISTED, DESCRIBE ABOVE.		TELEPHONE NO.		DISP.	
ALARM.....	<input type="checkbox"/> FIRE	<input type="checkbox"/> SILENT	<input type="checkbox"/> AUDIBLE	<input type="checkbox"/> HOLDUP	ANN.
ACCIDENT.....	<input type="checkbox"/> PERS. INJ.	<input type="checkbox"/> PROP. DAM.	<input type="checkbox"/> HIT & RUN	<input type="checkbox"/> PRIVATE PROPERTY	
DISURBANCE...	<input type="checkbox"/> FAMILY	<input type="checkbox"/> JUVENILES	<input type="checkbox"/> VEHICLES	<input type="checkbox"/> ANIMALS	
PERSON.....	<input type="checkbox"/> INJURED	<input type="checkbox"/> MISSING	<input type="checkbox"/> SUSPICIOUS	<input type="checkbox"/> NEEDS ASSISTANCE	
THEFT.....	<input type="checkbox"/> VEHICLE	<input type="checkbox"/> OBJECT	<input type="checkbox"/> FROM AUTO	<input type="checkbox"/> AUTO ACCESSORIES	
REMARKS					
UNIT ASSGND.	UNITS RESPONDING	REPORT SUBMITTED <input type="checkbox"/> M. D. <input type="checkbox"/> CALL <input type="checkbox"/> ACC. <input type="checkbox"/> ARREST	RECEIVED BY	DISPATCHER	

front

VEHICLE				PERSONS								TIME	
COLOR	YEAR	MAKE	II	SEX	RACE	AGE	HGT	WGT	HAIR	EYES	DESCRPT. OCCAS.		
STYLE	COYT		O.	COMP.	GLASSES	CLOTHING							
LIC. NO.	LIC. YR.		H	SEX	RACE	AGE	HGT	WGT	HAIR	EYES	NOTIFICATIONS MARK		
STATE	LIC. TYPE		O.	COMP.	GLASSES	CLOTHING							
OTHER IDENTIFYING INFORMATION						DIRECTION OF FLIGHT ON						NOTIFIED BY <input type="checkbox"/> DISPATCHER	
NOTIFICATIONS <input type="checkbox"/> AMBULANCE <input type="checkbox"/> FIRE DEPT. <input type="checkbox"/> POLICE				NAME		TELEPHONE NO.		DAYS <input type="checkbox"/> OTHER'S REQUEST		<input type="checkbox"/> ROTATION <input type="checkbox"/> NEAREST AVAIL.			
DEPT. MEMBERS NOTIFIED: TITLE & NAME													
ADDITIONAL INFORMATION													

back

UNIT NO.	LOCATION	TIME	
TELEPHONE NO.	PERSON NOTIFIED OR TO BE CONTACTED	OUT OF SERVICE OR NOTIFIED	
EXTERNAL		INTERNAL	
CONDITION: <input type="checkbox"/> STREET DEFECT		<input type="checkbox"/> BREAK	<input type="checkbox"/> REPAIRS <input type="checkbox"/> SERVICE
<input type="checkbox"/> STREET LIGHT OUT <input type="checkbox"/> TRAFFIC LIGHT OUT		<input type="checkbox"/> FOLLOW-UP	<input type="checkbox"/> RADIO SERVICE
OTHER: _____		<input type="checkbox"/> TRAFFIC CITATION	<input type="checkbox"/> RETURN TO STATION
NOTIFIED: <input type="checkbox"/> PERSON ABOVE		<input type="checkbox"/> TRANSPORTING	<input type="checkbox"/> PATROLLING ON FOOT
<input type="checkbox"/> STREET DEPT. <input type="checkbox"/> TRAFFIC DEPT.		<input type="checkbox"/> COURT <input type="checkbox"/> MEET UNIT _____	
OTHER: _____		<input type="checkbox"/> OTHER _____	
		<input type="checkbox"/> CALL STATION <input type="checkbox"/> CALL NO. ABOVE	
		REMARKS	DISPATCHER
		REVERSE USED <input type="checkbox"/>	

front

FILE CHECKS		SEARCHED BY:						SERIAL		
VEHICLE				PERSON				PROPERTY		
<input type="checkbox"/> WANTED ONLY		<input type="checkbox"/> REGISTRATION AND WANTED		<input type="checkbox"/> WANTED ONLY		<input type="checkbox"/> OPER'S LICENSE		SERIAL NO.		
LIC. NO.	STATE	YEAR	TYPE	NAME (LAST, FIRST, MIDDLE)				DESCRIPTION:		
COLOR	YEAR	MAKE	STYLE	ADDRESS						
BODY	IDENT. NO.			DOB	OPER'S LIC. NO.					
LISTED TO:				SEX	RACE	HGT	WGT		HAIR	EYES
ADDRESS:				OTHER						
VEHICLE IF DIFFERENT FROM ABOVE:										
<input type="checkbox"/> NOT WANTED		<input type="checkbox"/> NOT IN FILE		<input type="checkbox"/> NO RECORD		<input type="checkbox"/> STOLEN OR WANTED FOR _____		COMPLAINT NO. OR AUTHORITY _____		

back

COMPLAINT REPORT No 68304

Date _____ Time Received _____ Received by _____

Reported by _____

Address _____ Phone _____

Complaint _____

Officer Detailed _____ Time Dispatched _____

Time Arrived _____ Time Completed _____

Approved by _____ Indexed by _____ File Number _____

Form No. 1

1. INCIDENT NO.	GENERAL OFFENSE REPORT						
2. VICTIM'S NAME (FIRST NAME IF BUSINESS)		3. RESIDENCE ADDRESS		4. RES. PHONE		5. BUS. PHONE	
6. OFFENSE REPORTED			7. CLASSIFICATION AFTER INVESTIGATION			8. D.	
8. LOCATION: NUMBER		STREET	APT.	9. DATE & TIME OCCURRED		10. DATE & TIME POLICE ARRIVED	
11. PERSON REPORTING CRIME TO POLICE			12. RESIDENCE ADDRESS		13. RES. PHONE	14. BUS. PHONE	
15. PERSON WHO DISCOVERED CRIME			16. RESIDENCE ADDRESS		17. RES. PHONE	18. BUS. PHONE	
19. WITNESSES: NAME		SEX	RACE	AGE	20. RESIDENCE ADDRESS		21. RES. PHONE
(A)							
(B)							
23. VICTIM'S OCCUPATION		SEX	RACE	AGE	24. TYPE OF PREMISES WHERE OCCURRED	25. EXACT LOCATION OF VICTIM OR PROPERTY	
26. TOOL, WEAPON OR MEANS USED				27. METHOD USED TO COMMIT CRIME		28. OBJECT OF ATTACK OR PROPERTY TAKEN	
29. VALUE OF PROPERTY		30. TRADE MARK OR UNSUAL EVENT			31. NUMBER OF SUSPECTS	SEX	RACE
							AGE
32. VEHICLE FROM WHICH THEFT OCCURRED		YEAR	BODY STYLE	COLORS	YR-STATE-LIC	OTHER IDENTIFYING MARKS	
MAKE		MODEL					
33. VEHICLE USED BY SUSPECTS		YEAR	BODY STYLE	COLORS	YR-STATE-LIC	OTHER IDENTIFYING MARKS	
MAKE		MODEL					
34. EXACTLY WHAT DID SUSPECTS SAY							
35. KIND OF PROPERTY RECOVERED		36. VALUE	37. NAME IN C.I.D. NOTIFIED		38. DATE & TIME		
39. NARRATIVE: (INCLUDE EVIDENCE OBTAINED AND DISPOSITION, HOW ATTACKED AND METHOD USED TO GAIN ENTRY, DETAILED DESCRIPTION OF PROPERTY TAKEN, AND DETAILED DESCRIPTION OF SUSPECTS)							
Report Made by.....				Time.....		Date.....	
Emp. No.				Emp. No.		Indexed.....	
Approved by.....				Emp. No.		Date.....	
Emp. No.				Emp. No.		Bulletin.....	
Assigned to.....				Emp. No.		Date.....	
Emp. No.				Emp. No.		Recorded.....	
Cleared by:		Affuse.....	Unrounded.....	Inactive.....	Excep. Cleared.....		
Emp. No.		Emp. No.	Emp. No.	Emp. No.	Emp. No.		

MISCELLANEOUS INCIDENT REPORT

Incident Number	Type of Incident	Location	R.D.
Person Reporting	Address	Phone Number	Date and Time Occurred
INJURY	Name	Address	Phone Number
Extent of Injury	Cause	Transported To	Transported By
MISSING PERSON	Name	Address	Phone Number
Description - Physical			
Clothing Worn			
Cause of Absence	Occupation	Probable Destination	
Last Seen (Location, Date and Time)			In Company Of
Additional Information			
ANIMAL	Description of Animal	Owner	Address
Disposition			
OTHER INCIDENT	Person(s) Involved (Name, Address, Phone Number)		
Details:			
Date and Time Reported	Officer(s) Reporting	Supervisor Approving	

____ POLICE DEPARTMENT
SUPPLEMENTAL REPORT

INCIDENT NO.	TYPE OF ORIGINAL REPORT	LOCATION (ORIGINAL INCIDENT)	DATE (ORIGINAL REPORT)
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Large empty rectangular area for supplemental report content.

OFFICER(S) REPORTING	SUPERVISOR APPROVING
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ARREST REPORT

RESIDENCE ADDRESS	CITY	PHONE	ARRESTER'S NAME (LAST, FIRST, MIDDLE)		NUMBER					
EMPLOYED BY	OCCUPATION		GRADE		MISD <input type="checkbox"/> FEL <input type="checkbox"/> OTHER <input type="checkbox"/>					
EMPLOYER'S ADDRESS	CITY	PHONE	LOCATION OF ARREST	A.D.	ARRESTING OFFICERS					
NICKNAME, ALIAS	SOCIAL SECURITY NUMBER		DATE AND TIME ARRESTED	DATE AND TIME RECORDED	EVIDENCE MARKED YES <input type="checkbox"/> NO <input type="checkbox"/>					
DRIVER'S LICENSE NUMBER	STATE	BIRTHPLACE	SEX	DESCENT	AGE	HEIGHT	WEIGHT	HAIR	EYES	BIRTHDATE
VISIBLE MARKS, SCARS, DEFORMITIES			LOCATION OFFENSE COMMITTED			CONNECTED REPORTS AND NUMBERS				
COMPLAINTS OR EVID. ILLNESS OR INJURY - BY WHOM TREATED			DISPOSITION OF ARRESTEE'S VEHICLE			HOLD FOR:				
VEHICLE USED (YEAR, MAKE, MODEL, COLOR, LICENSE NO., IDENTIFYING MARKS)						LEAVING VEHICLE (DIRECTION AND STREET NAME)				
CLOTHING WORN			SCHOOL ATTENDING			SELECTIVE SERVICE NUMBER				
CODE V-VICTIM (FIRM NAME IF BUSINESS) W-WITNESS P OR G - PARENT OR GUARDIAN (JUVENILE ONLY)										
NAME	CODE	RESIDENCE ADDRESS		CITY	RESIDENCE PHONE	BUSINESS PHONE				
CRIM. INFO.	VICTIM'S OCCUPATION, DESCENT, AGE			TYPE OF PREMISES		TOTAL VALUE				
JUV. POLY	AGENTS NOTIFIED BY	TIME	PLACE JUVENILE DETAINED		BOOKING APPROVED BY	DETENTION APPROVED BY				
ADMINISTRATIVE OF RIGHTS GIVEN BY:						IN PRESENCE OF:				

DETAILS OF ARREST: (1) STATEMENT OF OFF. (2) BACKGROUND INFO: COMPLAINT, RADIO CALL, ETC. (3) NARRATIVE OF CIRCUMSTANCES PERTINENT TO ARREST. IF INTOXICATION INVOLVED, DESCRIBE DEPT. APPEARANCE, ACTIONS AND OFFICER'S OPINION OF DEGREE OF INTOXICATION, IF PHYSICAL EVIDENCE FOUND: WHERE, WHO BY, DISPOSITION. (4) EVIDENCE OF NARCOTIC ADDICTION.

SUPERVISOR APPROVING	ARRESTING OFFICER(S)	BADGE NO.	VACATION DATES	FINGERPRINTED
DATE AND TIME PREPARED	CLERK			PHOTOGRAPHED

UNIFORM TRAFFIC TICKET AND COMPLAINT

CASE No. _____ DOCKET No. _____ PAGE No. _____

STATE OF TEXAS COUNTY OF _____ CITY OF _____ COMPLAINT-AFFIDAVIT

IN THE _____ COURT OF _____ THE UNDERSIGNED, BEING DULY SWORN, UPON HIS OATH DEPOSES AND SAYS:

ON _____ THE _____ DAY OF _____ 19____, AT _____ A.M. P.M.

NAME LAST (PLEASE PRINT) FIRST INITIAL

STREET _____

CITY - STATE _____

AGE BIRTH DATE RACE SEX HT WT.

DRIV LIC. No. _____ AND NUMBER _____ DID UNLAWFULLY (OPERATE) (PART)

VEH LIC. No. _____ STATE _____ YR. _____ MAKE _____

UPON A PUBLIC HIGHWAY, NAMELY AT (LOCATION) _____

LOCATED IN THE CITY, VILLAGE, TOWNSHIP, COUNTY AND STATE AFORESAID AND DID THEN AND THERE COMMIT THE FOLLOWING OFFENSE:

Grid of traffic offenses including: SPEEDING (over limit), Improper LEFT TURN, Improper RIGHT TURN, Disobeyed TRAFFIC SIGNAL, Prohibited STOP SIGN, Improper PASSING AND LANE USAGE, OTHER VIOLATIONS (describe).

PARKING: Meter No. _____ Prohibited Double Exposed (Describe) Other _____

Conditions that increased seriousness of violation: SLIPPERY PAVEMENT, DARKNESS, PRESENT, OTHER TRAFFIC, AREA, HIGHWAY TYPE.

THE UNDERSIGNED FURTHER STATES THAT HE HAS JUST AND REASONABLE GROUNDS TO BELIEVE AND DOES BELIEVE THAT THE PERSON NAMED ABOVE COMMITTED THE OFFENSE HEREIN SET FORTH, CONTRARY TO LAW.

SWORN TO AND SUBSCRIBED BEFORE ME

THIS _____ DAY OF _____ 19____ (Signature and identification of officer or other complainant)

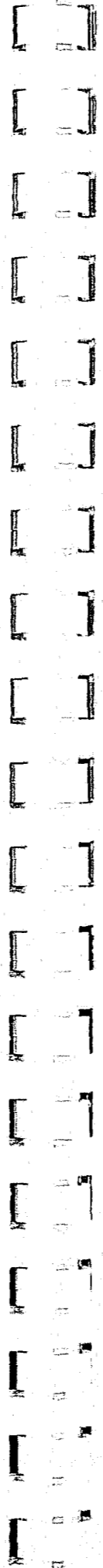
(Name and title) _____ (Unit No.) _____

COURT APPEARANCE: _____ DAY OF _____ 19____, AT _____ M.

ADDRESS OF COURT _____ I PROMISE TO APPEAR IN SAID COURT OR BUREAU AT SAID TIME AND PLACE.

SIGNATURE _____

NAME Last First Initial Social Security Number



HEAD CAREFULLY

If you wish to plead guilty to the offense indicated without going to Court, you may inquire as to the proper procedure at the Sheriff's office in the County in which the alleged offense occurred or at the City Police Department if the arrest was made within the city limits.

BRING THIS SUMMONS WITH YOU

NOTICE

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 COMPLAINT HAS BEEN FILED.

APPEARANCE PLEA OF GUILTY AND WAIVER

I, the undersigned, do hereby enter my appearance on the complaint of the offense charged on other side of this summons. I have been informed of my right to a trial, 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 (or of the State where I received my license to drive). I do hereby PLEAD GUILTY to said offense as charged and WAIVE my rights to a hearing by court or jury. It is understood that a bail deposit will be forfeited in lieu of fine of court and in full settlement of said violation and further agree to pay the penalty prescribed for my offense.

AMOUNT \$ _____

(Defendant's name)

(Address)

(Receipt No)

(Date)

"ABSTRACT of COURT RECORD for STATE LICENSING AUTHORITY"

CASE No. _____ DOCKET No. _____ PAGE No. _____

Date	COURT ACTION AND OTHER ORDERS
	The within complaint has been examined and there is probable cause for filing the same. Leave is hereby granted to file the complaint. Complaint filed.
	Bail fixed at \$ _____ or cash deposit of \$ _____ _____ Signature of person giving bail _____ Signature of person taking bail
	Fine in the amount of \$ _____ received as required by court schedule. _____ Signature of Clerk
	Continuance to _____ Reason _____
	Continuance to _____ Reason _____
	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 _____ Traffic School _____ Probation _____ Defendant Notified of His Rights Driver's License <input type="checkbox"/> Suspended for _____ days <input type="checkbox"/> Recommended for Suspension _____ days
	Testimony—Judges Notes: (or other Court Orders): _____ _____
	As provided by Law, I hereby certify that the information on this ticket is a true abstract of the record of this court or bureau in this case. _____ Signature of Judge or Clerk
	Appeal Bond of \$ _____ Filed for _____ Appeal to _____ Court

MAIL TO: STATE LICENSING AUTHORITY

REPORT OF ACTION ON CASE

Date _____

Amt. of Fine Paid \$ _____ Cost \$ _____

COURT ACTION

Date _____ Plea _____

Disposition _____

Amt. of Fine Paid \$ _____ Costs \$ _____

License Action _____

OFFICER'S NOTES FOR TESTIFYING IN COURT

First Noticed _____ Why Noticed _____

Direction of travel _____ on _____

Weaving: Yes _____ No _____ Number of cars passed _____

Traffic Conditions: Light Heavy Moderate

Highway Surface: Concrete Asphalt Gravel Other _____

Highway Character: Straight Level Incline Crest Curve

VEHICLE DEFECTS

SERVICE BRAKE _____

PARKING BRAKE _____

HEADLIGHTS _____

TAIL LIGHTS _____

STOP LIGHT _____

WINDSHIELD WIPER _____

HORN _____

TIRE _____

TURN SIGNALS _____

MIRROR _____

OTHER _____

CASE No. _____ DOCKET No. _____ PAGE No. _____

Date	COURT ACTION AND OTHER ORDERS
	The within complaint has been examined and there is probable cause for filing the same. Leave is hereby granted to file the complaint. Complainant filed.
	Bail fixed at \$ _____ or cash deposit of \$ _____ Signature of person giving bail _____ Signature of person taking bail _____
	Fine in the amount of \$ _____ received as required by court schedule. Signature of Clerk _____
	Continuance to _____ Reason _____
	Continuance to _____ Reason _____
	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 _____ Traffic School _____ Probation _____ Defendant Notified of His Rights _____ Driver's License { <input type="checkbox"/> Suspended for _____ days <input type="checkbox"/> Recommended for Suspension _____ days Signature of Judge or Clerk _____
	Testimony—Judges Notes: (or other Court Orders): _____
	Appeal Bond of \$ _____ Filed for _____ Appeal to _____ Court _____

FIELD INTERVIEW REPORT

NO. _____ POLICE DEPT. FIELD INTERVIEW REPORT											
Name (last first) middle						Location			RD.		
Residence Address						Res Phone		Date + Time Interviewed			
Driver (X)		Pass (X)		Ped (X)		Nickname					
Sex		Race		Age	Height	Weight	Hair	Eyes	Complex.		
Marks of Identification:						Scars, Tattoos, Etc.					
Dress											
									Opr. or Chauff. Lic. No.		
Year & Make of Car			Type	Lic. No.		Color					

(REVERSE)

Suspects Business Address (if juvenile, name of school)		
List names of all persons with suspect at time of interrogation		
Reason for Interrogation		
Disposition		
Officer(s) Reporting (Name and Badge No.)		Divn
		Detail

INCIDENT NO.		MOTOR VEHICLE REPORT			
2. VEHICLE OWNER		3. RESIDENCE ADDRESS		4. RES. PHONE	
5. (CHECK ONE) THEFT <input type="checkbox"/> ATT. THEFT <input type="checkbox"/> INPOUND <input type="checkbox"/> THEFT & RECOVERY <input type="checkbox"/> RECOVERY FOR OTHER JURIS. <input type="checkbox"/>		6. OWNER'S BUSINESS ADDRESS		7. BUS. PHONE	
8. TYPE OF VEHICLE (AUTO, TRUCK, MOTOR, ETC.)		9. PERMITS (DRIVY, PK. LOF, ETC.)		10. DATE & TIME CALL RECD.	11. R.D.
12. LOCATION OF OCCURRENCE		13. DATE & TIME OCCURRED		14. DATE & TIME POLICE ARRIVED	
15. YEAR MAKE BODY STYLE		16. LICENSE NO. STATE YEAR		17. VEH. I.D. NO.	18. MOTOR NO.
19. COLORS	20. ACCESSORIES TAPE DECK <input type="checkbox"/> SPOTLIGHT <input type="checkbox"/> RADIO <input type="checkbox"/> WAXER <input type="checkbox"/> A. COND. <input type="checkbox"/>	21. CYLINDERS	22. TRANSMISSION	23. POWER EQUIP. WINDSH. <input type="checkbox"/> SPARKS <input type="checkbox"/> SIFTERING <input type="checkbox"/>	24. VALUE
25. INDICATE DAMAGE BY LOCATION	26. PERSONAL PROP. IN VEH. MILEAGE YES (DESCRIBE NO BELOW) <input type="checkbox"/>	27. WERE DOORS LOCKED YES <input type="checkbox"/> NO <input type="checkbox"/>	28. IGNITION LOCKED YES <input type="checkbox"/> NO <input type="checkbox"/>		
29. TITLE HOLDER (IF FINANCED - NAME OF INSTITUTION)		30. ADDRESS	31. BUS. PHONE	32. DATE LAST PRINT.	
33. NAME OF PERSON LAST DRIVING VEHICLE		34. ADDRESS	35. RES. PHONE	36. BUS. PHONE	
37. VEHICLE LISTED BY WHAT COMPANY		ADDRESS	NUMBER	CITY	STATE
38. WERE YOU PERSON FROM WHOM THE VEHICLE WAS STOLEN, AT THAT TIME YES <input type="checkbox"/> NO <input type="checkbox"/>		39. SOBRIETY OF THIS PERSON SOBER <input type="checkbox"/> H.B.D. <input type="checkbox"/> INTOXIC. <input type="checkbox"/>			
40. PARTICULARS OF THEFT: IF YES GIVE DATE AND LOCATION OF THEFT AND RECOVERY					
41. DISPATCH AUTHORIZED BY		42. DISPATCHED BY:		43. DATE AND TIME DISPATCHED	
44. INFORMATION DISTRIBUTED TO C.I.D. <input type="checkbox"/> D.P.S. <input type="checkbox"/> SHERIFF <input type="checkbox"/> F.B.I. <input type="checkbox"/> RADIO <input type="checkbox"/>					
45. NARRATIVE:					
Report Made by.....		Time.....		Date..... Indexed.....	
		Emp. No.		Emp. No.	
Approved by.....				Date..... Bulletin.....	
		Emp. No.		Emp. No.	
Assigned to.....				Date..... Recorded.....	
		Emp. No.		Emp. No.	
Cleared by:	Arrest.....	Unfounded.....	Inactive.....	Excep. Cleared.....	
	Emp. No.	Emp. No.	Emp. No.	Emp. No.	

CONTINUED

1 OF 2

SUPERVISOR'S DAILY REPORT

NAME	ON DUTY	OFF DUTY	TOTAL HOURS WORKED	OVERTIME	WATCH	ASSIGNMENT	DATE	
VEHICLE NO.	MILEAGE- START	MILEAGE- FINISH	TOTAL MILES	GAS-NO. GAL.	COST	OIL-NO. QTS.	COST	TOTAL COST

This area is reserved for the supervisor to provide a detailed account of the day's activities, including descriptions of tasks performed, locations visited, and any other relevant information.

SIGNED: _____ APPROVED: _____

WEEKLY REPORT							
PERIOD ENDING _____							
	THIS PERIOD	YEAR TO DATE	LAST YEAR TO DATE	PERCENT OF CHANGE	CURRENT 12 MONTHS	PREVIOUS 12 MONTHS	PERCENT OF CHANGE
MAJOR OFFENSES							
MURDER							
ROBBERY							
AGGRAVATED ASSAULT							
BATTERY							
BURGLARY							
THEFT OVER \$50							
AUTO THEFT							
TOTALS							
ARRESTS - ADULT AND JUVENILE							
MURDER							
ROBBERY							
AGGRAVATED ASSAULT							
BATTERY							
BURGLARY							
THEFT OVER \$50							
AUTO THEFT							
TOTALS							
OTHER OFFENSES							
D. AND E. - AUTO							
WORTHLESS DOCUMENTS							
THEFT UNDER \$50							
TOTALS							
OTHER ARRESTS							
D. AND E. - AUTO							
WORTHLESS DOCUMENTS							
THEFT UNDER \$50							
LIQUOR LAWS							
NARCOTICS							
SEX OFFENSES							
LICENSE							
D. U. I.							
OTHER ARRESTS							
TOTALS							
TRAFFIC ACCIDENTS							
FATAL							
INJURY							
PROPERTY DAMAGE							
TOTALS							
TRAFFIC CITATIONS							
MOVING CITATIONS							
NON-MOVING CITATIONS							
PARKING CITATIONS							
TOTALS							
JUVENILE ARRESTS							
JUVENILES BOOKED							
CONTACTS							
ADULTS HANDLED							
TOTALS							

CONSOLIDATED MONTHLY REPORT
For Month of _____, 19__

OFFENSES REPORTED					OFFENSES CLEARED					
This Month	Last Month	This yr to date	Last yr to date	+ or - same prd last yr	CLASSIFICATION OF OFFENSES	This Month	Last Month	This yr to date	Last yr to date	+ or - same prd last yr
					Part 1					
					1. Murder					
					2. Neg. Homicide					
					3. Forcible Rape					
					4. Robbery					
					5. Agg. assault					
					6. Burglary					
					7. Theft Over					
					8. Theft Under					
					9. Auto Theft					
					TOTAL Part 1					
					Part 2					
					13. Other assaults					
					14. Forgery & Pass.					
					15. Embezz. Fraud					
					16. Rec. Stolen Prop.					
					17. Weapons Poss. etc.					
					18. Sex Off					
					19. Prostitution					
					20. Resisting Arrest					
					21. Narcotic laws					
					22. Liquor laws					
					23. Drunkenness					
					24. D.W.I.					
					25. D.W.L.SUSP.					
					26. Disorderly Conduct					
					27. Gambling					
					28. All other Off.					
					29. Susp. Persons					
					TOTAL Part 2					
					TOTAL 1 & 2					
					Part 4 JUVENILE OFFENSES	Part 3 TRAFFIC ANALYSIS				
						30. Speeding				
						31. Drivers License				
						32. Fail to Yield R/W				
						33. Drove left of ctr.				
						34. Imp. Overtaking				
						35. Follow too closely				
						36. Made improper turn				
						37. Inadequate brakes				
						38. Improper lights				
						39. All parking				
						40. Traffic Signal				
						41. Stop Signs				
						42. All Others				
						TOTAL TRAFFIC				
					Part 5 TRAFFIC ACCIDENTS					
					Death					
					Injury					
					Property					
					TOTAL					

END

7/10/1960