

R-76-179

NCJRS LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
POLICE TECHNICAL ASSISTANCE REPORT

OCT 1976

ACQUISITIONS

SUBJECT: Cumberland County and Portland, Maine;
Records System Consolidation

REPORT NUMBER: 76-149

FOR: Cumberland County, Maine, Sheriff's
Department
 County Population: 203,200
 Police Strength (Sworn): 57
 Total: 64
 County Area: 884.7 square miles

Portland, Maine, Police Department
 City Population: 68,000
 Police Strength (Sworn): 168
 Total: 214
 City Area: 28.3 square miles

ACTOR: Westinghouse Justice Institute

STANT: Larry R. Walton

ACT NUMBER: J-LEAA-003-76
September 1976

36852

TABLE OF CONTENTS

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

LIST OF ILLUSTRATIONS

| | |
|---|------|
| 4-1 Arrest Ledger | 4-5 |
| 4-2 Miscellaneous Incident Report | 4-8 |
| 4-3 Officer's Daily Report | 4-9 |
| 4-4 Supervisor's Daily Report | 4-10 |
| 4-5 Field Interview Report | 4-12 |
| 4-6 Records Sign-Out | 4-13 |
| 4-7 Property Report | 4-14 |

FOREWORD

This request for Technical Assistance was made by the Cumberland County, Maine, Sheriff's Department. The requested assistance was concerned with providing guidance in the implementation of a consolidated records system for the Sheriff's Department and the Portland, Maine, Police Department.

| | |
|------------------------|--|
| Requesting Agency: | Cumberland County Sheriff's Department, Sheriff Richard Thayer; Portland Police Department, Chief of Police Joseph McClaren. |
| State Planning Agency: | Maine Criminal Justice Planning and Assistance Agency, Mr. Gregory Hanscom, Police Planner. |
| Approving Agency: | LEAA Region I (Boston), Mr. John Keeley, Police Specialist. |

1. INTRODUCTION

Cumberland County, which is located in southern Maine, has a population of approximately 203,200 persons residing in 884.7 square miles. The City of Portland, the largest city in Maine, is the county seat. The Sheriff's Department provides total police service to 13 of the 26 townships in the County. In the near future, this number will decrease to 12, leaving the Sheriff's Department responsible for total police service in an area of 419 square miles containing approximately 26,000 persons.

The Sheriff's Department operates the County Jail with a capacity of 101 persons and a countywide Youth Aid Section, which is responsible for investigation and referral of all juvenile cases in the County. In 1975, the Sheriff's Office received 3,700 calls for service, resulting in 1,649 reported incidents.

The Portland Police Department receives approximately 50,000 calls for service annually, resulting in approximately 30,000 reported incidents. The Portland Police Department records system is well developed and, in general, provides an effective level of service.

Analyses conducted in this study, together with resultant conclusions and recommendations, were based on observations of operating procedures, inspection of facilities, analysis of work documents and statistical data, and interviews of operating personnel of both the Sheriff's Office and the Portland Police Department.

Persons interviewed included the following:

- Sheriff Richard Thayer, Cumberland County.
- Chief of Police Joseph McClaren, Portland Police Department.
- Deputy Chief of Police Maurice Harvey, Portland Police Department.
- Lt. William Kearns, Portland Police Department.
- Robert Bickfora, Property Officer, Portland Police Department.
- Larry Gammon, Information Officer, Portland Police Department.

- Deputy David Giampetruzzi, Planning and Research Officer, Sheriff's Office.
- Deputy Jennifer Goss, Data Retrieval Officer, Sheriff's Office.
- Barbara Dube, Receptionist, Portland Police Department.

Data collected and reviewed included the following:

- Cumberland County Sheriff's Office Annual Report -- 1975.
- Cumberland County Sheriff's Office Crime Analysis -- 1975, Bureau of State Police, Uniform Crime Reporting Division.
- Workload Statistics -- 1975.
- Sheriff's Office report forms.
- LEAA Police Technical Assistance Report, Records System Consolidation Feasibility Study -- April 1975.
- Portland Police Department report forms.
- Portland Police Department report processing procedures.
- Portland Police Department Instruction Manual for completion of reports.

2. UNDERSTANDING OF THE PROBLEM

While in the process of improving services provided by the Cumberland County Sheriff's Office, the Sheriff ascertained that the existing records and reporting system utilized by his Department was not providing an effective level of service. Rather than attempting to create an efficient system separate and distinct from other neighboring agencies, the Sheriff decided to investigate the feasibility of consolidating, and at the same time improving, his system with that of the Portland Police Department. Inasmuch as the two agencies are located only a block apart and the Sheriff had knowledge of the Portland system as a result of his prior experience as a member of the Portland Police Department, the idea appeared to have merit. A request for Technical Assistance to determine the feasibility of consolidating the records of the two agencies was made, and the assistance was provided. The primary recommendation resulting from that study was that the records systems of the two agencies should be consolidated and that the Police Department should become the repository (and operator) of the consolidated system. It was agreed that this joint effort would be restricted to those records and reports considered as "operational;" (e.g., arrest, crime, traffic accident).

As a consequence, the two agencies decided to implement that recommendation. After coming to a general agreement, it was decided to seek Technical Assistance in implementing the consolidation. Therefore, this study is related to that objective. Although certain areas susceptible to improvement in the Portland Police Department records system have been identified, this study does not purport to be a detailed review of that system, nor of the report forms utilized by the Portland Police Department. Instead, time limitations have dictated that the emphasis be placed on integrating the admittedly unsatisfactory system of the Sheriff's Office with the generally satisfactory system of the Portland Police Department. It is the Consultant's belief that this in itself would constitute a major improvement in recordkeeping for the Sheriff's Office which is the basic purpose of this assistance.

3. ANALYSIS AND DISCUSSION OF THE PROBLEM

Consolidation of reports and recordkeeping functions of the Portland Police Department and the Cumberland County Sheriff's Office presents no unsurmountable problems. As indicated in the earlier feasibility study, there is every reason to believe that the combined system will operate more efficiently than does either system at present. Insofar as the Sheriff's Office is concerned, the Portland Police Department system offers a considerable improvement in reporting forms, data compilation, and systematic report storage and retrieval. The Portland Police Department stands to gain through the expansion of data available concerning crimes, arrests, suspicious persons, and the like in the greater Portland area. In all likelihood, there will be increases in crimes cleared by arrest and in the amount of stolen property recovered and returned to rightful owners. However, there are certain factors that must be given careful attention if the consolidation is to operate efficiently. These factors are reviewed below:

- Preliminary Factors -- First, an effective date to commence the joint operation must be established. Sufficient time must be allowed for development of mutually agreed upon procedures, training, reimbursement for services, and so on. At the same time, the sooner the system can be made operational, the sooner anticipated advantages will accrue. A logical date, in terms of statistical compilations, must also be considered. To assist in the development process, as well as to provide for continuing liaison once the system is operational, the appointment of agency representatives should be undertaken. Matters to be considered by the representatives include items such as purging schedules, extraordinary requests for data compilation and/or analysis, and classes of reports to be given special processing, in addition to routine coordination of efforts. A reimbursement system to the City by the County for items such as report forms, manpower, and time the Police Department property officer devotes to courtroom testimony in County matters must be developed. Needless to say, this system will probably have to be approved by legal representatives of both the City and the County. Perhaps the major factor upon which initial success of the venture will depend relates to adequate training of Sheriff's Office

personnel and the records personnel of the Police Department. Moreover, since Sheriff's office personnel will be making use of the system, procedures for identifying Sheriff's Office personnel must be devised.

- Operational Factors -- The line between so-called Preliminary and Operational Factors is admittedly not precise. The only real purpose in such a division is to simplify discussion of "start-up" procedures. Since the communications function is not part of the contemplated consolidation, arrangements must be made for initial dispatch documents to enter the flow of paperwork along with those reports initiated by Sheriff's Office personnel. Consideration must also be given to the needs of the Sheriff's Office for crime analysis and routine compilation of statistical data. Report storage, processing, and review must be standardized as much as possible, but in a manner that ensures provision of appropriate information to the Sheriff and his criminal investigators. This must include not only statistical compilations, but also such information as is now available in the Portland Police Department Daily Bulletin. The Portland Police Department's reporting system is quite adequate for its purpose. All reports are not processed in precisely the same manner; however, this is for the simple reason that various reports are initiated for differing purposes and in response to differing needs. As a consequence, it will be necessary to consider each operational report on an individual basis in addition to its relationship to the system as a whole. As recommended in the feasibility study, property management, both reporting and storage, is also to operate as part of the consolidated system. As a result, such factors as storage facilities, reimbursement to the City, and the like must also be considered.
- Collateral Factors -- During the course of this study, certain collateral areas were identified, which bear only indirectly on the specific subject of records consolidation. However, the relationships are such to justify consideration in this report. The details

of the Portland Police Department records system fall into this area. Although the basic system is quite adequate, and there is no question about the improvement to the Sheriff's Office system that would result from adoption of the Police Department system, this is not to say that the Police Department's system cannot be made more efficient. Specific areas related to this opinion are delineated in the Section 4. A system of recording certain complaints by telephone interview rather than dispatch of a patrol unit would also be desirable, as would the acquisition of a computer terminal connected to State and National criminal data files. In addition, attention should be directed to the desirability and practicality of consolidating other functions now performed independently by the two agencies.

4. RECOMMENDATIONS

A review of the recordkeeping system of the Portland Police Department and the Cumberland County Sheriff's Office leads to the conclusion that there is no serious impediment to consolidating the two systems. Due to the Police Department's greater degree of sophistication and more complete report forms, it is recommended that the Sheriff's Office records system and report forms be replaced by those of the Police Department. It is the Consultant's opinion that the new system should become fully operational January 1, 1977. This should allow time for adequate training; for the development of cooperative procedures; and the modification of forms, where necessary. The Police Department should serve as the custodian for the combined system. To implement this consolidation in an orderly manner, it is recommended that the following steps be taken:

- Liaison -- Each agency should appoint a Liaison Officer to represent its respective department in matters pertaining to daily operations of the records system. It should be the duty of these liaison officers to not only coordinate operations of the two departments in this area, but also to devise and recommend procedural changes as the need appears. Initial policy areas to be reviewed are report purging timetables and the specific types of reports that are to be typed before filing. In this regard, it is suggested that the existing policy of the Police Department be adopted.
- Training -- All Sheriff's Office field personnel, and those Sheriff's Office personnel involved in statistical compilation and/or data analysis, should receive intensive training in report preparation prior to implementation of the system. This indoctrination should include details of how the system will operate, how deputies may avail themselves of information in the system, and the like. It is the Consultant's opinion that members of the Police Department who now provide such training to their own new officers are best qualified to provide this training. The Police Department reporting manual, which contains copies of report forms and describes their use, should serve as a guide in the instructional process.

- o Police Department Compensation -- Provision must be made for compensating the City of Portland for assuming the recordkeeping tasks of the Sheriff's Office. Factors to be considered include typing of reports, time devoted to such activities as indexing and filing reports, responding to inquiries for information from Sheriff's Office field personnel, tabulation of Sheriff's Office crime activities in the Daily Bulletin, property officer's time spent testifying in court regarding property placed in custody by Sheriff's Office personnel, and equipment and storage facilities required due to the increase in volume. It is the Consultant's opinion that the records-associated workload of the Police Department will not materially increase due to this consolidation. This opinion is based on the fact that the Sheriff's Office report volume constitutes only slightly over 5 percent of the combined volume of the two systems. With the Police Department processing approximately 30,000 reports per year, the addition of 1,600 more reports (less than five per day) hardly represents a major increase in workload. However, it is recognized that the Sheriff's Office volume may increase as a result of better reporting policies, and that some demands on the Police Department will be of a more or less intangible nature not susceptible to precise measurement. For these reasons, it is recommended that the County reimburse the City in cash to the extent of one clerical position (based on the City salary scale) to assist in the Police Department Records Unit. It is the Consultant's opinion that the property officer will have to testify in the courtroom relative to Sheriff's office matters so infrequently it will be negligible. The salary costs paid to the City for a records clerk would be adequate to cover these instances. If it develops to the contrary, an adjustment can be made at a later time. In addition to compensation for personnel, a system for paying for report forms must be developed. It is recommended that advantage be taken of the Police Department's volume purchasing, using the same forms. It is most likely that for a slight additional expense a report heading identifying the report as one of the Sheriff's Office can be printed in sufficient volume. This would be preferable to handstamping a Sheriff's Office heading over the Police Department heading.

Transfer of report forms to the Sheriff's Office should be by means of a requisition to the Police Department, payable by the County to the City upon demand.

- o Identification of Sheriff's Office Personnel --
Since one of the intended purposes of a joint system is for access to the system for informational purposes by all parties to the consolidation, provision must be made to identify Sheriff's Office personnel who might request confidential information via telephone or radio. At the present time, Sheriff's Office personnel are not assigned permanent serial or badge numbers. Therefore, it is recommended that each Sheriff's Office employee be assigned a permanent number. When an inquiry is made to Portland Police Department Records Unit personnel, the requesting person should identify himself by name and serial number. Of course, a copy of the names and numbers must be made available to Records Unit personnel. If it is believed that a serial number does not provide for sufficient records security, the inquiring person's birth date or Social Security number can be used for this purpose. When an information request is made, an "Information Request" form should be completed by the concerned records clerk and filed by the name of the requesting person. This will not only provide a permanent record of the transaction but will also assist in determining the volume of such requests.

- o Modifications to Present Police Department System -- It is the Consultant's opinion that although the Police Department's present records system is acceptable, some modifications would simplify and/or increase its efficiency. These modifications are outlined below.
 - Arrest Reports -- Arrest reports are presently given a number from the Case Number Ledger and filed by that number among all other reports. Review of all arrest reports relating to a single individual is difficult due to the necessity of extracting several different reports from several different files. Some of these older reports may even be stored in the Property Room in the basement. Arrestee photographs are kept in a separate room filed by a Department number, and fingerprint cards are filed elsewhere by fingerprint classification. The net result is that criminal history

information regarding a single individual is scattered throughout the system. It is recommended that a Case Number not be assigned to each arrest report; instead, an Arrest Ledger (see Figure 4-1) should be used in the Jail wherein arrestees are listed and identified by their Booking Number (the permanent Portland Police Department number would still be used to identify a particular arrestee; the Booking Number to identify a particular arrest). In conjunction, all arrest reports, copies of related offense reports, photographs, fingerprints, "rap sheets," and so on should be filed in a single Arrest Package by the arrestee's name. This would separate the numbering system into Case Numbers, which apply to reported incidents, and Booking Numbers, which apply to persons arrested. Review of arrest information on file by investigators would be simplified, for both investigators and records clerks, by gathering all arrest information relating to a particular individual into a single, complete package.

- Traffic Citations -- At present, traffic citations are also given a Case Number, entered in the Daily Bulletin, indexed in the Master Name File, and filed in the Case File. It is submitted that the value of the information made available is not worth the effort expended. Once issued, and properly accounted for, traffic citations are of limited value except possibly to followup investigators. It is recommended that traffic citations no longer be assigned Case Numbers, not be recorded in the Daily Bulletin, and not be indexed in the Master Name File. Entry in the Daily Bulletin only serves to clutter the Bulletin, and entry in the Master Name File is a laborious task. It is the Consultant's understanding that traffic citation information for the entire State is routinely available in Augusta; therefore, entry in the Master Name File is duplicative of broader information available from State sources. It is recommended that after being accounted for, and subject to analysis for selective enforcement purposes, traffic citations be filed in the Records Unit by name of the violator in files separate and distinct from

the Arrest Package File and the Case File. Citations that have been so stored for approximately 3 years should be destroyed.

- Traffic Accident Report -- Traffic accident reports are now processed differently than other reports. Completed reports are turned into the Traffic Division, coded for data processing, indexed, and filed by street location in the Traffic Division. All drivers names are indexed and filed alphabetically in a name file in the Division. A single index card is used for multiple entries related to a single driver. No number is assigned to the report. The related Dispatch Card, prepared in Communications at the time the call was dispatched, is not used as an audit device; the card is retained in the Communications Unit. It is the Consultant's opinion that there is no valid purpose for fragmenting the total records system in this manner. Traffic accidents are simply another type of field incident. Processing and storage should be similar to other field incidents. Primary filing by location is not as conducive to accuracy and quick retrieval as is filing by an assigned number. The maintenance of a duplicative name file is also subject to question. Therefore, it is recommended that traffic accident reports be approved by Traffic Division supervisors, forwarded to the information officer for assignment of a number from the Case Number Ledger, and then processed in the Records Unit. The related Dispatch Card should be used by the information officer as an audit device, and the original copy of the report should be filed by the Case Number in the Records Unit. The processing clerk in the Records Unit should index the report for all drivers and injured parties, using a single card for multiple entries, as is now done in the Traffic Division. Provision of a copy of the index card to the Traffic Division would provide the basis for a location file or other traffic statistical analysis. If it is deemed essential for the Traffic Division to be given a copy of certain reports, a photocopy would suffice. In the event that it is desirable to file traffic accident reports separately, a block of numbers from the Case Number Ledger should be reserved each year; and the file of reports should

be maintained in the Records Unit separately, but as described herein.

- Master Name File -- Present policy calls for completion of a new index card for each report entered into the system. Policy also dictates that each reported incident be described in brief on the related index card. It is the Consultant's opinion that these policies tend to make the file much more voluminous than necessary, in addition to requiring a large expenditure of clerical time for typing. Therefore, it is recommended that a single index card be used for multiple entries (similar to the system now used for traffic accident reports) and that the descriptive information on the index card be limited to date, location (possibly including tract and block numbers), type of incident (i.e., burglary, dog bite, traffic accident, robbery, arrest), and the incident's Case Number or Booking Number.
- Report Simplification -- In certain instances, it would appear that reporting procedures could be simplified by combining reports. It is recognized that some redesigning will be necessary to incorporate the details of one report into another. It is the Consultant's opinion that the Traffic Accident and the Hit-and-Run Reports could be combined, resulting in one less report for field personnel to complete, and station personnel to process and file. The Malicious Mischief and Offense Reports could also be combined since, except for the heading, they appear to be identical. The General Conditions and Casualty or Aided Person Reports could also be combined to be similar to the Miscellaneous Incident Report shown in Figure 4-2. In terms of new reports, it is also recommended that field patrolmen be required to daily complete a report similar to the Officer's Daily Report shown in Figure 4-3, instead of the present Daily Activity Report. This would bring together on a single sheet an officer's total activities, and also would provide a broader spectrum of data for analysis than is the case at present. A more appropriate Daily Report for supervisors is shown in Figure 4-4.
- Field Interview Report -- It is the Consultant's opinion that the use of the Field Interview Report has not been emphasized to a sufficient degree. The form itself can

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 | |

Figure 4-2. Miscellaneous Incident Report

| SUPERVISOR'S DAILY REPORT | | | | | | | | | | |
|---|---------------|----------------|--------------------|----------|-------|------------|---------|------|------|------------|
| NAME | ON DUTY | OFF DUTY | TOTAL HOURS WORKED | OVERTIME | WATCH | ASSIGNMENT | DATE | | | |
| VEHICLE NO. | RELEASE-START | RELEASE-FINISH | TOTAL MILES | GAS-NO. | CAL. | COST | OIL-NO. | QTS. | COST | TOTAL COST |
| <div style="display: flex; justify-content: space-between; margin-top: 10px;"> SIGNED: _____ APPROVED: _____ </div> | | | | | | | | | | |

Figure 4-4. Supervisor's Daily Report

be improved, and the policy of filing the single copy in the Detective Division limits its availability to all personnel. Therefore, it is recommended that a training program be instituted for field personnel emphasizing the value of the Field Interview Report; the form shown in Figure 4-5 should replace the present form. It is further recommended that two copies be prepared; after review of one copy by the Crime Analysis Unit, the copies should be filed in the Records Unit. One copy should be filed by name, and one copy by location.

- Records Check-Out Form -- It is recommended that a Records Check-Out Form be adopted (see Figure 4-6). This 8 1/2- by 11-inch form, printed in a bright color on heavy stock paper, should be placed in file whenever original records are removed. It is recognized that original records are not supposed to be removed; however, there are times when it is unavoidable. This form serves as a reminder that the original records have been removed and identifies who has the report.
- Daily Bulletin -- It is the Consultant's opinion that the value of the Daily Bulletin would be enhanced if the subject and location of a particular incident were typed in upper case on the first line of each entry (i.e., BURGLARY-142 MOULTON ST.). This would allow for swift perusal and identification of high priority incidents and/or locations.
- Property Management -- The Portland Police Department has a well-developed property management system with excellent security. It is the Consultant's opinion that this system would be even more efficient if the Property Ledgers were combined, and expanded to include disposition of the property. Disposal of property would also be enhanced if the types of property suitable for auctioning were expanded to include items of evidence other than contraband. Of course, specific holding periods during which a claimant could reclaim his property would have to be established, and all court action must be completed prior to auction. It is also the Consultant's opinion that property received into custody could be better accounted for by requiring the completion of a Property Report (see Figure 4-7) by the officer booking the property. Completion, numbering, processing, and so on would follow the same pattern as the related offense report. In the event that no

FIELD INTERVIEW REPORT

| POLICE DEPT. FIELD INTERVIEW REPORT | | | | | | | | | | |
|-------------------------------------|----------|--------------------------|----------|-----------|-------|-------------------------|----------|--------------------------|--|-----|
| NO. | | 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 |

Figure 4-5. Field Interview Report

POLICE DEPARTMENT
RECORDS SIGN-OUT

| Incident Number | No. of Pages | Officer | Date Signed Out | Purpose | Date Returned | Record Clerk |
|-----------------|--------------|---------|-----------------|---------|---------------|--------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Figure 4-6. Records Sign-Out

POLICE DEPARTMENT
PROPERTY REPORT

| Incident Number | Evidence <input type="checkbox"/> | Found Property <input type="checkbox"/> | Safekeeping <input type="checkbox"/> | General Type of Property |
|------------------------|-----------------------------------|---|--------------------------------------|--------------------------|
| Booked To: | Address | Phone Number | Location Property Obtained | |
| Contacted Reports | | | Date and Time Obtained | |
| Item Number | Quantity | Description of Item (Make, Model, Serial Number, Color, Etc.) | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Date and Time Reported | Officer(s) Reporting | Supervisor Approving | | |

Figure 4-7. Property Report

offense report was prepared in conjunction with property to be booked, a specific Case Number would be assigned to the report as with any other report of a field incident.

- Information Officer Post -- It is the Consultant's opinion that certain tasks now performed by the information officer could be better performed elsewhere. The maintenance of the Case Number Ledger, audit of Dispatch Cards to ensure completion of reports, and completion of the Daily Bulletin are tasks that logically and properly should be performed by Communications or Records personnel. Preparation of the "Mini-Bulletin" and report typing also fall within this category. Therefore, it is recommended that the information officer be relieved of these tasks; the tasks, and the clerk now responsible for report typing, "Mini-Bulletin" preparation, and so on should be reassigned to the Records Unit on the Third Floor. It is recognized that adoption of these recommendations would leave the information officer with little to do. It is submitted that this position could be better utilized in a telephone-station crime reporting program. Such a program can be of real value in extending the availability of radio units for more serious incidents. The program contemplates that dispatchers will, insofar as is possible, screen calls to identify those that require nothing more than a report. In such instances, the caller should be either transferred to the information officer for reporting the incident, or requested to come to the Police Station to complete the report. It is recommended that such a program be formalized within the Department. It is the Consultant's opinion that telephone and/or station reports should be limited to the following instances:

- (1) Bicycle thefts.
- (2) Theft of other property when:
 - (a) The suspects are unknown.
 - (b) The property stolen cannot be specifically identified by serial number, markings, or other means.
 - (c) There is no apparent need to conduct an on-site preliminary investigation.

- (3) Missing persons, where there is no indication of foul play.
- (4) Runaway juveniles.
- (5) Lost property.
- (6) Malicious mischief, where there is no need to conduct a preliminary investigation.
- (7) Prowler calls, not pertinent in time, and, in which there appears to be physical evidence.

A general Day Watch assignment for this task would probably be most appropriate, but a detailed study of the most efficient hours of the day and days of the week (in terms of workload) should be made. The obvious criterion is whether or not sufficient radio-car time is saved to justify the assignment. Analysis may reveal that only on certain days and/or shifts will the program be efficient.

- Report Processing Procedures -- It is the Consultant's opinion that the system will operate most efficiently if a minimum of "special handling" steps are necessary for Sheriff's Office reports. It is, therefore, recommended that the report processing procedures now used by the Police Department be adopted for processing of reports prepared by Sheriff's Office personnel. Sheriff's Office reports should be received into the system, numbered, indexed, filed, and so on along with Police Department reports with no distinction other than as noted below.

- (1) Dispatching Procedures -- The Sheriff's Office will be responsible for dispatching its own calls. Therefore, when the Sheriff's Office receives a request for service and dispatches a unit, a Police Department Dispatch Card should be completed and a distinctive Sheriff's Office Number should be stamped on the Card. The designated deputy should inform the dispatcher of the call's disposition for entry

on the Card. Completed cards involving completion of a report should be forwarded to the Police Department for Case Number assignment (this should include traffic accident reports). After the related Card and report have been assigned a Case Number, the Card should be returned to the Sheriff's Office for crime analysis by Sheriff's Office personnel and storage by number along with Cards not involving a report. The report should be processed in the regular manner at the Police Department and a copy forwarded to the Sheriff's Office for filing by Case Number. To distinguish Sheriff's Office cases in the Case Number Ledger and in Police Department files, the Case Number should be preceded or followed by the letter "S". Sheriff's Office reports should be entered in the Daily Bulletin in the same manner as Police Department reports. The letter "S" in the Case Number will identify Sheriff's Office cases for reference purposes. Entry in the Mini-Bulletin should follow the same criteria as Police Department reports. Copies of both the Daily Bulletin and the Mini-Bulletin should be forwarded routinely to the Sheriff's Office in a prompt manner. If a particular report is not the kind routinely typed by the Police Department, a photocopy of the handwritten report should be forwarded to the Sheriff's Office for its files. Analysis of both reports and Dispatch Cards for Sheriff's Office incidents should be by Sheriff's Office personnel after report copies and Dispatch Cards have been returned for permanent filing.

- (2) Traffic Accident Reports -- Traffic accident reports completed by Sheriff's Office personnel should be numbered from the Case Number Ledger, and processed and filed in the same manner as other reports whether or not the Police Department chooses to modify its traffic accident report processing system. This is necessary since the Sheriff's Office records system will consist of only a Dispatch Card, Arrest Package, and a

must be acquired by the Police Department in order to store additional property. It is recommended that the space immediately adjacent to the basement property storage area in the Police Department be converted to a secure property room to provide the additional storage space. As compensation for the added workload for the property officer, and since the space is necessary if the Police Department is to provide storage and security for property booked by the Sheriff's Office, it would be appropriate for the County to pay for the necessary alteration.

- (5) Field Interview Reports -- It is recommended that the Sheriff's Office adopt the Field Interview Report shown in Figure 4-5 for the purpose of reporting and identifying persons suspected of being involved in illegal activities, but against whom no specific charge can be placed. The report can also be used to record instances where individuals are warned regarding improper conduct. To increase the scope of information in the Police Department system, Field Interview Reports should be filed in the Police Department files (recommendations for improving this system were outlined earlier in this section) after being reviewed for analysis purposes by the Sheriff's Office data retrieval officer.
- (6) Records Sign-Out Form -- This form has been described previously. It is recommended that the Sheriff's Office also adopt the form for its files.
- (7) Daily Field Activity Reports -- It is recommended that the Daily Reports (Officer's and Supervisor's) shown in Figures 4-3 and 4-4 be adopted by the Sheriff's Office. The Supervisor's Report should be forwarded to the Sheriff or his delegate for perusal and then filed by name, by date in the Sheriff's Office. The

Officer's Report should be approved by the officer's supervisor, routed to the data retrieval officer for extraction of data, and then filed by date in the Sheriff's Office.

(8) Traffic and Parking Citations -- Citations issued by Sheriff's Office personnel should be retained in the Sheriff's Office and filed by name of the violator for approximately 3 years. After that time, they should be destroyed.

(9) Crime Analysis -- Statistical compilations and crime analysis of Sheriff's Office reports and activities should be performed in the Sheriff's Office by the data retrieval officer. Preparation of a Weekly Consolidated Report, similar to the Daily Consolidated Report used by the Police Department, should also be the responsibility of the data retrieval officer. Although there may be some duplication of effort with the Police Department in this area, retention of control for analysis and planning of county crime and workload activities by the Sheriff's Office is highly desirable in terms of accountability.

(10) Stolen Property and Wanted Persons File -- Information pertaining to stolen property and wanted persons for the Sheriff's office should be entered in Police Department files by Police Department personnel, using the same procedures and sources used for Police Department-initiated information.

• Computer Terminal -- It is strongly recommended that the Portland Police Department acquire a computer terminal allowing for access to State and National criminal information data banks. By so doing, the amount of information available regarding stolen property, wanted persons, traffic citations, and criminal arrest histories would be increased tremendously. At present, both the Police Department

and Sheriff's Office are operating in what almost amount to a void, with only limited information available from other jurisdictions.

- Further Consolidation -- It is anticipated that the consolidation of records and reporting systems will improve the efficiency of both the Police Department and Sheriff's Office system, while reducing overall costs. It is the Consultant's opinion that further improvements and economics could be made through consolidation of the communications and jail functions of the two agencies, although a detailed analysis of the feasibility of such consolidation was not performed. Such a feasibility study should be the first step toward further consolidation efforts.

END

7 11/22/11