Field   Reporting

Guide

AUGUST 1, 1978

SPRINGFIELD MISSOURI POLICE DEPARTMENT
GORTON LOVELAND, CHIEF OF POLICE

Prepared by Administrative and
Integrated Criminal Apprehension Program Staff

Joseph P. Teasdale
Governor

F. M. Wilson
Director

Adjutant General of Missouri
Division of Highway Safety
Division of Liquor Control
Division of Water Safety
Missouri Council on Criminal Justice
Missouri State Highway Patrol
State Fire Marshal

DEPARTMENT OF PUBLIC SAFETY
MISSOURI COUNCIL ON CRIMINAL JUSTICE

JAY SONDHI, EXECUTIVE DIRECTOR

621 East Capitol — P.O. Box 1041
Jefferson City, Missouri 65102
Telephone 314-751-3432

August 24, 1979

Christine Lundy
National Criminal Justice Reference Service
Acquisition Department
Temporary Processing Division
Box 6000
Rockville, Maryland 20850

    RE: 77-DF-07-0008 / IACP

Dear Ms. Lundy:

Enclosed is a copy of the evaluation report prepared by an independent
firm plus a product of the grant, Field Reporting Guide.

We are sorry these documents were not mailed to you earlier. If this
office can be of further service to you, please advise.

       Sincerely,

       Bill Holt
       Administrative Assistant

BH/bb

Enclosure

SPRINGFIELD MISSOURI POLICE DEPARTMENT
GORDON LOVELAND, CHIEF OF POLICE

July 1, 1978

FIELD REPORTING GUIDE

PREFACE

The Crime Report and Supplementary Report forms have been developed as part of the overall upgrading of records and reporting for the Springfield Police Department through the Integrated Criminal Apprehension Program (ICAP). Preliminary training and field testing were accomplished by officers during and a period of time following ICAP training classes.

This manual has been developed for instruction and actual field reporting of police cases coming to the attention of officers of the department. It is a guide which seeks to inform the user of the type of information necessary to complete the forms successfully.

Development research was extensive and included much effort by a subcommittee of the ICAP Task Force and a thorough study of the Model Records System Manual and Reporting Guides (July 25, 1977) developed for ICAP by the Law Enforcement Assistance Administration, U.S. Department of Justice.

This manual covers the above two reports being implemented for departmental usage. It will be revised and made comprehensive for all departmental report forms at a future time.

Gordon Loveland, Chief of Police

FIELD REPORTING GUIDE

TABLE OF CONTENTS

LIST OF ILLUSTRATIONS

1. PURPOSE OF REPORTS

An officer writes an investigative report to record his activities and findings. The investigative report is a permanent record of the case, the basis for evaluation of what has been done, the basis for deciding further action and the basis for prosecution.

Information obtained from the various reports of the Springfield Police Department will be tabulated to give a picture of criminal and noncriminal activity within our jurisdiction. This information explains where and how police officers and their equipment are being used and it will give some indication as to where and how they should be used.

Reports will be used in manpower allocation plans with regard to single- or multiple-crime specific planning. This capability can be on a tactical or strategical basis. Officers can be alerted to be on the lookout for known criminals or the modus operandi of the unidentified perpetrators of specific offenses. These records, which are based upon the reports of our officers, are an aid in the planning of the police budget and the distribution of funds within the department. Long-range planning for the department to meet changing crime conditions is based on the information from reports. Reports can also be used to identify both the general and individual training needs of personnel so that appropriate measures can be instituted.

The report represents a convenient method for keeping other interested agencies informed. In addition to aiding the work of other public departments, the information derived from reports can be used to keep the public informed of police problems and accomplishments. Such information becomes the basis for public support of the law enforcement agency.

It cannot be overemphasized that, no matter how well done, an investigation can be no better than the manner in which the report is written. The investigator must remember that his report tells the reader the manner in which the investigation was conducted. Moreover, it is the basis for

evaluation of the quality of the investigation and the investigator. A poor report of a good investigation will give the impression of a poor investigation.

2. DEFINITIONS AND MULTIPLE OFFENSES

Offense titles on the Crime and Supplementary Reports should be in accordance with state and federal statutes or city ordinance.

Not uncommonly, a field situation involves the commission of more than one offense. The following guidelines are offered:

2.1 Offenses -- For the offenses of robbery, burglary, larceny and auto theft, a Crime Report should be prepared for each separate and distinct operation. A distinct operation is one wherein all of the actions occur at one time and place. If actions are separated by time or space, more than one report will be required. Examples:

2.1.1 Robbery -- Four people in one restaurant are held up by an armed robber. One Crime Report (listing multiple victims) is prepared.

2.1.2 Burglary (Apartments) -- One Crime Report is prepared for each apartment entered.

Note

Unoccupied motel or hotel rooms are not considered to be apartments. If a burglary occurs in a building where transient lodging is the business, one Crime Report is prepared regardless of the number of rooms entered. Example: TV sets stolen from a number of rooms.

2.1.3 Burglary (Office Buildings) -- One Crime Report for each business burglarized.

2.1.4 Larceny -- Five washing machines in a self-service laundry are rifled. One Crime Report is prepared.

2.1.5 <u>Larceny</u> -- Five parking meters, one Crime Report.

2.1.6 <u>Larceny</u> -- Batteries stolen from three automobiles on a used car lot, one Crime Report.

2.1.7 <u>Larceny</u> -- Batteries stolen from three automobiles on a parking lot or street (different victims), three Crime Reports.

2.1.8 <u>Auto Theft</u> -- One Crime Report for each motor vehicle stolen.

3. <u>ITEMS COMMON TO MOST REPORTS</u>

3.1 <u>Legibility</u>

All handwritten reports should be written with a ball point pen using dark ink (felt tip pens are not acceptable). Reports can be written in longhand, providing they are legible; otherwise, they should be printed. All reports should be completed in legible form before the reporting officer goes off duty.

3.2 <u>Names</u>

All proper names (including names of businesses) should be spelled out in full. <u>Correct</u> spelling is of key importance.

3.3 <u>Addresses</u>

The apartment, suite, or room number is an integral part of an address. Military personnel should be identified by unit number and the name of the ship, station, or military instllation. Indicate the street number for each address and, where no street number is available, use the distance and direction to a known geographical location. Addresses recorded in the blocks provided should represent the permanent residence address. If the individual is temporarily staying in the city, this temporary address should be indicated under the narrative.

section of the report if sufficient space is not found in the address block. For example, an address might be recorded as "234 West Longview, Salt Lake City, Utah, temporarily staying at the Hilton Hotel, 1604 South Main St."

3.4 Telephone Numbers

Include the area code and/or extension number when applicable.

3.5 Dates

The number of the month, the number of the day, and followed by the last two digits of the year is the satisfactory way of recording the date. For example, "12-14-78." Where a span of dates is to be indicated, use a dashed line between the first date above and last date below. For example, "12-10-78"
12-14-78

3.6 Time

Each indication of time must be recorded by the use of the 24-hour clock (1:00 p.m. = 1300 hrs.; 4:00 a.m. = 0400 hrs.). Where a span of time is to be indicated, use a dashed line between the first time above and the last time below. For example: 0700
1500

3.7 Witnesses

Obtain as complete information as possible, keeping in mind the instructions above as to names and addresses. Also record the age. General descriptive information about witnesses is often pertinent when it is later necessary to locate a witness for interview or to testify in court. When appropriate, sex, race, and other information about witnesses should be included in the narrative.

3.8 Sectors

This is the Sector number where the incident occurred. Sectors are smaller divisions of districts or beats and are used to pinpoint activity locations. This information will be added to the report by the Crime

- 4 -

Analysis Section.

3.9 Sex, Race and Age

The sex, race, and age of suspects and witnesses should be obtained as accurately as can be accomplished through observation, interview, or questioning persons who might be able to provide this information. In recording these data, the following standard abbreviations should be used:

3.9.1 Sex: Male - M

Female - F

3.9.2 Race:

White = W

Black = B

Mexican = M

Chinese, Japanese or other Oriental = O

American Indian = I

Other Races = OTH

3.9.3 Age: This is the age of the individual on his last birthday. A spread of years can be used when age must be estimated (for example, "25-30.").

3.10 Occupations

The Crime Report forms provide for recording the place employed/ school attended of a victim. Record the name of the business employing the victim or the name of the school he attends and the phone number where he can be reached while there. Also indicate what time span he is normally there. For example: 0800-1700. If the victim is unemployed by reason of retirement, the phrase

"retired," for example, would be indicated. In cases of unemployed
married women, the entry would normally be "housewife."

3.11 Value

Indicate as near as can be estimated the fair market value for
articles subject to depreciation. Use cost to merchant (wholesale price)
in thefts from retail stores, warehouses, etc. Individual property values
should be listed in box #63 of the Crime Report.

3.12 General Entry Guidelines

The basic rule in reporting is that all boxes should be completed,
wherever possible. There are instances where, by their very nature,
boxes do not apply to the particular case being reported. In such
cases, they should be left blank. The reporting officer must consider
the applicability of each box. Except in those instances where
information is not applicable or will be added later, all boxes must
be completed with either the information or one of the following
indicators: (1) None, (2) Refused, or (3) Unknown. In cases where the
word "Unknown" is entered, the reason should be explained in the body of
the report, if appropriate. If any box provides inadequate space in a
particular case, note in the box the words "see below," and record
or continue the details under the Narrative (inserting the number of
the box continued under Item No. in the left column of the Narrative).

3.13 Signatures

An investigating officer completing a report should sign it and
indicate his department serial number in the space provided.

4. DESCRIPTIONS

4.1 Persons

For the purpose of report writing, it is essential that descriptions
be detailed, complete, and standardized to the extent possible.

Emergency descriptions identifying a fleeing suspect obtained for immediate broadcast should be supplemented by further questioning of complainant or witnesses, before the officer submits his report. In addition to name, nickname, and address, the description must, if possible, include

Sex: M or F

Race: (Use the codes given in 3.9.2)

Age: A span of ages can be used if the exact age in unknown, such as 25-30.

Height: Self-explanatory

Weight: Self-explanatory

Hair: Give color

Eyes: Give color

Description: Clothing and what is unusual about subject. For example, amputations, nervous tic, peculiar mannerisms or movement, good teeth, prominent scars, deformities, speech oddities, tattoos, type build, type facial and head hair, glasses, etc.

4.2 Property

For all articles listed, regardless of what they may be, always show the maker's or brand name, serial and model numbers, size and color, and valuation. Show any initials or other marks of identification that may have been added after purchase of articles. If owner is not sure of valuation, give approximate valuation, in line with 3.11.

4.2.1 Clothing

If detailed clothing descriptions are known, it should always be described in order, from hat to shoes. Detailed descriptions would have to be included in narrative. In addition to identifying the articles by name such as "hat," "coat," "dress," "slacks," be sure to include:

style: Single-breasted sport coat, fingertip

	mink stole, etc. Include hat style and color
Color:	Brown and white tweed, dark green satin, flowered print, red on green, etc.
Identifiable Defects:	Ripped left sleeve, grease spot on back, etc.
Jewelry:	Lodge pins, emblems, rings, bracelets, necklaces, etc.

Give name of article to be described. In describing men's, women's, children's, or infants' clothing, always indicate size, color, maker's label, laundry or cleaner's marks, and kind of materials.

- <u>Men's Suits</u> -- State whether single- or double-breasted, number of buttons, whether two- or three-piece (coat, vest, and pants; or coat and two pair of pants), whether evening, street, or sport suits; state kind of lining, if any; plain or pleated trousers, if known; etc.

- <u>Men's Coats</u> -- State whether overcoat, short jacket, raincoat; single- or double-breasted; type of trimming, lining; also if belted.

- <u>Men's Miscellaneous Clothing</u> -- Include shorts, shirts, socks, sweaters, ties, shoes, scarves, pajamas, dressing gown, etc. Describe completely.

- <u>Women's Dresses</u> -- State whether evening, street, house, or suit; kind of trimming, if any (such as fur, lace, metallic, contrasting, or self-trim); one- or two-piece style.

- <u>Women's Coats</u> -- State whether full-length or short; whether evening, sport, or dress type. Give full description of trimming, buttons, etc.; indicate color and kind of lining. Give complete and full description of fur coats, kind of fur, lining, etc.

- **Women's Miscellaneous Clothing** -- Include lingerie, underwear, pajamas, stockings, shoes, socks, sweaters, scarves, shawls, skirts, housecoats, pantsuits, slacks, etc.

- **Children's and Infants' Clothing** -- Follow general descriptions as given for men's and women's clothing.

4.2.2 Jewelry

After giving the name of the article to be described, include the following when it is part of the description:

- Color(s) and kind(s) of metal(s).

- Number, kind, color, cut, and size of stones.

- Type of mounting, filigree, plain, engraved, etc.

- Type of setting: Basket, tiffany, sunken, box, etc.

- Inscriptions, dates, engravings, initials, serial numbers, and jeweler's markings.

Specific information for each article includes:

- **Rings** -- State kind of metal, kind, size, cut, type, and number of stones (diamond, ruby, etc.); whether plain, engraved, or filigree; and any jeweler's marks, inscriptions, or initials.

- **Watches** -- State make (Elgin, Hamilton, Timex, etc.) movement, and case and jewel numbers; size of watch; type of case (open-faced or covered); number of adjustments, if known; whether plain or engraved or set with stones. If it has chain or wrist band attached, describe giving color, material, length, etc.

- **Necklaces** -- State length, number of strands, whether matched or graduated stones or beads; whether strung on thread or chain (giving kind and color); describe clasp.

- **Pendants** -- State size, shape; whether strung or chain, ribbon, cord, or thread; give color and type; describe clasp.

- Brooches and Bar Pins -- State size and shape; whether plain, engraved, or filigree; also whether pin has safety clasp attached.

- Stick Pins -- State size, shape, and kind of stones; state whether safety clasp attached.

- Bracelets -- State width; whether link, filigree, solid, flexible, or half-clasp type; whether plain, engraved, or stone set; whether safety chain attached and type of clasp.

- Earrings -- State style and length; whether screw, clasp, or pierce type; describe stones, color, etc.

- Emblems, Charms, Lodge Pins, etc. -- State size and shape; name of organization (Masonic, Elks, Eagles; Phi Beta Kappa, Sigma Chi; nurse's or military service; American Legion, etc.).

- Buckles and Other Miscellaneous Articles of Jewelry -- State size, color, shape, stones, etc.

Note

If any of the above are matched sets (ring, pin, necklace, earrings, bracelet, etc.) so state. State whether costume, antique, or modern type jewelry.

CAUTION

When officers are personally describing items of recovered jewelry in reports, or the property of an arrestee, indicate colors rather than materials (for example: "Brooch, yellow metal, red and white stones," not "Gold pin with rubies and diamonds."

4.2.3 Household Articles

Give the name of the article being described.

- Rugs -- State size; color or combination of colors; plain or design; whether domestic or oriental; type (Axminster, Wilton, Broadloom, etc.); give maker's name when known; whether fringed

- 10 -

or bordered; cleaner's marks; all other marks, such as stains, tears, mends, etc.

- Bedding -- (Includes sheets, pillowcases, blankets, spreads, quilts, comforters, mattress covers, etc.). State what article is, then give a complete description of size, color, material, cleaner or laundry marks, and monograms, if any.

- Dishes and Glassware -- State whether complete sets, giving pattern and number of pieces (both china and glass); state whether procelain, pottery, cut glass, blown glass, or just ordinary china or glass. Give maker's label or mark, monograms, or other marks.

- Silverware -- Includes flatware (table silver, knives, forks spoons, etc.), as well as hollow ware (coffee, tea, and chocolate sets; complete silver services). Give maker's label, kind of metal (such as sterling, plated, stainless or pewter); owner's initials or other inscriptions; type of pattern; and number of pieces to set.

- Clocks -- State kind, color, size, movement, and case numbers, if known; whether china, porcelain, bronze, iron, wood, plastic, glass, leather, etc. State whether mantel, kitchen, boudoir, grandfather, traveling, etc.; give maker's label, state whether 8-day type and, if chime clock, kind of chimes (Westminster, etc.).

- Furniture -- State what article is; then give complete description, stating kind of wood or metal, color, kind of material covering, and trimming. In cases of matched sets (such as bedroom, dining or living room furniture), give number of pieces in set, and state number of pieces stolen.

- Radios, Televisions, Stereos, and Tape Recorders:

show maker's label, serial number, whether console, table model,
midget, transceiver, portable, low- or high-boy type, size of screen,
etc. Give kind of wood or metal; show color and kind of trim, if
any.

- Lamps -- State kind (i.e., floor, bridge, table or boudoir); give
  kind of wood or metal, number of globes, whether reflector type;
  state whether it has a base light; show kind, color and size of
  shade. In the case of table and boudoir lamps, state whether
  statuary, glass, china, pottery, metal base, or other.

- Miscellaneous -- Include ornaments, pictures, statues, bric-a-brac.
  Describe in detail, stating particularly any labels, serial numbers,
  or other identifying marks.

4.2.4 Other Property

Give the name of the article to be described.

- Firearms -- State maker's name; caliber or gauge; color of metal;
  serial numbers, type of handles or stocks; note any marks,
  inscriptions, or initials. State whether revolver, automatic
  pistol, pumpgun, rifle, or shotgun; number of barrels (if multiple);
  and shell capacity.

- Tires -- State size, maker's name, color, tread, and serial numbers,
  if available; state whether mounted on rim with wheel and tube
  (or tubeless) or alone.

- Drugs -- State amount, kind, manufacturer, container, size, valua-
  tion, and any other description available.

- Office Machines -- Includes cash registers, adding machines,
  typewriters, bookkeeping machines, calculators, check protectors,
  and other office machines. State maker's name, size, model and
  serial numbers, color, etc. Also any other marks, labels, or
  inscriptions.

- <u>Cameras and Accessories, Projectors and Cases</u> -- State maker's name, model number, serial number, lens name and number, and shutter number. State kind of material (plastic, metal, or leather) of camera, projector, and case.

- <u>Electrical Equipment</u> -- Includes toasters, irons, hair dryers, bulbs, sockets, generators, motors, waffle irons, percolators, portable water heaters, bottle warmers, refrigerators, and other electrical equipment. State maker's name, kind of material, color, size, model and serial numbers, and any initials or other marks of inscriptions.

- <u>Building equipment</u> -- includes lath, wire, plaster, bricks, stucco, glass, marble, lumber, roofing material, paint, nails, cement, etc. Give size, color, maker's name, number or amount of articles lost or stolen, and any lot or serial numbers available.

- <u>Optical Goods</u> -- Includes spectacles and cases, opera glasses and binoculars, telescopes and cases, microscopes, refractometers, comparators, and any other optical equipment. State maker's name, color, material of article, as well as case; serial and model numbers (power number or size in case of binoculars, telescopes, etc.); initials or other marks of identification.

- <u>Books</u> -- State name of book, author, publisher's name if known, color and kind of material of binding. State approximate size of book, as well as any inscriptions, such as owner's name, book-plate, or author's signature.

- <u>Medical and Dental Instruments</u> -- Includes stethoscopes, blood-testing apparatus, hyponeedle outfits, etc. State maker's name, size, serial numbers, model numbers, material, color and marks of identification. Also show size and color of case.

- Pianos and Musical Instruments -- Pianos - state maker's label and
  serial number, if any; state if upright, baby grand, spinet, etc.
  Includes banjos, saxophones, guitars, trombones, trumpets, violins,
  clarinets, piccolos, flutes, etc. State maker's name, color, material,
  number or other marks of identification. Also describe carrying cases.

- Knives -- Includes hunting, pocket, butcher, etc. State color,
  kind of material of handle; numbers, maker's name, inscriptions,
  etc.; also describe carrying case, if any.

- Pen and Pencils -- Includes fountain pens, pen and pencil
  desk sets, etc. Give maker's name, color, size, whether man's
  or woman's, numbers, initials or other marks of identification.

- Smoking Materials -- Includes pipes, tobacco, cigarettes, cigars,
  lighters, cases, etc. State color and size of pipes; amount
  of tobacco, number of cigars or cigarettes (box or package
  or humidor jar), maker's name, etc.

- Sewing Machines -- State maker's name, brand name, serial
  number of both machine and motor; state whether table or portable
  type, and any other marks or inscriptions.

- Sporting Goods -- Includes fishing poles, tackle, lines, tents
  and awnings, skis, snow shoes, toboggans, golf clubs, rackets,
  etc. State maker's name, numbers, color, kind of material,
  and initials or other inscriptions.

- Groceries -- State kind of article and amount, brand label, and
  any other general description available.

- Toilet Articles and Cosmetics -- Includes brushes, combs,
  mirrors, perfume bottles, manicure sets, powder, perfume, cold
  cream, shampoo, toothpaste, lipstick, hair oil, soap, etc.
  State size, color, material, maker's or brand name, initials,
  numbers or other marks of identification.

- <u>Tools</u> -- Includes carpenter's plumber's electrician's, machinist's mechanic's, etc. State kind of tool, serial number, maker or brand name, initials or other marks of identification. State number of tools lost or stolen, and size.

- <u>Animals, Birds, and Fish</u> -- Includes dogs, cats, horses, pigs, cows, poultry, birds, goldfish, snakes, etc. State kind of animal, bird, or fish: size, color, name, age; license number, if any; and other description available.

- <u>Automobile Supplies and Equipment</u> -- Includes spotlights, wheels, tubes, carburetors, spark plugs, bumpers, etc. (other than tires). State size, color, maker's name, serial numbers, number of articles, and other marks of identification.

- <u>Leather Goods</u> -- Includes trunks, suitcases, purses, briefcases, sample cases, belts, suspenders, saddles, billfolds, etc. State size, color, maker's name, serial numbers, initials, or other marks of identification.

- <u>Bicycles</u> -- State name, size of frame, size of wheels, color, kind of seat, brake, number of speeds, boy's or girl's, tires, baskets, horns, lights, serial number and license number, if known; and initials and other identifying marks.

5.1 <u>Crime Report</u>

The Crime Report (see figure 1) is used to record the circumstances of all criminal offenses coming to the attention of the police, regardless of the value of property taken, extent of injury, or likelihood of successful prosecution except:

- Traffic and some other citable violations disposed of by means of a citation.

Figure 1. Crime Report

CRIME REPORT
Springfield Police Department

SPD78-001

1 DISTRICT	2	PAGE _____ OF _____
3 SECTOR	4 UCR CODE	
5 CONNECT WITH SUPPLEMENTARY ☐ CRIME ANALYSIS REPORT ☐		

INCIDENT

6 COMPLAINT NO.	7 INCIDENT	8 LOCATION (ADDRESS OF OCCURRENCE)

9 TIME OF OCCURRENCE	M	D	Y	T	10 TIME REPORTED	M	D	Y	T	11 TYPE OF PREMISES

12 OCCUPANTS PRESENT YES☐ NO☐	13 PREMISES LOCKED YES☐ NO☐	14 USED FORCE YES☐ NO☐

15 WEAPON/MEANS OF ATTACK	16 POINT & MEANS OF ENTRY	17 POINT & MEANS OF EXIT

VICTIM

18 VICTIM'S NAME (LAST, F, M; OR FIRM)	20 IF BUSINESS: CORPORATION ☐ SOLE OWNER ☐ PARTNERSHIP ☐	21 AGE	22 RACE	23 SEX	24 HRS. WORKED	25 HOME PH
19 VICTIM'S ADDRESS		26 PLACE EMPLOYED/SCHOOL ATTENDED				27 BUS. PH
28 NAME OF INJURED PERSON(S)	29 NATURE OF INJURY	30 HOSPITAL	31 ADMITTED YES☐ NO☐	32 ATTENDING PHYSICIAN		

WITNESS

33 CODE PERSON'S RELATIONSHIP TO INCIDENT: S-PERSON SECURING BLDG. A-PERSON ACCEPTING DOCUMENT
▼ R-REPORTING PARTY W-WITNESS O-OWNER V-VICTIM D-PERSON DISCOVERING CRIME P-PARENT

34 NAME	35 AGE	36 ADDRESS/OR CHECKED	37 PH. (DAYS)	38 INFO. PROVIDED	39 S

VEHICLE

40 VEHICLE STATUS: STLN☐ RCVD☐ DMGD☐ TARGET☐ TOWED☐ SUSPECT☐	41 COLOR TOP/BOTTOM	42 YEAR	43 MAKE	44 MODEL	45 STYLE	46 V.I.N.
	47 REG. NO.	48 STATE	49 YEAR	50 IDENTIFYING CHARACTERISTICS		51 VALUE
52 INSURED YES☐ NO☐	53 INSURED BY	54 SHP NO. (NCIC ENTRY)		55 VEHICLE DAMAGE		56 WANTED NO.

PROPERTY

57 PROPERTY STATUS: STLN☐ RCVD☐ DMGD☐	58 INSURED YES☐ NO☐	59 INSURED BY	60 SHP NO. (NCIC ENTRY)	61 VALUE

62 G	63 DESCRIPTION (ITEM, COLOR, MODEL, ETC.)	64 BRAND	65 SER. NO.	66 MARKINGS (OP. ID)

NARRATIVE

ADM.

67 SCENE PROCESSED BY	68 JUVENILE: VICTIM☐ SUSPECT☐ ARRESTED☐	69 REPORTING OFFICER/DSN
70 NOTIFIED: CID☐ ME☐ _____ ☐	71 FIELD FOLLOW-UP AUTHORIZED YES☐ NO☐	72 PATROL REVIEW/AUTH. BY
73 FIELD CLEARANCE BY ARREST☐ UNFOUNDED☐	74 N/C - CID REVIEW & ASSIGNMENT BY	75 DETECTIVE ASSIGNED

SUSPECT

76 USING CODES FROM LINE 33 ABOVE, INDICATE WHO CAN IDENTIFY SUSPECTS:

77 SUSPECT NO. 1 NAME ▼	SUSPECT NO. 2 NAME ▼	SUSPECT NO. 3 NAME
78 POSSIBLE LOCATION	POSSIBLE LOCATION	POSSIBLE LOCATION
79 DESCRIPTION (CLOTHING, SCARS, ETC.)	DESCRIPTION	DESCRIPTION
SEX RACE AGE HT. WT. HAIR EYES	SEX RACE AGE HT. WT. HAIR EYES	SEX RACE AGE HT. WT. HAIR EYES
80 RELATIONSHIP TO VICTIM	RELATIONSHIP TO VICTIM	RELATIONSHIP TO VICTIM
81 ARRESTED YES☐ NO☐	82 WANTED NO.	ARRESTED YES☐ NO☐ WANTED NO.	ARRESTED YES☐ NO☐ WANTED NO.

COURT DISPOSITION:

- Offenses that are reported on optional crime-specific report forms such as the Abandoned Vehicle Report and the Bicycle Report. Miscellaneous reports will be made through Word Processing Center in the normal manner.

- See section 6 for a tabulation of specific offenses and incidents matched to the appropriate form.

5.1.1 Body of Report

Complete the entry for each item as follows:

- Box 1 District

  Enter the number of the district where the crime occurred.

- Box 2 PAGE_____OF_____.

  When more than one page of the Crime Report is needed to record information, enter the number of pages in a report. The reporting officer will sequentially number the pages of the report. The first page is numbered 1, the second page is numbered 2 and so forth until the report is completed. He will fill in the "of_____" when he has finished the report and is able to record the total number of pages.

- Box 3 Sector

  This box will be filled out by Crime Analysis personnel only.

- Box 4 UCR Code

  This box will be filled out by the UCR coding clerk only.

- Box 5 Connect with Supplementary/Crime Analysis Report

  Indicate if Supplementary or Crime Analysis Report forms were

completed on the case. (The Crime Analysis Report is not yet
in use).

- Box 6 Complaint No.

  The complaint number will be obtained from the dispatcher and
  entered by the reporting officer.

- Box 7 Incident

  The reporting officer should enter the title which most
  accurately describes the incident in accordance with state
  statute or city ordinance. If more than one crime or incident
  results from a single occurrence, all would be indicated in
  this box. ·

- Box 8 Location (Address of Occurrence)

  The reporting officer will enter the complete location of the
  incident including the street address and/or the name of the
  apartment complex, subdivision, or hotel, if applicable. When
  no specific address can be connected with the location of
  occurrence, indicate as: "Rear of 241 S. Main St.," "S/W
  corner of 5th and Broadway Sts.," "Fargo St., 1-2/10 miles W
  of Bridge 102."

- Box 9 .Time of Occurrence

  "M" is box for month of occurrence, "D" is day of occurrence,
  "Y" is year of occurrence, and "T" is time of occurrence. The
  officer should record this information to the best of his
  knowledge, entering an approximate range if exact time is not
  known.

- Box 10 Time Reported

  "M" is box for month in which incident was reported, "D" is for
  day, "Y" for year, and "T" for time.

- Box 11 Type of Premises

  The reporting officer will note the type of premise in which
  the crime occurred. This aids in investigation and in recall-
  ing the event for purposes of testimony. For example, "gas
  station," "grocery store," "residence," etc.

- Box 12 Occupants Present

  Indicate "yes" or "no" as to whether occupants were present
  at time of incident.

- Box 13 Premises Locked

  Indicate "yes" or "no" if premises were locked at time of
  incident.

- Box 14 Used Force

  Indicate "yes" or "no" as to whether force was used.

- Box 15 Weapon/Means of Attack

  The reporting officer will describe the type of weapon used in
  the commission of a person-to-person crime. If a property
  crime, the means of attack (prying open, breaking window, etc.)
  will be indicated.

- Box 16 Point and Means of Entry

  This box, as number 17, is particularly useful in property
  crimes. In this box, the officer should describe point of
  entry by the suspect, and means used to secure entry (ladder
  to roof, etc.).

- Box 17 Point and Means of Exit

  Indicate how and where the perpetrator got out of the building.

- Box 18 Victim's Name (Last, F, M; or Firm)

  The reporting officer will enter the last name, first name, and
  the middle initial of the victim. In cases where the victim
  is a business or corporate group, the firm name will be

entered in this box and the reporting person will be listed
in the "Witness" section with an "R" code.

- Box 19 Victim's Address

  The officer will enter the full home address of the victim in
  this space. If the victim was a business, record the business'
  address.

- Box 20 If Business

  If the victim was a business, check whether it was a corporation,
  sole ownership, or partnership. This information is important
  to prosecution of a perpetrator.

- Box 21 Age

  The reporting officer will record the age of the victim.

- Box 22 Race

  The reporting officer will provide the race of the victim.

- Box 23 Sex

  The reporting officer will note the sex of the victim.

- Box 24 Hours Worked

  The officer will record what hours the victim usually works at
  a job, or is at school.

- Box 25 Home Phone

  The victim's home telephone number is recorded in this box.
  Include area code if other than 417.

- Box 26 Place Employed/School Attended

  If victim is employed, enter place of employment. If attends
  school, enter name of school.

- Box 27 Business Phone

  The victim's business or school telephone should be entered.

- Box 28 Name of Injured Person(s)

  If applicable, the full name of the injured person or persons

should be filled in this box.

- Box 29 Nature of Injury

  Reporting officer enters the nature of injury that the victim suffered.

- Box 30 Hospital

  Reporting officer will enter the name of the hospital to which the injured party was taken.

- Box 31 Admitted

  Check whether the injured person was actually admitted to the hospital listed in Box 30.

- Box 32 Attending Physician

  Record the name of the attending physician.

- Box 33 Code

  The reporting officer will enter the letter code in this column, for each person listed, as to that person's relationship to the incident.

- Box 34 Name

  The full name of each witness should be listed in this column.

- Box 35 Age

  Enter the person's age.

- Box 36 Address/or Checked

  This section has a dual purpose. If a person is listed in Box 34, enter his address here. If Box 34 is blank, an entry here indicates an address checked for further information or a suspect.

- Box 37 Phone (Days)

  Enter the phone number of a person listed in Box 34 where he can be reached during the day.

- Box 38 Information Provided

  Enter a very brief indication of what information the person listed in Box 34 provided. For example, "saw suspect," "got license number," etc.

- Box 39 Statement

  Enter an "X" in this box if the person listed in Box 34 gave a written statement in the case.

- Box 40 Vehicle Status

  The officer will check the box(es) which best describes the relationship of the vehicle to the incident (1) Stolen (2) Recovered (3) Damaged (Vandalism) (4) Target (broken into, entered for theft, etc.) (5) Towed (6) Suspect.

- Box 41 Color Top/Bottom

  Enter the color of the vehicle in this box. If two colors are involved, the officer will enter the top color of the vehicle on the left, and the bottom color in the right portion of the box. For example, white/blue indicates a white top over a blue body.

- Box 42 Year

  The reporting officer will enter the year of manufacture of the vehicle.

- Box 43 Make

  The reporting officer will enter the vehicle manufacturer. For example, Ford, Chevrolet, Harley-Davidson, etc.

- Box 44 Model

  The reporting officer will enter the vehicle model. For example, Torino, Mustang, Nova, Booneville, etc.

- Box 45 Style

  Enter the style of the vehicle. For example stationwagon, 2-door, 4-door, pickup, etc.

- Box 46   Vehicle Identification Number

  The reporting officer shall record the vehicle identification number.

- Box 47   Reg. No.

  Enter the license number of the vehicle.

- Box 48 State

  Enter the name of the state issuing the license plate.

- Box 49 Year

  Enter the year of the license plate.

- Box 50   Identifying Characteristics

  The reporting officer will enter in this box any unusual or outstanding characteristics of the vehicle that would help in identification.

- Box 51   Value

  Enter as near as possible the value of the vehicle, if stolen or the value of damage if the target of vandalism.

- Box 52   Insured

  Indicate either "yes" or "no" as to whether the vehicle was insured at the time of the incident.

- Box 53   Insured By

  If the vehicle was insured, enter the name of the insurance company.

- Box 54   Shp No. (NCIC Entry)

  The entry code for MULES/NCIC computer reporting of the vehicle stolen. If the reporting officer has the vehicle entered, he should record this code as provided by Communications.

- Box 55   Vehicle Damage

  If the vehicle was damaged, the officer should mention what type of damage occurred or was observed on the vehicle.

- Box 56 <u>Wanted No.</u>

  If a wanted was issued on the vehicle, that number will be recorded in this box by the reporting officer.

- Box 57 <u>Property Status</u>

  The reporting officer will check the box which best describes the relationship of the property to the incident (1) Stolen (2) Recovered (3) Damaged (Vandalism).

- Box 58 <u>Insured</u>

  Indicate "yes" or "no" as to whether the property was insured at the time of the incident.

- Box 59 <u>Insured By</u>

  If the property was insured, enter the name of the insurance company.

- Box 60 <u>Shp No. (NCIC Entry)</u>

  The entry code for MULES/NCIC computer reporting of the property stolen. If the reporting officer has the property entered, he should record this code as provided by Communications.

- Box 61 <u>Value</u>

  Enter as near as possible the total value of property stolen or the loss to vandalized property.

- Box 62 <u>Quantity</u>

  Enter the quantity of property item described in box 63.

- Box 63 <u>Description</u>

  The reporting officer will describe each item fully, indicating the specific type of property, its material, color, size, model, etc., and note value of the item.

- Box 64 <u>Brand</u>

  Enter the brand name of each item listed.

- Box 65 <u>Serial Number</u>

  Enter the serial number of each item listed.

- Box 66 <u>Markings</u>

  The reporting officer enters any known identification added since purchase. This would include any personal markings, such as Operation ID, etc.

- Box 67 <u>Scene Processed By</u>

  Enter the name of the officer who processed the scene.

- Box 68 <u>Juvenile</u>

  If a juvenile was the victim, suspect or person arrested, check the appropriate box.

- Box 69 <u>Reporting Officer/DSN</u>

  The signature of the reporting officer and his department serial number should be recorded.

- Box 70 <u>Notified</u>

  Check appropriate box as to notifications from the scene. Check either Criminal Investigation Division (CID), Medical Examiner (ME), or other ((Write in who: "Family Services," "prosecutor," etc.)

- Box 71 <u>Field Follow-up Authorized</u>

  The Patrol Review Officer (Box 72) will check "yes" or "no" as to field follow-up authorization.

- Box 72 <u>Patrol Review/Authorized By</u>

  The name of the field supervisor who reviewed the report and/or authorized a field follow-up investigation in the case.

- Box 73 <u>Field Clearance By</u>

  If the case was cleared by patrol in the field, the field supervisor will check whether by arrest or determined unfounded.

- Box 74 N/C -- CID Review and Assignment By

  This entry is made by a supervisor in the Criminal Investigative

  Division. The supervisor's signature indicates a CID review of

  the case and further assignment.

- Box 75 Detective Assigned

  If a detective is assigned to the case, his name is entered

  by the CID supervisor.

- Box 76 Using Codes

  For each suspect, enter the appropriate code from line 33

  vehicle indicate who can identify the listed suspect.

- Box 77 Suspect Name

  The reporting officer will enter any or all of the name or

  nickname of any suspect in the case, if any name is known.

- Box 78 Possible Location

  Enter any information as to where the suspect might be found.

  For example, home address, hangouts, etc.

- Box 79 Description

  Record available clothing description, peculiarities, etc.

  of each suspect. In the boxes indicate sex, race, age, height,

  weight, hair color and eye color. Complexion, build, facial

  or head hair descriptions, glasses, etc. May be described in this

    section or indicate "see narrative," and include them there.

- Box 80 Relationship to Victim

  If known, the relationship of the suspect to the victim should

  be noted in this box. For example, ex-husband, employee, etc.

- Box 81 Arrested

  Indicate by "yes" or "no" if the suspect was arrested and held

  in jail.

- Box 82 <u>Wanted No.</u>

  If a wanted was issued on the suspect, that number will be
  recorded in this box by the reporting officer.

- <u>Narrative</u>

  Any information that cannot be completed in the boxes, or
  additional to the boxes, should be placed in narrative form.
  If space is not sufficient, continue to a Supplementary Report
  form.

5.1.2 <u>Solvability Factors</u>

Solvability factors are included on the report form as boxes
vertically alligned down the right side, and lettered A through M.
The solvability factors are thirteen essential questions that need
direct answers. They act as a memory aid for the reporting officer
to obtain the kind of information required for the most efficient
handling of the case. They also aid in the early investigation or
termination of a case, thus saving organizational time.

The thirteen solvability factors are based on the careful research
and analysis of several police department as to what information was
dominant in the successful clearances of crime cases. They are listed
on the officers' Investigative Checklist (See Figure 2) and are as
follows:

- A - Was there a witness to the crime?
- B - Can a suspect be named?
- C - Can a suspect be located?
- D - Can a suspect be described?
- E - Can a suspect be identified?
- F - Can a suspect's vehicle be identified?
- G - Is the stolen property traceable?

Figure 2. Investigative Checklist

SPRINGFIELD MISSOURI POLICE DEPARTMENT
GORDON LOVELAND, CHIEF OF POLICE

INVESTIGATIVE CHECKLIST

(SOLVABILITY FACTORS)

A. WAS THERE A WITNESS TO THE CRIME?	IF YES, PLACE AN "X" IN BOX A⇨
B. CAN A SUSPECT BE NAMED?	IF YES, PLACE AN "X" IN BOX B⇨
C. CAN A SUSPECT BE LOCATED?	IF YES, PLACE AN "X" IN BOX C⇨
D. CAN A SUSPECT BE DESCRIBED?	IF YES, PLACE AN "X" IN BOX D⇨
E. CAN A SUSPECT BE IDENTIFIED?	IF YES, PLACE AN "X" IN BOX E⇨
F. CAN A SUSPECT'S VEHICLE BE IDENTIFIED?	IF YES, PLACE AN "X" IN BOX F⇨
G. IS THE STOLEN PROPERTY TRACEABLE?	IF YES, PLACE AN "X" IN BOX G⇨
H. IS THERE A SIGNIFICANT M. O. PRESENT?	IF YES, PLACE AN "X" IN BOX H⇨
I. IS THERE SIGNIFICANT PHYSICAL EVIDENCE PRESENT?	IF YES, PLACE AN "X" IN BOX I⇨
J. WAS THE CRIME SCENE PROCESSED WITH POSITIVE RESULTS?	IF YES, PLACE AN "X" IN BOX J⇨
K. IS THERE SIGNIFICANT REASON TO BELIEVE THAT THE CRIME MAY BE SOLVED WITH REASONABLE INVESTIGATION?	IF YES, PLACE AN "X" IN BOX K⇨
L. WAS THERE A DEFINITE LIMITED OPPORTUNITY FOR ANYONE OTHER THAN THE SUSPECT TO HAVE COMMITTED THE CRIME?	IF YES, PLACE AN "X" IN BOX L⇨
M. WILL THE VICTIM PROSECUTE?	IF YES, PLACE AN "X" IN BOX M⇨

SPD78-002

- H - Is there a significant M.O. present?

- I - Is there significant physical evidence present?

- J - Was the crime scene processed with positive results?

- K - Is there significant reason to believe that the crime may be solved with reasonable investigation?

- L - Is there a definite limited opportunity for anyone other than the suspect to have committed the crime?

- M - Will the victim prosecute?

The reporting officer will place the plasticized Investigative Checklist containing the solvability factors over the Crime Report, matching the appropriate question to the lettered box. He will put an "X" in each box where he answers the question "yes" and leaves the boxes blank where he answers "no."

5.2 Supplementary Report

The Supplementary Report (See Figure 3) is used for the following purposes by either CID or Patrol:

- As a continuation for any other report when additional space is needed.

- To furnish additional information to a previously reported incident.

- To record progress of a continuing investigation.

- To close an investigation.

5.2.1 Body of Report

Complete the entry for each item as follows:

- Box 1 Item #

  Enter the number assigned to the original report to which this Supplementary Report relates.

- Box 2 Suspects

  Mark the appropriate box. If yes, put further information in the narrative.

Figure 3. Supplementary Report

| 1 ITEM # | | SPRINGFIELD MISSOURI POLICE DEPARTMENT | **SUPPLEMENTARY REPORT** | | |

| 2 SUSPECTS

☐ NO ☐ YES, SEE NARRATIVE | 3 LOCATION (ADDRESS OF OCCURRENCE) | | 4 DISTRICT | 5 SECTOR |

| 6

CONTINUATION ☐

SUPPLEMENTARY ☐ | 7 TYPE OF REPORT (ORIGINAL) | 8 VICTIM OR PRINCIPAL PERSON INVOLVED (ORIGINAL REPORT) | 9 DATE OF INCIDENT (ORIGINAL REPORT) |

| 10 DATE AND TIME REPORTED | 7a TYPE OF REPORT (RECLASSIFIED) | 8a VICTIM OR PRINCIPAL PERSON INVOLVED (RECLASSIFIED) | 9a DATE OF INCIDENT (RECLASSIFIED) |

| 11 CONTACTED COMPLAINANT. NO ADDITIONAL INFORMATION ☐

_____ DATE AND TIME _____ | 12 CONTACTED WITNESS(S) LISTED. NO ADDITIONAL INFORMATION ☐

_____ DATE AND TIME _____ | 13 UNABLE TO CONTACT COMPLAINANT ☐

UNABLE TO CONTACT LISTED WITNESSES ☐ |

14 NARRATIVE (IF ADDITIONAL INFORMATION IS AVAILABLE)

| 15 REPORTING OFFICER | DSN | 17 LOGGED BY | DSN |

| 16 APPROVED BY | DSN | 18 STATUS AS OF THIS DATE

OPEN ☐   SUSPENDED ☐

UNFOUNDED ☐   CLOSED ☐ |

SPD78-005

- Box 3 Location (Address of Occurrence)

  See Box 8, section 5.1.1, page

- Box 4 District

  District where the incident occurred.

- Box 5 Sector

  Sector where the incident occurred.

- Box 6 Classification of Report

  Indicate whether this report is a continuation of a Crime

  Report or a Supplementary report to the Crime Report.

- Box 7 Type of Report

  Enter the type incident from Box 7 of the Crime Report.

- Box 7a Type of Report

  Enter the type of incident as reclassified from the original

  report, if applicable.

- Box 8 Victim

  Enter the name of the victim or principal person involved

  from the original report.

- Box 8a Victim

  Enter the name of the victim or principal person involved as

  reclassified, if applicable.

- Box 9 Date

  Enter the date of the incident as originally reported.

- Box 9a Date

  Enter the reclassified date of the incident, if applicable.

- Box 10 Date and Time Reported

  Enter the date and time the Supplementary Report was completed.

- Box 11 Contacted

  If the complainant was contacted during followup and no

  further information was obtained, put an "X" in the box and

record the date and time of the contact.

- Box 12 Contacted

  If the witness(es) listed were contacted during follow up and no additional information was obtained, put an "X" in the box and record the date and time of the contact.

- Box 13 Unable

  Self-explanatory.

- Box 14 Narrative

  Self-explanatory.

- Box 15 Reporting Officer

  Name and department serial number of reporting officer.

- Box 16 Approved By

  Name and department serial number of the supervisor of the reporting officer.

- Box 17 Logged By

  For use by CID -- Name and departmental serial number of CID supervisor logging the case.

- Box 18 Status

  Indicate the status of the case as of the time the Supplementary Report is completed.

6. OFFENSES AND INCIDENTS

The following tabulation relates specific offenses and incidents to the appropriate report form within the Springfield Police Department Records System. This list is comprehensive but not intended to be all-inclusive.

Incident	Report Form
Abandoned vehicle	Abandoned Car
Abandonment of refrigerators	WPC from Officers' Work Sheet
Abusive language	Crime
Accidental injury or death	WPC from Officers' Work Sheet
Accident, traffic	Traffic Accident

Incident	Report Form
Additional information	Supplementary
Arson	Crime
Assault	Crime
Attempts	Crime
Auto theft	Crime
Bad Checks	Crime
Battery	Crime
Bicycle theft	Bicycle Larceny
Bicycle found (to be picked up)	Found Bicycle
Bigamy	Crime
Bomb or bomb threat	Crime
Breaking and entering	Crime
Bribery	Crime
Burglary or unlawful entry	Crime
Burning trash illegally	WPC from Officers' Work Sheet
Checks	Crime
Child neglect or abuse	Crime
Child abandonment	Crime
Confidence game	Crime
Conspiracy to commit a crime	Crime
Contributing to delinquency	Crime
Counterfeit money or securities	Crime
Crime against nature	Crime
Cruelty to animals	Crime
Damage to property	Crime
Dangerous excavations	WPC from Officers' Work Sheet
Deaths - noncriminal	WPC from officers' Work Sheet

Incident	Report Form
Discharging firearms	Crime
Disorderly conduct (aggravated)	Crime or Arrest*
Disturbance (aggravated)	Crime or Arrest*
Dog bite	WPC from Officers' Work Sheet
Driving while under the influence of alcohol or drugs	Arrest
Driving without owner's consent	WPC from Officers' Work Sheet
Drugs - narcotics (possession)	Crime or Arrest*
Drugs - narcotics (sale)	Crime
Drunkenness	Detention
Embezzlement	Crime
Escape	Crime
Extortion	Crime
False bomb alarm	Crime
False pretenses - theft	Crime
Firearms - illegal possession or use	Crime or Arrest*
Forgery	Crime
Fortune-telling	Crime
Found property	Crime & Property Log
Fraud	Crime
Gambling and related offenses	Crime or Arrest*
Hit and run (traffic accident)	Traffic Accident & Hit and Run
Homicide	Crime
Hotel fraud	Crime
Impersonation of officer	Crime
Incest	Crime
Indecent exposure	Crime
Junk dealer, violations	Crime

Incident	Report Form
Kidnapping	Crime
Larceny - all types (except bicycle)	Crime
Lewd phone calls	Crime
License violations	Crime
Liquor violations	Crime or Arrest*
Lost person aided	WPC from Officers' Work Sheet
Lost property	WPC from Officers' Work Sheet
Malicious mischief	Crime
Mayhem	Crime
Missing persons	WPC from Officers' Work Sheet
Murder	Crime
Obscene matter	Crime
Peeping Tom	Crime
Poisons - unlawful sale or possession	Crime
Perversion	Crime
Pickpocket	Crime
Prostitution	Crime or Arrest*
Prowler	Crime
Pursesnatch	Crime
Rape	Crime
Recovered Vehicle	Crime
Resisting Arrest	Crime
Robbery	Crime
Runaway	WPC from Officers' Work Sheet
Safe burglary	Crime
Seduction	Crime
Sex offenses	Crime

Incident	Report Form
Shoplifting	Crime
Sick or injured person - aided	WPC from Officers' Work Sheet
Stinkbombs, depositing	Crime
Stolen property - receiving, possessing, etc.	Crime
Stray animal	WPC from Officers' Work Sheet
Suicide (or attempt)	WPC from Officers' Work Sheet
Supplementary information	Supplementary
Swindling	Crime
Tampering with auto	Crime
Threats	Crime
Traffic Accident	Traffic Accident
Weapons, carrying or possession of	Crime or Arrest*

* Generally, only an Arrest Report need be prepared for on-view detention for drunkenness or arrests for disorderly conduct, drug or narcotics possession, illegal possession of firearms or other weapons, gambling, liquor violations, prostitution, or driving while under the influence. The arrest Report alone is considered sufficient to record this type of offense, because such offenses do not involve a victim (except in the technical sense). In some instances, aggravated circumstances or a continuing violation may make preparation of a Crime Report desirable.

7. PROCESSING

The processing portion of the records management system addressed here is for the purpose of Crime Reports and Supplementary Reports only. The current procedures for miscellaneous reports to be made through the telephonic recorder dictation system of the Word Processing Center (WPC) will remain unchanged. There is also no change in the processing methods for Traffic Accident Reports, Larceny Reports, Abandoned Car Reports, Bicycle Larceny Reports or other departmental forms.

- 36 -

7.1 Crime Reports

The records management flow is as follows:

- Accurate and legible Crime Reports should be completed by the reporting officer at the scene of the incident so as to expedite the return of the officer to service.

- The reporting officer will give the completed Crime Report to his zone supervisor for review as soon as he has the opportunity to do so.

- The field zone supervisor will make an overall review of the completed document and, if acceptable, approve its submission. Generally, this review amounts to checking the report for propriety, essential information, clarity and legibility. This step provides quality control to the system.

- If the supervisor approves a field follow up, he will review and sign the report. He will then make a xerox copy for the officer's use in field follow up and continue with the process as follows:

- The field zone supervisor will take the approved reports to the Word Processing Center as he has opportunity throughout the shift.

- WPC personnel will xerox two copies of all confidential reports, seal the original and copies in an envelope, and mark them appropriately for distribution to:
  - Administration
  - CID
  - Juvenile

- WPC personnel will zerox three copies of the Crime Reports, with the following distribution made:
  - Original in daily "duplicates" for the records personnel.

Exception:

Any Crime Report <u>naming</u> a suspect will have ONE xerox copy made with the bottom section (SUSPECT) deleted. This copy becomes the one for usage in the daily "duplicates." The original will be used as a CID copy.

- two copies to CID (original and one copy where there is a named suspect).

- one copy to Crime Analysis Section. (Used also for UCR classifying).

- Records personnel will then proceed with the departmental system of report indexing, including the Master Name File and micro fische files.

7.2 Supplementary Reports

The records management flow is as follows:

- Officers or detectives complete an accurate and legible Supplementary Report.

- The reporting officer gives the completed Supplementary Report to his supervisor for review and approval.

- The supervisor forwards the original to records personnel and one copy to the Crime Analysis Section.

END