

R-76-129

LAW ENFORCEMENT ASSISTANCE ADMINISTRATION  
POLICE TECHNICAL ASSISTANCE REPORT

SUBJECT: Charleston, West Virginia; Records  
System Evaluation

REPORT NUMBER: 76-12

FOR: Charleston, West Virginia, Police Department  
City Population: 65,250  
Police Strength (Sworn): 174  
Total: 199  
City Area: 28.7 square miles

CONTRACTOR: Westinghouse Justice Institute

CONSULTANT: Larry R. Walton

CONTRACT NUMBER: J-LEAA-003-76

DATE: April 1976

NCJRS

JUN 12 1980

ACQUISITION

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FOREWORD

This request for Technical Assistance was made by the Charleston, West Virginia, Police Department. The requested assistance was concerned with reviewing the existing criminal records system of the Department and providing appropriate recommendations for improvement.

Requesting Agency      Charleston Police Department,  
   Chief John Bailes

State Planning Agency: Governor's Committee on Crime,  
   Delinquency, and Correction,  
   Mr. Mike Minsker

Approving Agency:      LEAA Region III (Philadelphia),  
   Mr. Edwin S. Schriver,  
   Police Specialist

## 1. INTRODUCTION

Charleston, the capitol of West Virginia, is located at the intersection of U.S. Routes 64 and 77, along the Kanawha River. The Police Department is staffed by 174 sworn officers and 25 civilian employees and serves an estimated 65,250 persons who live in 28.7 square miles. The Police Department is divided into major functional sections befitting a department of this size. The city has no jail; all prisoners are incarcerated in the County Jail operated by the County Sheriff. Seven staff members operate the Records Division, which is only open from 8:00 a.m. to 5:00 p.m., Monday through Friday. The Mira-code System is used to microfilm older records. Tabulation procedures for Part I and II Crimes were overhauled in November 1975 when a significant increase in reported crime was recognized. Based on projecting Part I crimes for November and December 1975 and January 1976, the total 1976 Part I Crimes will be approximately 6,800. The Crime Index per 100,000 population would thus be approximately 10,400. During 1975, the Department made 6,477 arrests and responded to 30,052 calls for service.

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

Persons interviewed included the following:

- Chief of Police John Bailes, Charleston Police Department.
- Lt. A. V. McGinnis, Charleston Police Department.
- Lt. Ken Settle, Charleston Police Department.
- Lt. H. M. Summerfield, Charleston Police Department.
- Sergeant Sidney Frye, Charleston Police Department.
- Sergeant J. E. Shepard, Charleston Police Department.
- Patrolwoman Rita Douglas, Charleston Police Department.
- Patrolman Carl Bender, Charleston Police Department.

- Ms. Virginia Richardson, Secretary, Charleston Police Department.
- Ms. Frances Carson, Clerk, Charleston Police Department.

Data collected and reviewed by the Consultant included the following:

- Charleston Police Department Table of Organization.
- Charleston Police Department Personnel Complement Report.
- Uniform Crime Report Statistics, 1975.
- Charleston Police Department records, report forms, and indices.

## 2. UNDERSTANDING OF THE PROBLEM

The Chief of Police realized that the Department's recordkeeping system was not providing essential information most efficiently and that the system was fragmented among the Patrol, Traffic, Juvenile, Detective, Identification, and Records Divisions. The present procedures had not been reviewed and/or analyzed overall for many years; report forms were merely developed as specific needs arose. As a result of the Chief's awareness of Department recordkeeping problems, he requested technical assistance in modernizing the records system to bring it to a level of efficiency appropriate and necessary for effective Department operation.

### 3. ANALYSIS OF THE PROBLEM

The Charleston Police Department records system is characterized by a basic filing system for offenses and related incidents, which is divided into 84 separate categories and cross-referenced to a Master Name File. The system is fragmented among several different Department entities, each providing a measure of custody and processing for those records pertaining to a particular function. Details of the system are outlined below.

- Dispatch Card -- Each time a radio unit is assigned a call, the dispatcher completes a Dispatch Card. This card, modeled after an IBM data processing card, contains space for entering the location, details, and disposition ("Citation," "Report," "Arrest") of the call and space for stamping time received, dispatched, arrived, and completed. The cards are serially numbered; but because two dispatchers are frequently needed, no serious attempt is made to maintain a sequential usage. Completed cards are submitted daily to Research and Planning Division personnel who code the type and zone of call for entry into the city computer by non-police data processing personnel. This data is subsequently used to make computer-assisted manpower usage and beat design studies. The disposition portion of the card is not used as an audit control to assure receipt of reports resulting from calls. The cards are stored to provide an activity record in case of inquiry. The Department also continuously tapes radio and telephone messages received and sent by the Communications Office.
  - Comment -- The Dispatch Card serves its basic purpose well.
- Daily Bulletin -- The Daily Bulletin is a selective listing of offenses and other incidents prepared by the Records Division secretary for general distribution. A current listing of stolen vehicles is included. A permanent copy is filed in the Records Division; present plans call for microfilming after two years on file.
  - Comment -- This report would be of more value if the identifying file number was included with each entry. Permanent filing and/or microfilming of this report serves little purpose except to overload the files. The

true value of the report is in its prompt publication to serve as a newsletter of current events. Over the longer period, sources (e.g., master files, cross-indices) are readily available. It is, therefore, recommended that the Bulletin be kept on file for no more than one year, then destroyed.

- Complaint Report -- The Complaint Report is used to report most crimes and noncriminal police incidents. Complaint Reports are handwritten by the reporting officers and forwarded to the Criminal Investigation Division (CID) for investigator review. The CID lieutenant or sergeant then assigns cases to particular investigators. The assigned investigator places his name on the penciled report and the report is then typed by Records Division personnel. A log or ledger of assigned cases is not maintained. Copies are distributed to the CID lieutenant and Juvenile, Tactical, and Research and Planning Divisions. Only the original report is assigned a sequential "file number" based on the type of incident (84 separate and distinct categories) and filed by that number in the Records Division. Index cards for the victim (and suspect) are prepared and filed alphabetically to provide a cross-reference. At no stage is the Complaint Report subject to content approval by a supervisor. A special report form is used for reporting missing persons, processing is the same as for the Complaint Report. The theft, recovery, and/or impound of motor vehicles is also reported on the Complaint Report; processing is the same. If a vehicle incident involves an impound, a "Tow-In Report" is also prepared. This 3- by 6-inch report is divided into two sections; each section contains the same information: One half accompanies the vehicle and the other half is forwarded to the Records Division, where it is filed by date of impound. A special report is used for reporting stolen bicycles. A single copy of this 3 1/2- by 5-inch form is prepared and forwarded to the Juvenile Division, where it is filed by date. No index cards are made for cross-reference, and the report is not numbered.
- Comment -- The adoption of an Incident Ledger would more effectively provide for a centralized agency record of all reported field incidents. This ledger should be maintained by Records Division personnel, not CID personnel. Original



reports should be forwarded directly to the Records Division for logging. All copies should be serially numbered before transmitted to investigative personnel. This procedure ensures the basic integrity of the reporting system. A unit other than Investigations should be responsible for receiving and officially recording all crimes and related incidents. Assignment of specific investigators to specific reports could be accomplished through use of the CID report copy. In addition, an assignment ledger should be maintained in the Criminal Investigation Division. The use of a single Complaint Report form for reporting most field incidents is not satisfactory. Because of the different types of information that must be reported for different types of incidents, specific forms should be adopted at least for the broad categories of offenses, vehicle incidents, and miscellaneous noncriminal incidents. (Report exemplars are contained in Appendix B.) The processing of these reports should be all the same. With the adoption of this recommendation, the present Missing Person, Tow-In, and Stolen Bicycle Reports could be abolished. In particular, the present stolen Bicycle Report fails completely to serve as an official record of a theft that might amount to several hundreds of dollars. There is no sound basis for not providing complete reporting, processing, and investigation of bicycle thefts just as with other thefts. The subdivision of reports into 84 separate categories is unnecessary and is conducive to coding and filing errors. Prompt retrieval of a particular report is not enhanced; in fact, finding a misfiled report is extremely time-consuming. Moreover, short of an extensive and lengthy audit, it is impossible to determine whether or not there are reports missing from the files. It is, therefore, recommended that a simplified numbering and filing system be adopted. Furthermore, a particular index card in the Master Name File should be used for multiple entries concerning a particular individual. This would reduce the the volume of index cards going into the system and would provide the complete local history of

an individual on one card. The entry of suspects' names in this file is inappropriate. Officers define suspects differently; entry of such judgmental factors may result in embarrassment to the Department. The information only adds volume to the files. If a person is wanted, the Daily Bulletin could be used to publicize the fact; if a warrant has been issued, warrant files would contain the information; or if the suspect is arrested, arrest files would contain the information. It is, therefore, recommended that the practice of entering suspects' names in the Master Name File be abolished. It is also recommended that all reports prepared by field personnel be subject to a supervisory approval before being processed.

- Activity Report -- The Activity Report is intended to serve as a followup or supplemental report. In practice, it is frequently (but erroneously) used as a Complaint Report. When used for its intended purpose, it is attached to the corresponding Complaint Report in the file.
  - Comment -- The practice of using this form as a Complaint Report should be discontinued. The report is not designed for such usage and its use in this manner serves to insert a measure of confusion in the report processing procedure.
- Traffic Accident Report -- The Traffic Accident Report is prepared in duplicate: One copy is forwarded to the State; one copy is filed for one month in the Accident Records Unit of the Traffic Division, by date in an "Active File." After one month, the report is refiled by date, by location. Index cards are prepared for drivers, involved pedestrians, and persons killed. These cards are filed alphabetically as a cross-reference to the reports. No index cards are made for injured persons. Another index card is made and filed by location as secondary cross-reference. Reports are not numbered. A distinct one-page report is made for private property accidents. Only one copy is prepared. The report is filed in an Active File by date for one month then permanently filed by date, by location separately from public property accident reports. For filing purposes, private property accidents are divided into two categories: Hit-and-run and nonhit-and-run. Hit-and-run incidents are indexed in the same manner as other traffic

accidents. Nonhit-and-run, private property accidents are not indexed. In addition to other traffic accident reports, a special two-page report is prepared for accidents involving a police vehicle.

- Comment -- The Charleston Police Department records system would be more efficient if it was centralized. The centralization of all reports would provide better service to the public and Department personnel and would make better use of clerical personnel assigned to records tasks. The Traffic Accident Reports should be processed, numbered, and filed in the same manner and in the same files as offense and other police incident reports. Index cards should be prepared for all injured persons. To simplify processing, private property accident reports should be processed in the same manner and filed in the same files with other accident reports. Hit-and-run accidents, regardless of where they occur, should be reported on the regular State Traffic Accident Report. The special report for police vehicle accidents appears to be unnecessary; the only apparent purpose is to notify the City Manager. The information contained in this special report is either in the standard report or could be added very easily. Abolishment of this report would reduce the amount of report writing necessary by field personnel and would lessen the volume of reports that require filing. It is recommended that an additional copy of the standard report be prepared and forwarded to the City Manager for incidents involving police vehicles.
- Property Ledger -- All items of property accepted into Department custody are entered in a Property Ledger maintained by the Criminal Investigation Division. Each item of property is marked with a Property Tag, however no number is assigned from the ledger.
- Comment -- It is recommended that a new Property Report be adopted for reporting property receipts. Unless a file number has already been obtained for other related reports, a file number should be obtained as for other reports. This number should be entered in the Property Ledger and on the Property Tag.

- Arrest Report - Adult -- The Department does not use a true "Arrest Report" for adults, although on occasion an Activity Report containing arrest details is made and attached to a related Complaint Report. When an arrest is made, the arrestee is brought to the Patrol Division Office for processing. A 4 1/2- by 6-inch prenumbered "Record of Arrest" card is completed by the arresting officer. The number from the Record of Arrest card is used for identification and entered in the Arrest Ledger. The arrestee is photographed and fingerprinted (except drunk arrests) and an Arrest Folder Sheet that bears the Arrest Number is completed. The Arrest Folder Sheet is an identification form that provides for recording general identifying information plus scars, tattoos, deformities, and the like. The paperwork is forwarded with the prisoner to court for commitment. After commitment in the Sheriff's Jail, the Record of Arrest is kept by the court pending trial. The case is entered in the Court Docket Book using the number from the Record of Arrest. After the case has been disposed, the disposition is entered on the Record of Arrest card, which is forwarded to the Records Division for alphabetical filing in an Arrest File. After the prisoner has been committed, the Arrest Folder Sheet, fingerprint cards, and photographs are forwarded to the Identification Division for processing. The processing consists of preparing two identical blue 3- by 5-inch index cards, a 4- by 6-inch photograph card, and an 8 1/2- by 11-inch Bureau of Identification Report. This report essentially duplicates the information contained in the Arrest Folder Sheet. A file folder is prepared wherein most of the paperwork is filed by the Arrest Number, and maintained in the Identification Division. Fingerprints are classified and filed separately by classification. Photographs are attached to the 4- by 6-inch photograph card and filed by Arrest Number in the Identification Division. The two blue index cards are filed: One copy alphabetically as a cross-reference to the concerned file folder and one by type of crime. This index file is subdivided into approximately 10 different general categories of crimes. These files are used primarily by criminal investigators.

- Comment -- Despite the many varied forms generated by an adult arrest, none provide for the effective recording of the actual details of the arrest, statements of the

arrestee, or other matters that might be the subject of courtroom testimony. The procedure is involved and fragmented. It is recommended that the proposed report forms and related procedures be adopted for the reporting and processing of arrests. This proposed system suggests the establishment of a detailed arrest report; a single Arrest Package, filed alphabetically that would contain the arrest papers of all arrests involving a particular individual; and the entrance of all arrest data pertaining to a particular individual on one Master Name card used for recording victims of offenses, traffic accidents, and so on. By use of this system, all related information would be available in one file location and a single cross-reference card would provide access to all arrest information. The 4 1/2- by 6-inch Record of Arrest should also be filed in the Arrest Package. The value of having all paperwork accompany the arrestee through the commitment process is subject to question. The Arrest Folder Sheet, fingerprint cards, photographs, and the like should be forwarded directly to the Records Division for processing. The Records Division should maintain arrest papers. This would further centralize Department records. Fingerprint cards, of course, should then be returned to the Records Division for inclusion in the related Arrest Package. The Bureau of Identification Report should be abolished since it duplicates the Arrest Folder Sheet. Adoption of this recommended system would also negate the necessity of preparing two blue index cards and the 4- by 6-inch photograph card.

- Arrest Report - Juvenile -- The Juvenile Bureau Blotter form serves as an arrest report for juveniles. When a juvenile is arrested, the arresting officer completes the Blotter form, which resembles a true arrest report. The form is forwarded to the Juvenile Division. If the case will be referred to the Juvenile Court, the next unused File Number is assigned to the case and a Juvenile Case History report is prepared. The Case History form provides for information about the arrestee's school, family, and the like. The reports are filed by the File Number, and an

index card is prepared and filed alphabetically as a cross-reference. Reports and files are kept in the Juvenile Division until the subject reaches his eighteenth birthday. At that time, the juvenile arrest package is microfilmed. If the case is informal (not to be referred to court), the Juvenile Bureau Blotter report is filed alphabetically until the subject reaches his eighteenth birthday, then micro-filmed.

- Comment -- The maintenance of juvenile records separate from the Records Division is another instance of fragmented records that serves to make the overall system less efficient than desirable. The need for using a separate arrest report and maintaining separate files for juveniles is well understood. However, the same arrest report recommended for adults, with minor modifications, should be used for juveniles. Separate records files should be maintained, but in the Records Division along with other records. Furthermore, all juvenile arrests should be entered in the recommended Arrest Ledger and assigned an identifying number, regardless of whether the arrest is formal or informal. Both formal and informal reports should be filed in the same manner recommended for adult arrest reports: A single arrest package that contains papers relating to all arrests. The index card should be discontinued and the Master Name File should be used. The microfilming of juvenile arrest information at age 18 unnecessarily deprives investigators of an information source. All records, other than those a court has ordered sealed or expunged, should be maintained in the same manner for the same time period as for adult arrest records.
- Field Interrogation Report -- This 3- by 5-inch single-copy report is used to record interviews with persons in the field for whom an arrest cannot be made but possible future identification might be necessary. Space for the person's height and weight are not included in the general identifying information provided for on the report. When forwarded to the Records Division, the Field Interrogation Report is filed in a separate alphabetical file. An index card is made and filed alphabetically among the Arrest Cards.

- Comment -- The Field Interview Report shown in Appendix B should be adopted as a replacement for the present form; the recommended form provides more completely for inclusion of necessary and appropriate information. Two copies should be completed: One filed alphabetically, the other by location of interview. This would be a more functional use of a second copy than inclusion among Arrest Cards. As previously recommended, Arrest Cards should be filed in the Arrest Packages and arrest information added to the single Master Name index card.
  
- Traffic Citation -- The Department uses four copies of the Uniform Traffic Citation: One copy is retained by the officer, a hard copy is given to the violator, and two copies are forwarded to the court. The Patrol Division desk officer daily types a 24-hour listing of citations issued. The listing is forwarded to the Criminal Investigation Division for preparation of a monthly report that lists the number of citations issued for various violations. In addition, the Patrol Division desk officer prepares a prenumbered, 4 1/2- by 6-inch, yellow Record of Arrest card (similar to the white Record of Arrest card prepared for physical arrests) for each citation written. This card is forwarded to the court for entry of case disposition information, then sent to the Records Division for alphabetical filing in the same file as Record of Arrest Cards used for physical arrests. The number on the card is used as a court docket number.
  
- Comment -- The system of tabulating, filing, and storing traffic citations involves a greater expenditure of clerical effort than the availability of such information warrants. It is recommended that the citing officer not be allowed to keep a copy of the citation; this in itself is not a desirable practice. This copy should instead be forwarded to the Records Division for alphabetical filing by violator's name. As copies are received, a tally of the type of violation could be made for monthly reporting purposes. This would make the daily listing prepared by the Patrol Division desk officer unnecessary, as well as the subsequent report preparation by Criminal Investigation Division personnel. Moreover, this task is more properly one for Records Division personnel.

It is also recommended that alternate methods of securing disposition information from the court be explored if this information is deemed essential. The Record of Arrest card serves no useful purpose except for transmitting disposition information. The actual value of this information for traffic violations is relatively minor, particularly in light of the effort necessary to provide it. It is submitted that the Police Department could operate effectively without the information. The previously recommended file of citations, filed alphabetically by violator's name, provides a very satisfactory record of citations issued.

- Parking Citations -- All copies of parking citations are forwarded to the traffic clerk. The Department maintains no files on the information.
  - Comment -- No change is recommended.
  
- Patrol Car and Motorcycle Radio Log -- This report serves as a daily report of field officers' activities. After completion, it is forwarded to the Office of the Chief of Police where it is filed by area for one year and then destroyed.
  - Comment -- This report could and should serve as a major source of workload statistics. It is recommended that it be routed through the Research and Planning Division for data compilation before filing. (An example of a similar form is shown in Appendix B.)
  
- Bicycle Registration Card -- This form is completed in triplicate: One copy is retained by the bicycle owner and two copies are filed in the Juvenile Division office, one by name of owner and one by registration number.
  - Comment -- It is recommended that his registration file be kept with other basic files in the Records Division.
  
- Pawnshop Ticket Files -- Pawn ticket records (3- by 5-inch forms) are received daily from local pawnshops. They are divided into general classes of merchandise and recorded chronologically in a 14- by 18-inch ledger. The ticket records are then bound with a rubber band and filed by date, by type of property.



- Comment -- This system is unduly laborious and restrictive. The recording of various classes of merchandise by day creates daily "subfiles" of information that must be checked individually when searching files. It is recommended that the ledger be discontinued and the 3- by 5-inch pawn ticket record be filed simply by type of property without segregating each day's records. This would create a single file of pawned property, by type, that could be checked easily against stolen property reports.
  
- Miscellaneous -- Felony warrants are kept in the Judge's Office; as a result they are virtually inaccessible except weekdays from 8:00 a.m. to 5:00 p.m. Misdemeanor warrants are kept in the Communications Office since the Records Division is only open weekdays from 8:00 a.m. to 5:00 p.m. If the Records Division continues to operate only during these hours, then felony warrants should also be kept in the Communications Office. However, it is strongly recommended that the hours of operation be expanded to 24 hours a day, 7 days a week. Efficient service to field personnel requires the constant availability of records and reports; limitation of service to only 8 hours per day severely restricts field personnel in using Department resources. This expansion of services could be accomplished without adding additional personnel. The integration of personnel assigned to traffic records maintenance into the Records Division would provide sufficient manpower to operate the Records Division on a 24-hour basis. The centralization of existing records functions now performed by Traffic, Juvenile, Criminal Investigation, and Records Division personnel should materially improve the overall operation of recordkeeping activities. It is also recommended that a copy machine be acquired for use by Records Division personnel. This is vital to the operation of a centralized system where access to records is limited to only assigned personnel. Adoption of open, metal-shelf storage for most records is also recommended. Metal-shelf storage is much less expensive than file cabinets, requires significantly less space, and makes records more readily and thus efficiently available.

#### 4. RECOMMENDATIONS

Specific recommendations pertaining to particular report forms have been made in Section 3. These recommendations are embodied in the proposed system presented in Appendix A. Exemplars of report forms that can be used or modified for use in connection with this system are presented in Appendix B. It should be emphasized that this proposed system is subject to some degree of modification as circumstances change and/or new demands are made on the police. It is believed that such modification could be made without seriously jeopardizing the basic concepts of the system.

There are certain basic factors that pertain to police records regardless of volume, manpower, or other considerations.

- The system must be as complete as possible using as few different reports as is consistent with efficiency.
- Files must be combined whenever possible, and cross-references must be complete but limited.
- Persons using the system must be able to locate required information easily, and the information must be available at all times.
- Actual access to the files should be limited to only those persons responsible for their maintenance.
- Original copies of records should not be removed from the files to other locations except by court order.
- Only two basic numbering systems should be used: One for crimes and related incidents, and one for arrests.

With these concepts in mind, the system in Appendix A is recommended.

APPENDIX A

Proposed Records System

## PROPOSED RECORDS SYSTEM

### 1. Incident Ledger

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

## 2. Radio Call Card

- This form is a 3-inch by 6-inch IBM-type prenumbered card used by the dispatcher to record all calls for police services. It is also to be completed by the dispatcher when field personnel initiate action independently of a radio-assigned call.
  - Serves as a record of all incidents requiring the dispatch of a police unit and/or incidents initiated by the unit.
  - Serves as a record of the location of a unit while the unit is out of service.
  - Serves as a daily audit device to insure completion of appropriate reports related to a particular incident.
  - Serves as the basis for compiling the Daily Report.
- The form should be designed to enable the dispatcher to record as much information as possible by checking appropriate boxes. Use of a time-stamp machine to record times of receipt, dispatch, unit arrival, and completion expedites filling in the Card.
- Detailed disposition of the call is not essential to the completion of the Radio Call Card. Disposition information is recorded in the Officer's Daily Activity Report.
- Filed numerically.
  - This number is not cross-referenced to other numbers assigned to reports. The sole purpose is to facilitate filing.

## 3. Daily Report

- The Daily Report should be maintained at the Communications Office as a running log of field activities. Its primary intent is to brief the Chief of Police and other personnel on major matters of interest.

- The Report should cover 24-hour period and should be filed by date.
- The Report should contain all incidents of major police interest that occur during the designated 24-hour period.
  - Routine radio transmissions and minor matters should not be included.
  - The primary source of information is selected Radio Call Cards. However, incidents that should be included in the Daily Report but do not routinely come to the attention of the person maintaining it must be reported for inclusion by the officer handling the incident (for example, detective arrest, or completion of an Offense Report not resulting from a radio transmission).
- Entry should include Time of Occurrence, Type of Occurrence, Location, Officer of Unit assigned, and Disposition.
- All incidents of police interest that have an Incident Number and/or Arrest Number should be identified in the Daily Report by inclusion of the Incident Number in the Disposition column.
- Pertinent information should be presented at roll call to personnel coming on duty.
- The Daily Report should be audited daily by Records personnel to ensure that all appropriate incidents have been formally reported and that proper reports have been completed and submitted.

#### 4. Offense Report

- The Offense Report should be completed for all criminal offenses that come to the attention of the police (except those traffic violations disposed of by means of a traffic citation) regardless of the value of property taken, extent of injury or likelihood of successful prosecution.
- An Incident Number should be assigned as described in Section 1.

- The original should be filed by Incident Number in the Primary File.
- The number of additional copies and distribution should be determined by Department needs, such as:
  - Chief of Police.
  - Detective Division.
  - Arrest Package (attached to copy of related arrest report).
  - Officer's Information File.
- Related reports should be cross-referenced in body of report.
- Index Files
  - Master Name File (victim) -- Filed alphabetically.
  - Location File (Optional) -- Filed by street address or other identifying factors, by date.
  - Type of Property File (Optional) -- Filed by type of property, by date.
  - Type of Incident File (Optional) -- Filed by type of incident, by date.

#### 5. Miscellaneous Incident Report

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

- Lost property reported.
- An Incident Number should be assigned as described in Section 1.
- The original should be filed by Incident Number in the Primary File.
- The number of additional copies and distribution should be determined by Department needs, as indicated in Section 3.
- Related reports should be cross-referenced in the body of the report.
- Index Files
  - Master Name File -- Should include names of victim and/or person involved, filed alphabetically.
  - Location File (Optional) -- Filed by street address or other identifying factors, by date.
  - Type of Incident File (Optional) -- Filed by type of incident, by date.

#### 6. Supplemental Report

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



## 7. Traffic Accident Report

- This Report should be completed for all traffic accidents occurring on the highway (except those with only minor damage) and all private property accidents involving death, injury or a violation of law.
- Incident Numbers should be assigned as in Section 1.
- The original should be filed by Incident Number in the Primary File.
  - If separate filing of traffic accidents is considered to be mandatory, a separate block of numbers from the Incident Ledger should be used to preserve the integrity of numbering system.
  - The number of additional copies and distribution should be determined by Department needs, as indicated in Section 3.
- Index Files
  - Master Name File -- Should include names of parties to the accident and persons killed or injured, filed alphabetically.
  - Location File (Optional) -- Filed by street address or other identifying factors, by date.

## 8. Property Ledger

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

## 9. Property Report

- The Property Report should be used to record all receipts of property into department custody.
  - Evidence.
  - Found property.
  - Safekeeping.
- An exception is the receipt for a prisoner's personal property.

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- An Incident Number should be assigned as described in Section 1.
- The original should be filed by Incident Number in the Primary File.
- The Number of copies and distribution should be determined by Department needs.
  - One copy should accompany the property.
  - Detectives Division.
  - Arrest Package, if related to an arrest.
  - Officer's Information File.
- Property should be described in related reports.
- Index Files
  - Master Name File -- Filed by "booked to", alphabetically.
  - Type of Property File (Optional) -- Filed by type of property, by date.

## 10. Arrest Report

- This should be used to record identifying information and details of the arrest of all persons taken into custody and booked into the Jail system, regardless of whether or not the arrestees have been immediately released on bail. This report serves as permanent record of the officer's actions, arrestee's statements and actions, and other arrest details.

- All arrests should be entered in an Arrest Ledger by Department Arrest Number or by the Booking Number if a separate Booking Number is used for each arrest.
  - The Booking Number should be listed in other related reports for cross-reference purposes.
- The original should be filed in the arrestee's Arrest Package, along with photographs, fingerprints, and other arrest-related documents.
  - Arrest Packages should be kept in the Records Unit, filed by permanent Department Arrest Number.
  - Offense reports, if any, should be attached.
- The number of additional copies and distribution should be determined by department needs.
  - Chief of Police.
  - Detective Division.
  - Officer's Information File.
- Index Files
  - Master Name File -- Filed alphabetically.
  - Location File -- Filed by street address or other identifying factors, by date.

#### 11. Arrest Ledger ("Blotter")

- The Arrest Ledger should serve as the primary chronological record of all arrests made by the Department regardless of whether the arrestee is incarcerated or released on bail or bond.
  - Information recorded should include date, time, charge, name, location of arrest, arresting officer, and disposition.
  - Use of a separate Booking Number for each arrest is recommended.

- Each January 1, the numbering sequence should start with number 1 followed by the last two digits of the year (e.g., the first arrest in 1978 would be 1-78, the second arrest would be 2-78). This would provide a stable numbering system and at the same time would provide instant information as to the number of persons booked during the current year.
- This number should be cross-referenced in Department files to a permanent Department Arrest Number assigned by Records personnel at the time of the first arrest.

## 12. Uniform Traffic Citation

- This form should be used for traffic offenses other than those involving physical arrest.
- The distribution should be as indicated by citation copies.
  - Court.
  - Violator.
  - Department Citation File, filed alphabetically by violator's name for approximately 3 years, then destroyed.

## 13. Field Interview Report

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

#### 14. Vehicle Report

- This is used to report and identify stolen, recovered, and impounded vehicles.
- Incident Numbers should be assigned as described under Section 1. A recovered vehicle should bear the stolen Incident Number, if stolen locally.
- The original should be filed as follows:
  - Recovered Vehicles -- If stolen locally, file attached to related stolen report, otherwise by Incident Number in Primary File.
  - Stolen and/or Impounded Vehicles -- Filed by Incident Number in primary File.
- The number of additional copies and distribution should be determined by Department needs.
  - Detective.
  - Impound Garage.
- Index Files
  - Master Name File -- Filed alphabetically by owner's name and should include license number on car.
  - Location File (Optional) -- Filed by street address or other identifying factors, by date.
  - Stolen File (Optional) -- Filed by license number.
  - Impounded Vehicles (Optional) -- Filed by license number.

#### 15. Officer's Daily Report

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

#### 16. Supervisor's Daily Report

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

#### 17. Records Check Out

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

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

18. Additional Recommendations

- Acquire a copy machine for reproduction of report copies.
- Acquire open, metal shelves for records storage and convert from existing file cabinets.
- Centralize records in the Records Division including personnel now assigned to traffic accident records processing.
- Establish a 24-hour, 7-day-a-week Records Division to provide full service to operating personnel.

APPENDIX B

Exemplars of Reports





GENERAL OFFENSE REPORT										
1. INCIDENT NO.		2. VICTIM'S NAME (FIRM NAME IF BUSINESS)		3. RESIDENCE ADDRESS		4. RES. PHONE		5. BUS. PHONE		
6. OFFENSE REPORTED				7. CLASSIFICATION AFTER INVESTIGATION				R.D.		
8. LOCATION: NUMBER STREET APT.			9. DATE & TIME OCCURRED			10. DATE & TIME POLICE ARRIVED				
11. PERSON REPORTING CRIME TO POLICE				12. RESIDENCE ADDRESS		13. RES. PHONE		14. BUS. PHONE		
15. PERSON WHO DISCOVERED CRIME				16. RESIDENCE ADDRESS		17. RES. PHONE		18. BUS. PHONE		
19. WITNESSES: NAME (A)		SEX	RACE	AGE	20. RESIDENCE ADDRESS		21. RES. PHONE		22. BUS. PHONE	
(B)										
23. VICTIM'S OCCUPATION		SEX	RACE	AGE	24. TYPE OF PREMISES WHERE OCCURRED		25. EXACT LOCATION OF VICTIM OR PROPERTY			
26. TOOL, WEAPON OR MEANS USED				27. METHOD USED TO COMMIT CRIME			28. OBJECT OF ATTACK OR PROPERTY TAKEN			
29. VALUE OF PROPERTY		30. TRADE MARK OR UNUSUAL EVENT				31. NUMBER OF SUSPECTS		SEX	RACE	AGE
32. VEHICLE FROM WHICH THEFT OCCURRED		YEAR	BODY STYLE	COLORS	VR-STATE-LIC	OTHER IDENTIFYING MARKS				
NAME		MODEL								
33. VEHICLE USED BY SUSPECTS		YEAR	BODY STYLE	COLORS	VR-STATE-LIC	OTHER IDENTIFYING MARKS				
NAME		MODEL								
34. EXACTLY WHAT DID SUSPECTS SAY										
35. KIND OF PROPERTY RECOVERED		36. VALUE		37. NAME IN C.R.D. NOTIFIED			38. DATE & TIME			
39. NARRATIVE: (INCLUDE EVIDENCE OBTAINED AND DISPOSITION, HOW ATTACKED AND METHOD USED TO GAIN ENTRY, DETAILED DESCRIPTION OF PROPERTY TAKEN, AND DETAILED DESCRIPTION OF SUSPECTS)										
Report Made by.....Time.....					Date.....Indexed.....					
Emp. No.					Emp. No.					
Approved by.....					Date.....Bulletin.....					
Emp. No.					Emp. No.					
Assigned to.....					Date.....Recorded.....					
Emp. No.					Emp. No.					
Cleared by: Arrest.....		Unfounded.....		Inactive.....		Encop. Cleared.....				
Emp. No.		Emp. No.		Emp. No.		Emp. No.				

**MISCELLANEOUS INCIDENT REPORT**

Incident Number	Type of Incident	Location	R.D.
Person Reporting	Address	Phone Number	Date and Time Occurred
<b>INJURY</b>	Name	Address	Phone Number
Extent of Injury	Cause	Transported To	Transported By
<b>MISSING PERSON</b>	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			
<b>ANIMAL</b>	Description of Animal	Owner	Address
Phone Number			
Disposition			
<b>OTHER INCIDENT</b>	Person(s) Involved (Name, Address, Phone Number)		
Details:			
Date and Time Reported	Officer(s) Reporting	Supervisor Approving	

\_\_\_\_ POLICE DEPARTMENT  
SUPPLEMENTAL REPORT

INCIDENT NO.	TYPE OF ORIGINAL REPORT	LOCATION (ORIGINAL INCIDENT)	DATE (ORIGINAL REPORT)
DATE REPORTED	OFFICER(S) REPORTING	SUPERVISOR APPROVING	





**ARREST REPORT**

RESIDENCE ADDRESS		CITY	PHONE	ARRESTEE'S NAME (LAST, FIRST, MIDDLE)				PARENT			
EMPLOYED BY		OCCUPATION		CHARGE				MIBS <input type="checkbox"/> FPL <input type="checkbox"/> OTHER <input type="checkbox"/>			
EMPLOYER'S ADDRESS		CITY	PHONE	LOCATION OF ARREST				A.D. ARRESTING OFFICERS			
MICKSANE, ALIAS		SOCIAL SECURITY NUMBER		DATE AND TIME ARRESTED		DATE AND TIME BOOKED		EVIDENCE BOOKED YES <input type="checkbox"/> NO <input type="checkbox"/>			
DRIVER'S LICENSE NUMBER		SEX	BIRTHPLACE	SEX	DESCENT	AGE	HEIGHT	WEIGHT	HAIR	EYES	BIRTHDATE
VEHICLE MARKS, SCARS, DEFORMITIES				LOCATION OFFENSE COMMITTED				CONNECTED REPORTS AND NUMBERS			
COMPLAINTS OF EVID. ILLNESS OR INJURY - BY WHOM FILED				DISPOSITION OF ARRESTEE'S VEHICLE				HOLD FOR:			
VEHICLE USED (YEAR, MAKE, MODEL, COLORS, LICENSE NO., IDENTIFYING MARKS)							DRIVING VEHICLE (DIRECTION AND STREET NAME)				
CLOTHING MARKS				SCHOOL ATTENDING				SELECTIVE SERVICE NUMBER			
COSM CLINIC (FORM NAME IF BUSINESS) MANUFACTURER FOR PARENT OR GUARDIAN (JUVENILE ONLY)											
NAME		RESIDENCE ADDRESS			CITY		RESIDENCE PHONE		BUSINESS PHONE		
CRIME INFO.		VICTIM'S OCCUPATION, DESCENT, AGE				TYPE OF FURNISHES				TOTAL VALUE	
TYPE OF OFFENSE (THEFT-TAG, SHOPLIFT, ASSAULT, IFMV, ETC.)		TYPE OF PROPERTY TAKEN									
JUV. CITY	PARENTS NOTIFIED BY		TYPE	PLACE JUVENILE DETAINED			BOOKING APPROVED BY		DETENTION APPROVED BY		
ACKNOWLEDGE OF ALIENS GIVEN BY:							IN PRESENCE OF:				

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

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







**FIELD INTERVIEW REPORT**

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

(REVERSE)

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

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



## SUPERVISOR'S DAILY REPORT

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

DETAILS:

SUPERVISOR: \_\_\_\_\_ APPROVED: \_\_\_\_\_



WEEKLY REPORT							
PERIOD ENDING _____							
	THIS PERIOD	YEAR TO DATE	LAST YEAR TO DATE	PERCENT OF CHANGE	CURRENT 12 MONTHS	PREVIOUS 12 MONTHS	PERCENT OF CHANGE
<b>MAJOR OFFENSES</b>							
MURDER							
EDUCATION							
AGGRAVATED ASSAULT							
RIOT							
SUBSIDIARY							
THEFT OVER \$50							
AUTO THEFT							
TOTALS							
<b>ARRESTS - ADULT AND JUVENILE</b>							
ROBBERY							
AGGRAVATED ASSAULT							
RIOT							
SUBSIDIARY							
THEFT OVER \$50							
AUTO THEFT							
TOTALS							
<b>OTHER OFFENSES</b>							
B. AND E. - AUTO							
WARRANTS COMPLAINTS							
THEFT UNDER \$50							
TOTALS							
<b>OTHER ARRESTS</b>							
B. AND E. - AUTO							
WARRANTS COMPLAINTS							
THEFT UNDER \$50							
LIQUOR LAWS							
EXCITIOUS							
SEX OFFENSES							
DUI/DWI							
D.M.V.							
OTHER ARRESTS							
TOTALS							
<b>TRAFFIC ACCIDENTS</b>							
FATAL							
INJURY							
PROPERTY DAMAGE							
TOTALS							
<b>TRAFFIC CITATIONS</b>							
MOVING CITATIONS							
NON-MOVING CITATIONS							
PARKING CITATIONS							
TOTALS							
<b>JUVENILE ARRESTS</b>							
JUVENILES BOOKED							
CONTACTS							
ADULTS HANDLED							
TOTALS							





**END**