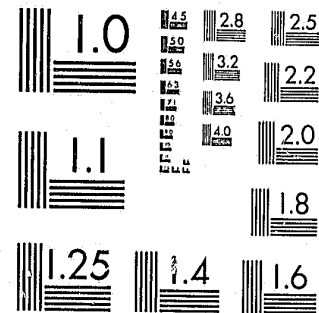


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**MODEL SYSTEM SPECIFICATION
REDONDO BEACH POLICE
INFORMATION MANAGEMENT SYSTEM**

31 MAY 1968

PREPARED UNDER CONTRACT TO THE
CITY OF REDONDO BEACH, CALIFORNIA
FUNDED BY GRANT NO. 182
OFFICE OF LAW ENFORCEMENT
ASSISTANCE U. S. DEPARTMENT OF JUSTICE

72039

Autonetics Division of North American Rockwell Corporation

3370 Miraloma Avenue, Anaheim, California 92803

FOREWORD

This specification must be looked upon as a conceptual model until such time as test and implementation have served to prove the system fully operational.

The very nature of a development program such as this project dictates constant improvement through testing in the operational environment. Therefore this specification will not, and should not, remain static. The final version of this specification is intended to be the detailed documentation of the operational system.

All changes of significance will be coordinated with concerned Redondo Beach personnel.

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1.0 INTRODUCTION

1.1 DESCRIPTIVE TITLE

The system shall be called the Redondo Beach Police Information Management System (PIMS).

1.2 DEFINITION OF TERMS

Terms which are in general use in this specification and which may have special meanings in relation to this subject are defined in a Glossary of Terms which will be found in Paragraph 1.6 at the end of this section. It is strongly urged that the reader read the glossary and familiarize himself with these definitions.

1.3 PURPOSE

The purpose of the system is to collect, store, retrieve, and display information which is required by all levels of operating management personnel of the Redondo Beach Police Department. This purpose shall be accomplished through the processing of data which is complete, accurate, and timely. This data shall be available on a routinely reported basis or readily retrievable for special responses or reports.

1.0 INTRODUCTION

1.4

SCOPE

The system shall collect, process, store, retrieve, and report significant crime, incident, and personnel activity-related data. However, certain classes of data shall hereafter not be mentioned in this system description. The omitted data elements are considered as being properly handled by the current method; of a nature which will be handled by regional or state systems in the near future; too deeply integrated into systems beyond the scope of the project; or too sensitive to be processed by clerical personnel. The categories eliminated for these reasons are:

- (a) Data related to formal internal or external intelligence communications.
- (b) Data related to city personnel and payroll transactions.
- (c) Data related to the control of city owned property.
- (d) Data related to the processing of applicants for solicitors' permits, taxi cab licenses, city employment, etc.
- (e) Data related to bike licenses.
- (f) Data related to gun registration.
- (g) Data related to control of cash within the Police Department.
- (h) Data related to reported repossession actions.

1.5 PERFORMANCE

- 1.5.1 The system shall provide a data base which is sufficiently detailed, flexible, and retrievable so that information can be generated on the following bases.
 - 1.5.1.1 Crime, Accident, and Incident-related data may be displayed by quantity and type, location within small subdivisions of the city, and date and time of occurrence. Further, certain causative factors, case characteristics, and physical characteristics related to crimes, accidents, and incidents shall be captured and be retrievable through machine search and printing.
 - 1.5.1.2 Closely related to 1.5.1.1 above is the capability to capture and process the subject's name, reason for interview, location, day, time, physical characteristics, automobile license, etc., relating to a Field Interview. This capability shall provide the required tools for making comparative searches of separate reports for patterns and correlations between data gathered from Field Interviews and crime-related data.
 - 1.5.1.3 Services and miscellaneous activities performed by police personnel shall be recorded and stored in a manner which allows reporting of quantity and type, date, watch, time spent, and performing Officer.
- 1.5.2 The system shall initially specify internal summary reports, their recipients, and proposed use. A feature of these reports shall be the establishing of index or tolerance points wherever possible. When deviation from these indexes or tolerance points is experienced, it shall be the signal for a selective search of detailed data for use in achieving problem solutions.
- 1.5.3 The system shall machine produce all of the information required for the preparation of periodic reports to the Federal Department of Justice and the State of California.
- 1.5.4 The system shall eliminate duplication of data recording and storage now practiced for the purpose of establishing special-interest files.

- 1.5.4.1 The system shall use related documents in a multi-purpose manner where possible. For example, the card used for recording dispatched or on-view responses (Event Card) shall subsequently serve as the formal report of minor incidents and as the Master Name Index Card.
- 1.5.5 The system shall serve to improve the accuracy and turn-around time associated with response to specific inquiries regarding wants, warrants, or property. This will be accomplished through more readily accessible data and by involving a minimum number of parties in responses to field unit inquiries.
- 1.5.6 The system shall specify a records retention policy. Subsequent file search for purposes of purging files shall be accomplished through machine search of the Master Index File.
- 1.5.7 The system specifies actions and reports by middle management which serve to encourage review of available information and subsequent use for planning purposes.
- 1.5.8 The system provides reports which describe individual and watch performance. These reports may be used by the recipients for comparison with standard performance, the identification of personnel or operational inadequacies, and the carrying out of remedial training or actions.
- 1.5.9 The system, as described herein, is designed primarily as a non-computerized system for effective data collection, processing, and information reporting.
 - 1.5.9.1 The system, although non-computerized, is designed for compatibility with other processing techniques, i.e.,
 - (a) It can be worked manually by use of the key-sort method.
 - (b) It can be worked mechanically using unit-record Electrical Accounting Machines (EAM).
 - (c) It can be worked electronically using computers - high speed, high-capacity Electronic Data Processing Machines (EDPM).

- 1.5.9.2 The system, as designed for the Redondo Beach California Police Department, uses the EAM (Series 50) facilities that are available in the Office of the City Clerk. Minor upgrading of the Model 402 Accounting Machine, through replacement of field engineering changes, (additional digit selector, pilot selectors, co-selectors, comparing relays) is required to support this system.
- 1.5.9.3 The system, although designed for the Redondo Beach Police Department, provides for horizontal compatibility also. It can be easily adapted for use by any small to medium-sized law enforcement agency in the country. The system concept or approach may conceivably be used by any law enforcement agency of any size anywhere in the world.
- 1.5.9.4 For those law enforcement agencies having neither Unit Record (EAM) nor computer (EDPM) hardware at their disposal, the system provides a ready means for manually posting and tallying pertinent data for analysis and reporting purposes at far greater speeds than present manual methods.
- 1.5.9.5 The system also provides the ability to transfer pertinent data into a Unit Record punched card form, with minimum capital outlay, by means of the widely used "port-a-punch" method. This would facilitate changeover when and if the above mentioned hardware facilities became available.
- 1.5.9.6 The system also lends itself to widely used key-sort applications which in addition to providing a ready means for sorting and tabulating manually, also have EAM or EDPM capatibility via a key-sort card to punched card or punched paper tape device.

1.6

GLOSSARY OF TERMS

For purposes of clarity, it is best to define the terminology to be employed in this specification. No attempt is made to define those terms commonly used in police work (such as citation or warrant) but rather to restrict this glossary to terms which fit one or both of the following categories:

- (a) The term is one that may be in common usage in a technological field but is not in general usage elsewhere, or
- (b) The term has a definition that is unique, at least in part, to this system and, as such, merits clarification.

Rather than being placed in the conventional alphabetical format, the terms are grouped together where such grouping is meaningful. Credit, by means of footnote references, is given for those definitions which have been used, or largely adapted, from other sources.

EVENT Those police contacts involving crimes, accidents, or incidents which normally require formal field reporting.

MISCELLANEOUS ACTIVITY - Those additional tasks (besides events) that are accomplished in the normal routine of the Field Officer, such as writing citations, appearing in court, conducting investigations, training, etc.

DATA - Any facts that are a matter of direct observation; essentially the input or raw materials for a system designed to process data and produce some desired output.

INFORMATION - The significance derived from the data, which are vehicles for conveying certain potentially meaningful facts; for information to be useful, the reader must correctly understand the meaning of the facts and have some use for what he learns.¹

INPUT - A term used to indicate data that is to be processed. For example, a traffic citation would be considered to be a source, or input, document to the Data Collection Subsystem.

OUTPUT - Data that has been processed. For example, a printout which lists all of the traffic citations written and the offense committed during a certain period of time would be an output from the Data Extraction and Storage Subsystem.

DATA COLLECTION - The process of acquiring all the data elements required to support the informational and reporting requirements of the system.

DATA EXTRACTION - The process of taking the facts (data) contained on data collection documents and arranging them in a form which allows for their ready retrieval when desired.

UNIT RECORD - A record, similar in form and content to other records, which contains information in coded form concerning an event, activity, or other. The unit records of this system will be punched cards suitable for processing on electro-mechanical data processing equipment.

¹Robert H. Gregory and Richard L. Van Horn, Automatic Data Processing Systems, San Francisco: Wadsworth Publishing Co., Inc., 1960.

INTERNAL SOURCES - Those requestors who are a part of the Redondo Beach Police Department.

EXTERNAL SOURCES - All requestors other than Redondo Beach Police Department personnel.

PRINTOUT - A printout is the by-product of the printer which is one of the hardware items of the Automatic Data Processing unit record equipment. A printout is also referred to as a "tab." A printout is commonly on unlined white paper, 11" high by 17" in width.

FORMAL REPORT - A formal report may be:

- (a) A local, state, FBI, or other pre-printed form which has been completed to include the required information, or
- (b) Data, and/or narrative in any formal or informal structured format which includes the information necessary to respond to a requirement or request. It may include a printout or a display as a part of, or supplement to, the report. (In isolated instances, a printout by itself may be sufficient to provide the desired information, but this is not the usual situation. In these instances, the printout would still be referred to as a "printout" rather than as a "report.")

SUMMARY REPORT - A report which presents gross information but is lacking in detail.

COMPLAINT - Any informal report received by a law enforcement agency from a private citizen or other source that a certain condition exists requiring police action.

DISPLAY - A display is a representation of data or information in a special format such as a table, graph, chart, figure, diagram, curve, or other.

INTERFACE - A common boundary between parts of a single system. Both a citizen reporting a complaint, and the Officer responding would "interface" with the Dispatcher who received the call and dispatched the Officer. So would the Data Collection Subsystem, where the data is gathered, interface with the Data Extraction and Storage Subsystem, where the data is sorted, correlated, and printed.

INDEX OR TOLERANCE - An indicator established for crimes, response times, clearances, and patrolman activities which reflect the standard which will be allowed or "tolerated" for these items. When the index value is being approached, or has been reached or exceeded, it indicates that corrective measures must be planned and applied.

EXCEPTION-PRINCIPLE SYSTEM - An information system or data processing system that reports on situations only when actual results differ from planned results. When results occur within a normal range, they are not reported.²

²Charles J. Sippl, Computer Dictionary and Handbook, Indianapolis: Howard W. Sams & Co., Inc., 1966.

ELECTRICAL ACCOUNTING MACHINES (EAM) - Electromechanical data processing equipment, in this case key punches, verifiers, mechanical card sorters, collators, and tabulators. These machines collectively punch information into cards, check for accuracy, read the information from the cards, and produce lists, tables, and totals on separate forms or continuous (printout) paper.

ELECTRONIC DATA PROCESSING MACHINES (EDPM) - The general term used to define a data processing system which uses machines with electronic circuitry and at electronic speeds, as opposed to electromechanical equipment.³

³Ibid.

2.0 APPLICABLE DOCUMENTS

In this section, those documents which currently, or in the future, will influence the operation of the project are presented. The purpose is to list those applicable documents that have been considered and to provide a listing reference for analysis when modification or system change is being studied.

<u>Document Number or Area</u>	<u>Title</u>	<u>Source</u>
Contract 03-00-657	"Human Factors Analysis of Small-City Police Department Data Requirements"	City of Redondo Beach, California
Federal Grant Number 182	"Office of Law Enforcement Assistance"	United States Department of Justice
City Charter	Charter, Ordinances	City of Redondo Beach, California
North American Rockwell Corp. G.O. 08392	Contract General Orders	North American Rockwell Corporation
Uniform Crime Reports	Uniform Crime Reporting Handbook	Federal Bureau of Investigation
Crime Statistics P.C. Sec. 13000 Ch. 1, Act. 2	California Penal Code	State of California
Crimes P.C. Sections 1111.0 1113.0 1116.5	California Penal Code	State of California
Traffic Accidents/ Citations V.C. Sections 20014 20015 20016 2008 22850-22855 10500	California Motor Vehicle Code	State of California

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<u>Document Number or Area</u>	<u>Title</u>	<u>Source</u>
Alcoholic Beverage Control ABC Sections 25619 24202 24209	California Alcoholic Beverage Control Act	State of California
Health and Sani- tation Article 1 Division 3 Chapter 3	California Health and Safety Code	State of California and Los Angeles County
Judicial System Article III Article VI Sec. I and II	Constitution	State of California and Los Angeles County

3.0 SYSTEM SUMMARY3.1 SUBSYSTEM DESCRIPTIONS

The system is made up of four operationally based subsystems. These are:

- (a) Data Collection Subsystem
- (b) Data Extraction and Storage Subsystem
- (c) Reporting and Information Use Subsystem
- (d) Audit Subsystem

Sections 4.0, 5.0, 6.0, and 7.0 of this document provide detailed specifications for the subsystems which are described in a summary below.

3.1.1 Data Collection Subsystem

The Data Collection Subsystem design includes all actions, devices, or documents required for the collection and documentation of data elements required to satisfy the performance requirements specified in Sections 5.0 and 6.0 of this document. This subsystem covers the actions required by Redondo Beach personnel from the initial notification or observation of an event or the performance of a miscellaneous activity or service through report preparation, review, and submittal to the Records Bureau.

Major features of the subsystem are (a) event recording by the Dispatcher, (b) a requirement for report control through Officer disposition on the event record or the matching of formal field reports and event records, (c) elimination of the requirement for Field Officers to record all of their activity on the Daily Activity Sheet, and (d) assignment of the preparation of the daily report to the Watch Commanders.

The subsystem design considers documentation of externally-provided information. This category is generally well processed through

current practice and is also generally not initially introduced through line or field personnel. Therefore, the major attention to external data is provided in the detailed section covering Data Extraction and Storage.

Section 4.0 of this document provides a detailed description of the Data Collection Subsystem.

3.1.2 Data Extraction and Storage Subsystem

The Data Extraction and Storage Subsystem includes all actions, devices, and documents required to code, abstract, and store data in a manner which will accommodate retrieval of information required for development of system outputs. Recommended data retention policies are also considered within the scope of this subsystem.

The subsystem design covers all those actions required from the point at which the Records Bureau receives field or external data to the point where this data has been punched into unit record cards and both the cards and the original collection documents have been properly stored.

A detailed description of this subsystem is provided in Section 5.0 of this document.

3.1.3 Reporting and Information Use Subsystem

The Reporting and Information Use Subsystem design includes all actions, devices, and documents required to retrieve data elements from storage for use in the preparation of reports and for responding to specific inquiries for information.

Reports which will be produced are listed below. Displays are prepared for some reports which will aid in visualizing and analyzing the report data. Section 6.0 of this document provides a detailed description of the format of these reports and displays.

- (a) Redondo Beach Monthly Crime Profile
- (b) Redondo Beach Monthly Departmental Activity Profile
- (c) Redondo Beach Monthly Officer Activity Profile
- (d) Redondo Beach Monthly Traffic Profile
- (e) Redondo Beach Monthly Offense Analysis Set
- (f) Redondo Beach Crime Trend Report
- (g) Redondo Beach Daily Watch Report
- (h) Redondo Beach Monthly Watch Comparison Report
- (i) Redondo Beach Monthly Field Interview Report
- (j) Redondo Beach Monthly Case Characteristic Report
- (k) Redondo Beach Monthly Investigative Activity Report
- (l) Redondo Beach Monthly Property Report
- (m) Redondo Beach Monthly Case Result Report
- (n) Redondo Beach Quarterly Warrant Report
- (o) Redondo Beach Quarterly Watch Commander's Plan
- (p) Redondo Beach Quarterly Patrol Commander's Plan
- (q) Redondo Beach Quarterly Investigative Commander's Plan
- (r) Redondo Beach Monthly Exception Report to the Chief
- (s) Monthly and Annual Federal Crime Statistics
- (t) Monthly State Crime Statistics
- (u) Periodic Special Reports

3.1.4

Audit Subsystem

The Audit Subsystem is designed to evaluate the integrity of the system from the standpoints of data quality and procedural compliance. The audit function shall be performed on a random sample basis at the direction of the Chief.

All audit actions shall result in a written statement of the results and recommendations for system improvement, where appropriate. A copy of audit results shall be provided to the person or persons audited, to their immediate superiors, and to the Audit Report File.

A detailed description of this subsystem is provided in Section 7.0 of this document.

3.1.5

A block diagram of the system and subsystem relationships is provided as Figure 3.1. A functional diagram for the Police Information Management System is shown on Figure 3.2.

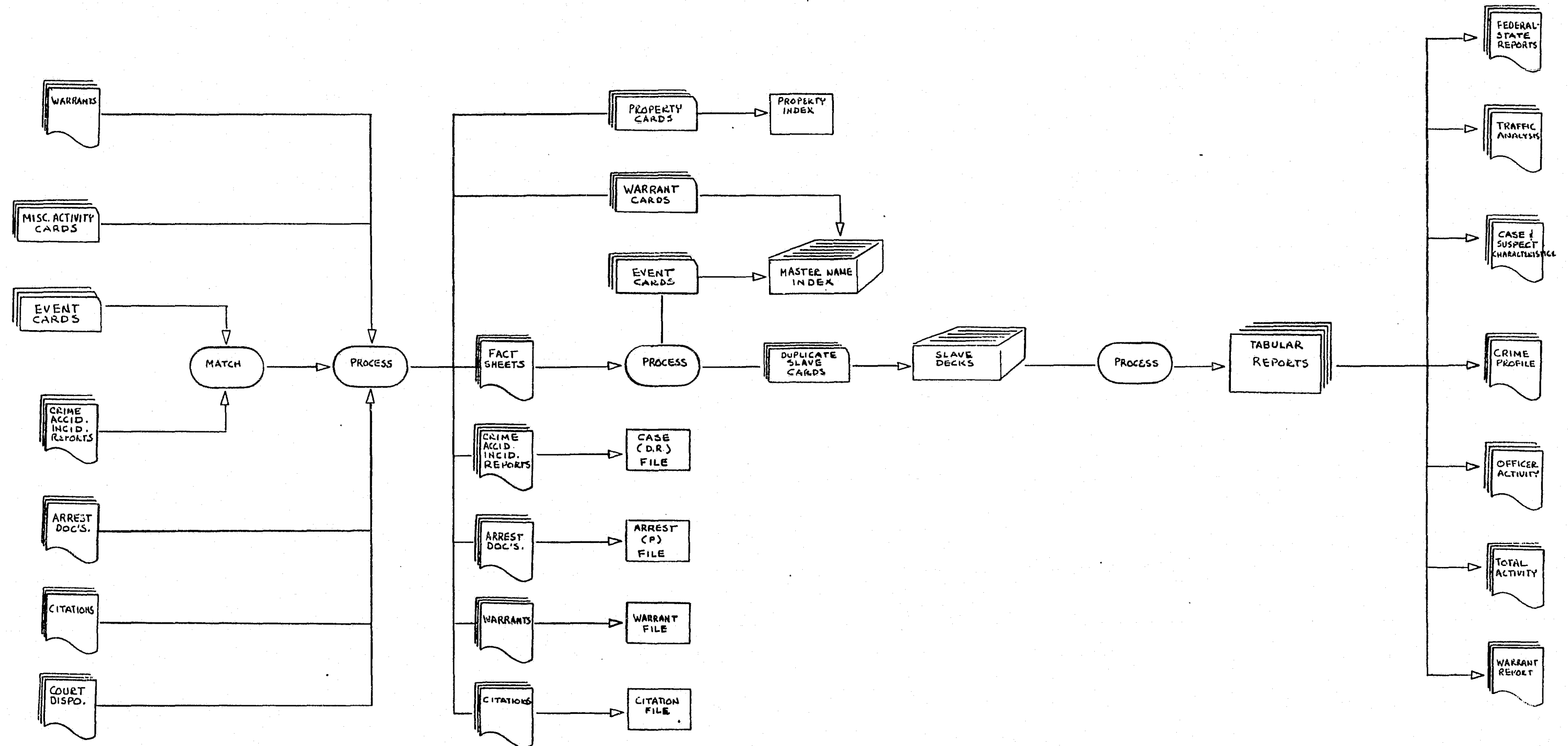


Figure 3-1. Basic System Diagram

ZONE 1

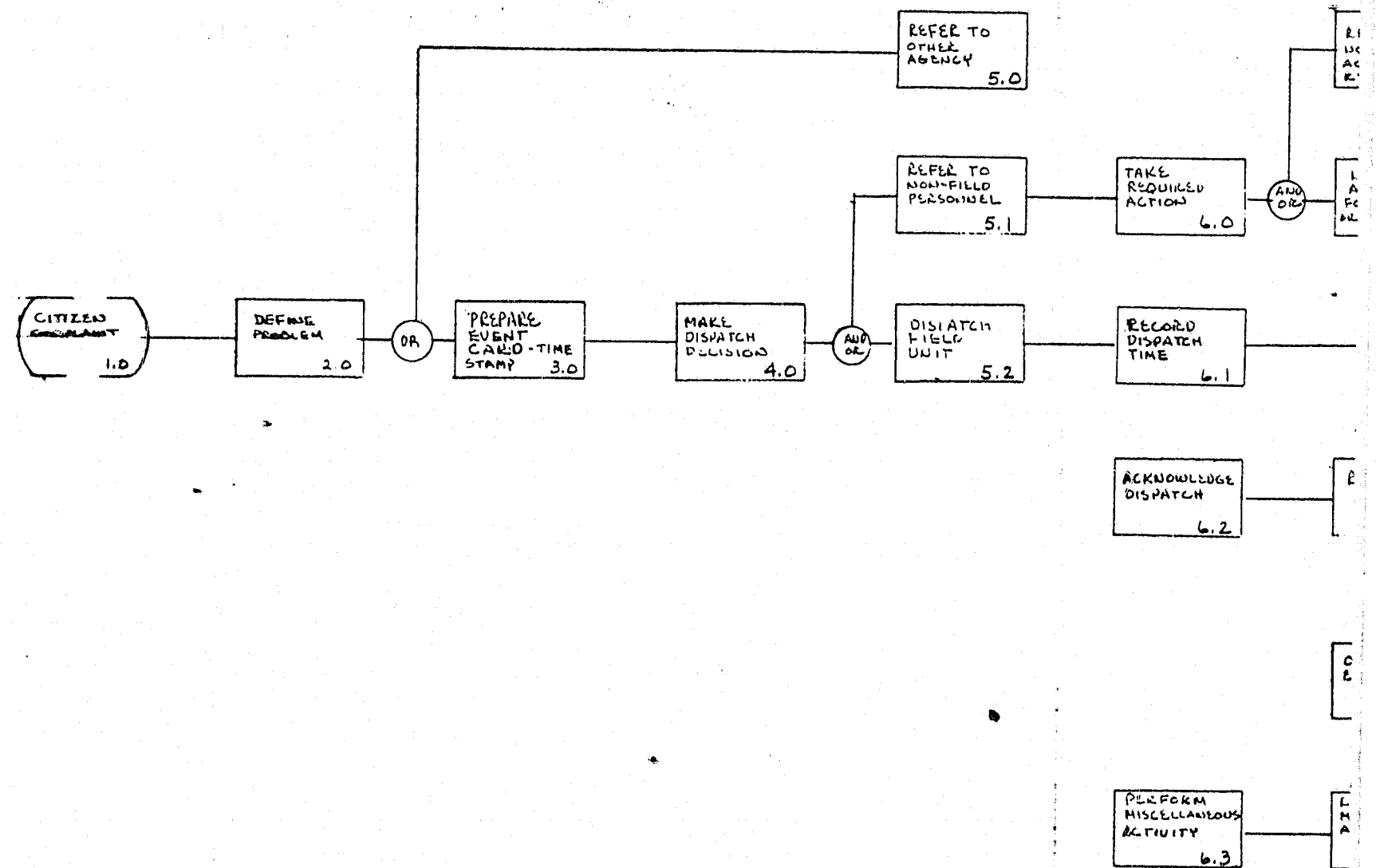
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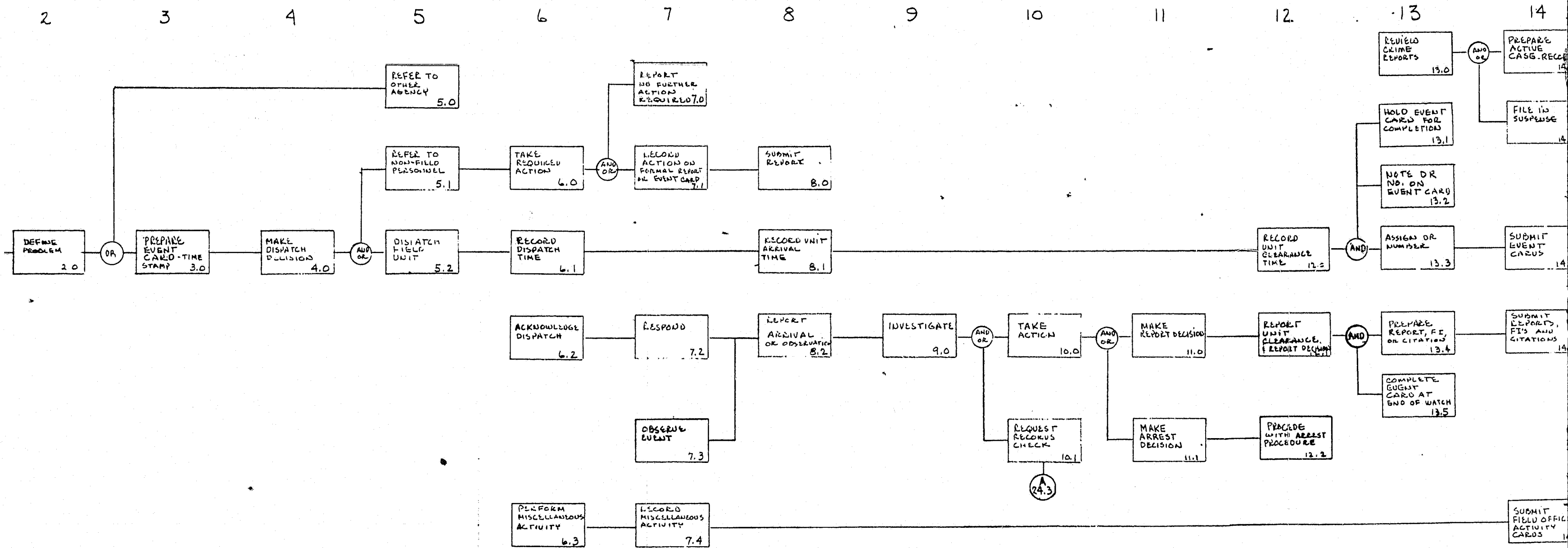
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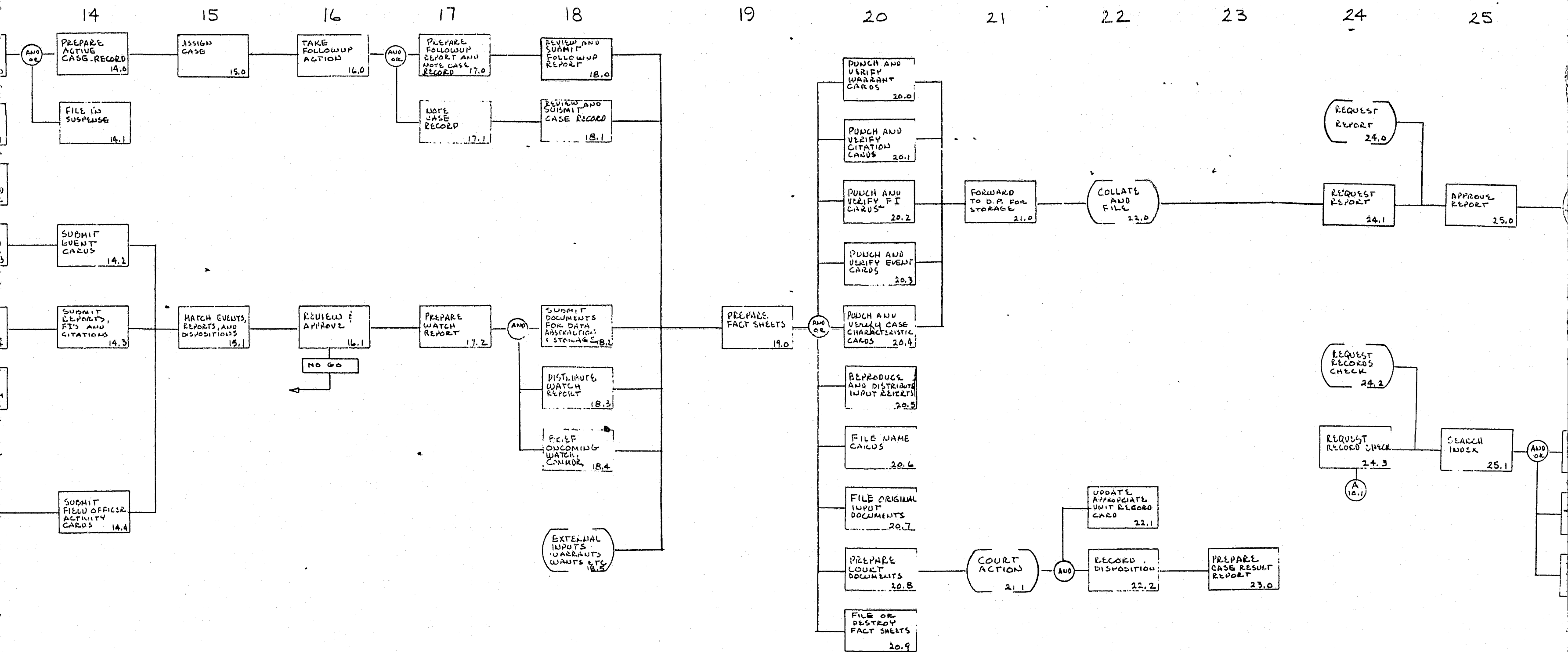
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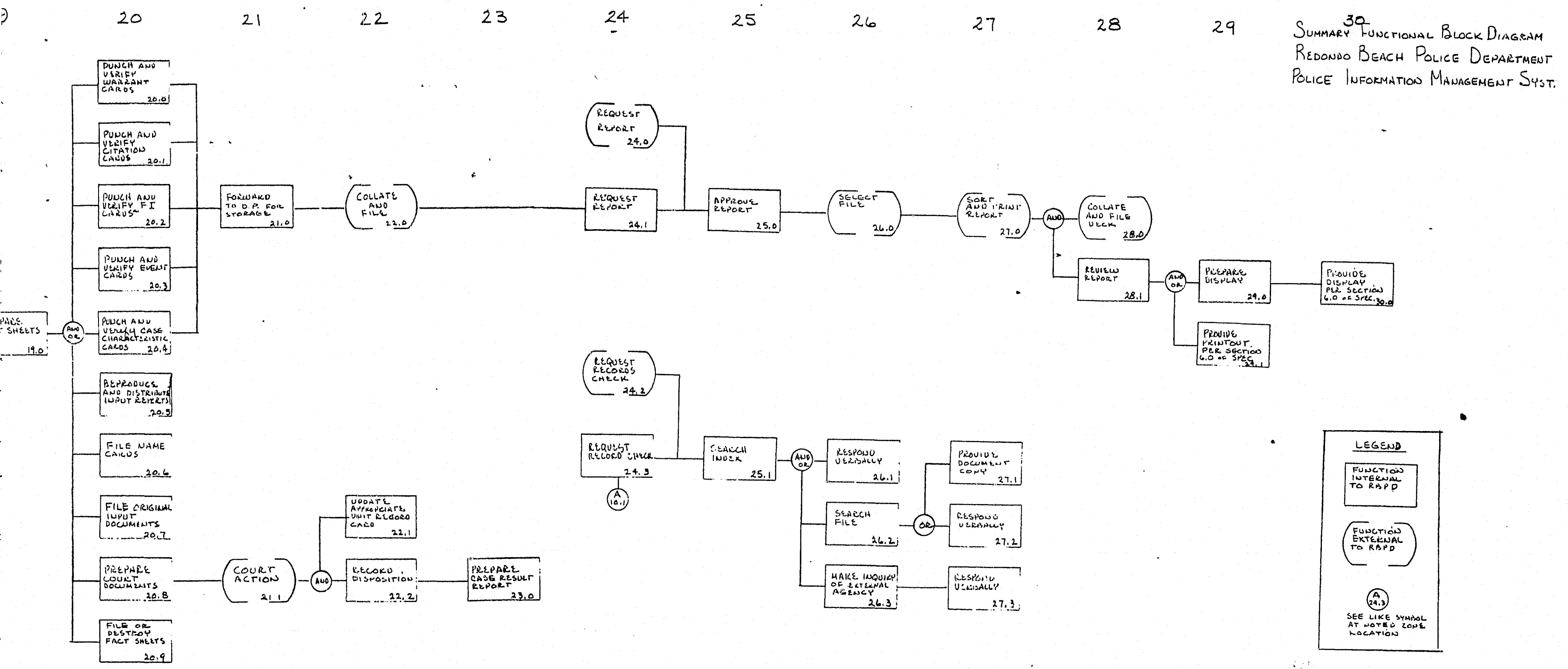


Figure 3-2. Summary Functional Block Diagram
Police Information Management System

3.2 BASIC SYSTEM METHODS

3.2.1 The extraction of data elements or facts is centered around the use of color coded, pre-printed Fact Sheets. The basic feature of the Fact Sheet is the pre-designation of a specific three digit number that relates exactly to a known fact concerning the event or incident. For example, a three digit number, "101", checked off on a Crime Fact Sheet would identify the offense as a Class 1 Commercial Burglary. Subsequent numbers checked would identify time, place, property stolen, etc. This processing method makes it unnecessary for police personnel to memorize any numbers or codes.

Records Bureau personnel shall check off the specific facts contained in the formal reports by selecting and checking applicable pre-printed three digit codes on the Fact Sheet. This approach structures the data in a consistent coded form for subsequent keypunching and machine processing. Further, a thousand different facts can be recorded by use of the available three digit number codes.

3.2.2 The data elements associated with events or activities not documented on a formal crime, accident, incident, or booking report will be recorded on an Event Card, Field Officer's Activity Card, or keypunched directly from Field Interview Cards, Stolen or Recovered Auto Reports, and Recovered Property Reports. Data from Warrants and Citations will require a Fact Sheet.

3.2.3 This ability to identify characteristics or facts as three digit numbers, which are then machine processable, allows a wide latitude in sorting, collating, and grouping the facts in various arrays for inspecting and comparing them. This approach provides great flexibility to the Investigator who wishes to examine the data in great detail.

3.2.4

The correspondence of facts to numbers and numbers to facts achieves another purpose of the system which is to optimize searching, retrieving, processing, and reporting capabilities via a computerized system on either an individual or "time-shared" basis. A computer based system, whether used exclusively by the city or "time-shared" with other users, would have the advantage of directly producing required external reports on a "sign and send" basis. Traffic, crime, or incident summarized statistics could quickly be produced in a multi-dimensional array form for ready analysis and action. Further potential of a computer based system would allow "on-line" inquiry with immediate response. The Auto-Stat system currently in operation in the Redondo Beach Police Department is an example of an "on-line" system. By means of dialing a pre-designated telephone number, the user at the Redondo Beach terminal (teletype keyboard) is connected directly to a computer which immediately provides information on whether the car associated with any particular California State auto license number has been stolen or its occupant wanted.

3.3

DATA STORAGE

When cards have been keypunched, they shall be forwarded to the Data Processing Section of the City Clerk's Office for filing and subsequent processing per the instructions of the Police Department. The following card decks shall form the primary data base for the system.

3.3.1

Event Deck

This deck shall contain unit records of all events or incidents either reported to the Police Department or observed by a Police Officer which require a response and/or action. Basic data elements shall be (a) informant's name, (b) type of event, (c) reporting district, (d) date, (e) time of day, (f) response time, (g) elapsed time, (h) action taken, (i) the Investigating Officer's serial number, and (j) the related case Departmental Record (DR) number if applicable.

3.3.2

Case Characteristic Deck

This deck shall contain unit records of facts surrounding a crime which relate to method, weapon, physical characteristics of suspect if available, certain physical characteristics and activity of the victim, property involved, location, date, and time. This file shall be keyed to type of offense and related case (DR) number. Traffic accidents will also be included in this file deck with appropriate data, including date, time, location, and causative factors, recorded in the cards.

3.3.3

Field Interview Deck

This deck shall contain unit records of the pertinent facts associated with a Field Interview of a person. The data elements contained in this record shall be similar to the crime related cards in the Case Characteristic Deck. The elements shall include (a) name, (b) reason for Field Interview, (c) physical characteristics of subject(s), (d) date, (e) time, (f) location, (g) vehicular

description, including license number, and (h) the serial number of the Investigating Officer.

3.3.4

Citation Deck

This deck shall contain unit records of traffic and other citations noting (a) violations, (b) location, (c) date, (d) time, and (e) citing Officer's serial number.

3.3.5

Warrant Deck

This deck shall contain unit records of all warrants currently in the possession of the department. Data elements shall include (a) name of person, (b) offense, (c) definition of local or foreign issuance, (d) amount of bail, and (e) date of issuance.

3.3.6

Activity Deck

This deck shall include a unit record of all services or miscellaneous activities performed by sworn personnel which are not recorded in the Event Deck. Data elements include (a) number of activities by type, (b) elapsed time for performance by type of activity, (c) date, (d) watch, and (e) performing Officer's serial number.

3.3.7

Arrest Deck

This deck shall contain unit records of facts surrounding all persons arrested and booked, whether formally charged or not. In addition to the characteristics concerning a person's method of operation will be his name, vehicle description, and Case (P) Number.

3.3.8

Stolen, Recovered, and Impounded Auto Deck

This deck shall contain unit records of actual data relating to license number, vehicle description, location, and Case (P) Number.

3.3.9

Recovered and Found Property Deck

This deck shall contain unit records of actual data relating to item description, value, where found or recovered, and Case (P) Number.

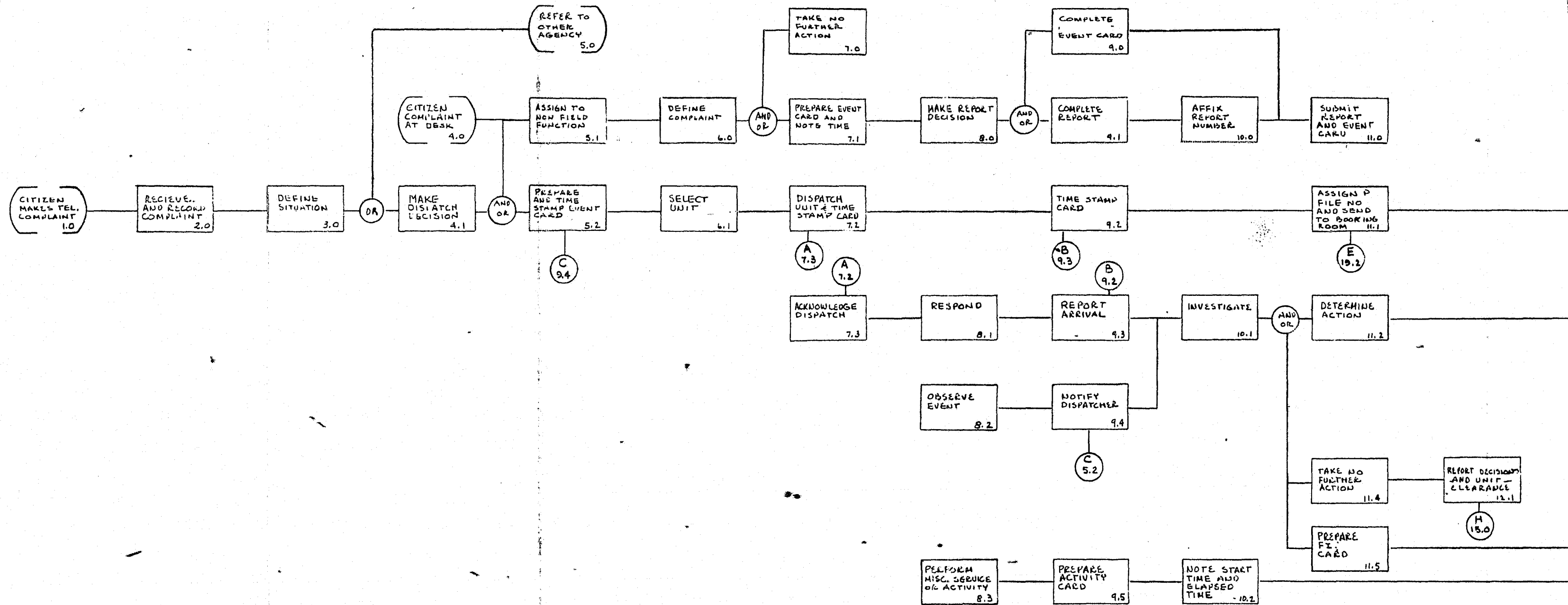
4.0 DATA COLLECTION SUBSYSTEM4.1 SUBSYSTEM DESCRIPTION

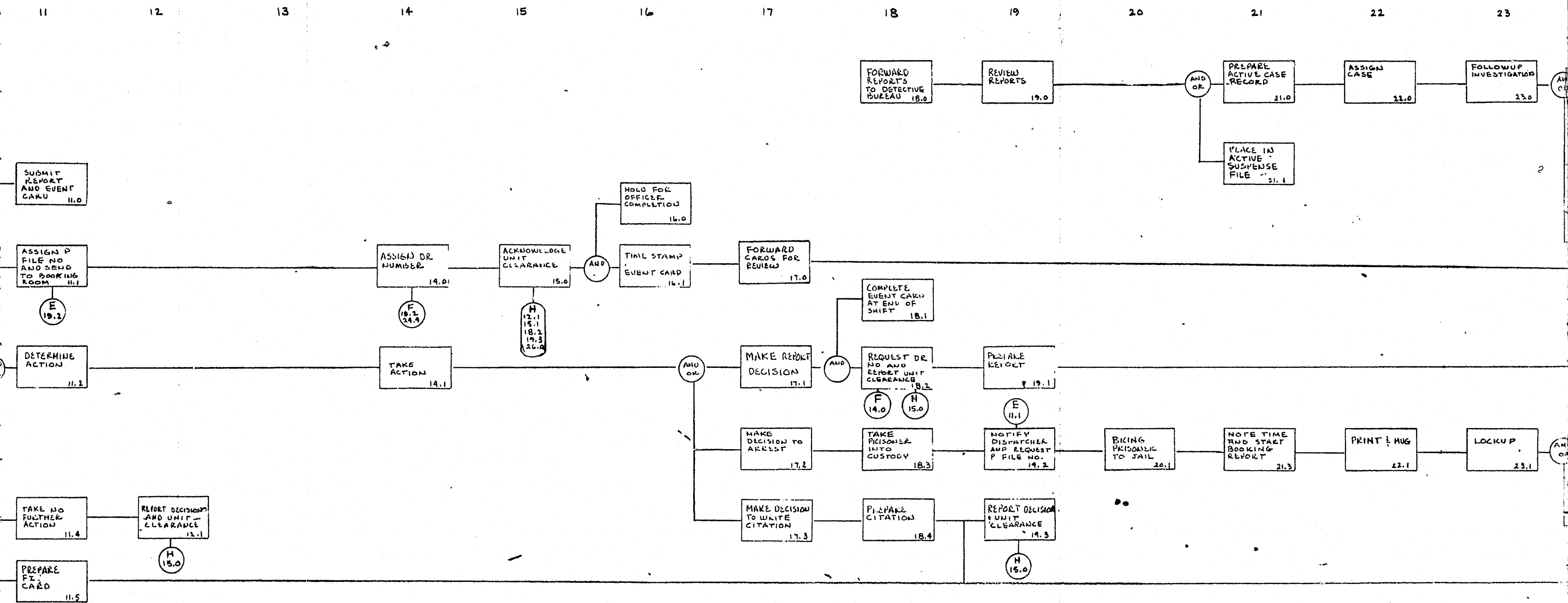
The Data Collection Subsystem, hereinafter called the subsystem, shall be described as follows:

- 4.1 Subsystem Description
- 4.2 Purpose
- 4.3 Scope
- 4.4 Performance
- 4.5 Subsystem Inputs
- 4.6 Subsystem Outputs
- 4.7 Interfaces
- 4.8 Personnel and Training Requirements
- 4.9 Equipment Requirements
- 4.10 Useful Life
- 4.11 Subsystem Performance Evaluation Criteria
- 4.12 Documentation of Trade-Off Studies

Figure 4.1 is a functional flow diagram of the subsystem. This diagram relates the actions both internal and external to the Redondo Beach Police Department which are required for proper operation of the subsystem. The method in which these actions are displayed is not intended to define who is responsible for these actions. Although the persons involved are in many cases obvious, actual assignment of duties will be accomplished as detailed desk instructions are prepared.

ZONES 1 2 3 4 5 6 7 8 9 10 11 12







29

30

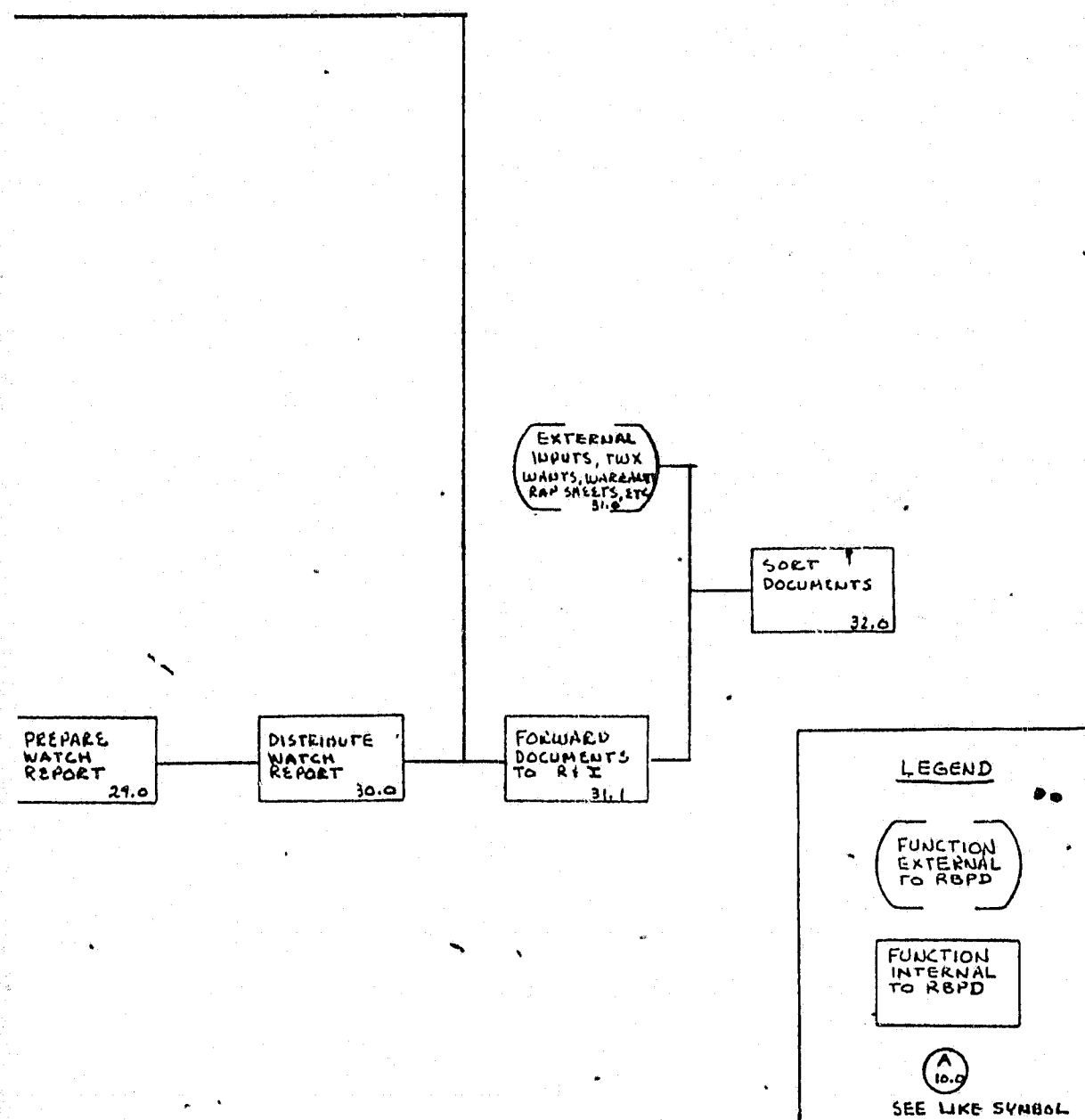


Figure 4-1. Functional Flow Diagram
Data Collection Subsystem

4.2

PURPOSE

The purpose of the Data Collection Subsystem is to acquire all the data elements required to support the informational requirements of the Redondo Beach Police Department and of external users. These data elements shall be documented, validated, and transmitted for subsequent use within the Data Extraction and Storage Subsystem.

4.3

SCOPE

The Data Collection Subsystem shall include all internal and external data received or recorded with the exception of:

- (a) Data related to formal internal or external intelligence communications.
- (b) Data related to city personnel and payroll transactions.
- (c) Data related to the control of city-owned property.
- (d) Data related to the processing of applicants for solicitors' permits, taxi cab licenses, city employment, etc.
- (e) Data related to bike licenses.
- (f) Data related to gun registrations.
- (g) Data related to control of cash within the Police Department.
- (h) Data related to reported repossession actions.

The above listed exclusions are deemed to be out of scope due to close external system involvement or because they are being adequately processed by current methods.

4.4 PERFORMANCE

- 4.4.1 The subsystem shall provide the documents and activities required to collect all data elements required to support internal and external informational needs.
- 4.4.2 The subsystem shall provide for the collection of data with a minimum of effort on the part of sworn personnel. This shall be accomplished by:
- (a) Not requiring any coding on the part of operating personnel.
 - (b) Use of color-coded check-off forms to the greatest degree practical.
 - (c) Placement of a major part of the data recording responsibility with the civilian Dispatchers and Records Bureau personnel.
- 4.4.3 The subsystem shall be operative with a minimum amount of retraining due to a minimum amount of formal report redesign.
- 4.4.4 The subsystem shall encourage a greater involvement on the part of the Watch Commander through his assignment to prepare the Watch Report. The preparation of this report will require close review of all data collection documents for selection of significant items.
- 4.4.5 The subsystem shall place a greater control on Field Officer reporting decisions through central recording of all significant events and a subsequent matching of formal reports or event dispositions.
- 4.4.6 The subsystem shall lower overall report preparation time by providing the alternative of completing the Event Card in lieu of a separate formal report for minor incidents.

- 4.4.7 The subsystem shall eliminate the requirement for preparing typed 3" x 5" index cards for the Master Index. A fully processed Event Card shall serve this purpose.
- 4.4.8 The subsystem shall establish a method of case assignment, control, and activity reporting within the Investigative Division.
- 4.4.9 Response to field inquiry shall be speeded up by minimizing the number of parties involved in response. This will be accomplished by referring inquiries to the Records Bureau which will provide direct responses.

4.5 SUBSYSTEM INPUTS4.5.1 Internal Data Collection Documents

The internal Redondo Beach Police Department documents used for recording data for acceptance into the system shall include those listed below.

- (a) Event Card
- (b) Field Activity Card
- (c) Field Interview Card
- (d) Active Case Record
- (e) Redondo Beach "Crime and Incident Report" Set, consisting of:
 - (1) California State Crime Report Form
 - (2) California State Fraudulent Document Report Form
 - (3) California State Followup Report Form
 - (4) California Highway Patrol Vehicle Report Form
 - (5) California Highway Patrol Traffic Accident Report Form
 - (6) Redondo Beach Traffic Accident Report Form
 - (7) Redondo Beach Miscellaneous Crime and Incident Report Form
 - (8) Redondo Beach Death Report Form
 - (9) Redondo Beach Injury Report Form
 - (10) Redondo Beach Juvenile Investigation Report Form
 - (11) Redondo Beach Bicycle Report Form
 - (12) Redondo Beach Missing Persons Report Form
 - (13) Redondo Beach Dog Bite Report Form
- (f) Redondo Beach "Arrest Documents" Set, consisting of:
 - (1) Redondo Beach Traffic Citation Form
 - (2) Redondo Beach Parking Citation Form
 - (3) Redondo Beach Misdemeanor Citation Form
 - (4) Redondo Beach Citizens Arrest Form
 - (5) Redondo Beach Booking and Arrest Form
 - (6) Redondo Beach Sobriety Examination Form
 - (7) Redondo Beach Officers Statement Form

4.5.2 External Data Sources

Data from external sources shall be received into the system on the documents listed below. These documents will normally be

received by the Records Bureau and processed into system usable form. This processing, where appropriate, is discussed in Section 5.0, Data Extraction and Storage Subsystem.

- (a) Warrants
- (b) Notification of Wants
- (c) Teletypes regarding criminal activity
- (d) Southern Section Auto Hot Sheet
- (e) Pawn Shop Reports
- (f) Notification of Parole
- (g) Rap Sheets (State and Federal)
- (h) Autostatis Inquiry Response
- (i) Sex and Narcotics Offender Registrations

4.5.3 New or Revised Document Descriptions

The new data collection documents include the Event Card, the Field Activity Card, the Field Interview Card, and the Active Case Record. Document revision includes the combination of the current Booking Sheet, the Arrest Report, and the Warning and Waiver Sheet into a single Booking and Arrest Report. These new or revised documents are described below:

4.5.3.1 Event Card

The Event Card is illustrated in Figure 4.5-1. This card shall be used for recording all complaints and field events which require documentation for possible future reference. An Event Card will be initiated by the Dispatcher, time stamped, and held for (a) completion and signature by the Field Officer, (b) matching to a report by the Watch Commander, and (c) review and signature by the Watch Commander. The Event Card shall then be forwarded to the Records Bureau for processing. When this processing is complete, the card shall serve as the Master Name Index Card. The Event Card shall be used in lieu of the formal report for minor incidents such as family argument, barking dog or prowler. In this case the back of the Event Card will be completed by the Field Officer or by the person taking a report at the station.

REDONDO BEACH POLICE DEPARTMENT
EVENT CARD
FRONT

NAME (LAST NAME FIRST)				R.B.P.D. EVENT CARD		<input type="checkbox"/> CODE 3 <input type="checkbox"/> URGENT	No. <input type="checkbox"/> OFFENSE <input type="checkbox"/> ACCIDENT <input type="checkbox"/> REQ. FOR SER. <input type="checkbox"/> OTHER TIME COMPLETED TIME ARRIVED TIME DISPATCHED TIME RECEIVED DISPATCHER <input type="checkbox"/> OTHER (SEE BACK)
<input type="checkbox"/> VICTIM	<input type="checkbox"/> SUSPECT	<input type="checkbox"/> WITNESS	<input type="checkbox"/> INFRMNT.	AREA	DISTRICT	I/O SER.	
<input type="checkbox"/> DRIVER	<input type="checkbox"/> PASSENG.	<input type="checkbox"/> PEDEST.	<input type="checkbox"/> SUBJECT	UNIT DIS.	BACK-UP	BACK-UP	
DATE OF EVENT		TIME OF EVENT		RECVD. BY <input type="checkbox"/> TELEPH. <input type="checkbox"/> ON-VIEW <input type="checkbox"/> TELETY. <input type="checkbox"/> IN PERSON <input type="checkbox"/> RADIO <input type="checkbox"/> MAIL <input type="checkbox"/> OTHER			
LOCATION OF EVENT							
REPORTED BY							
ADDRESS (SAME AS LOCATION) TELEPHONE							
NATURE OF EVENT ASSIGNED TO							
DISPOSITION <input type="checkbox"/> UNFOUNDED <input type="checkbox"/> G.O.A./U.T.L. <input type="checkbox"/> ADVISED/WARNED <input type="checkbox"/> ASSISTED/ESRTD. <input type="checkbox"/> SEE REPORT							

Figure 4.5-1. Event Card (Front)

REDONDO BEACH POLICE DEPARTMENT
EVENT CARD
BACK

INVESTIGATING OFFICER'S REPORT									
1.	<input type="checkbox"/> VICTIM	<input type="checkbox"/> SUSPECT	<input type="checkbox"/> WITNESS	<input type="checkbox"/> INFRMNT.	<input type="checkbox"/> DRIVER	<input type="checkbox"/> PASSNGR.	<input type="checkbox"/> PEDES.	<input type="checkbox"/> SUBJECT	TOW TRUCK DISP. AMBULANCE DISP. FIRE DEPT. DISP. OTHER DISP.
2.	<input type="checkbox"/> VICTIM	<input type="checkbox"/> SUSPECT	<input type="checkbox"/> WITNESS	<input type="checkbox"/> INFRMNT.	<input type="checkbox"/> DRIVER	<input type="checkbox"/> PASSNGR.	<input type="checkbox"/> PEDES.	<input type="checkbox"/> SUBJECT	
3.	<input type="checkbox"/> VICTIM	<input type="checkbox"/> SUSPECT	<input type="checkbox"/> WITNESS	<input type="checkbox"/> INFRMNT.	<input type="checkbox"/> DRIVER	<input type="checkbox"/> PASSNGR.	<input type="checkbox"/> PEDES.	<input type="checkbox"/> SUBJECT	
4.	<input type="checkbox"/> VICTIM	<input type="checkbox"/> SUSPECT	<input type="checkbox"/> WITNESS	<input type="checkbox"/> INFRMNT.	<input type="checkbox"/> DRIVER	<input type="checkbox"/> PASSNGR.	<input type="checkbox"/> PEDES.	<input type="checkbox"/> SUBJECT	
<input type="checkbox"/> OTHER ACTION TAKEN, EXPLAIN IN FULL BELOW					<input type="checkbox"/> AT THE REQUEST OF BE ON THE LOOKOUT FOR THE FOLLOWING				
SIGNED _____ I/O NAME _____ SERIAL _____ DATE _____ WATCH COMMANDER _____ DATE _____									

Figure 4.5-1. Event Card (Back)

4.5.3.1.1 Coding

The Event Card shall be coded with a Departmental Record (DR) Number in cases which require preparation of a formal report. If the event does not merit formal reporting, i.e., gone on arrival, or unable to locate, and the disposition is made on the back of the card, no number shall be assigned.

4.5.3.2 Field Interview Card

The Field Interview (F.I.) Card has been designed to replace the currently used card. The F.I. Card is illustrated in Figure 4.5-2. The redesigned card is necessary to enable the capturing of more data elements regarding description of the subject. Further, these elements must be structured in a consistent manner for effective correlation to the suspect characteristics recorded from Crime Reports.

The Card is designed so that the Field Officer may check applicable characteristics on the Card. So even though the redesigned F.I. Card will document more information, it will not place any greater preparation load on the Field Officer.

4.5.3.3 Field Activity Card

The Field Activity Card shall be used for the recording of miscellaneous activities and services, and special duty, performed by Field Officers which would not be recorded on either an Event Card or in a formal report. The Field Officer shall check off events on the card and note the approximate time which elapses in the performance of each. A single card shall be turned in by each Field Officer at the end of each watch worked.

The Field Activity Card, which is illustrated in Figure 4.5-3, replaces the current Redondo Beach Police Department Officer's Daily Activity Report.

4.5.3.4 Active Case Record

The Active Case Record shall serve as the device for recording Detective activity. Figure 4.5-4 illustrates this document. An Active Case Record shall be established for every case assigned

FIELD INTERVIEW CARD
(Front Side)

NAME OF INTERVIEWEE		<input type="checkbox"/> ADULT <input type="checkbox"/> JUVEN		NICKNAME		<input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> PEDESTRIAN	
DATE OF INT.	TIME OF INT.	AREA	DIST.	I/O SER.	YR	MAKE	MODEL COLOR
STATE		NUMBER (VEH. LIC.)		OPERATOR'S LICENSE NO.		DATE OF BIRTH	
LOCATION OF OCCURRENCE							
MARKS, SCARS, TATOOS							
CLOTHING WORN							
SUBJECT'S BUSINESS ADDRESS (IF JUVENILE, NAME OF SCHOOL)							
NAMES OF PERSONS WITH SUSPECT AT TIME OF INTERVIEW							
REASON FOR INTERVIEW							
DISPOSITION							
RBDP FIELD INTERVIEW CARD				SIGNED		INTERVIEWING OFFICER	
						DATE	

Figure 4.5-2. Field Interview Card (Front)

REDONDO BEACH POLICE DEPARTMENT
FIELD INTERVIEW CARD
BACK

3 WHERE (Patrol Area)	04 Male/Negro	32 5'3"-5'5"	42 121-140
01_02_03_04_05_06_09	05 Female/Negro	33 5'6"-5'8"	43 141-160
10-19 LOCATION	06 Male/Oriental	34 5'9"-5'11"	44 161-180
10 Highway, street, alley	07 Female/Oriental	35 6' -6'2"	45 181-200
11 Commercial House (store)	08 Male/ Other	36 6'3"-6'5"	46 201-220
12 Gasoline or Services Sta.	09 Female/Other	37 over 6'5"	47 over 220 lb
13 Chain Store	10-29 Age	50-59 Cmp/Hr.	60-69 Gl's/Eyes
14 Residence	10 Under 10 20 22	50 Fair/Blond	60 No/Blue
15 Bank	11 11-12 21 23	51 Fair/Brown	61 Yes/Blue
16 School	12 13-14 22 24	52 Fair/Black	62 No/Brown
17 Place of Entertainment	13 15 23 25-29	53 Fair/Grey	63 Yes/Brown
18 Parking Lot/Motel	14 16 24 30-34	54 Ruddy/Blnd	64 No/Green
19 Other	15 17 25 35-39	55 Ruddy/Bwn	65 Yes/Green
6 WHO	16 18 26 40-44	56 Ruddy/Blck	66 No/Hazel
00-09 SEX/RACE	17 19 27 45-49	57 Ruddy/Grey	67 Yes/Hazel
00 Male/Caucasian, Anglo	18 20 28 50-54	58 Red or Bald	68 No/Unknown
01 Female/Caucasian, Anglo	19 21 29 ovr 54	59 Unknown	69 Yes/Unknown
02 Male/Caucasian, Latin	30-37 Height 40-47 Wgt	1 Tattoos	5 Beard
03 Female/Caucasian, Latin	30 under 5' 40 un.100	2 Scars	1 Right Hnded
	31 5'-5'2" 41100-120	4 Mustache	2 Left Handed

Figure 4.5-2. Field Interview Card (Back)

REDONDO BEACH
POLICE DEPARTMENT
FIELD ACTIVITY CARD

DATE / /		DAY OF WEEK		WATCH		AREA ZONE		SERIAL		UNIT			
COUNT	ACTIVITY	ELAPSED TIME	COUNT	ACTIVITY	ELAPSED TIME	COUNT	ACTIVITY	ELAPSED TIME					
	ARRESTS/MISDEMEANOR			CITATIONS/MISCELL.			TRAINING						
	ARRESTS/FELONY			COURT TIME			REPORT WRITING						
	BACKUPS			FIELD INTERVIEWS			SPECIAL DUTY						
	BOOKINGS			HOUSE CHECKS			STATION DUTY						
	CITATIONS/MOVING			INVESTIGATIONS			VEHICLE SERVICING						
	CITATIONS/PARKING			JUVENILE DETENTION			OTHER-EXPLAIN ON BACK						
TOTAL RESP.		TOTAL ELAPS.		TOTAL REG. TIME		TOTAL OVERTIME		TOTAL TIME					
Car and Equipment in Good Order		Y	N	Repair Order Made		Y	N	Ending Mileage		Beginning Mileage		Total Miles	Gas
SIGNED										DATE			
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80													

Figure 4.5-3. Field Activity Card

for followup investigation. Thereafter, the assigned Detective shall make an entry on this card whenever he performs a significant action relating to the case.

The use of the Active Case Record must be paralleled by a system of selective case assignment. The Commander of the Investigative Division shall review all incoming reports. He must determine those cases which require or merit followup and assign them to the appropriate Detective. Copies of those case reports not assigned for active followup shall be reviewed and destroyed upon receipt of the monthly case printout. Review of unassigned cases for possible multiple clearance actions will be supported by the printout of cases by type of offense. If a review of this listing indicates additional cases for which a particular suspect may be responsible, a copy of those case reports shall be secured from the Records Bureau.

4.5.3.5 Booking and Arrest Report

The Booking and Arrest Report has been designed to combine three existing documents, thereby facilitating the preparation of documents associated with physical arrest and detention. The documents which have been combined are the Booking Sheet, the Arrest Report, and the Warning and Waiver Sheet. The Booking and Arrest Report is a six part snap-out form and is illustrated in Figure 4.5-5, Pages 1 through 7. Distribution is made as follows:

- (a) Page 1 - Records Bureau original
- (b) Page 2 - Investigator's copy
- (c) Page 3 - Court copy
- (d) Page 4 - Court Officer's copy
- (e) Page 5 - Prisoner's copy
- (f) Page 6 & 7- Jailer's copy

4.5.4 Data Collection Processing Logic

Data in support of the system is gathered at four basic points within the organization. These are (a) Dispatch Desk, (b) Field Officers, (c) Investigative Officers, and (d) the Records Bureau.

ORIGINAL - R & I

REDONDO BEACH POLICE DEPARTMENT

BOOKING AND ARREST REPORT

BOOKING NO. A 23456

NAME Last			First			Middle			Court No.			D.R. No.			P. of J No.							
AKA: Maiden Name, Nickname, Etc.									DAY OF WEEK			DATE BOOKED			TIME BOOKED							
ADDRESS									CITY AND STATE						RES. PHONE							
SEX		RACE		DATE BORN		AGE		BIRTHPLACE			CITIZENSHIP			MARITAL STATUS			GLASSES NO <input type="checkbox"/> YES <input type="checkbox"/>					
HT.		WT.		BUILD		HAIR		EYES		OPLX.		DRIVER'S LICENSE NO.			SOCIAL SECURITY NO.			HANDED L <input type="checkbox"/> R <input type="checkbox"/>				
MARKS, SCARS, AMPS., TATTOOS																						
OCCUPATION OR TRADE						EMPLOYED YES <input type="checkbox"/> NO <input type="checkbox"/>		EMPLOYED BY						ADDRESS			BUS. PHONE					
IN EMERGENCY NOTIFY						RELATIONSHIP			ADDRESS						PHONE							
IF JUVENILE		PARENT/GUARDIAN						ADDRESS			PHONE			NOTIFIED BY			DATE			TIME		
RECORD OF PRISONERS PROPERTY									IN COMPLIANCE WITH SECTION 1412 PENAL CODE													
BOX NO.		CASH		VEHICLE: Year		Make		Type		Color		LICENSE NO.			STATE			LOCATION OF VEHICLE				
OTHER PROPERTY																						

ARREST DATA		WARRANT NO.		COURT		BAIL SET					
CHARGE (Code & Definition)						\$					
LOCATION OF ARREST: Street, Block, House No., Firm Name						BEAT		DIST.			
COMPLAINANT (Citizen Arrest)				ADDRESS				RES. PHONE			
ARRESTING OFFICER/S				DIVISION		TRANSPORTING OFFICER		SEARCHED BY		BOOKING OFFICER	
TOTAL BAIL		HOLD FOR		BY ORDER OF							
\$											
DETAILS: RECONSTRUCT OFFENSE IN DETAIL. LIST NAMES AND ADDRESSES OF WITNESSES.											

IF ADDITIONAL SPACE IS REQUIRED USE CONTINUATION REPORT, FORM 12.

SUPERVISOR APPROVING	SERIAL NO.	OFFICER (S) REPORTING	SERIAL NO.	REFER TO (Type of crime report)

Figure 4.5-5 Booking and Arrest Report (Page 1 of 7)

Figure 4.5-5. Booking and Arrest Report (Page 1 of 7)

C8-1204/030

REDONDO BEACH POLICE DEPARTMENT											
BOOKING AND ARREST REPORT											
BOOKING NO. A 23456											
NAME Last First Middle				Court No.		D.R. No.		P. of J No.			
AKA: Maiden Name, Nickname, Etc.				DAY OF WEEK		DATE BOOKED		TIME BOOKED			
ADDRESS				CITY AND STATE				RES. PHONE			
SEX	RACE	DATE BORN	AGE	BIRTHPLACE		CITIZENSHIP		MARITAL STATUS		GLASSES NO <input type="checkbox"/> YES <input type="checkbox"/>	
HT.	WT.	BUILD	HAIR	EYES	CPLX.	DRIVER'S LICENSE NO.		SOCIAL SECURITY NO.		HANDED L <input type="checkbox"/> R <input type="checkbox"/>	
MARKS, SCARS, AMPS., TATTOOS											
OCCUPATION OR TRADE				EMPLOYED YES <input type="checkbox"/> NO <input type="checkbox"/>		EMPLOYED BY		ADDRESS		BUS. PHONE	
IN EMERGENCY NOTIFY				RELATIONSHIP		ADDRESS		PHONE			
IF JUVENILE				PARENT/GUARDIAN		ADDRESS		PHONE		NOTIFIED BY DATE TIME	
RECORD OF PRISONERS PROPERTY				IN COMPLIANCE WITH SECTION 1412 PENAL CODE							
BOX NO.	CASH	VEHICLE: Year Make Type Color				LICENSE NO.		STATE		LOCATION OF VEHICLE	
OTHER PROPERTY											
ARREST DATA											
CHARGE (Code & Definition)				WARRANT NO.		COURT		BAIL SET \$			
				LOCATION OF ARREST: Street, Block, House No., Firm Name				BEAT		DIST.	
COMPLAINANT (Citizen Arrest)				ADDRESS				RES. PHONE			
ARRESTING OFFICER/S				DIVISION		TRANSPORTING OFFICER		SEARCHED BY		BOOKING OFFICER	
TOTAL BAIL \$		HOLD FOR		BY ORDER OF							
DETAILS: RECONSTRUCT OFFENSE IN DETAIL. LIST NAMES AND ADDRESSES OF WITNESSES.											

IF ADDITIONAL SPACE IS REQUIRED USE CONTINUATION REPORT, FORM 12.				
SUPERVISOR APPROVING	SERIAL NO.	OFFICER (S) REPORTING	SERIAL NO.	REFER TO (Type of crime report)
Figure 4.5-5 Booking and Arrest Report (Page 2 of 7)				

Figure 4.5-5. Booking and Arrest Report (Page 2 of 7)

C8-1204/030

REDONDO BEACH POLICE DEPARTMENT											
BOOKING AND ARREST REPORT											
BOOKING NO. A 23456											
NAME Last First Middle				Court No.		D.R. No.		P. of J No.			
AKA: Maiden Name, Nickname, Etc.				DAY OF WEEK		DATE BOOKED		TIME BOOKED			
ADDRESS				CITY AND STATE				RES. PHONE			
SEX	RACE	DATE BORN	AGE	BIRTHPLACE		CITIZENSHIP		MARITAL STATUS		GLASSES NO <input type="checkbox"/> YES <input type="checkbox"/>	
HT.	WT.	BUILD	HAIR	EYES	CPLX.	DRIVER'S LICENSE NO.		SOCIAL SECURITY NO.		HANDED L <input type="checkbox"/> R <input type="checkbox"/>	
MARKS, SCARS, AMPS., TATTOOS											
OCCUPATION OR TRADE				EMPLOYED YES <input type="checkbox"/> NO <input type="checkbox"/>		EMPLOYED BY		ADDRESS		BUS. PHONE	
IN EMERGENCY NOTIFY				RELATIONSHIP		ADDRESS		PHONE			
IF JUVENILE				PARENT/GUARDIAN		ADDRESS		PHONE		NOTIFIED BY DATE TIME	
RECORD OF PRISONERS PROPERTY				IN COMPLIANCE WITH SECTION 1412 PENAL CODE							
BOX NO.	CASH	VEHICLE: Year Make Type Color				LICENSE NO.		STATE		LOCATION OF VEHICLE	
OTHER PROPERTY											
ARREST DATA											
CHARGE (Code & Definition)				WARRANT NO.		COURT		BAIL SET \$			
				LOCATION OF ARREST: Street, Block, House No., Firm Name				BEAT		DIST.	
COMPLAINANT (Citizen Arrest)				ADDRESS				RES. PHONE			
ARRESTING OFFICER/S				DIVISION		TRANSPORTING OFFICER		SEARCHED BY		BOOKING OFFICER	
TOTAL BAIL \$		HOLD FOR		BY ORDER OF							
DETAILS: RECONSTRUCT OFFENSE IN DETAIL. LIST NAMES AND ADDRESSES OF WITNESSES.											

IF ADDITIONAL SPACE IS REQUIRED USE CONTINUATION REPORT, FORM 12.				
SUPERVISOR APPROVING	SERIAL NO.	OFFICER (S) REPORTING	SERIAL NO.	REFER TO (Type of crime report)
Figure 4.5-5 Booking and Arrest Report (Page 3 of 7)				

Figure 4.5-5. Booking and Arrest Report (Page 3 of 7)

C8-1204/030

REDONDO BEACH POLICE DEPARTMENT															
BOOKING AND ARREST REPORT															
BOOKING NO. A 23456															
NAME Last First Middle					Court No.		D.R. No.		P or J No.						
AKA: Maiden Name, Nickname, Etc.					DAY OF WEEK		DATE BOOKED		TIME BOOKED						
ADDRESS					CITY AND STATE					RES. PHONE					
SEX	RACE	DATE BORN	AGE	BIRTHPLACE	CITIZENSHIP	MARITAL STATUS		GLASSES							
HT.	WT.	BUILD	HAIR	EYES	CPLX.	DRIVER'S LICENSE NO.		SOCIAL SECURITY NO.		HANDED		NO <input type="checkbox"/> YES <input type="checkbox"/>			
MARKS, SCARS, AMPS., TATTOOS															
OCCUPATION OR TRADE			EMPLOYED		EMPLOYED BY		ADDRESS			BUS. PHONE					
IN EMERGENCY NOTIFY			RELATIONSHIP		ADDRESS			PHONE							
IF JUVENILE PARENT/GUARDIAN ADDRESS PHONE NOTIFIED BY DATE TIME															
RECORD OF PRISONER'S PROPERTY															
BOX NO.		CASH		VEHICLE: Year Make Type Color		LICENSE NO.		STATE		LOCATION OF VEHICLE					
OTHER PROPERTY															

REDONDO BEACH POLICE DEPARTMENT														
BOOKING AND ARREST REPORT														
BOOKING NO. A 23456														
ARREST DATA					WARRANT NO.		COURT		BAIL SET					
CHARGE (Code & Definition)					LOCATION OF ARREST: Street, Block, House No., Firm Name					BEAT		DIST.		
COMPLAINANT (Citizen Arrest)					ADDRESS					RES. PHONE				
ARRESTING OFFICER/S					DIVISION		TRANSPORTING OFFICER		SEARCHED BY		BOOKING OFFICER			
TOTAL BAIL					HOLD FOR					BY ORDER OF				
RELEASE DATA														
DATE RELEASED		TIME		REASON					RELEASED BY					
AMOUNT PAID		CASH		BOND		DATE TO APPEAR		HOLD REMOVED BY (Signature)			DATE & TIME			
PRISONER RELEASED TO (Signature)					SERIAL NO.		DEPARTMENT							
SENTENCE - COURT DISPOSITION														
RESET FOR		ARRAIGNMENT DATE		PLEA: Guilty Not Guilty		TRIAL DATE		COURT		BAIL SET				
PRELIMINARY DATE		HELD TO ANSWER		DISMISSED		SUP. COURT ARRAIGNMENT		DIVISION		FAILED TO APPEAR		WARRANT ISSUED		
VERDICT		DATE OF DISPO.		SENTENCE										
OTHER INFORMATION														

Figure 4.5-5 Booking and Arrest Report (Page 4 of 7)

REDONDO BEACH POLICE DEPARTMENT														
BOOKING AND ARREST REPORT														
BOOKING NO. A 23456														
WANT		INITIALS		L.A.P.D. YES NO		L.A.S.O. YES NO		TELETYPES SENT		ABSTRACT RECEIVED		REMARKS		
CHUCK								Code 23102 <input type="checkbox"/>		FROM				
								CII <input type="checkbox"/>						

Figure 4.5-5. Booking and Arrest Report (Page 4 of 7)

C8-1204/030

REDONDO BEACH POLICE DEPARTMENT															
BOOKING AND ARREST REPORT															
BOOKING NO. A 23456															
NAME Last First Middle					Court No.		D.R. No.		P or J No.						
AKA: Maiden Name, Nickname, Etc.					DAY OF WEEK		DATE BOOKED		TIME BOOKED						
ADDRESS					CITY AND STATE					RES. PHONE					
SEX	RACE	DATE BORN	AGE	BIRTHPLACE	CITIZENSHIP	MARITAL STATUS		GLASSES							
HT.	WT.	BUILD	HAIR	EYES	CPLX.	DRIVER'S LICENSE NO.		SOCIAL SECURITY NO.		HANDED		NO <input type="checkbox"/> YES <input type="checkbox"/>			
MARKS, SCARS, AMPS., TATTOOS															
OCCUPATION OR TRADE			EMPLOYED		EMPLOYED BY		ADDRESS			BUS. PHONE					
IN EMERGENCY NOTIFY			RELATIONSHIP		ADDRESS			PHONE							
IF JUVENILE PARENT/GUARDIAN ADDRESS PHONE NOTIFIED BY DATE TIME															
RECORD OF PRISONER'S PROPERTY															
BOX NO.		CASH		VEHICLE: Year Make Type Color		LICENSE NO.		STATE		LOCATION OF VEHICLE					
OTHER PROPERTY															

REDONDO BEACH POLICE DEPARTMENT														
BOOKING AND ARREST REPORT														
BOOKING NO. A 23456														
ARREST DATA					WARRANT NO.		COURT		BAIL SET					
CHARGE (Code & Definition)					LOCATION OF ARREST: Street, Block, House No., Firm Name					BEAT		DIST.		
COMPLAINANT (Citizen Arrest)					ADDRESS					RES. PHONE				
ARRESTING OFFICER/S					DIVISION		TRANSPORTING OFFICER		SEARCHED BY		BOOKING OFFICER			
TOTAL BAIL					HOLD FOR					BY ORDER OF				

- JAIL RULES AND REGULATIONS**
1. Pertinent telephone calls may be made at inmate's expense upon request to jailor. No incoming calls can be received. (Sec. 851.5 P.C.)
 2. Visiting hours are 10 A.M. to 11 A.M. and 7 P.M. to 8 P.M. every day. Visits are for relatives or very close friends at the discretion of the jailor and limited to ten minutes each. Lawyers and clergymen may visit at any time.
 3. Showers or shaves before court appearance may be requested of jailor at breakfast time.
 4. Meals are served at approximately 6 A.M. and 5 P.M. Juveniles and trustees will receive a noon lunch. No food from the outside will be allowed in the jail cells.
 5. Open packages of cigarettes are confiscated at time of booking and placed in a pool for distribution to inmates by the jailor at his discretion.
 6. Juveniles are not allowed cigarettes or tobacco. No one is allowed to furnish cigarettes or tobacco to anyone under the age of 18. (Sec. 308 P.C.)
 7. Place your cigarette butts in the toilet. The floors will be maintained in a clean condition at all times.
 8. Borrowing or exchanging property or gambling between inmates is strictly prohibited.
 9. Each inmate is held responsible for jail property used by him. Any wilful or neglectful damage inflicted upon any jail property by an inmate will result in immediate disciplinary action. If necessary, criminal action will be filed in accordance with Sec. 4600 P.C. (a felony). Do not mark or deface walls.
 10. If there is any doubt as to what you can or cannot do, check with the jailor.

BE AS CONSIDERATE OF YOUR FELLOW INMATE AS YOU WOULD LIKE HIM TO BE OF YOU!

Figure 4.5-5 Booking and Arrest Report (Page 5 of 7)

Figure 4.5-5. Booking and Arrest Report (Page 5 of 7)

4.5.4.1 Dispatch Desk

The Dispatcher, by use of an Event Card, is responsible for recording the initial facts relating to all events requiring documentation. By definition, events do not include miscellaneous service or activity performed in the field. The initial facts associated with an event would include the following:

- (a) Who reported by
- (b) Address and phone number of person reporting
- (c) Nature of event
- (d) Location of event
- (e) Time of receipt
- (f) Unit or function assigned
- (g) Backup unit dispatched
- (h) Others dispatched (ambulance, tow truck, etc.)
- (i) Assigned Officer's serial number
- (j) Time of dispatch
- (k) Time of unit arrival
- (l) Time of unit clearance
- (m) Departmental Record (DR) number, when assigned

All of the above "facts" are required for any event to which a DR Number is assigned. For those events which are of too little significance to assign a DR Number and yet do constitute a response of some type, the pertinent facts are to be recorded by the Dispatcher. Disposition will be recorded by the Investigating Officer at the end of his watch.

If the event is of sufficient significance to assign a DR Number, the Dispatcher will not record anything on the back of the Event Cards, but will place them in the unit clearance section of the status rack to be completed and signed by the Investigating Officer at the end of the watch.

For any event to which no unit was dispatched, but instead the complainant was referred to another division (Administration,

Detective, Juvenile, etc.), the facts surrounding these events must also be recorded. The Dispatcher will note to what division the complainant was referred. The Watch Commander will verify that a disposition of the event was completed.

4.5.4.2 Field Officers

When an event is significant enough to merit the preparation of a formal field report, the Field Officer shall contact the Dispatcher for assignment of a DR Number. The Dispatcher shall note the Event Card with the assigned DR Number. In this situation, the Officer is not required to sign the Event Card. All completed Event Cards and formal reports shall be placed in the Watch Commander's basket.

4.5.4.3 Investigative Officers

Investigative Officers shall complete Event Cards in situations where the Dispatcher has assigned action to the Detective.

Investigative Officers shall make entries to the appropriate Active Case Record as followup investigation is performed. These entries shall consist of the date, summary of action taken, and time spent on the action. The Commander of the Investigative Division shall review the Active Case Records at the close of each month and forward a summary to the Chief.

4.5.4.4 Records Bureau

Records Bureau personnel often take complaints or reports at the public desk. In these instances, an Event Card shall be initiated by the Records Bureau personnel. The Event Card shall be filled out as described in Paragraph 4.5.4.1. In most instances the Event Card will be completed during the desk or telephone transaction. All Event Cards and formal reports (generally petty theft, bicycle theft, or fraudulent document reports) shall be placed in the Watch Commander's basket for review, signature, and inclusion in the Watch Report.

Records Bureau personnel will not time stamp the Event Cards. The time of receipt of the complaint and the time cleared shall be written in by the person taking the complaint or report.

Although external data sources (as listed in Paragraph 4.5.2) will normally be received by Records Bureau personnel, no detail regarding their recording will be presented in this section. Section 5.0, Data Extraction and Storage will cover this subject.

4.6

SUBSYSTEM OUTPUTS

Outputs of the Data Collection Subsystem shall consist of reviewed and approved copies of all documents noted in Paragraph 4.5. In addition to reviewing and approving these documents, the Watch Commander shall prepare a Daily Watch Report.

4.6.1

Daily Watch Report

The Daily Watch Report is covered in this section because of its close association with the Data Collection Subsystem. The Watch Report is the only daily report proposed. Review of this report may generate requests for copies of individual reports on the part of the reader.

Prior to going off duty, each Watch Commander shall prepare a Watch Report covering the activities of all personnel assigned to duty during his watch. This report is illustrated in Figure 4.6. The report will be reproduced and distributed prior to the Watch Commander's going off duty.

To provide time for the Watch Commander to complete a Daily Watch Report, it is recommended that he stagger his working hours. The Watch Commander would come to work an hour later than the remainder of his watch personnel. The Patrol Sergeant would start the watch and conduct the briefing. The extra hour at the end of the regular watch would provide the Watch Commander with sufficient time to adequately review all input documents and prepare his Daily Watch Report.

The staggering of the Watch Commander's hours would, in addition, make him available at the briefing of the oncoming watch to relate any significant information from his or previous watches. He would make any decisions required of his rank for the first hour of the next watch.

DAILY WATCH REPORT

DATE: _____
WATCH: _____
WATCH COMMANDER: _____
FIELD SERGEANTS: _____
DISPATCHER: _____

DUTY OFFICERS: (1) _____
(2) _____ (3) _____
(4) _____ (5) _____
(6) _____ (SP) _____
(BU) _____ (BU) _____

Continues on second page

[illegible]

Figure 4-6. Daily Watch Report

4.7 INTERFACES

4.7.1 The general public through telephone complaint, in person complaint at the public desk, and through Police Officer contact with a victim, witness, suspect, or prisoner.

4. .2 Other local police agencies when inquiries are made of or by Redondo Beach, when teletypes regarding wants or crime activity are received, or when warrants are received.

4.7.3 The courts which provide case dispositions and issue warrants.

4.7.4 The California Bureau of Criminal Identification and Investigation which provides response to inquiries and Rap Sheets.

4.7.6 Correction agencies which provide notice of local resident release from prison.

4.7.7 The Los Angeles County Sheriff's Department Crime Laboratory which provides analysis of evidence.

4.7.8 The Data Extraction and Storage Subsystem which is essentially operated by the Records Bureau of the Redondo Beach Police Department.

4.8 PERSONNEL AND TRAINING REQUIREMENTS

- 4.8.1 No additional personnel shall be required for the operation of the Data Collection Subsystem.
- 4.8.2 Required training shall take the form of workshop sessions wherein trainees may practice document preparation in a simulated operational case approach.
- 4.8.2.1 Field Officers shall require instruction in preparing the following documents. Minimum retraining is expected due to the simplicity of the documents themselves.

(a) Field Activity Card

This card is a check-off form requiring only a compilation of the number of activities by type and the associated elapsed time. A simple visual description of the card use accompanied by a short procedure will be sufficient.

(b) Field Interview Card

This document is also a check-off form. Because of its difference from the current F.I. Card, a practice session must be held during which simulation of the process of Field Interview is conducted.

(c) Booking and Arrest Report

This document is a combination of three currently used documents. Explanations of this and a simulated booking will provide sufficient training.

(d) Event Card

The completion of an Event Card in lieu of preparing a Field Report must be clearly described using operational examples.

- 4.8.2 Watch Commanders shall require full training as described in Paragraph 4.8.1 above. In addition, they will require special training in the following areas:

(a) Preparation of The Daily Watch Report

The Watch Commander must be given training in the preparation of his Daily Watch Report. Because this report requires selection of significant items, a practice simulation based on a sample set of events will be used. Reactions will be monitored against a model and critiques will be held.

(b) Preparation of the Event Card

The Watch Commanders must receive the same training in this process as described in Paragraph 4.8.3.

- 4.8.3 Dispatchers shall require full training in the preparation and time stamping of Event Cards. This training shall be accomplished through briefing, providing of detailed procedures, and practice in an operational mode through parallel dispatch operations.

- 4.8.4 The Investigative Commander shall be required to participate in the development of criteria for the decision to assign cases to active or inactive status. He shall further require training in the processing and use of the Active Case Status, Field Interview, and Case Characteristics Reports. All members of the Detective and Juvenile Bureaus shall require the same training. Briefings and documented procedures will be employed for this training requirement.

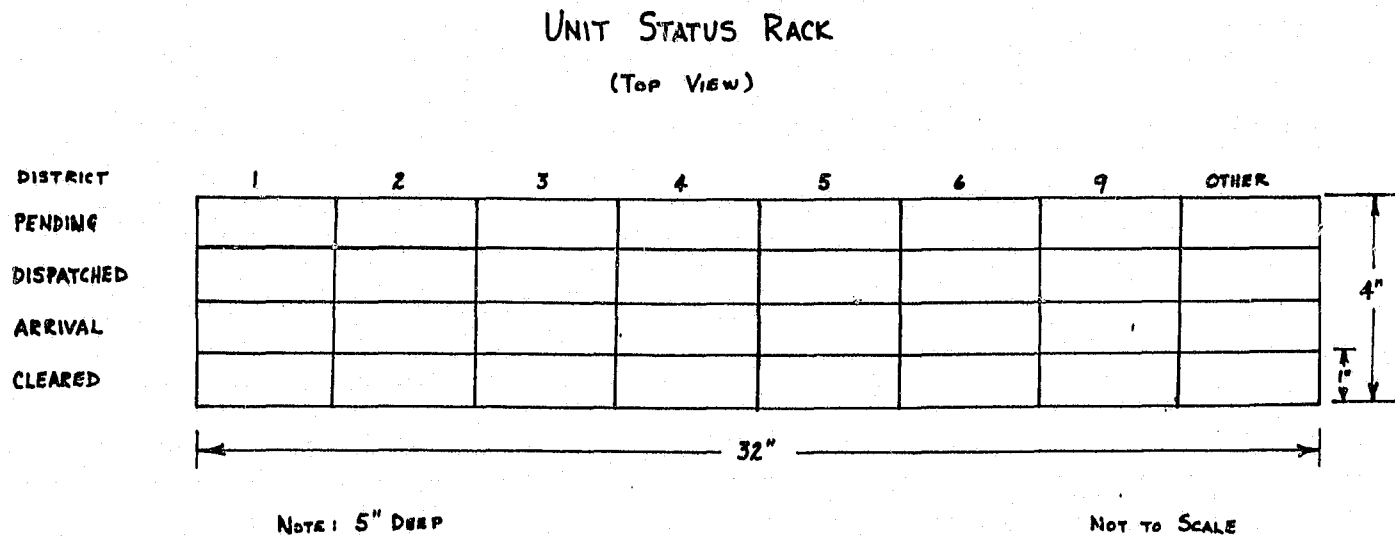
- 4.8.5 All Records Bureau personnel shall require training in the use of the Event Card as a minor incident report. This training shall be accomplished through briefing, provision of written procedures, and simulated counter or telephone report incidents.

4.9 EQUIPMENT REQUIREMENTS

- 4.9.1 A timeclock is required which is capable of timestamping the Event Card in military time in four positions. The following will be timestamped: (a) time complaint received, (b) time unit dispatched, (c) time unit arrived at scene, and (d) time unit cleared scene.
- 4.9.2 A rack which has unit status slots for all active field units shall be required. Figure 4.9 illustrates the design of this box. This device is primarily to facilitate Event Card handling but will also serve to keep track of field unit status.
- 4.9.3 The Investigative Division shall require a standard 5" x 8" card storage cabinet.

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Figure 4-9. Unit Status Rack



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4.10

USEFUL LIFE

The Data Collection Subsystem has no limit on its useful life due to the Fact Sheet designed into the downstream Data Extraction and Storage Subsystem. Changing Requirements will be accommodated by changes in Fact Sheet design.

4.11

SUBSYSTEM PERFORMANCE EVALUATION CRITERIA

The Data Collection Subsystem shall be evaluated on the basis of its ability to perform in the following areas:

- 4.11.1 Collection and transmittal of more data than the current system.
- 4.11.2 Collection and transmittal of data in a form which consistently defines elements and events. Consistent definitions are essential to subsequent comparative studies.
- 4.11.3 Collection and transmittal of data which is accurate and has been through close supervisory review and validation.
- 4.11.4 Collection and transmittal of all the data elements required for subsequent specific inquiry, regular information displays, and special study reports within the scope of the system and as specified in Section 6.0, Reporting and Information Use.
- 4.11.5 Collection and transmittal of data in a manner which is as timely or faster than current practice.
- 4.11.6 Collection and transmittal of data in a manner which satisfies the above criteria without dilution of the effectivity of the sworn Officer.

4.12 DOCUMENTATION OF TRADE-OFF STUDIES4.12.1 Document CodingAlternatives:

- (a) Design data collection forms requiring Field Officers and Dispatchers to use codes which would allow keypunching directly from those forms.
- (b) Design an intermediate set of documents to be used for documenting data elements in a form suitable for keypunching.

Decision:

Select alternative (b) in order to:

- 1. Eliminate complete retraining of field personnel and Dispatchers.
- 2. Eliminate potential additional burdens on field personnel and Dispatchers.
- 3. Eliminate confusion on the part of external document users such as the District Attorney, City Attorney, courts, state and federal agencies, attorneys, and insurance companies.

4.12.2 Data Collection Document Redesign and ConsolidationAlternatives:

- (a) Undertake a complete forms analysis and redesign program.
- (b) Make minor redesign of existing forms, eliminate some, and create the required new forms.
- (c) Make no changes in current forms and create the required new forms.

Decisions:

Select alternative (b) in order to:

- 1. Eliminate requirement for complete retraining of all personnel and minimize confusion during conversion to the new system.
- 2. Allow for the depletion of existing stocks of forms, thereby avoiding an expenditure which may not be balanced with the value derived from forms redesign.
- 3. Provide minimum disruption of current filing system and avoid the necessity for dual file search.

4. Avoid confusion on the part of external users.

This decision is accompanied by a recommendation that the Redondo Beach Police Department carry on a forms analysis program in the future on a time phased basis which will not disrupt departmental operations to a serious degree.

4.12.3

Preparation of Daily Watch ReportAlternatives:

- (a) Have the Dispatcher continue to produce the current Daily Log.
- (b) Have the Dispatcher produce the redesigned Watch Report.
- (c) Have the Watch Commander produce the redesigned Daily Watch Report.

Decision:

Select alternative (c) because:

- 1. The proposed system design places a heavy workload on the Dispatcher through introduction of the Event Card.
- 2. A current problem associated with Watch Commander performance is the lack of real attention and review on his part in regard to field reports and Officer activity. The preparation of the Watch Report will force close review in order to select significant items for presentation.

4.12.4

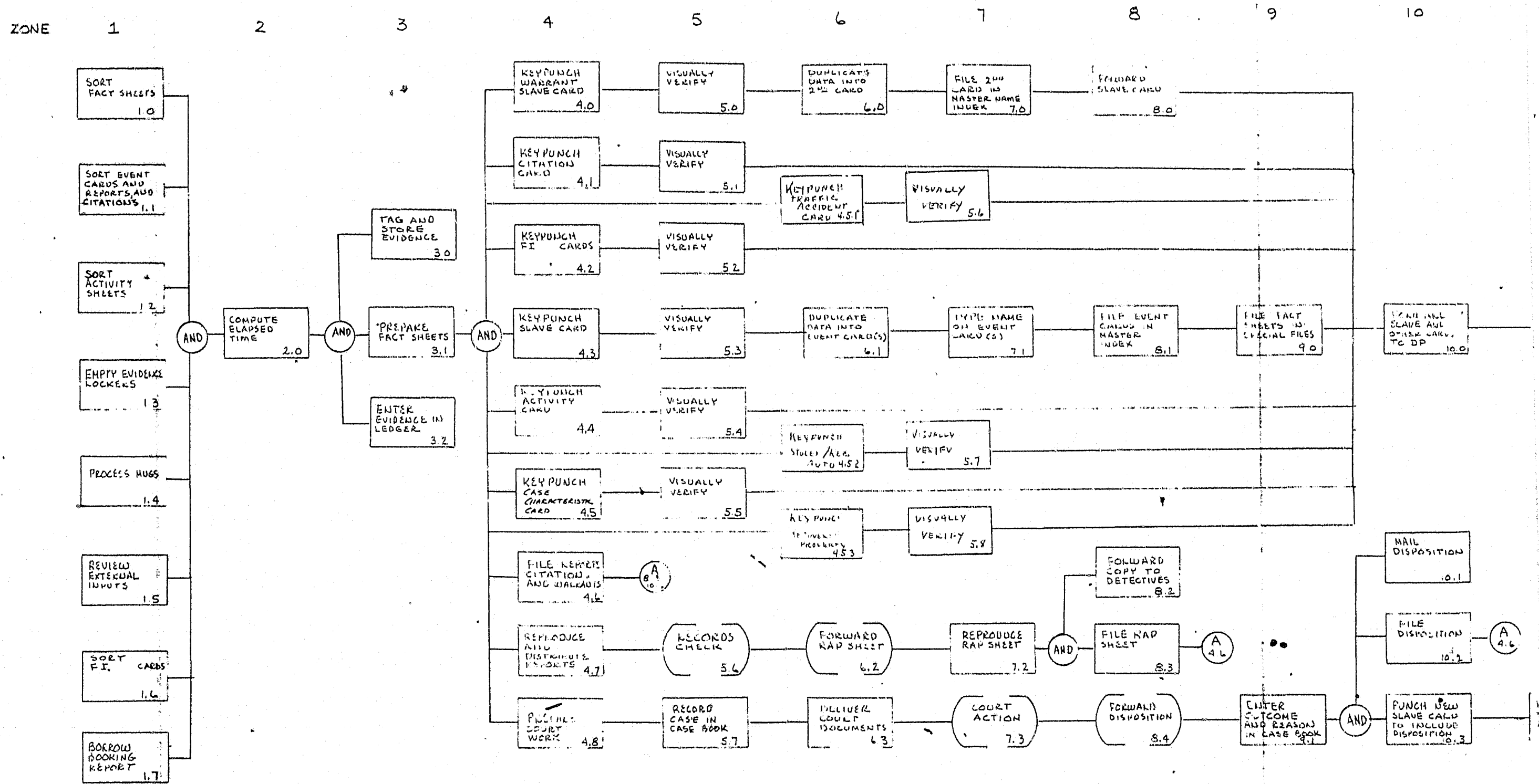
Recording of ActivityAlternatives:

- (a) Continue the current Officer Activity Logs which is the only report of activity now prepared.
- (b) Register all activity and time at the Dispatch Desk through radio communication.
- (c) Record activity which is normally reported via radio at the Dispatch Desk. Record that which is not reported by radio through use of the Field Activity Card.

Decision:

Select alternative (c) because:

1. The current system produces no accurate detailed activity data.
2. The registration of all activity with the Dispatcher would create excess radio communication and place a non-essential extra load on the Dispatcher.
3. The use of the Field Activity Card reduces the amount of time required on the part of the Officer.
4. The capture of activity data in two places eliminates some of the possibility for activity report rigging which is prevalent in the current system.



CONTINUED

1 OF 4

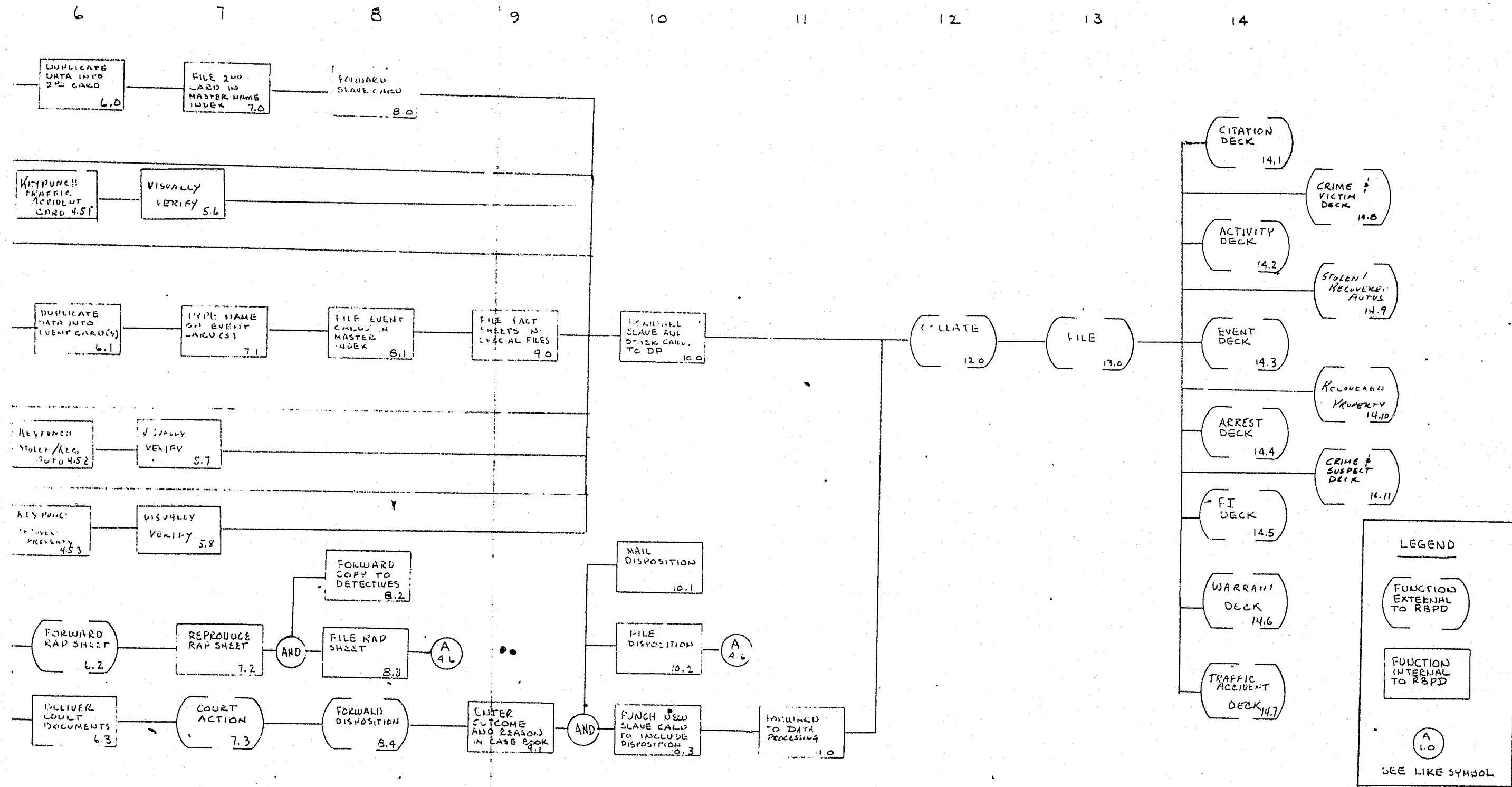


Figure 5-1. Functional Flow Diagram, Data Extraction and Storage Subsystem

5.0 DATA EXTRACTION AND STORAGE SUBSYSTEM

5.1

SUBSYSTEM DESCRIPTION

The Data Extraction and Storage Subsystem shall be described as follows:

- 5.1 Subsystem Description
- 5.2 Purpose
- 5.3 Scope
- 5.4 Data Extraction Documents
- 5.5 Performance
- 5.6 Subsystem Operation
- 5.7 Subsystem Inputs
- 5.8 Subsystem Outputs
- 5.9 Interfaces
- 5.10 Personnel and Training Requirements
- 5.11 Equipment Requirements
- 5.12 Useful Life
- 5.13 Retention Policy
- 5.14 Subsystem Performance and Evaluation Criteria
- 5.15 Documentation of Trade-Off Studies

Figure 5.1 is a functional flow diagram describing the subsystem. This diagram shows the relationships involved in operating the subsystem.

5.2

PURPOSE

The primary purpose of the Data Extraction and Storage Subsystem, hereinafter referred to as "FACT-O-MATIC", is to extract the facts contained on Data Collection Documents and arrange them in a form which will facilitate transfer to keypunched unit record media for ready storage and retrieval. The purpose further includes:

- (a) Eliminating the duplication of effort and the subsequent recording of redundant data.
- (b) Reducing the size of the currently voluminous files, and the space necessary to accommodate them, by reducing the effort required to maintain and purge these files.
- (c) Providing a primary data-base from which summarized statistical data regarding crime, traffic, and other incidents may be extracted for reporting purposes.
- (d) Providing secondary data-bases from which both detailed and summarized data regarding such support activity items as case characteristics, criminal identifications, citations, warrants, arrests, found or recovered property, field interviews, etc. may be extracted for reporting purposes.
- (e) Providing secondary data-bases from which such miscellaneous field activity items as training, court time, station duty, back-ups, report writing, house checks, etc. may be extracted for internal reporting purposes.
- (f) Taking advantage of the existing, city leased and operated, Electrical Accounting Machines (EAM) facilities by adding applications to make use of presently existing slack time.
- (g) Optimizing use of current clerical resources for data extraction, while at the same time minimizing involvement on the part of the sworn personnel.
- (h) Providing the basis or foundation for similar systems, using the FACT-O-MATIC concept, to be developed and implemented for other small to medium sized law enforcement agencies throughout the country. These could be on a manual (Keysort), mechanical (EAM), or electronic basis (EDPM), depending on available facilities.

5.3

SCOPE

The Data Extraction and Storage Subsystem shall define the processing methods to be followed and the techniques to be employed for the effective extracting, processing, and storing of data received as input from the Data Collection Subsystem and retrieving and outputting this data for input to the Reporting and Information Use Subsystem.

The subsystem, although non-computerized, shall be designed to be upward compatible for:

- (a) Manual systems using the Keysort application.
- (b) Mechanical systems using Unit Record Machines (EAM)
- (c) Electronic systems using modern high-speed, high-capacity computers (EDPM)

5.4

DATA EXTRACTION DOCUMENTS5.4.1 Event Card

- 5.4.1.1 The Event Card serves as both a source document and data extraction device in that certain data recorded on the card and supplemented by facts checked off on an associated Fact Sheet combine to make up the entire record for keypunching into a unit record card.

5.4.2 Fact Sheet

- 5.4.2.1 The Fact Sheet is a device used by this subsystem for the purpose of extracting data from the input sources described in Section 5.7.
- 5.4.2.2 The Fact Sheet is a pre-structured, color-coded check-off list of the most commonly accepted and relevant facts surrounding any event, be it a criminal offense, a traffic accident, or a minor incident requiring the attention of, and response by, sworn personnel of the Police Department.
- 5.4.2.3 Each Fact Sheet is designed to capture those relevant and pertinent facts surrounding the characteristics of the event in question. In addition to capturing the indicative, identifying data, e.g., name, date, time, case number, disposition, etc., the Fact Sheet is designed to document these pertinent facts on the following bases:

- (a) What (Offense?, Accident?, Incident?)
- (b) When (Month?, Day of Week?, Time of Day?)
- (c) Where (Patrol Area?, Location?)
- (d) How (Long to Scene?, Long at Scene?, Victim was Attacked?, Accident, Offense or Violation Occurred?, etc.)
- (e) Why (Motive for Crime?, Property Taken?, Accident, Offense or Violation Occurred?)
- (f) Who (Physical Characteristics of the Victim?, Suspect?, Prisoner?, Driver?, Passenger?, etc.)

5.4.3

Other extraction devices which supplement the Fact Sheets are listed below:

- 5.4.3.1 The Field Activity Card is designed for recording those pertinent facts relating to the time spent by the Officer in the field each day on non-response type activities. Examples of these are writing citations, writing reports, performing backup, making house checks, and training.
- 5.4.3.2 The Field Interview Card is designed to document pertinent facts relating to contact in the field with a citizen by an Officer while in pursuit of his normal investigative function.
- 5.4.4 Remaining devices used for the extraction of data are copies of the original source documents themselves, that, by their nature, do not lend themselves to the justification for intermediate Fact Sheet preparation. Examples of these are:
- (a) Citations - Parking
 - (b) Stolen/Recovered/Impounded Auto Report
 - (c) Follow-Up/Recovered Property/Case Clearance Report.
- 5.4.5 Information from all of the aforementioned devices used for the extraction of data will be keypunched for purposes of creating a punched card unit record which, by its very nature, will allow for an immeasurable ability for processing, storing, retrieving, and outputting pertinent data for input to the Reporting and Information Use Subsystem.
- 5.4.6 Examples of the documents described herein are shown in Section 5.6 of this specification.

5.5

PERFORMANCE

The Data Extraction and Storage Subsystem shall process the data as necessary to provide the informational outputs required to support the Reporting and Information Use Subsystem. This will involve the following operations.

- (a) Extracting the facts from the original source documents and recording them on the appropriate input Fact Sheets.
- (b) Storing the data from Fact Sheets and other appropriate documents on unit record cards. This will require key-punching and verifying operations.
- (c) Processing the stored facts, via unit record (EAM) equipment, to produce information on printouts for subsequent use by the Reporting and Information Use Subsystem to meet both internal and external reporting requirements.

Figure 5.5-1 depicts the functional flow of the processing steps involved from the time that the Dispatcher is notified of an event or an activity until the time that a report is issued which includes information on that and other related events.

Figure 5.5-2 describes the data processing operations involved.

<p align="center">North American Aviation, Inc.</p> <p align="center">DATA PROCESSING</p> <p align="center">SYSTEM AND/OR PROGRAM DOCUMENTATION</p> <p align="center">AND OPERATING PROCEDURES MANUAL</p>		<p>Section # Page _____</p>
<p>SYSTEM TITLE:</p> <p><i>REDONDO BEACH POLICE INFORMATION SYS.</i></p>		<p>Subsection(s) _____</p>
<p>PROGRAM TITLE:</p> <p><i>DATA PROCESSING SUPPORT SUB-SYSTEM</i></p>		<p>Date Documented _____</p>
<p>SYSTEM ID:</p>		<p><input type="checkbox"/> New <input type="checkbox"/> Revision</p>
<p>PROGRAM ID:</p>		<p>Change Notice # _____</p>

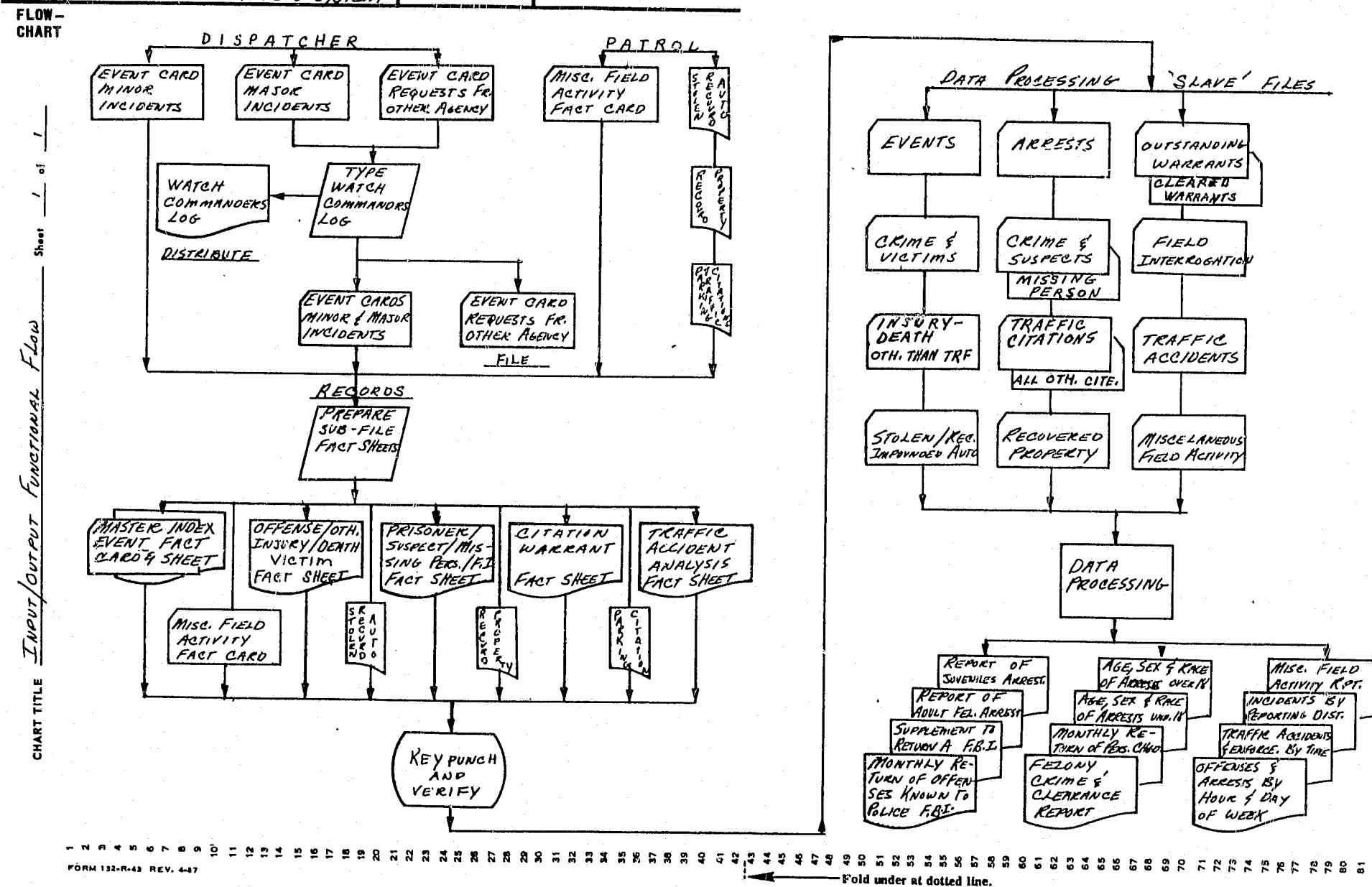


Figure 5.5-1. Input/Output Functional Flow

North American Aviation, Inc.
**DATA PROCESSING
 SYSTEM AND/OR PROGRAM DOCUMENTATION
 AND OPERATING PROCEDURES MANUAL**

SYSTEM TITLE:
REDONDO BEACH - POLICE RECORDS
 PROGRAM TITLE:
STORING - SEARCHING - RETRIEVING

SYSTEM ID:
 PROGRAM ID:

Section & Page _____
 Subsection(s) _____
 Date Documented _____
☐ New ☐ Revision
 Change Notice # _____

← Fold under at dotted line.

FLOW-
 CHART

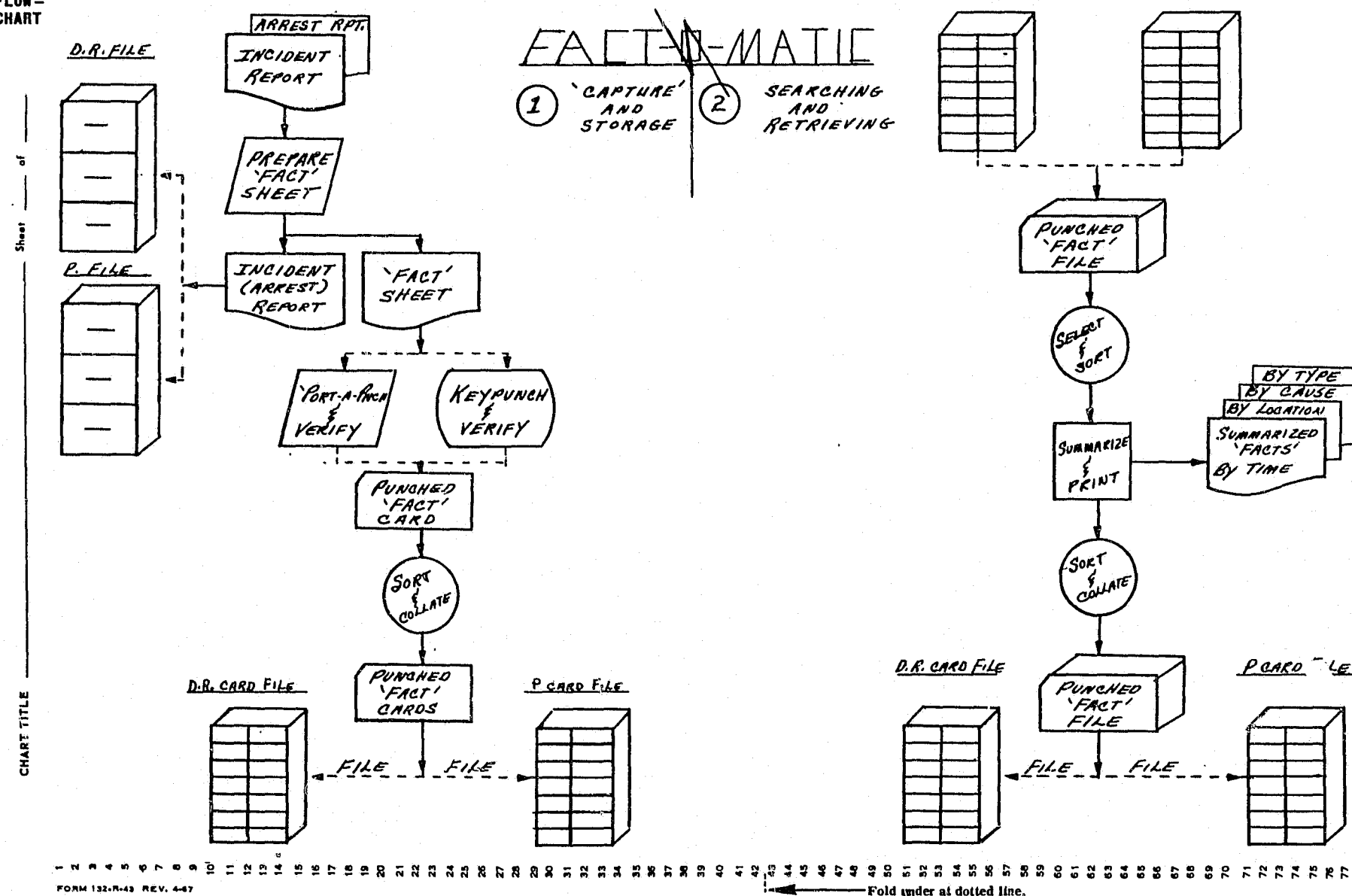


Figure 5.5-2. Storing, Searching, and Retrieving

5.6 SUBSYSTEM OPERATION

5.6.1 The functional diagrams which describe the operation of this subsystem are shown in Figures 5.1, 5.5-1, and 5.5-2.

5.6.2 Event Card

Extraction of the facts from the original source documents received as input from the Data Collection Subsystem is accomplished at both the dispatch point and by Records Bureau personnel. When an event occurs that requires response by Police personnel, the Dispatcher will initiate an Event Card (see Figure 5.6-1). In so doing, the Dispatcher will record the following:

- 5.6.2.1 Items that will be manually recorded or checked.
- (a) Informant's name
 - (b) Code for victim, informant, witness, driver, etc.
 - (c) Date of event
 - (d) Patrol area
 - (e) Unit dispatched
 - (f) DR Number (if applicable)
 - (g) Informant's address and phone number
 - (h) Location of event
 - (i) Nature of event
 - (j) Dispatcher's initials

In addition, the Dispatcher will check the applicable box to record each of the following:

- (k) How complaint or request was received.
 - (l) Priority of complaint or request
 - (m) Type of complaint or request
 - (n) Disposition
- 5.6.2.2 A series of other pertinent facts are documented by means of a time stamp device. They are:
- (a) Time complaint or request received
 - (b) Time unit dispatched to scene
 - (c) Time unit arrived at scene

REDONDO BEACH POLICE DEPARTMENT
EVENT CARD
FRONT

NAME (LAST NAME FIRST)				R.B.P.D. EVENT CARD		<input type="checkbox"/> CODE 3 <input type="checkbox"/> URGENT	<div>NO. <input type="checkbox"/></div> <div><input type="checkbox"/> OFFENSE <input type="checkbox"/> ACCIDENT</div> <div><input type="checkbox"/> REQ. FOR SER. <input type="checkbox"/> OTHER</div> <div>TIME COMPLETED</div> <div>TIME ARRIVED</div> <div>TIME DISPATCHED</div> <div>TIME RECEIVED</div> <div>DISPATCHER</div> <div><input type="checkbox"/> OTHER (SEE BACK)</div>
<input type="checkbox"/> VICTIM	<input type="checkbox"/> SUSPECT	<input type="checkbox"/> WITNESS	<input type="checkbox"/> INFRMNT.	AREA	DISTRICT	I/O SER.	
<input type="checkbox"/> DRIVER	<input type="checkbox"/> PASSENG.	<input type="checkbox"/> PEDEST.	<input type="checkbox"/> SUBJECT	UNIT DISP	BACK-UP	BACK-UP	
DATE OF EVENT		TIME OF EVENT		RECVD. BY <input type="checkbox"/> TELEPH. <input type="checkbox"/> ON-VIEW <input type="checkbox"/> TELETY. <input type="checkbox"/> IN PERSON <input type="checkbox"/> RADIO <input type="checkbox"/> MAIL <input type="checkbox"/> OTHER			
LOCATION OF EVENT							
REPORTED BY							
ADDRESS (SAME AS LOCATION) TELEPHONE							
NATURE OF EVENT				ASSIGNED TO			
DISPOSITION <input type="checkbox"/> UNFOUNDED <input type="checkbox"/> G.O.A./U.T.L. <input type="checkbox"/> ADVISED/WARNED <input type="checkbox"/> ASSISTED/ESRTD. <input type="checkbox"/> SEE REPORT							

Figure 5.6-1 EVENT CARD (Front)
5-11

REDONDO BEACH POLICE DEPARTMENT
EVENT CARD
BACK

INVESTIGATING OFFICER'S REPORT									
1.	<input type="checkbox"/> VICTIM	<input type="checkbox"/> SUSPECT	<input type="checkbox"/> WITNESS	<input type="checkbox"/> INFRMNT.	<input type="checkbox"/> DRIVER	<input type="checkbox"/> PASSNGR.	<input type="checkbox"/> PEDES.	<input type="checkbox"/> SUBJECT	TOW TRUCK DISP. AMBULANCE DISP. FIRE DEPT. DISP. OTHER DISP.
2.	<input type="checkbox"/> VICTIM	<input type="checkbox"/> SUSPECT	<input type="checkbox"/> WITNESS	<input type="checkbox"/> INFRMNT.	<input type="checkbox"/> DRIVER	<input type="checkbox"/> PASSNGR.	<input type="checkbox"/> PEDES.	<input type="checkbox"/> SUBJECT	
3.	<input type="checkbox"/> VICTIM	<input type="checkbox"/> SUSPECT	<input type="checkbox"/> WITNESS	<input type="checkbox"/> INFRMNT.	<input type="checkbox"/> DRIVER	<input type="checkbox"/> PASSNGR.	<input type="checkbox"/> PEDES.	<input type="checkbox"/> SUBJECT	
4.	<input type="checkbox"/> VICTIM	<input type="checkbox"/> SUSPECT	<input type="checkbox"/> WITNESS	<input type="checkbox"/> INFRMNT.	<input type="checkbox"/> DRIVER	<input type="checkbox"/> PASSNGR.	<input type="checkbox"/> PEDES.	<input type="checkbox"/> SUBJECT	
<input type="checkbox"/> OTHER ACTION TAKEN, EXPLAIN IN FULL BELOW					<input type="checkbox"/> AT THE REQUEST OF BE ON THE LOOKOUT FOR THE FOLLOWING				
SIGNED _____ I/O NAME _____ SERIAL _____ DATE _____ WATCH COMMANDER _____ DATE _____									

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- (d) Time unit cleared scene
- (e) Dispatch time of tow-truck (if applicable)
- (f) Dispatch time of ambulance (if applicable)
- (g) Dispatch time of Fire Department (if applicable)
- (h) Dispatch time of others, e.g., Utilities or Public Works (if applicable)

5.6.3 Certain situations exist where a Police Unit is not dispatched, but where the incoming call still qualifies as an event and requires the initiating of an Event Card. This situation could happen where, for example, an outside agency requests assistance on the part of the Redondo Beach Police Department to be "on the lookout" for certain person(s) or property. In such cases the Dispatcher will record only the following pertinent facts:

- (a) Time call received (time stamped)
- (b) Name of requesting agency
- (c) Full description of person(s) or property as communicated.

5.6.4 Event Cards will be initiated in the previously described manner and accumulated by the Dispatcher throughout the watch. At the end of his watch, the responding Officer will complete the back of the card by adding any necessary pertinent statements for those events which require it, and will sign and date the Card. He will make a reference on the Card to any formal reports which are written which concern the particular event.

5.6.5 The completed Event Cards accumulated for the watch will then be directed to the Watch Commander. The Watch Commander will use the Event Cards to supplement the information that he includes in his Daily Watch Report (see Figure 4.6).

5.6.6 After the Daily Watch Report has been prepared, the Event Cards will be delivered to the Records Bureau.

5.6.7 Records Bureau personnel will extract facts from the Event Cards and from other source documents from the Data Collection Subsystem and will prepare appropriate Fact Sheets.

5.6.8 Fact Sheets

Fact Sheets are color-coded to aid the association with corresponding crime, accident, arrest, and other formal reports. The procedure to be followed by Records Bureau personnel in the preparation of Fact Sheets is as follows:

5.6.8.1 An Event Fact Sheet (white) will be prepared for each Event Card received. The Event Fact Sheet is shown in Figure 5.6-2. Items on the Fact Sheet which correspond to those on the Event Card, as well as to those on any accompanying formal reports, will be checked. It will also be necessary to list all parties involved in the event on the reverse side of the Event Card, if this has not already been done by the Investigating Officer.

5.6.8.2 A Crime/Victim/Injury/Death Fact Sheet (pink) will be prepared if the Event Card is accompanied by a formal Crime Report or if injury or death has occurred from other than traffic. This Fact Sheet is shown in Figure 5.6-3.

5.6.8.3 A Prisoner/Suspect/Missing Persons (yellow) Fact Sheet will be prepared if the Event Card is accompanied by a formal Crime Report upon which information pertaining to suspects is listed. The preceding is true also if the formal Crime Report is also accompanied by a formal Arrest Report. A report of Missing Persons will also cause this Fact Sheet to be initiated. This Fact Sheet is shown in Figure 5.6-4.

5.6.8.4 A Traffic Accident Fact Sheet (green) will be prepared for all Event Cards accompanied by a formal Traffic Accident Report. This Fact Sheet is shown in Figure 5.6-5.

5.6.8.5 A Citation or Warrant (blue) Fact Sheet will be prepared for all citations issued, except parking, as well as for all warrants received whether local or foreign. This Fact Sheet is shown in Figure 5.6-6.

5.6.9 The Field Interview (F.I.) Card (white) will not require that a Fact Sheet be prepared, since it is designed to serve as a dual F.I. Card and Fact Sheet. It will, however, require auditing for completeness of data, by Records Bureau personnel, before keypunching. The F.I. Card is shown in Figure 5.6-7.

NAME (LAST NAME FIRST) 1-14

R.B.P.D. EVENT CARD

31 CODE 3 32 URGENT

33-37

1 VICTIM 2 SUSPECT 3 WITNESS 4 INFRMNT. 5 DRIVER 6 PASSENG. 7 PEDEST. 8 SUBJECT

DATE OF EVENT TIME OF EVENT

REVD. BY 1 TELEPH. 2 NON-VIEW 3 TELETY. 4 IN PERSON 5 RADIO 6 MAIL 7 OTHER

REPORTED BY

ADDRESS & NAME AS LOCATION TELEPHONE

DISPATCHER

40 DISPOSITION 1 UNFOUNDED 2 G.O.A./U.T.L. 3 ADVISED/WARNED 4 ASSISTED/ESRTD. 5 SEE REPORT 6 OTHER (see back)

1. What

01-10/20 Offenses Part I Classes

00 Not Applicable

01 Murder/Non. Neg. Mansl.

02 Manslaughter/Neg./Veh.

03 Manslaughter/Neg/Non-Veh.

04 Rape/Forcible

05 Rape/Attempted Forcible

06 Robbery/Armed

07 Robbery/Unarmed

08 Assault/Aggr. With Gun

09 Assault/Aggr. W/Knife, Cut

10 Assault/Other Dang. Weapon

11 Assault/Hands,Fists,Feet,etc.

12 Assault/Other, Not Aggr.

13 Burglary/Forcible Entry, Day

14 Burglary/Forcible Entry, Nite

15 Burglary/Forcible Entry, Unkn

16 Burglary/Unlawful Entry, Day

17 Burglary/Unlawful Entry, Nite

18 Burglary/Unlawful Entry, Unkn

19 Burglary/Attempted F.E., Day

20 Burglary/Attempted F.E., Nite

21 Burglary/Attempted F.E., Unkn

22 Burglary/Locked Vehicle

23 Theft/Under \$5.00

24 Theft/\$5.00 to \$50.00

25 Theft/\$50.01 to \$200.00

26 Theft/Over \$200.00

27 Theft/Auto

28 Theft/Bicycle

29 Other

30-73 Offenses Part II Classes

30 Not Applicable

31 Assault/Other

32 Arson

33-73 Part II Classes (cont)

33 Forgery and Counterfeiting

34 Fraud

35 Embezzlement

36 Stolen Property/Buying, Recv.

37 Vandalism

38 Weapons/Carrying, Possession

39 Prostitution & Commercial Vice

40 Lewd & Lascivious Conduct

41 Sodomy

42 Sex Perversion

43 Annoying Children

44 Obscene Matter

45 Indecent Exposure

46 Other Sex Offenses

47 Heroin, Opium, Cocaine

48 Marijuana

49 Synthetic Narcotics

50 Other Dangerous Drugs

51 Bookmaking

52 Numbers, Lottery

53 All Other Gambling

54 Offenses Against Family & Child.

55 Disturbing the Peace

56 Driving Under the Influence

57 Hit and Run/Injury

58 Hit and Run/Non-Injury

59 Other Traffic/Cust. Cases Only

60 Liquor Laws

61 Drunkenness

62 Disorderly Conduct

63 Vagrancy

64 Suspicion

65 N.S.F. Checks/Felony

66 N.S.F. Checks/Misdemeanor

67 Non Support

30-73 Part II Classes (cont)

68 Escape

69 Kidnapping

70 Malicious Mischief

71 Curfew and Loitering

72 Runaway/Juveniles

73 All Other Offenses (see Code Sht)

74-86 Municipal Code Violations

74 Not Applicable

75 Firecrackers

76 Joyriding

77 No Parental Control

78 Destitute

79 Transient'

80 Unfit Home

81 Incurable

82 Truancy

83 Recovered Vehicle

84 Missing Person

85 Lost and Found

86 Other

87-99 Request for Serv. & Oth. Incl

87 Not applicable

88 Traffic Accident/Fatality

89 Traffic Accident/Injury

90 Traffic Accident/Prop Dmg Only

91 Alarm/Audible

92 Alarm/Silent

93 Injury or Death/Other Than Traff.

94 Family Disturbance

95 Obscenity Reports

96 Open Door or Window

97 Prowler/Othr Suspicious Activity

98 Rescue

99 Other

Figure 5.6-2 EVENT FACT SHEET (Front)

Figure 5.6-2. Event Fact Sheet (Front)

INVESTIGATING OFFICER'S REPORT

1. VICTIM 2 SUSPECT 3 WITNESS 4 INFRMNT. 5 DRIVER 6 PASSENG. 7 PEDES. 8 SUBJECT

2. VICTIM 3 SUSPECT 4 WITNESS 5 INFRMNT. 6 DRIVER 7 PASSENG. 8 PEDES. 9 SUBJECT

3. VICTIM 4 SUSPECT 5 WITNESS 6 INFRMNT. 7 DRIVER 8 PASSENG. 9 PEDES. 10 SUBJECT

4. VICTIM 5 SUSPECT 6 WITNESS 7 INFRMNT. 8 DRIVER 9 PASSENG. 10 PEDES. 11 SUBJECT

OTHER ACTION TAKEN, EXPLAIN IN FULL BELOW

AT THE REQUEST OF

BE ON THE LOOKOUT FOR THE FOLLOWING

SIGNED 1/0 NAME SERIAL DATE WATCH COMMANDER DATE

2. When

01-12 Month

01 January

02 February

03 March

04 April

05 May

06 June

07 July

08 August

09 September

10 October

11 November

12 December

21-27 Day of Week

21 Monday

22 Tuesday

23 Wednesday

24 Thursday

25 Friday

26 Saturday

27 Sunday

3. Where (cont)

10-19 Location

10 Highway, Street, Alley, etc.

11 Commercial House (Store, Office)

12 Gasoline or Service Station

13 Chain Store

14 Residence

15 Bank

16 School

17 Place of Entertainment(Show,Bar)

18 Parking Lot/Motel

19 Other

4. How (Enter Minutes)

Long from Receipt to Dispatch

Long from Dispatch to Scene

Long at Scene

00-09 How Assigned

00 Patrol/Single Unit

01 Patrol/With Backup

02 Patrol/Multiple Units

03 R and I

04 Administrative Division

05 Detective Division

06 Traffic Division

07 Juvenile Division

08 S.P.C.A.

01-19 Others Dispatched

00 Not Applicable

01 Tow Truck

02 Ambulance

03 Fire Department

04 Tow Truck and Ambulance

5. Where (Patrol Area)

01 02 03 04 05 06 09

05 Ambulance and Fire Dept.

06 Tow Truck, Ambul. & Fire

07 Other

Why (Motive)

00-09 Property Taken

00 Not Applicable

01 Currency, Notes, etc.

02 Jewelry, Precious Metals

03 Furs

04 Clothing

05 Locally Stolen Autos

06 Safe

07 Furniture, Appliances, etc.

08 Drugs or Narcotics

09 Miscellaneous

Value of Property Taken

(Punch 1 Card For Each Item Checked)

\$ 01 \$ 02 \$ 03

\$ 04 \$ 05 \$ 06

\$ 07 \$ 08 \$ 09

Traffic Accidents Only

No. Injured No. Killed

6. Final Disposition

00-06 Case Disposition

00 Not Applicable

01 Handled Within Department

02 Refer to Juv. Court/Prob.

03 Refer to Other Agency

04 Cited

05 Arrested/Misdemeanor

06 Arrested/Felony

Persons Arrested

Total Juveniles

Figure 5.6-2. Event Fact Sheet (Back)

NAME		VICTIM		D.R. NO.	
2. When <u>01-12 Month</u> 01 January 02 February 03 March 04 April 05 May 06 June 07 July 08 August 09 September 10 October 11 November 12 December		4. How <u>00-09 How Attacked</u> 00 Not Applicable 01 Pocket Picking 02 Purse Snatching 03 Shoplifting 04 From Auto 05 Auto Parts and Accessories 06 Bicycles 07 From Buildings 08 From Coin-Operated Machines 09 All Other <u>10-19 Means of Attack</u> 10 Not Applicable 11 Weapon/Gun 12 Weapon/Knife or Cutting Inst. 13 Weapon/Other 14 Bodily Force/Hands, Fists 15 Bodily Force/Judo, Wrestling 16 Threats/Verbal, Written 17 Surprise/Followed Victim 18 Trick or Device 19 Other or Unknown <u>20-29 Premises of Victim</u> 20 Not Applicable 21 Single Family Residence 22 Apartment/Trailer Park 23 Bar, Nite Club, Cntl. Lng. 24 Theater, Bowling Alley, etc. 25 Restaurant, Cafe, Diner 26 Professional Office (Doctor, Atny 27 Warehouse, Plant, Public Bldg. 28 Beach, Harbor, Pier 29 Other than Above		6. Who <u>00-09 Sex/Race</u> 00 Male/Caucasian Anglo 01 Female/Caucasian Anglo 02 Male/Caucasian Latin 03 Female Caucasian Latin 04 Male/Negro 05 Female/Negro 06 Male/Oriental 07 Female/Oriental 08 Male/Other 09 Female/Other <u>10-29 Age</u> 10 Under 10 11 11-12 12 13-14 13 15 14 16 15 17 16 18 17 19 18 20 19 21 <u>30-39 Occupation</u> 30 Unemployed 31 Retired 32 Trades 33 Sales 34 Services 35 Semi-Professional 36 Professional 37 Civil Service 38 Military 39 Other	
3. Where (Patrol Area) 01 02 03 04 05 06 09		5. Why (Motive) <u>00-09 Property Taken</u> 00 Not Applicable 01 Currency, Notes, etc. 02 Jewelry, Precious Metals 03 Furs 04 Clothing 05 Locally Stolen Autos 06 Safe 07 Furniture, Appliances, etc. 08 Drugs or Narcotics 09 Miscellaneous		<u>40-49 Appearance</u> 40 Normal 41 Had been drinking 42 Bound 43 Bound & Gagged 44 Locked in Room 45 Clothing Removed 46 Clothing Torn 47 Cut & Bleeding 48 Unconscious 49 Dead <u>50-59 Activity</u> 50 Sleeping 51 Working 52 Walking 53 Driving 54 Visiting 55 Playing 56 Drinking 57 Relaxing 58 Arguing 59 Other	
1. Location 01 Highway, Street, Alley, etc. 02 Commercial House (Store, Office) 03 Gasoline or Service Station 04 Chain Store 05 Residence 06 Bank 07 School 08 Place of Entertainment (Show, Bar) 09 Parking Lot/Motel 10 Other		10-19 Location 10 Highway, Street, Alley, etc. 11 Commercial House (Store, Office) 12 Gasoline or Service Station 13 Chain Store 14 Residence 15 Bank 16 School 17 Place of Entertainment (Show, Bar) 18 Parking Lot/Motel 19 Other		30-39 Occupation 30 Unemployed 31 Retired 32 Trades 33 Sales 34 Services 35 Semi-Professional 36 Professional 37 Civil Service 38 Military 39 Other	
31-35 Watch 1 31 0801-1000 32 1001-1200 33 1201-1400 34 1401-1600 35 Unknown 41-45 Watch 2 41 1601-1800 42 1801-2000 43 2001-2200 44 2201-2400 45 Unknown 51-55 Watch 3 51 0001-0200 52 0201-0400 53 0401-0600 54 0601-0800 55 Unknown		10-19 Location 10 Highway, Street, Alley, etc. 11 Commercial House (Store, Office) 12 Gasoline or Service Station 13 Chain Store 14 Residence 15 Bank 16 School 17 Place of Entertainment (Show, Bar) 18 Parking Lot/Motel 19 Other		30-39 Occupation 30 Unemployed 31 Retired 32 Trades 33 Sales 34 Services 35 Semi-Professional 36 Professional 37 Civil Service 38 Military 39 Other	
31-35 Watch 1 31 0801-1000 32 1001-1200 33 1201-1400 34 1401-1600 35 Unknown 41-45 Watch 2 41 1601-1800 42 1801-2000 43 2001-2200 44 2201-2400 45 Unknown 51-55 Watch 3 51 0001-0200 52 0201-0400 53 0401-0600 54 0601-0800 55 Unknown		10-19 Location 10 Highway, Street, Alley, etc. 11 Commercial House (Store, Office) 12 Gasoline or Service Station 13 Chain Store 14 Residence 15 Bank 16 School 17 Place of Entertainment (Show, Bar) 18 Parking Lot/Motel 19 Other		30-39 Occupation 30 Unemployed 31 Retired 32 Trades 33 Sales 34 Services 35 Semi-Professional 36 Professional 37 Civil Service 38 Military 39 Other	

Figure 5.6-3. Crime/Victim/Injury/Death Fact Sheet (Back)

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1. ADULT 2. JUVENILE P. NO. _____		RCPD PRISONER OR SUSPECT OR MISSING PERSON FACT SHEET		AREA _____ DIST. _____ I/O SER. _____	
3. SUSPECT 4. MISSING PERSON D.R. NO. _____ OCCUR'D DATE _____ VIOL. _____		5. MISDEMEANOR 6. FELONY		VEHICLE DESCRIPTION YR. MAKE MODEL COLOR LICENSE ST	
2. WHEN 01-12 MONTH 01 January 02 February 03 March 04 April 05 May 06 June 21 Monday 07 July 22 Tuesday 08 August 23 Wednesday 09 September 24 Thursday 10 October 25 Friday 11 November 26 Saturday 12 December 27 Sunday 31-35 TIME OF EVENT 31-35 WATCH 1 31 0801-1000 32 1001-1200 33 1201-1400 34 1401-1600 35 Unknown 41-45 WATCH 2 41 1601-1800 42 1801-2000 43 2001-2200 44 2201-2400 45 Unknown 51-55 WATCH 3 51 0001-0200 52 0201-0400 53 0401-0600 54 0601-0800 55 Unknown		4. HOW 00-09 How Attacks 00 Not Applicable 01 Pocket Picking 02 Purse Snatching 03 Shop Lifting 04 From Auto 05 Auto Parts and Accessories 06 Bicycles 07 From Buildings 08 From Coin-Operated Machines 09 All Other 10-19 Means of Attack 10 Not Applicable 11 Weapon/Gun 12 Weapon/Knife or Cutting Inst. 13 Weapon/Other 14 Bodily Force/Hands, Fists 15 Bodily Force/Judo, Wrestling 16 Threats/Verbal, Written 17 Surprise/Followed Victim 18 Trick or Device 19 Other or Unknown 20-29 Premises Attacks 20 Not Applicable 21 Single Family Residence 22 Apartment/Trailer Park 23 Bar, Nite Club, Cocktail Lng. 24 Theater, Bowling Alley, etc. 25 Restaurant, Cafe, Diner 26 Professional Office (Doctor) 27 Warehouse, Plant, Public Bldg. 28 Beach, Harbor, Pier 29 Other Than Above 5. WHY (Motive) 00-09 Property Attacks 00 Not Applicable 01 Currency, Notes, etc. 02 Jewelry, Precious Metals 03 Furs 04 Clothing 05 Locally Stolen Autos 06 Safe 07 Furniture, Appliances, etc. 08 Drugs or Narcotics 09 Miscellaneous		6. WHO 00-09 Sex/Race 00 Male/Caucasian Anglo 01 Female/Caucasian Anglo 02 Male/Caucasian Latin 03 Female/Caucasian Latin 04 Male/Negro 05 Female/Negro 06 Male/Oriental 07 Female/Oriental 08 Male/Other 09 Female/Other 10-19 Age 10 Under 10 20 22 11 11-12 21 23 12 13-14 22 24 13 15 23 25-29 14 16 24 30-34 15 17 25 35-39 16 18 26 40-44 17 19 27 45-49 18 20 28 50-54 19 21 29 Over 55 30-37 Height 30 Under 5' 40 Under 100 31 5'-5'2" 41 100-120 32 5'3"-5'5" 42 121-140 33 5'6"-5'8" 43 141-160 34 5'9"-5'11" 44 161-180 35 6'-6'2" 45 181-200 36 6'3"-6'5" 46 201-220 37 Over 6'5" 47 Over 220 40-47 Weight 40 Under 100 41 100-120 42 121-140 43 141-160 44 161-180 45 181-200 46 201-220 47 Over 220 50-59 Compl/Hair 50 Fair/Blond 51 Fair/Brown 52 Fair/Black 53 Fair/Grey 54 Ruddy/Blond 55 Ruddy/Brown 56 Ruddy/Black 57 Ruddy/Grey 58 Red or Bald 59 Unknown 60-69 Glasses/Eyes 60 No/Blue 61 Yes/Blue 62 No/Brown 63 Yes/Brown 64 No/Green 65 Yes/Green 66 No/Hazel 67 Yes/Hazel 68 No/Unknown 69 Yes/Unknown 1 TATTOOS 5 BEARD 2 SCARS 1 RIGHT HND. 4 MUSTACHE 2 LEFT HND.	
3. WHERE (Patrol Area) 01 _____ 02 _____ 03 _____ 04 _____ 05 _____ 06 _____ 09 _____ 10-19 Location 10 Highway, Street, Alley, etc. 11 Commercial House (Store, Office) 12 Gasoline or Service Station 13 Chain Store 14 Residence 15 Bank 16 School 17 Place of Entertainment (Show) 18 Parking Lot/Motel 19 Other					

Figure 5.6-4. Prisoner/Suspect/Missing Persons Fact Sheet

C8-1204/030

NAME _____		REDONDO BEACH POLICE DEPT. TRAFFIC ACCIDENT (ANALYSIS) FACT SHEET		AREA _____ DIST. _____ I/O SER. _____	
DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> PEDESTRIAN <input type="checkbox"/> MISDEMEANOR <input type="checkbox"/> FELONY <input type="checkbox"/> TRAFFIC <input type="checkbox"/>		D.R. NO. _____ ADULT <input type="checkbox"/> JUVEN. <input type="checkbox"/> DATE OCCUR'D _____ VIOL. _____		<input type="checkbox"/> HIT AND RUN <input type="checkbox"/> PROP DMG ONLY <input type="checkbox"/> INJURY <input type="checkbox"/> FATAL <input type="checkbox"/> NOT INVESTIGTD <input type="checkbox"/> RCPD INVEST. <input type="checkbox"/> NOT INJURED <input type="checkbox"/> INJURED <input type="checkbox"/> KILLED	
1. WHAT 00-11 VEHICLES INVOLVED 00 Motor Veh. - Pedestrian 01 Motor Veh. - Motor Veh. 02 Motor Veh. - Parked M. V. 03 Motor Veh. - Train 04 Motor Veh. - Bicycle 05 Motor Veh. - Animal 06 Motor Veh. - Other Object 07 Motor Veh. - Fixed Object 08 Motor Veh. Ran Off Road 09 M. V. Overturned on Road 10 Other Non-Collision 11 Other 20-34 TYPE OF MOTOR VEHICLE 20 Passenger Car 21 Passenger Car and Trailer 22 Truck of Truck Tractor 23 Truck Tractor & Semi-Trail. 24 Other Truck Combination 25 Farm Tractor 26 Taxicab 27 Bus 28 School Bus 29 Motorcycle 30 Motor Scooter or Bike 31 Emergency Vehicles 32 Military Vehicles 33 Other Publicly Owned Vehicle 34 Other 40-49 DIRECTIONAL ANALYSIS M.V. & M.V. 40 Not Applicable 41 Entering at Angle 42 From Same Dir. Both Going St. 43 Same Dir. One Turn, One St. 44 Same Direction, One Stopped 45 Same Direction, All Others 46 Opposite Dir. Both Going St. 47 Opposite Dir. 1 Left, 1 St. 48 Opposite Dir. All Others 49 Not Stated		1. WHAT (cont) 50-59 DIRECTIONAL ANALYSIS NON-INT. 50 Not Applicable 51 Going Opp. Dir. Both Moving 52 Going Same Dir. Both Moving 53 One Car Parked 54 One Car Stopped in Traffic 55 One Car Ent. Parked Pos. 56 One Car Leav. Parked Pos. 57 One Ent. Alley or Driveway 58 One Leav. Alley or Driveway 59 All Others 60-65 DIRECTIONAL ANALYSIS PED. 60 Not Applicable 61 Car Turning Right 62 Car Turning Left 63 Car Backing 64 All Others 65 Not Stated 70-82 DIRECTIONAL ANALYSIS ALL OTHER 70 Not Applicable 71 Collision with non-M.V. Train, Bicycle, etc. at Intersection 72 Same Not At Intersection 73 Collision with Fixed Object in Roadway at Intersection 74 Same Not at Intersection 75 Overturned at Intersection 76 Overturned - Not at Intersection 77 Left Roadway at Intersection 78 Left Roadway at Curve 79 Left Roadway on St. Road 80 Fell From Moving Vehicle 81 All Others 82 Not Stated		2. WHEN (cont) 09 September 10 October 11 November 12 December 21-27 DAY OF WEEK 21 Monday 22 Tuesday 23 Wednesday 24 Thursday 25 Friday 26 Saturday 27 Sunday 31-34 TIME WATCH 1 31 0801-0900 32 0901-1000 33 1001-1100 34 1101-1200 35 1201-1300 36 1301-1400 37 1401-1500 38 1501-1600 39 Unknown 41-49 TIME WATCH 2 41 1601-1700 42 1701-1800 43 1801-1900 44 1901-2000 45 2001-2100 46 2101-2200 47 2201-2300 48 2301-2400 49 Unknown 51-59 TIME WATCH 3 51 0000-0100 52 0101-0200 53 0201-0300 54 0301-0400 55 0401-0500 56 0501-0600 57 0601-0700 58 0701-0800 59 Unknown	

Figure 5.6-5. Traffic Accident Fact Sheet (Front)

C8-1204/030

NAME DRIVER, PASSENGER, PEDESTRIAN		D.R. Number
3. WHERE (PATROL AREA) 01 02 03 04 05 06 09		
4. HOW 00-09 CONTRIBUTING CIRCUMSTANCES 00 Speed Too Fast 01 Failed to Yield R of W 02 Drove Left of Center 03 Improper Overtaking 04 Passed Stop Sign 05 Disregarded Signal 06 Followed Too Closely 07 Made Improper Turn 08 Other Improper Driving 09 Defective Vehicle 10-18 WEATHER/LIGHTING 10 Clear/Daylight 11 Clear/Dark-Street Lights 12 Clear/Dark-No St. Lights 13 Rain/Daylight 14 Rain/Dark-Street Lights 15 Rain/Dark-No St. Lights 16 Fog/Daylight 17 Fog/Dark-Street Lights 18 Fog/Dark-No Street Lights 20-28 TRAFFIC/ROAD CONDITION 20 Light/Dry Surface 21 Light/Wet Surface 22 Light/Defective Surface 23 Medium/Dry Surface 24 Medium/Wet Surface 25 Medium/Defective Surface 26 Heavy/Dry Surface 27 Heavy/Wet Surface 28 Heavy/Defective Surface		
5. WHY 00-09 VIOLATION OF LAW 00 No Violation 01 Arrested (see P Folder) 02 Cited-Unsafe Speed 03 Cited-Sign/Signal Violation 04 Cited-Unsafe Turning 05 Cited-Unsafe Passing 06 Cited-Driving Under Infl. 07 Cited-R of W M.V.-M.V. 08 Cited-R of W M.V.-Ped. 09 Cited-Other 6. WHO 00-09 SEX/RACE 00 Male/Cauc. Anglo 01 Female/Cauc. Anglo 02 Male/Cauc. Latin 03 Female/Cauc. Latin 04 Male/Negro 05 Female/Negro 06 Male/Oriental 07 Female/Oriental 08 Male/Other 09 Female/Other 10-23 AGE OF SUBJECT 10 0 to 4 Years 11 5 to 9 12 10 to 14 13 15 14 16 15 17 16 18 to 19 17 20 to 24 18 25 to 34 19 35 to 44 20 45 to 54 21 55 to 64 22 65 to 74 23 75 and Over 31-37 PHYSICAL CONDITION 31 Eyesight Defective 32 Hearing Defective 33 Other Bodily Defects 34 Ill 35 Fatigued 36 Apparently Asleep 37 No Apparent Defects		
6. WHO (cont) 41-46 SOBRIETY 41 Had been Drinking-Obviously Drunk 42 HBD-Ability Impaired 43 HBD-Ability Not Impaired 44 HBD-Ability Not Known 45 Had Not Been Drinking 46 Parked Car or Hit and Run 50-59 DRIVING EXPERIENCE 50 0 to 1 year 51 1 to 3 52 4 to 6 53 7 to 9 54 10 to 12 55 13 to 15 56 16 to 18 57 19 to 21 58 Over 21 Years 59 No Driving Experience 60-69 RESIDENCE/TYPE/USAGE 60 Local Res/City St/Used Freq. 61 Local Res/City St/Used Rarely 62 Out of Town/City St/Used Freq. 63 Out of Town/City St/Used Rarely 64 Out of State/City St/Used Rarely 65 Out of State/City St/Used Before 66 Local Res/St Hgwy/Used Freq. 67 Local Res/St Hgwy/Used Rarely 68 Out of Town/St Hgwy/Used Freq. 69 Out of Town/St Hgwy/Used Rarely 70-82 ACTIONS OF PEDESTRIAN 70 Not Applicable 71 Crossing or Ent. at Inter. 72 Same Not at Intersection 73 Walking in Road with Traffic 74 Same Against Traffic 75 Standing in Roadway 76 Getting on or off Other. Veh. 77 Pushing or Working on Veh. 78 Other Working in Road 79 Playing in Roadway 80 Other in Roadway 81 Not in Roadway 82 Not Stated		

Figure 5.6-5 TRAFFIC ACCIDENT FACT SHEET (Back)

Figure 5.6-5. Traffic Fact Sheet (Back)

C8-1204/030

WARRANT NAME		R. B. P. D. WARRANT OR CITATION FACT SHEET		CITATION NO. ADULT JUVEN.	
LOCAL FOREIGN		WARRANT NO.		MOV. PARK. OTHER / /	
MISD. FEL. TRE.		VIOLATION		D.R. NO. COURT	
VEHICLE DESCRIPTION		ISSUE DT.		BAIL	
YEAR	MAKE	MODEL	VEH./OPER. LIC. NO.	BIRTH DT.	AGENCY
2. When 01-12 Month 01 January 02 February 03 March 04 April 05 May 06 June 07 July 08 August 09 September 10 October 11 November 12 December 21-27 Day of Week 21 Monday 22 Tuesday 23 Wednesday 24 Thursday 25 Friday 26 Saturday 27 Sunday 31-35 Time of Event 31-35 Watch 1 31 0801-1000 32 1001-1200 33 1201-1400 34 1401-1600 35 Unknown 41-45 Watch 2 41 1601-1800 42 1801-2000 43 2001-2200 44 2201-2400 45 Unknown 51-55 Watch 3 51 0001-0200 52 0201-0400 53 0401-0600 54 0601-0800 55 Unknown		4. How 01-09 Type of Vehicle 00 Not Applicable 01 Passenger Car 02 Passenger Car & Trailer 03 Truck 04 Taxi 05 Bus 06 Motorcycle 07 Bicycle 08 Publicly Owned Vehicle 09 Other 10-18 Weather/Lighting 10 Clear/Daylight 11 Clear/Dark-Streetlights 12 Clear/Dark-No Streetlights 13 Rain/Daylight 14 Rain/Dark-Streetlights 15 Rain/Dark-No Streetlights 16 Fog/Daylight 17 Fog/Dark-Streetlights 18 Fog/Dark-No Streetlights 20-29 Traffic/Road Conditions 21 Light/Dry Surface 22 Light/Wet Surface 23 Light/Defective 24 Medium/Dry Surface 25 Medium/Wet Surface 26 Medium/Defective 27 Heavy/Dry Surface 28 Heavy/Wet Surface 29 Heavy/Defective		6. Who 00-09 Sex/Race 00 Male/Caucasian Anglo 01 Female/Caucasian Anglo 02 Male/Caucasian Latin 03 Female/Caucasian Latin 04 Male/Negro 05 Female/Negro 06 Male/Oriental 07 Female/Oriental 08 Male/Other 09 Female/Other 10-29 Age 10 Under 10 11 11-12 12 13-14 13 15 14 16 15 17 16 18 17 19 18 20 19 21 20 22 21 23 22 24 23 25-29 24 30-34 25 35-39 26 40-44 27 45-49 28 50-54 29 Over 55 30-37 Height 30 Under 5' 31 5' - 5'2" 32 5'3" - 5'5" 33 5'6" - 5'8" 34 5'9" - 5'11" 35 6' - 6'2" 36 6'3" - 6'5" 37 Over 6'5" 40-47 Weight 40 Under 100 41 100 - 120 42 121 - 140 43 141 - 160 44 161 - 180 45 181 - 200 46 201 - 220 47 Over 220	
3. Where (Patrol Area) 01 02 03 04 05 06 09 10-19 Occurred at/Traffic Ctl. 10 Non-Intersection/Signal 11 Non-Intersection/Stop Sign 12 Non-Intersection/Other 13 Non-Intersection/NONE 14 Intersection/Signal 15 Intersection/Stop Sign 16 Intersection/Other 17 Intersection/NONE 18 Private Property 19 Other		5. Why 01-09 Violation 00 Speed too Fast 01 Failed to Yield Right-of-Way 02 Drove Left of Center 03 Improper Overtaking 04 Ran Stop Sign 05 Disregarded Signal 06 Followed too Closely 07 Made Improper Turn 08 Defective Vehicle 09 Other		50-59 Compl/Hair 50 Fair/Blond 51 Fair/Brown 52 Fair/Black 53 Fair/Grey 54 Ruddy/Blond 55 Ruddy/Brown 56 Ruddy/Black 57 Ruddy/Grey 58 Red or Bald 59 Unknown 60-69 Glasses/Eyes 60 No/Blue 61 Yes/Blue 62 No/Brown 63 Yes/Brown 64 No/Green 65 Yes/Green 66 No/Hazel 67 Yes/Hazel 68 No/Unknown 69 Yes/Unknown 1 TATTOOS 2 SCARS 4 MUSTACHE 5 BEARD 1 RIGHT HANDED 2 LEFT HANDED	

Figure 5.6-6. Citation or Warrant Fact Sheet

FIELD INTERVIEW CARD
(Front Side)

<input type="checkbox"/> ADULT		<input type="checkbox"/> DRIVER	
<input type="checkbox"/> JUVEN		<input type="checkbox"/> PASSENGER	
<input type="checkbox"/> PEDESTRIAN			
NAME OF INTERVIEWEE		NICKNAME	
DATE OF INT.	TIME OF INT.	AREA	DIST.
		I/O SER.	YR
		MAKE	MODEL
		VEHICLE DESCRIPTION	COLOR
STATE	NUMBER (VEH. LIC.)	OPERATOR'S LICENSE NO.	
DATE OF BIRTH			
LOCATION OF OCCURRENCE			
MARKS, SCARS, TATOOS			
CLOTHING WORN			
SUBJECT'S BUSINESS ADDRESS (IF JUVENILE, NAME OF SCHOOL)			
NAMES OF PERSONS WITH SUSPECT AT TIME OF INTERVIEW			
REASON FOR INTERVIEW			
DISPOSITION			
RBPD FIELD INTERVIEW CARD		SIGNED	
		INTERVIEWING OFFICER	
		DATE	

Figure 5.6-7. Field Interview Card (Front)

REDONDO BEACH POLICE DEPARTMENT

FIELD INTERVIEW CARD
BACK

3 WHERE (Patrol Area)	04 Male/Negro	32 5'3"-5'5"	42 121-140	
01_02_03_04_05_06_09	05 Female/Negro	33 5'6"-5'8"	43 141-160	
10-19 LOCATION	06 Male/Oriental	34 5'9"-5'11"	44 161-180	
10 Highway, street, alley	07 Female/Oriental	35 6' -6'2"	45 181-200	
11 Commercial House (store)	08 Male/ Other	36 6'3"-6'5"	46 201-220	
12 Gasoline or Services Sta.	09 Female/Other	37 over 6'5"	47 over 220 lb	
13 Chain Store	10-29 Age	50-59 Cnp/Hr.	60-69 Cns/Eyes	
14 Residence	10 Under 10	20 22	50 Fair/Blond	60 No/Blue
15 Bank	11 11-12	21 23	51 Fair/Brown	61 Yes/Blue
16 School	12 13-14	22 24	52 Fair/Black	62 No/Brown
17 Place of Entertainment	13 15	23 25-29	53 Fair/Grey	63 Yes/Brown
18 Parking Lot/Hotel	14 16	24 30-34	54 Ruddy/Blnd	64 No/Green
19 Other	15 17	25 35-39	55 Ruddy/Brown	65 Yes/Green
	16 18	26 40-44	56 Ruddy/Black	66 No/Hazel
6 WHO	17 19	27 45-49	57 Ruddy/Grey	67 Yes/Hazel
00-02 SEX/RACE	18 20	28 50-54	58 Red or Bald	68 No/Unknown
00 Male/Caucasian, Anglo	19 21	29 ovr 54	59 Unknown	69 Yes/Unknown
01 Female/Caucasian, Anglo	30-37 Height	40-47 Wgt	1 Tattoos	5 Beard
02 Male/Caucasian, Latin	30 under 5'	40 un.100	2 Scars	1 Right Handed
03 Female/Caucasian, Latin	31 5'1"-5'2"	41100-120	4 Mustache	2 Left Handed

Figure 5.6-7. Field Interview Card (Back)

5.6.10 The following documents will not require that a Fact Sheet be prepared since the facts to be extracted are either minor in content or too comprehensive in nature. They are:

- (a) Parking Citation (see Figure 5.6-8)
- (b) Field Activity Card (see Figure 5.6-9)
- (c) Stolen/Recovered/Impounded Vehicle Report (see Figure 5.6-10)
- (d) Follow-up/Recovered Property/Case Clearance Report (see Figure 5.6-11)

5.6.11 After auditing all source documents for completeness and accuracy and after preparation of appropriate Fact Sheets, Records Bureau personnel will separate all inputs by type. As time allows, data from the Fact Sheets will be keypunched in accordance with the priorities stated below.

5.6.11.1 First priority will be given to:

- (a) Event Cards and Fact Sheets (white)
- (b) Prisoner/Suspect/Missing Persons Fact Sheets (yellow)
- (c) Warrant or Citation Fact Sheets (blue)

These are first in importance since the cards punched for events, arrests, and warrants will be filed in the Master Name Index File for referencing purposes. To keep this file current, this key-punching should be accomplished as soon as possible. The information from these Fact Sheets is to be punched onto cards which correspond in color to the Fact Sheets.

5.6.11.2 The following input documents may be batched together by type and either forwarded to the City's Data Processing Department for keypunching, or held in the Police Department for keypunching at a more convenient time:

- (a) Crime/Victim/Injury/Death Fact Sheets (pink)
- (b) Traffic Accident Fact Sheets (green)
- (c) Citation Fact Sheet (blue)
- (d) Copies of Parking Citations
- (e) Field Interview Cards

MUNICIPAL COURT South Bay Judicial District 825 Maple Avenue Torrance, California 90503		Nº 209876 BAIL: VC \$.00 CO \$.00 Cash <input type="checkbox"/> Check <input type="checkbox"/> M.O. <input type="checkbox"/>
NOTICE OF ILLEGAL PARKING		
On _____, 19____, at about _____ M., Motor Vehicle, Make _____ Type _____ Bearing License No. _____ REGISTERED TO _____ Name _____ Address _____ was parked on _____ Street, and/or at meter number _____ In the City of Redondo Beach, in violation of Section _____ _____ Redondo Beach Municipal Code _____ California Vehicle Code Violation Description _____		
The time and place fixed for appearance by the registered owner of said vehicle in answer to this notice is within seven (7) days at the South Bay Municipal Court, Room 170, 825 Maple Ave., Torrance, California, between the hours 8:30 A.M. and 4:30 P.M. except Saturdays, Sundays and Holidays. Time: Posting of Bail—8:30 A.M. to 4:30 P.M. Monday thru Friday (Excepting Holidays.) Court Appearance—9:00 A.M. ONLY—Monday thru Friday (Excepting Holidays.) Failure to appear at the time and place designated, or the posting of bail in lieu thereof, will result in further legal action. SEE REVERSE SIDE RE POSTING OF BAIL.		
Officer _____ Badge _____ REDONDO BEACH POLICE DEPARTMENT		

Figure 5.6-8. Parking Citation

FIGURE 5.6-8 PARKING CITATION

REDONDO BEACH
POLICE DEPARTMENT
FIELD ACTIVITY CARD

DATE		DAY OF WEEK		WATCH		AREA ZONE		SERIAL		UNIT	
COUNT	ACTIVITY	ELAPSED TIME	COUNT	ACTIVITY	ELAPSED TIME	COUNT	ACTIVITY	ELAPSED TIME	COUNT	ACTIVITY	ELAPSED TIME
	ARRESTS/MISDEMEANOR			CITATIONS/MISCELL.			TRAINING				
	ARRESTS/FELONY			COURT TIME			REPORT WRITING				
	BACKUPS			FIELD INTERVIEWS			SPECIAL DUTY				
	BOOKINGS			HOUSE CHECKS			STATION DUTY				
	CITATIONS/MOVING			INVESTIGATIONS			VEHICLE SERVICING				
	CITATIONS/PARKING			JUVENILE DETENTION			OTHER-EXPLAIN ON BACK				
TOTAL RESP.		TOTAL ELAPSED		TOTAL REG. TIME		TOTAL OVERTIME		TOTAL TIME			
Car and Equipment in Good Order		Y	N	Repair Order Made		Y	N	Ending Mileage		Beginning Mileage	
								Total Miles		Gas	
SIGNED						DATE					

C8-1204/030

Figure 5.6-9 FIELD ACTIVITY CARD
5-27

C8-1204/030

STOLEN VEHICLE

MAKE	TYPE
MODEL	YEAR
COLOUR	REGISTRATION
ENGINE NO.	VEHICLE NO.
DATE	INITIALS

Figure 5.6-10. Stolen/Recovered/Impounded Vehicle Report

C8-1204/030

FOLLOW-UP REPORT

Number of Original Reports _____

Reporting Department _____ Classification of Offense _____ Date of This Report _____

INFORMATION NOT INCLUDED IN ORIGINAL REPORT

PERSONS SUSPECTED WANTED OR ARRESTED

Name & Alias	Race	DOB	Local or CII #	Warrant #	Date of Arrest
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____

LIST NAMES OF ANY ADDITIONAL PERSONS ARRESTED AT BOTTOM OF REPORT FORM

REPORT NUMBERS OF OTHER CASES CLEARED BY ABOVE ARRESTS
(NOTE IF SUBJECTS MAY BE SUSPECTS IN OFFENSES BEING INVESTIGATED BY ANOTHER LAW ENFORCEMENT AGENCY)

PROPERTY RECOVERED
(LIST QUANTITY, TYPE, MANUFACTURER'S NAME, MODEL, SERIAL NUMBER, CONDITION, AND ANY OTHER DESCRIPTIVE DATA)

Value \$ _____

ADDITIONAL INFORMATION
(DESCRIBE ANY ADDITIONAL OR DIFFERENT MODUS OPERANDI FACTORS, DESCRIPTIONS OF VEHICLES, TOOLS, OR PROPERTY DISCLOSED BY FURTHER INVESTIGATION, AND ANY CHANGES OR REDUCTIONS IN ORIGINAL CHARGES. USE ADDITIONAL PAGES IF NECESSARY.)

☐ ACTIVE ☐ CLOSED ☐ INACTIVE ☐ UNFOUNDED ☐ _____

CII CR-2 Figure 5.6-11 Follow-up/Recovered Property/Case Clearance Report 67085-002 3-68 120M 08"

Figure 5.6-11. Follow-up/Recovered Property/Case Clearance Report

- (f) Field Activity Cards
- (g) Stolen/Recovered/Impounded Vehicle Reports
- (h) Follow-up/Recovered Property/Case Clearance Reports

It is anticipated that the data extracted from the above listed items will be processed for output reporting on a monthly schedule. Therefore the need for keypunching this data is not immediate. The above will also be keypunched onto cards which correspond in color to the Fact Sheet or nature of the incident.

- 5.6.12 Keypunching of data extracted by means of the various devices described will be in accordance with established keypunch procedures. From each of these various devices a "slave" card will be punched. The slave card is a duplicate card which is prepared for use by the Data Processing Department. It is inserted in a "slave deck" which is used in the various processing operations.

The information from Event Slave Cards will, after being verified, be duplicated back onto the original Event Card. For each party named on the back side of the Event Card, an additional Event Card (blank) will be duplicated with only the name and code of the subsequent parties replacing the name of the original party. Arrests and warrants will be likewise keypunched so as to allow for insertion into the Master Name Index File for ready referencing.

- 5.6.13 Upon receipt of case clearance information from followup activity, any one of the appropriate Event Cards (it need not be the original) from the Master Name Index File will be pulled, and the clearance facts punched into the appropriate columns. A slave card will be duplicated from this Event Card. The slave card so prepared will supersede the original uncleared Event Slave Card on file in Data Processing. If the uncleared Event Slave Card in Data Processing is for a prior month, the latter card is not to supersede it until first reported as a cleared case for the current month.

- 5.6.14 Upon receipt of dispositions from the courts on persons arrested and formally charged, that person's card will be pulled from the Master Name Index File, the disposition punched into the card (in the appropriate columns), a slave card duplicated from it, and that slave card forwarded to Data Processing to supersede its original in the same manner as described for clearances.

- 5.6.15 In both of the above, case clearance and arrest dispositions, the cards removed from the Master Name Index File will be returned to that file after the clearance and disposition facts have been punched and the slave card duplicated.

- 5.6.16 Upon receipt of warrant clearances, the warrant card will be pulled from the Master Name Index File and forwarded to Data Processing for the monthly purge of the Outstanding Warrants Slave File.

- 5.6.17 The exhibits which follow depict the card or record layouts of the punched card unit record for each of the primary or secondary data-base files used by the subsystem.

- (a) Event Card (original and slave) Primary data-base
- (b) Arrest Card (Master Index and slave) Secondary data-base
- (c) Warrant Card (Master Index and slave) Secondary data-base
- (d) Field Interview Card (slave only) Secondary data-base
(see Figure 5.6-12)
- (e) Crime and Victim and/or Other Injury or Death (slave only)
Secondary data base
- (f) Crime and Suspect and/or Missing Person (slave only) Secondary
data base
- (g) Traffic Accident (slave only) Secondary data-base
- (h) Citations, All (slave only) Secondary data-base
(see Figure 5.6-13)

North American Aviation, inc.
DATA PROCESSING
PROGRAM DOCUMENTATION AND
OPERATING PROCEDURES MANUAL

Section & Page _____

Subsection(s) _____

Date Documented ~~xxxxxxxxxxxx~~

☐ New ☐ Revision

Change Notice # _____

SYSTEM TITLE:

SYSTEM ID:

PROGRAM TITLE:

PROGRAM ID:

CARD OR RECORD LAYOUT - SINGLE

FOR SECTION 113.02, TABULATING, TAB CARD LAYOUTS ☐

FOR SECTION 201.06, PROGRAM DEFINITION, I/O RECORD FORMATS ☐

RECORD TITLE.

FILE ID. _____

MODE: BCD ☐ BINARY ☐ OTHER: _____

INPUT ☐ OUTPUT ☐ CARD ☐ TAPE ☐

DENSITY: _____

HEADER: _____

RECORD LENGTH: _____ MINIMUM ☐ _____ MAX.
FIXED ☐ _____

BLOCKING FACTOR: _____

TRAILER: _____

REMARKS: _____

CARD STOCK: _____

COLLATING SEQ: _____

SEQUENCE (Control Field Titles)	DESCRIPTION	DATE	TIME	LOCATION	REMARKS
1
2
3
4
5
6
7
8
9
10
11
12
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MAJ	
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2.	
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3.	
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4.	
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MIN. _____

[illegible]

Figure 5.6-12. Card or Record Layout

Subsection(s) _____

Date Documented _____

☐ New ☐ Revision

Change Notice # _____

SYSTEM TITLE:

SYSTEM ID:

PROGRAM TITLE:

PROGRAM ID:

CARD OR RECORD LAYOUT - SINGLE

FOR SECTION 113.02, TABULATING, TAB CARD LAYOUTS ☐

FOR SECTION 201.06, PROGRAM DEFINITION, I/O RECORD FORMATS ☐

RECORD TITLE _____ FILE ID. _____

MODE: BCD ☐ BINARY ☐ OTHER: _____

INPUT ☐ OUTPUT ☐ CARD ☐ TAPE ☐

DENSITY: _____

HEADER: _____

RECORD LENGTH: _____ MINIMUM ☐ _____ MAX. ☐
FIXED ☐ _____

BLOCKING FACTOR: _____

TRAILER: _____

REMARKS:

CARD STOCK: _____

COLLATING SEQ: _____

SEQUENCE (Control Field Titles)	
MAJ.	
2.	
3.	
4.	
MIN.	

[illegible]

Figure 5.6-13. Card or Record Layout

- (i) Field Activity Card No. 1 (slave only) Primary data-base
- (j) Field Activity Card No. 2 (slave only) Primary data-base
- (k) Stolen/Recovered/Impounded Auto (slave only) Secondary data-base
- (l) Found/Recovered Property (slave only) Secondary data-base
(see Figure 5.6-14)

A Primary data-base is defined as that which, in addition to containing broad, general information, reflects elapsed times for events or activities either in total, or in part or both.

A Secondary data-base is defined as that which, in addition to containing some broad, general information, also contains the detail characteristics of the event or incident in question.

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FIGURE 5.6-14 CARD OR RECORD LAYOUT

Figure 5.6-14. Card or Record Layout

5.7 SUBSYSTEM INPUTS

5.7.1 The source documents, or inputs, which provide source information to this subsystem are listed below:

- (a) Event Card (see Figure 5.6-1)
- (b) Field Interview Card (see Figure 5.6-7)
- (c) Field Activity Card (see Figure 5.6-9)
- (d) Redondo Beach "Crime and Incident Report" Set consisting of:
 - (1) California State Crime Report
 - (2) California State Follow-up Report
 - (3) California Highway Patrol Traffic Accident Form
 - (4) Redondo Beach Traffic Accident Report Form
 - (5) Redondo Beach Miscellaneous Crime and Incident Report Form
 - (6) Redondo Beach Death Report Form
 - (7) Redondo Beach Injury Report Form
 - (8) Redondo Beach Missing Persons Report Form
- (e) Redondo Beach "Arrests Documents" Set consisting of:
 - (1) Redondo Beach Traffic Citation Form
 - (2) Redondo Beach Parking Citation Form (see Figure 5.6-8)
 - (3) Redondo Beach Miscellaneous Citation Form
 - (4) Redondo Beach Booking and Arrest Form (see Figure 4.5-5)
- (f) Warrants
- (g) Stolen/Recovered/Impounded Auto Report
- (h) Report Transmittal Request Form (see Figure 6.6-1)

5.7.2 The Report Transmittal Request Form is used by the Information Analyst to communicate a request to Data Processing for a report or other specific information.

5.8 SUBSYSTEM OUTPUTS

5.8.1 Outputs from the Data Extraction and Storage Subsystem consist of tabular reports in either detail or summary form.

5.8.2 Samples of the output tabular reports are depicted in the report layout exhibits which follow and a brief statement as to their content and purpose is described herein.

5.8.3 Offense Profile Report No. 1 (see Figure 5.8-1)

- (a) Sequence: Part I Classes of Offenses
Part II Classes of Offenses
- (b) Content: Number of offenses known to Police
Number of offenses unfounded
Number of offenses cleared by arrest
Number of juveniles arrested
Number of offenses occurring by location
Number of types of property taken
Values of property taken
- (c) Purpose: To satisfy external reporting requirements to the FBI, (Both Return A and Supplement to Return A), as well as to the State of California.

5.8.4 Offense Profile Report No. 2 (see Figure 5.8-2)

- (a) Sequence: Part I and Part II Classes of Offenses, Municipal Code Violations, traffic accidents, and other incidents, by watch
- (b) Content: Total reported
Total unfounded
Total cleared by arrest
Total by Patrol area
Total by day of the week
- (c) Purpose: To provide the information necessary for the Offense Analysis Set of reports and displays which will be prepared under the Reporting and Information Use Subsystem.

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SYSTEM DOCUMENTATION AND
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SYSTEM TITLE:

SYSTEM ID:

101.XX SYSTEM DEFINITION
101.08 REPORTS LAYOUTSCARRIAGE TAPE IS: STD. ☐ NON-STD. ☐

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CITY OF REDONDO BEACH - POLICE DEPARTMENT													
OFFENSE PROFILE - FOR FBI RETURN A, SUPPLEMENT TO RETURN A & CALIFORNIA CII REPORTS													
BY TYPE OF OFFENSE - DATE XX-XX-XX													
CLEARED ----- 3 ----- 5 -----													
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MONTHLY OFFENSE PROFILE RPT. 1

SEQUENCE

A) OFFENSES PART I
B) OFFENSES PART II

REPORTED BY EXCEPTION ONLY

(IF OFFENSE DID NOT OCCUR, IT IS NOT REPORTED)

101 = MURDER / NON NEG. MANSLAUGHTER
102 = MANSLAUGHTER / NEG., VEHICLE
103 = MANSLAUGHTER / NEG., NON-VEHICLE
104 = RAPE, FORCIBLE
105 = RAPE, ATTEMPTED FORCIBLE
106 = ROBBERY / ARMED
107 = ROBBERY / UNARMED
108 = ASSAULT / AGGRAVATED, WITH GUN
109 = ASSAULT / AGG., WITH KNIFE, CUTTING INSTR.
110 = ASSAULT / AGG., WITH OTH. DANG. WEAPON
111 = ASSAULT / AGG., HANDS, FIST, FEET, ETC.
112 = ASSAULT / OTHER, NOT AGGRAVATED
113 = BURGLARY / FORCIBLE ENTRY / DAY
114 = BURGLARY / FORCIBLE ENTRY / NIGHT
115 = BURGLARY / FORCIBLE ENTRY / UNKNOWN
116 = BURGLARY / UNLAWFUL ENTRY / DAY
117 = BURGLARY / UNLAWFUL ENTRY / NIGHT
118 = BURGLARY / UNLAWFUL ENTRY / UNKNOWN
119 = BURGLARY / ATTEMPTED F.E. / DAY
120 = BURGLARY / ATTEMPTED F.E. / NIGHT
121 = BURGLARY / ATTEMPTED F.E. / UNKNOWN
122 = BURGLARY / LOCKED VEHICLE
123 = THEFT / UNDER \$ 5.00
124 = THEFT / BICYCLE

Figure 5.8-1. Offense Profile Report No. 1

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SYSTEM TITLE: REGONDO LERCH POLICE INFORMATION SYS

101.XX SYSTEM DEFINITION

101.08 REPORTS LAYOUTS

CARRIAGE TAPE IS: STD. ☐ NON-STD. ☐

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Figure 5.8-2. Offense Profile Report No. 2

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**Figure 5.8-4. Crime-Traffic Accident-Citation Profile Report
Numbers 1, 2, and 3**

5.8.8

Crime-Traffic Accident-Citation Profile Report No. 3

(see Figure 5.8-4)

- (a) Sequence: By watch, by Patrol Area
- (b) Contents: All facts and characteristics surrounding persons to whom citations have been issued
- (c) Purpose: To aid in correlating traffic enforcement with traffic accidents. Input to the Monthly Traffic Profile report of the Reporting and Information Use Subsystem.

5.8.9

Prisoner-Suspect-Field Interview-Warrant Profile Report No. 1

(see Figure 5.8-5)

- (a) Sequence: Prisoners and suspects by type of offense, by area, by location
- (b) Contents: All facts and characteristics relating to prisoners and that which is known relating to suspects and the associated crime
- (c) Purpose: To aid the Detective Division in their investigative function by reflecting prisoner and suspect characteristics with associated crime characteristics. Input to the Monthly Case Characteristic report of the Reporting and Information Use Subsystem.

5.8.10

Prisoner-Suspect-Field Interview-Warrant Profile Report No. 2

(see Figure 5.8-5)

- (a) Sequence: F. I. interviewees by area, by location
- (b) Contents: All facts and characteristics relating to what is known about the interviewee, as well as the reason for the contact or interview
- (c) Purpose: To aid the Detective Division in their investigative function by reflecting Field Interviewee characteristics with associated reasons for interview (suspicion of involvement in certain

crime incidents of just on suspicion only). Input to the Monthly Field Interview report of the Reporting and Information Use Subsystem.

[illegible]

5.8.11 Prisoner-Suspect-Field Interview-Warrant Profile Report No. 3
(see Figure 5.8-5)

- (a) Sequence: Outstanding warrants only, alphabetically by person named
- (b) Contents: All facts and characteristics related to persons named on warrants
- (c) Purpose: To aid the Police function in the follow-up and clearance of all warrants outstanding, as well as to provide this necessary information to other agencies upon their request. Input to the Monthly Warrant Status Report of the Reporting and Information Use Subsystem.

5.8.12 Field Activity Report No. 1 - Runs 1, 2, 3 (see Figure 5.8-6)

- (a) Sequence: By watch, by reporting Patrol Area for the month
- (b) Contents: Counts of, and elapsed time for, each of eighteen various types of activity performed daily by the Field Officer, together with total time worked, unit miles, and gasoline consumed
- (c) Purpose: To aid the Department in the proper allocation of human and equipment resources. Input to the Monthly Departmental Activity Profile of the Reporting and Information Use Subsystem.

5.8.13 Field Activity Report No. 2 - Runs 1, 2, 3 (see Figure 5.8-6)

- (a) Sequence: By Officer serial number for the month
- (b) Contents: Counts of, and elapsed time for, each of eighteen various types of activity performed daily by the Field Officer, together with total time worked, unit miles, and gasoline consumed

Figure 5.8-5. Prisoner-Suspect-FI Report Numbers 1, 2, and 3

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101.XX SYSTEM DEFINITION
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DATE: 1/1 REDONDO BEACH POLICE DEPT. FIELD ACTIVITY REPORT									
ARRESTS		BACKUPS		BOOKINGS		CITATIONS		MOVING	
MISD.	FELONY	JUVENILE	TRAINING	REPORT	SPECIAL	VEHICLE	DUPLICATE	VEHICLE	
CHECKS	OFFICER'S	ELAPSED	REGULAR	OVER	SPECIAL	TOTAL	UNIT	AGE	
LAST NAME	TIME	TIME	TIME	TIME	TIME	TIME	TIME	TIME	
CNT.	TIME	CNT.	TIME	CNT.	TIME	CNT.	TIME	CNT.	
1	50	1	50	1	50	1	50	1	
3	150	3	150	3	150	3	150	3	
5	250	5	250	5	250	5	250	5	
10	500	10	500	10	500	10	500	10	
7	350	7	350	7	350	7	350	7	
1	50	1	50	1	50	1	50	1	
2	100	2	100	2	100	2	100	2	
4	200	4	200	4	200	4	200	4	
12	600	12	600	12	600	12	600	12	
3	150	3	150	3	150	3	150	3	
9	400	9	400	9	400	9	400	9	
4	200	4	200	4	200	4	200	4	
13	650	13	650	13	650	13	650	13	
44	2300	44	2300	44	2300	44	2300	44	
13	650	13	650	13	650	13	650	13	
5	250	5	250	5	250	5	250	5	
12	600	12	600	12	600	12	600	12	
18	900	18	900	18	900	18	900	18	
10	500	10	500	10	500	10	500	10	
10	500	10	500	10	500	10	500	10	
7	350	7	350	7	350	7	350	7	
75	3750	75	3750	75	3750	75	3750	75	
148	7400	148	7400	148	7400	148	7400	148	

* SUB TOTALS BY WATCH
** GRAND TOTAL FOR MONTH

UNOBTAINABLE DUE TO LACK OF COUNTERS

SEQUENCE
I MONTH - MAJOR WATCH - INTERMEDIATE PATROL AREA - MINOR
TOTALS BY PATROL AREA ONLY
OTHER AVAILABLE SEQUENCES
II MONTH - MAJOR OFFICER SERIAL - MINOR
TOTALS BY OFFICER SERIAL ONLY
III MONTH - MAJOR DAY - MINOR
TOTALS BY DAY ONLY
IV MONTH - MAJOR DAY OF WEEK - MINOR
TOTALS BY DAY OF WEEK ONLY
V MONTH - MAJOR UNIT NUMBER - MINOR
TOTALS BY UNIT NUMBER ONLY
AVAILABLE FREQUENCIES
1) DAILY 2) WEEKLY 3) MONTHLY

Figure 5.8-6. Field Activity Report Numbers 1 and 2

(c) Purpose: To aid the Department in proper allocation of human and equipment resources. Input to the Monthly Officer Activity Profile of the Reporting and Information Use Subsystem.

5.8.14 Stolen/Recovered/Impounded Automobiles Report (see Figure 5.8-7)

- (a) Sequence: Automobile license number
(b) Contents: Registered owner's name, location stolen or recovered, and vehicle description
(c) Purpose: To satisfy the requirements of the Monthly FBI Supplement to Return A report. Input to the monthly Property Report of the Reporting and Information Use Subsystem.

5.8.15 Found/Recovered Property Report (see Figure 5.8-7)

- (a) Sequence: Type of property found or recovered
(b) Contents: Victim's name, DR Number, property description, and value
(c) Purpose: To satisfy the requirements of the Monthly FBI Supplement to Return A report. Input to the monthly Property Report of the Reporting and Information Use Subsystem.

5.8.16 Traffic Accident Analysis Report (see Figure 5.8-8)

- (a) Sequence: Will vary, for example, (1) by area, (2) by district, (3) by cause, (4) by fatal, injury or property damage only
(b) Contents: A series of two-dimensional arrays reflecting counts corresponding to such characteristics as vehicles involved; directional analysis; sex, race, and age of driver, passenger, or pedestrian involved; and all other characteristics necessary for reporting, not only to the State Highway Patrol but also to the National Safety Council.

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0	1	2	3	4	5	6	7	8	9	10	11	12	13
CITY OF REDONDO BEACH - POLICE DEPARTMENT													
STOLEN/RECOVERED/IMPOUNDED AUTOMOBILES													
BY LICENSE NO. - DATE XX-XX-XX													
REGISTERED LOCATION VEHICLE LICENSE ENGINE DATE TIME D.R. DATE													
OWNER RECOVERED Y N A MD CLR Y ST NO. NUMBER STLH STLH NUMBER RCVD. SERIAL													
XXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXX XXXX XXXX XXXXXXX XXXX XXXX													
XXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXX XXXX XXXX XXXXXXX XXXX XXXX													
XXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXX XXXX XXXX XXXXXXX XXXX XXXX													
TOTAL XXX													
CITY OF REDONDO BEACH - POLICE DEPARTMENT													
FOUND/RECOVERED PROPERTY													
BY TYPE OF PROPERTY RECOVERED - DATE XX-XX-XX													
VICTIMS ITEM VEH CM D.R. DATE													
NAME ADDRESS DESCRIPTION T BLD RS VALUE A DS NUMBER RCVD. SERIAL													
XXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX 1 XXX XX XXXXX X XX XXXXXXX XXXXX XXX													
XXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX 1 XXX XX XXXXX X XX XXXXXXX XXXXX XXX													
XXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX 1 XXX XX XXXXX X XX XXXXXXX XXXXX XXX													
TOTAL 3 XXXXXX													
XXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX 2 XXX XX XXXXX X XX XXXXXXX XXXXX XXX													
XXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX 2 XXX XX XXXXX X XX XXXXXXX XXXXX XXX													
TOTAL 2 XXXXXX													

STOLEN/RECOVERED/IMPOUNDED AUTOS
SEQUENCE
I MONTH - MAJOR
LICENSE NO. - MINOR
TOTALS BY NUMBER OF CASES ONLY
OTHER AVAILABLE SEQUENCES
II MONTH - MAJOR
D.R. No. - MINOR
ALSO AVAILABLE BY YEAR AND MAKE
BY DATE AND TIME ETC.

FOUND/RECOVERED PROPERTY
SEQUENCE
I MONTH - MAJOR
TYPE OF PROPERTY - MINOR
TOTALS OF VALUES BY TYPE ONLY
TYPE = 1 = CURRENCY, NOTES ETC
2 = JEWELRY, PRECIOUS STONES
3 = FURS
4 = CLOTHING ETC.
ALSO AVAILABLE BY D.R. No.
BY AREA, BY DIST.
BY % SERIAL NO. ETC

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Figure 5.8-7. Stolen/Recovered/Impounded Automobiles Report and Found/Recovered Property Report

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CITY OF REDONDO BEACH - POLICE DEPARTMENT												
MONTHLY REPORT - TRAFFIC ACCIDENT ANALYSIS												
APRIL 1968												
DAY OF WEEK												
DS	WH	21	22	23	24	25	26	27	TOT	CAUSATING FACTORS		
00	01	02	03	04	05	06	07	08	09	TOT		
XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
TOTAL										XX	XX	XX
VEHICLES INVOLVED												
2	DS	00	01	02	03	04	05	06	07	08	09	
XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
TOTAL												
AGE OF DRIVER												
00	01	02	03	04	05	06	07	08	09			
XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
TOTAL												
VEHICLE TYPE												
1	2	3	4	5	6	7	8	9	10	11	12	13
XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
TOTAL												
OTHER AVAILABLE SEQUENCES												
PROPERTY DAMAGE ONLY MAJOR INTERMEDIATE MINOR												
FATALITY												
ALSO												
ALL OTHER SEQUENCES REQUIRED FOR REPORTING TO THE NATIONAL SAFETY COUNCIL.												

Figure 5.8-8. Traffic Accident Analysis Report

5.9 INTERFACES

- 5.9.1 The Data Extraction and Storage Subsystem has regular interfaces with the following:
- 5.9.1.1 The Data Collection Subsystem which provides most of the data with which this subsystem is concerned.
- 5.9.1.2 The Reporting and Information Use Subsystem which makes demands upon this subsystem for information.
- 5.9.1.3 The Data Processing Department of the City Clerk's Office, where much of the keypunching, and most of the processing, storing, and retrieving of data and information will be accomplished.
- 5.9.1.4 The Information Analyst who will make most of the requests to the subsystem for information by means of a Report Transmittal Request Form.
- 5.9.1.5 Other Records Bureau personnel who will occasionally request information from this subsystem.

5.9.2 This subsystem may be expected to interface with other regional, state, and federal data processing systems. These considerations were included in the design of this subsystem.

5.9.2.1 County, State, and Federal Interface Considerations

All basic requirements for furnishing information to other external agencies will be met by the subsystem. Consideration has also been given to those requirements imposed by external agencies that may have an adverse effect upon the Redondo Beach System if and when they are implemented such as:

- (a) A new combined Crime Report from the State Bureau of Criminal Statistics
- (b) A new Traffic Accident Report from the California Highway Patrol
- (c) The separation or race classifications between Caucasian latins and Caucasian anglos
- (d) The Central Warrant Index System of the Los Angeles Sheriff's Office
- (e) The Central Warrant "Spin" System of the Los Angeles Police Department

Since this subsystem has been designed, basically, to be non-computerized, it is not expected at this time that there will be any exchange of data, by means of punched cards or magnetic tape, with any other computerized Police Information System.

5.9.2.2 Local Area Interface Considerations

The subsystem has been designed with the thought in mind that it may someday evolve into a "Time-Shared" computer-based operation servicing the needs of four or more adjacent communities. By means of an adopted approach which lends itself to file creation, satisfying both internal and external reporting requirements and providing Police Administration with a basic tool for the effective allocation of human and equipment resources, the subsystem requires a minimum capital outlay as well as minimum involvement on the part of sworn personnel. Many of the benefits enjoyed from computer-based Data Processing Systems can be achieved through the subsystem without extensive capital outlay or commitment to computer hardware and software. It is designed so that such outlay or commitments can be delayed until there is sound economic justification for them. Economic justification would come only after pertinent files with meaningful facts have been established by not just one but several agencies subscribing to the same over-all Police Information System.

5.9.2.3 City Interface Considerations

Although the subsystem has been designed with the total Police Community in mind and not the total City Government, it can still serve to interface with certain other departments of the City. The City Engineer and Department of Public Works could stand to benefit from the analysis reports of traffic accidents at intersections where sufficient traffic control may be a problem. The Finance Department could benefit from analysis reports of damage done to City Property. The City Manager's Office could benefit from analysis reports of both human and equipment resources for purposes of establishing budgetary requirements. The foregoing would be in a form for ready analysis as output from this subsystem or from the Reporting and Information Use Subsystem.

5.10 PERSONNEL AND TRAINING REQUIREMENTS

Since the quality and accuracy of the Data Extraction and Storage Subsystem output will be entirely dependent upon the quality and accuracy of the input, it is of the utmost importance that a training program be conducted to sufficiently familiarize the affected personnel with the subsystem and its operation.

- 5.10.1 Records Bureau personnel must be trained in the handling of the extraction documents.
 - 5.10.1.1 Since data from certain documents should be keypunched daily, at least one, and preferably two Records Bureau personnel should become proficient in operating a keypunch. Since it will mostly be numerical data that will be punched, a person skilled in typing can usually become proficient in keypunching.
 - 5.10.1.2 They must become skilled in the use of IBM punched cards in lieu of the former 3" x 5" index file cards. They must learn proper filing procedures and referencing as pertains to the new cards.
 - 5.10.1.3 They must become thoroughly familiar in the procedures of retaining certain Fact Sheets for filing while discarding others.
- 5.10.2 Data Processing Personnel must be trained in the subsystem methodology.
 - 5.10.2.1 They must be able to select, process, and prepare both tabular reports and two-dimensional arrays necessary to meet monthly output requirements for use as input to the Reporting and Information Use Subsystem.
 - 5.10.2.2 They must be able to select, process, and prepare both tabular reports and two-dimensional arrays of summarized statistical data for the Information Analyst so that this data may be graphically represented.
 - 5.10.2.3 They must be able to respond, on an overnight basis, to special authorized requests for selective searches to be made and specific outputs to be produced.
 - 5.10.2.4 They must be able, to a limited degree, to wire plug board panels that will be used to satisfy requests for specific outputs that cannot be satisfied by using permanently wired plug board panels.

- 5.10.3 The Information Analyst must be oriented in Data Processing techniques.
 - 5.10.3.1 The Information Analyst should be knowledgeable enough to know from which primary or secondary data-base specific inquiries can best be satisfied.
 - 5.10.3.2 The Information Analyst should be able to communicate to Data Processing personnel the best procedure to follow for satisfying specific inquiries in the shortest time possible.
 - 5.10.3.3 The Information Analyst should be able, if the occasion demands, to operate certain of the EAM equipment to facilitate faster responses to specific inquiries.
 - 5.10.3.4 The Information Analyst should be able to wire plug board panels, to a limited degree.

5.11 EQUIPMENT REQUIREMENTS

The following EAM equipment specifications pertain to that which is currently being used by the Finance Department of the City of Redondo Beach and is available for use by the Police Department after minor upgrading as noted.

No.	Manufacturer	Model	Type	Location
1	IBM	026	Keypunch	Police Records
1	IBM	026	Keypunch	Data Processing
1	IBM	056	Verifier	Data Processing
1	IBM	548	Interpreter	Data Processing
1	IBM	514	Reproducer	Data Processing
1	IBM	082	Sorter	Data Processing
1	IBM	085	Collator	Data Processing
1	IBM	402	Accounting Machine	Data Processing

5.11.1 Equipment Modifications

5.11.1.1 The 402 Accounting Machine is to be upgraded as follows:

	From	To
Speed	50/50 (List/Tab)	100/100 (List/Tab)
Comparing Relays	10	20
Digit Selectors	1	2
Pilot Selectors	11	16
Co-Selectors	4	12
Counters	4 Eight Position	8 Four Position

5.11.1.2 The 085 Collator is to be replaced with an 087 Alphabetical Collator.

5.11.1 Storage Requirements

Number Needed

Now 5 Years 10 Years

1	2	3	20 Drawer (3,000 IBM cards per drawer) Cabinets for filing slave card decks.
1		2	3 Drawer letter size cabinets for filing Fact Sheets.
20	40	110	Tab card drawers (1,500 cards per drawer) for Central Name Index File using present rotary cabinet

5.12 USEFUL LIFE

5.12.1 The useful life of the Data Extraction and Storage Subsystem has been forecast over a ten year period. However, owing to the continued expected progress of science and technology and the "state of the art" in the field of automated police information systems, it may very well be expected that the subsystem might very well graduate to a multi-city, on-line, and time-shared computer based subsystem.

5.12.2 Should this become the case, the system, as designed, should be completely transferable with little, if any, loss in the historical data and with minimum modification of input requirements. Output requirements would vary considerably and would have to be programmed for accordingly.

5.12.3 If the city is rezoned or reporting districts are changed, it will require that the data base be adjusted to construct historical data to correspond with the new boundaries. This will require that all historical data be processed against a table of old and new zones and/or districts with the new zone and/or district being substituted for the old.

5.12.4 The estimated volumes and useful life of the event, case characteristics, field activity, etc. files are depicted in the exhibited "Punched Card Files - Forecasted Use and Retention Requirements" Chart which is shown as Figure 5.12.

PUNCHED CARD FILES - FORECASTED USE AND RETENTION REQUIREMENTS																
Source Document and/or Fact Sheet Used for Data Abstract	Sub-File Description	Annual Volume	P I n v o l v e d	Central Name Index	R e t e n t i o n s	Central Name Index 10 Yr. Vol.	S L A V E F I L E S						Sub File Grand Total			
							Prime Suspects		Likely Suspects		Possible Suspects			Other Sub-Files		Misc. Sub Files
							1st Yr.	10 Yrs	1st Yr.	10 Yrs	1st Yr.	10 Yrs.	1st Yr.	10 Yrs.	1st Yr.	10 Yrs.
W H I T E	Event "Starter" Card (IEM) Plus Event "Fact" Sheet	I Events Minor (No DR No) Major (DR No.) Crimes Incidents Traffic Incidents & Other Incidents SUB TOTALS	12,500 8,300 1,800 22,600	1 2 3	12,500 16,600 5,400 34,500	7 116,200 27,000 155,700										
Y E L L O W	FBI and GII Criminal Fingerprint Card any Crime "Suspect" Fact Sheet	II Arrests Criminal Fingerprint Cards Additional Arrests SUB TOTALS	1,300 420 1,720	1 1	1,300 420 1,720	10 10 17,200									22,600	22,600
B L U E	LASO Central War. Index File Copy and Warrant & Citation Fact Sheet. Same as above with disposition added (no fact sheet)	III Warrants Local Other Agencies SUB TOTALS Cleared Local Cleared Other Agcy. SUB TOTALS	3,000 600 3,600 1,950 390 2,340	1 1 1 1	1,050 210 1,260 0 0 0	0/s Only 0/s Only 1,050 210 1,260									2,340	2,340
P I N K	Offense/Other Injury/Death -Victim- Fact Sheet	IV Crimes Crimes & Victims Suspects Juvenile Invest. Rpt. Fraudulent Doc. Rpt. 484 PC Petty Theft Rpt. Misc. Comp. or Crime SUB TOTALS	5,300 530 1,560 600 480 330 8,800	1 1 1 1 1 1		7 7 7 7 7 7			530 12,560 600 480 330 3,500	3,710 10,920 4,200 3,360 2,310 24,500		5,300 37,100				
Y E L L O W	Suspect/Missing Person/F.I. and/or Citation Fact Sheet	V F.I.'s, Citations, Missing Persons Field Interrogation Citations (Traffic) Missing Persons SUB TOTALS	600 6,800 675 8,075	1 1 1		1 1 1				600 6,800 675 8,075	600 6,800 675 8,075					
P I N K	Offense/Other Injury/Death -Victim- Fact Sheet	VI Injury/Death Other Than Traffic Injury Death SUB TOTALS	540 75 615	1 1		1 1									615	615
G R E E N	Traffic Accident Analysis Fact Sheet	VII Traffic Accidents Reported to CHW? RFPD Reported TOTAL Times No. Involved SUB TOTALS	1,100 850 1,950 31 5,890	1												
R B P D	Citation Copy	VIII Citations Parking and Other	6,150										6,150 11,150	6,150 66,350		
R B P D	Stolen Vehicle Copy	IX Stolen/Recovered Auto	1,364											1,364 1,364		
R B P D	Recovered Prop. Copy	X Recovered Property	600											600 600		
R B P D	Daily Watch Activity Card (IEM)	XI Misc. Daily Activity	11,000											11,000 44,669	11,000 44,669	
GRAND TOTALS																
After 1st Year			72,714		37,420											
After 10 Years						174,160	2,980	18,460	3,500	24,500	8,075	8,075	11,150	66,350	44,669	70,374 163,054

Figure 5-12. Punched Card Files - Forecasted Use and Retention Requirements

5.13

RETENTION POLICY

C8-1204/030

POLICE RECORDS SECTION

FILE	Name	Index	TYPE	ANNUAL VOLUME	SUGGESTED RETENTION	ANTICIPATED 10 YEAR VOL.
Central			Event (No DR No.)	12,500		
x	x	x	Event, Crime (DR No)	16,600	1 yr.	12,500
x	x	x	Event, Traffic Acc. (DR Number)	5,400	7 yr.	116,200
x	x	x	Arrests (P No.)	1,720	5 yr.	27,000
x	x	x	Outstanding Warrants	1,260	indef.	17,200
					4 yr.	1,260
			GRAND TOTAL	37,420		174,160

DATA PROCESSING

1.	"Slave" Sub-File		Events, All	22,600	1 yr.	22,600
2.	x	x	Arrests (P No.)	1,720	indef.	17,200
3.	x	x	Outstanding Warrants	1,260	4 yr.	1,260
4.	x	x	Cleared Warrants	2,340	1 yr.	2,340
5.	x	x	Crime & Victim	5,300	7 yr.	37,100
6.	x	x	Crime and Suspect	530	7 yr.	3,710
7.	x	x	Juvenile Investigation	1,560	7 yr.	10,920
8.	x	x	Fraudulent Document	600	7 yr.	4,200
9.	x	x	484 PC Petty Theft	480	7 yr.	3,360
10.	x	x	Misc. Compl. or Crime	330	7 yr.	2,310
11.	x	x	Field Interrogation	600	1 yr.	600
12.	x	x	Citations, Traffic	6,800	1 yr.	6,800
13.	x	x	Missing Persons	675	1 yr.	675
14.	x	x	Other Injury/Death	615	1 yr.	615
15.	x	x	Traffic Accidents	5,850	5 yr.	29,250
16.	x	x	Citations/Parking, Oth.	6,150	1 yr.	6,150
17.	x	x	Stolen, Recov. Auto	1,364	1 yr.	1,364
18.	x	x	Recovered Property	600	1 yr.	600
19.	x	x	Misc. Daily Activity	11,000	1 yr.	11,000
			GRAND TOTALS	70,374		162,054

For additional information, refer to Figure 5.12

5.14

SUBSYSTEM PERFORMANCE EVALUATION CRITERIA

Performance evaluation, as to the maximum effectiveness of the subsystem, will be measured on all aspects as soon as they are measurable. It may be logically assumed that some aspects of the subsystem may be measured much sooner than others, depending on file size and contents.

- 5.14.1 Some of the performance aspects that will be measured after the first month the subsystem is implemented are as follows:
 - 5.14.1.1 How soon, after the close of the month, are the tabulated statistics available to meet all external reporting requirements imposed by the Reporting and Information Use Subsystem?
 - 5.14.1.2 How soon, after the close of the month, are internal summarized statistical reports available that report on events and Officer field activity, by district, by day, by time, by location, etc., for input to the Reporting and Information Use Subsystem?
 - 5.14.1.3 What is the average response time, per dispatch, by type of event, by priority?
- 5.14.2 Some of the performance aspects that will be measured after the subsystem has been implemented for six months to a year are as follows:
 - 5.14.2.1 What is the average response time for a special search for "possible suspects" from the Crime Profile Data Base?
 - 5.14.2.2 What is the average response time for a warrant or want check?
 - 5.14.2.3 What advantage does it serve to produce, periodically, lists of outstanding warrants by number, by issue date, by bail amount?
 - 5.14.2.4 What advantage has been served by the capturing of facts on "Field Interviews" for relating to certain crime characteristics?
 - 5.14.2.5 Does the subsystem provide meaningful correlation between traffic citations and traffic accidents?
- 5.14.3 Some of the performance aspects that will be measured after the subsystem has been implemented for a year and longer are:
 - 5.14.3.1 What is the average time required for purging the files?

- 5.14.3.2 What advantage is there, if any, in keeping certain files (Requests for Service, Officer's Field Activity, Cleared Warrants and Citations, Field Interviews, etc.) for more than a year's duration?
- 5.14.3.3 How close has the subsystem come to approaching 100% effectivity?
- 5.14.3.4 Which historical records should be changed over from the current Redondo Beach Police Department Records system to expedite reaching 100% effectiveness on the new subsystem?
- 5.14.3.5 What has been the over-all impact of the subsystem after its first year of operation?

5.15

DOCUMENTATION OF TRADE-OFF STUDIES

The final design of the subsystem was effected after careful consideration was given to those characteristics which must predominate in order that the subsystem maintains the capabilities of being:

- (a) Basically a non-computerized system.
- (b) A system that can be worked manually, with unit record (EAM) equipment, or be adaptable to computer (EDPM) hardware and software.
- (c) A system that can serve the Police Community on both a local and regional level.
- (d) A system that can work in one part of the country as well as any other part.

In order that these characteristics might prevail the following "Trade-Offs" were considered and adapted:

5.15.1

Fact Sheet (Check-Off List) ContentsAlternatives:

- (a) Design a single all-encompassing Fact Sheet that would, in addition to capturing all the facts surrounding the characteristics of a given event, eliminate the requirement of referencing code books for the application of proper codes on input and for translation thereof on output.
- (b) Design a series of Fact Sheets tailored to the nature of event or events that would accomplish the same as (a) above, without becoming a single, lengthy, and unwieldy document.

Decision:

Select alternative (b) in order to:

1. Eliminate the necessary scanning of non-applicable facts to find the ones that are.
2. Reduce the margin for human error.
3. Facilitate the keypunching of facts as checked.

5.15.2 Fact Sheet - QuantitiesAlternatives:

- (a) Design a series of Fact Sheets tailored to each of the many different types of events.
- (b) Design a series of Fact Sheets tailored to satisfy the characteristics of common events only and satisfy others from the source documents themselves.

Decision:

Select alternative (b) because:

- 1. On those events where the facts to be captured are, to a great extent, common, a single Fact Sheet could serve a dual purpose.
- 2. Too many Fact Sheets could easily lead to undue confusion.
- 3. Since the characteristics of certain events are described better by narrative descriptions which fall outside the realm of "commonly accepted facts", the source document itself provides a better device for extraction than does a Fact Sheet.

5.15.3 Fact Sheet - StructureAlternatives:

- (a) Structure the Fact Sheet in a hierarchical form such that one may or may not beget another but that all would answer facts as to what, when, where, how, why, and who.
- (b) Structure the Fact Sheet such that all facts, irrespective of hierarchical level, be captured.

Decision:

Select alternative (a) because:

- 1. By adopting a hierarchical level such that a parent or Master Fact Sheet may or may not beget others, it facilitates the capture of a greater amount of relevant facts. It further enables analysis of these facts to be made at their respective levels. In other words, when only the broad characteristics surrounding the event itself are required, the detailed characteristics do not become involved in the processing. The converse is also true.

5.15.4 Fact Sheet - ColorAlternatives:

- (a) Make all Fact Sheets the same color for purely economic reasons.
- (b) Color code the Fact Sheets to facilitate selection, data extraction, and identification.

Decision:

Select alternative (b) because:

- 1. The ease is using color coded forms for selection, data extraction, and identification easily outweighs the slightly lesser costs of having them all the same color.

5.15.5 Fact Sheet - Dependent SubdivisionsAlternatives:

- (a) Design the Crime Fact Sheet to be dependent of the Master Event Fact Sheet by sub-dividing it by crimes against persons versus crimes against property so as to adequately capture all the relevant facts.
- (b) Sub-divide the Crime Fact Sheet by Part I Offense Classes versus Part II Offense Classes.
- (c) Sub-divide the Crime Fact Sheet by victim versus suspect.

Decision:

Select alternative (c) because:

- 1. It is a more logical division in that the facts relating to the victim usually vary widely from those relating to the suspect. It would be impossible to contain them all in a single record.
- 2. For the great majority of crimes you will usually have a victim where you may not necessarily have a suspect.

6.0 REPORTING AND INFORMATION USE SUBSYSTEM

6.1

SUBSYSTEM DESCRIPTION

The Reporting and Information Use Subsystem, hereinafter called the subsystem, shall be described as follows:

- 6.1 Subsystem Description
- 6.2 Purpose
- 6.3 Scope
- 6.4 Requirement for Reporting Subsystem
- 6.5 Performance
- 6.6 Subsystem Operation
- 6.7 Subsystem Inputs
- 6.8 Subsystem Outputs
- 6.9 Output Display Use Plan
- 6.10 Interfaces
- 6.11 Personnel and Training Requirements
- 6.12 Equipment Requirements
- 6.13 Useful Life
- 6.14 Subsystem Performance and Evaluation Criteria
- 6.15 Documentation of Trade-Off Studies

Figure 6.1 is a functional flow diagram of the subsystem. This diagram relates the actions among all concerned, both internal and external to the Redondo Beach Police Department, which are required for the subsystem to operate properly. It shows the relationships and indicates the procedural actions required in requesting information or a report, in responding to the request, and in using the report provided.

6.0 REPORTING AND INFORMATION
USE SUBSYSTEM

ZONE

1

2

3

4

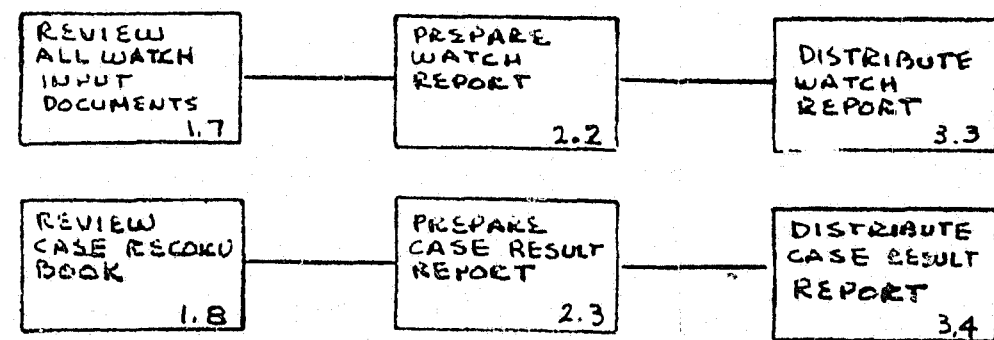
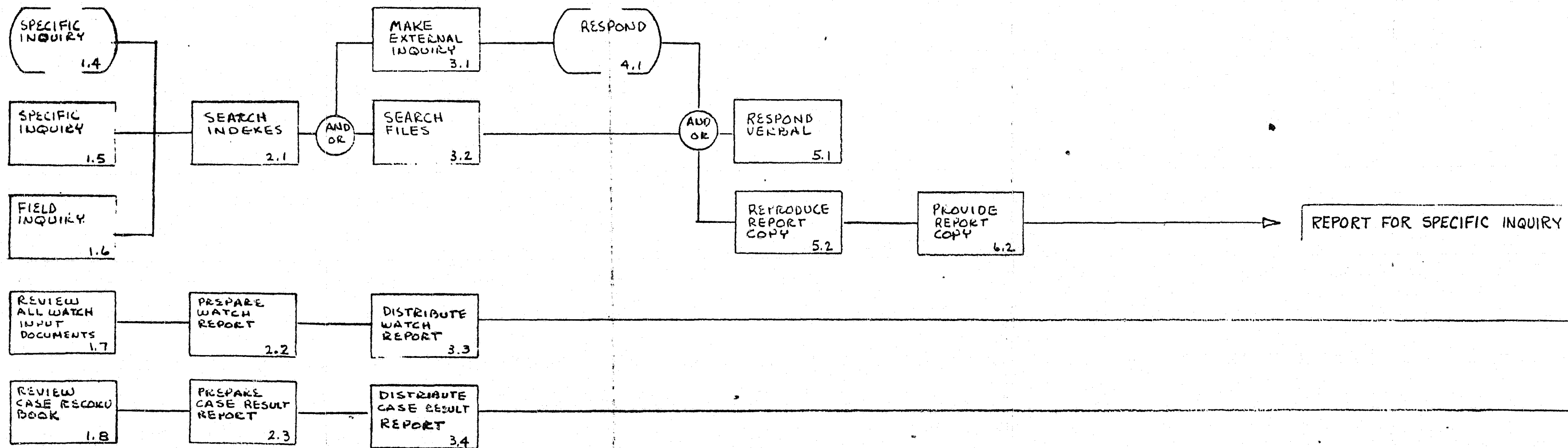
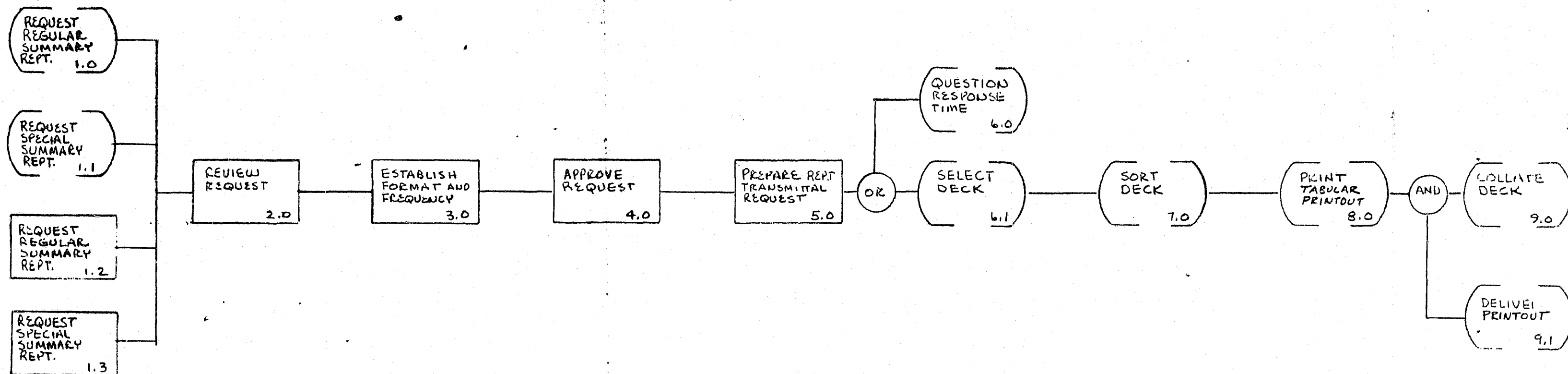
5

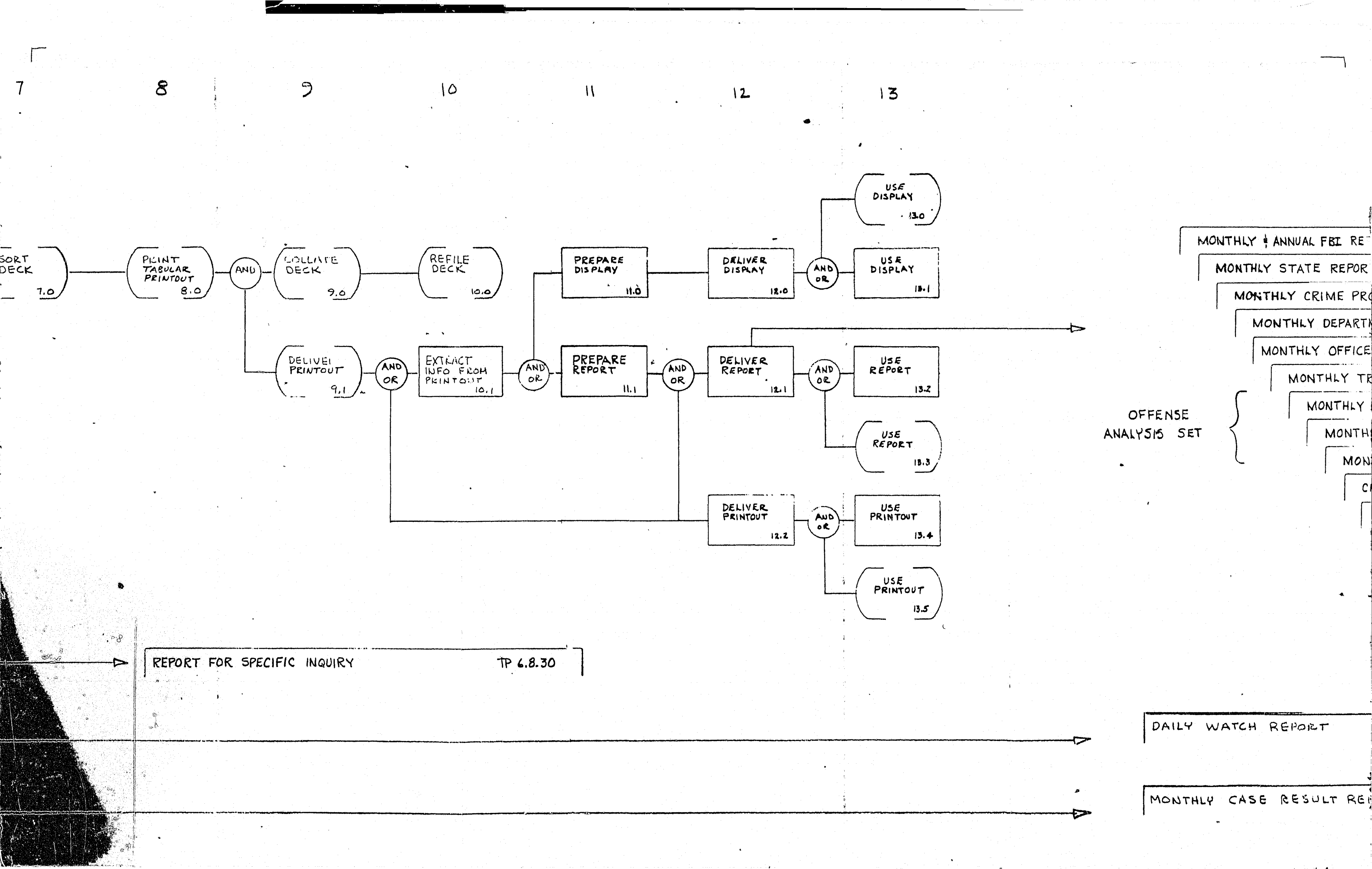
6

7

8

9





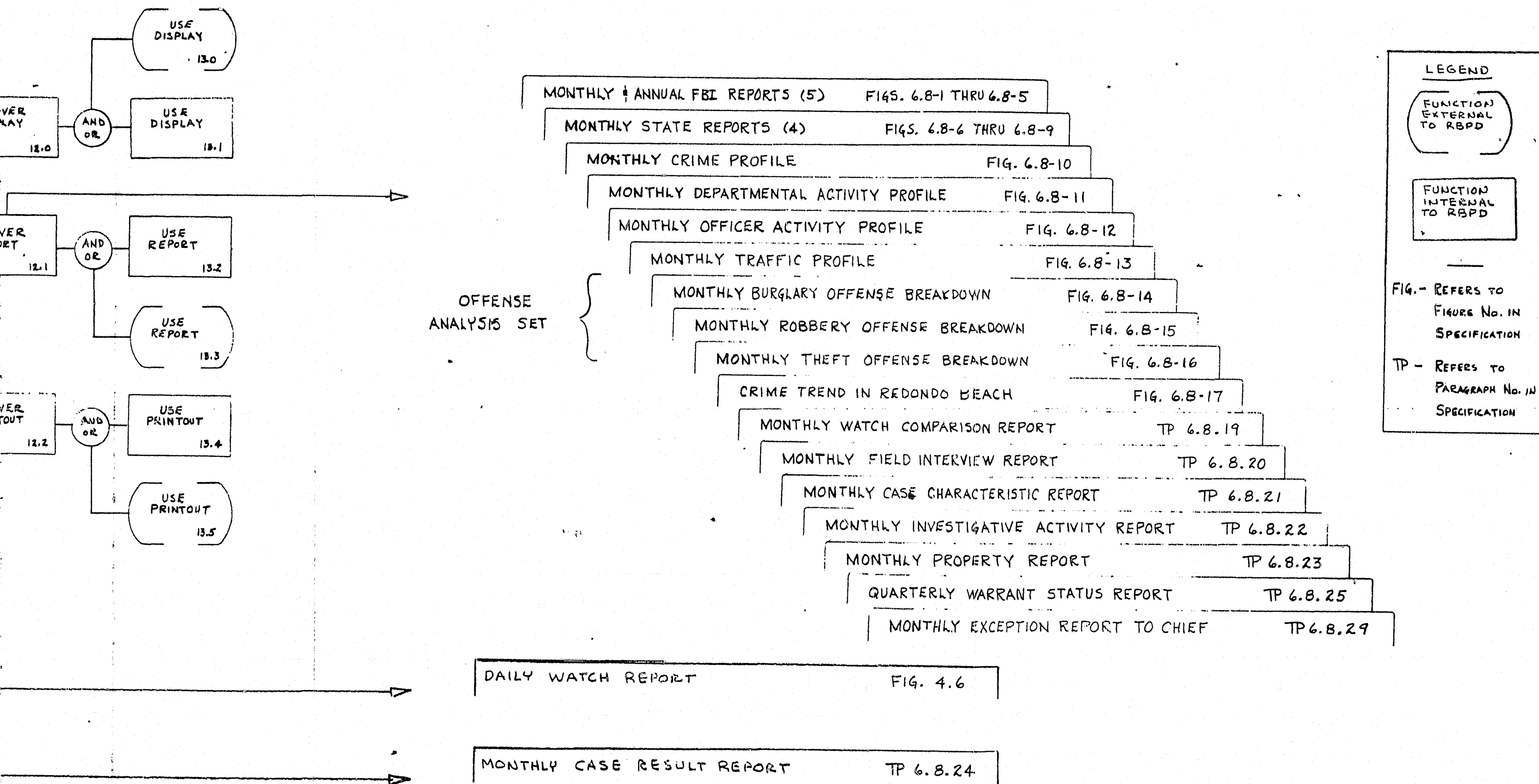


Figure 6.1. Functional Diagram, Reporting and Information Use Subsystem

6.2 PURPOSE

The purpose of the Reporting and Information Use Subsystem is to provide the means and procedures for providing regular internal and external output reports; and for responding to special requests from Police Department management, the community, or other qualified external sources for special information.

6.3 SCOPE

The Reporting and Information Use Subsystem shall define the output reports required to satisfy establish user needs. It shall also outline the procedural methodology for responding to special requests for statistics or other information. It shall specify report format and recommended usage. It shall further specify the retrieval processes required to produce the data required for all specified reports. Reporting requirements will be developed in, but not separated by, the following areas:

- (a) Operational Information
- (b) Crime Prevention Information
- (c) Management Control Reports
- (d) Management Planning Reports
- (e) External Reporting

6.3.1 This specification suggests the formats and content of management reports that will provide the necessary information to comply with the needs for output reporting. These reports contain the type and kind of information that will be valuable to the manager in his planning, control, and direction functions.

6.3.2 The proposed information system collects punched card data that has been manually entered on crime, event, traffic, arrest, and warrant and citation Fact Sheets, and from Field Activity Cards, Crime Reports, Court Dispositions, and the like. The output data from the unit record equipment is printed in a tabular array.

- 6.3.2.1 The information system is structured such that the data required for reports with standardized formats will "fall out" for manual entry onto the report forms.
- 6.3.2.2 The data system is not structured to specifically be able to respond to any and all special requests that may be forthcoming, but most requested information can be retrieved by means of a special sorting of the data cards.
- 6.3.2.3 Data required for the management reports is also a natural by-product of the information system. In some cases, it will require some clerical transposition to arrange the data in the preferred format. In certain instances, simple arithmetic will be required to collect totals or to calculate percentages.
- 6.3.3 The data system provides the information necessary for both reporting and management control. A summary, in tabular form, is presented of the pertinent data on any crime, incident, or activity. To be effective, an indicator must be established to identify the items that are of particular attention.
- 6.3.3.1 Indexes (standards or baselines) must be established for such things as response times, clearances, Patrolman activities, and crimes by district and time period.
- 6.3.3.2 These indexes will be established by the Redondo Beach Police Chief. They will reflect his methods of control concerning response time priorities; proportion of Patrolman's time to be devoted to investigation, patrol, and other activities; and a crime "tolerance level".
- 6.3.3.3 The establishment of a Crime Index Value (or tolerance level) recognizes the fact that, even with unlimited resources, a certain number of crimes of all types will occur. However, since Redondo Beach has limited resources, it needs some type of alerting device to confirm its awareness that the frequency of a particular offense is varying (usually an increase is of greatest concern) from that expected. When the deviation from the standard (index) approaches, or reaches, an excessive condition, the department management may elect to reallocate resources or institute other corrective methods designed to

combat the situation. Conversely, when the effects of a particular crime prevention program have reduced that problem to the desired level, the attention to that problem could be lessened and resources focused on a more pressing matter. These indexes will identify both situations.

6.3.3.4 The application of these indexes is further detailed in Paragraph 6.9 of this specification.

6.4

REQUIREMENT FOR REPORTING SUBSYSTEM

The FBI Manual of Police Records, Revised October 1953, states, on Page 2,

"To properly discharge the obligations of his office there are three basic things concerning crime about which the police executive must be kept currently and completely informed: First, how much of each type of crime occurs; secondly, where these crimes are occurring; and in the third place, when they occur. Armed with this knowledge he has the greatest chance of placing the best available manpower in the most strategic areas at the most opportune time."

This subsystem is designed to provide the necessary reporting information for effective administrative operation of the police department of a small or medium-sized city.

6.4.1

Output reporting is required for the following purposes:

6.4.1.1

To provide local visibility on the nature, frequency, location, etc., of crime and Police Department activities.

6.4.1.2

To provide responses for special information requested by operating line personnel or qualified external sources.

6.4.1.3

To comply with local government reporting requirements and requests.

6.4.1.4

To comply with state and county reporting requirements and requests.

6.4.1.5

To comply with federal reporting requirements and requests.

6.4.2

Recommended internal Redondo Beach Police Department management reports and displays are discussed in Paragraphs 6.8 and 6.9. Examples of many of these reports and displays are shown.

6.4.3

Responses for special information will be handled on an "as needed" basis after the requestor has been determined to have a qualified "need to know". The subsystem must be able to

respond to field inquiries, and especially those that are verbally transmitted from the field, in a speedy manner. Information so given must be accurate and understandable.

- 6.4.4 The Redondo Beach city governmental agencies have the need for periodic reports on Police Department activities. No format is specified by the city government.
- 6.4.4.1 The city government also has the need for special information at various times. These requests will be handled on an "as requested" basis.
- 6.4.5 The California State Bureau of Criminal Statistics has a mandatory requirement for specific information on a monthly basis. These requirements are met by completing and submitting the forms provided by the state. Examples of these forms are shown in Paragraph 6.8 of this specification.
- 6.4.5.1 The state also has the need for special information at various times.
- 6.4.6 The Federal Bureau of Investigation has a periodic need for specific information. These requirements are fulfilled by completing the forms furnished by the FBI on either a monthly or annual basis as shown on the forms. Examples of these forms are shown in Paragraph 6.8 of this specification. While the submittal of these reports is not mandatory, the policy of the Redondo Beach Police Department is that they will be submitted.
- 6.4.6.1 The FBI also has a need for special information at random times.

6.5 PERFORMANCE

The Reporting and Information Use Subsystem will provide the necessary reporting information to meet the needs of the following in the department and the community.

- 6.5.1 This subsystem shall provide the individual Patrolman with (a) immediate responses to his field inquiries for information concerning suspects, autos, etc., and (b) further additional reporting information at the time of booking a suspect, or when he completes his Arrest Report and Crime Report, if needed.
- 6.5.2 It shall provide Watch Commanders with detailed reports concerning crime, incidents, or other activity, including the activities of their personnel.
- 6.5.3 It shall provide Patrol Commanders with (a) detailed information concerning crime, traffic, or other, including personnel activity, and (b) special reports concerning the events in a particular section of the city to use in planning adjustments to Patrol activity.
- 6.5.4 It shall provide Investigative personnel with detailed information concerning crime activity to use in analyzing, or predicting crime trends. From their preliminary findings, they may request that special reports be prepared concerning a particular type of crime or happening in a specific area. The subsystem will also provide correlated information concerning case characteristics.
- 6.5.5 It shall provide Records Bureau personnel with information for their use in preparing the routine reports that must be submitted to the federal and state governments at specified times, and to use in responding to normal special requests for information.

- 6.5.6 It shall provide Police Department management personnel with not only reports that provide the statistics of what has happened and the trends indicated thereby, but also with reports that provide measures of appraisal of the preventive measures that they have instituted. The subsystem shall provide them with reports concerning the efficiency of their personnel and of their group effectiveness, for example, by watch, as well as information for special reporting needs to their superiors and to external sources.
- 6.5.7 This subsystem must be able to respond to the qualified reporting requests of the community, including the City Manager, other city governmental offices, and its citizens.

6.6 SUBSYSTEM OPERATION

- 6.6.1 A functional diagram which describes the operation of this subsystem is shown in Figure 6.1. For ease in reference, the flow diagram is divided horizontally into zones and vertically into layers. Both zones and layers are numbered.
- 6.6.2 This subsystem must respond to requests for information from both internal and external sources.
- 6.6.3 A response to a request for either a regular or special summary report will be complied with in the following manner. (Refer to Figure 6.1).
- 6.6.3.1 The Redondo Beach Records Bureau Information Analyst will review the request. The Information Analyst will determine if it is from a qualified source with a genuine "need-to-know".
- 6.6.3.2 The Information Analyst will establish the desired format and will verify that any desired special features will fit into the established data system. Where necessary, the Information Analyst will consult with the Data Processing personnel of the City Clerk's Office.
- 6.6.3.2.1 If special requirements dictate that changes be made to the data collection or retrieval system, the Information Analyst will determine the effect of these changes on the system.
- 6.6.3.2.2 The Information Analyst will determine the costs involved in making the change.
- 6.6.3.2.3 The Information Analyst will determine who will pay for the costs associated with the change. Is the requestor willing to pay for this change?
- 6.6.3.2.4 The Information Analyst will determine the schedule effects on the present system.
- 6.6.3.3 The Information Analyst will establish how often, and at what calendar times, the requested report must be furnished.
- 6.6.3.3.1 The Information Analyst will determine the effects on the system caused by inserting this report into the schedule at the requested time and frequency.

- 6.6.3.4 The Information Analyst will secure the necessary approvals for the request.
- 6.6.3.4.1 The Information Analyst will secure a purchase order or payment voucher from the requestor on those reports for which payment is expected.
- 6.6.3.5 The Information Analyst will prepare the Report Transmittal Request. (See Figure 6.6-1)
- 6.6.3.6 The Information Analyst will submit the Report Transmittal Request to the Data Processing section of the City Clerk's Office.
- 6.6.3.7 Data Processing will verify that the requested response time can be met.
- 6.6.3.7.1 If the report submittal time cannot be met, Data Processing will negotiate a revised schedule with the Information Analyst.
- 6.6.3.7.2 If the schedule can be met, Data Processing will proceed.
- 6.6.3.8 Data Processing will prepare the report in the following steps:
 - 6.6.3.8.1 Select the applicable deck of unit record data cards.
 - 6.6.3.8.2 Prepare the card sorter.
 - 6.6.3.8.3 Sort the cards to put the data in the required order.
 - 6.6.3.8.4 Prepare the printer.
 - 6.6.3.8.5 Print the information from the cards in the desired format on the printout in the number of copies required.
 - 6.6.3.8.6 Recollate the data card deck.
 - 6.6.3.8.7 Refile the cards.
- 6.6.3.9 Data Processing will deliver the printout(s) to the Information Analyst.
- 6.6.3.10 In those instances where the printout by itself will satisfy the report requirement:
 - 6.6.3.10.1 The Information Analyst will deliver a copy(s) of the printout to the requestor.
 - 6.6.3.10.2 The requestor will use the printout as the source for the desired information.
- 6.6.3.11 Where the printout will be used as a source of information for the requestor's report:
 - 6.6.3.11.1 The Information Analyst will extract the necessary information from the printout to prepare a report or display.

REPORT TRANSMITTAL REQUEST

Requestor _____ Dept. _____ Date _____

No. of Copies	Report Title	Period For	Special Instructions	Need Date
	FBI - Return A - Return B - Return C			
	FBI - Age, Sex, Race - (18 & over) (Under 18)			
	State - Adult Felony Arrest Report			
	State - Adult Misdemeanor Arrest Report			
	State - Felony Crime and Clearance Rpt.			
	State - Arrest Report on Youths Under 18			
	RBPD - Crime Profile Summary			
	RBPD - Departmental Activity Profile			
	RBPD - Officer Activity Profile			
	RBPD - Traffic Profile Summary			
	RBPD - Burglary Offense Breakdown			
	RBPD - Robbery Offense Breakdown			
	RBPD - Theft Offense Breakdown			
	RBPD - Crime Trend in Redondo Beach			
	RBPD - Watch Comparison Report			
	RBPD - Field Interview Report			
	RBPD - Case Characteristic Report			
	RBPD - Investigative Activity Rpt.			
	RBPD - Property Report			
	RBPD - Case Result Report			
	RBPD - Warrant Status Report			
	Special - 1.			
	2.			
	3.			

Description of Special Reports
1.
2.
3.

Completed Work Received by _____ Dept. _____ Date _____

Figure 6.6-1 Report Transmittal Request

- 6.6.3.11.2 The Information Analyst will deliver the display, if that is all that is required.
- 6.6.3.11.3 The Information Analyst will deliver the report, complete with display and printout if required.
- 6.6.3.11.4 The requestor will use the display, printout, and/or report.
- 6.6.4 A field inquiry or either an external or internal specific inquiry will be complied with in the following manner. (Refer to Figure 6.1)
 - 6.6.4.1 The request will be submitted (possibly verbal) to the Records Clerk.
 - 6.6.4.2 The Records Clerk will search the indexes for reference to the material requested. This search will very often provide the necessary information. If it does not, proceed to the next step. If it does, proceed to Paragraph 6.6.4.5.
 - 6.6.4.3 The Records Clerk will then search the files for the necessary information.
 - 6.6.4.4 As required, the Records Clerk will make any external inquiry necessary (refer to Paragraph 6.6.3.5 and subsequent) to secure the desired information.
 - 6.6.4.5 The Records Clerk will make a verbal response with the desired information, if a verbal response is necessary.
 - 6.6.4.6 The Records Clerk will deliver the report to the requestor.
- 6.6.5 Near the end of each watch, the Watch Commander will review all watch input documents. These include event cards, reports, etc.
 - 6.6.5.1 The Watch Commander will summarize the activity from his watch and prepare a Daily Watch Report which contains the pertinent information from his watch. This report is illustrated in Section 4.0, the Data Collection Subsystem.
 - 6.6.5.2 The Watch Commander will distribute the Daily Watch Report prior to going off duty.
- 6.6.6 On a monthly basis, the Records Bureau Court Officer will review the Case Record Book to determine the status of (a) all cases

- 6.6.6.1 still outstanding at the end of the previous reporting period, and (b) cases which were added since the last report. The Court Officer will prepare a Case Result Report in a format to be concurred in by the Information Analyst.

6.7 SUBSYSTEM INPUTS

- 6.7.1 The purpose of this section of the subsystem specification is to define the data sources, or informational inputs, to the subsystem.
- 6.7.2 The basic input to this subsystem is the output reports from the Data Extraction and Storage Subsystem specified in Section 5.0 of this specification. These inputs are printouts from the Unit Record Printer.
- 6.7.3 Another input to this subsystem is a specific inquiry for information made from a Field Officer, or from another internal or external source.
- 6.7.3.1 The Information Analyst will be charged with the responsibility for validating the need for reports and with periodically reviewing outstanding requirements to keep frequency of preparation and distribution lists at a minimum.
- 6.7.4 The state and federal governments are other input sources for reporting. In addition to their routine reporting requirements, they are a source of special requests.

6.8 SUBSYSTEM OUTPUTS

This section of the specification details the output reports that are to be prepared. It describes and provides examples of the reports that are routinely prepared and submitted. It further describes reports that are recommended for internal Redondo Beach Police Department operation. Examples of these reports are also shown. The manner of requesting special reports or information is described in Paragraph 6.6 of this specification.

All reports should be prepared and updated as required for at least four reporting periods. After that "shakedown" period, a formal review should be held by the Redondo Beach Police Department management to fully evaluate the benefits of each report. At that time, suggestions should be encouraged toward revising any of the reports in a manner that would make them more meaningful to the users. All performance index values should be reviewed. Any crime prevention program or procedures that have been instituted as a result of the establishment of performance indexes should be reviewed to verify their conformance with the stated objectives.

Figure 6.8 tabulates the reports that will be submitted on a periodic schedule, the due dates for submittal, the individual or organization responsible for preparing the report for submittal, and the planned report distribution list.

- 6.8.1 FBI Report - Return A, Monthly Return of Offenses Known to the Police
- 6.8.1.1 This report is prepared on report forms which are furnished by the FBI. It consists of:
- 6.8.1.1.1 One page which reports Part I Classes of Offenses: Criminal Homicide, Forcible Rape, Robbery, Assault, Burglary, Larceny - Theft, and Auto Theft. This includes (a) offenses reported or known to the police, (b) unfounded complaints, (c) the number of actual offenses, and (d) the number of offenses cleared by arrest during the month.

CONTINUED

2 OF 4

PARAGRAPH NUMBER	REPORT FOR	FORM NUMBER	REPORT TITLE	SUBMITTALS DUE		RESPONSIBILITY FOR SUBMITTAL	TOTAL COPIES
				M - MONTHLY	A - ANNUALLY		
6.8.1	FBI	8-104, 8-86, 8-85	RETURN A - OFFENSES KNOWN TO POLICE	M - 7TH OF MONTH		INFORMATION ANALYST (I/A)	2
6.8.2	FBI	8-97	RETURN B - OFFENSES KNOWN TO POLICE		A - JANUARY 22	I/A	2
6.8.3	FBI	8-97	RETURN C - PERSONS CHARGED		A - JANUARY 22	I/A	2
6.8.4	FBI	8-95	AGE, SEX, RACE OF PERSONS ARRESTED, 18 AND OVER		A - JANUARY 22	I/A	2
6.8.5	FBI	8-95a	AGE, SEX, RACE OF PERSONS ARRESTED, UNDER 18		A - JANUARY 22	I/A	2
6.8.6	STATE	JUS 703	ADULT FELONY ARREST REPORT	M - 5TH WEEK-DAY		I/A	2
6.8.7	STATE	JUS 703.1	ADULT MISDEMEANOR ARREST REPORT	M - 5TH WEEK-DAY		I/A	2
6.8.8	STATE	JUS 729	FELONY CRIME AND CLEARANCE REPORT	M - 5TH WEEK-DAY		I/A	2
6.8.9	STATE	JUS 741	ARREST REPORT ON YOUTHS UNDER EIGHTEEN	M - 5TH WEEK-DAY		I/A	2
6.8.10	RBPB		CRIME PROFILE	M - 2ND WEEK-DAY	A - JANUARY 15	I/A	9
6.8.11	RBPB		DEPARTMENTAL ACTIVITY PROFILE	M - 2ND WEEK-DAY	A - JANUARY 15	I/A	9
6.8.12	RBPB		OFFICER ACTIVITY PROFILE	M - 2ND WEEK-DAY	A - JANUARY 15	I/A	7
6.8.13	RBPB		TRAFFIC PROFILE	M - 2ND WEEK-DAY	A - JANUARY 15	I/A	9
6.8.14-16	RBPB		OFFENSE ANALYSIS SET (BURGLARY, ROBBERY, THEFT)	M - 2ND WEEK-DAY	A - JANUARY 15	I/A	8
6.8.17	RBPB		CRIME TREND IN REDONDO BEACH	AS REQUIRED		I/A	9
6.8.18	RBPB		DAILY WATCH REPORT	DAILY - BEFORE WATCH COMMANDER GOES OFF DUTY		WATCH COMMANDERS	6
6.8.19	RBPB		WATCH COMPARISON REPORT	M - 2ND WEEK-DAY		I/A	6
6.8.20	RBPB		FIELD INTERVIEW REPORT	M - 4TH WEEK-DAY		I/A	4
6.8.21	RBPB		CASE CHARACTERISTIC REPORT	M - 4TH WEEK-DAY		I/A	6
6.8.22	RBPB		INVESTIGATIVE ACTIVITY REPORT	M - 2ND WEEK-DAY		INVESTIGATIVE COMMANDER	5
6.8.23	RBPB		PROPERTY REPORT	M - 4TH WEEK-DAY		I/A	5
6.8.24	RBPB		CASE RESULT REPORT	M - 2ND WEEK-DAY		COURT OFFICER	7
6.8.25	RBPB		WARRANT STATUS REPORT	QUARTERLY - 2ND WEEK-DAY OF JAN, APR, JUL, OCT		I/A	5
6.8.26	RBPB		WATCH COMMANDER'S PLAN	QUARTERLY - 1ST OF JAN, APR, JUL, OCT		WATCH COMMANDERS	1
6.8.27	RBPB		PATROL COMMANDER'S PLAN	QUARTERLY - 1ST OF JAN, APR, JUL, OCT		PATROL COMMANDER	3
6.8.28	RBPB		INVESTIGATIVE COMMANDER'S PLAN	QUARTERLY - 1ST OF JAN, APR, JUL, OCT		INVESTIGATIVE COMMANDER	3
6.8.29	RBPB		EXCEPTION REPORT TO CHIEF	M - 3RD WEEK-DAY		I/A	2
6.8.30	RBPB		REPORT FOR SPECIFIC INQUIRY	AS REQUIRED		RECORDS BUREAU	3

6.8.1.1.2 A two-page Supplement to Return A, which deals with a further breakdown of information on Return A. It includes (a) type and value of property stolen and recovered, (b) a traffic enforcement summary, (c) a tabulation of the number of offenses versus value of property stolen in more detail for the major offenses shown on Return A, and (d) a tabulation of recovered automobiles.

6.8.1.1.3 A two-page supplementary homicide report which provides detailed information on both murder and non-negligent manslaughter, and on manslaughter by negligence. It includes age, sex and race of the victim; a description of the weapon or cause of death; and circumstances surrounding the death.

6.8.1.2 The report form is shown in Figure 6.8-1.

6.8.2 FBI Report - Return B, Annual Return of Offenses Known to the Police

6.8.2.1 This report is prepared on a one-page form which is furnished by the FBI. (Returns B and C (see Paragraph 6.8.3) are on the same sheet.) It provides an annual summary of Part I Classes of Offenses in the same breakdown as previously described in Paragraph 6.8.1.1.1.

6.8.2.2 The report form is shown in Figure 6.8-2.

6.8.3 FBI Report - Return C, Annual Return of Persons Charged

6.8.3.1 This report is prepared on a one-page form provided by the FBI. It provides an annual count of persons charged with Part I or Part II Classes of Offenses. It includes the disposition of each charge such as, adults guilty of offense charged or of lesser offense; acquitted or otherwise dismissed; referred to Juvenile Court jurisdiction; and other. It also includes a count of traffic arrests.

6.8.3.2 The report form is shown in Figure 6.8-3.

6.8.4 FBI Report - Age, Sex, and Race of Persons Arrested 18 Years of Age and Over

6.8.4.1 This report is prepared annually on a form furnished by the FBI. The cover page describes the submitting organization. The second page provides a count by sex, age, and race of the offenses committed on all of the Part I Class of Offenses and on a number

IF ANNUAL FORMS NOT ALREADY SUBMITTED
PLEASE FORWARD PROMPTLY

8-104-REV. 7-14-68
FORM APPROVED
BUDGET BUREAU NO. 43-RC01.9

RETURN A
MONTHLY RETURN OF OFFENSES KNOWN TO THE POLICE

TO BE FORWARDED TO THE FEDERAL BUREAU OF INVESTIGATION, U.S. DEPARTMENT OF JUSTICE, WASHINGTON, D.C., 20535
BY THE SEVENTH DAY AFTER CLOSE OF MONTH. See other side for instructions - also tally sheet.

1 CLASSIFICATION OF OFFENSES (PART I CLASSES)	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 NUMBER OF OFFENSES CLEARED BY ARREST THIS MONTH	
				a TOTAL OFFENSES CLEARED	b BY ARREST OF PERSONS UNDER 18 INCLUDED IN 5a
1. CRIMINAL HOMICIDE					
a. MURDER AND NONNEGLECT MANSLAUGHTER					
b. MANSLAUGHTER BY NEGLIGENCE					
2. FORCIBLE RAPE TOTAL					
a. RAPE BY FORCE					
b. ASSAULT TO RAPE - ATTEMPTS					
3. ROBBERY TOTAL					
a. ARMED - ANY WEAPON					
b. STRONG-ARM - NO WEAPON					
4. ASSAULT TOTAL					
a. GUN					
b. KNIFE OR CUTTING INSTRUMENT					
c. OTHER DANGEROUS WEAPON					
d. HANDS, FEET, ETC. - AGGRAVATED					
e. OTHER ASSAULTS - NOT AGGRAVATED					
5. BURGLARY TOTAL					
a. FORCIBLE ENTRY					
b. UNLAWFUL ENTRY - NO FORCE					
c. ATTEMPTED FORCIBLE ENTRY					
6. LARCENY - THEFT (EXCEPT AUTO THEFT)					
a. \$50 AND OVER IN VALUE					
b. UNDER \$50 IN VALUE					
7. AUTO THEFT					
GRAND TOTAL					

TOTAL ARRESTS THIS MONTH FOR ALL OFFENSES EXCEPT TRAFFIC	
ADULTS	JUVENILES (AGE AS DETERMINED BY YOUR STATE)

DATE _____

PREPARED BY _____ TITLE _____

CHIEF, COMMISSIONER, OR SUPERINTENDENT

✓ JAN 1968 74860 478 04 111 3 3 A 57086
MONTH AND YEAR

CHIEF OF POLICE
FEDERICO REACH
CALIFORNIA 90277

CHIEF AND STATE

DO NOT USE THIS SPACE	
RECORDED	INDEXED
REVIEWED	
PUNCHED	
VERIFIED	
ADJUSTED	

Figure 6.8-1. (Page 1 of 5)

8-86 (Rev. 1-4-67)
Form Approved
Budget Bureau No. 43-R367.4
Report No. 18-9

SUPPLEMENT TO RETURN A
MONTHLY RETURN OF OFFENSES KNOWN TO THE POLICE

INSTRUCTIONS: Please complete and send this with Return A to the Federal Bureau of Investigation, Washington, D. C. 20535. Total offenses on this form should be the same as the actual offenses listed in column 4 of Return A (for each crime class). Include attempted crimes on this form and Return A.

This deals with the nature of crime (type of act and place committed) and the value of property stolen and the amount recovered. If you cannot complete the report in all respects, please record as much information as is available. Tally Sheets for this form will be sent upon request.

PROPERTY BY TYPE AND VALUE		
Type of Property	Value of Property Stolen in Your City	
(1)	Stolen (2)	Recovered (3)
(A) Currency, Notes, Etc	\$	\$
(B) Jewelry and Precious Metals		
(C) Furs		
(D) Clothing		
(E) Locally Stolen Automobiles		
(F) Miscellaneous		
TOTALS	\$	\$

NOTE: Total of column (2) should agree with grand total shown on page 2. In column (3) include all property recovered even though stolen in prior months. The above is an accounting for only that property stolen in your jurisdiction. This will include property recovered for you by other jurisdictions but not property you recover for them.

TRAFFIC ENFORCEMENT SUMMARY			
Hazardous Violations.		Driving While Intoxicated	
Other Violations		Hit and Run	
Parking (except meters)		Arrests, Citations or	
Total Traffic.		Custody at Accidents.	
Parking Meter Violations			

Month _____ 19 ____

Agency _____ State _____

	Initials
Recorded	
Reviewed	
Punched	
Verified	
Adjusted	

Figure 6.8-1. (Page 2 of 5)

SUPPLEMENT TO RETURN A, page 2

Classification (Continued)	Number of Actual Offenses	Value of Property Stolen
3. ROBBERY		
(A) Highway (streets, alleys, etc.)		\$
(B) Commercial House (except C,D,F)		
(C) Gas or Service Station		
(D) Chain Store		
(E) Residence (anywhere on premises)		
(F) Bank		
(G) Miscellaneous		
Total - Robbery		\$
5. BURGLARY - BREAKING OR ENTERING		
(A) Residence (dwelling)		
(1) Night		\$
(2) Day		
(3) Unknown		
(B) Nonresidence (store, office, etc.)		
(1) Night		
(2) Day		
(3) Unknown		
Total - Burglary		\$
6. LARCENY - THEFT (except auto, by value)		
(A) \$50 and over		\$
(B) \$5 to \$50		
(C) Under \$5.		
Total - Larceny		\$
7. AUTO THEFT (include alleged joy ride)		\$
Grand Total (items 3,5,6 and 7). This total should agree with value of property stolen, Page 1.		\$

Additional Analysis of Larceny and Auto Theft

6x. Nature of Larcenies under Item 6		
(A) Pocket-picking.		\$
(B) Purse-snatching		
(C) Shoplifting		
(D) From Autos (except E)		
(E) Auto Parts and Accessories		
(F) Bicycles.		
(G) From Buildings (except C and H)		
(H) From any Coin-operated Machines (parking meters, etc.)		
(I) All Other		
Total - Larcenies (same as Item 6)		\$
7x. Automobiles Recovered		
(A) Number Stolen Locally and Recovered Locally		
(B) Number Stolen Locally and Recovered by Other Jurisdictions.		
(C) Total Locally Stolen Autos Recovered		
(D) Number Stolen Out of Town, Recovered Locally		

Date _____

Chief, Commissioner or Superintendent

To be forwarded to the Federal Bureau of Investigation, U. S. Department of Justice, Washington, D. C. 20535

Figure 6.8-1. (Page 3 of 5)

Supplementary Homicide Report

In view of the importance of the homicide classification in crime reporting, it is requested that the following supplementary report be filled in and transmitted with monthly Return A to: Director, Federal Bureau of Investigation, U. S. Department of Justice, Washington, D. C. 20535

1a. MURDER AND NONNEGLIGENT MANSLAUGHTER

1. Number of **wilful** killings without due process of law. (Column 2 of Return A.)
Do **not** include suicides or attempts to murder. Attempts to murder should be scored as Aggravated Assault on the Return A. 1. _____
2. Number of cases classified as justified or excusable, limited to killing of a person by a peace officer in line of duty and killing of a felon by a private citizen. (Column 3 of Return A.) 2. _____
3. Actual offenses. (The difference between 1 and 2 above.) (Column 4 of Return A.) 3. _____

Indicate briefly below the circumstances surrounding the cases in numbers 1 and 2:

(over)

Month _____, 19____

Agency _____ State _____

	Initials
Recorded	
Reviewed	
Punched	
Verified	
Adjusted	

Figure 6.8-1. (Page 4 of 5)

6-22

Supplementary Homicide Report (Continued)

1b. MANSLAUGHTER BY NEGLIGENCE

1. Number of traffic fatalities. (Note: Exclude deaths due to accidents occurring outside your jurisdiction.) (Score in column 2 of Return A.) 1. _____
2. Number of traffic deaths classed as accidental or due to the negligence of the victim. (Score in column 3 of Return A.) 2. _____
3. Number of traffic deaths which your investigation established were due to the gross negligence of some person other than the victim, regardless of prosecutive action taken. (Score in column 4 of Return A.) 3. _____

Itemize below other negligent manslaughters. (Do not list traffic deaths.) (Score deaths below in column 4 of Return A.)

[illegible]

Agency

Date _____

Chief, Sheriff, Commissioner or Superintendent

To be forwarded to the Federal Bureau of Investigation, U. S. Department of Justice, Washington, D. C. 20535

Figure 6.8-1. (Page 5 of 5)

C8-1204/030

RETURN B

ANNUAL RETURN OF OFFENSES KNOWN TO THE POLICE

City _____ State _____

County _____ For year ending December 31, 19 _____

1 CLASSIFICATION OF OFFENSES (Part I classes)	2 OFFENSES Reported or Known to Police (include "Unfounded" and Attempts)	3 Unfounded, i.e., False or Baseless Complaints	4 Number of Actual OFFENSES (Column 2 Minus Column 3) (include attempts)	5 Number of OFFENSES Cleared by Arrest This Year	
				a Total Offenses Cleared	b By Arrest of Persons Under 18 (included in 5a)
1. CRIMINAL HOMICIDE					
a. Murder and Nonnegligent Manslaughter					
b. Manslaughter by Negligence					
2. FORCIBLE RAPE TOTAL					
a. Rape by Force					
b. Assault to Rape - Attempts					
3. ROBBERY TOTAL					
a. Armed - Any Weapon					
b. Strong-arm - No Weapon					
4. ASSAULT TOTAL					
a. Gun					
b. Knife or Cutting Instrument					
c. Other Dangerous Weapon					
d. Hands, Fists, Feet, etc. - Aggravated					
e. Other Assaults - Not Aggravated					
5. BURGLARY TOTAL					
a. Forcible Entry					
b. Unlawful Entry - No Force					
c. Attempted Forcible Entry					
6. LARCENY - THEFT (except auto theft)					
a. \$50 and Over in Value					
b. Under \$50 in Value					
7. AUTO THEFT					
GRAND TOTAL					

If the entries in column 4 above do not agree with the sum of your monthly returns, briefly state reasons for difference.

Do your entries in column 4 of Return B include all offenses of the designated types known to have been committed in your jurisdiction last year? (Note: All thefts reported to the police should be included even though the value of the property stolen was small. Attempted crimes should be included.)

The entries in columns 5a and 5b should not represent the number of persons arrested, but the number of offenses cleared by arrest. Include offenses reported in prior years, but not cleared until this year.

DO NOT WRITE
IN THESE SPACESRecorded _____
Reviewed _____
Punched _____
Verified _____

Prepared By _____ Title _____

Chief, Sheriff, Commissioner or Superintendent

Date _____, 19 _____

C8-1204/030

RETURN C. -- ANNUAL RETURN OF PERSONS CHARGED

(Please Read Instructions on Reverse Side)

Classification of Offenses (1)	Persons Charged by Police			Disposition				
	Arrested (Held for prosecution) (2)	Summoned, Notified or Cited (3)	Total Persons Charged (Columns 2 and 3) (4)	Adults of offense charged (5)	Guilty of lesser offense (6)	Acquitted or Otherwise Dismissed (7)	Referred to Juvenile Court Jurisdiction (8)	Other (Include pending, prosecuted else- where in lieu of your jurisdiction, etc.) (9)
Part I Classes								
1. Criminal Homicide:								
(a) Murder and Nonnegligent Manslaughter								
(b) Manslaughter by Negligence								
2. Forcible Rape								
3. Robbery								
4. Aggravated Assault (Return B - 4a-d)								
5. Burglary -- Breaking or Entering								
6. Larceny -- Theft (except auto theft)								
7. Auto Theft								
TOTAL, Part I Classes								
Part II Classes								
8. Other Assaults (Return B - 4e)								
9. Arson								
10. Forgery and Counterfeiting								
11. Fraud								
12. Embezzlement								
13. Stolen Property; Buying, Receiving, Possessing								
14. Vandalism								
15. Weapons; Carrying, Possessing, etc.								
16. Prostitution and Commercialized Vice								
17. Sex Offenses (except 2 and 16)								
18. Narcotic Drug Laws								
19. Gambling								
20. Offenses Against the Family and Children								
21. Driving Under the Influence								
22. Liquor Laws								
23. Drunkenness								
24. Disorderly Conduct								
25. Vagrancy								
26. All Other Offenses (except traffic)								
TOTAL, Part II Classes								
GRAND TOTAL								

Traffic Arrests

Physical custody and warrants served _____

Citations issued _____

Total traffic arrests _____

Date _____, 19 _____ Prepared By _____ Title _____ Chief, Sheriff, Commissioner or Superintendent

To be forwarded to the Federal Bureau of Investigation, U.S. Department of Justice, Washington, D. C. 20535, by January 22

(SEE REVERSE SIDE)

Figure 6.8-3. Return C

of lesser offenses. The offenses reported include all of those that are reported under Returns A and C. This report, however, requires a more detailed breakdown for some of the offenses.

6.8.4.2 The report form is shown in Figure 6.8-4.

6.8.5 FBI Report - Age, Sex, and Race of Persons Arrested Under 18 Years of Age

6.8.5.1 This report is prepared annually on a form furnished by the FBI. The cover page identifies the submitting organization and includes a summary of police dispositions of juveniles. The second page includes similar information to that described in Paragraph 6.8.4.1 expect that it is for the juvenile age group. Typically juvenile information such as curfew and loitering violations and run-aways are also reported.

6.8.5.2 The report form is shown in Figure 6.8-5.

6.8.6 State Report - Monthly Adult Felony Arrest Report

6.8.6.1 This report is prepared monthly on Form JUS 703 furnished by the State of California, Department of Justice, Bureau of Criminal Statistics. It reports the number of adults, by sex, who are arrested on a number of felony offenses and the disposition of adult arrests. These dispositions are (a) released, (b) turned over to other jurisdiction, (c) misdemeanor complaint filed, or (d) felony complaint filed.

6.8.6.2 The report form is shown in Figure 6.8-6.

6.8.7 State Report - Monthly Adult Misdemeanor Arrest Report

6.8.7.1 This report is prepared monthly on Form JUS 703.1 furnished by the State of California, Department of Justice, Bureau of Criminal Statistics. It reports the number of adults, by sex, who are arrested on a number of misdemeanor offenses and the disposition of adult misdemeanor arrests. The three listed dispositions are (a) released, (b) turned over to other jurisdiction, and (c) misdemeanor complaint filed.

6.8.7.2 The report form is shown in Figure 6.8-7.

AGE, SEX AND RACE OF PERSONS ARRESTED 18 years of age and over (Include those released without having been formally charged)																												
CLASSIFICATION OF OFFENSES	SEX	AGE											CLASSIFICATION OF OFFENSES	SEX	AGE						TOTAL	RACE						
		18	19	20	21	22	23	24	25-29	30-34	35-39	40-44			45-49	50-54	55-59	60-64	65 and over	White		Negro	Indian	Chi- nese	Japa- nese	All Other		
Murder and Nonnegligent Manslaughter	01a	Male											Murder and Nonnegligent Manslaughter	01a	Male													
Manslaughter by Negligence	01b	Female											Manslaughter by Negligence	01b	Female													
Forcible Rape	02	Male											Forcible Rape	02	Male													
		Female													Female													
Robbery	03	Male											Robbery	03	Male													
		Female													Female													
Aggravated Assault (Return B-4a-d)	04	Male											Aggravated Assault (Return B-4a-d)	04	Male													
		Female													Female													
Burglary--Breaking or Entering	05	Male											Burglary--Breaking or Entering	05	Male													
		Female													Female													
Larceny--Theft (Except Auto Theft)	06	Male											Larceny--Theft (Except Auto Theft)	06	Male													
		Female													Female													
Auto Theft	07	Male											Auto Theft	07	Male													
		Female													Female													
Other Assaults (Return B-4e)	08	Male											Other Assaults (Return B-4e)	08	Male													
		Female													Female													
Arsen	09	Male											Arsen	09	Male													
		Female													Female													
Forgery and Counterfeiting	10	Male											Forgery and Counterfeiting	10	Male													
		Female													Female													
Fraud	11	Male											Fraud	11	Male													
		Female													Female													
Embezzlement	12	Male											Embezzlement	12	Male													
		Female													Female													
Stolen Property; Buying, Receiving, Possessing	13	Male											Stolen Property; Buying, Receiving, Possessing	13	Male													
		Female													Female													
Vandalism	14	Male											Vandalism	14	Male													
		Female													Female													
Weapons; Carrying, Possessing, etc.	15	Male											Weapons; Carrying, Possessing, etc.	15	Male													
		Female													Female													
Prostitution and Commercialized Vice	16	Male											Prostitution and Commercialized Vice	16	Male													
		Female													Female													
Sex Offenses (Except Forcible Rape and Prostitution)	17	Male											Sex Offenses (Except Forcible Rape and Prostitution)	17	Male													
		Female													Female													
Narcotic Drug Laws	18	Male											Narcotic Drug Laws	18	Male													
		Female													Female													
Opium or Cocaine and Their Derivatives (Mar- phine, Heroin, Codeine)	a	Male											Opium or Cocaine and Their Derivatives (Mar- phine, Heroin, Codeine)	a	Male													
		Female													Female													
Marijuana	b	Male											Marijuana	b	Male													
		Female													Female													
Synthetic Narcotics - Manu- factured Narcotics Which Can Cause True Drug Addic- tion (Demerol, Methadone)	c	Male											Synthetic Narcotics - Manu- factured Narcotics Which Can Cause True Drug Addic- tion (Demerol, Methadone)	c	Male													
		Female													Female													
Other - Dangerous Non- Narcotic Drugs (Barbiturates, Benzadrine)	d	Male											Other - Dangerous Non- Narcotic Drugs (Barbiturates, Benzadrine)	d	Male													
		Female													Female													
Gambling	19	Male											Gambling	19	Male													
		Female													Female													
Bookmaking (Horse and Sport Book)	e	Male											Bookmaking (Horse and Sport Book)	e	Male													
		Female													Female													
Numbers and Lottery	f	Male											Numbers and Lottery	f	Male													
		Female													Female													
All Other Gambling	g	Male											All Other Gambling	g	Male													
		Female													Female													
Offenses Against Family and Children	20	Male											Offenses Against Family and Children	20	Male													
		Female													Female													
Driving Under The Influence	21	Male											Driving Under The Influence	21	Male													
		Female													Female													
Liquor Laws	22	Male											Liquor Laws	22	Male													
		Female													Female													
Drunkenness	23	Male											Drunkenness	23	Male													
		Female													Female													
Disorderly Conduct	24	Male											Disorderly Conduct	24	Male													
		Female													Female													
Vagrancy	25	Male											Vagrancy	25	Male													
		Female													Female													
All Other Offenses (Except Traffic)	26	Male											All Other Offenses (Except Traffic)	26	Male													
		Female													Female													
Suspicion	27	Male											Suspicion	27	Male													
		Female													Female													
TOTAL													TOTAL															

(INSTRUCTIONS ON PAGE 4)

Figure 6.8-4. Age, Sex, and Race of Persons Arrested
18 Years of Age and Over

C8-1204/030

AGE, SEX AND RACE OF PERSONS ARRESTED
under 18 years of age
(Include those released without having been formally charged)

CLASSIFICATION OF OFFENSES		SEX	AGE						Total Under 18	RACE						
			10 and Under	11-12	13-14	15	16	17		White	Negro	Indian	Chinese	Japanese	All Other	
Murder and Nonnegligent Manslaughter	01a	Male Female														
Manslaughter by Negligence	01b	Male Female														
Forcible Rape	02	Male Female														
Robbery	03	Male Female														
Aggravated Assault (Return B-4a-d)	04	Male Female														
Burglary—Breaking or Entering	05	Male Female														
Larceny-Theft (Except Auto Theft)	06	Male Female														
Auto Theft	07	Male Female														
Other Assaults (Return B - 4a)	08	Male Female														
Arsen	09	Male Female														
Forgery and Counterfeiting	10	Male Female														
Fraud	11	Male Female														
Embezzlement	12	Male Female														
Stolen Property: Buying, Receiving, Possessing	13	Male Female														
Vandalism	14	Male Female														
Weapons: Carrying, Possessing, etc.	15	Male Female														
Prostitution and Commercialized Vice	16	Male Female														
Sex Offenses (Except Forcible Rape and Prostitution)	17	Male Female														
Narcotic Drug Laws	Total 18	Male Female														
Opium or Cocaine and Their Derivatives (Morphine, Heroin, Codeine)	a	Male Female														
Marijuana	b	Male Female														
Synthetic Narcotics - Manufactured Narcotics Which Can Cause True Drug Addiction (Demerol, Methadone)	c	Male Female														
Other - Dangerous Non-Narcotic Drugs (Barbiturates, Benzadrine)	d	Male Female														
Gambling	Total 19	Male Female														
Bookmaking (Horse and Sport Book)	a	Male Female														
Numbers and Lottery	b	Male Female														
All Other Gambling	c	Male Female														
Offenses Against Family and Children	20	Male Female														
Driving Under The Influence	21	Male Female														
Liquor Laws	22	Male Female														
Drunkenness	23	Male Female														
Disorderly Conduct	24	Male Female														
Vagrancy	25	Male Female														
All Other Offenses (Exc... Traffic)	26	Male Female														
Suspicion	27	Male Female														
Curfew and Loitering Law Violations	28	Male Female														
Run-Aways	29	Male Female														
TOTAL																

(INSTRUCTIONS ON PAGE 4)

Figure 6.8-5. Age, Sex, and Race of Persons Arrested under 18 Years of Age

C8-1204/030

STATE OF CALIFORNIA
DEPARTMENT OF JUSTICE
BUREAU OF CRIMINAL STATISTICS
MONTHLY ADULT FELONY ARREST REPORT

JURIS. CODE	

QTR	Trans. Code	BATCH
-----	-------------	-------

County ()
City () of _____

Month of —

		ADULT FELONY ARREST (16 years or over)			DISPOSITION OF ADULT ARRESTS			
FELONY OFFENSE		Male 1	Female 2	Total 3	Released 4	Turned Over To Other Jurisdiction 5	Misdemeanor Complaint Filed 6	Felony Complaint Filed 7
Murder (187 PC)	10							
Manslaughter Non-Veh. (192.1, 192.2 PC)	15							
Manslaughter Veh. (192.3 PC)	16							
Robbery (211 PC)	20							
Aggravated assault (217, 245 PC)	32							
Burglary (459 PC)	40							
Gross theft - except auto (484, 487 PC)	50							
Auto theft (487 PC, 10551 VC)	53							
Rec. Stolen Property (496 PC)	57							
Check Offenses (470, 476, 476a)	58							
Rape - forcible (261.3 PC)	61							
Rape - statutory (261.1 PC)	62							
L & L Conduct (286 PC)	73							
Sodomy	74							
Sex perversion	75							
D U C N S Marijuana	80							
Heroin & other Narcotics	81							
Dangerous Drugs	82							
Other Narcotic & Dangerous Drug Laws	83							
Poss. of prohib. weapon (12020, 12021 PC)	85							
Drunk driving Injury (23101 VC)	86							
Hit & Run Injury (20001 VC)	88							
Arson (447a, 451a PC)	92							
Escape (4532 PC)	95							
Kidnaping (207, 209 PC)	97							
Bookmaking (337a PC)	01							
Other felony arrests - List								
Felony want - From outside jurisdiction	XX							
TOTALS	2-							

Date of this Report

19

SIGNED _____
Chief of Police - Sheriff

BY _____

JUS 703

Ref. 11-27

Figure 6.8-6.

C8-1204/030

JURIS. CODE

STATE OF CALIFORNIA
DEPARTMENT OF JUSTICE
BUREAU OF CRIMINAL STATISTICS

QTR	Trunk Code	BATCH

MONTHLY ADULT MISDEMEANOR ARREST REPORT

City () of _____

Month of _____

MISDEMEANOR OFFENSE		Adult Misdemeanor Arrests (18 years or over)			Disposition of Adult Misdemeanor Arrests		
		Male 1	Female 2	Total 3	Released 4	Turned Over to Other Jurisdiction 5	Misdemeanor Complaint Filed 6
Assault & Battery (240, 242 PC)	10						
Petty Theft (488 PC)	20						
Drunk (647 (f) PC)	30						
Other (647 (c) (u) (v) (h) PC)	31						
Prostitution (647 (b) PC)	63						
Other Sex (647 (c) (d) PC)	64						
Annoying children (647a, (1) (2) PC)	60						
Obscene Matter (311 PC)	61						
Indecent exposure (314 PC)	62						
Gambling (330 PC)	01						
Disturbance of the peace (415 PC)	40						
Drunk driving (23102 VC)	50						
Hit & Run non-injury (20002 VC)	51						
All other traffic - custody cases only	57						
Marijuana	80						
Heroin & other Narcotics	81						
Dangerous Drugs	82						
Other Narcotic & Dangerous Drug Laws	83						
Non-support (270 PC)	91						
All other misdemeanors - except traffic	09						
Outside misdemeanor warrants	XX						
TOTALS	2-						

SIGNED _____
Chief of Police - Sheriff

Date of this Report

_____ 19 _____

BY _____

Figure 6.8-7.

C8-1204/030

6.8.8

State Report - Monthly Felony Crime and Clearance Report

6.8.8.1

This report is prepared monthly on Form JUS 729 furnished by the State of California, Department of Justice, Bureau of Criminal Statistics. It reports the number of offenses which are reported or known to the police, how many are unfounded, and the total of actual offenses. It further specifies the number of offenses which are cleared by arrest or otherwise. The felony offenses reported on include all of the Part I Class of Offenses as well as check offenses, sex offenses, and other felonies. A breakdown of larceny-theft is included which must correspond to the FBI Return A Report. The breakdown of burglary offenses is different from that shown on any other report. It is composed of burglary by residence, other structure, safe, or locked vehicle.

6.8.8.2

The report form is shown in Figure 6.8-8.

6.8.9

State Report - Monthly Arrest Report on Youths Under Eighteen

6.8.9.1

This report is prepared monthly on Form JUS 741 furnished by the State of California, Department of Justice, Bureau of Criminal Statistics. It reports the number of boys and girls under eighteen who are arrested on all of the Part I Classes of Offenses and on a number of lesser offenses or reasons for arrest. It further tabulates the disposition of the arrest in the categories of (a) handled within the department, (b) referred to other agencies, or (c) referred to Juvenile Court or Probation Department.

6.8.9.2

The report form is shown in Figure 6.8-9.

6.8.10

RBDP Report - Monthly Crime Profile

6.8.10.1

The purpose of this report is to provide monthly visibility of crime activity in Redondo Beach. It includes a listing of all Part I Class of Offenses as well as many additional offenses. A column is reserved for the applicable Penal Code Number and another for felony or misdemeanor. A monthly count of offenses is recorded both by district and by day of the week.

A cumulative count of offenses by watch includes the total for this

C8-1204/030

JURIS. CODE		QTR.		Trans. Code		BATCH	
STATE OF CALIFORNIA DEPARTMENT OF JUSTICE BUREAU OF CRIMINAL STATISTICS MONTHLY FELONY CRIME AND CLEARANCE REPORT							
County [] of:		Month of					
City []							

1 FELONY OFFENSES (Add others when needed)	2 Offenses Reported or Known to Police (Include "Unfounded")	3 Unfounded, i.e. False or Baseless Complaints	4 Number of Actual Offenses (Column 2 Minus Column 3) (Include Attempts)	5 Offenses Cleared	
				a By Arrest	b Otherwise
1. Criminal Homicide					
a. Murder and Non-Negligent Manslaughter	10				
b. Manslaughter by Negligence	16				
2. Rape					
a. Forcible	61				
b. Statutory	62				
3. Robbery					
a. Weapon	26				
b. Strongarm	27				
4. Aggravated Assault	32				
5. Burglary					
a. Residence	43				
b. Other structure	44				
c. Safe (Exclude from a or b)	45				
d. Locked Vehicle	46				
6. Grand Theft (Except auto)	50				
7. Auto Theft	53				
8. Check Offenses	58				
9. Sex Offenses					
a. L. and L. (288)	73				
b. Other sex felonies	79				
10. Other felonies (List)					
TOTALS	1-				

LARCENY—THEFT—As Reported on "Return A" to Federal Bureau of Investigation					
a. \$50 and over in value.	X1				
b. Under \$50 in value	X2				

QTR.	Trans. Code	BATCH	Date of this Report:	[SIGNED] _____	Chief of Police — Sheriff
			_____ 19__	By _____	

JUS 729

Figure 6.8-8.

C8-1204/030

JURIS. CODE		QTR.		Trans. Code		BATCH	
STATE OF CALIFORNIA DEPARTMENT OF JUSTICE BUREAU OF CRIMINAL STATISTICS MONTHLY ARREST REPORT ON YOUTHS UNDER EIGHTEEN							
County []		Month of					
City []							

OFFENSES OR REASONS FOR ARREST	ARRESTED			DISPOSITION OF ARREST		
	Boys 1	Girls 2	Total 3	Handled Within Dept. 4	Referred To	
					Other Agencies 5	Juv. Ct. To Prob. Dept. 6
A						
Homicide	10					
Robbery	20					
Aggravated assault	30					
Burglary	40					
Grand theft — except auto	50					
Auto theft	53					
Rape — forcible	60					
Marijuana	80					
Heroin & other Narcotics	81					
Dangerous Drugs	82					
Other Narcotic & Dangerous Drug Laws	83					
B						
Assault — all other	33					
Petty theft	51					
all other Sex, all other	66					
Weapons laws	71					
Drunk driving	73					
Hit & Run non-injury	74					
Arson	75					
C						
Malicious mischief	91					
Disturbing the peace	92					
Liquor laws	93					
Truancy	94					
Runaway	95					
Incorrigible	96					
Loitering — include curfew	97					
Transients — out of state	98					
All other	99					
D						
Protective custody — dependent	01					
TOTALS	3-					

Date of this Report

SIGNED _____

_____ 19__

BY _____

JUS 741

Rev. 11-67

Figure 6.8-9.

month and a comparison of this year-to-date versus the corresponding period the previous year. The percentage that each offense is of the total is to be calculated for this month's offenses.

Clearances are tabulated for each offense by (a) arrests, separated by total and juveniles, for each watch; (b) otherwise cleared, separated by watch; and (c) total cleared, again by watch. A calculation is then performed to determine the percent cleared which will be compared to the pre-established Clearance Index.

Disposition of persons charged will be recorded by (a) felony complaint filed, (b) misdemeanor complaint filed, (c) released, (d) handled within department, (e) referred to Juvenile Court jurisdiction, and (f) turned over to other agency or jurisdiction.

6.8.10.2 As previously explained in Paragraph 6.3.3, a Clearance Index is to be established against which performance will be measured. The actual accomplishment will be measured and compared against the Index value. When the deviation exceeds a pre-established amount, a check mark will be recorded in the "Excessive Deviation" column. Anyone reviewing the crime profile tabulation will be able to immediately recognize the areas of most concern. A summary of those offenses falling within the "Excessive Deviation" category will be included in the Monthly Exception Report to the Chief.

6.8.10.3 This report is for the internal use of the Redondo Beach Police Department. It will be prepared by the Records Bureau and will record all information through the previous month. A summary will be prepared at year-end to reflect the total crime activity for the year. Certain portions of this report should match the count contained on FBI and State reports.

6.8.10.4 The report format is shown in Figure 6.8-10.

6.8.11 RBPB Report - Monthly Departmental Activity Profile

6.8.11.1 This report presents the total time devoted to various categories of events and field activities each month on a departmental level.

[illegible]

[illegible]

Its purpose is to provide a comparison of the actual time devoted to each activity versus a pre-established Index value. It further provides a comparison, by watch, of activity count, total elapsed time, and average activity time. This analysis of the time spent compared to the time planned for each activity will (a) provide a measure of the actual efficiency on a total departmental basis, (b) identify those activities which seem to be consuming a disproportionate amount of time, (c) determine theoretical time available for patrol, which is an indicator of required staffing, and (d) when used with Figure 6.8-12, Officer Activity Profile, allows a comparison of the average activity times of each Patrolman to the departmental, or the watch, average.

- 6.8.11.2 An activity count is made for each activity by District, by watch, and in total. The total time spent on each activity is recorded by watch. The average time spent on each activity is calculated. The percentage of the total time that is spent on each activity is calculated. These percentages are compared against a pre-established Index value and excessive deviation is recorded. For additional comparison, the previous month's averages are shown.
- 6.8.11.3 The report format is shown in Figure 6.8-11.
- 6.8.11.4 The Information Analyst will prepare displays to better present and compare the information recorded on Figure 6.8-11.
 - 6.8.11.4.1 One display, shown in Figure 6.8-11.1, shows both the total count of responses to each activity or offense and the average time spent on each activity. This is shown for each watch and for the entire city.
 - 6.8.11.4.2 Another display, shown in Figure 6.8-11.2, presents a monthly profile of the way that the total available time is distributed on a monthly departmental basis. The time distribution is stacked by (a) crime related activity, (b) accident related activity, (c) service and other non-crime incident activity, and (d) miscellaneous activity. The remaining available time is theoretically available for Patrol.

This time could be stacked by watch, if desired, rather than by total department. If circumstances so dictate, it could be prepared on a time interval other than monthly.

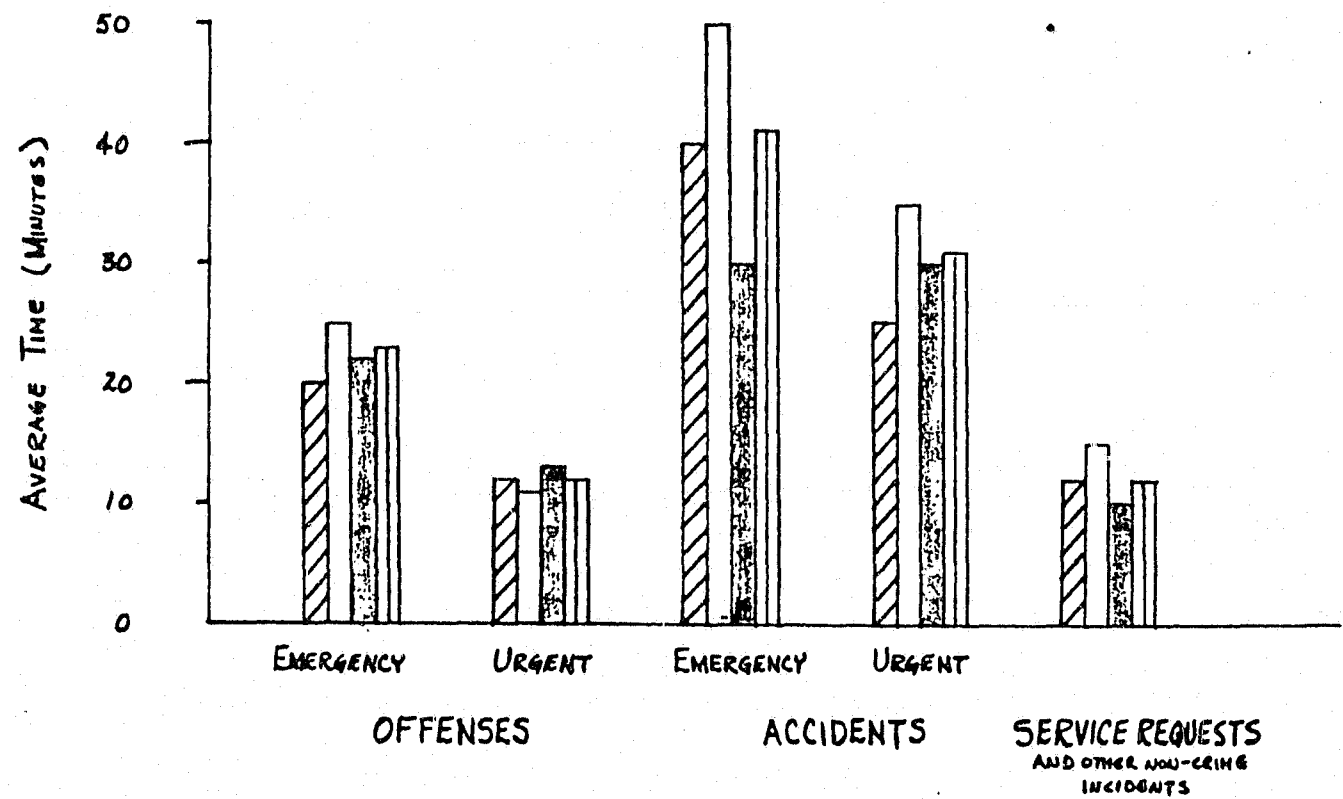
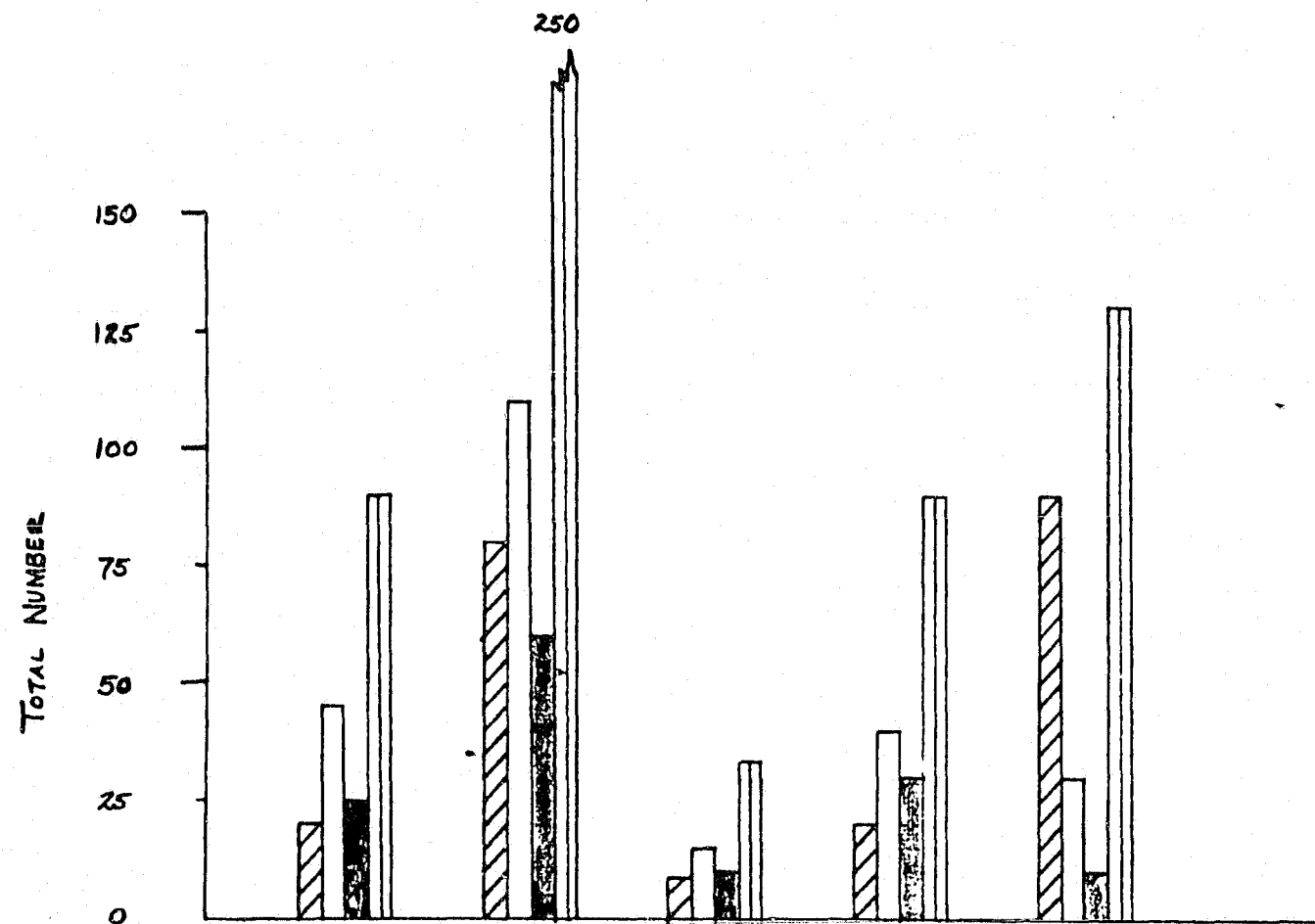
ACTIVITY	COUNT																																TIME	
	WATCH 1								WATCH 2								WATCH 3								TOTAL CITY								WATCH	
	DISTRICT								DISTRICT								DISTRICT								DISTRICT									
	1	2	3	4	5	6	9	TOTAL	1	2	3	4	5	6	9	TOTAL	1	2	3	4	5	6	9	TOTAL	1	2	3	4	5	6	9	TOTAL	1	2
MISCELLANEOUS EVENTS																																		
OFFENSES, EMERGENCY																																		
" , URGENT																																		
ACCIDENTS, EMERGENCY																																		
" , URGENT																																		
SERVICE REQUESTS AND OTHER NON-CRIME INCIDENTS																																		
MISCELLANEOUS FIELD ACTIVITIES																																		
ARREST, FELONY																																		
" , MISDEMEANOR																																		
BACK-UP																																		
BOOKING																																		
CITATIONS																																		
COURT TIME																																		
FIELD INTERVIEWS																																		
HOUSE CHECKS																																		
INVESTIGATIONS																																		
REPORT PREPARATION																																		
RETURNING TO STATION																																		
SCHOOL, SPECIAL, AND TRAFFIC DUTY																																		
STATION DUTY																																		
TRAINING																																		
VEHICLE SERVICING																																		
OTHER (LIST)																																		
BRIEFING																																		
CODE 7																																		
TOTAL COUNT OR TIME SPENT																																		
																																TOTAL TIME AVAILABLE		
																																PATROL TIME (THEORETICAL)		

← CAN FURTHER BEAR
AND OVERTIME IF

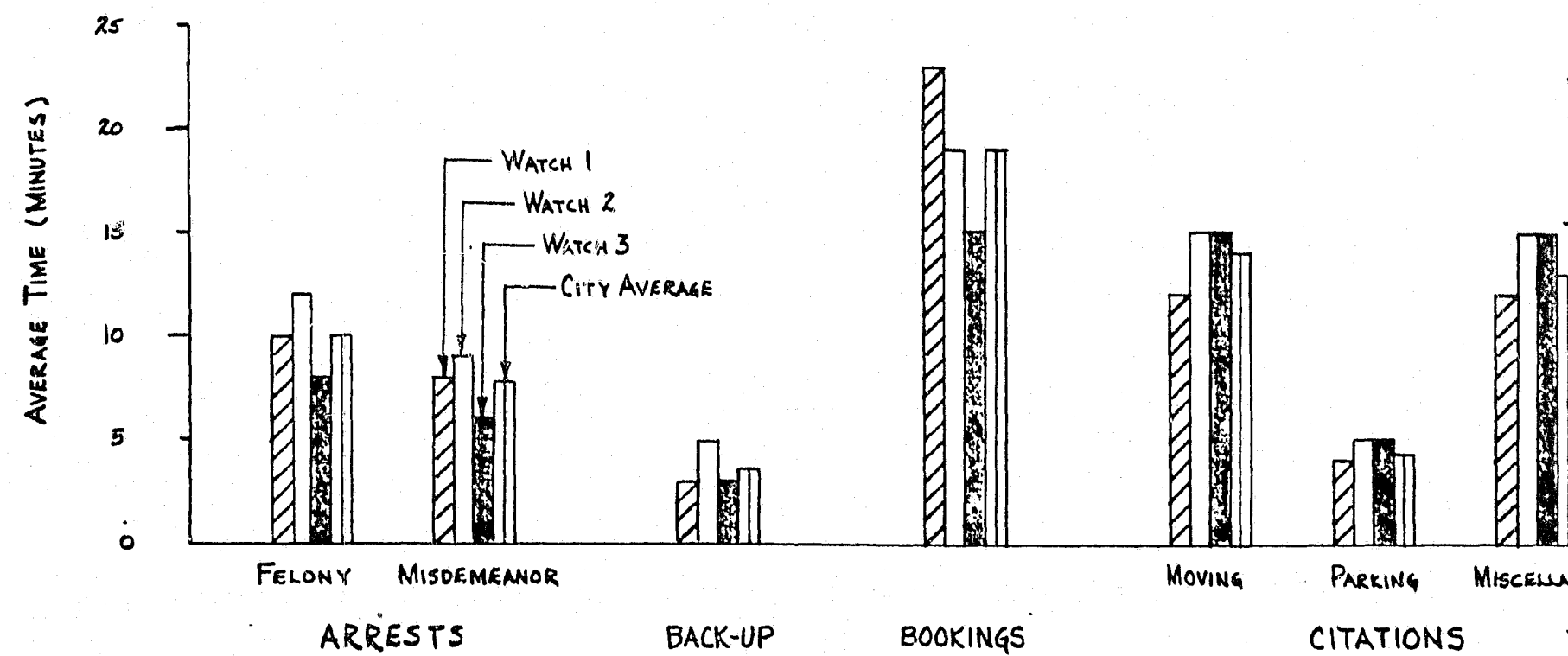
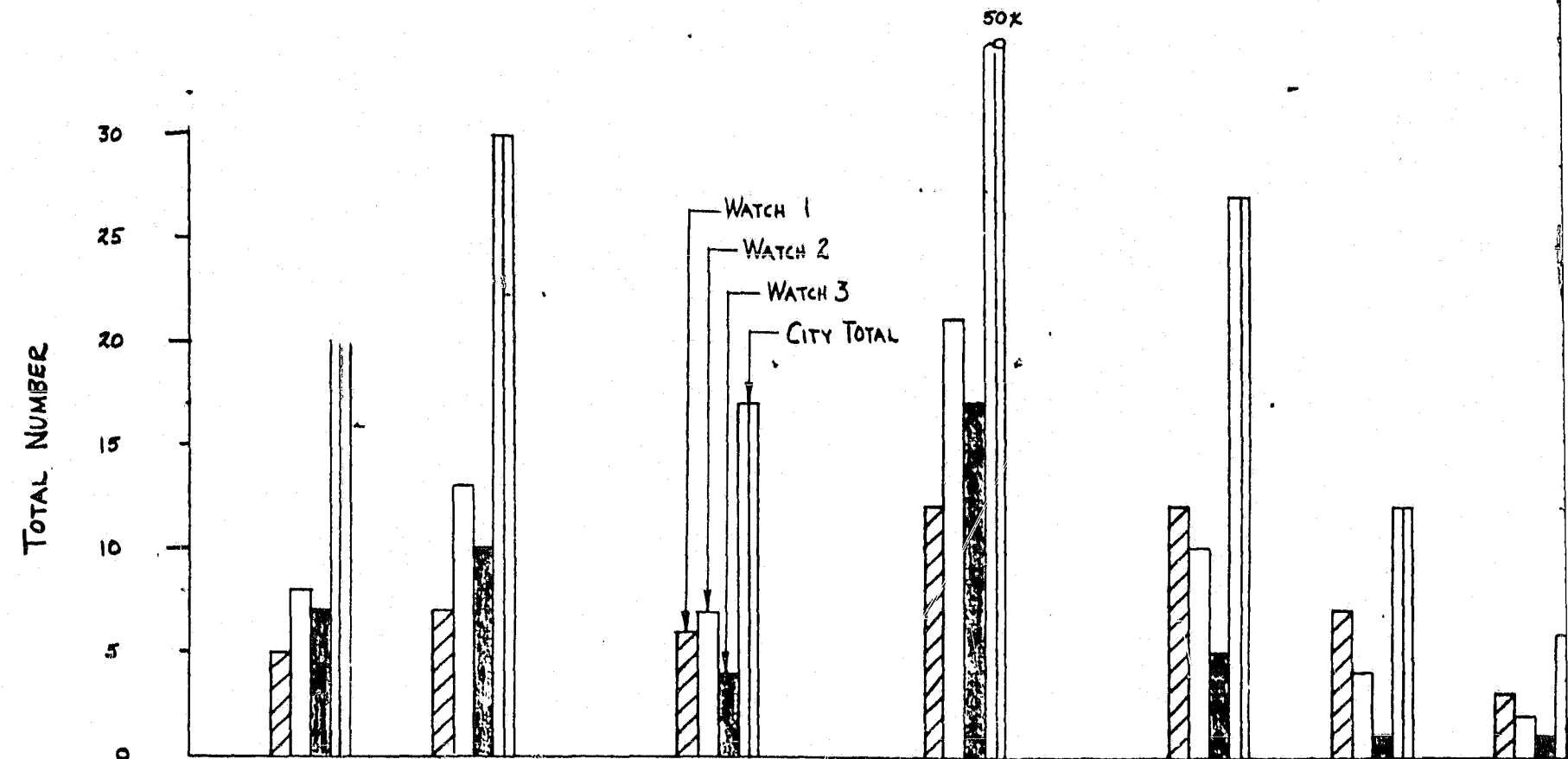
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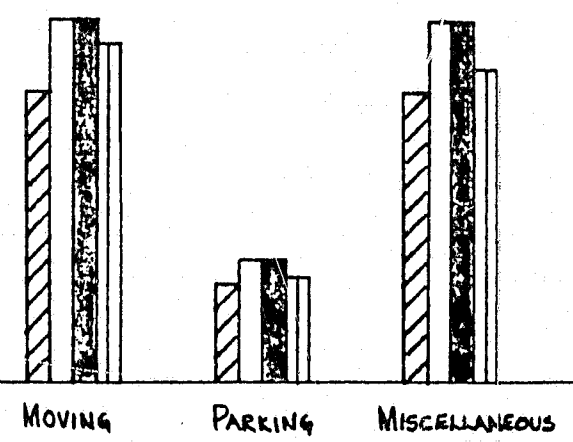
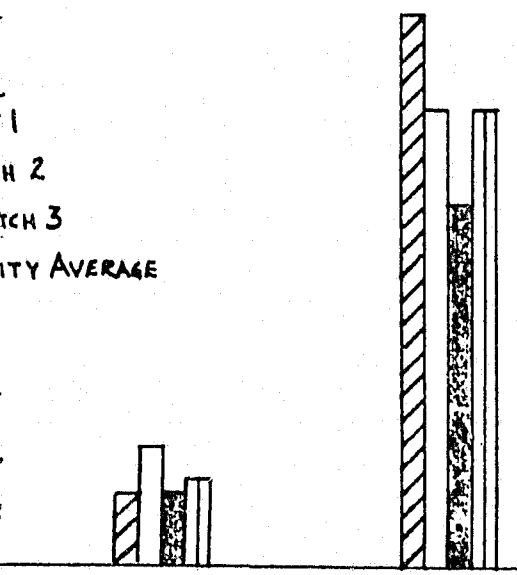
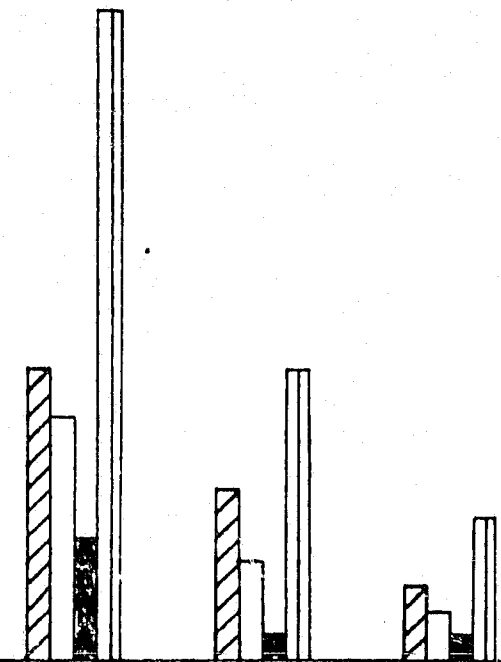
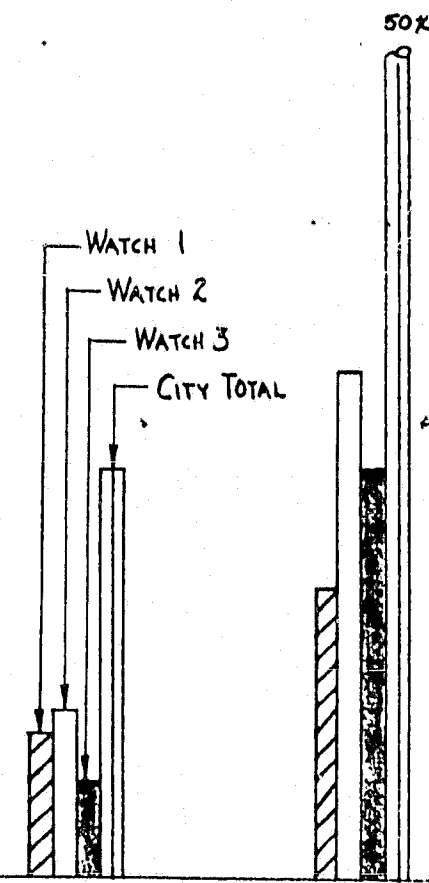
OR BREAK DOWN BY REGULAR —
TIME IF DESIRED

Figure 6.8-11. Departmental Act



MISCELLANEOUS EVENTS





BACK-UP BOOKINGS MOVING CITATIONS MISCELLANEOUS COURT TIME FIELD INTERVIEWS HOUSE CHECKS INVESTIGATIONS REPORT PREP. RETURN TO STATION SPECIAL DUTY STATION DUTY

MISCELLANEOUS FIELD ACTIVITIES

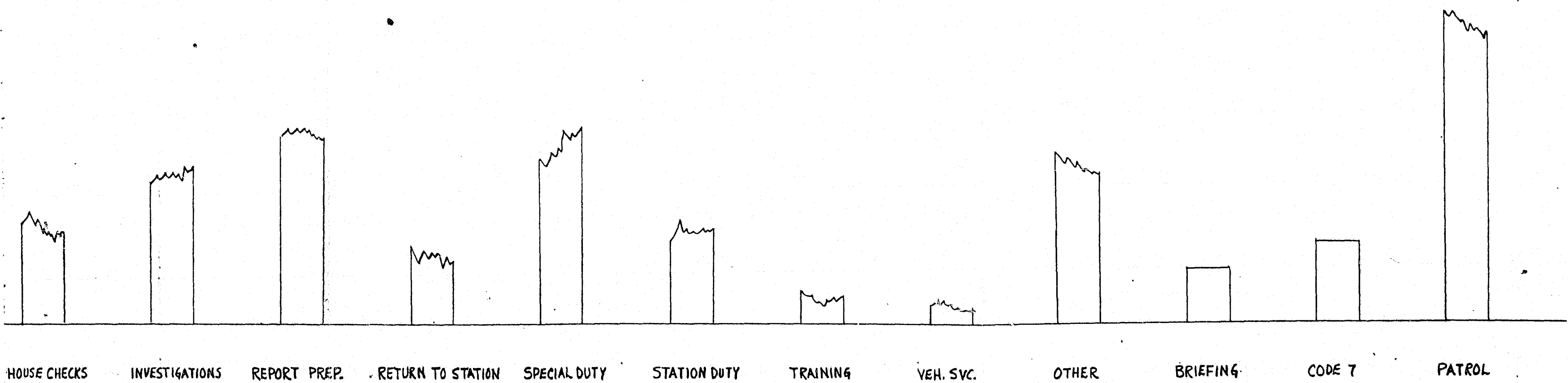


Figure 6.8-11.1. Departmental Activity Profile Display

NEOUS FIELD ACTIVITIES

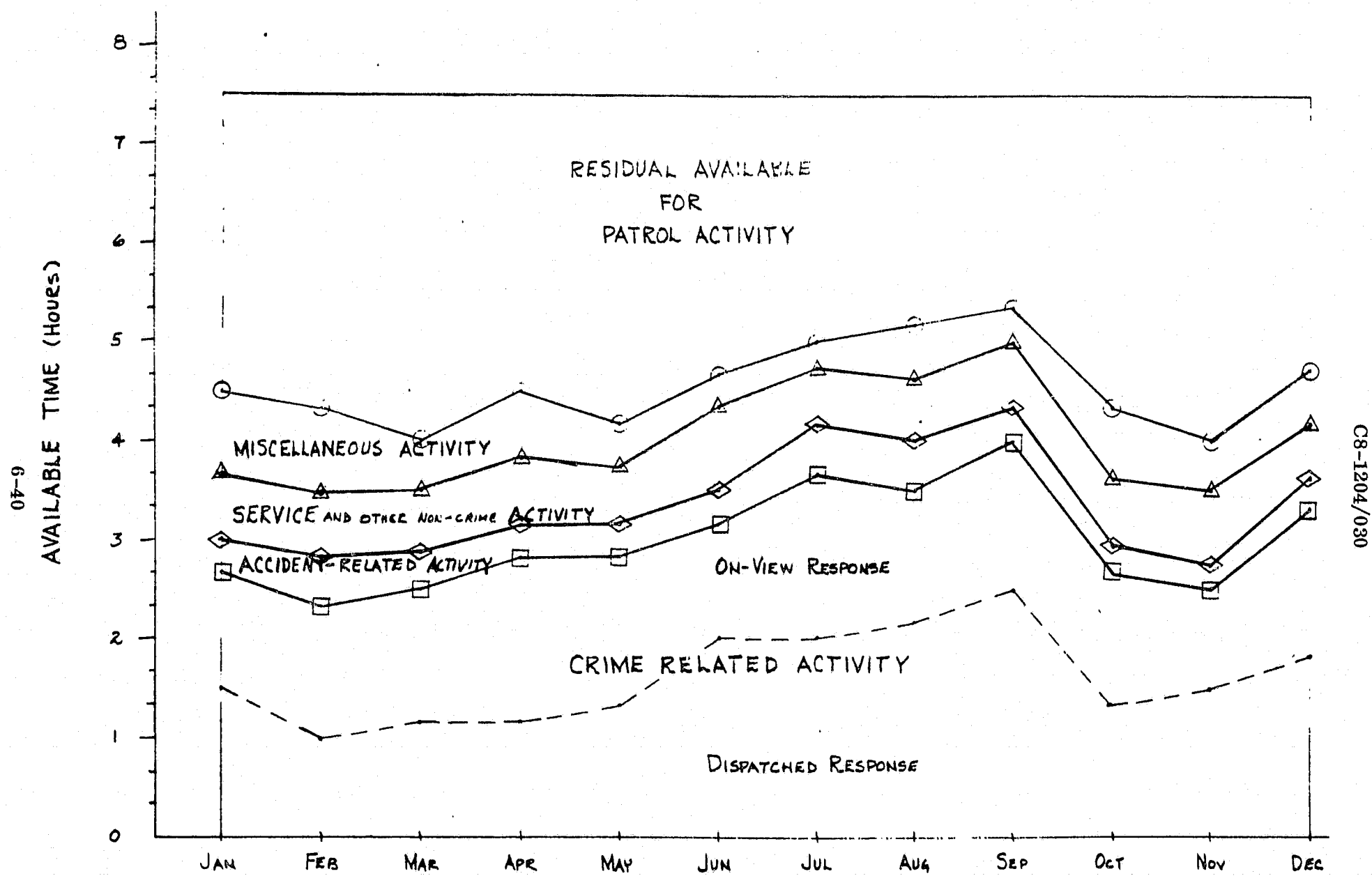


Figure 6.8-11.2. Departmental Activity Profile Display

6.8.12 RBPD - Monthly Officer Activity Profile

6.8.12.1 This report is quite similar to the Monthly Departmental Activity Profile Summary described in Paragraph 6.8.11 except that this report details the activity of each individual Officer. This report allows direct comparison to be made between Officers on each of their many activities. The total number of times that each Officer performs each activity, and his average time per activity are recorded.

6.8.12.2 This tabular report, when used in conjunction with the Departmental Average Activity Time Index, shown in Figure 6.8-11, will reveal which Officers are exceeding the departmental average times in performing their duties. This report should be used as a guide for determining where individual deficiencies may need strengthening. When prepared over a lengthy period of time, such as an annual summary, it will reveal which Officers may be spending considerable time on certain activities while forsaking or neglecting, or never being assigned to, others.

6.8.12.3 This report will be prepared monthly. An additional copy will be prepared which collects the cumulative yearly information per Officer. The summary prepared in January which presents cumulative information for the year through December will serve as the annual summary.

6.8.12.4 The report format is shown in Figure 6.8-12.

6.8.13 RBPD Report - Monthly Traffic Profile

This report presents a profile of traffic accidents and their causes. Its purpose is to provide sufficient information, and in satisfactory detail, to be able to identify potentially emerging patterns such that preventive programs may be instituted to lessen, or minimize, accidents.

Traffic information is presented in five gross areas. These areas and the content of each are as follows:

6.8.13.1 Accident and Injury Statistics - The number of accidents this month and the number of persons injured and killed are tabulated for each of the eleven types of accidents listed on the Traffic

NOTE: AVERAGE TIME IS IN MINUTES

[illegible]

[illegible]

Figure 6.8-12. Officer Activity Profile

Accident Report submitted for each accident. These statistics are tabulated by the watch in which the accident occurred. Comparative city-wide totals are maintained for the corresponding month last year, this year to date cumulative, and the corresponding cumulative period last year.

Fatalities and injuries are recorded both by age of casualty and whether they are pedestrians, bicyclists, or motorcyclists, and driver or passenger. Pedestrian actions are recorded by age of pedestrian.

- 6.8.13.2 Directional Analysis - This records information concerning vehicular and pedestrian accidents, the actions of each, and their relationship to each other.
- 6.8.13.3 Time and Environmental Conditions - This records accidents and fatalities by time of day and day of week. It further includes weather conditions and light conditions.
- 6.8.13.4 Vehicle and Its Operation - The type of motor vehicle (such as passenger car, bus, etc.) and the type of accident in which it is involved (fatal, injury, and property damage) is tabulated. Records are maintained as to the circumstances (such as speed, failed to yield, etc.) which contributed to each type of accident.
- 6.8.13.5 Driver Information - The age, sex, and residence of each driver is posted versus the type of accident involved.
- 6.8.13.6 The report format is shown in Figure 6.8-13.
- 6.8.13.7 Displays of the traffic statistics, such as the examples shown in Figures 6.8-13.1 and 6.8-13.2, will be prepared directly from the Traffic Accident Profile printout to aid in traffic analysis. A display will be prepared and updated each month for each district as well as for the entire city.

ACCIDENT AND INJURY STATISTICS

TYPE OF ACCIDENT	NUMBER OF ACCIDENTS THIS MONTH												NUMBER OF PERSONS								
	ALL ACCIDENTS	WATCH 1			WATCH 2			WATCH 3			TOTAL			WATCH 1		WATCH 2		WATCH 3		TOTAL	
		FATAL	INJURY	PROPERTY DAMAGE	FATAL	INJURY	PROPERTY DAMAGE	FATAL	INJURY	PROPERTY DAMAGE	FATAL	INJURY	PROPERTY DAMAGE	KILLED	INJURED	KILLED	INJURED	KILLED	INJURED	KILLED	INJURED
COLLISION OF MOTOR VEHICLES WITH: 1. PEDESTRIAN 2. OTHER MOTOR VEHICLES IN TRAFFIC 3. PARKED MOTOR VEHICLES 4. TRAIN 5. BICYCLIST 6. ANIMAL 7. OTHER OBJECT 8. FIXED OBJECT 9. RAN OFF ROAD 10. OVERTURNED IN ROAD 11. OTHER NON-COLLISION 12.																					
TOTALS																					

AGE OF CASUALTY	PERSONS KILLED												PERSONS INJURED											
	TOTAL KILLED			PEDESTRIANS			BICYCLIST OR MOTORCYCLIST			DRIVER OR PASSENGER			TOTAL INJURED			PEDESTRIANS			BICYCLIST OR MOTORCYCLIST			DRIVER OR PASSENGER		
	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE
1. 0 - 4																								
2. 5 - 9																								
3. 10 - 14																								
4. 15 - 19																								
5. 20 - 24																								
6. 25 - 34																								
7. 35 - 44																								
8. 45 - 54																								
9. 55 - 64																								
10. 65 - 74																								
11. 75 AND OLDER																								
12. NOT STATED																								
TOTALS																								

PEDESTRIAN ACTIONS BY AGE	PEDESTRIANS KILLED	TOTAL
1A. CROSSING OR ENTERING ROAD - AT INTERSECTION		
1B. SAME - NOT AT INTERSECTION		
2A. WALKING IN ROADWAY - WITH TRAFFIC		
2B. SAME - AGAINST TRAFFIC		
3. STANDING IN ROADWAY		
4. GETTING ON OR OFF OTHER VEHICLE		
5. PUSHING OR WORKING ON VEHICLE IN ROADWAY		
6. OTHER WORKING IN ROADWAY		
7. PLAYING IN ROADWAY		
8. OTHER IN ROADWAY		
9. NOT IN ROADWAY		
10. NOT STATED		
TOTALS		

DIRECT

TWO MOTOR VEHICLE INTERSECTION ACCIDENTS	ALL ACCIDENTS	FATAL ACCIDENTS	INJURY ACCIDENTS	PROPERTY ACCIDENTS
1. ENTERING AT ANGLE				
2A. FROM SAME DIRECTION - BOTH GOING STRAIGHT				
B. SAME - ONE TURNING, ONE STRAIGHT				
C. SAME - ONE STOPPED				
D. SAME - ALL OTHERS				
3A. FROM OPPOSITE DIRECTIONS - BOTH GOING STRAIGHT				
B. SAME - ONE TURNING LEFT, ONE STRAIGHT				
C. SAME - ALL OTHERS				
4. NOT STATED				
TOTALS				

TWO MOTOR VEHICLE NON-INTERSECTION ACCIDENTS	ALL ACCIDENTS	FATAL ACCIDENTS	INJURY ACCIDENTS	PROPERTY DAMAGE ACCIDENTS
1. GOING OPPOSITE DIRECTION - BOTH MOVING				
2. GOING SAME DIRECTION - BOTH MOVING				
3A. ONE CAR PARKED				
3B. ONE CAR STOPPED IN TRAFFIC				
4A. ONE CAR ENTERING PARKED POSITION				
4B. ONE CAR LEAVING PARKED POSITION				
5A. ONE CAR ENTERING ALLEY OR DRIVEWAY				
5B. ONE CAR LEAVING ALLEY OR DRIVEWAY				
6. ALL OTHERS				
7. NOT STATED				
TOTALS				

DIRECTIONAL ANALYSIS

ALL ACCIDENTS	FATAL ACCIDENTS	INJURY ACCIDENTS	PROPERTY DAMAGE ACCIDENTS

ALL ACCIDENTS	FATAL ACCIDENTS	INJURY ACCIDENTS	PROPERTY DAMAGE ACCIDENTS

PEDESTRIAN ACCIDENTS	ALL PEDESTRIAN ACCIDENTS	FATAL ACCIDENTS			INJURY ACCIDENTS		
		TOTAL	AT INTER- SECTION	NOT AT INTER- SECTION	TOTAL	AT INTER- SECTION	NOT AT INTER- SECTION
1. CAR GOING STRAIGHT							
2. CAR TURNING RIGHT							
3. CAR TURNING LEFT							
4. CAR BACKING							
5. ALL OTHERS							
6. NOT STATED							
TOTALS							

ALL OTHER ACCIDENTS	NUMBER OF ACCIDENTS			
	ALL	FATAL	INJURY	PROPERTY DAMAGE
1A. COLLISION WITH NON-MOTOR VEHICLES (TRAILER, BICYCLE, ETC.) AT INTERSECTION				
1B. SAME - NOT AT INTERSECTION				
2A. COLLISION WITH FIXED OBJECT IN ROADWAY - AT INTERSECTION				
2B. SAME - NOT AT INTERSECTION				
3A. OVERTURNED IN ROADWAY - AT INTERSECTION				
3B. SAME - NOT AT INTERSECTION				
4. LEFT ROADWAY - AT INTERSECTION				
5. LEFT ROADWAY AT CURVE - NOT AT INTERSECTION				
6. LEFT ROADWAY ON STRAIGHT ROAD - NOT AT INTERSECTION				
7. FELL FROM MOVING VEHICLE				
8. ALL OTHERS				
9. NOT STATED				
TOTALS				

Section 2 of 5

TIME	To
0001-0100	
0101-0200	
0201-0300	
0301-0400	
0401-0500	
0501-0600	
0601-0700	
0701-0800	
0801-0900	
0901-1000	
1001-1100	
1101-1200	
1201-1300	
1301-1400	
1401-1500	
1501-1600	
1601-1700	
1701-1800	
1801-1900	
1901-2000	
2001-2100	
2101-2200	
2201-2300	
2301-2400	
NOT STATED	
TOTALS	

WEATHER CONDITION
1. CLEAR
2. RAIN
3. FOG
4. OTHER
5. NOT STATED
TOTALS

TIME AND ENVIRONMENTAL CONDITIONS

TIME	TOTAL ACCIDENTS		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY		NOT STATED	
	ALL	FATAL	ALL	FATAL	ALL	FATAL	ALL	FATAL	ALL	FATAL	ALL	FATAL	ALL	FATAL	ALL	FATAL	ALL	FATAL
0001-0100																		
0101-0200																		
0201-0300																		
0301-0400																		
0401-0500																		
0501-0600																		
0601-0700																		
0701-0800																		
0801-0900																		
0901-1000																		
1001-1100																		
1101-1200																		
1201-1300																		
1301-1400																		
1401-1500																		
1501-1600																		
1601-1700																		
1701-1800																		
1801-1900																		
1901-2000																		
2001-2100																		
2101-2200																		
2201-2300																		
2301-2400																		
NOT STATED																		
TOTALS																		

WEATHER CONDITION	ALL ACCIDENTS	FATAL ACCIDENTS	INJURY ACCIDENTS	PROPERTY DAMAGE ACCIDENTS
1. CLEAR				
2. RAIN				
3. FOG				
4. OTHER				
5. NOT STATED				
TOTALS				

LIGHT CONDITION	ALL ACCIDENTS	FATAL ACCIDENTS	INJURY ACCIDENTS	PROPERTY DAMAGE ACCIDENTS
1. DAYLIGHT				
2. DAWN OR DUSK				
3. DARKNESS				
4. NOT STATED				
TOTALS				

VEHICLE AND ITS OPERATION

TYPE OF MOTOR VEHICLE	ALL ACCIDENTS	FATAL ACCIDENTS	INJURY ACCIDENTS	PROPERTY DAMAGE ACCIDENTS
1. PASSENGER CAR				
2. PASSENGER CAR AND TRAILER				
3. TRUCK OR TRUCK TRACTOR				
4. TRUCK TRACTOR AND SEMI-TRAILER				
5. OTHER TRUCK COMBINATION				
6. FARM TRACTOR AND/OR FARM EQUIPMENT				
7. TAXICAB				
8. BUS				
9. SCHOOL BUS				
10. MOTORCYCLE				
11. MOTOR SCOOTER OR MOTOR BICYCLE				
12. OTHERS AND NOT STATED				
TOTALS				
SPECIAL VEHICLES INCLUDED ABOVE				
13. EMERGENCY VEHICLES				
14. MILITARY VEHICLES				
15. OTHER PUBLICLY OWNED VEHICLES				

CONTRIBUTING CIRCUMSTANCES	ALL ACCIDENTS	FATAL ACCIDENTS	INJURY ACCIDENTS	PROPERTY DAMAGE ACCIDENTS
1. SPEED TOO FAST				
2. FAILED TO YIELD RIGHT OF WAY				
3. DROVE LEFT OF CENTER				
4. IMPROPER OVERTAKING				
5. PASSED STOP SIGN				
6. DISREGARDED TRAFFIC SIGNAL				
7. FOLLOWED TOO CLOSELY				
8. MADE IMPROPER TURN				
9. OTHER IMPROPER DRIVING				
10. INADEQUATE BRAKES				
11. IMPROPER LIGHTS				
12. HAD BEEN DRINKING				
TOTALS				

MONTH _____
YEAR _____

DRIVER INFORMATION

AGE OF DRIVER	ALL ACCIDENTS	FATAL ACCIDENTS	INJURY ACCIDENTS	PROPERTY DAMAGE ACCIDENTS
1. 15 AND YOUNGER				
2. 16				
3. 17				
4. 18 - 19				
5. 20 - 24				
6. 25 - 34				
7. 35 - 44				
8. 45 - 54				
9. 55 - 64				
10. 65 - 74				
11. 75 AND OLDER				
12. NOT STATED				
TOTALS				

SEX OF DRIVER	ALL ACCIDENTS	FATAL ACCIDENTS	INJURY ACCIDENTS	PROPERTY DAMAGE ACCIDENTS
1. MALE				
2. FEMALE				
3. NOT STATED				
TOTALS				

RESIDENCE OF DRIVER	ALL ACCIDENTS	FATAL ACCIDENTS	INJURY ACCIDENTS	PROPERTY DAMAGE ACCIDENTS
1. LOCAL RESIDENT				
2. RESIDING ELSEWHERE IN STATE				
3. NON-RESIDENT				
4. NOT STATED				
TOTALS				

Figure 6.8-13. Traffic Profile Summary

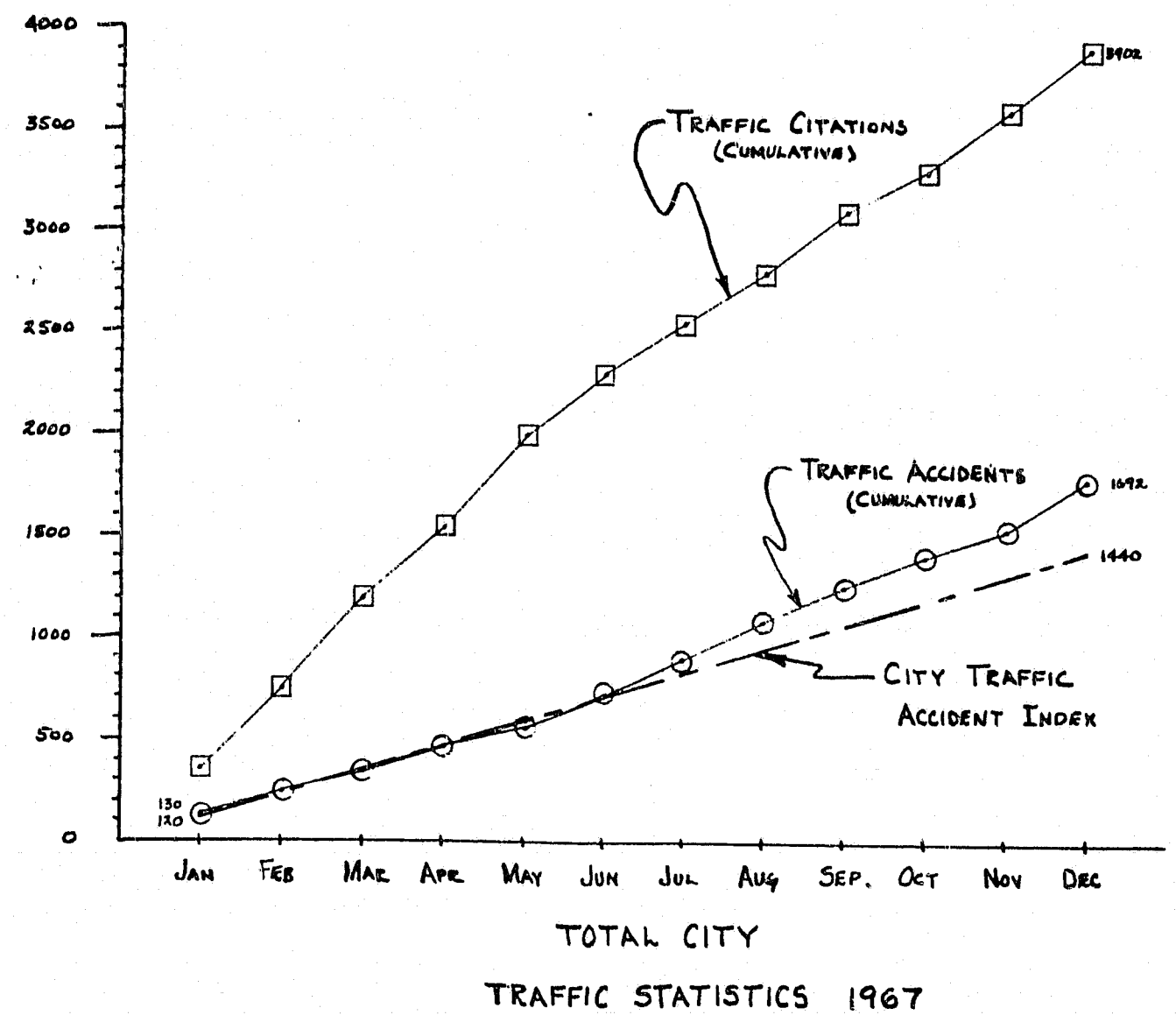
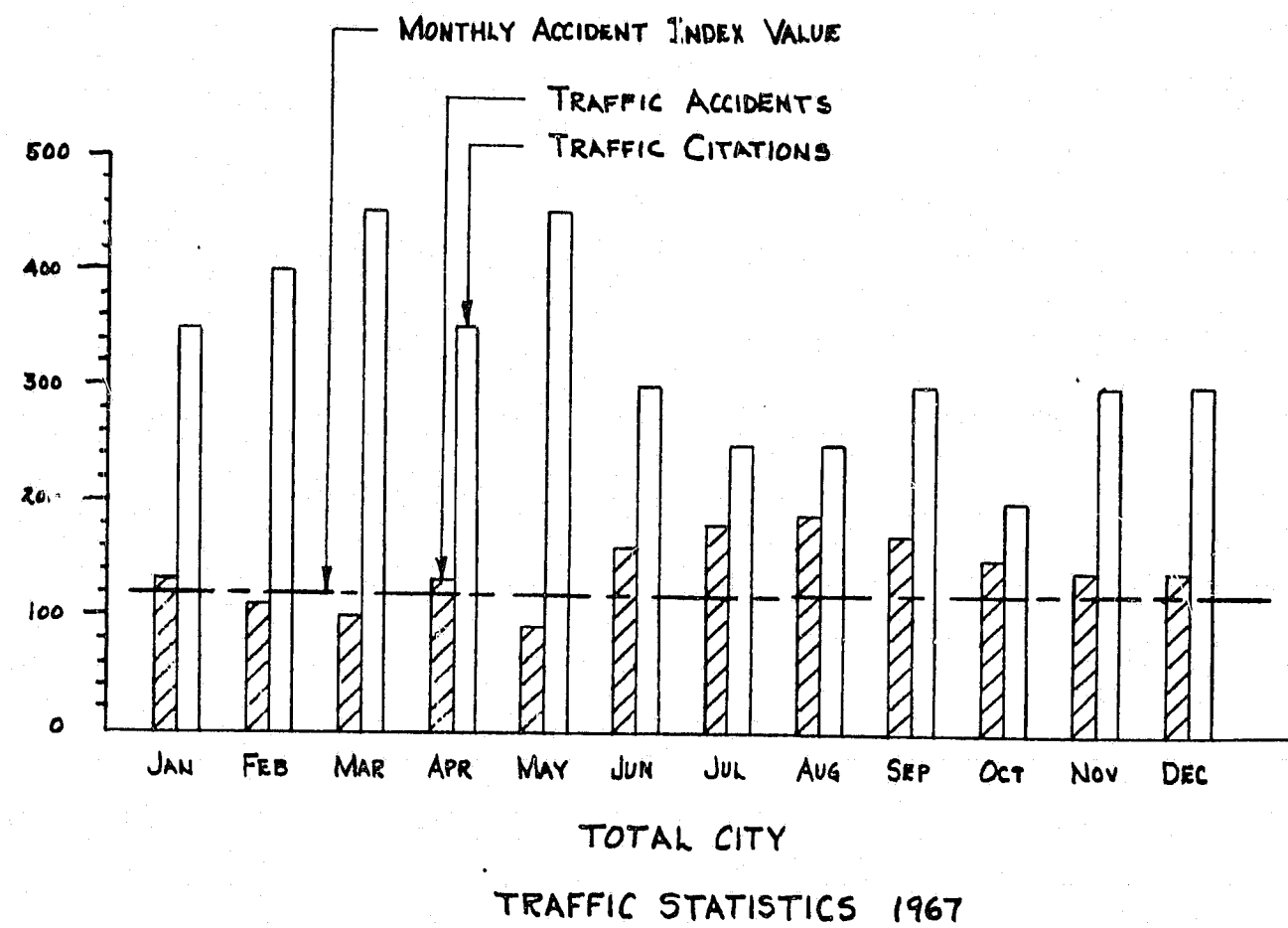


Figure 6.8-13.1. City Traffic Statistics

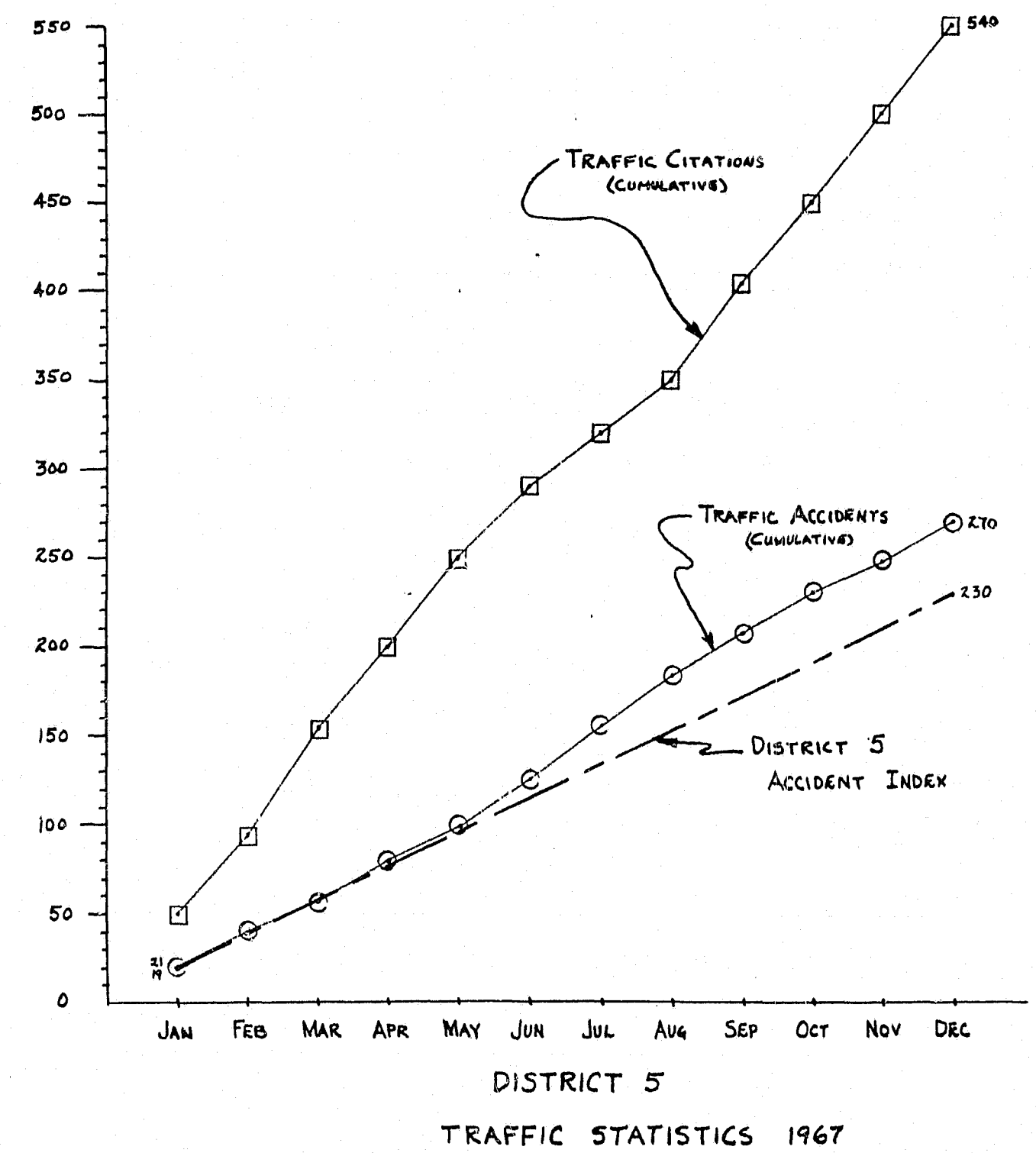
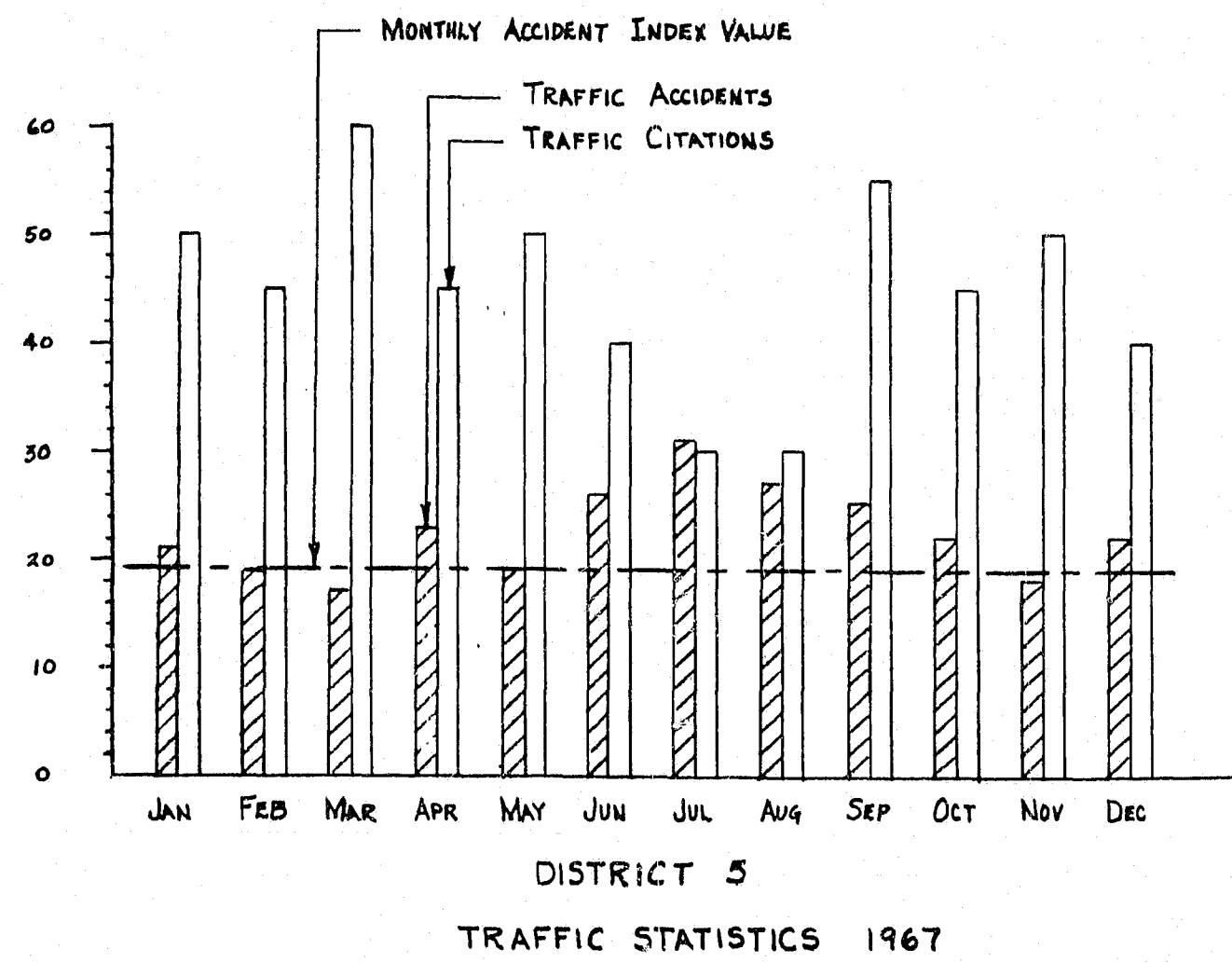


Figure 6.8-13.2. District 5 Traffic Signals

OFFENSE ANALYSIS SET

The reports shown below in Paragraphs 6.8.14 through 6.8.16 form an "Offense Analysis Set". Its purpose is to provide detailed and easily understandable data in a format which is convenient for analysis. The format chosen consists of a tabulation of pertinent facts for each offense and a graphical display of the data for each district and for the entire city. Both monthly and cumulative annual data are presented.

As presently defined, the Offense Analysis Set consists of tabulations and displays for burglary, robbery, and theft. The contents of the set may be changed depending upon which offenses need to be analyzed in detail.

6.8.14 RBPD Report - Monthly Burglary Offense Breakdown

6.8.14.1 This report presents a breakdown of the reported burglaries. Its purpose is to aid in pinpointing which types of burglaries are occurring with the most frequency, the locations in which they are being perpetrated, and when they are occurring. This information will form the basis for prevention programs designed to counteract the burglaries and to reduce their frequency and increase the related clearances.

6.8.14.2 This report collects the number of occurrences for (a) auto burglaries, (b) commercial building burglaries, (c) residential burglaries, and (d) total burglaries, by district and by time of the day and week. For each of these categories of burglary, a calculation is made to determine what percentage of total burglaries are occurring at what times and on which days. (For comparison purposes, last year's total and percentages are also tabulated.) A Burglary Index value will be established for each time and day and the actual number compared to it. Excessive deviations from the Index value will be noted. Those deviations which are excessive will be reported in the Monthly Exception Report to the Chief.

6.8.14.3 The report format is shown in Figure 6.8-14.

6.8.14.4 Displays of the burglary activity, such as the examples shown in Figures 6.8-14.1 and 6.8-14.2, will be prepared to aid in burglary analysis. A display will be prepared and updated each month for each district as well as for the entire city.

TYPE OF BURGLARY		AUTO														COMMERCIAL																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
DAY/TIME		DISTRICT							TOTAL	% OF TOTAL	LAST YEAR'S TOTAL	LAST YEAR'S %	INDEX VALUE	COMPARISON TO INDEX	EXCESSIVE DEVIATION	DISTRICT							TOTAL	% OF TOTAL	LAST YEAR'S TOTAL	LAST YEAR'S %	INDEX VALUE	COMPARISON TO INDEX	EXCESSIVE DEVIATION																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
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Figure 6.8-14. Burglary C

MONTH C8-1204/030 YEAR
CUMULATIVE THROUGH

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Figure 6.8-14. Burglary Offense Breakdown

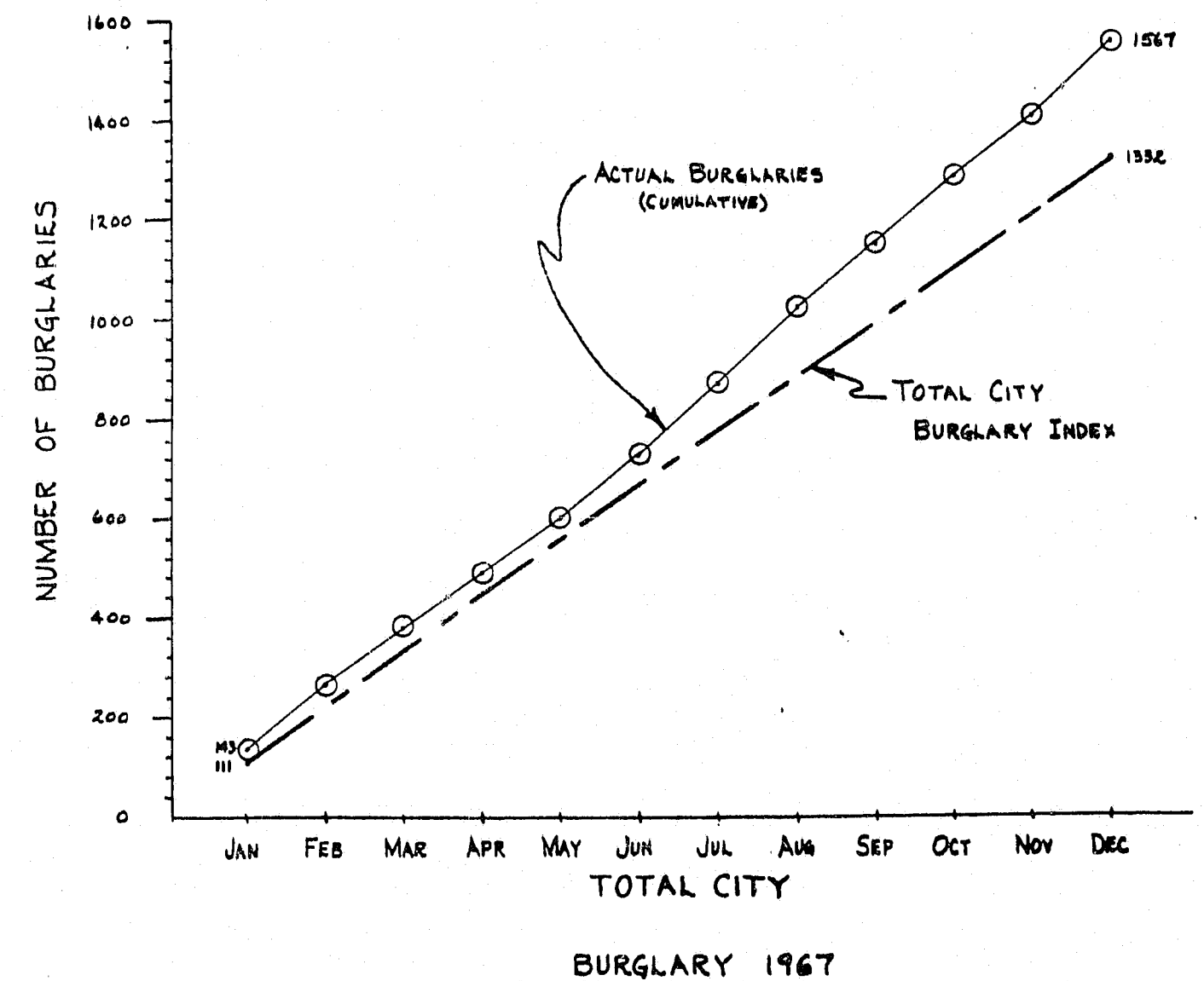
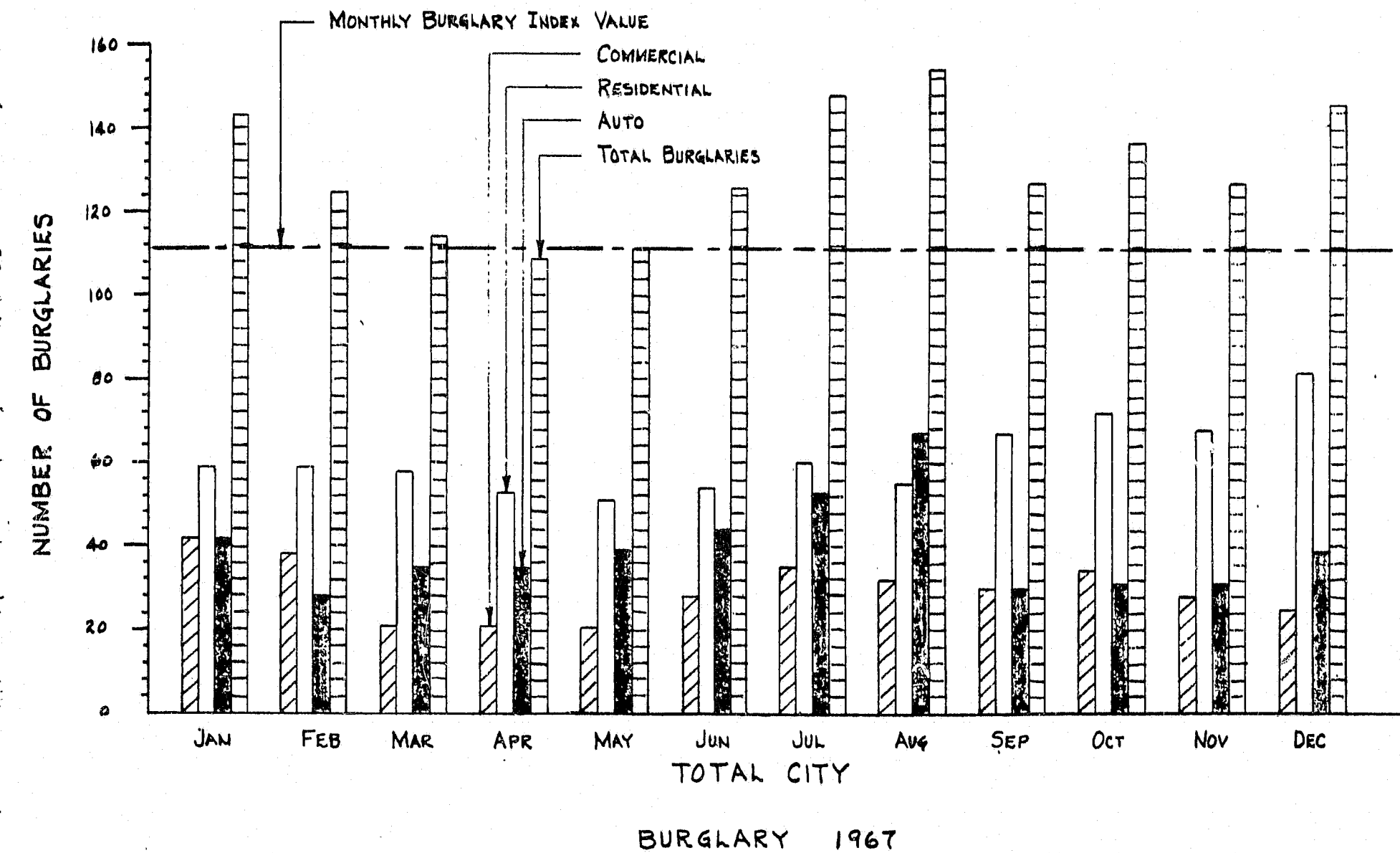


Figure 6.8-14.1. City Burglary Statistics display

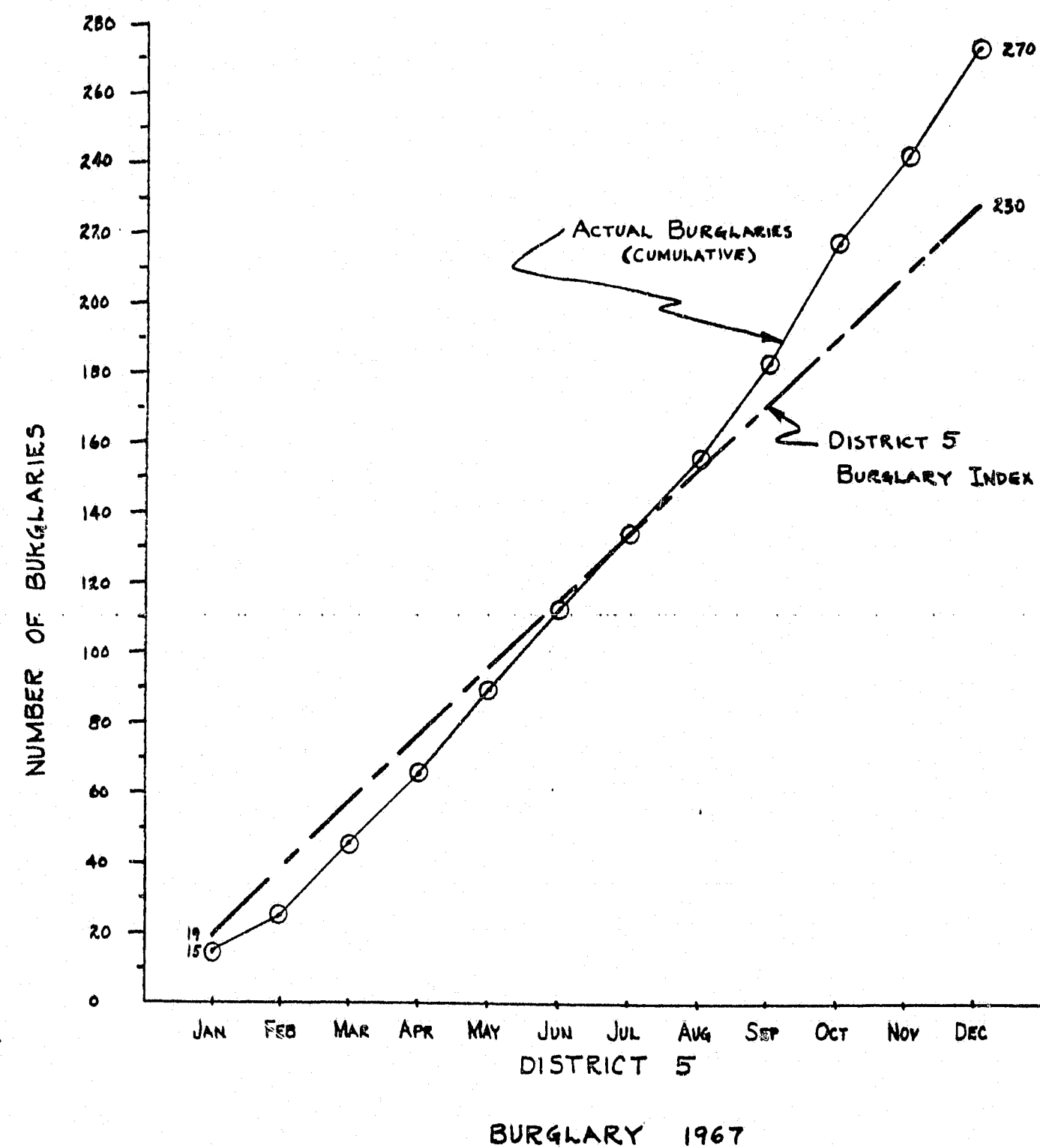
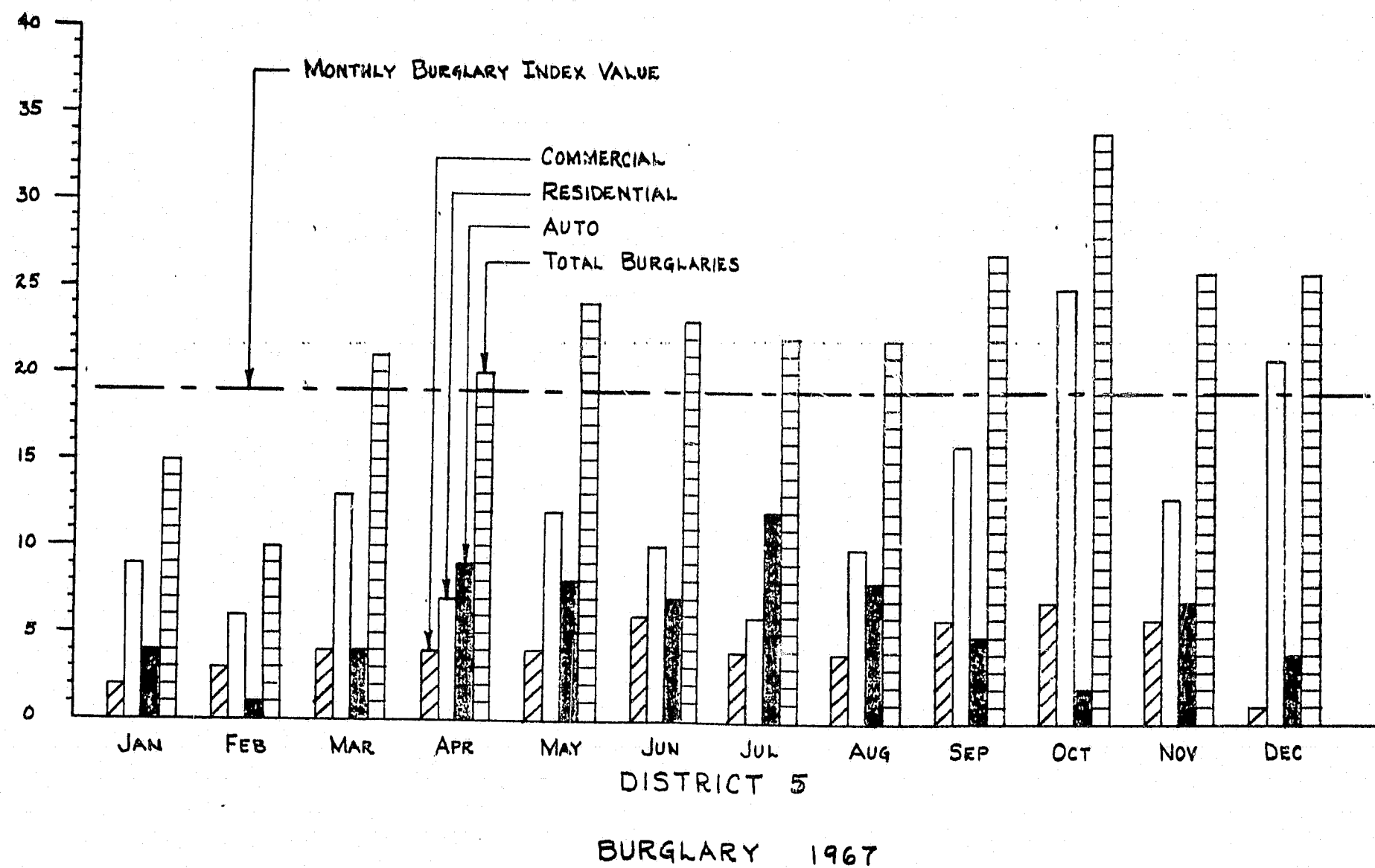


Figure 6.8-14.2 District 5 Burglary Statistics Display

- 6.8.15 RBPD Report - Monthly Robbery Offense Breakdown
- 6.8.15.1 This report is similar to the burglary report in Paragraph 6.8.14. This one depicts detailed information on armed or strong-armed robberies, the number of each, the district involved, and the time of occurrence. The purpose of the report is to provide a basis for robbery analysis and establishment of preventive activities.
- 6.8.15.2 The report format is shown in Figure 6.8-15.
- 6.8.15.3 Because of the frequency of occurrence, the robbery display is different from that selected for burglary and theft. The display shown in Figure 6.8-15.1 will be prepared on a monthly basis. A separate display of the same type will show cumulative annual robberies.
- 6.8.16 RBPD Report - Monthly Theft Offense Breakdown
- 6.8.16.1 This report is similar to those for burglary and robbery previously described. It presents detailed information concerning location, time, and number of thefts, by category of theft. The report is designed to provide the indicators which depict the serious theft areas and to aid management in planning crime preventive measures.
- 6.8.16.2 The report format is shown in Figure 6.8-16.
- 6.8.16.3 Displays of the theft offenses, such as the examples shown in Figures 6.8-16.1 and 6.8-16.2, will be prepared to aid in planning to reduce the occurrence of thefts. A separate display will be prepared and updated each month for each district and for the entire city.
- 6.8.17 RBPD Report - Crime Trend in Redondo Beach
- 6.8.17.1 This report presents a graphic portrayal of the crime trend in Redondo Beach. It presents major, or frequently occurring, offenses and the count of offenses for two consecutive, and equal, time periods. The percentage increase or decrease between the two time periods is shown.
- 6.8.17.2 The purpose of this report is to present a summary of gross crime activity in an easily understandable display.
- 6.8.17.3 An example of this report is shown in Figure 6.8-17.

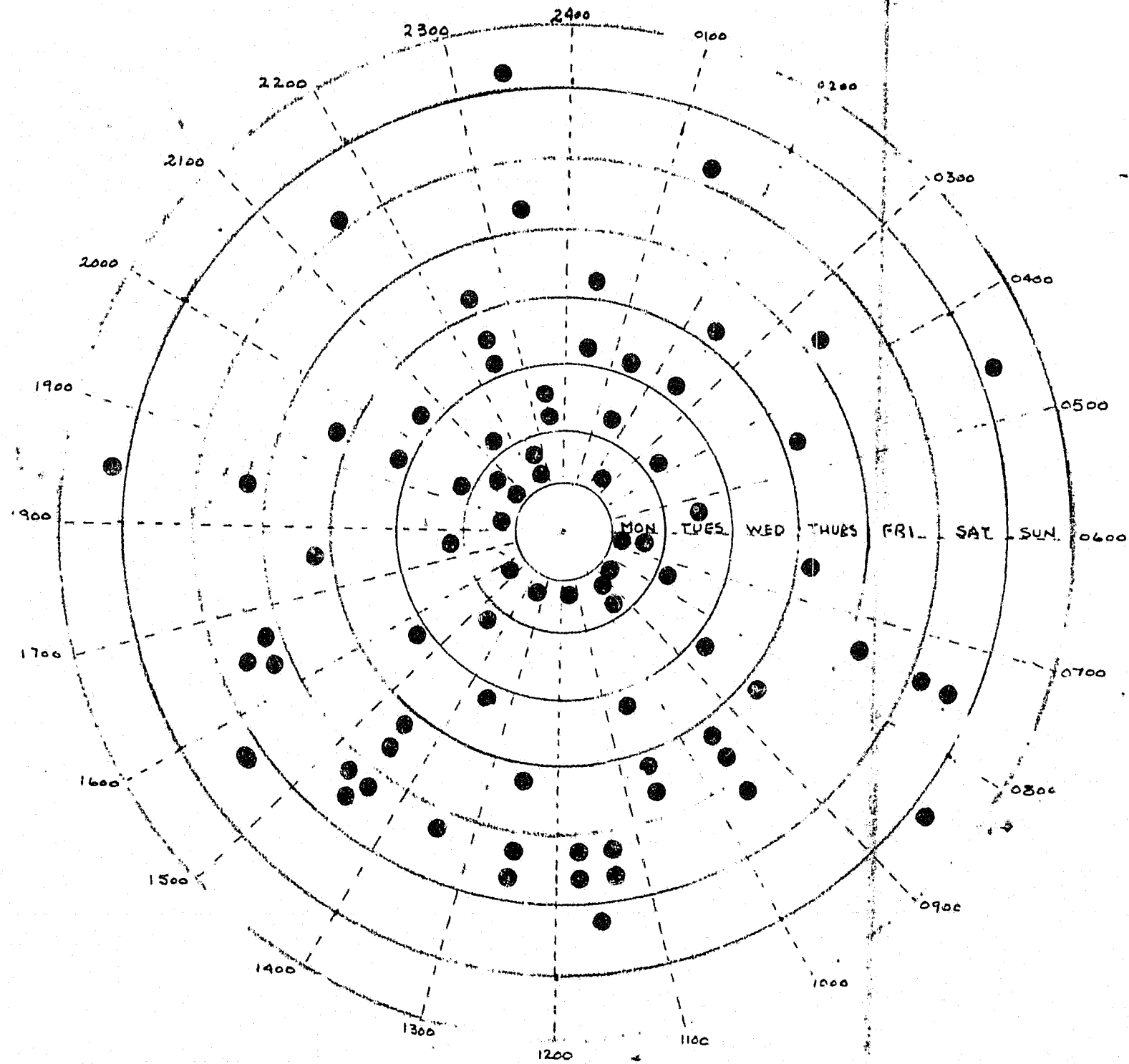
TYPE OF ROBBERY		ARMED (ANY WEAPON)												STRONG-ARM (NO WEAPON)														
DAY/TIME		DISTRICT						TOTAL	% OF TOTAL	LAST YEAR'S TOTAL	LAST YEAR'S %	INDEX VALUE	COMPARISON TO INDEX	EXCESSIVE DEVIATION	DISTRICT						TOTAL	% OF TOTAL	LAST YEAR'S TOTAL	LAST YEAR'S %	INDEX VALUE	COMPARISON TO INDEX	EXCESSIVE DEVIATION	
		1	2	3	4	5	6								9	1	2	3	4	5								6
MONDAY	- 0001-0800																											
	- 0801-1600																											
	- 1601-2400																											
TUESDAY	- 0001-0800																											
	- 0801-1600																											
	- 1601-2400																											
WEDNESDAY	- 0001-0800																											
	- 0801-1600																											
	- 1601-2400																											
THURSDAY	- 0001-0800																											
	- 0801-1600																											
	- 1601-2400																											
FRIDAY	- 0001-0800																											
	- 0801-1600																											
	- 1601-2400																											
SATURDAY	- 0001-0800																											
	- 0801-1600																											
	- 1601-2400																											
SUNDAY	- 0001-0800																											
	- 0801-1600																											
	- 1601-2400																											
TOTALS																												
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LAST YEAR'S % OF TOTAL																												
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MONTH C8-1204/030 YEAR
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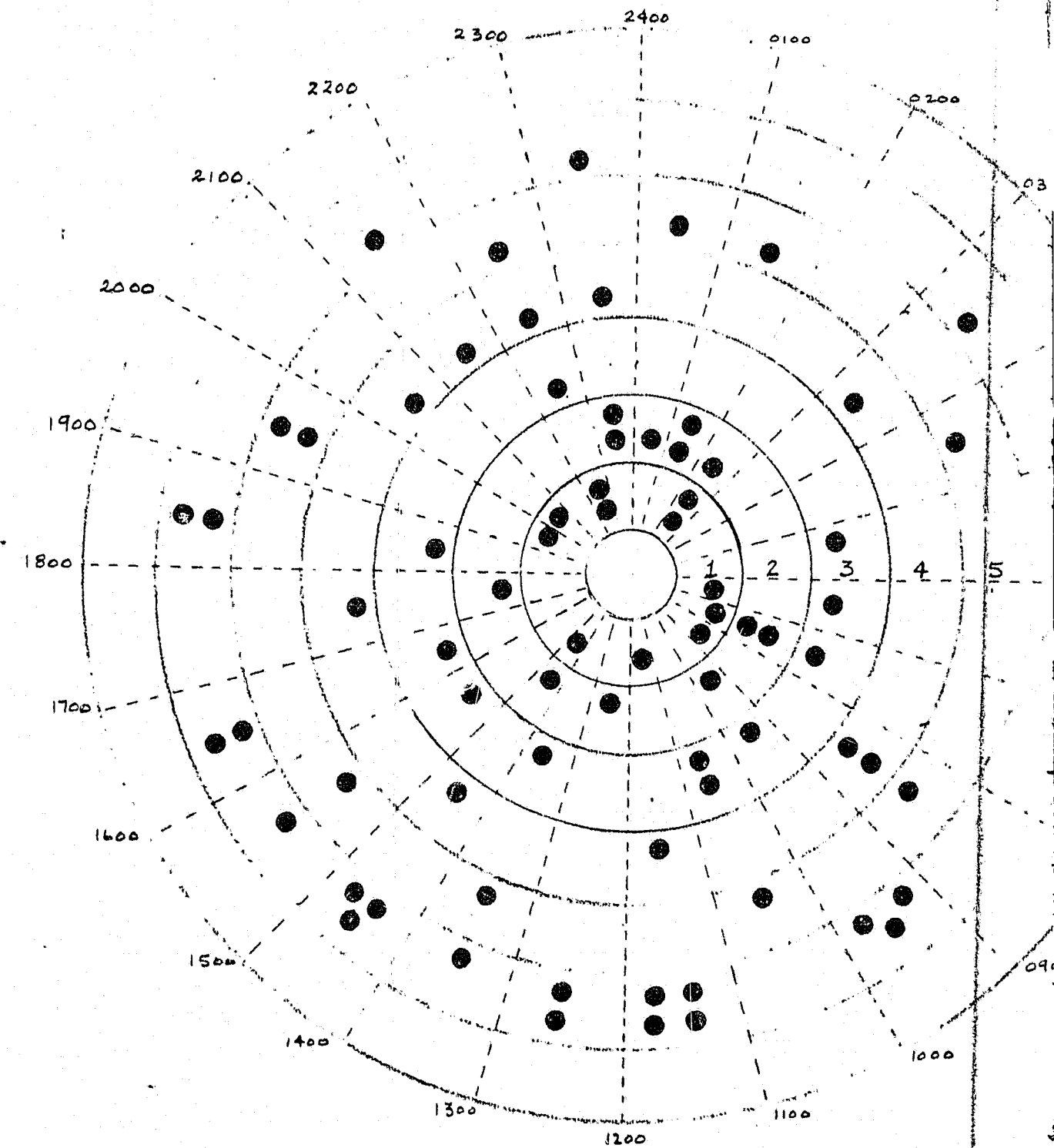
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Figure 6.8-15. Robbery Offense Breakdown

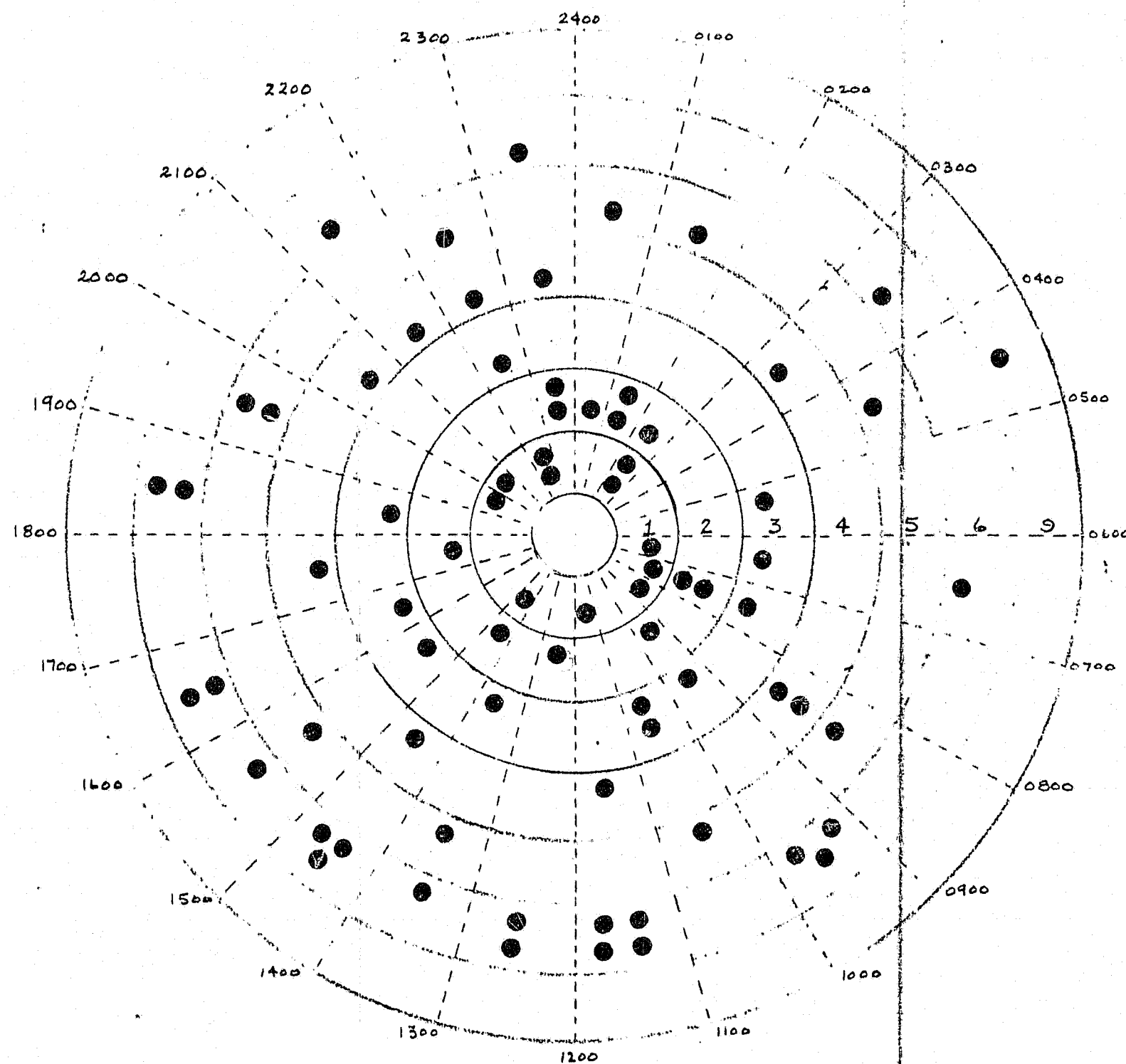
ROBBERY - DAY AND TIME



ROBBERY - PATROL DISTRICT AND TIME



ROBBERY - PATROL DISTRICT AND TIME



VICTIM BY TYPE	NO. THIS MO	NO. YR. TO DATE	NO. LAST YR. TO DATE	NO. OF REPEAT VICTIMS LAST 24 MO. * #

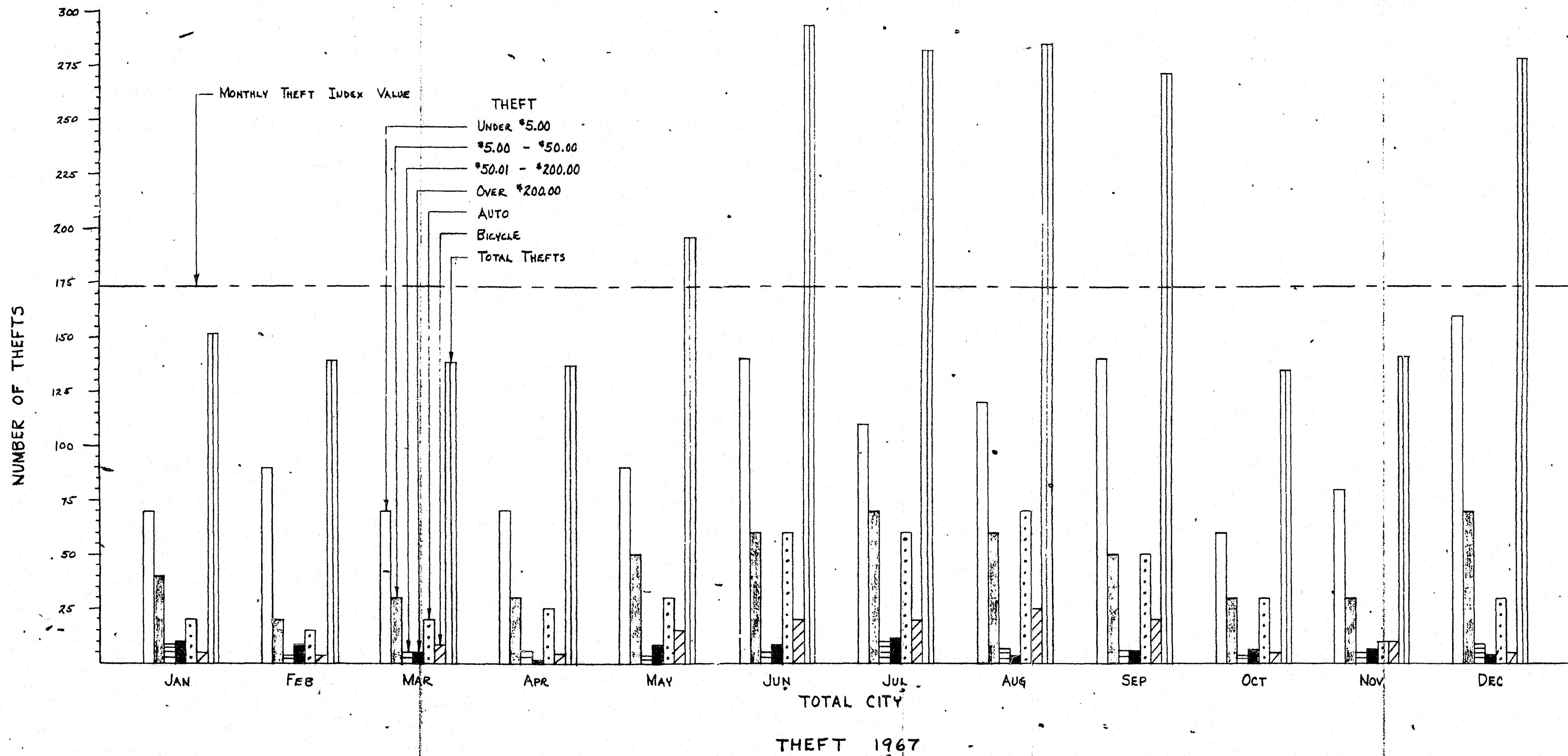
* , LIST REPEAT VICTIMS BY NAME, ADDRESS, AND DATES

Figure 6.8-15.1 Robbery Display

TYPE OF THEFT		UNDER \$5.00														\$5.00 - \$50.00																
DAY/TIME		DISTRICT							TOTAL	% OF TOTAL	LAST YEAR'S TOTAL	LAST YEAR'S %	INDEX VALUE	COMPARISON TO INDEX	EXCESSIVE DEVIATION	DISTRICT							TOTAL	% OF TOTAL	LAST YEAR'S TOTAL	LAST YEAR'S %	INDEX VALUE	COMPARISON TO INDEX	EXCESSIVE DEVIATION			
		1	2	3	4	5	6	9								1	2	3	4	5	6	9										
MONDAY	- 0001 - 0800																															
	- 0801 - 1600																															
	- 1601 - 2400																															
TUESDAY	- 0001 - 0800																															
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WEDNESDAY	- 0001 - 0800																															
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	- 1601 - 2400																															
FRIDAY	- 0001 - 0800																															
	- 0801 - 1600																															
	- 1601 - 2400																															
SATURDAY	- 0001 - 0800																															
	- 0801 - 1600																															
	- 1601 - 2400																															
SUNDAY	- 0001 - 0800																															
	- 0801 - 1600																															
	- 1601 - 2400																															
TOTALS																																
% OF TOTAL																																
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LAST YEAR'S % OF TOTAL																																
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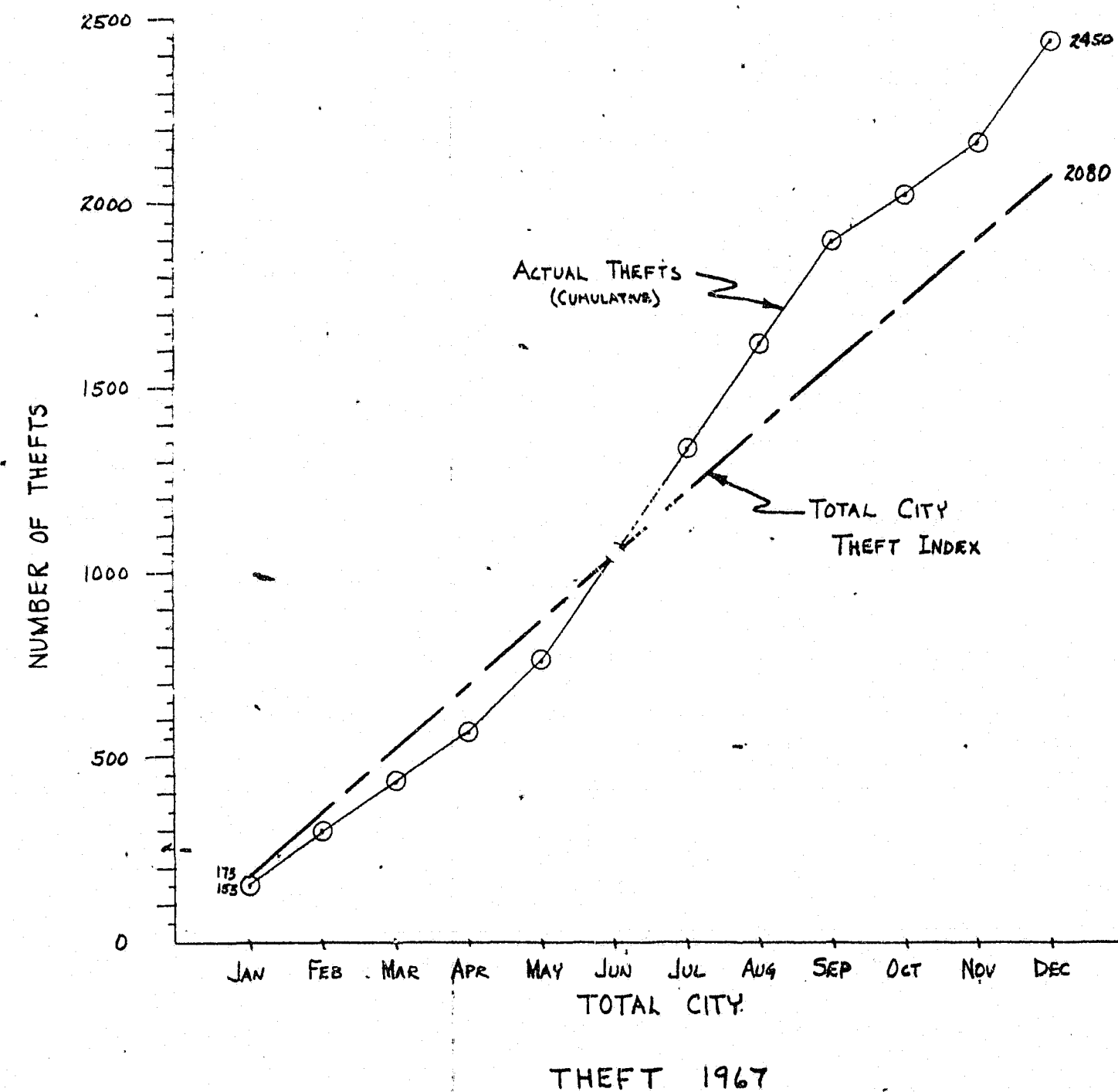
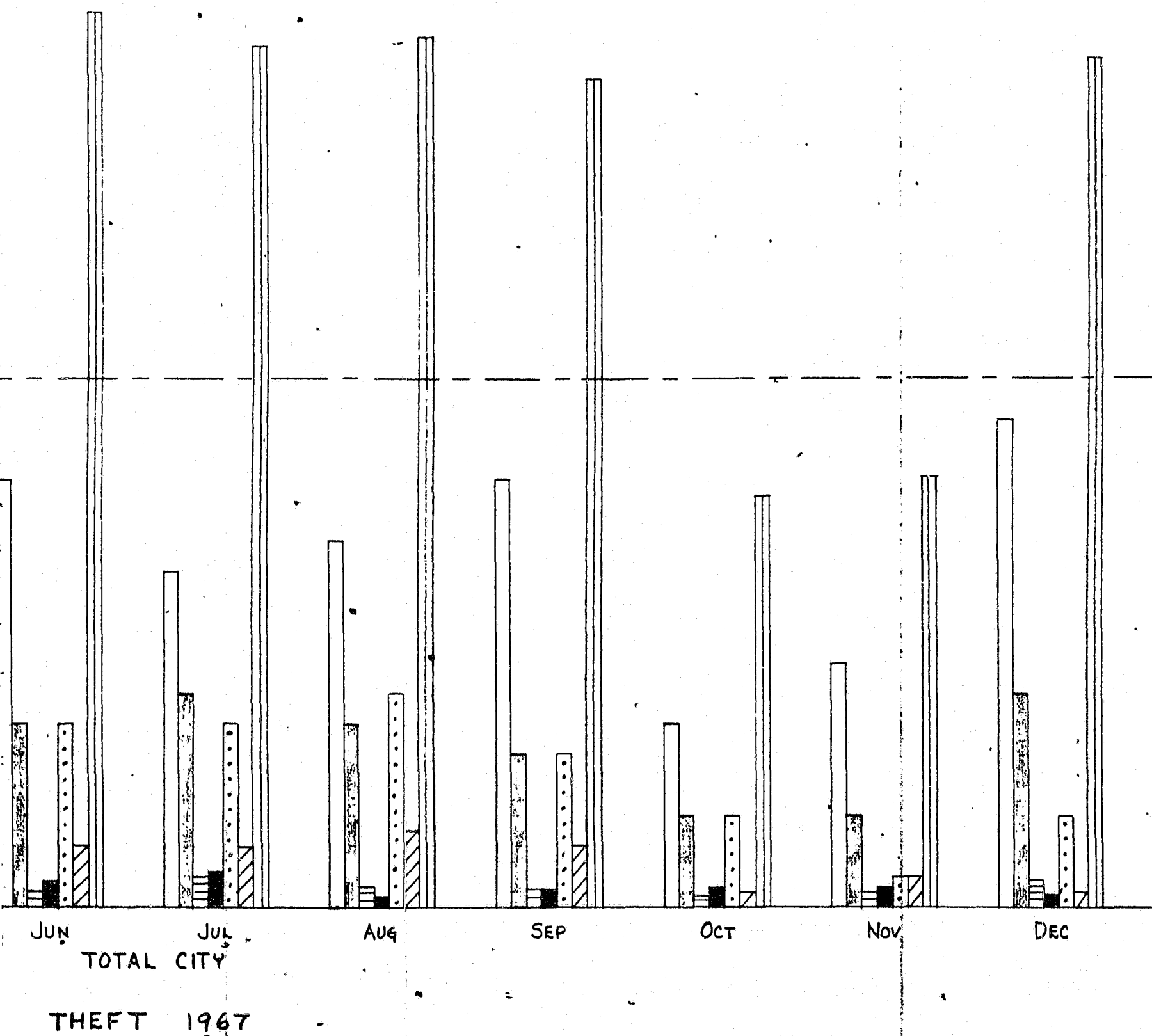
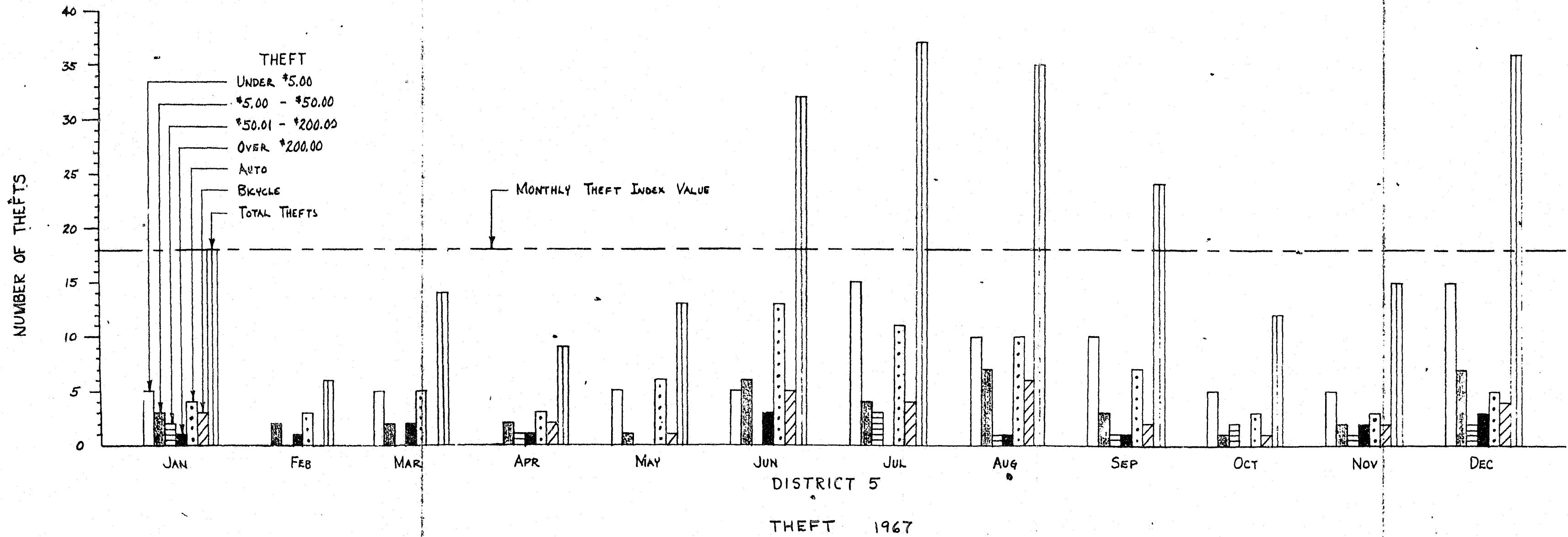


Figure 6.8-16.1. City Theft Statistics Display



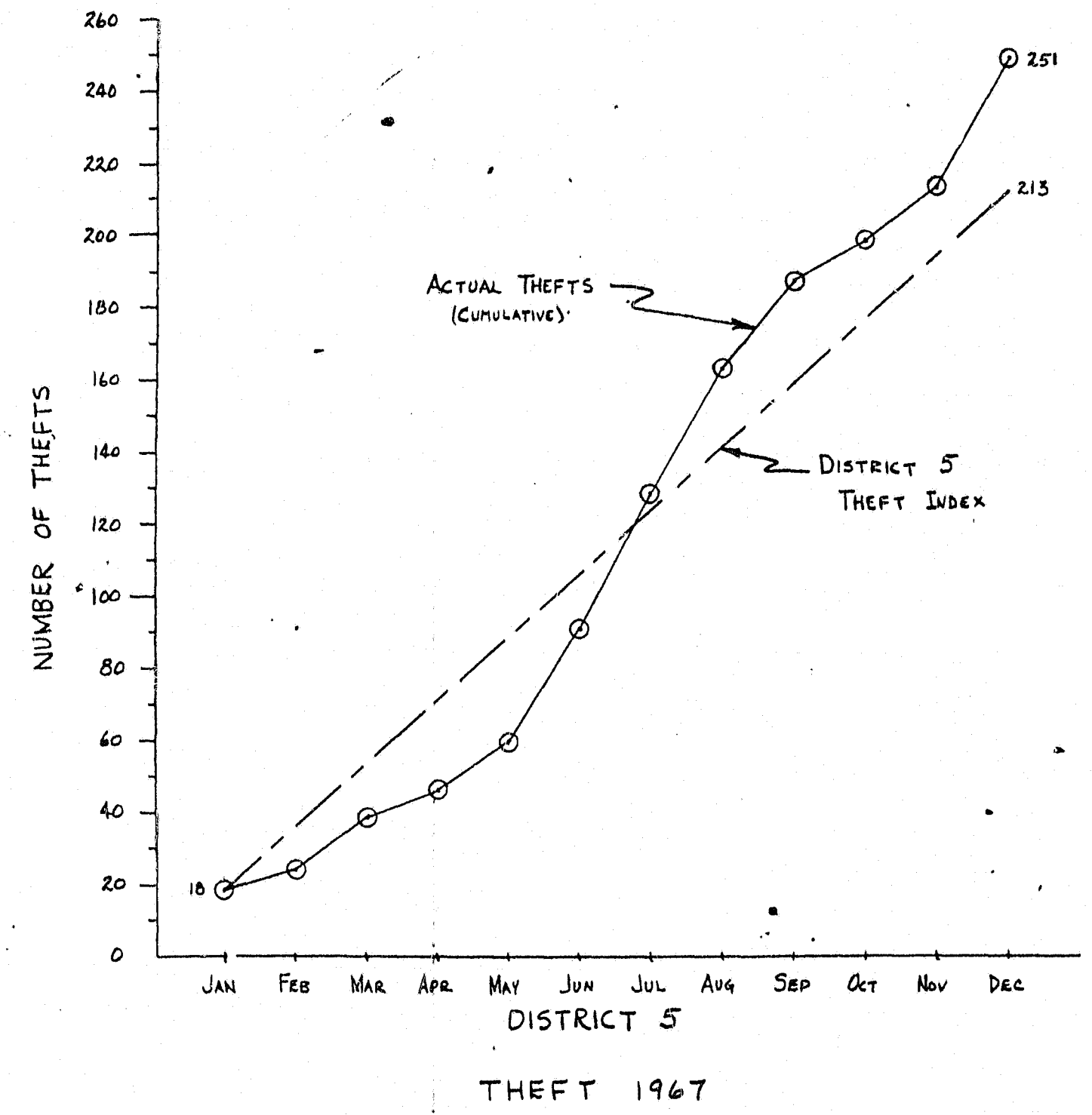
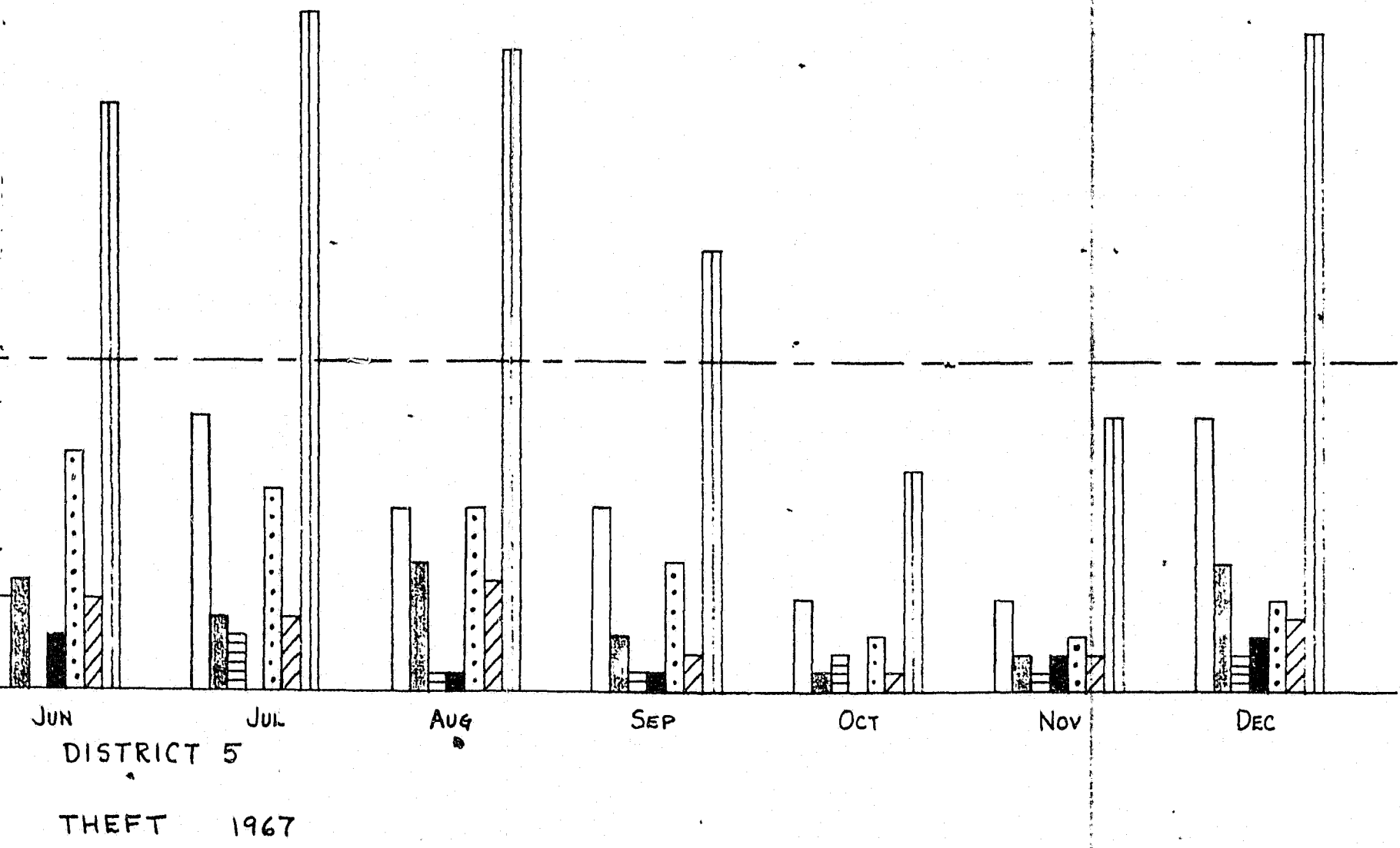


Figure 6.8-16.2 District 5 Theft Statistics Display

Figure 6.8-16.2. District 5 Theft Statistics Display

TOTAL		OFFENSE	PERCENT CHANGE	
TIME (1)	TIME (2)		DECREASE	INCREASE
4	5	HOMICIDE		25%
6	11	FORCIBLE RAPE		83.3%
280	303	ASSAULT & BATTERY		8.2%
90	78	ROBBERY	13.3%	
460	474	BURGLARY - AUTO		3%
320	355	BURGLARY - COMMERCIAL		10.9%
800	738	BURGLARY - RESIDENTIAL	7.8%	
380	422	AUTO THEFT		11%
110	147	GRAND THEFT		33.6%
1600	1884	PETTY THEFT		17.7%
80	90	SEX OFFENSES (Non-Rape)		12.5%
50	68	NARCOTICS		36%
1614	1692	ACCIDENTS		4.8%
3206	4168	OTHER		30%
9000	10,435	TOTAL		16%

NOTE: FIGURES SHOWN ARE FOR
ILLUSTRATIVE PURPOSES ONLY

Figure 6.8-17. Crime Trend in Redondo Beach

6.8.18 RBPD Report - Daily Watch Report

6.8.18.1 This report is described in Paragraph 4.6.1 of Section 4.0, the Data Collection Subsystem of this specification.

6.8.18.2 The report format is shown in Figure 4.6.

6.8.19 RBPD Report - Monthly Watch Comparison Report

6.8.19.1 This report will provide a comparison of the activities among the three watches. The purpose of the report, and accompanying display, is to provide a tool which is designed to motivate each Watch Commander to encourage and motivate his personnel to bring them to the highest possible level of accomplishment and efficiency.

6.8.19.2 To aid in this, a properly "weighted" comparison of the accomplishments of each watch will be prepared and displayed. It is recognized that each watch does not have the same problems as each other watch and that comparisons must be adjusted or "weighted" to demonstrate these differences. For example, the traffic problem is expected to be greater on the first and second watches than it is on the third (graveyard) watch, whereas breaking and entering may be expected to be a bigger problem to the third watch personnel. The method of "counting" the favorable results of combatting these offenses will be scored more heavily on the shift(s) where the problem is most serious.

6.8.19.3 The format for this report will be developed during the Test and Implementation Phase of the system installation. After preparing the first set of the reports previously discussed in this section, it will be more apparent as to which items will be most meaningful for comparison.

6.8.19.4 The Information Analyst will prepare this report. The report will be reviewed with the Police Chief prior to its issuance to review the occurrence of any special happening which might distort or unfairly affect the results.

6.8.19.5 Both a monthly report and a yearly cumulative to date report are to be issued. The monthly report will provide a measure of the most recent results. The cumulative report will indicate the level of performance of the personnel over an extended period of time.

6.8.20 RBPD Report - Monthly Field Interview Report

- 6.8.20.1 The purpose of this report is to provide departmental investigative personnel with a comprehensive report of Field Interview activities.
- 6.8.20.2 The report will be a printout of information that had previously been recorded on Field Interview Reports during the month. It will indicate the suspect's name and physical characteristics; date, time, and location of, and reason for, interview; vehicular description, including license number; and the serial number of the Investigating Officer.
- 6.8.20.3 The format of the printout is shown in Section 5.0, the Data Extraction and Storage Subsystem.

6.8.21 RBPD Report - Monthly Case Characteristic Report

- 6.8.21.1 This report will present detailed facts concerning a crime which relate to the characteristics surrounding the manner in which the crime was committed. Its purpose is to correlate the characteristics which are peculiar to a type of crime or to a particular criminal to determine patterns of operation which will aid in apprehending wrongdoers.
- 6.8.21.2 The report will be a monthly printout of information that had been previously recorded on Fact Sheets. It will contain facts concerning crimes such as method, weapon, physical characteristics of suspect if known, property involved, location, date, time, etc.
- 6.8.21.3 The format of the printout is shown in Section 5.0, the Data Extraction and Storage Subsystem.

6.8.22 RBPD Report - Monthly Investigative Activity Report

- 6.8.22.1 This report will present detailed information concerning the investigative activities being carried out in the department. Its purpose is to provide both department management and operational personnel with current activity on the investigation of unsolved cases. The Active Case Record Card will be a primary source of review material for inclusion in this report.
- 6.8.22.2 The functional flow diagram outlining the activity concerned with this report is shown in Figure 6.1.

- 6.8.22.3 The report will be prepared by the Commander of the Investigative Division.

6.8.23 RBPD Report - Monthly Property Report

- 6.8.23.1 This report will present a monthly summary of property stolen, recovered, on hand, and sold during the previous month. Its purpose is to provide property information required on the Return A report to the FBI as well as to provide current property status.
- 6.8.23.2 The report will be a printout that has been structured to record the above information.
- 6.8.23.3 The format of the printout is shown in Section 5.0, the Data Extraction and Storage Subsystem.

6.8.24 RBPD Report - Monthly Case Result Report

- 6.8.24.1 This report will be issued to provide a status of each outstanding case that has been scheduled for court or that has completed court action.
- 6.8.24.2 The report will be prepared by the Records Bureau Court Officer, on a monthly basis, in a narrative format to be concurred in by the Information Analyst.

6.8.25 RBPD Report - Quarterly Warrant Status Report

- 6.8.25.1 This report will present a quarterly status concerning warrants issued. It will present a count, by type of offense, including traffic, of the number of warrants issued. It will also present the name of each person on whom a warrant was issued and the offense involved. Its purpose is to provide visibility concerning repetitious offenders and the offenses that are the most frequently violated.
- 6.8.25.2 The report will be a printout that has been structured to record the above information.
- 6.8.25.3 The format of the printout is shown in Section 5.0, the Data Extraction and Storage Subsystem.

- 6.8.26 RBPD Report - Quarterly Watch Commander's Plan
- 6.8.26.1 Each Watch Commander, on a quarterly basis, will prepare a plan which describes his method of accomplishing his assigned task during the forthcoming time period. The purpose of the plan is to reduce to writing the methodology to be employed by the Watch Commander and to provide a basis for subsequent appraisal of his results.
- 6.8.26.2 The plan will include the following, as a minimum:
- (a) Summary of Major Crime Problems
 - (b) Summary of Plan for Solving Problems, to include:
 - (1) Allocation of Assigned Manpower and Other Resources
 - (2) Plan for Patrol Activity
 - (c) Requirements for Investigative Participation
 - (d) Requirements for Other Watch Patrol Participation
 - (e) Summary of Administrative Problems
 - (f) Summary of Proposed Training or Other Solutions
- 6.8.26.3 The plan will be reviewed with the Patrol Commander ten days prior to its issuance.
- 6.8.26.4 A new plan will be issued by each Watch Commander on the first day of January, April, July and October, and within two weeks of his reassignment to a different watch.
- 6.8.27 RBPD Report - Quarterly Patrol Commander's Plan
- 6.8.27.1 The Patrol Commander, on a quarterly basis, will prepare a plan which describes his methods of accomplishing the assigned Patrol activities during the next quarter. The purpose of the plan is to reduce to writing the methodology and guidelines specified by the Patrol Commander in meeting his objectives. It will also provide a basis for comparison between the results achieved and the plan.
- 6.8.27.2 The plan will include the following, as a minimum:
- (a) Summary of Major Crime Problems
 - (b) Summary of Plan for Solving Problems, to include:
 - (1) Allocation of Assigned Manpower and Other Resources on A Per Watch Basis
 - (2) Plan for Patrol Activity on Routine Watch Basis

- (c) Requirements for Investigative Participation
 - (d) Summary of Administrative Problems
 - (e) Summary of Proposed Training or Other Solutions
- 6.8.27.3 The plan will be reviewed with, and approved by, the Police Chief prior to its implementation.
- 6.8.27.4 A new plan will be issued by the Patrol Commander on the first day of January, April, July, and October and within two weeks of the assignment of a new Patrol Commander.
- 6.8.28 RBPD Report - Quarterly Investigative Commander's Plan
- 6.8.28.1 The Investigative Commander, on a quarterly basis, will prepare a plan which describes his methods of, and plans for, accomplishing the objectives of the Investigative Division during the next quarter. The purpose of the plan is to specify the methodology for his division's operations and to provide a basis for evaluating the results of accomplishment versus the plan.
- 6.8.28.2 The plan will include the following, as a minimum:
- (a) Summary of Major Investigative Problems
 - (b) Summary of Plan for Solving Problems, to include:
 - (1) Allocation of Assigned Manpower and Other Resources
 - (2) Plan for Investigative Activity
 - (c) Requirements for Other Division Participation
 - (d) Summary of Administrative Problems
 - (e) Summary of Proposed Training of Other Solutions.
- 6.8.28.3 The plan will be reviewed with, and approved by, the Police Chief prior to its implementation.
- 6.8.28.4 A new plan will be issued by the Investigative Commander on the first day of January, April, July, and October and within two weeks of the assignment of a new Investigative Commander.
- 6.8.29 RBPD Report - Exception Report To Chief
- 6.8.29.1 The purpose of this report is to focus attention on the major problem areas while also providing the Chief with complete updated information on crime, incidents, traffic, departmental and Officer activities, crime trends, and case results.

- 6.8.29.2 The report will be prepared by the Information Analyst on a monthly basis. It will be composed of the following, as a minimum:
- (a) A narrative cover document which highlights the problem areas which are further specified in the detailed reports, and other information which is of importance to the Chief.
 - (b) A copy of those reports, including displays, listed in Figure 6.8 for which the Chief is on distribution, except for the Patrol Commander's and Investigative Commander's plans and the Investigative Activity Report. These will be delivered separately from the Exception Report.
 - (c) Other reports or published documents of importance to the Chief.
- 6.8.30 RBPB Report - Response to Field or to Other Specific Inquiries
- 6.8.30.1 The purpose of this report is to provide a response, either verbal or written as applicable, to a specific inquiry from the field or from either an internal or external source.
- 6.8.30.2 The functional diagram depicting the events concerned with these responses is shown in Figure 6.1.
- 6.8.30.3 A description of the routine involved in these responses is delineated in Paragraph 6.6.4 of this specification.
- 6.8.30.4 There is no specified format for the written reports that may be issued in response to these inquiries. Any questions should be referred to the Information Analyst in the Records Bureau.

6.9 OUTPUT DISPLAY USE PLAN

The purpose of the displays prepared from certain of the output reports described in Paragraph 6.8 is to interpret the information and present it in an easily understandable form. This section will describe the use of one of the typical displays and interpret the information shown on the display. It further will discuss the additional information that may be desired to provide a more detailed analysis of a problem area. The method of requesting and displaying such further detail will be specified.

6.9.1 Typical Displays

- 6.9.1.1 As a point of reference for detailed discussion, Figures 6.8-14.1 and 6.8-14.2 concerning burglary in District 5 and in the total city will be referred to.
- 6.9.1.2 Figure 6.8-14.1 is a plot of burglary for the entire city for 1967. This display, as shown, would be the one prepared in January 1968 to reflect the city burglary activity through December 1967.
- 6.9.1.3 The left-hand side of the display shows the monthly activity of each type of burglary - commercial buildings, residences, automobiles, and total of the three - for each month on a total city basis. (A separate display plots this same information for each District. See Figure 6.8-14.2 for the display for District 5.) The right side consists of two cumulative curves which represent (a) the actual cumulative burglaries for each month for the total city, and (b) the total city Burglary Index (see Paragraph 6.9.2 below.)

6.9.2 Establishment of Burglary Index

- 6.9.2.1 The Burglary Index is plotted for the entire year prior to plotting the first month's data.
- 6.9.2.2 In early January of each year, the Police Chief or the person he assigns, will determine what level of burglary can be reasonably expected (and tolerated) during the forthcoming year.
- 6.9.2.3 The following, as a minimum, should be considered when plotting

a subsequent Burglary Index.

- (a) The burglary history for the previous period and any indicated trend in that history.
- (b) The planned effects of any recently incorporated burglary preventive measures, or the anticipated effects from discontinuing a program.
- (c) The demands on manpower, vehicles, and budgetary resources that must be divided among burglary preventive programs, prevention measures on other offenses, and normal routine activities such as patrol, etc.
- (d) The priority and attention to be given to combatting this offense in relation to all other offenses.

6.9.3 Preparing the Display

- 6.9.3.1 The "tolerance level" of burglaries will usually be expressed in whole numbers and then plotted to form a curve. (While the example in Figure 6.8-14.1 shows the Burglary Index as a straight line, this would only be the case when it is anticipated that an equal number of burglaries would be committed each month. If seasonal fluctuations, for example, affect the rate at which burglaries are committed, this should be considered when establishing the index.)
- 6.9.3.2 The Burglary Index will be plotted in January for the forthcoming year. A separate display shall be started for each of the seven reporting districts and another to reflect the city totals.
- 6.9.3.3 Actual burglary results in subsequent months will be plotted for each district and the city and compared with each applicable Burglary Index. Each monthly input for auto, commercial, residential, and total burglaries will be plotted by district as shown on the left-hand side of Figure 6.8-14.2. The total for the district will also be plotted on the curve on the right hand side of the figure and a line connected from this point to the previous month's total.
- 6.9.3.4 The same actions as outlined in Paragraph 6.9.3.3 will be followed in plotting the city totals as shown on Figure 6.8-14.1.

6.9.4 Analyzing the Display

- 6.9.4.1 In analyzing the display for any particular offense, one should begin with the total city summary chart. The graphical chart will reveal whether total city burglaries are above or below the established Burglary Index. The bar chart will indicate whether auto, commercial, or residential burglaries is the largest contributor and their proportion to each other and to the total.
- 6.9.4.2 The next step is to peruse each of the district charts, looking first at the cumulative graph and next at the breakdown chart for each district.
- 6.9.4.3 Group together those displays, for further analysis, where one or more of the following occur:
 - (a) The cumulative number of actual burglaries exceeds the Index value, or
 - (b) The total actual burglaries for a district or the city for the month exceeds the number planned in establishing the Index, or
 - (c) One type of burglary is a disproportionate amount of the total for that district or the city.

Those displays on which any of the above occurs should be studied further to determine the contributing factors. A comparison of these displays will indicate which districts are the heavy contributors to exceeding the Index value.
- 6.9.4.4 For example, during the months of January through July, the cumulative total of actual burglaries in District 5 is below, or at, the Index value. This might lead to the conclusion that burglary in District 5 is not a problem prior to July. However, inspection of the monthly burglary inputs on the bar chart shows that, while January and February were much below the Monthly Burglary Index value, all other monthly totals from March through December exceeded the predicted number of burglaries. Thus, this display should alert those concerned that burglary in District 5 presents a problem as early as March.

The display further shows that of the total of twenty-one burglaries in March, thirteen of them were residential and the other eight evenly divided between auto and commercial burglaries.

The next step is to enlist the aid of the Information Analyst to provide further detail concerning the day, time, and location of the burglaries to determine if a pattern is evident which may be combatted.

6.9.5 The Need for Further Information

- 6.9.5.1 In the example presented in Paragraph 6.9.4.4, the need is apparent for further detail concerning the residential burglaries in March in District 5. A request should be made to the Information Analyst of the Records Bureau to provide a plot by day and time of day of these burglaries and possibly by specific locations within District 5.
- 6.9.5.2 The Information Analyst, by means of the procedure outlined in Paragraph 6.6.3, will request a printout from Data Processing of the required information.
- 6.9.5.3 The Information Analyst will prepare a meaningful display of the information, if applicable, and deliver it to the requestor.
- 6.9.5.4 The Information Analyst will include any other pertinent information with the report which he thinks might be meaningful to the investigation.

6.9.6 Training

- 6.9.6.1 Of particular importance to those who will be conducting analyses of crimes and their trends is a complete awareness of the capabilities of the data collection and reporting subsystems and what may be made available to the requestor upon demand. These personnel should take advantage of all possible training sessions and system discussions to avail themselves of as complete an understanding as possible.
- 6.9.6.2 To supplement this training, a use plan will be issued to describe each report when the first set of formal reports are prepared during system implementation and test.

6.10 INTERFACES

The Reporting and Information Use Subsystem has regular interfaces with the following:

- 6.10.1 The personnel of the Redondo Beach Police Department, all of whom are users of, and many of whom will be frequent requestors of, additional reporting information.
- 6.10.2 The local city government to whom periodic reports are made by the Redondo Beach Police Chief. The city government may also initiate requests for special reports.
- 6.10.3 The State of California Bureau of Criminal Statistics which has monthly requirements for reports in specified formats. The state may also initiate requests for special reports.
- 6.10.4 The Federal Bureau of Investigation which has monthly and annual requirements for reports in specified formats. The FBI may also initiate requests for special reports.
- 6.10.5 Any other governmental agency that may originate a request for special crime, accident, traffic, incident, or activity information.
- 6.10.6 The general public who may initiate a request for special information.
- 6.10.7 The Data Extraction and Storage Subsystem which is operated by the Records Bureau of the Redondo Beach Police Department.
- 6.10.8 The Redondo Beach City Clerk's Office, which has overall responsibility for the Data Processing Equipment that will be used in preparing the printouts which form the basis for the majority of the reports prepared by this subsystem.

6.11 PERSONNEL AND TRAINING REQUIREMENTS

- 6.11.1 The Records and Identification Bureau will require a person who has had statistical training and, hopefully, law enforcement knowledge, to function in the role of Information Analyst. The Information Analyst will serve as the interface for all requests for reports and displays from both internal and external sources.
- 6.11.1.1 The Information Analyst must have the capacity to develop an understanding of the Data Processing System and know its capacities and limitations. This does not require the capability to operate the equipment, but merely to know what to be able to expect from the machines.
- 6.11.1.2 The Information Analyst must fully understand the Data Collection Subsystem, the Data Extraction and Storage Subsystem, and the Reporting and Information Use Subsystem.
- 6.11.1.3 The Information Analyst must be trained in the interpretation of the printouts from the Unit Record Printer, understand the data format, and be able to easily extract data from the printout.
- 6.11.1.4 The Information Analyst must be able to reduce data from the printout and other sources, and provide statistical analyses of the data.
- 6.11.1.5 The Information Analyst must be able to prepare neat charts, graphs, tables, curves, figures, etc., to display the data in the most presentable format. For the planned reports, these formats will have already been specified. For special reports, the Information Analyst must analyze and select the best manner of data presentation.
- 6.11.1.6 The Information Analyst must be able to prepare narrative descriptions and analyses to include in reports.
- 6.11.1.7 The Information Analyst must be able to collate narrative, displays, printouts, and other information and prepare reports that properly respond to requests for information from both internal and external requestors.
- 6.11.1.8 The Information Analyst will be responsible for qualifying requestors for reports prior to committing the Records Bureau

- to responding to a request. Where necessary, the Information Analyst will secure necessary approvals.
- 6.11.1.9 The Information Analyst will prepare the Report Transmittal Request form to Data Processing and be the focal point for all coordination with Data Processing.
- 6.11.1.10 The Information Analyst must be able to prepare presentation material for the Police Chief or other qualified internal or external managers to use in speeches, presentations, etc.
- 6.11.1.11 The Information Analyst must be able to represent the Redondo Beach Police Department, when directed, in the presentation of data or statistics to both internal and external groups.
- 6.11.2 One or more of the personnel in the Records Bureau must be sufficiently trained to perform the functions of the Information Analyst outlined in Paragraph 6.11.1, on a limited basis, when required. This is necessary for complete continuity of the Information Analyst function during days off, vacations, etc.
- 6.11.3 The Records Bureau personnel must be indoctrinated in the changes to the present reporting requirements and the manner in which reports will be subsequently prepared. They must be shown how to complete the Report Transmittal Request form. This training will be accomplished through orientation sessions and demonstrations on the preparation and use of the output reports. On-the-job training following the orientation sessions will provide the prime source of gaining the necessary skills.
- 6.11.4 The Police Department management must be oriented as to the content of the reports prepared by this subsystem. Through instruction, they must develop an awareness not only of what material is routinely reported, but also of what this information can mean to them in managing the departmental activities.
- 6.11.4.1 They must be instructed sufficiently in the technical details of the entire system as to know what additional information may be available that is not routinely reported.

- 6.11.4.2 They must be made aware of the limitations of the Reporting and Information Use Subsystem as well as of its capabilities.
- 6.11.5 The Investigative Officers who are charged with the responsibility of analyzing crime rates and their patterns, and who must propose and implement crime preventive methods, must be completely familiar with the Data Collection Subsystem, the Data Extraction and Storage Subsystem, and the Reporting and Information Use Subsystem. This knowledge is necessary to the Investigator so that he is aware of the additional information that may be made available to him that is not routinely reported. He must also be completely familiar with what is routinely reported.

6.12 EQUIPMENT REQUIREMENTS

- 6.12.1 The following items are necessary for efficient operation of this subsystem.
- 6.12.1.1 Special paper for use in preparing the non-standard reports and displays recommended in this subsystem specification.
- 6.12.1.2 Charting materials such as straight edges, triangles, french curves, ink, lettering set, and special charting tape.
- 6.12.1.3 Reproduction equipment for making copies of the reports and displays.
- 6.12.1.4 A drawing table or large desk, and filing space for use by the Information Analyst in the Records Bureau.
- 6.12.1 An electric calculator, capable of addition, subtraction, multiplication, and rapid division, will be required by the Information Analyst for use in preparing reports and displays. This is required for accumulating totals and calculating percentages as part of the monthly reporting routine.

6.13 USEFUL LIFE

- 6.13.1 The useful life of this subsystem is mainly dependent upon subsequent changes to the police operation which would affect this subsystem.
- 6.13.2 The system is flexible in that it may accommodate changes, and quite extensive changes, but the main effect of these changes would be upon the historical data accumulated that reflects the subsystem operation before the change.
- 6.13.3 Each change to reporting requirements that would cause a change in the historical reporting relationship should be investigated to determine if a conversion of "old" data to reflect the pattern of the "new" data is required, or even desirable. If so, a "conversion index" should be established and the "old" data reconstructed.
- 6.13.4 Examples of situations in which it may be desirable to convert previously accumulated data to reflect an updated condition are:
- (a) A portion of a District is changed.
 - (b) A Beat within a District is enlarged, reduced, or eliminated.
 - (c) A Federal or State reporting requirement is added, changed, or eliminated.
 - (d) In-house reporting requirements or displays are added, changed, or eliminated.

6.14 SUBSYSTEM PERFORMANCE AND EVALUATION CRITERIA

This subsystem will be evaluated in the following manner in accordance with the way it performs.

- 6.14.1 Timing Considerations. The subsystem must be capable of meeting or improving the delivery dates (may be responses in terms of minutes or seconds on verbal inquiries from the field) of reports or responses prepared on the present system.
- 6.14.2 Flexibility. Because reporting requirements change from time to time, the importance of flexibility must be recognized. The system must be capable of minor adjustments to output without redesign of the basic files.
- 6.14.3 Conversion of Basic File Data. Should the data baseline be changed, due to a realignment of districts for example, the system must be able to accommodate conversion of basic file data to correspond with the realignment, if necessary. This would not apply to major conversions where basic concepts are changed.
- 6.14.4 Accuracy. The information reported under this subsystem must be accurate. One requisite of this accuracy is that the information introduced into the system must be accurate.
- 6.14.5 Reliability. Since important decisions will be based upon the information that is delivered under this subsystem, the users must have a high confidence in the reliability of the reports.
- 6.14.6 Simplicity. The system must be demonstrated that it works, and at the same time be simple for the users to understand and manipulate.
- 6.14.7 Acceptability. For the subsystem to be acceptable by the users, it depends considerably upon its being simple, reliable, and

accurate. Further, it must be completely understood by the user. A prime objective of the training requirements of this subsystem must be to impart full knowledge of the system and its benefits to the users.

- 6.14.8 Needs of Users. This subsystem must more fully satisfy the needs of the users than did the previous system. Patrol personnel must be given timely responses to requests for information; Watch Commanders must be provided with information on which to maintain current visibility on crime and incident activity and on which to base their planning obligations; Investigative personnel must be provided with reports on criminal activity and correlation on methods of operation; Records personnel must be kept aware of new or changed reporting requirements; the Police Chief must be provided with information concerning problem areas; all departmental personnel must be provided with an overview of crime and incident activity; departmental management must be provided with information for planning and directing crime prevention measures; and the information for routine and special reports must be readily available and understandable.

- 6.14.9 Economy. The needs of the reporting subsystem must be met in a more economical manner than the present system. The per unit cost of the information provided by the system must be less than that of the present system.

6.15 DOCUMENTATION OF TRADE-OFF STUDIES

In making the decisions necessary to complete this subsystem specification, alternative solutions had to be identified, reviewed, and the optimum alternative selected. Certain of the trade-offs made, the alternatives considered, and the reasons for making a specific decision are documented below.

6.15.1 Report Format

Alternatives:

- (a) The bulk of the input data to this subsystem will consist of printouts from the Data Extraction and Storage Subsystem. Use these printouts as is and instruct all users in the Redondo Beach Police Department how to interpret and extract information from them.
- (b) Using the information from the printouts, prepare reports and displays of a type more familiar than a printout.

Decision:

Select alternative (b) because:

1. A tabular presentation or graphic display can present only the pertinent information on a subject and leave off the additional information included on the printout.
2. It would not be necessary to train every report user in the Department to become proficient in the interpretation of printouts.
3. The average user can better interpret data from a chart, table, or graph.
4. This will allow data from multiple sources to be recorded on the same tabular or graphical display.
5. This allows for incorporation of a Crime Index Value to be plotted on the display to allow measurement of actual results with a pre-established maximum "tolerance" level.

6.15.2 Display of DataAlternatives:

- (a) Make separate displays for all offenses.
- (b) Make displays for only the most frequently occurring offenses on a regular basis.
- (c) Make special displays for any offense upon special request.
- (d) Make no data displays.

Decision:

Select alternatives (b) and (c) because:

- 1. A periodic and easily understandable display of data on the "problem" offenses is needed on a regular basis to be able to plan for coping with these offenses.
- 2. A display on a regular basis will help to indicate the progress made from instituting a crime prevention program.
- 3. A display on an infrequent occurring offense, such as murder, can be prepared on a special one-time basis when required.

6.15.3 Display FormatAlternatives:

- (a) Make all displays on a standard format, such as a bar-chart.
- (b) Adapt the display presentation to the material to be presented and select an appropriate, easily understandable format.

Decision:

Select alternative (b) because:

- 1. The best understanding can be achieved through the best presentation of the data. However, it must be understandable.
- 2. This allows the incorporation of a Crime Index Value to be superimposed on the display.
- 3. Any standard format imposes restrictions on the data that can be presented. It decreases flexibility.

6.15.4 Information AnalystAlternatives:

- (a) Assign someone the full-time job of coordinating the Reporting and Information Use activities within the Department.

- (b) Assign this task to the Records Bureau and have the Records Clerks prepare the required reports when they have completed their regular duties.
- (c) Assign persons on a part-time, rotating basis to coordinate these activities.

Decision:

Select alternative (a) because:

- 1. Departmental planning will be based, in part, on the information prepared under this subsystem. It must be timely to be of maximum use. To provide the best assurance of reports and displays being submitted when needed, it will require that someone be assigned whose primary responsibility is to meeting the requirements of this subsystem.

7.0 AUDIT SUBSYSTEM

An information system is no better than the validity of the data upon which it is based. Therefore, to assure validity, it is necessary to periodically audit the operation of the system for procedural compliance and data quality.

7.1 RESPONSIBILITY

The responsibility for the audit of the system rests with the Chief. He shall establish audit policies and review audit results. He will be assisted in this responsibility by the Commander of the Services Division. The Commander of the Services Division shall establish the detailed audit points, the schedule for audits, and shall personally conduct the audits. The audit points and the schedules will be basically random in pattern and shall be known only to the Chief and the Services Commander.

7.2 SCOPE

The basic points of audit shall be the major activities associated with data collection, data extraction, and information use. The time devoted to audit activity in total should not exceed the equivalent of one day per month. All audit points need not be covered each month if prior audit has shown performance to be satisfactory.

7.2.1 Data Collection

The major activities associated with data collection are preparation of the Event Card, Formal Reports, the Field Activity Card, and the Active Case Record.

7.0 AUDIT SUBSYSTEM

7.2.1.1 Event Card

Preparation of the Event Card by Dispatchers shall be periodically reviewed to assure that all appropriate events are being recorded and that they are being recorded accurately. This may be accomplished by reviewing completed Event Cards and/or by occasionally filling out a parallel set of Event Cards through use of a radio monitor outside the Dispatch Room. This parallel set of cards would then be compared to the actual Event Cards which cover the period of time of the audit.

7.2.1.2 Formal Reports

Once each month, on a random basis, a sample of initial Field Reports and followup reports shall be selected for review. This review must include those minor reports submitted by filling out the back of the Event Card. The reports shall be reviewed in relation to proper reporting decision, correctness, and completeness of informational content.

7.2.1.3 Field Activity Cards

Each month, on a day selected at random, the Field Activity Cards of five Officers shall be reviewed for that day. These Officers will be selected at random. The following month, one of the original five will remain on the review list and four new Officers selected for review. On the subsequent month, the original Officer will be dropped while one of the four new names remains. This practice shall continue each month, assuring that all Officers are reviewed over a period of time. In this manner, no Officer can anticipate when he will be reviewed.

The review of Field Activity Cards shall include (a) an examination of the activities in regard to reasonable activity and elapsed time, (b) a comparison of the number of activities and the average elapsed time for each against departmental averages by type of activity, and (c) the adding of total elapsed time on the Field Activity Card to the total time recorded for that day on the Event Cards for each of the five Officers. A reasonable time distribution must result, i.e., the individual Officer's total time should not equal more than

seven and one-half hours (exclusive of Code 7 and Watch Commander's briefing time). If questionable entries become frequent, supervision shall be required to spot check the activity of the Officer(s) in question.

7.2.1.4 Active Case Record

The preparation of Active Case Record Cards shall be reviewed through random check of Investigator activity against the Active Case Record entries. Additionally, when court time or other actions are logged on an Activity Card, these entries should occasionally be checked back against the associated Active Case Record. The same random check may be run when followup or concluding reports are received by the Records Bureau.

7.2.2 Data Extraction

The major audit point in the data extraction process is the preparation of Fact Sheets. Once each month a sample of no less than twenty Fact Sheets shall be selected for review. These Fact Sheets shall be compared with the source reports and any deficiencies will be noted and reported to the person who prepared the Fact Sheet. An additional audit shall include the pulling of the Master Index Cards associated with these Fact Sheets for a verification of keypunching. If an error in keypunching of greater than one percent is detected over a period of six months, keypunch procedures and training must be evaluated.

7.2.3 Information Use

The requirement for regularly produced reports and displays must be periodically validated. On a semi-annual basis, a letter shall be sent to all report recipients requiring them to notify the Information Analyst of continuing need or the report will no longer be provided to them.

7.3

AUDIT REPORTS

The Services Commander shall prepare Audit Reports for the Chief's review and signature. An example of an Audit Report format is shown in Figure 7.3-1. After the Chief has reviewed and signed the Audit Report, copies will be distributed to the concerned employee, to his supervisor, and to the Audit Report File.

Audit Report

TO: (Concerned Employee)
FROM: Chief of Police

DATE: _____

INFORMATION SYSTEM AUDIT FUNCTION

The attached report, transaction record, or activity was reviewed as part of the sample randomly selected by our Audit System.

The subject of this audit item is: _____

My findings are as follows:

(evaluation, improvement suggestions, direction for corrective action, commendation, remarks)

cc: (Concerned Supervisor)
Audit Report File

L. J. Sunyich, Chief of Police

Figure 7.3-1

8.0 SYSTEM COMPUTER AND TIME-SHARING COMPATIBILITY

The following discussion validates the criteria followed in the design of the Redondo Beach Police Information Management System, for determining the possibility of later adapting it to a Time-Shared Computer System.

1. What are the advantages and disadvantages of Time-Shared versus Batch Processing?

Answer: Both methods offer numerous advantages and disadvantages. The recommendation is for a Time-Shared, On-Line System with background processing in "Batch Mode".

2. How does the Redondo Beach system lend itself to a "Foreground"/"Background" processing type of approach?

Answer: Excellent. While high priority "conversation" or middle priority "stand by" processing is not taking place, low priority utility processing from "deposited" programs can be performed.

3. What would be considered high priority, middle priority and low priority processing?

Answer: High priority would consist of "conversation" types of inquiries such as fast response to all inquiries such as license checks, suspect case characteristic checks, warrant checks, and the like.

Middle priority would be composed of "stand by" types of inquiries that could wait until high priorities are processed. Examples would be inquiries concerning found or recovered auto or property, specific case facts and disposition, and routine events of the last twenty-four hours.

Low priority would be utility processing from "deposited" programs for monthly, quarterly, annual, and periodic

internal departmental and external State and Federal Bureau of Investigation reporting requirements.

4. How does the complexity of the Redondo Beach system lend itself to a "Time-Shared" multi-task processing environment as previously described?

Answer: Very well, since long computation processing is practically non-existent. Instead, the dedicated system's primary function would be that of rapid search and information retrieval. Also, the basic concept or approach used in this system provides for a very minimum of search and retrieval time since the numerical "fact" representation employed in the system is readily adaptable to common indexing, addressing and "table look-up" techniques. These techniques not only accelerate processing but also minimize programming effort. It is an uncommonly uncomplicated system.

5. What about primary and secondary storage requirements?

Answer: These are kept to a minimum since over ninety percent of the data elements captured and stored in the system are numerical values which can be described in "packed decimal" form. This not only conserves storage since these numbers are represented by their binary configuration, but it also speeds up processing time by eliminating the need of the system to pack and unpack data.

6. What happens when the Time-Shared System is down? Is a backup system necessary for insurance?

Answer: A backup system is not necessary. The system was designed so that every record inputted to the system is in itself a "self-contained" unit record in punched card media. After inputting to the system, these same punched cards are the backup insurance. If the Time-Shared System is down, the cards may be processed on peripheral equipment. The disadvantage to processing the information using the backup cards when a Time-Sharing system is normally employed is that only one job can be processed at a time. Response time would be considerably delayed.

7. What are the economic factors involved in installing a Time-Shared computer system to accommodate the Redondo Beach system?

Answer: At the present time, it is out of the question. Hardware costs, software costs, and labor costs would make it prohibitive in terms of maximum usage, efficiency of people, and computing equipment for total money spent.

8. How, then, could such a system be economically justified?

Answer: On a regional or cooperative basis with many users, each would share the costs in proportion to their processing needs. On this basis, a small organization would be better able to justify its cost.

9. On what basis would the charges be pro-rated fairly to the many users?

Answer: According to time used at priority level
According to channels, devices, and consoles used
According to amount of mainframe time used
Computer manufacturers have software packages available that will keep track of these times and bill the user accordingly.

10. If there are many users, how would the computer time be scheduled fairly?

Answer: On a "first come, first served" basis. Since, as mentioned previously, long computations are seldom required, there would not be long delays of any consequence. The computer would schedule those requests received simultaneously such that those requiring the least amount of search time would be given the highest priority.

11. So that the Time-Shared computer system would be economically feasible, what would the minimum number of users have to be?

Answer: If the user was of sufficient size, that is, a city of 500,000 population or greater, one would be enough.

Otherwise, it would depend a great deal not only on the size but also on the geographic proximity of the users. For example, if there were four users and they were the cities of Redondo Beach, Hermosa Beach, Manhattan Beach, and Torrance, the total cost to each city would probably amount to somewhere between \$7,000 and \$9,000 a month. On the other hand, if as many as ten cities were sharing the costs, it would decrease each city's cost to \$4,000 to \$5,000 a month, without any loss in the effectiveness of the system.

12. Are there any other advantages to a regional Time-Shared computer system?

Answer: All of the advantages would be too numerous to mention. However, a few would be:

- (a) With the files of several cities available, a search for likely suspects to a crime based on case (modus operandi) characteristics is greatly enhanced. Although the suspect in question may not be on the files of the city where the crime was committed, he might be on the files of an adjacent "user" city.
- (b) Autos and other property stolen in one city and recovered in an adjacent "user" city.
- (c) Warrants and citations issued in one city where the person resides in an adjacent "user" city.
- (d) Persons reported missing in one city who turn up in an adjacent "user" city.
- (e) A significant amount of keypunching and verifying of input to the system would be eliminated since the information on one subject that might be duplicated in one or more of the other "user" city files (such as warrants) would only have to be captured once for general use by all user cities.

13. Under a regional Time-Shared computer system, how could the rights of the individual be protected from the unauthorized disclosure of what might be considered classified or confidential information?

Answer: The system was designed to maintain anonymity throughout. As was mentioned previously, over ninety percent of the data captured and stored by the system is in numerical values only. Responses to any inquiry, where anonymity is desired, will be simply a city designation and a file number. It would then be solely to the discretion of the city in which the file resides, whether or not they wish to disclose the contents of that file via radio, teletype, photostatic hard copy, wire photo, or any other media of communications.

14. What are the economic factors involved in implementing a regional Time-Shared computer system in regards to file creation, maintenance, and maximum effectiveness?

Answer: Since file creation and maintenance is a major expense factor that many times is overlooked, when embarking upon the development and implementation of any computerized system, the recommendation would be as follows:

- (a) No city should embark upon a Time-Shared computer system until they had already created a file of from six months to a year of current event, crime, arrests, traffic accidents, citations, warrants, and related incident data in the prescribed format and media for input to a tried and proven system. Such a file would preferably contain a backlog of data on all arrests and significant crimes of the past five years.
- (b) Before embarking upon the time and expense of file creation, a prototype of the Time-Shared computer system described herein should first be built, tested, and approved by all who wish to subscribe to it.

The Redondo Beach system has the unique advantage of satisfying many of the internal and external reporting requirements simultaneously with file creation, with minimum expenditures of time and cost, using already existing Electric Accounting Machine (EAM) hardware, and yet retaining complete transferability upwards to a "Time-Shared" regional based computer system.

END