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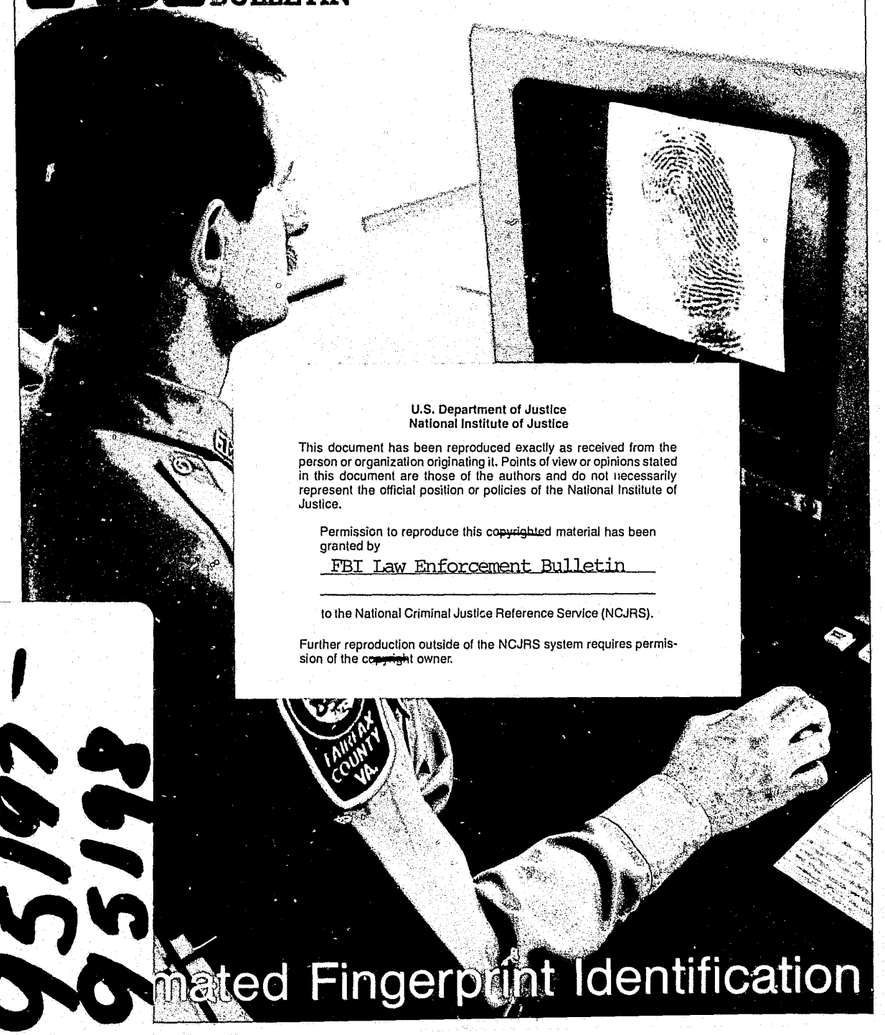
United States Department of Justice
Washington, D.C. 20531

3/25/85

FBI LAW ENFORCEMENT BULLETIN

AUGUST 198



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mated Fingerprint Identification

FBI LAW ENFORCEMENT BULLETIN

AUGUST 1984, VOLUME 53, NUMBER 8

NCJRS

SEP 26 1984

ACQUISITIONS

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A regional automated fingerprint identification system significantly improves the law enforcement officer's ability to identify criminals. See article p. 1.

Federal Bureau of Investigation
United States Department of Justice
Washington, D.C. 20535

William H. Webster, Director

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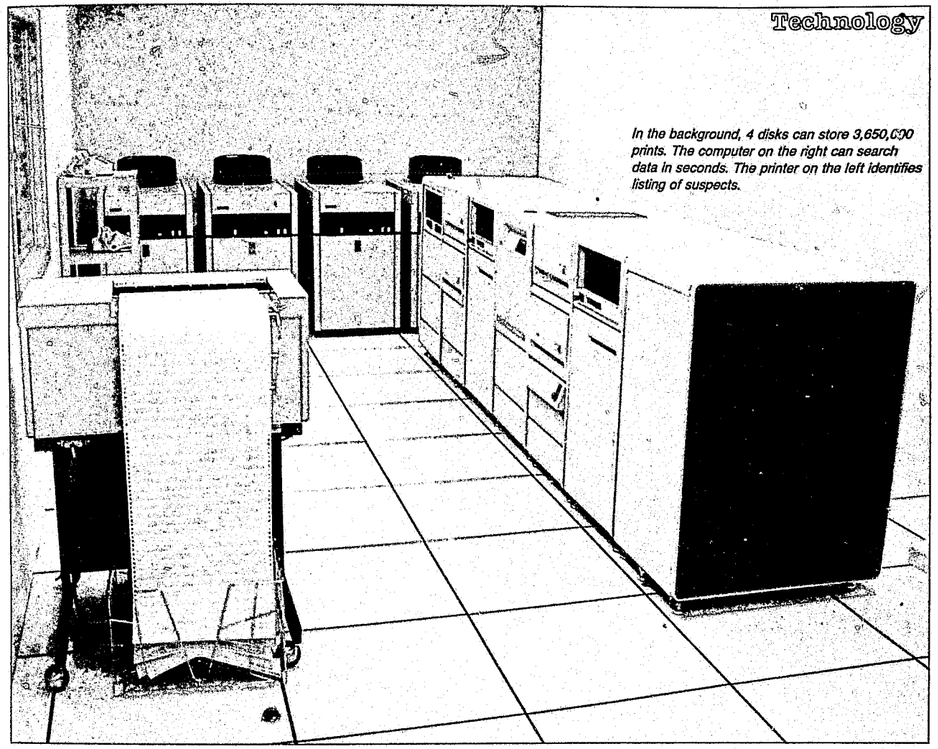

In the background, 4 disks can store 3,650,000 prints. The computer on the right can search data in seconds. The printer on the left identifies listing of suspects.

Automated Fingerprint Identification

Regional Application of Technology

By
COL. CARROLL D. BURACKER
Chief of Police
Fairfax County, Va.
and
WILLIAM K. STOVER
Chief of Police
Arlington County, Va.

". . . when police chiefs work together and police agencies are able to consider the collective good, the public is better served, more criminals are identified, and cases are solved."

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95198
Records

Officer Coded Report Forms

By
OFFICER STEVEN G. DEATON
Planning and Research
Police Bureau
Portland, Oreg.

Since 1975, the Integrated Criminal Apprehension Program (ICAP), developed by the Law Enforcement Assistance Administration (LEAA), has become increasingly popular among police agencies across the country. ICAP's success lies in its uncomplicated approach to effectively manage and use police resources. ICAP offers police administrators the opportunity to structure their department operation based on a model that has proven successful.

The ICAP concept depends on the interrelationships within the system of 1) crime analysis, 2) a structured goal-oriented decisionmaking process, and 3) sound service delivery techniques. Basically, ICAP is a logic flow designed to enhance the responsiveness of the patrol operation. (See fig. 1.) The simplicity of the concept lends itself well to the day-to-day operations of many police agencies.

ICAP Logic Flow

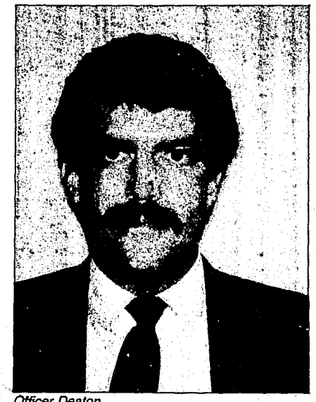
Step 1 of the ICAP logic flow, data collection, represents the patrol officer's preliminary investigation. Because ICAP focuses on the analysis of information collected, the information input at the first step must be specific useful information. The requirement or responsibility to collect this information demands a new offense report designed to upgrade the quality of the information to be generated.

Most police agencies' report writing systems require a rethinking on the part of the administrators to adhere to the ICAP concept. The primary question is whether the existing field report forms were designed for crime analysis or whether they were merely designed to report the occurrence of an event.

The second step, analysis, consists of three component parts—crime analysis, operations analysis, and intelligence analysis. All three components are designed to analyze the data collected and respond with timely and pertinent information for use in day-to-day police operations. If the information collected is subjective or incomplete, the analysis of that information will reflect the inaccuracies and the credibility of the analysis will deteriorate.

To realize the full potential of the operation, personnel in the crime analysis units must be given quality crime information. The ICAP model suggests a revised offense/incident report form designed to enhance a crime analysis unit. The model form includes possibilities for improving the quality of data collected and increasing the quality of data analyzed.

It is easy to visualize the benefits of quality information. What is not so easy to visualize is the need to change from subjective data collection and analysis to objective data collection and analysis. This transition is paramount to efficient, effective, strategic, and tactical management decisionmaking.



Officer Deaton

Chief Ronald R. Still

The third step, planning, is a formalized integrated decisionmaking process by supervisors and administrators based on the data analysis. The two types of decision categories suggested within the model are strategic decisions and tactical decisions. Strategic decisions are policy-oriented—tactical decisions usually involve short term allocation of resources.

The fourth step, service delivery, includes crime-related activities, crisis intervention, and order maintenance. The deployment decisions for these three activities are influenced by many factors, such as resources, analysis, communication, priorities, etc. Without good data input, the service delivery output will suffer.

The ICAP model can be a model for agency advancement well into the future. The catalyst for future advancement is a redesigned report system which, under the ICAP concept, focuses attention on the crime analysis unit. With detailed objective information, the analysis function can serve as a liaison within an agency to pull all units into the mainstream of police service.

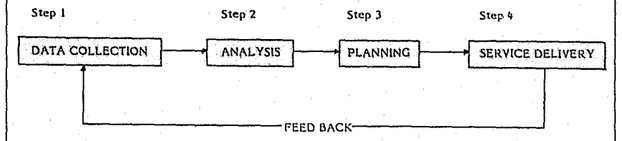
The characteristic ICAP model places emphasis on detailed suspect descriptions and/or suspect method-of-operation profiles using a "decision box" format. Decision boxes lend themselves well to objective data collection. From a crime analysis unit perspective, crime profiles require specific objective data capture. There are, of course, several formats that can be used to record crime analysis information on a report form. Each department must decide which format is best for them.

Our department requires that the following information be included on its report forms:

1) Type of premises where the crime was committed;
2) Method and point of entry of suspect;
3) Instrument and force used by the suspect;
4) Location of the victim at the time of the crime;
5) Location of the property when stolen;
6) Type of property stolen;
7) Unusual actions, methods, speech of suspect; and

Figure 1

ICAP MODEL - FUNCTIONAL LOGIC FLOW*



* ICAP Program Implementation Guide, February, 1978

"The . . . ICAP model places emphasis on detailed suspect descriptions and/or suspect method-of-operation profiles using a 'decision box' format."

8) Suspect description/information.

The first administrative step is to decide what data the agency is actually seeking from these information requirements. Second, administrators must decide what they can add or subtract from the new list of data elements to enhance crime analysis. Third, administrators must decide how to format the new information requirements—decision box (forced choice) or fill-in information.

The Simi Valley, Calif., Police Department has developed an ICAP-related crime report. (See fig. 2.) The crime analysis information is precoded and has a checkbox design format, whenever possible, in order to reduce report preparation time. This system allows for easy entry during records processing. The type of data elements under the general crime analysis headings should be particular to the specific crime-related problems an agency and community are experiencing.

Subject Description

The suspect description section on ICAP-related forms is the hallmark of the crime analysis orientation. General suspect description categories are used for descriptive areas such as:

1) Hair length;
2) Hair style;
3) Facial hair;
4) Complexion;
5) General appearance;
6) Demeanor;
7) Speech;
8) Voice;
9) Face;
10) Glasses;
11) Tattoos/scars;
12) Weapon type;
13) Weapon description; and
14) Clothing description.

These general categories are defined by generalized descriptors designed for rapid sorting in crime analysis. They are arranged in checkbox fashion on the crime or incident report. This design allows for both easy report preparation and processing of reports and aids in the collection of suspect information that is easily forgotten on a strictly fill-in box form. The suspect descriptors common to all police report forms are still, and probably always will be, in fill-in spaces. No one has identified a better method for collecting race, sex, height, weight, build, hair color, eye color, date of birth, and age descriptors. ICAP only expands the suspect descriptors for enhanced investigations and detailed analysis.

Good data collection will prove useful only if the mechanisms for processing, analysis, and retrieval are present and timely. The ICAP model offers police agencies the tools to develop the logic flow necessary to enhance patrol responsiveness. When adopting the ICAP logic, police agencies must not neglect the required commitment to crime analysis.

The arrest report is not addressed specifically by ICAP. It is considered a complement to the crime or incident report. Besides the necessary booking information requirements, the data elements on the arrest report should be consistent with crime analysis information requirements. This will allow manual or computer searches and matches on an arrested person's characteristics and outstanding suspect descriptions.

Another method for collecting crime analysis information involves the use of a separate coding sheet. The Eugene, Oreg., Police Department has probably the best crime analysis unit in the State. Based on ICAP philosophy and Eugene innovation, the department has expanded crime analysis information requirements to include victim and suspect actions and vehicle classifications. The basic information is collected on the incident report. When the situation being investigated warrants, the analysis information is collected on a separate coding sheet. (See fig. 3.)

There are both advantages and disadvantages to the coding sheet system of data collection. The key is to develop a method of data collection that works well for all local users. Although the coding system designed by participating ICAP agencies is a good one, unless the information collected is useful within the crime analysis orientation, it is futile to require report writers to complete the form.

Our department has developed a different method of data collection well within the ICAP philosophy but unique to gathering coded information. Report forms are in tablet form with coding sheet overlays. The report writer merely transfers a series of numbers corresponding to crime analysis information from the coding sheet to the report form before removing it from the tablet. (See fig. 4.) There are, of course, advantages and disadvantages to this method of data collection. This method requires a heavy reliance on the automated processing system to decode, sort, and file the collected crime analysis information.

The data requirements necessary to fulfill ICAP philosophy are similar from agency to agency. The subtle differences in report form design manifest themselves in local information requirements and in the local administrators' law enforcement orientation.

CRIME REPORT — SIMI VALLEY POLICE DEPARTMENT — PAGE ___ of ___
NCIC/CII CA 05609 — 3200 COCHRAN STREET 583-6950

GRID 1 | BEAT 2 | 3 CASE NUMBER

4 CODE SECTION/DESCRIPTION | 5 CLASSIFICATION ___Misd ___Person ___Fel ___Property | OCCURRED MONTH/DAY/YEAR TIME 6 FROM | 7 DAY

10 LOCATION OF OFFENSE | CITY | STATE | ZIP | OCCURRED MONTH/DAY/YEAR TIME 8 TO | 9 DAY

CODE: V – VICTIM W – WITNESS R – REPORTING PARTY P – PARENT (S – SUSPECT – ON BACK OF REPORT ONLY)

VICTIM 11 | 12 NAME (Last, First, Middle, Gen)/FIRM NAME | AKA | RACE 13 | SEX 14 | 15 HT | 16 WT | 17 HAIR | 18 DOB | 19 AGE

20 RESIDENCE ADDRESS | CITY | STATE | ZIP | How long 21 | 22 RESIDENCE PHONE

23 BUSINESS NAME | ADDRESS | CITY | STATE | ZIP | 24 BUSINESS PHONE

25 OCCUPATION | DAYS OFF 26 | WORK HRS 27 | 28 INTERPRETER REQUIRED/LANGUAGE ☐ YES ☐ NO | 29 RELATIONSHIP TO VICTIM No ___ SUSPECT No | 30 OPERATOR'S LIC NO/STATE

31 VICTIM'S ACTIVITY AT TIME OF OFFENSE | 32 PHYSICAL CONDITION OF VICTIM

33 VICTIM'S VEH LIC NO/STATE | 34 VEHICLE YEAR | MAKE | MODEL | BODY STYLE | 35 TOP COLOR | 36 BOTTOM CLR

37 VIN NUMBER | 38 OTHER CHARACTERISTICS (i.e., T/C Damage, Unique Marks or Paint, Etc.)

39 CODE | 40 NAME (Last, First, Middle, Gen)/FIRM NAME | AKA | RACE 41 | SEX 42 | 43 HT | 44 WT | 45 HAIR | 46 DOB | 47 AGE

48 RESIDENCE ADDRESS | CITY | STATE | ZIP | How long 49 | 50 RESIDENCE PHONE

51 BUSINESS NAME | ADDRESS | CITY | STATE | ZIP | 52 BUSINESS PHONE

53 OCCUPATION | DAYS OFF 54 | WORK HRS 55 | 56 INTERPRETER REQUIRED/LANGUAGE ☐ YES ☐ NO | 57 RELATIONSHIP TO VICTIM No ___ SUSPECT No | 58 OPERATOR'S LIC NO/STATE

59 PLACE OF ATTACK: ☐ 1. Structure ☐ 2. Vehicle ☐ 3. School ☐ 4. Street/Alley ☐ 5. Lot/Park/Yard ☐ 6. Construction Site ☐ 99. OTHER

60 DESCRIPTION OF SURROUNDINGS: ☐ 1. Residential ☐ 2. Business ☐ 3. Industrial ☐ 4. Recreational ☐ 5. Institutional ☐ 6. Open Space ☐ 99. OTHER

61 DOLLAR LOSS TO TARGET | 62 OCCUPANCY ☐ OCCUPIED ☐ UNOCCUPIED ☐ ABANDONED/VACANT | 63 SPECIFIC TARGET OF ARSON

STRUCTURE 1
64 NON-RESIDENTIAL
☐ 1. Convenience
☐ 2. Drug/Medical
☐ 3. Entertainment/Rec
☐ 4. Fast Food
☐ 5. Financial Inst
☐ 6. Gas Station
☐ 7. Industrial
☐ 8. R V
☐ 9. Restaurant/Bar
☐ 10. Retail Comm
☐ 11. Retail Service
☐ 12. School
☐ 13. Church
☐ 99. OTHER
65 TARGETS
☐ 1. Cash Register/Drawer
☐ 2. Customer
☐ 3. Display Items
☐ 4. Owner/Employee
☐ 5. Safe/Box
☐ 6. Vending Machine
☐ 99. OTHER

STRUCTURE 2
66 RESIDENTIAL
☐ 1. Sgl Family Res
☐ 2. Apt/Condo
☐ 3. Duplex
☐ 4. Hotel/Motel
☐ 5. Mobile Home
☐ 99. OTHER
67 TARGETS
☐ 1. Attic
☐ 2. Basement
☐ 3. Bathroom
☐ 4. Bedroom
☐ 5. Dining Room
☐ 6. Family Room
☐ 7. Garage/Carport
☐ 8. Kitchen
☐ 9. Living Room
☐ 10. Storage Area
☐ 11. Wash Room
☐ 99. OTHER

68 POINT OF ENTRY
☐ 0. Unknown
☐ 1. Front
☐ 2. Rear
☐ 3. Side
☐ 4. Ground Level
☐ 5. Upper Level
☐ 6. Door
☐ 7. Window
☐ 8. Sliding Door
☐ 9. Duct or Vent
☐ 10. Adj Building
☐ 11. Roof
☐ 12. Floor
☐ 13. Wall
☐ 14. Garage
☐ 15. Basement
☐ 99. OTHER
69 POINT OF EXIT
70 ALARM SYSTEM ☐ YES ☐ NO
71 TYPE OF ALARM

72 METHOD OF ENTRY
☐ 0. Unknown
☐ 1. Attempt Only
☐ 2. Bodily Force
☐ 3. Bolt Cutter
☐ 4. Brick/Rock
☐ 5. Channel Lock
☐ 6. Doggie Door
☐ 7. Hid in Building
☐ 8. Key or Slip Lock
☐ 9. No Force
☐ 10. Pipe Wrench
☐ 11. Pliers
☐ 12. Pry Bar
☐ 13. Punch
☐ 14. Saw/Burn/Drill
☐ 15. Screwdriver
☐ 16. Tape/Wire
☐ 17. Tire Iron
☐ 18. Window Smashed
☐ 19. Windwing
☐ 99. OTHER

73 SUSPECT ACTIONS
☐ 0. Unknown
☐ 1. Multiple Suspects
☐ 2. Vandalized
☐ 3. Ransacked
☐ 4. Smoked on Premises
☐ 5. Ate/Drank on Premises
☐ 6. Defecated
☐ 7. Matches for Light
☐ 8. Alarm Disabled
☐ 9. Knew Location of Cash
☐ 10. Selective in Loot
☐ 11. Took Only Stereo/TV
☐ 12. Took Only Money
☐ 13. Took Only Concealables
☐ 14. Used Victim's Tools
☐ 15. Vehicle Needed
☐ 16. Unoccupied Building
☐ 17. Occupied Building
☐ 18. Prepared Exit
☐ 19. Inflicted Injury
☐ 20. Forced Victim to Move
☐ 21. Used Lookout Driver
☐ 22. Threatened Retaliation
☐ 23. Took Victim's Vehicle
☐ 24. Disabled Telephone
☐ 25. Suspect Armed
☐ 26. Shut Off Power
☐ 27. Bound/Gagged Victim
☐ 28. Used Demand Note
☐ 29. Put Property in Bag
☐ 30. Ripped/Cut Clothing
☐ 31. Used Victim's Name
☐ 32. Molested Victim
☐ 33. Unusual Odor
☐ 34. Masturbated
☐ 35. Struck Victim
☐ 36. Partially Disrobed
☐ 37. Fully Disrobed
☐ 38. Blindfolded Victim
☐ 39. Made Threats
☐ 40. HBD
☐ 41. UID
☐ 42. Demanded Money
☐ 43. Fired Weapon
☐ 99. OTHER

74 SOLVABILITY FACTORS — Y – YES N – NO

Y	N		Y	N		Y	N	
☐	☐	1. Suspect Arrested	☐	☐	5. Witness to Crime	☐	☐	9. Stolen Property Traceable
☐	☐	2. Suspect Named	☐	☐	6. Suspect Described	☐	☐	10. Significant Trademark Present
☐	☐	3. Suspect Can Be Located	☐	☐	7. Suspect Vehicle Described	☐	☐	11. Significant Physical Evidence
☐	☐	4. Suspect Can Be Identified	☐	☐	8. Crime Scene Processed	☐	☐	12. Further Investigation

75 INVOLVED JUVENILE: CODE ___
PARENT NOTIFIED: ☐ YES ☐ NO
DATE/TIME ___
BY ___

76 COPIES TO: ☐ Det ☐ CAU ☐ Narc ☐ Prob ☐ Juv ☐ CII ☐ Officer ☐ Watch Commander ___ ☐ OTHER ___

77 DATE/TIME REPORTED | 78 DATE/TIME OF REPORT | 79 REPORTING OFFICER/ID NO/DIV/UNIT | 80 APPROVED BY/ID NO

Figure 2

PAT ASN	PRO ASN	PER ASN	PAT BRF	DET ADM	CHIEF
PROP	LAB	AIR	CAMP	LIC INV	CIS
CITY TTY	DIST ATTY	MUN CRT	JUV CRT	TRAF ENGR	MVD
		FIRE	CASE MGMT	CRIM ANLY	COP

INCIDENT REPORT

EUGENE POLICE DEPARTMENT

RELATED REPORTS
- ☐ Incident
- ☐ Accident
- ☐ Custody
- ☐ Citation
- ☐ Prop./Evidence
- ☐ Supplemental

Page _____ of _____

1. Incident | 2. Case Number | 3. Location | 4. Grid | 5. Source | Other | 6. Rept. Date | 7. Time | 8. Occurred Date to | 9. Time to | Seq. #

VICTIM

V / D | 10. Name First Middle | Alrs # | 11. DOB | 12. Race/Sex | 13. Work Hours
14. Res. Address | City | State | Zip | 15. Res. Phone | 16. Occupation/School/Type of Business
17. Bus. Address | City | State | Zip | 18. Bus. Phone | 19. Injured Yes ☐ | 20. Where Taken | 21. NOT CONT'D

C-Comp/F-Firm

22. Name First Middle | Alrs # | 23. DOB | 24. Race/Sex | 25. Work Hours
26. Address | City | State | Zip | 27. Res. Phone | 28. Bus. Phone | 29. Relationship
30. Name First Middle | Alrs # | 31. DOB | 32. Race/Sex | 33. Work Hours
34. Address | City | State | Zip | 35. Res. Phone | 36. Bus. Phone | 37. Relationship

VEHICLE INFORMATION

☐ Stolen ☐ Suspect ☐ Vict. ☐ Loc ☐ Inv. | Towed Veh. | W | AIRS | LEDS | NCIC | REG | V | AIRS | LEDS | NCIC | REG | 38. VIN # | 39. Value
40. Color (Top) _____ (Solid or Bottom) _____ | 41. Lic. # | State | Exp. Yr. | Type | Veh. Yr. | Make | Model | Style

01 black; 02 blue, aqua, turquoise; 03 brown, bronze, copper; 04 purple; 05 green, lime, olive; 06 grey, silver; 07 red, pink, maroon; 08 tan, beige; 09 white, cream; 10 yellow; 11 orange, gold; 12 unknown

42. 1 keys in vehicle; 2 not driveable; 3 stereo tape; 4 CB radio; 5 special antenna; 6 vinyl top; 7 loud muffler; 8 custom wheels
1 delinquent payments; 2 rust/primer spots; 3 level altered; 4 decorative paint; 5 damage to front; 6 damage to rear; 7 damage to right; 8 damage to left
SPECIAL VEHICLE FEATURES: 1 sticker in window; 2 sticker/decal on bumper; 3 sticker/decal on body; 4 painted inscription on body
FURTHER DESCRIPTION OF MARKED ITEMS
VCD | 43.

44. Reg. Owner Name First Middle | Alrs # | 45. Phone
46. Address | City | State | Zip | 47. DOB | 48. Notified Date/Time | 49. By Whom I.D.#

S-Susp./MP-Missing Person

50. Name First Middle | Alrs # | 51. DOB/Age | 52. AKA
53. Address | City | State | 54. Race/Sex | Ht. | Wt. | Hair | Eyes | 55. Photograph Yes ☐ | 56. Composite Yes ☐
57. Clothing Description
58. Name First Middle | Alrs # | 59. DOB/Age | 60. AKA
61. Address | City | State | 62. Race/Sex | Ht. | Wt. | Hair | Eyes | 63. Photograph Yes ☐ | 64. Composite Yes ☐
65. Clothing Description

Susp.# — MARK ALL THAT APPLY (01-03)

1	2	MISC. (01)	1	2	MISC. (02)
1	1	black or dk. clothes	1	1	right handed
2	2	heavy coat	2	2	left handed
3	3	gloves	3	3	obvious wig
4	4	bandages/cast	4	4	effeminate
5	5	freckles	5	5	squint
6	6	acne	6	6	crosseyed
7	7	profane/abusive	7	7	limp
8	8	apologetic/polite	8	8	poss. mental

SCARS/MARKS/TATTOOS (03)

Item	Susp. #1	Susp. #2	Location
unk/none	0	0	0 unknown
names/initials	1	1	1 head/neck
mom/mother/love	2	2	2 shoulder/bicep
heart & dagger	3	3	3 forearm/hand
military insignia	4	4	4 fingers
misc. pictures	5	5	5 leg
missing extremity	6	6	6 chest/stomach
scar (lg.) (sm.)	7	7	7 back
birthmark	8	8	8 other

Susp.# 1 2	General Appearance (04)	Build (05)	Complexion (06)	Hair (07)	Hair Style (08)	Speech (09)
0 0	unknown	unknown	unknown	unknown	unknown	unknown
1 1	well dressed	slight	light-pale	short	straight	normal
2 2	casual	medium	medium	collar	wavy	soft
3 3	dirty/ragged	heavy	dark	shoulder	curly	raspy
4 4	mod/unusual clothes	muscular		very long	braided	deep
5 5	uniform	other		balding/bald	afro	high
9 9	other			other	other	other

Susp.# 1 2	Facial Hair (10)	Glasses (11)	Teeth (12)	Mask (13)
	unknown	unknown	unknown	unknown
1 1	none	none	normal	none
2 2	mustache only	plain wire frame	gold/silver	ski
3 3	stubble only	plain plastic frame	missing	stocking
4 4	beard	sunglasses—wire fr.	very white	kerchief
5 5	sideburns	sunglasses—plastic fr.	decayed/dirty	other
9 9	other	other	other	

SCD | 66. Additional Information

67. Reporting Officer I.D.# | 68. Reporting Officer I.D.# | 69. Date & Time Prepared | 70. Approved By I.D.#

Figure 3

COPIES: ☐ DET ☐ CAU ☐ Central ☐ East ☐ North ☐ TRF ☐ DA ☐ DVD ☐ ID ☐ Prop Rm ☐ Crime Prev. ☐ Intell ☐ Patrol Support

PORTLAND POLICE BUREAU
INCIDENT REPORT

CASE NUMBER | REFER CASE NUMBER | ACCOMPANYING REPORTS: ☐ INCIDENT ☐ PROP. ☐ SPECIAL ☐ RCPT. ☐ CUSTODY ☐ TRF. ACC. | Crime Analysis Info.

CLASSIFICATION | CLR | DATE/TIME REPORTED | DATE/TIME OCCURRED

TYPE ACTIVITY ☐ Radio ☐ Phone ☐ S/I | LOCATION OF OCCURRENCE | N

ONE SENTENCE SUMMARY OF INCIDENT

PERSONS V-Victim C-Complainant R/O-Registered Owner W-Witness P-Parent F-Firm Name — Additional Persons in Narrative Y N

Code | NAME: LAST FIRST MIDDLE | CRN | Sex | Race | DOB
HOME ADDRESS | HOME PHONE
BUSINESS/SCHOOL ADDRESS | WORK HOURS | BUSINESS PHONE

Code | NAME: LAST FIRST MIDDLE | CRN | Sex | Race | DOB
HOME ADDRESS | HOME PHONE
BUSINESS/SCHOOL ADDRESS | WORK HOURS | BUSINESS PHONE

Code | NAME: LAST FIRST MIDDLE | CRN | Sex | Race | DOB
HOME ADDRESS | HOME PHONE
BUSINESS/SCHOOL ADDRESS | WORK HOURS | BUSINESS PHONE

SUSPECTS A&B M-Missing R-Runaway D-Deceased — Additional Suspects Coded on Another Incident Y N

Code | NAME | CRN | Sex | Race | DOB/AGE
HT | WT | HAIR | EYES | ADDRESS | PHONE | In Custody Y N

OTHER DESCRIPTION (FACIAL HAIR, CLOTHING, ETC.)

Code | NAME | CRN | Sex | Race | DOB/AGE
HT | WT | HAIR | EYES | ADDRESS | PHONE | In Custody Y N

OTHER DESCRIPTION (FACIAL HAIR, CLOTHING, ETC.)

COMPUTER ENTRY ☐ Person ☐ OPR ☐ Vehicle ☐ OPR ☐ Crime ☐ OPR ☐ Prop ☐ OPR ☐ Book ☐ OPR

VEHICLE S-Stolen U-Unauthorized Use R-Recovered L-Locate A-Abandoned T-Towed V-Victim's Veh. SP-Suspect Veh.

Code | LICENSE NUMBER | State | Year | Type | VIN | STLN/RECD VALUE
Year | MAKE | MODEL | STYLE | COLOR
Delig. Payments Y N | Keys in Vehicle Y N | Theft Ins. Y N | Permission Given Y N | Body Damage Y N | 7 5 3 1 / 8 6 4 2 | Transmission ☐ Standard ☐ Auto | CHARGE/CITE NO.
TOWED BY/TOWED TO | ☐ Dept. Req. ☐ Private Rq. | HOLD Y N | REASON | UNIT & PERSON NOTIFIED

ORS 162.375 SECTION 212 INITIATING A FALSE REPORT (1) A PERSON COMMITS THE CRIME OF INITIATING A FALSE REPORT IF HE KNOWINGLY INITIATES A FALSE ALARM OR REPORT WHICH IS TRANSMITTED TO A FIRE DEPARTMENT, LAW ENFORCEMENT AGENCY OR OTHER ORGANIZATION THAT DEALS WITH EMERGENCIES INVOLVING DANGER TO LIFE OR PROPERTY (2) INITIATING A FALSE REPORT IS A CLASS C MISDEMEANOR

☐ I UNDERSTAND THAT I AM LIABLE FOR ALL TOWING AND STORAGE COSTS INCURRED DURING THE RECOVERY OF THIS VEHICLE

☐ I WILL TESTIFY AS A WITNESS AGAINST THE DEFENDANT WHEN HE/SHE IS CHARGED WITH A CRIME

☐ RELEASED PROPERTY/VEHICLE TO

☐ THE NAMED CHILD (ADULT) IS PRESENTLY A RUNAWAY (MISSING) AND I REQUEST THAT HE/SHE BE TAKEN INTO CUSTODY FOR THEIR OWN PROTECTION

_____ SIGNATURE OF PERSON REPORTING THE INCIDENT

Physical Force Used by Police? Y N | Identification Division notified? Y N | Follow-up required? Y N | Crime Prev. Info desired? Y N | Outside agency notified Y N — Which one:

REPORTING OFFICER(S) | BPST | Prec/Div | Rlf/Shft | Assn/Dist | Reviewed By | PAGE OF

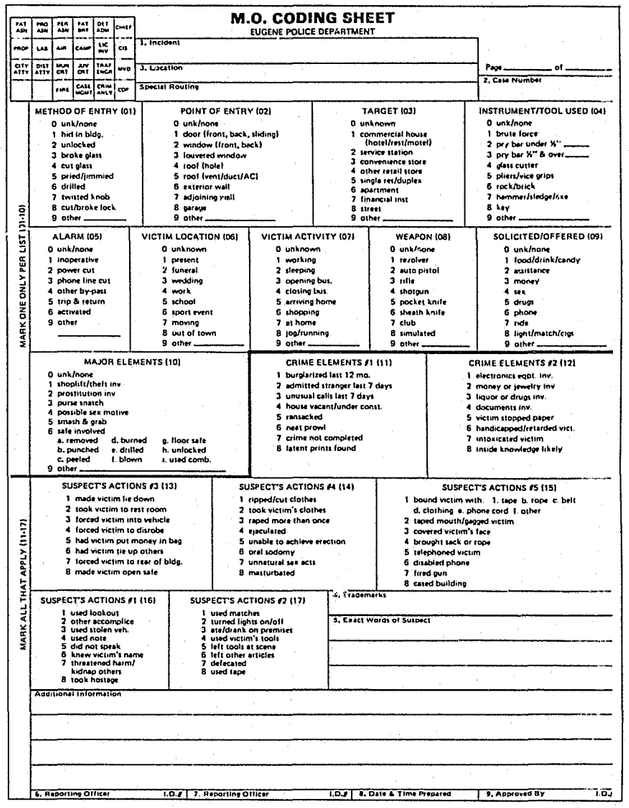
CASE NUMBER

Figure 4

ICAP is not a panacea. It is, however, a model of a police agency operation. Interested agencies will be able to find numerous articles and reference manuals detailing ICAP operations. The success of the program will be measured in terms of an administrator's commitment to the crime analysis philosophy espoused by ICAP and to the development of a crime reporting system which enhances data collection, collation, analysis, and dissemination in the most effective and efficient manner.

The officer coded report forms developed through ICAP research and modified by the Portland Police Bureau can be the catalyst, among other things, for advancement into the high-tech environment. As police reliance on computer systems becomes more commonplace, a method of data collection and analysis must be adopted in order to ensure maximum use of available police resources. The officer coded report forms offer police administrators this assurance, plus several other benefits, including:

1) Decrease in interpretation errors between report writer and report processor;
2) Decrease in report preparation time;
3) Decrease in report processing time;
4) Decrease in collection of repetitive, subjective information;
5) Increase in report accuracy;
6) Increase in ease of data retrieval;
7) Increase in intraagency communication;
8) Increase in life of the report forms—decrease in forms maintenance; and
9) Increase in dollar savings associated with the report writing system.



M.O. CODING SHEET
EUGENE POLICE DEPARTMENT

PAT ABN | PRO ABN | PER ABN | PAT BRY | DET ADM | CHIEF
PROP | LAB | AIR | CAMP | LIC INV | CIS
CITY ATTY | DIST ATTY | MVR UNT | APT UNT | TRAF ENGR | MVD
FIRE | CASE MGMT | CRIM ANLY | TDP

1. Incident
3. Location
Special Routing
Page ____ of ____
2. Case Number

MARK ONE ONLY PER LIST (31-10)

METHOD OF ENTRY (01)
0 unk/none
1 hint in bldg.
2 unlocked
3 broke glass
4 cut glass
5 pried/jimmied
6 drilled
7 twisted knob
8 cut/broke lock
9 other

POINT OF ENTRY (02)
0 unk/none
1 door (front, back, sliding)
2 window (front, back)
3 louvered window
4 roof (hole)
5 roof (vent/duct/AC)
6 exterior wall
7 adjoining wall
8 garage
9 other

TARGET (03)
0 unknown
1 commercial house (hotel/rest/motel)
2 service station
3 convenience store
4 other retail store
5 single res/duplex
6 apartment
7 financial inst
8 street
9 other

INSTRUMENT/TOOL USED (04)
0 unk/none
1 brute force
2 pry bar under ½" ____
3 pry bar ½" & over ____
4 glass cutter
5 pliers/vice grips
6 rock/brick
7 hammer/sledge/axe
8 key
9 other

ALARM (05)
0 unk/none
1 inoperative
2 power cut
3 phone line cut
4 other by-pass
5 trip & return
6 activated
9 other

VICTIM LOCATION (06)
0 unknown
1 present
2 funeral
3 wedding
4 work
5 school
6 sport event
7 moving
8 out of town
9 other

VICTIM ACTIVITY (07)
0 unknown
1 working
2 sleeping
3 opening bus.
4 closing bus.
5 arriving home
6 shopping
7 at home
8 jog/running
9 other

WEAPON (08)
0 unk/none
1 revolver
2 auto pistol
3 rifle
4 shotgun
5 pocket knife
6 sheath knife
7 club
8 simulated
9 other

SOLICITED/OFFERED (09)
0 unk/none
1 food/drink/candy
2 assistance
3 money
4 sex
5 drugs
6 phone
7 ride
8 light/match/cigs
9 other

MAJOR ELEMENTS (10)
0 unk/none
1 shoplift/theft inv
2 prostitution inv
3 purse snatch
4 possible sex motive
5 smash & grab
6 safe involved
a. removed d. burned g. floor safe
b. punched e. drilled h. unlocked
c. peeled f. blown i. used comb.
9 other

CRIME ELEMENTS #1 (11)
1 burglarized last 12 mo.
2 admitted stranger last 7 days
3 unusual calls last 7 days
4 house vacant/under const.
5 ransacked
6 neat prowl
7 crime not completed
8 latent prints found

CRIME ELEMENTS #2 (12)
1 electronics eqpt. inv.
2 money or jewelry inv
3 liquor or drugs inv.
4 documents inv.
5 victim stopped paper
6 handicapped/retarded vict.
7 intoxicated victim
8 inside knowledge likely

MARK ALL THAT APPLY (11-17)

SUSPECT'S ACTIONS #3 (13)
1 made victim lie down
2 took victim to rest room
3 forced victim into vehicle
4 forced victim to disrobe
5 had victim put money in bag
6 had victim tie up others
7 forced victim to rear of bldg.
8 made victim open safe

SUSPECT'S ACTIONS #4 (14)
1 ripped/cut clothes
2 took victim's clothes
3 raped more than once
4 ejaculated
5 unable to achieve erection
6 oral sodomy
7 unnatural sex acts
8 masturbated

SUSPECT'S ACTIONS #5 (15)
1 bound victim with 1. tape b. rope c. belt
d. clothing e. phone cord f. other
2 taped mouth/gagged victim
3 covered victim's face
4 brought sack or rope
5 telephoned victim
6 disabled phone
7 fired gun
8 cased building

SUSPECT'S ACTIONS #1 (16)
1 used lookout
2 other accomplice
3 used stolen veh.
4 used note
5 did not speak
6 knew victim's name
7 threatened harm/ kidnap others
8 took hostage

SUSPECT'S ACTIONS #2 (17)
1 used matches
2 turned lights on/off
3 ate/drank on premises
4 used victim's tools
5 left tools at scene
6 left other articles
7 defecated
8 used tape

4. Trademarks
5. Exact Words of Suspect
Additional Information
6. Reporting Officer I.D.# | 7. Reporting Officer I.D.# | 8. Date & Time Prepared | 9. Approved By I.D.#

ICAP has successfully developed the method by which generalized crime analysis information can be used to enhance a police agency's operation. Now ICAP is experiencing a resurgence of interest as evidenced by the adoption of officer coded, crime analysis-oriented report forms among many small to medium-sized police departments.

The collection of the generalized crime analysis information has now experienced change based not only on the resurgence of ICAP interest but also the growing reliance on computer systems to aid in the crime analysis function. The Portland Police Bureau's officer coded report forms represent all the advantages ICAP logic offers, but their forms have taken the ICAP logic one more step into the future. Portland's officer coded forms have incorporated the necessary changes into the crime analysis function caused by growing police reliance on computer systems and have allowed for agency growth (both anticipated and unanticipated). The design of Portland's forms satisfies the basic ICAP logic within the participating agency and promotes ICAP's continued success through better communication within the criminal justice system.

FBI

CRIME STOPPERS
Participation May Be the Real Payoff

By
DET. KENNETH L. FERRELL
Coordinator
Crime Stoppers
Wichita, Kans.

". . . Crime Stoppers offers a method of compiling information which can significantly reduce investigative time as well as positively affect morale and personnel requirements."

"During my stay in the United States I have seen the inhabitants of a country where a serious crime had been committed spontaneously forming committees with the object of catching the criminal and handing him over to the courts."[1] This could be a visitor's description of the formation of a Crime Stoppers program. Actually, these words were written by Alexis DeTocqueville in his monumental work, *Democracy in America,* describing America as he saw it during the 1830's.

This is indicative of a long tradition of citizen involvement in law enforcement, which is crucial to the function of the entire criminal justice process. Brent and Rossum suggest the importance of this participation in their book, *Police, Criminal Justice and the Community:* "It is the citizen who initiates the process by reporting crime, acting as a witness and accuser; they are the major source of information."[2] Crime Stoppers is a program which exemplifies this tradition and fits well into the dynamics of communities large and small.

Crime Stoppers, Crime Solvers, Silent Witness—few have not heard these names. Some will say, "Isn't that one of those reward programs?" or "That's the crook of the week club." The fact that the name is recognized is noteworthy, since the concept itself was developed only 8 years ago. To have reached this level of recognition, now international in scope, should be the envy of anyone in marketing.

Still, there are those more familiar with Crime Stoppers who are no less knowledgeable. Shortly after becoming coordinator of our Crime Stoppers program, I received a call from a man who was quite irate. He just viewed our "Crime of the Week" dramatization on television and had a com-