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MINI - STATION PERSONNEL TRAINING MANUAL

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INTRODUCTION

The purpose of this training manual is to assist mini-station personnel, police officers and civilian volunteers, in performing the daily mini-station office activities.

The manual clearly explains the duties and responsibilities of civilian volunteers and states uniform guidelines for crime analysis, crime prevention, and community meetings that are to be followed by mini-station officers and volunteers. It is very important that all mini-station personnel follow the procedures outlined in this book to insure that certain job tasks are performed the same way in each mini-station throughout the city.

The procedures spelled out in this manual will be used until the time that an evaluation shows a need for change. Mini-station personnel can help in this evaluation process by offering constructive comments and suggestions to the Mini-Station Administration Unit.

It must be remembered that if the mini-station volunteer program is going to be successful, cooperation between the officers and volunteers is of the utmost importance. This experience can result in great personal satisfaction for everyone concerned as well as make the mini-station a center of police-community action against crime.

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SECTION I
CIVILIAN VOLUNTEERS

A. VOLUNTEERS

The main goal of the mini-station is increased cooperation between the community and the police. In order to achieve this, the community must become involved in the actual operation of the mini-station. As a civilian volunteer you have the opportunity to do your part to see that this end is reached. Volunteers will be the citizens who live and work in the area served by the mini-station. There is a need for all types of volunteers; senior citizens, college students, retirees, housewives, business men/women, police reservists, etc.

B. SELECTION PROCESS

1. Civilian volunteers should:

- Live or work in the area served by the mini-station.
- Be able to work a specific number of hours per week.
- Be willing to be fingerprinted.
- Have no serious arrest record.
- Have no serious disease that might flare up unexpectedly (severe heart condition, fainting spells, etc. Check with your doctor).
- Have no serious injury that might make you helpless in an emergency.
- Be able to read and write.

2. Applications are available at the precinct and each mini-station. Fingerprints must accompany each application and will be done at either location, at your convenience. You must allow at least three weeks to be processed. When this is finished, you will be notified that you are:

- a. Accepted as a volunteer.
- b. Rejected as a volunteer because (and reason given).
- c. Placed on a waiting list. The final approval will be made by the precinct commander.

3. Once accepted, volunteers will be contacted by the mini-station officers who will make a work schedule for them.
4. College students will apply and be assigned from the Mini-Station Administrative Unit at Headquarters.

C. RULES FOR CITIZEN VOLUNTEERS

1. Volunteers are under the supervision of a police officer who may not always be present in the mini-station. You do not function as a police officer when the officer is out of the station. You have your job, so does the officer.
2. Volunteers must be neat and clean since they represent both the city and their community.
3. Volunteers will report to the officer in charge of the mini-station for their assignments when coming on duty.
4. Volunteers must not leave the mini-station when working without telling the officer in charge.
5. When volunteers are unable to report at their scheduled time because of an illness or emergency, they must call the mini-station at least an hour in advance so someone else can be contacted to work for them.

All absences will be recorded and if it becomes obvious that a volunteer is unreliable, another will be chosen to fill their time slot.

6. Volunteers should be familiar with the procedures outlined in this manual regarding records and reports that they will have to prepare and update. VOLUNTEERS SHALL NOT COMPLETE FORMS WHICH WILL REQUIRE THEIR APPEARANCE IN COURT.
7. Volunteers shall not take any police action, such as making an arrest, unless requested to assist by a police officer, nor should they engage in any action which could be physically hazardous to themselves or another.
8. Volunteers should work with police officers in an effort to mutually create an atmosphere of trust between the police and the community.

9. Volunteers can be dismissed from mini-station service when it becomes evident that they are unable or unwilling to do the work or violate the established guidelines. Mini-station personnel should document these offenses and forward this information to the precinct commander for his action.
10. All information, written or spoken, that you come in contact with while at the mini-station is confidential. Violation of this confidence is grounds for dismissal.

D. DETROIT POLICE RESERVES

The Detroit Police Reservists are encouraged to assist in manning the mini-station. They should become familiar with the procedures outlined in this manual.

The DPR coordinators shall establish a minimum number of hours of service in mini-stations for their reservists each month. Such duty will be a necessary training period for the reservists.

In cases of emergency, when department personnel, including mini-station officers, are mobilized, the Detroit Police Reserves with approval of the Chief of Police, will take over the mini-stations and be empowered to make police reports.

E. DUTIES OF CIVILIAN VOLUNTEERS

The volunteer is the resource person on call to the community and the police officer. You will be expected to be a clearing house of information on all subjects. Most of your training will be on the job since it is impossible to anticipate all the situations that will come to your attention and demand action.

The following chapters of this manual develop specific areas that you will frequently deal with. Study them. Some of the topics are:

- Handling the Public
 - Walk-ins
 - Telephone procedures
 - Emergency situations
- Information taking
- Crime Analysis information
 - Maintaining file systems
 - Plotting maps

- Crime prevention

Project identification

Home calls regarding business and residential security

- Community meetings and Block club programs

When conditions and time permit, it is at the discretion of the officer assigned to the mini-station to take you on patrol IN OBSERVER CAPACITY ONLY. This would require that you sign a waiver absolving the city of any responsibility in the event of an accident. It would enable you to sharpen your observation skills and learn first hand some of the indications, causes, and preventions of criminal activity in your neighborhood.

SECTION II
HANDLING THE PUBLIC

A. WALK-INS

Whenever anyone comes into the mini-station, the volunteer on duty will greet him or her and ask if there is some way in which the Detroit Police Department may help them.

Be as courteous as possible to all visitors, keeping in mind that visitors to police facilities are sometimes upset and are in need of assistance. A visitor is never to be told: "We don't handle that kind of problem."

Every attempt should be made to take care of the visitor's problem. Find out exactly what they want and give them the appropriate information. Not all walk-ins will be seeking police service. Many will be in need of agency referrals--as to where to take a complaint about rats, trash, possible child abuse, custody problems, etc. Referral information can be obtained from the directory of city services furnished to each mini-station. You should become familiar with the names and purposes of each agency.

B. TELEPHONE PROCEDURES

When answering the mini-station telephone, please use the following format: Give the name of precinct mini-station; give your name; and ask how you may help them. ("13 precinct mini-station, Miss Jones speaking, may I help you?") Write down all messages given over the telephone to insure accuracy. Message pads, C of D-10ME, will be used to record any telephone messages.

When the mini-station officers are out of the office on patrol and someone calls in need of police service, you will do the following:

First: Get the name, address, and phone number of the caller and write it down.

Second: Find out what happened. People calling the mini-station should not be calling for emergency service as 911 is for that purpose. Write down briefly what they tell you--an example would be that someone calls to say that their child ran away from home and they want to make a missing report, or perhaps they came home from work and found that their home had been broken into and they want to report this. You will record this information and give it to the officers when they call or check in with you.

If something comes in that you feel is urgent or more than two hours have passed since you heard from your officers and you have something that should come to their attention, Dial 911 and tell the operator: (1) What precinct mini-station you are, (2) Who you are, and (3) To have the mini-station officers call their mini-station. The 911 operator will have the dispatcher put it over the radio and the officers will soon be calling you.

If something comes to your attention, by phone or walk-in that demands immediate response, dial 911, and tell them: (1) What precinct mini-station you are, (2) Who you are, (3) That your mini-station officers are out of the office, and (4) A car is needed at (and give the address) for (and tell what happened).

Always get the address of where there is trouble so help can be sent.

C. CENTREX SYSTEM

The City of Detroit is on a Bell Telephone system that keeps the first three numbers the same, 224, and varies the rest of the phone number, as 224-4479. This is called centrex and makes inter-department calls and transfers fast, easy and free.

For example, if you are on a city phone, as in the mini-station, and someone calls who wanted another mini-station, you can transfer that person so he or she will not have to re-dial. This would be done as follows:

Someone calls the 12th Precinct Schaefer mini-station on 224-0408 and thought they were dialing the Puritan mini-station number which is 224-0440. All you have to do is tell them the correct number and that you will now try to transfer them. Push down the receiver button for a few seconds and then dial 4 and the other four digits missing to complete the call. In this case it would be 4 then 0440. When you hear the phone ringing, you can hang up. The transfer is completed. If the line is busy, they can dial later.

To dial any other inter-city department number while you are on a city phone, just dial 4, then the last four numbers, thus 224-4479 could be reached by dialing 4-4479 if you are on another city phone.

D. EMERGENCY SITUATIONS

When a life or death situation arises while you are on duty, you must remain calm or you will be of no help to anyone.

First: Find out what happened so you will know what help is needed.

Second: Get the address so you can send help there.

Third: Dial 911, identify yourself, tell what happened, and the address where a car is needed.

An example would be when a frantic parent calls saying that their baby has stopped breathing. You must find out where the baby is now, get the address, and tell the party help is on the way. Then you dial 911, tell the operator what precinct mini-station you are, who you are, and that a baby stopped breathing at (and give address.) 911 will send officers and EMS immediately. If you follow this procedure correctly, you will find it saves time and lives.

NEVER, NEVER argue with someone if they are upset or feel they are in need of help. This is not your job. Take the information and relay it to the proper source, either 911 operator or your mini-station officers.

The same procedure would apply to a walk-in. Calm them down, find out what happened, and then call for assistance.

E. AGENCY REFERRALS

The booklet titled Neighborhood Problem-Solving and City Services lists, in alphabetical order, problem areas that frequently demand solutions. It was compiled by the City Council for use by the citizens of Detroit. It should be in plain view on your desk for easy references. Read it. Once the maze of agencies and their purposes are clear to you, you can make it clear to others.

An alphabetical list of city departments and all police departments with their phone numbers is also provided at the end of this manual on page 40. A separate copy of this phone index should also be out on your desk.

SECTION III
INFORMATION TAKING

A. NOTETAKING

You will be asked to write down what you see and hear. Mini-station officers may be called upon to do an investigation and write a report based on the information in your notes. The only way to insure that the officers receive accurate information about the things reported to you is by taking clear and concise notes. Notetaking will pay off in many ways and make your job much more interesting.

Remember that note taking is simple and based on common sense.

Let's look at some basic rules to remember.

1. Make sure that you have the equipment necessary for taking notes handy.
(Example: Pens, pencils, note pad or plenty of blank paper).
2. Mark each set of notes with the date and time the information came to you.
3. Make each set of notes according to the incident on separate sheets of paper.
(This will eliminate confusion that may result if you jam your notes together on a piece of paper).
4. If you must take some information in a hurry and your notes are not readable, rewrite them in a clear and orderly way.
5. Keep your notes until you know for sure that you or the officers no longer have use for them.
6. Try to keep your work area in order so you don't lose your notes.
7. Make sure your notes are plainly written or printed. They must be understandable to the officers that will read them.
8. Be a good listener.
9. Never try to put words into the mouth of someone who is giving you information. Just write down what is important.
10. Don't try to guess what the information means or argue with the person who is giving you the information.

WRITE DOWN THE FACTS AS YOU SEE AND HEAR THEM.

11. Write down your personal comments and observations separate from your notes.

(Example: The person making the report sounded drunk).

12. Keep in mind to ask questions. (The 5 W's and 1 How).

WHO?

WHAT?

WHERE?

WHEN?

WHY?

HOW?

13. Always write down the Name, Address, and Phone Number of the person giving you the information.

14. Use the abbreviations listed in the book for taking descriptions, information, etc. These abbreviations will be excellent short cuts for taking notes. (See pages 14 - 18).

15. Use the form on page 10 of this book as a guide for taking information.

16. When taking descriptions of people, start with the top of the head and work down to the feet.

Notetaking is simple, but it takes practice. The KEY WORD system is probably the best way to take good information. Let's look at how it works.

Example of a phone call complaint:

On January 16, 1976, at 3:30 p.m., Mrs. Joyce Koss of 1234 Lakeshire, phone 372-7816 says: "A lone white male about 6 feet tall broke into my garage and stole my husband's tool box. He was about 175 pounds, wearing a blue shirt and black trousers with slant pockets. He had on black buckle shoes. I did not get a good look at his face. The tool box he took contained various wrenches, screw drivers, nails, etc. It is red and about 1 foot long and 9 inches high. He escaped walking south on Lakeshire.

B. INFORMATION FORM

Date: Time:

Source of Information:

Phone Call

Walk In

Name: Of person making report

Address: " " " "

Phone #: " " " "

OFFENSE: (If known)

Information: Answer the Questions

Who?

What?

Where?

When?

Why?

How?

Descriptions:

Own Comments or Observations:

Your notes should read something like this if you follow the information form on page 10 .

1-16-76 at 3:30 p.m.
P.C. from Mrs. Joyce Koss
1234 Lakeshire
372-4816

B&E Garage

Man broke in garage and took tool box.

Description: L/W/M, 175, wrg. blu sht, blk. trsr with slant pockets, blk buckle shoes, Esc. on ft, S on Lakeshire.

Description of Tool Box: RED, (1 ft. Long x 9" high). Contains various tools.

Own comments or observations:
Mrs. Koss appeared very upset. She cried several times during the conversation.

C. PRELIMINARY COMPLAINT RECORD (P.C.R.)

The Preliminary Complaint Record commonly referred to as the P.C.R. is the official complaint report taken by police officers at the scene of a crime. Frequently, the officer taking this report will be called upon to testify in court.

Although the P.C.R. is a form you as a civilian will never fill out, you must be familiar with it for two reasons: (1) for crime analysis purposes mentioned in Section 4, and (2) the fact that these reports will be used to keep mini-station personnel up to date with the crimes occurring in your area.

Let's look at a sample P.C.R. on the next page.

REPORT ON R.A. ASSIGNED TO _____ MO FORM PREPARED? COMPLAINT WR. YES NO

PLACE OF OCCURRENCE: ON STREET 20952 East Chicago CENSUS TRACT: 20-123 A SCOUT CAR AREA: 16-10

NAME AND TYPE OF BUSINESS: Sam and Frank's Fruit Market TIME: 2:15 P.M. DAY: DAY NIGHT UNKNOWN

TYPE OF BLDG (APT. HOTEL PRIVATE RESIDENCE - SINGLE FAMILY, ETC): 1 Story - Market DATE: 2-2-76 DAY OF WEEK: Mon.

PERSON REPORTING OFFENSE: AGE SEX RACE: _____ TITLE: _____ ADDRESS: _____ TELEPHONE: _____

Comp. COMPLAINANT'S NAME: Sam Ryan ADDRESS: 20952 East Chicago 48228 PHONE: 85-1234 AGE SEX RACE: 4 M/W BUS. RES. 345-9876

RECEIVED BY OFFICER: Loretta Farquart TIME: 2:30 P.M. VICTIM AND PERPETRATOR ARE: RELATED ACQUAINTED STRANGERS UNKNOWN

METHOD OF ENTRY: UNKNOWN Foot - Frt. Door METHOD OF ESCAPE: UNKNOWN Foot - Frt. Door UNKNOWN B.S.R. DESCRIBE WEAPON: _____

PERPETRATORS: STATE NO. (MARK X IF UNKNOWN) 2 DESCRIBE: MALE FEMALE JUVENILE ADULT WHITE NEGRO OTHER UNKNOWN TOTAL VALUE: \$275.00

COMPLAINANT AVAILABLE ANYTIME: OR AT Store-Days: C.A. Persons NAME OF PERSON NOTIFIED: Sgt. B. Deacon TIME: 2:50 P.M. DATE: 2-2-76

IMPORTANT: PRIOR TO BODY OF REPORT BELOW, GIVE NAME, AGE, COLOR, ADDRESS, AND CHARGE OF EACH PERSON ARRESTED. (IF NONE, CHECK BELOW.) GIVE ADDITIONAL DETAILS OF OCCURRENCE, PERSONS, AND PROPERTY NOT INCLUDED ABOVE. IF MORE THAN ONE PERPETRATOR, DESCRIBE BELOW.

NO ARRESTS Desc: #1 W/M, 18-20, 6'0, 180lb., Short Blk. Hair, Med. Compl., Clean Shaven, wearing: Blk. Lea. Jkt., Blu. Turtleneck, Grn. Pts., Blk. Boots. Armed w/ B.S.R.

#2 I/F, 45-50, 5'2, 200lb., Med. Gry. Hair, Lt. Compl., wearing: Multi-Colored Scarf, Brn. Waistlength Ct., Ylw. Mini-Skirt, Wht. Kneelength Bts.. Unk. if armed.

Source: PR, 20952 East Chicago, "RA Just Happened"

Circumstances: At above time and date, comp. states he was in his market restocking the display shelves when #1 & #2 above perp. entered the store thru the front door. Comp. asked the perps. if he could help them. #2 stated "Yea, give me what's in the register or my boyfriend will blow you away." Comp. then observed #1 remove a B.S.R. from his waistband and point it at the Comp. Comp. then complied and filled a brown paper bag with the contents of the cash register. Perps. esc. on foot out the front door and East on East Chicago, from there unk.

Observations: Comp. will testify to the above robbery. Can identify both and will prosecute. No other witnesses.

Taken: \$275.00 in ones, fives, and tens, No change.

SIGNATURE OF OFFICER RECEIVING REPORT <i>Loretta Farquart</i>	WT	BADGE NO. 4598	PRECINCT 16	ASSIGNMENT 16-10
NAMES OF OTHER OFFICERS INVOLVED Robert Phlibetz	BADGE NO. 1776	PRECINCT 16	W-12	

SIGNATURE OF BANKING OFFICER CHECKING REPORT: *Archibald Lee Charles* RANK: *Lieut.* ENT. COMPUTER: _____

D. CONFIDENTIAL INFORMATION

As a mini-station volunteer you have been placed in a position of TRUST. You must remember that all information coming to your attention is of a confidential nature and must remain secret. To violate this public trust would certainly harm police rapport with the community and create needless suspicions from those citizens depending on us for help. The penalty for divulging confidential information could result in immediate dismissal.

E. ABBREVIATIONS

Abbreviations of even the most common terms used in police work can sometimes be confusing, if you don't understand the particular code being used. It is important that mini-station personnel adopt the same abbreviations in order to insure uniformity. Abbreviations are short cuts for taking information and they are perfectly all right to use.

The following pages will give you abbreviations commonly used by police officers in the course of their work. If you familiarize yourself with these abbreviations, your job will be much easier when taking important information.

If there is no abbreviation for a word that you are using do not make one up on your own. This would only confuse others that may have to read your notes.

CRIMES

AGGR/ASS	AGGRAVATED ASSAULT
A&B	ASSAULT & BATTERY
B&E	BREAKING & ENTERING
CCW	CARRYING CONCEALED WEAPON
FA	FELONIOUS ASSAULT
IND/EXP	INDECENT EXPOSURE
KID.	KIDNAPPING
LARC	LARCENY
MISS	MISSING
MURD	MURDER
M.D.P.	MALICIOUS DESTRUCTION OF PROPERTY
MANS.	MANSLAUGHTER
NOF	NO OPERATORS LICENSE (Not in immediate possession)
P/S	PURSE SNATCHING
R/D	RECKLESS DRIVING
R/A	ROBBERY ARMED
R/N/A	ROBBERY NOT ARMED
RSP	RECEIVING STOLEN PROPERTY
UDAA	UNLAWFUL DRIVING AWAY OF AUTOMOBILE
V.C.S.A.	VIOLATION CONTROLLED SUBSTANCE ACT

COLORS

BLD	-	BLOND
BLK	-	BLACK
BLU	-	BLU
BRN	-	BROWN
GRY	-	GRAY
GRN	-	GREEN
RD	-	RED
WHT	-	WHITE
LT	-	LIGHT
DK	-	DARK
YEL	-	YELLOW
ORG	-	ORANGE
HAZ	-	HAZEL
CHK	-	CHECKERED
PUR	-	PURPLE
PK	-	PINK

VEHICLES

AUTOS

CHRY - CHRYSLER
 CAD - CADILLAC
 CHEV - CHEVROLET
 FALC - FALCON
 LINC - LINCOLN
 PLY - PLYMOUTH
 PONT - PONTIAC
 RAMB - RAMBLER
 MERC - MERCURY
 CONT - CONTINENTAL
 DODG - DODGE
 BUIK - BUICK
 OLDS - OLDSMOBILE
 FORD - FORD

LICENSE PLATES

A - ADAM
 B - BOY
 C - CHARLES
 D - DAVID
 E - EDWARD
 F - FRANK
 G - GEORGE
 H - HENRY
 I - IDA
 J - JOHN
 K - KING

M - MARY
 N - NORA
 O - OSCAR
 P - PAUL
 Q - QUEEN
 R - ROBERT
 S - SAM
 T - TOM
 U - UNION
 V - VICTOR
 W - WILLIAM

BODY STYLES

CH - COACH (2 Door)
 CONV - CONVERTIBLE
 SW - STATION WAGON
 SDN - SEDAN (4 Door)
 WGN - WAGON
 TRK - TRUCK
 TRLR - TRAILER
 H/TOP - HARD TOP

Y - YOUNG
 Z - ZEBRA

CLOTHING

BAB BABUSHKA (Head Scarf)
 BLS BLOUSE
 CT COAT
 JKT JACKET
 O'CT OVERCOAT
 PTS PANTS
 SHT SHIRT
 SKT SKIRT
 TRSR TROUSERS
 SWT SWEATER
 T-SHT T-SHIRT

PHYSICAL DESCRIPTIONS

IND INDIAN
 F FEMALE
 M MALE
 MEX MEXICAN
 L LONE
 BLK BLACK
 W WHITE
 CPLX COMPLEXION

LWM LONE WHITE MALE
 LWF LONE WHITE FEMALE
 LBM LONE BLACK MALE
 LBF LONE BLACK FEMALE

5'8" - 170 (Height 5 ft. 8 in. & 170 pounds)
 6'0" - 200 (Height 6 ft. and 200 pounds)

MISCELLANEOUS

COMP.	COMPLAINANT	ESC	ESCAPED
VICT.	VICTIM	DOB	DATE OF BIRTH
WIT.	WITNESS	DOA	DEAD ON ARRIVAL
SUS.	SUSPECT	LIC	LICENSE
DEF.	DEFENDANT	NARC	NARCOTICS

DIRECTIONS OF ESCAPE

N	NORTH
S	SOUTH
E	EAST
W	WEST
N/E	NORTHEAST
N/W	NORTHWEST
S/E	SOUTHEAST
S/W	SOUTHWEST

SOURCE OF INFORMATION

RP	ROUTINE PATROL
PR	PATROL RUN
WI	WALK IN
TX	TELEPHONE
SR	SICK RUN
MPS	MISCELLANEOUS POLICE SERVICE

F. DEPARTMENTAL REPORTS BY OFFICERS AND CIVILIANS

1. Mini-station officers are required to make all departmental reports on matters coming to their attention. In no instance will a citizen be directed to another section or unit to make a report of a police matter. All appropriate forms will be stocked at the mini-stations. Monthly reports will be submitted to the mini-station command staff.

2. Blotter entries

Each mini-station will maintain a blotter in which shall be recorded all pertinent details of any incident or complaint coming to the officer's attention. Such blotters must be complete in recording times, names, addresses, nature of police matter referred to, disposition of same, and any other information deemed necessary. They will be inspected and initialed by visiting supervisors. These entries are to be made by police officers only.

3. Blue Ledger Books

There are to be (4) four blue ledger books at the mini-station for the following purposes:

a. Visitor's log

Persons coming to the mini-station to visit or for other social reasons will be asked to sign in. Civilian personnel can be responsible for dating each page and having it available for visitor's signatures.

b. Engravers

Persons signing out an engraver will follow the format shown in Section 5 which has separate columns for the following information: Engraver #, Name, Address, Phone, Date out, Date due, Date returned. Civilians can log these entries.

c. Crime Prevention activities will be recorded in the third blue ledger book. The purpose of these entries is to keep an overall account of each mini-station program.

The following activities shall be recorded by date, time, place, person(s) talked to, and comments: business places visited, senior citizen housing checked, block clubs and community meetings attended, schools, etc. Civilian volunteers can record these

entries from the information on the officer's activity log.

- d. Bicycle licenses issued from the mini-station will be recorded in the fourth blue ledger book so accurate records can be kept. All bicycle licenses shall be obtained from the precinct. The money shall be turned in to the precinct each day with the amount also recorded in the mini-station blotter by the officer. The following procedure shall be used when issuing bicycle licenses: (can be issued by civilian).
- 1) The stickers shall be issued in consecutive order.
 - 2) The sticker number must match the number on the actual license form, C of D 10 LI.
 - 3) You must verify the serial number on the bike before writing it on the license. Serial numbers are located on the frame.
 - 4) The original copy of the license is given to the owner of the bicycle.
 - 5) The other three copies of the bicycle license will be returned to the precinct along with the monies each day. The precinct will add these collected to their precinct sales of bicycle licenses.
 - 6) The person issuing the license will record the name, address, license number, serial number of the bike, and make of bike in the blue ledger book.
 - 7) Bicycle license cost \$1.00 and is valid for five years, beginning January 1st of each year and expiring December 31st of the fifth year.

4. Citizen Complaints

Citizens entering the mini-station to lodge a complaint of any nature shall be accommodated. If the complaint can be remedied by the mini-station staff, it should be acted upon and logged.

If the complaint is against a police officer of the type processed by the Professional Standards Section or command officers, a supervisor from the precinct shall be called to the mini-station to receive the complaint. However, such action will be logged.

In no case shall a citizen be directed to the precinct or any other office to lodge his or her complaint.

5. Telephone Complaints

Mini-station officers are empowered to accept minor crime reports by telephone from citizens residing or doing business in the area. After taking such reports, the complainants will be visited by mini-station personnel as soon as practicable. If on such follow-up visits the legitimacy of the complaint is questioned, such information should be noted in the Preliminary Complaint Record and be brought to the attention of the officer-in-charge of the precinct IOS for his follow-up and disposition.

Mini-station officers receiving such reports shall note on the report if the investigation is complete. If no further benefit would be had by IOS follow-up investigation, the case need not be assigned to the investigators. An example might be the case of a spare tire having been stolen at an unknown time and location and trace evidence is not available.

Each complaint would be assigned to the mini-station officers and processed by the precinct IOS.

SECTION IV

CRIME ANALYSIS FOR OFFICER AND CIVILIAN

A. M.O.

Criminals repeat themselves and can be known by these patterns. In order to identify the defendants by their actions, the mini-station personnel will keep a file system on all crimes occurring in their area.

When the mini-station officers take a PCR (Preliminary Complaint Record), they shall make an extra copy and keep the first carbon copy for the file system. The rest of the copies of the PCR can be returned to the precinct, by mail or in person, depending on the situation.

The crime analysis officer at the precinct will become familiar with the names of the officers assigned to the mini-station so as not to duplicate the PCRs that he gives them every day on crimes that have occurred in the mini-station area. On occasion the precinct may have PCRs that were taken by officers other than those assigned to the mini-station. It is essential that all reports of crimes in the mini-station area be on file at the mini-station, and it is the responsibility of the mini-station personnel, police and/or civilian, to maintain the following file systems.

B. FILE SYSTEM FOR PCR

All PCRs will be filed in chronological order in a folder with the month and year marked clearly on the outside for easy reference. The PCRs will contain the officer's original report and any notes that he shall make on his follow-up visit to the victim of the crime. The purpose of these visits is to see what can be done to prevent the crime from happening again. These folders will be kept in the filing cabinet. Additional information that may come to the officer's attention may warrant an additional PCR that would be attached to the original with the copies forwarded to the precinct detectives for their information.

C. CROSS-INDEX OF PCR INFORMATION

Before filing the PCRs the following information will be taken from them and PRINTED OR TYPED on the 3 x 5 index cards available at the mini-station.

One card will be filed alphabetically by name in the following manner:

Victim's Name: Last, First

Address:

Phone or message phone

Date of crime

Type of crime

Defendant's name if known

Another card will be filed by street and number in the following manner:

Address of Victim

Name of Victim, Last, First

Phone or message phone

Date of crime

Type of crime

Defendant's name if known

These 3 x 5 cards will be kept in the small index file boxes that should also be at the mini-station.

D. PIN MAP

The offense can then be plotted on the map of the mini-station area for quick reference. The following color codes will be used:

- Red - Sex Crimes
- Blue - Homicides
- Green - RA street
- Black - B&E Business
- Yellow - B&E Residence
- Pink - RNA Street

Color pins can be obtained from the stockroom.

E. CRIME ANALYSIS UNIT

Mini-station officers should be aware of the existence of a Central Crime Analysis Unit located in Room 722 Headquarters. An analysis of all crimes occurring in each scout car area as well as profiles of the suspects is provided. This would include individuals out on parole, bond, appeal, with past records, all who are known to frequent an area with their last known addresses.

This information can only be given in person and officers are encouraged to have their precinct crime analysis officer confer with this unit on a weekly basis and update the mini-station with the latest developments. The crime analysis officer should be a liaison with the Crime Analysis Unit.

F. BUSINESS CARD FILE

For purposes of both crime analysis and crime prevention, a file card system will also be developed on all existing businesses in the mini-station area. This will be separate from the file system developed from PCR information except in those instances where a business place is the victim of a crime.

The cards will be filed by street in numerical order in the following manner: Address of Business

Name of Business

Phone

Owner's Name

Owner's Phone

Type of Business

Date visited, comments

Date and type of crime, if applicable

Defendant's name if known

SECTION V
CRIME PREVENTION

A. OPERATION IDENTIFICATION

Operation Identification is a successful crime prevention program. It is designed to identify a person's property by means of engraving the owner's social security number on the valued piece of property.

Since every Mini-station is equipped with electric engravers to loan out to citizens, Mini-station personnel, both police and volunteers, must familiarize themselves with the following procedures in order to insure the uniformity of the program and the return of the electric engravers.

The following steps should be followed when a citizen comes to the mini-station and requests an engraver for home use:

1. Record the Engraver Number, the name, address and phone number of the person requesting the engraver, the date engraver is loaned out, the date it is due for return (within 48 hrs.) and the date engraver is returned.

This information must be recorded in a blue record book.

Engraver #	Name	Address	Phone	Date Out	Date Due	Date Returned
#1	Mary Smith	112 Forest	372-1111	1-16-76	1-18-76	1-17-76
#2	Joe Adams	105 Ward	723-1212	1-17-76	1-19-76	1-19-76
#3	Tom Jones	121 Sinclair	321-1271	1-18-76	1-20-76	1-18-76

2. Fill out the engraver loan form making sure that the person understands what they are signing. In the event that a person cannot read the form, the mini-station officer or volunteer, must read the form to the citizen. KEEP THIS FORM IN THE RECORD BOOK AND DESTROY IT WHEN THE ENGRAVER IS RETURNED. THIS FORM IS ON HAND AT THE MINI-STATION ADMINISTRATIVE UNIT AT HEADQUARTERS. SEE SAMPLE OF ENGRAVER LOAN FORM BELOW.

ENGRAVER LOAN FORM

The undersigned, in consideration of the loan of engraver No. 1, releases and discharges the City of Detroit, its agents and employees from any and all liability, real or personal, for any injuries or damages, arising out of the use of the engraver by the undersigned, or any other person, while the engraver is on loan from the City of Detroit and further agrees to reimburse the City for any damages to or loss of said engraver. This engraver shall be returned 48 hour after receipt.

ISSUED BY: Mary Ann Papp Signature Mary Smith
Date: 1-16-76 Address 112 Forex
Returned to: Carl Welke Phone No. 327-1111
Date: 1-17-76 I.D. No. (Sec. Security # 371-08-4441)

3. Mini-Station personnel must fill out D.P.D. 220 "OPERATION IDENTIFICATION DATA SHEET" with the person's social security number, last name, first name, address and Phone Number. These forms are available in the department stock room. (See Sample Form on following page).
4. D.P.D. 220 must be sent to the host precinct daily in order that this information is entered into the Department's Police Computer System. Enter the name of the person sending this information to the precinct in the blotter.

There are some important rules to remember about this program.

1. No driver's licenses will be used for identifying property. ONLY SOCIAL SECURITY NUMBERS.
2. Require some form of personal identification before releasing the engraver. This will help mini-station personnel recover engravers that are not returned by making a home call.
3. If engravers are out for more than 48 hrs. mini-station personnel must make a follow-up phone call requesting the immediate return of the engraver.
4. If the phone call follow-up doesn't result in the return of the engraver - a home call must be made by the mini-station officers to pick up the engraver.
5. Mini-station personnel should know how to use the engraver in the event they are requested to engrave property for a handicapped person (blind) or while making crime prevention home calls, or for explaining its use for citizens requesting it for home use.

(See "How to Use Electric Engravers")

DETROIT POLICE DEPARTMENT
 "OPERATION IDENTIFICATION"
 DATA SHEET

	<u>SOCIAL SECURITY (9)</u> NUMBER	<u>(LAST)</u>	<u>NAME (25)</u> <u>(FIRST)</u>	<u>ADDRESS (25)</u>	<u>TELEPHONE (7)</u>
EP					
EP					
EP					
EP					
EP					
EP					
EP					
EP					
EP					
EP					
EP					
EP					
EP					
EP					
EP					
EP					

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HOW TO USE ELECTRIC ENGRAVERS

INSTRUCTIONS:

No special skills are needed, it handles and writes like a pencil. The Electric Engraver makes PERMANENT MARKS ON HARD OR SEMI-HARD MATERIALS. It engraves wood, plastic, glass, aluminum, copper, brass, lead, ceramics, stone, iron and many other materials. A few minutes of practice makes almost anyone a skillful engraver.

Any responsible person can use it. It works by vibration, at 7,000 strokes per minute, giving a smooth clean line that will not rub off, smear, tear away, or erase.

The depth of the stroke determines the width of the line. To vary the stroke from light to a heavier line----turn the silver colored nose piece clockwise. The minimum stroke gives a shallower, lighter line; ideal for working on glass, ceramics, copper, brass or soft materials. The maximum stroke (one full turn) gives a heavier line for marking on tools, wood, iron or hard surfaces.

DO NOT PRESS DOWN WHEN USING THE ENGRAVER!!!!!! Allow the tip to make a full stroke by moving the hand slowly.

The "OPERATION IDENTIFICATION" window decals will be issued upon return of the engraver. These decals are self-adhesive and do not need water. Just peel off the paper backing and press the decal on the window.

IMPORTANT.....Notify this office of any changes in name, address, phone number. This is necessary to keep our records accurate.

B. COMMUNITY MEETINGS AND BLOCK CLUBS

Mini-station volunteers will play an important part in assisting the officers in the planning and handling of community meetings. Some of your duties would include preparing the station for the meeting, setting up chairs, passing out agendas of the meeting, acting as host or hostess and greeting the community people attending the meetings, etc.

It is important that mini-station officers and their volunteers discuss topics to be developed for the meetings, such as, implementation of the NEIGHBORHOOD WATCH PROGRAM, the HELPING HAND PROGRAM, OPERATION IDENTIFICATION, or other innovative crime prevention programs

Information on how to establish block clubs can be obtained from the Community and Economic Development Department, Community Services Unit, 224-2574. It is located at 350 East Congress, Detroit, Michigan 48226. They are open from 8:00 a.m. to 6:30 p.m., Monday and Wednesday, and 8:00 a.m. to 4:00 p.m., Tuesday, Thursday and Friday.

Volunteers should check the Block Club File at two month intervals in order to insure an accurate listing. A date should be recorded on the back of the 3 x 5 card along with the name of the person checking the Block Club's existence. It is vital to keep an up-dated list of Block Clubs in your area in order to include all the community people you can call upon for support and help in developing crime prevention and other police related programs.

Example: Front of Card

FLANDERS BLOCK CLUB
Pres: Mrs. John Works
1267 Flanders
732-1247

Back of Card

Updated:
1-16-76 - Mr. John Booth

Remember, all crime prevention activities will be recorded in the blue ledger book for that purpose. This is so an overall account of each mini-station program can be maintained. Entries are to indicate the date, time, place, person(s) talked to and comments: All business places, senior citizen housing, block clubs, community meetings, schools, etc. shall be logged. Information can be taken from the officer's activity log by the civilian for these entries.

SECTION VI

SUPPLIES

SUPPLIES

Volunteers and the officers at the mini-station must continually update their supplies. These orders are to be placed with the precinct stockroom orders to ensure accountability.

Attached is a list of all supplies that should be on hand at the mini-station. The items that will be provided by the Mini-Station Administrative Unit are listed separately. An inventory should be taken monthly and indicated in the blotter.

DETROIT POLICE DEPARTMENT
STOCKROOM
REQUISITION FOR MATERIALS

PRECINCT OR BUREAU Mini-Station APPROVED _____
Include Precinct D.B. Materials in Precinct Orders _____ COMMANDING OFFICER _____

STOCK OR FORM NO.	BALANCE ON HAND	QUANTITY ORDERED	QUANTITY ISSUED	DESCRIPTION AND REMARKS	RECEIVED
13			4 Pads	Missing Person Report	
31			2 "	Inter-Office Memorandum (Blue-Short)	
36			50	Personal Property Tags (White)	
36-B			50	Found Property Tags (Yellow)	
36-C			50	Safekeeping Tags (Green)	
53			25	Evidence Tags (Red)	
108			4 Pads	Preliminary Complaint Record	
129			1 Pad	Report of Animal Bite	
159			50	Traffic Accident Report	
173			1 Pad	Miscellaneous Accident Report	
179			25	Fingerprint Cards	
277			3 Pads	Telephone Message Pads	
406			30	Impounded Car Record	
466			1 Pad	Request for Traffic Court Warrant	
467			1 Pad	Investigator's Report - Page 1	
467-A			1 Pad	" " - Page 2	
478			20	Accident Case Envelope	
517			25	Preliminary Application for Police Service	
532			10	Court File Jacket	
568			200	Inter-Office Memorandum (White-Long)	
572			2 Pads	Traffic Accident Report, Witness Statement	
<u>MISCELLANEOUS OFFICE SUPPLIES</u>					
			1 only	Basket, Waste, Small	
			1 only	" " Large	
			2 only	" Wire, Desk or equivalent	
			1 box	Bands, Rubber, #18	
			1 only	Binder, 3-ring, 1"	
			1 "	" Pinchback	
			1 "	Blotter, Desk, 19"x 24"	
			1 "	Broom, Corn, Lightweight, 4 Tie	

CHECK ORDER AND NOTIFY STOREKEEPER OF ANY DISCREPANCIES

STOREKEEPER _____ Date _____ 19__

DETROIT POLICE DEPARTMENT
 STOCKROOM
 REQUISITION FOR MATERIALS

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Date _____ 19____
 Page 2 of 3

PRECINCT OR BUREAU Mini-Station APPROVED _____
 Include Precinct D.B. Materials in Precinct Orders

COMMANDING OFFICER _____

STOCK OR FORM NO.	BALANCE ON HAND	QUANTITY ORDERED	QUANTITY ISSUED	DESCRIPTION AND REMARKS	RECEIVED
			4	Book, Record, 300 Page, Non-Indexed	
			1 only	Bucket, Mop with Wringer	
			2 cans	Cleanser, Kitchen 14 ounce	
			1 only	Dispenser, Scotch Tape, Junior Desk	
			100	Envelopes, #10 Manila	
			25	Envelopes, Interdepartmental 10"x13" (Red Border)	
			4 only	Erasers, Pen/Pencil Combination (wedge type)	
			1 only	Handle, Mop, Heavy Duty	
			2 only	Mops Heads, Wet, 16 ounce	
			1 only	Pad, Desk Blotter, 19"x24"	
			1 "	Pan, Dust with 32" handle	
			3 boxes	Paper Clips #1 size	
			1 Rm	Paper, Bond, 8½ x 11"-16#	
			1 pkg	" Carbon 8½ x 11"-7#	
			12 only	Pencils, Number 2	
			1 only	Machine, Pencil Sharpening	
			1 only	Machine, Stapling	
			1 only	Punch, Paper, 2-hole non-adjustable	
			1 only	Ruler, 18"	
			3 bars	Soap, Hand, White	
			1 box	Staples, Standard	
			1 only	Staple Remover	
			1 roll	Tape, Scotch, Small	

CHECK ORDER AND NOTIFY STOREKEEPER OF ANY DISCREPANCIES

STOREKEEPER _____ Date _____ 19____

DETROIT POLICE DEPARTMENT
 STOCKROOM
 REQUISITION FOR MATERIALS

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Date _____ 19____
 Page 3 of 3

Issued to Maintenance For _____

PRECINCT OR BUREAU Mini-Station APPROVED _____
 Include Precinct D.B. Materials in Precinct Orders

COMMANDING OFFICER _____

STOCK OR FORM NO.	BALANCE ON HAND	QUANTITY ORDERED	QUANTITY ISSUED	DESCRIPTION AND REMARKS	RECEIVED
			1 only	Board, Bulletin, 24"x36", Cork	
			1 "	Clock, Wall, Electric	
			1 "	Lamp, Desk, Clamp Type, Swivelier	
				DPD 302 Activity Reports for Mini-Station	
				DPD 303 Civilian Application Forms	
				Bicycle Licenses	
				DPD 202 Operation Identification Sheets	
				Waiver Forms	
				Small File Box for 3 x 5 cards	
				Pack of 3 x 5 Cards	
				Stick pins for map, various colors	
				Paper towels	
				Toilet Paper	
				Mini-Station Administration Unit will provide the following:	
				Engravers	
				Stickers for Operation Identification	
				Engraver Sign out Form	
				Maps of Mini-Station Area	
				Fingerprint kits	

CHECK ORDER AND NOTIFY STOREKEEPER OF ANY DISCREPANCIES

STOREKEEPER _____ Date _____ 19____

GLOSSARY

The purpose of this glossary is strictly to familiarize civilian volunteers with terms commonly used by police officers. It is in no way an attempt to be a complete list of terms or definitions. It must be remembered that the words in this list are not defined in the strictest dictionary or legal sense.

AGGRAVATED ASSAULT: An attack on a person with force to cause that person great bodily harm. No weapon is used by the attacker.

ARSON: The wilful and malicious burning of a dwelling. An arsonist is the person setting out to destroy property by fire.

ASSAULT: An unlawful attempt to use physical force or violence to bodily harm another person. It is only an attempt to use force. The actual force has not been applied to the victim.

BATTERY: The use of physical force applied to bodily hurt another person.

BREAKING AND ENTERING: The forceful and unlawful entry into a dwelling with the intent to commit a crime.

CIRCUIT COURT: The court that hears trial cases for crimes committed outside the City of Detroit. It also hears civil cases. (Example: Sue for property damages).

CIVIL LAW: Laws that tell people their rights, duties and obligations. (Example: Divorce, Child Custody, Property demands, Sue for damages).

COMPLAINANT: A person who is a victim of a crime.

CONFESSION: A person who admits in writing or by word of mouth that he committed a crime. The statement that this person makes is called a Confession.

CRIME: That which someone commits when he violates a law.

CRIME SCENE: The place where a crime was committed. It could also include the surrounding area. (Example: The murder took place in a bedroom but the murderer left footprints outside the bedroom window.) The crime scene would be the bedroom and the area outside the bedroom window.

CRIMINAL LAW: Laws punishable as a felony or misdemeanor.

DEFENDANT: A person accused of committing a crime.

DISPATCHER: A police officer who contacts the officers in a patrol car by radio and gives information to them.

EMERGENCY SERVICE OPERATOR: The person you call for emergency service when you dial 911.

EVIDENCE: That information or articles gathered during a crime investigation to prove a crime has been committed. (Example: fingerprints, blood stains, statements from eye-witnesses, weapons used in a crime, etc.) This evidence is needed to bring the case to court.

FEDERAL COURT: A court that hears violations of federal law. (Example: Bank Robberies, Kidnapping across state lines, Violations of U.S. Postal Service).

FELONIOUS ASSAULT: An attack with a weapon to cause a person great bodily harm but without the intention to kill that person.

FELONY: A serious crime punished by serving time in a state prison. (Example: Murder, Rape, Arson, Kidnapping, etc.)

FORGERY: A falsely signed or altered check, deed, will, etc. intended to cheat the person it is presented to.

HOMICIDE: The killing of a human being by another human being. This killing can be classified as justifiable, excusable, or felonious (murder).

INFORMANTS: People who regularly give information to the police and keep their identity a secret.

JUVENILE: A person under the age of 17.

JUVENILE COURT: Court that hears cases involving children under the age of 17. (Examples: Home truant, child neglect, incorrigible children, and criminal acts committed by juveniles).

KIDNAPPING: Is the forceful taking away of a person from one place to another.

LARCENY: The stealing of money or goods from another person without the use of force or violence.

LATENT PRINTS: Fingerprints or footprints left at the scene of a crime.

M.D.P.: Malicious Destruction of Property - the wilful destroying of property of another.

MANSLAUGHTER: The unlawful killing of a human being by another human being. The killing was not planned nor was there an intention to kill.

MINOR: A person under the age of 18.

MISDEMEANOR: Any crime less serious than a felony punishable by serving up to 90 days in a jail, paying a fine up to \$500.00, or doing both.

MODUS OPERANDI: Commonly referred to as M.O. (Method of Operation). It refers to a criminal's trademark or pattern of operation. (EXAMPLE: Criminal wears a nylon stocking over his head when he holds up banks).

MOTIVE: The reason a person has for committing a crime.

MURDER: The killing of a human being by another human being who planned the killing or had the evil intention to destroy human life.

ORDINANCE: Laws of the City of Detroit. The violation of these laws usually result in getting a ticket and fine.

PROBATE COURT: Hears cases involving settlements of wills, estates, child custody, etc.) It is a non-criminal court.

PURSE SNATCHING: The grabbing of a purse, handbag, etc., from another with the intention of not returning the purse.

POCKET PICKING: Removing of such things as wallets from a person without the owner being aware of the theft.

RADIO RUN: Same as a patrol run. Officers sent to the scene of a complaint or crime upon getting the information from the police dispatcher over the radio.

RAPE: To force a female to have sexual relations.

RECEIVING STOLEN PROPERTY: The accepting of stolen goods knowing the goods to have been stolen.

RECORDERS COURT: Hears trial cases of criminal acts committed in the City of Detroit. (Frank Murphy Hall of Justice)

ROBBERY: The forceful taking of goods or money from a person. If a weapon is used in the robbery it becomes robbery armed.

SHOW-UP: A police line-up. The purpose is to have the victim identify the person in the line-up who committed the crime.

SUSPECT: A person believed to have committed a crime.

TRAFFIC COURT: Hears traffic ticket and accident cases and some misdemeanor cases such as Accosting and Soliciting.

U.D.A.A.: The Unlawful Driving Away of an Automobile.

VENUE: The location where a crime was committed.

V.C.S.A.: Refers to narcotic cases. Means Violation Controlled Substance Act.

ALPHABETICAL DIRECTORY OF CITY DEPARTMENTS

(POLICE DEPARTMENT UNDER SEPARATE LISTING)

Animal Control Center (Dog Pound) 224-7128
 Arson - Fire Department 224-2040

Birth and Death Records, Detroit only 224-3815
 1151 Taylor, Herman Keifer

Belle Isle Children's Zoo & Aquariam 398-0900
 Board of Education Information 494-1000
 Bus-DOT Information & Complaints 224-6400
 Butzel Family Center 224-7050

City Clerk's Office Citizen Information 224-3270
 City Council Citizen's Information 224-3270
 City Income Tax Division Information 224-3315
 City Physician Office 224-2122
 Cobo Hall Events Information 224-1000
 Civil Service (Personnel Dept.) 224-3733
 Complaints and Information 224-7777
 Courts: See Recorder's and Traffic

Detroit General Hospital (Old Receiving) 224-2133
 Dog Pound 224-7128
 Drug Abuse Clinics
 8809 John C Lodge 224-3981
 14602 Greenfield 835-7750
 7359 Gratiot 925-7752
 7707 W. Chicago 834-7440

Emergency Medical Service 911
 Emergency Complaints
 Garbage, Rubbish, dead animals 935-0800
 Holes in Street 224-0020
 Housing: Sub-Standard 224-3105
 Rodent Control 224-0050
 Snow Removal 224-0070
 Street Construction & Maintenance 224-0020
 Traffic Signal & Trouble Reports 961-1360
 Water Main Breaks and leaks 224-6700
 Storm Damaged Trees 224-1111
 Night's, Holidays, Weekends 869-3500
 Tree Complaint 224-1111

Environmental Protection and
 Maintenance Department (DPW) 224-3900
 Rat Control and Complaints 224-0050
 Street, alley cleaning and
 dead animal removal 935-0800

Fire Department Emergency 911
 Other calls 224-2020
 Food Handler's Permits 224-3840

Garbage Pickup 935-0800
 Garages, City Vehicles
 Jefferson, 2650 Jefferson 224-3617
 NE Hern & St. Jean 921-8229
 NW 12225 Southfield Rd. 272-2482
 Riopel, 3100 Riopelle 831-2288
 SW, 158 24th 496-1717
 Dispatch 224-3616
 No answer, call 224-3617
 2141 Livernois 224-3600

Health Department Herman Keifer Complex 224-3820
 House of Correction (DeHoCo) Plymouth 453-4545
 Housing Department Information 224-6500
 Housing Complaints, Violations 224-3105
 Human Resources Department (MCHRD) 224-6000

Information
 Telephone numbers 224-3000
 Citizen Information 224-3270
 Complaints, General City 224-3415

Keep Detroit Beautiful 961-9490

Law Department 224-4550
 Lead Poison Control 872-1540
 Library, Information 833-1400
 Lighting Department 875-0972
 Emergency (Street Lights out) 961-1360

MCHRD 224-6000
 Mayor's Information and Complaint Bureau 224-7777

Neighborhood Legal Service (Wayne County) 964-4610

Public Schools, General Information 494-1000

Rodent Control 224-0050
 Recorder's Court (Frank Murphy) 1441 St. Antoine
 Information 224-2400
 Felony Information 224-2500
 Police Prisoners 224-4455
 County Jail Prisoners 224-2222
 Assignments: Felony & Examination 224-2515
 Clerk's 224-2500
 Court Judges
 Borman, Susan 224-2430
 Conner, Michael 224-2471
 Crockett, George 224-2424
 Davenport, Elvin 224-2467
 Del Rio, James 224-2421
 Evans, Robert 224-2464
 Ford, Geraldine 224-2461
 Gardner, Samuel 224-2474
 Gillis, Joseph 224-2447
 Hathaway, James 224-2454

Heading, Henry	224-2441
Laster, Clarence	224-2477
Leonard, Donald	224-2491
Maher, Joseph	224-2484
Olsen, Samuel	224-2481
Poindexter, Thomas	224-2487
Ravitz, Justin	224-2427
Roberson, Dalton	224-2444
Misdemeanor	
Misdemeanor Court	224-2433
Warrant Clerk Misdemeanor	224-2411
Police Detail	224-2405
Pre-trials	224-5780
Prosecutor's Office Information	224-5777
Probation Department	
Men's Eastern	224-2700
Western	224-2750
Women's	224-2675
Psychiatric Clinic	224-2525
School Information	494-1000
Street Cleaning	224-0020
Snow Removal	224-0070
Substandard Housing	224-3105
Suicide Prevention	875-5466
Traffic Court, 600 Randolph	
General Information	224-1400
Court Date Information	224-1480
Detention Room	224-1495
Fine Information	224-1414
Police Detail	224-1496
Probation	224-2670
Prosecutor's	224-1453
Prosecutor's Police Detail	224-1494
Warrant Information	224-1497
Water and Sewage Department	
Emergency 24 Hour Service	224-6700
Blocked Street Drains	
Flooded Basements	224-6700
General Information	224-4800
Wayne County Jail Information	224-2248
Wayne County Youth Home Information	224-1652
Police Detail	224-1644

POLICE DEPARTMENT LISTINGS

Emergency Calls	911
General Information	224-4400
Accounting	
Accident Information	224-4340
Fatal Squad	
Hit and Run Detail	224-4220
Accident Reports	224-4225
Auto Pound, 100 St. Jean	224-4098
Abandoned Auto	224-4210
Auto-Stolen Vehicle Report	224-4207
Armed Robbery	224-4200
	224-4270
Bad Checks	
Belle Isle Station	224-4255
Board of Commissioners	224-4260
Chief Investigator's Office	224-4117
Belle Isle Radio	224-1219
	224-4441
Citizen Complaint Section	
(Professional Standards Section)	224-4234
Communications Operations	
Belle Isle Radio	224-4430
	224-4441
Central Photo	
Chief's Office	224-4343
Corporation Counsel (Police Law Department)	224-4444
Courts: Police Detail Recorder's	224-4238
Traffic	224-2405
Credit Card Unit	224-1496
Crimes Against Persons	224-4255
Armed Robbery	
Homicide Unit	224-4270
Crimes Against Property	224-4280
Crime Lab Section	224-4365
	224-4360
Deputy Chiefs	
Eastern Operations	
Headquarters Bureau	224-4447
Internal Controls	224-4472
Management Services	224-4309
Western Operations	224-4433
	224-4480
	224-4266
D.P.O.A.	
Eastern Operations	
Evidence Technicians	224-4447
	224-1567
Field Day Office	
	224-4249

Fiscal Management	224-4340
Fleet Control	224-4313
Firearms Repair	224-4129
Firearms Information	224-4355
Felony Murder Squad	224-4307
Garages	
Livernois, 2141 Livernois	224-3600
Jefferson, 2650 Jefferson	224-3617
NE Hern and St. Jean	921-8229
NW 12225 Southfield	272-2482
Riopelle, 3100 Riopelle	831-2288
SW, 158 24th	496-1717
Dispatch	224-3616
If no answer	224-3617
General Information - Phone Numbers	224-4400
Graphic Arts	224-4004
Goals and Standards	224-4295
Gun Information	224-4355
General License Division	224-3178
Harbormaster	
Homicide	224-4260
Headquarters Bureau	224-4280
	224-4472
Identification	
Internal Affairs	224-4290
Information Section - Police Department	224-4088
Information Systems Section (Computers)	224-1205
Information, Prisoner	224-1293
Internal Controls Bureau	224-4455
	224-4309
Liquor License Unit	
Labor Relations	224-4300
Legal Advisor	224-4449
L.E.I.N. Warrants	224-4438
	224-4156
Major Crimes	
Management Services Bureau	224-4463
Medical Examiner (Morgue)	224-4433
Medical Section	224-5640
Message Center	224-4310
Missing Persons	224-4405
Mini-Station Administrative Unit	224-1273
Mounted Section	224-4479
Motor Transportation (See Garages)	224-4315
Mini-Stations (See Precinct listing)	
Narcotic Section	
N.C.I.C. Warrants	224-4320
	224-4156
Organized Crime	
	224-4240

Payroll	224-4341
Photo Section	224-4343
Personal Affairs	224-4047
Personnel Office	
Records	224-4330
Recruiting	224-4333
P.A.L.	224-4080
Prisoner Information	224-4455
Professional Standards	224-4235
Print Shop	224-4325
Property Section	224-4345
Public Vehicle Unit	224-4348
Public Information	224-1205
Padlock Unit	224-4392
Pandering Unit	224-4390
Pawn Shop Records	224-4357
Precinct Stations	
1st Precinct, 500 Clinton	224-4010
Kennedy Square COP Station	224-0426
Criminal Investigation	224-4015
Mini-Stations	
544 Wilkins	224-0410
1544 Washington Boulevard	224-0444
2nd Precinct, 2801 W. Vernor	
Criminal Investigation	224-4020
Mini-Stations	224-4025
2222 Ferry Park	224-0414
4th Precinct, 7140 W. Fort	
Criminal Investigation	224-4040
Mini-Stations	224-4045
7744 W. Vernor	224-0412
8022 W. Jefferson	224-0434
4458 W. Vernor	224-0460

5th Precinct, 11411 E. Jefferson
Criminal Investigation 224-4050
Mini-Stations 224-4055

902 Chalmers 224-0400

6th Precinct, 6840 McGraw
Criminal Investigation 224-4060
Mini-Stations 224-4065

4100 W. Warren 224-0422
13051 W. Chicago 224-0446

7th Precinct, 3300 Mack
Criminal Investigation 224-4070
Mini-Stations 224-4075

630 Chene 224-0462
5555 Concord 224-0424
7737 Kercheval 224-0428

10th Precinct, 12000 Livernois
Criminal Investigation 224-4100
Mini-Stations 224-4105

11727 Linwood 224-0420
8616 Wildemere 224-0432

11th Precinct, 3812 E. Davison
Criminal Investigation 224-4110
Mini-Stations 224-4115

4907 E. Nevada 224-0404
5702 Charles 224-0430

12th Precinct, 1441 W. 7 Mile
Criminal Investigation 224-4120
Mini-Stations 224-4125

16844 Schaefer Highway 224-0408
7743 Puritan 224-0440
18984 Livernois 224-0436

13th Precinct, 4747 Woodward
Criminal Investigation 224-4130
Mini-Stations 224-4135

1245 W. Philadelphia 224-0416

14th Precinct, 13365 Schaefer
Criminal Investigation 224-4140
Mini-Stations 224-4145

8418 Abington 224-0402

15th Precinct, 10800 Gratiot
Criminal Investigation 224-4150
Mini-Stations 224-4155

12067 Frankfort 224-0418
8046 Harper 224-0464

16th Precinct, 21400 Grand River
Criminal Investigation 224-4160
Mini-Stations 224-4165

15916 Puritan 224-0406

Racket Conspiracy Section 224-4395
Record Section

Administration 224-4350
Accident Reports 224-4098
Criminal Records 224-4290
Offense Reports 224-4351
Gun Information 224-4355
Pawn Shop Records 224-4357
Records and Statistics 224-4350

Residential Harassment	224-4096
Residency Unit	224-4421
Recruiting	224-4333
Scientific and Crime Lab	224-4360
Sex Crime Unit	224-4170
Special Projects	224-4148
Stock Room	224-4001
Ticket Information - Traffic Court	224-1414
Towed Cars	224-4210
Tactical Services Section	224-4370
Tactical Operations Unit	224-1235
Traffic Division	
Motor Traffic Section	224-4375
Stationary Traffic Section	224-4380
Traffic Safety Unit	224-4385
Uniform Store	224-4002
Vice Section	224-4390
Women's Section	224-4170
Women's Detention	224-4455
Western Operations	224-4480
Youth Section	224-1240

END