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Solicitor General Solliciteur général Canada

STUDY OF POLICE MANAGEMENT

INFORMATION SYSTEMS

VOLUME V: TARGETED INFORMATION PROCESSING SYSTEMS (TIPS): GENERAL DESIGN SPECIFICATIONS

NCJRS

MAY 13 1982

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A research report prepared by Decision Dynamics Corporation under contract with the Research Division, Ministry of the Solicitor General of Canada. Published by the Communication Division, under the authority of the Hon. Bob Kaplan, P.C., M.P., Solicitor General of Canada. The views expressed in this report are those of Decision Dynamics Corporation and do not necessarily reflect the views or policies of the Solicitor General of Canada.

The Study was commissioned in the Spring of 1976; the data collection was completed in the Spring of 1977 and the final report was accepted by the Research Division in the Fall of 1978.

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Available in English and French from the Communication Division, Solicitor General Canada, Ottawa, Ontario,

Background to the Study Α.

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In the spring of 1976, Decision Dynamics Corporation was asked by the Ministry of the Solicitor General to conduct a study of police management information systems for Canadian municipal police forces.

The objective of the project is specified as: "develop management information systems specifications that could be used by Canadian police departments to guide future information systems development. Documents developed through the study would represent source books, handbooks or standards which police forces could use to identify first, their own information requirements and second, the general specifications of information system required to meet these needs".

This volume is the last of five separate reports which, together, comprise the total documentation arising out of the "Police Management Information Systems" study.

The final study report is separated into five major volumes. They are:

1 3 4 4 9 9

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CHAPTER I

INTRODUCTION

- Volume I: Technical Alternatives and Development Initiatives for Canadian Police; in this volume we project current trends in policing for Canadian municipal jurisdictions and their implications on the need for MIS in the future.

- Volume II: Police Management Information Systems Developments in the United States: A Comparative Review; in this report, we review MIS development in American police jurisdictions and extract a number of basic "lessons" for the Canadian audience.
- Volume III: Police Management Information Systems: The Canadian Experience; here we describe MIS initiatives in a number of Canadian police forces and conclude with comments about the development process in the Canadian environment.
- Volume IV: Targeted Information Processing System (TIPS): A Development Program for Police Management Information Systems; this volume contains a conceptual framework for developing a Management Information System in a Canadian police jurisdiction. The major emphasis is on "why?" and "how?".
- Volume V: Targeted Information Processing System (TIPS): General Design Specifications; this final volume contains most of the technical design qualities of the TIPS framework presented in the previous Volume IV. Each TIPS component is described by a general flow chart illustrating inputs, output reports and file interactions. The contents of each file are described in terms of the various record types and data elements.

These five volumes are "stand-alone" in scope. Each can be read without reference to the others. Each contains a perspective on police MIS at a different level of generalization and detail.

In addition to these five major volumes, we have provided a short monograph entitled, Police Management Information Systems Study: Summary and Conclusions. This is designed for more extensive distribution to a broader audience which may be interested only in the highlights of the project.

в. Purpose of This Volume

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The purpose of this volume is to supplement the descriptions of TIPS as presented in Volume IV. In a sense, this volume should be viewed as an appendix to the material contained in Chapter 4 of Volume IV.

The chapter which follows this introduction contains descriptions of the 19 different components of TIPS. The descriptions include a general flow chart, listing of on-line terminal capabilities, and a hard-copy batch reporting facilities for each component.

The next chapter contains descriptions of each file defined within the TIPS framework. The file descriptions include a general description of the file, the record types contained, and the data elements associated with each record type.

each record type.

The reader is invited to read the background material contained in Volume IV before reading this volume. A number

- 2 -

The last chapter provides detailed descriptions of several important data elements. These descriptions include sample codes and definitions for those data elements associated with

of basic concepts and organizational aspects of MIS are presented and should serve as an introduction to detailed descriptions of TIPS contained in this volume.

- 4 -

Finally, we stress that all of the material in this volume should be assessed by Canadian police interims of local needs and priorities. TIPS is not a model MIS; it is designed to illustrate the approach to developing an MIS.

TIPS framework.

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On Table II-1 we have listed the components of the TIPS system. These coincide with the components which have been developed earlier in Volume IV. On Figure II.1, we have arranged these 19 components into a pyramid representation; this is a classic MIS graphic which shows how the various components interrelate. At the bottom level, we have the transactional or "record keeping" components; these contain files which are required to keep records. At the next level, we have the statistical components; these are derived from the records and are used to monitor operations. Finally, we have the planning component; this uses statistics and forecasts to help the police force plan for the future.

- information:

- 5 -

CHAPTER II

TIPS COMPONENTS

This chapter contains descriptions of the 19 TIPS components as outlined in Table II-1 and Figure II.1. The mains purpose of these descriptions is to illustrate the types of input data required, the types of output reports produced and the interrelationships among the various files contained within the

Each component is described by the following:

- General Description; a brief narrative description.

- Schematic; a general flow chart indicating input types, output records, input files and updated files.

- Component Summary; a listing of the following types of

- .. section responsible for the data entry function,
- .. type and sources of input,
- .. updated files,
- .. number of on-line terminal reports, and,

- 6 -

- .. special report request feature.
- <u>On-Line Terminal Reports</u>; a summary definition of on-line reports produced and the primary users.
- <u>Hard-Copy Batch Reports</u>; a summary definition of the various batch and reports produced and the primary users.

TI
COMPONENT NAME: Fi
General Description Field Support is important component the field reporting of input, including: - Occurrence Re - Field Observa - Dispatch Reco
Data are extract in the Central Record via on-line terminals entries in the follow - Master Name Ir - Master Address - Master Vehicle An abstract record is stored on the appropr
Six different on been identified includ - Name Check

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- Address Check

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- 7 -
IPS COMPONENT SUMMARY
Leld Support
is, without a doubt, the single most
of TIPS. It is designed to support
activities related to three basic types
ports
ation Reports
ords
sted from these input document types
ds section, and entered into the system
.s. The system automatically creates
wing index files:
ndex
s Index
e Index
 created for each input document and
riate file.
```

-line data retrieval formats have

COMPONENT NAME: Field Support

General Description (continued)

- Vehicle Check
- Occurrence Abstract
- Field Observation Abstract
- Dispatch Abstract

These retrieval formats allow the user decentralized access to the files containing the cross-reference indexes and abstracted data.

Seven different hard-copy batch reports have been identified as output. These include:

- Patrol Beat Summary
- Patrol Area Summary
- Departmental Summary
- Criminal Occurrences Summary
- Primary Occurrences Follow-Up Request
- Departmental Occurrences Exception
- Dispatch Summary

 (\mathbf{i})

These reports are used in the daily management and control of field activities, primarily in the Patrol service function.

The Field Support component also includes a message distribution facility whereby special attention requests

General Description (continued) can be distributed throughout the Patrol areas on a needto-know basis. This feature allows management to enter into the system descriptions of areas or beats which require some special attention or action on an exception basis. Finally, a number of summary of statistical records are generated for each input transaction and deposited on

the following files:

- Field Statistics
- Activity Log
- Case Follow-Up

- 8 -

COMPONENT NAME:

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Field Support

- 10 -

COMPONENT NAME:

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Field Support (continued)

Section Responsible for Data Entry

Central Records

Input Data

Types

Occurrence Reports Field Observations

Dispatch Records

Special Attentions

Input Files

Geo-Coded Address Index

Number of On-Line Terminal Reports Number of Hard-Copy Batch Reports Special Report Request Feature

Sources

All Field Staff Patrol Communications Senior Management Crime Prevention

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77.25

Updated Files

Occurrence Report Abstract Field Observation Report Abstract Dispatch Record Abstract Special Attentions Case Follow-Up Activity Log Field Statistics Master Name Index Master Address Index Master Vehicle Index 6 9 No

- 11 -COMPONENT NAME: Field Support (continued) On-Line Terminal Reports Report Type Primary Users Name Check keyed by name, sex, date of birth list of file and rec references related to requested name Address Check keyed by street address Patrol list of file and record Criminal Investigation references related to Crime Prevention requested address Special Services Traffic Central Records Communications

and	Patrol
	Criminal Investigation
ord	Crime Prevention
.0	Special Services
	Traffic
	Central Records
	Communications

Field Support (continued)

- 12 -

Report Type

Primary Users

Same as above

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STERNING STERNING

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case

Vehicle Check

keyed by licence number list of file and record references related to requested vehicle

Occurrence Report Abstract

keyed by case number listing of details related to specified case multi-screen format for terminal report

Patrol Criminal Investigation Crime Prevention Special Services Central Records

Property

Field Observation Report Abstract

keyed by field observation report number listing of details related to specific field observation incident

Crime Prevention Criminal Investigation Special Services

- 13 -

- 14 -			
COMPONENT NAME: Field Support (co	ontinued)		COMPONENT NAME: Fie
Hard-Copy Bate	ch Reports		Report Type
Report Type	Primary Users	I. I.	Patrol Beat Summary organized by atom wi
Special Attentions		T T	for all beats
organized by individual officer	Patrol (Sergeants and		summary listing of c
badge number within	Constables)	L	and dispatched calls
responsibility centre code	Traffic		service for same shi
message contents displayed			previous day
produced each shift or			produced each shift
as required		an i	
			Patrol Area Summary
Bulletin		The second secon	organized by beat wi
listing of special attentions	Patrol (Sergeants and		` area for all areas
and messages to be distributed	Constables)		summary frequency co
to all patrol officers	Traffic		occurrences and disp
produced each shift			calls-for-service by
		-	of occurrence and co
Patrol Beat Summary			produced daily
organized by atom within beat	Patrol (Area Commanders)	-	
for all beats	W ut	3)
summary listing of occurrences			
and dispatched calls-for-service			
for same shift of previous day			
produced each shift			<

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- 15 -

ield Support (continued)

Primary Users

within beat Patrol (Sergeants)

occurrences

ls-for-

shift of

within Patrol (Area Commanders) s counts of ispatched by nature

complaint

		11	Х.		
- 16 -					
				- 17	-
COMPONENT NAME: Field Support (continued)				· · · ·
				COMPONENT NAME: Fleid Support (continued)
Report Type	Primary Users		6	Report Type	
				TICEDIC TAPE	Primary Users
Departmental Summary				Dispatch Summary	
organized by beat within	Senior Managers			organized by beat within area	Senior Managers
area within department	Crime Prevention			within department	Patrol (Area Comma
summary frequency counts				listing of average response	Communications
of occurrence and calls-for-		ting ting ting ting ting ting ting ting		times by type of complaint	
service by nature of			- // Aller	produced daily	
occurrence and nature of			8 5) 1, 2 2, 2 3, 2 3, 2 3, 2 3, 2 3, 2 3, 2 3		
complaint				Primary Occurrence	
produced daily		contraction of the second s		Follow-Up Request	
		and the second		organized by individual case	Patrol (Sergeants)
Criminal Occurrence Summary				requiring follow-up	
organized by major type of	Criminal Investigation			produced by matching Dispatch	
crime within classification	Special Services			Record Abstract and Occurrence	
scheme				Report Abstract files to	
summary listing of			n ang ang ang ang ang ang ang ang ang an	determine which reported	
occurrences under each				complaints should have an	
category				Occurrence report and do not	
distributed according to type				report distributed to natrol	
of crime (i.e., Drug Squad				sergeant responsible	
receives report on drug related				produced deily	
occurrence)		4	3 U U	produced darry	
produced daily		•			
			1.17		
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			[]		

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within area	Senior Managers
	Patrol (Area Commanders)
e response	Communications
complaint	

Field Support (continued) COMPONENT NAME:

Report Type

Primary Users

Departmental Occurrence Exception

produced for individual

case

Senior Managers

a summary listing of data

related to predefined types

of serious occurrences (e.g.,

murder, rape, etc.)

produced on an exception

basis only (i.e., if

there are none of the specified

types of crimes, no report is

produced)

other produced daily

COMPONENT NAME: General Description

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updated:

- Juvenile Report Abstract
- Activity Log
- Case Follow-Up
- Field Statistics

- Master Juvenile Index

Two different on-line data retrieval formats have been identified, including: - Juvenile Name Check - Juvenile Report Abstract This feature allows officers in the Juvenile section to perform name checks and retrieve juvenile case records via

- 18 -

Juvenile Reporting

The Juvenile Reporting component is targeted to meet the specific information processing needs of the Juvenile service function. Juvenile Reports are abstracted and input into the system via on-line terminals. For each Juvenile report entered into the system, the following files are

an on-line keyboard terminal when and as required. We have identified one hard-copy batch report format which provides managers in the Juvenile section with a daily summary of reported juvenile occurrences. The basic features

COMPONENT NAME: Juvenile Reporting

General Description (continued)

and facilities of the Juvenile Reporting are similar to those of the Field Support component. However, the scope is obviously narrower; it involves a restriction of access to sensitive juvenile information to the officers in the Juvenile section.

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COMPONENT NAME: J			
Section Responsib			
Central Recor	T		
Input Data	Τ		
Juvenile Reports	*		t i julio terrettere terrettere terrettere terrettere terrettere terrettere terrettere terrettere terrettere te Terrettere terrettere terrettere terrettere terrettere terrettere terrettere terrettere terrettere terrettere te
Input Files			 Constraints Constraints
coo couled Address			
			and a set of a
		noncontral and a second se	Manual I wanted
	, Caracteria		
	المراجع br>ما يوم المراجع ا		الم
Number of On-Line Termi	And Andrews Andrews	÷	
Number of Hard-Copy Bat Special Report Request		1	

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Juvenile Reporting (continued)

ponsible for Data Entry

Records

Source

Patrol and Juvenile Officers

Updated Files

ress Index

Juvenile Report Abstract Activity Log Case Follow-Up Field Statistics Master Juvenile Index

Terminal Reports py Batch Reports quest Feature

2 1 No 1

		and the second se		
- 22 -	·	стория и сторика и мала 1946 - Сторика и сторика 1940 - Сторика и стор	An and a second s	
COMPONENT NAME: Juvenile Repor	ting (continued)	Construction and an and a second sec second second sec	۲. (۱۹۹۹) ۲. (۱۹۹۹) ۱۹۹۹) ۱۹۹۹)	COMPONENT NAME: Juve
<u>On-Line Termin</u>	al Report	Brannasz, karnoszeretette	and a second state of the second s	<u> </u>
Record Type	Primary Users	n varia	T high	Record Type
Juvenile Name Check	•		Strangester -	Juvenile Report Summary
keyed by name, sex and	Juvenile			organized by beat wit
date of birth		j- 34		area within departmen
list of juvenile case		And a second	And the second sec	summary listing of ju
number references related	\mathcal{L}	17.000 	and the first framework of the first state of the f	occurrences
to requested name		an a	and a second	produced daily
Juvenile Report Abstract	h	and the second sec	an a fair a f	
keyed by juvenile case number	Juvenile	an biosena a su an	and a subscription of the	
listing of details related			ad Hank second	
to specified juvenile case			A TOLING AND A TOLING	
			name The Sector and	

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enile Reporting (continued)

ard-Copy Batch Reports

Primary Users

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Juvenile

nt

uvenile

- 24 -11 Summons and Summary Conviction Ticket Reporting COMPONENT NAME: And an and the second sec COMPONENT NAME: General Description 1 1 Section Responsible for Data Entry The purpose of the Summons and Summary Conviction Ticket Reporting component is to generate reports on Central Records various enforcement statistics. All summonses and summary 1 -----1 conviction tickets are abstracted and input into the system Input Data via on-line terminals. Field Officers have a remote access - The second ••••• Types capability whereby individual abstracts of summonses and ι. L Summons summary conviction tickets can be displayed on a terminal. Summary Conviction Ticket 11 Two different hard-copy output report formats have been --identified including: Č. - Area Enforcement Summary 12 R - Departmental Enforcement Summary Input Files -These reports are used by the higher level officers in the Geo-Coded Address Inde

 $\mathbf{\nabla}$

command structure to determine the level of enforcement broken down by the various geographic areas in the jurisdiction. The Summons and Summary Ticket Conviction Reporting component updates a number of files including:

- Activity Log
- Field Statistics
- Master Name Index
- Master Address Index
- Master Vehicle Index

Number of On-Line Terminal Reports Number of Hard-Copy Batch Reports Special Report Request Feature

15

1

Summons/Summary Conviction Ticket Reporting (continued)

Sources

Patrol and Traffic Officer Patrol and Traffic Officer

Updated Files

lex	Summons/Summary Conviction
	Ticket Abstract
	Activity Log
	Field Statistics
	Master Name Index
	Master Address Index
	Master Vehicle Index

1 2

No

Summons/Summary Conviction Ticket Reporting (continued)

Patrol

Traffic

Central Records

On-Line Terminal Reports

Report Type Summons/Summary Conviction Ticket Abstract

Primary Users

keyed by Summons or Summary Conviction Ticket number

display of summary data

related to specified Summons

or ticket

produced as required

- 27 -COMPONENT NAME: Summons/Summary Conviction Ticket Reporting (continued) Hard Copy Batch Reports Report Type Primary Users Area Enforcement Summary organized by beat with area within department summary count of numb tickets and Summonses by "Nature of Offence" code produced daily

Departmental Enforcement Summary

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one page for whole department summary count of number of tickets and Summonses listed by "Nature of Offence" code for each patrol area produced daily

- 26 -

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thin	Patrol
nt	Traffic
ber of	
s listed	

Senior Commanders

Motor Vehicle Collision Reporting

- 28 -

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General Description

The Motor Vehicle Collision Reporting component provides facilities for storing and reporting on traffic accidents. The Motor Vehicle Collision Report is the only source on input. Data from the MVC reports are abstracted and entered into the system via on-line terminals located in the Central Records section. Officers in the traffic section have remote access to abstracts of individual collision reports via on-line terminals. Three hard-copy reports are produced by this component including:

- Area Summary of Collision
- Departmental Summary of Collisions

- Collision Follow-Up Investigation Request The first two reports are statistical summaries used by higher level officers in the command structure. The third report is used as a reminder for traffic officers to perform further investigation on specified accidents. A number of files are updated by this component including:

 $\langle j \rangle$

- Activity Log
- Field Statistics
- Case Follow-Up
- Master Name Index
- Master Address Index
- Master Vehicle Index

COMPONENT NAME: Section Responsible for Data Entry Central Records Input Data Types Motor Vehicle Collision Reports Input Files Geo-Coded Address Index Number of On-Line Term

Number of Hard-Copy Ba Special Report Request

Motor Vehicle Collision Reporting (continued)

Sources

Traffic and Patrol

Motor Vehicle Collision Report Abstract Activity Log Field Statistics Case Follow-Up Master Name Index Master Address Index Master Vehicle Index

Updated Files

minal Reports	1
atch Reports	3
: Feature	No

Motor Vehicle Collision Reporting (continued)

On-Line Terminal Reports

- 30 -

Report Type

Primary Users

Collision Report Abstract

keyed by Collision number Patrol display of summary data related Traffic to specified collision as Central Records requested

produced as required

- 31 -COMPONENT NAME: Hard-Copy Batch Reports Report Type Collisions - Area Summary organized by type of within Atom Code wi "Beat Code" within summary listing of vehicle collisions produced daily Collision Follow-Up Investigation Request organized by area listing of all motor collisions requiring investigation produced daily

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Motor Vehicle Collision Reporting (continued)

of collision	Patrol
thin	Traffic
area	Central Records
motor	

		Patrol	
r	vehicle	Traffic	
g	follow-up	Central	Records

Motor Vehicle Collision Reporting (continued)

Report Type

Primary Users

Senior Management

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Comparison 1 Comparison 1

Collisions - Departmental Summary

organized by type of collisions within area

Traffic

Patrol

frequency count of the number

of accidents

produced daily

- 33 -COMPONENT NAME: Property and Evidence Control General Description The purpose of the Property and Evidence Control component is to facilitate the control and disposition of various articles which are turned in as lost and found or confiscated as evidence. There are two types of input including: - Property/Evidence Tag - Property/Evidence Disposal Notice The Tag is used to uniquely identify an item stored in the Property section. The Disposal Notice is used by the Property section to initiate the disposal of articles being held as evidence or lost and found. This component provides an on-line data retrieval feature whereby a Property/Evidence Status Report can be displayed on a terminal located in the Property section. The hard-copy report formats include: - Property Disposal Notice - Evidence Disposal Notice - Property and Evidence Summary The two disposal notices are used by the property section to control the disposition of various articles. The Property and Evidence summary is used to provide a statistical summary to senior management.

- 32 -

Property and Evidence Control (continued) COMPONENT NAME:

- 34 -

Section Responsible for Data Entry

Central Records and Property

Input Data

Sources

Investigation

Property

Patrol and Criminal

Types

Property/Evidence Tag

Property/Evidence Disposal Notice

Input Files

No Input Files

Updated Files Property and Evidence

Occurrence Report Abstract

Number of On-Line Terminal Reports Number of Hard-Copy Batch Reports Special Report Request Feature

COMPONENT NAME: Property and Evidence Control (continued) On-Line Terminal Reports Report Type Primary Users Property/Evidence Status Report keyed by tag number Property listing of summary d elements associated item requested produced on demand

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lata	Central Records
with the	Criminal Investigations
	Special Services
	Identification

Property and Evidence Control (continued)

Property

Hard-Copy Batch Reports

- 36 -

Report Type

Primary Users

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Property Disposal Notice

organized by tag number listing of all found pieces of property ready for disposal indicating the storage location for each item

produced weekly

Evidence Disposal Notice

produced for each individual piece of evidence ready for disposal summary listing of pertinent data related to evidence including tag number, officer responsible, case number, case status, etc. produced weekly

Property Criminal Investigations Special Services Identification COMPONENT NAME: Property a Report Type <u>Property and Evidence Summary</u> organized by property type summary listing of number of items received, number of items disposed, value of items received, value of items disposed, etc. produced monthly

Property and Evidence Control (continued)

Primary Users

type Property nber Senior Management nber Lue

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COMPONENT NAME: Field Statistics

General Description

The Field Statistics component is designed to generate a variety of statistical reports using the Field Statistics file which is updated by a number of components at the transactional level including:

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- Field Support
- Summons and Summary Conviction Ticket Reporting
- Motor Vehicle Collision Reporting
- Juvenile Reporting

Ten different report formats have been identified. These include:

- Weekly Operations Summary
- Occurrence Summary
- Day of Week Dispatch Summary
- Time of Day Dispatch Summary
- Response Time Summary
- Statistics Canada Summary
- Field Observations Summary
- Collision Summary
- Enforcement Summary
- Juvenile Occurrence Summary.

- 39 -Field Statistics (continued) COMPONENT NAME: General Description (continued) With the exception of the Weekly Operations Summary, all of the other statistical reports are produced monthly. The primary purpose of these reports is to provide a breakdown of what is happening within the various patrol areas and beats. A special report request feature is also designed into this component so that unique requests for displays of field data can be generated by accessing the Field Statistics files. Some possible examples include: - detailed breakdown of calls-for-service by type of complaint, day of week, time of day, area and beat for a specified period of time - detailed breakdown of calls-for-service by type of complaints for each atom within the patrol beats and areas for a specified period of time - detailed breakdown of collisions by type of collision for each atom within the patrol beats and areas for a specified period of time Such a feature should be capable of responding to the special requests generated by the users in the field.

COMPONENT NAME: Field Statistics

Section Responsible for Data Entry

Central Records

Input Data

no source document inputs

Input Files

Statistics

Updated Files

Field Statistics Summary

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Number of On-Line Terminal Reports Number of Hard-Copy Batch Reports Special Report Request Feature

None 10 Yes

COMPONENT NAME: Report Type Weekly Operations Summary organized by beat wi within department summary listing of t of calls-for-service occurrences, field ol collisions, Summonse Conviction tickets, arrests by beat within each area produced weekly Occurrence Summary organized by beat wi

within department summary listing of occurrences by beat area produced monthly

Field Statistics (continued)

Hard-Copy Batch Reports

ithin area	Senior Command
	Central Records
the number	Patrol
2,	Traffic
observation,	Criminal Investigation
es, Summary	Special Services
and	Crime Prevention

thin area	Senior Command
	Central Records
	Patrol
within	Traffic
	Criminal Investigations
	Special Services
()	Crime Prevention

COMPONENT NAME: Field Statistics (continued)

Report Type

Primary Users

Senior Command

Central Records

Communications

Patrol

Traffic

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Response Time Summary

organized by beat within area within department summary listing of average response times broken down by type of complaint for each beat within each area produced monthly

Statistics Canada

listing of frequency totals of occurrences by Statistics Canada classification codes produced monthly

Senior Command Central Records outside agencies (Statistics Canada)

COMPONENT NAME: Report Type Day of Week Dispatch Summary organized by beat with within department summary totals and ave per day of calls-forbroken down by type of complaint and day of for each beat within area produced monthly Time of Day Dispatch Summary

organized by beat within within department summary totals of call for-service broken dow type of complaint and of day (1 hour segments each beat within each produced monthly

- 42 -

Field Statistics (continued)

hin area	Senior Command
	Central Records
erages	Communications
service	Patrol
f	Traffic
week	Criminal Investigations
each	Special Services
	Crime Prevention

iin area	Senior Command
	Central Records
5-	Communications
n by	Patrol
time	Traffic
s) for	Criminal Investigations
area	Special Services
	Crime Prevention

Field Statistics (continued)

Report Type

Primary Users

Senior Command

Central Records

Crime Prevention

Patrol

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Field Observation Summary

organized by beat within area within department summary totals of field observation by shift

produced monthly

Enforcement Summary

organized by beat within area within department summary totals of summonses and summary conviction tickets by shift produced monthly

Collision Summary

organized by beat within area within department summary totals of reported collisions by type of collision and by time of day within each beat produced monthly

Senior Command Central Records Patrol

Report Type

COMPONENT NAME:

organized by beat within area Senior Command within department Central Records summary totals of number of Juvenile juvenile offenders reported by type of offender produced monthly

Traffic

Senior Command Central Records Patrol Traffic

Juvenile Summary

Field Statistics (continued)

COMPONENT NAME: Field Statistics (continued)

Special Report Request Examples

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detailed breakdown of calls-for service by type of complaint, day of week, time of day, area and beat for specified period of time detailed breakdown of calls-for-service by type of complaint for each atom within beat within area for specified period of time detailed breakdown of collisions by type of collision for each atom within beat within area for specified period of time

detailed breakdown of calls-for-service by type of complaint displayed by time interval (monthly periods) for specified atoms or beats or areas COMPONENT NAME: Crime Analysis General Description The Crime Analysis component is designed to generate statistical reports which are keyed on the crime or nature of occurrence dimension of field statistics. In the Field Statistics component, the reporting capabilities were focussed primarily on the geographical breakdown of occurrence and calls-for-service or dispatch data. The Crime Analysis component consists of a special report request feature which allows the user access to the Field Statistics file in order to generate "crime" related statistical reports. For example, the typical criminal analysis report request may involve the generation of a hard-copy report displaying the number of robberies for a whole year distributed by time of day, day of week, beat and patrol area. The Crime Analysis component is intended to be used primarily on an exception basis as required.

- 46 -

- 47 -

- 48 -

COMPONENT NAME: Crime Analysis

Section Responsible for Data Entry

- no direct data entry (strictly reporting)

Input Data

None

Input Files

Field Statistics

Updated Files

None

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Number of On-Line Terminal Reports Number of Hard-Copy Batch Reports Special Report Request Feature

- 49 - -L Crime Analysis (continued) COMPONENT NAME: Hard-Copy Batch Reports ·----Primary Users Report Type -----Crime Rates keyed by type of occurrence Crime Prevention listing of frequencies and Patrol percentages of each type of occurrence across all beats within areas within department And the second s produced monthly 6.7

None 1 Yes

Crime Analysis (continued)

Special Report Request Examples

specific types of crime displayed according to atoms within beats within areas within department specific types of crime displayed according to time of day and day of week by beats within areas within department

)	
,	COMPONENT NAME: Per
	General Description
	The Personnel
	report on all hist
	staff. These data
	- biographical
	- service reco:
	- discipline h
	- commendation
	- training hist
	- skills invent
	- education his
	- accident hist
	- performance a
	In view of the sensi
	all data entry is pe
	Training section usi
	report formats have
	- Performance R
	- Personnel Sum
	The addition a speci
	an addition, a speci
	as part or the Person
	users to request spec
	rorrowing types of 1:

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- 51 -

sonnel Reporting

component is designed to manage and corical data related to police department

include:

information

rd

istory

history

tory

tory

story

tory

and evaluation information

tive nature of this type of information,

erformed by staff in the Personnel and

ing on-line terminals. Two hard-copy

been identified including:

Review Notice

mary

ial report request feature is specified onnel component. This should allow cial reports which may include the istings:

COMPONENT NAME: Personnel Reporting

General Description (continued)

- skills inventory by skill type and rank
- educational background by diploma type and rank
- average age by rank
- turnover rate by rank
- average sick-time by rank
- etc.

The Personnel component is second only to the Field Support component in terms of importance and impact on departmental decision making.

COMPONENT NAME: Personnel Reporting Section Responsible for Data Entry Personnel and Training Input Data Source Type Personnel Application applicant Performance Review supervisors and managers Commendations senior management Disciplinary Actions senior management Termination Notice senior management Retirement Notice personnel and training Promotion Notice senior management Change Notice for Address, personnel and training Marital Status, etc. Training Report personnel and training Skills and Education Change staff Notice

Input Files

None

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and the second

44

CTURES A

Number of On-Line Terminal Reports Number of Hard-Copy Batch Reports Special Report Request Feature

- 52 -

- 53 -

Updated Files

Personnel History Master Name Index Master Address Index

2 Yes

1

- 54 -

COMPONENT NAME:

Personnel Reporting (continued)

On-Line Terminal Reports

Report Type

Primary Users

Personnel and Training

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Personnel Report Abstract

keyed by individual badge number listing of all biographical, training, skills, performance, etc. data as required

produced on demand

BATCH NAME: Report Type Performance Review Notice organized by badge nu within responsibility centre list of staff due for performance review an date due within the produced monthly Personnel Summary departmental summary indicating current le of staff by rank, num of new hires, number of terminations, number retiring, etc. produced monthly

- 55 -

Personnel Reporting (continued)

Hard-Copy Batch Reports

umber	Personnel and Training
У	all supervisors and managers who have staff
r a	reporting to them for
nd the	performance review purposes
month	

	Personn	el a	nd	Traìning
evel	Senior	Mana	ıgem	ent
mber				

Personnel Reporting (continued) COMPONENT NAME:

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docket.

Special Report Request Examples

skills inventory by skill and rank educational background by diploma/degree code and rank average years of service in each runk average age by rank turnover rate by rank average sick time by rank

COMPONENT NAME: Court Liaison General Description The purpose of the Court Liaison component is to provide an information processing interface between the police department and the courts. The utilization and deployment of police manpower resources are profoundly affected by court decisions on the scheduling of court cases. The Court Liaison provides the officers working in the Court Liaison section a facility for capturing court docket information and generating police defined and required court schedule reports. Two different report formats have been identified including: - Individual Court Appearances - Court Schedule Summary In addition, we have identified one on-line data retrieval format whereby a Court Case Summary can be displayed on a terminal. The data entry function is performed using terminals in the Court Liaison section. A Court Docket file is updated for each addition or change in the court

- 56 -

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Court Liaison (continued)

- 58 -

Section Responsible for Data Entry

Central Records and Court Liaison

Input Data

Source

Type

Court Docket

Input Files

Personnel History

Updated Files

Court Administration

Court Docket

Number of On-Line Terminal Reports Number of Hard-Copy Batch Reports Special Report Request Feature

1 2 No

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COMPONENT NAME: Court Liaison (continued)

Report Type

Court Case Summary

keyed by individual court case Court Liaison number

a summary listing of scheduling data related to the case requested

- 59 -

On-Line Terminal Reports

- 60 -			
COMPONENT NAME: Court Liaison (c	continued)		COMPONENT NAME: Office
Hard-Copy Bat	tch Reports		General Description
Report Type	Primary Users	ersteiningen Proteiningen Alsteiningen Alsteiningen Proteiningen Proteiningen	The purpose of the
Individual Court Appearance Report		 Province Second Company /ul>	to facilitate the prep
keyed by individual officer	Patrol		The input types includ
a list of dates, times and	Criminal Investigation		- court case sche
locations related to expected	Traffic	a state of the second se	the Court Liais
court appearances	Special Services	na n	Court Docket fi
produced daily	Court Liaison		- master shift ro
			- special assignment
Court Schedule Summary		1. 	The hard-copy output r
organized by court case number	Court Liaison		- Patrol Area Dut
a summary listing of court			- Individual Offi
appearances	ĥ	C. Santa S	- Manpower Schedu
produced daily		(In addition, this comp
			terminal reports inclu
		Contraction of the second s	Duty List Summary.
		in the second	
		American American State	

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- 61 -

cer Scheduling

he Officer Scheduling component is paration of officer shift schedules. de: eduling information captured by son component and stored on the ile otation schedule ments y roster report formats include: ty Roster icer Schedule ule Summary ponent has two different on-line ding an Officer Summary and Active

Officer Scheduling (continued) COMPONENT NAME:

- 62 -

Section Responsible for Data Entry

Central Records and Patrol Sergeants

Input Data

Types

Assignment Notices

Master Rotation Schedule On-Line Duty List Changes

Input Files

Court Docket

Updated Files

Duty Roster Active Duty List Personnel History

Sources

Senior Command

Patrol Sergeants

Patrol

Number of On-Line Terminal Reports Number of Hard-Copy Batch Reports Special Report Request Feature

COMPONENT NAME: Report Type Officer Summary keyed by individual officer badge number a listing of on-duty and off-duty assignments produced on demand Active Duty List organized by patrol beat within area within department listing of all officers and their particular beat assignment or special duty assignement including court produced for each shift

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- 63 -

Officer Scheduling (continued)

On-Line Terminal Reports

Primary Users

Patrol

Traffic

Patrol Traffic Communications

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- 64 -			• ÷			
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COMPONENT NAME: Officer Schedul	ing (continued)		يوندي الاستياسيين الاستياسيين			COMPONENT NAME.
			\$ 1			COMONENT NAME: OIIICEr
Hard-Copy Ba	tch Reports		Minute internet of			Report Type
Report Type	Primary Users		Kangru,	i		Manpower Schedule Summary
Area Duty Roster			tin san		ar e	organized by area within
organized by badge number	Patrol		i d			department
within area within department	Traffic				T	a summary listing of the
listing of officers and their				- And we want	L	number of officers schedu
shift assignment over specified				na presidente de la constante d	T	off-duty, on-duty, in cou
period of days				o directory with a part of	ين ۲۵	and on special assignment
produced weekly or bi-weekly						shift for each day of a
				roy (, , p), , supporting to a		specified week
Individual Officer Schedule					nan sange	produced weekly
organized by badge number	Patrol		ana ana amin'ny fisiana amin'ny fisian Ina fisiana amin'ny fisiana amin'ny fisiana amin'ny fisiana amin'ny fisiana amin'ny fisiana amin'ny fisiana amin	1	State in the second sec	1
listing of shift assignments	Traffic			vide vor 19 mars - ere die of - 1990 e	οu Th	
over specified 2 week period			u -	A to a second	and a second sec	
produced bi-weekly				an ann an Anna Anna Anna Anna Anna Ann	A subscription of the second sec	
		*		Demogra	i.	
	•		recent of the second se	in an		
	,		and the second sec		б.).	0
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			and the second sec		Name of Street	
					and the second se	
· 5			Landard Contraction	anne ar anna 1844 ann	Contraction and the second	0
			Sala and Anna and Ann	n - Anna an Anna Anna Anna Anna Anna Ann	6.5	
	12. 12.	e	<i>[</i>		A contract of the contract of	
				n van in de se		23
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ficer Scheduling (continued)

Primary Users

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COMPONENT NAME: Activity Reporting

General Description

The purpose of the Activity Reporting component is to generate statistical reports which reflect the time spent on various field and administrative activities. There are two types of input including:

- 66 -

- Time and Activity Reports

- Activity Log File

Time and Activity Reports reflect the time spent by staff on various special activities including court time, sick-time, overtime, special assignments, etc. The Activity Log file is updated by a number of components at the transactional level including:

- Field Support
- Motor Vahicle Collision Reporting

- Summons and Summary Conviction Ticket Reporting The reports generated by this component include:

- Weekly Staff Summary
- Overtime Summary
- Court Time Summary
- Sick Time Summary
- Special Assignment Summary
- Monthly Staff Summary
- Monthly Activity Summary

Number of On-Line Terminal Reports Number of Hard-Copy Batch Reports Special Report Request Feature

Activity Reporting

Section Responsible for Data Entry

Source

Time and Activity Report

COMPONENT NAME:

Central Records

Input Data

Input Files

Activity Log

Type

Allice dimension

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Community of

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all staff

Updated Files

Personnel History Activity Summary

> None 7 No
| - 68 | :
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|--------------------------------|------------------------|--|-------------------------|
| COMPONENT NAME: Activity Repo | rting (continued) | | COMPONENT NAME: Act |
| Report Type | Primary Users | A set of the set of | |
| Weekly Staff Summary | | ja na katalana katalan | Report Type |
| keyed by individual badge | all supervisors | | Sick Time Summary |
| number | arr papervisors | | organized by responsi |
| summary frequency count of | | in a second seco | centre |
| various activities (calls | | Constraints of the second seco | listing of sick time |
| served, reports written, etc.) | | | individual staff |
| and accounting of time in | | | produced monthly |
| terms of days off, sick time, | | | ,u |
| court time, etc. | | | Special Assignment |
| produced weekly | | | organized by individu |
| | | | staff within each |
| Overtime Summary | | | responsibility centre |
| organized by responsibility | all supervisors | | listing of special ass |
| centre | Accounting and Payroll | | produced monthly |
| listing of overtime by staff | | Constanting | |
| (name and badge number) | | Terr
Terr | Monthly Staff Summary |
| produced monthly | | | keyed by individual ba |
| | | | number |
| Court Time Summary | | | summary accounting of |
| organized by responsibility | all supervisors | | the month and frequenc |
| centre | * | | counts of various activ |
| listing of court spent by | | Constraints and the second seco | (calls served, reports |
| staff | 2. | | written, etc.) |
| produced monthly | a | in the second | produced monthly |
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ivity Reporting (continued)

Primary Users

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all supervisors

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COMPONENT NAME: Activity Reporting (continued)

Report Type

Primary Users

Senior Management

all supervisors

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Monthly Time and Activity Summary

organized by responsibility centre

summary of the following data;

- number of man-hours
- number of overtime hours
- number of sick days
- number of court time hours
- number of calls served
- number of occurrence reports written
- number of field

observations

- etc.

produced monthly

COMPONENT NAME: Case Tracking General Description The purpose of the Case Tracking component is to assist with the assignment of cases which require some form of follow-up action and with the management of office case loads. A record is created for cases requiring follow-up by the appropriate transactional component. For example, a record on the Case Follow-Up file is created for a criminal case reported and processed in the Field Support component. The Case Tracking component accesses the Case Follow-Up file and accepts on-line input of Case Assignment data in order to create an up-to-date status on each case requiring follow-up. Status reports on individual officer case loads and individual cases can be displayed on on-line terminals. Five different hard-copy reports are generated by this component. These include: - Case Load Summary - Case Status Review - Case Follow-Up Reminder - Case Follow-Up Summary - Case Management Summary Five files are updated by this component. These files

include:

General Description (continued)

- Personnel History
- Property and Evidence
- Occurrence Report Abstract
- Motor Vehicle collision Report Abstract

- 72 -

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- Juvenile Report Abstract

- 73 -Case Tracking (continued) COMPONENT NAME: Section Responsible for Data Entry Central Records Input Data Source Type Case Assignment and Criminal Investigation, Status Report Special Services, Juvenile Input Files Updated Files Case Follow-Up Personnel History Property and Evidence Occurrence Report Abstract Number of On-Line Terminal Reports 2 Number of Hard-Copy Batch Reports 5 Special Report Request Feature No

- 74 -

COMPONENT NAME:

Case Tracking (continued)

On-Line Terminal Reports

Report Type

Primary Users

Criminal Investigations

Special Services

Juvenile

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Individual Officer Case Load

keyed by badge number listing of case assignments, assignment dates and case status information for specified

officer

produced on demand

Individual Case Status

keyed by case number listing of case status, assignment date, badge number, of officer responsible for the specified case produced on demand

Criminal Investigations Special Services Juvenile

75	
- /0 -	
COMPONENT NAME: Case Tracking (co	ntinued)
Hard-Copy Batch	Reports
Report Type	Primary Users
Case Load Summary	
keved by badge number	Criminal Investigations
listing of current case	Special Services
assignments for each officer	Juvenile
produced daily	
Case Follow-Up Reminder	
keyed by badge number $_{\bigcirc}$	Criminal Investigations
listing of assigned cases	Special Services
requiring follow-up	Juvenile
reports for each officer	
produced daily	
Case Follow-Up Summary	
organized by responsibility	Criminal Investigations
centre	Special Services
listing of all unassigned	Juvenile
cases requiring follow-up	
action within each	
responsibility centre	
produced daily	

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- 76 -

COMPONENT NAME:

Case Tracking (continued)

Report Type

Primary Users

Case Status Review

organized by cost centre listing of all cases indicating assignment date and current status including cases suspended or cleared during the one week period

produced weekly

Case Management Summary

organized by cost centre summary listing of the number of cases actively being investigated, number of cases cleared, number of cases suspended, number of cases resulting in unfounded, average number of cases assigned per investigator, year to-date clearance rate, etc. produced monthly

Criminal Investigations Special Services Juvenile

Senior Management Special Services Juvenile

COMPONENT NAME:

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General Description

The purpose of the Resource Allocation component is to generate projections of case loads and patrol requirements based on trends in the historical data. The following files provide the historical data base: - Field Statistics

- Activity Log
- Daily Roster
- Case Follow-Up
- Personnel

Three different reports are generated. The Patrol Manpower Projections report displays estimates of the number of calls-for-service and the number of patrol officers required to respond to these calls-for-service, broken down by beats and patrol areas. The Case Load Projections report provides estimates of case load levels for the various police service functions based on projected calls-for-service and followup ratios. The third report, Resource Allocation Summary, provides a comparison relative to the availability of manpower resources based on duty roster schedules. All of these reports are produced on a monthly basis and are targeted to the higher levels in the command structure.

- 77 -

Resource Allocation

COMPONENT NAME: Resource Allocation

Section Responsible for Data Entry

- no direct data entry (strictly reporting)

62

Input Data

None

Input Files Field Statistics Activity Log Duty Roster Case Follow-Up Personnel

Number of On-Line Terminal Reports Number of Hard-Copy Batch Reports Special Report Request Feature

None 3 No

COMPONENT NAME:

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Report Type

Patrol Manpower Projections organized by beats within areas Patrol within department projections of future callsfor-service levels by beats within areas within department for each shift within specific period estimated number of officers required to serve projected number of calls-for-service

Case Load Projections

produced monthly

organized by responsi centres projected case load 1 based on projected cal for-service and follow ratios produced monthly

- 78 -

Updated Files

None

Resource Allocation (continued)

Hard-Copy Batch Reports

Primary Users

bility	Criminal Investigation		
	Special Service	s	
evels.	Juvenile		
11s-		¢ ,	
w-up	: تاريخي		

Resource Allocation (continued)

Report Type

Primary Users

Senior Management

Resource Allocation Summary

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organized by responsibility centres summary projections of manpower requirements, callsfor-service, and case loads for each cost centre comparison of manpower requirements to availability based on duty roster schedules

General Description

COMPONENT NAME:

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The Budget Control component is an extension of the accounting systems designed to assist police managers with the preparation of budgets and the generation of monthly reports comparing budgeted versus actual expenditure levels.

types of data:

- estimates of the number of staff of each rank required by month

- estimates of expenditure levels broken down

by account code for each month

During the regular monthly reporting cycle, the Budget Control component generates reports which compare

the following:

- the number ${}^{/\!/}$ of man hours of each rank reported

versus the budgeted estimates

- 80 -

Budget Control

During the budget preparation portion of the over-all annual budgeting cycle, the Budget Control component is used to generate Budget Work Sheets which serve as a guide to police managers to complete their plans for the following year. These Work Sheets are used to capture the following

	8		
- 82 -			
COMPONENT NAME: Budget Control	anna a trainn a trainn Anna Anna ann ann ann ann Ann Anna ann		COMPONENT NAME: Budge
	ст.	T	
General Description (continued)	n in in an	L	Section Responsible for D
- the amount expended for each account code		T	Central Records
versus the budgeted amount		catul : 	•
		Numer	Input Data
Two types of inputs include:	an and a second s		Types
- man hour expenditures which are derived from the		: 	Budget Information
Activity Log file			work sheets
- actual cost expenditures which are derived		i.	actual expenditures
from accounting reports			
्र स्टब्स्		Ň))
The following files are updated by the Budget Control			Input Files
component:	e o construction de la construcción		Activity Log
- Budget		0 <u>0</u>	
- Actual Expenditures	r Samanan ang		ş
- Budget Summary			
		an and a second	
		anton a same composition as	
	Autoria di Territoria Autoria di Territoria Autoria di Territoria Autoria di Territoria	a share a	
	n de la constantia de l		
		C. Shares	
			<i>a</i>
		8 U	Number of On-Line Terminal
			Number of Hard-Copy Batch
		ست. دهنچه	Special Report Request Fea
			- *

et Control

Data Entry

Sources

managers and supervisors

accounting

Updated Files

Budget Actual Expenditures Budget Summary

al Reports

Reports

ature

an the

None 5 No

0

Budget Control (continued)

- 84 -

Hard-Copy Batch Reports

Report Type

Budget Preparation Work Sheet

Primary Users

all managers

all supervisors

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organized by responsibility centres system generated turnaround document used to capture manpower estimates by ranks

and cost estimates by month and by expenditure category code

produced as required within budget preparation cycle

Manpower Budget

organized by responsibility centres manpower estimates by month and rank for each cost centre produced as required within budget preparation cycle

- 85 -COMPONENT NAME: Budget Control (continued) Report Type Primary Users Expenditure Budget organized by responsibility all managers centres all supervisors expenditures estimated by month and type of expenditure for each cost centre produced as required within budget preparation cycle Monthly Budget Control Statement organized by responsibility Senior Managers centres all managers comparison of budgeted vs. all supervisors actual man hours by rank for each cost centre comparison of budgeted vs. actual expenditures by type of expenditure produced monthly

all managers

all supervisors

COMPONENT NAME: Management Reporting

General Description

The Management Reporting component is designed to generate high level management reports which provide comparative cost and field performance statistics. The comparisons involve four different time frames. They include:

- 86 -

- previous month
- current month
- last year-to-date
- this year-to-date

The Types of data elements being compared include:

- budgeted man hours
- actual man hours
- budgeted costs
- actual costs
- number of calls-for-service
- average response time
- average arrival time
- average service time
- number of occurrence reports submitted
- number of collision reports
- number of field observations

COMPONENT NAME: Manage
General Description (
- number of cases
- number of cases
- clearance rate
There are two fil
They include:
- Activity Summar
Reporting compo
- Budget Summary
component)
The Management Re
generate reports at tw
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organizational
- departmental (a
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ement Reporting

continued)

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les which provide the input data.

ry (produced by the Activity onent)

(produced by the Budget Control

eporting component is designed to to levels of detail:

centre (i.e., individual police

ons as defined by section or unit)

an aggregation of costs and s for the police department as a

Management Reporting

- 88 -

Section Responsible for Data Entry

None

Input Data

Types

None

Input Files

Updated Files

None

Activity Summary

Budget Summary

Number of On-Line Terminal Reports Number of Hard-Copy Batch Reports Special Report Request Feature

T COMPONENT NAME: J H 141.544 Report Type Responsibility Centre Summary organized by respons centre ÎŃ listing of cost and N. data comparing curre ч. to previous month, a year-to-date and previous year-to-date see attached example produced monthly 5 B li i Department Summary 11 summary for the enti listing of cost and data comparing curre previous month, and 11 25 year-to-date to previous year-to-date see attached example produced monthly

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- 89 -

Management Reporting (continued)

Hard-Copy Batch Reports

Primary Users

sibility	Senior Management
C = D	Responsibility Centre
performance	managers and supervisors
ent month	
and current	

re department	Senior	Management
performance		
ent month to		
current		
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	-	90 -			An Orași de La Principalită de			
COMPONENT NAME: Mana	gement R	eporting	(continued)		 A state of the sta	a transformer con	COMPONENT NAME: Man	agem
RESPON	SIBILITY	CENTRE	SUMMARY		an dan seria ang		•	DEPA
CODE XXXX	DESCRIP	TION PAT	ROL AREA 1			بیستر غ		DATI
	DATE XX	x xx 19x	x		 The second se Second second sec	1	FO	R THE
FOR	THE MONTH	H OF XXX	19XX		e South and a second			
	LAST	THIS	LAST YEAR	THIS YEAR	and a second			LA MC
	MONTH	MONTH	TO-DATE	TO-DATE	a na sea a sea		Budgeted Man hours	xx
Budgeted Man hours	XXXX	XXXX	XXXX	XXXX	And the second		Actual Man hours	XX
Actual Man hours	XXXX	XXXX	XXXX	XXXX		77	Variance	xx
Variance	XXXX	XXXX	XXXX	XXXX	References and the second s	an ann an Airtean an Airtean Air	Budgeted Costs	xx
Budgeted Costs	XXXX	XXXX	XXXX	XXXX	- <u>-</u>		Actual Costs	xx
Actual Costs	XXXX	XXXX	XXXX	XXXX	 Aller V. Miller under Aller V. Miller V. Miller under Aller V. Miller V. Miller under Aller V. Miller V. Miller V. Miller V. Miller Aller V. Miller V. Miller V. Miller V. Miller Aller V. Miller V. Miller V. Miller V. Miller V. Miller Aller V. Miller V. Miller V. Miller V. Miller V. Miller Aller V. Miller V. Miller V. Miller V. Miller V. Miller Aller V. Miller V. Miller V. Miller V. Miller V. Miller V. Miller Miller V. Miller /li>		Variance	vv
Variance	XXXX	XXXX	XXXX	XXXX		Francisco de la compositione de	No. of Calls-For-Service	~~~.
No. of Calls-For-Service	XXXX	XXXX	XXXX	XXXX	NUTLY 1 A MARKAN		No. of Occurrence Bonort	
Average Response Time	XXXX	XXXX	XXXX	xxxx		A State of the second	No. of Collision Poporta	5 AA2
Average Arrival Time	XXXX	xxxx	XXXX	XXXX	a na si	in the second	No. of Field Observation	XXX
Average Service Time	XXXX	XXXX	XXXX	xxxx		and a second	No. of Cases Turnet	S XXX
					n antician in	Trituete Grandite	No. of Cases Investigated	d XXX
						nanana na ana ana ana ana ana ana ana a	NO. OI Cases Cleared	XXX
						and the second s		
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- 91 -

anagement Reporting (continued)

DEPARTMENTAL SUMMARY

DATE XXX XX 19XX

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OR THE MONTH OF XXX 19XX

	LAST MONTH	THIS MONTH	LAST YEAR TO-DATE	THIS YEAR TO-DATE
	XXXX	XXXX	XXXX	XXXX
	XXXX	XXXX	XXXX	XXXX
	XXXX	XXXX	XXXX	XXXX
	XXXX	XXXX	XXXX	XXXX
	XXXX	XXXX	XXXX	XXXX
	XXXX	XXXX	XXXX	XXXX
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Computer-Assisted Dispatch

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General Description

The Computer-Assisted Dispatch is the only truly on-line, real-time application described within the over-all TIPS framework. The main purpose of the CAD component is to assist the communications staff with the four main data processing functions associated with the dispatch of patrol units to the scene of an incident in response to a call-for-service. The first function involves the capture of data about the complainant, the nature of the complaint and the location of incident by dispatch clerks. The dispatch clerk uses an on-line keyboard terminal to key the information into the system as it is received from the complainant. The second major data processing function involves the dispatching of a patrol unit to the scene of the call-for-service. With the CAD component this function is performed by the dispatcher who is assisted by the system in order to determine the most appropriate unit to be dispatched. The system automatically records the time the call is received, and the time the patrol unit is dispatched. The third function involves the recording of the status of individual patrol units. Again, the CAD component assists the dispatcher in maintaining a file containing the status of individual units.

COMPONENT NAME: Computer-Assisted Dispatch General Description (continued) After arriving at the scene of a call-for-service, the patrol unit informs the dispatcher who, in turn, enters this into the system. After a patrol unit has cleared the scene, the dispatcher is notified and enters the current status into the system. The fourth major function involves status checking. How many calls-for-service are awaiting dispatch? How many and what units are available for dispatch? Again, the CAD component assists the dispatcher by maintaining updated lists of patrol unit status and callsfor service awaiting dispatch. These can be accessed and reviewed by the dispatcher using an on-line terminal.

The CAD component accesses two major files. The Active Duty List provides an updated list of those officers on duty assigned to various patrol units and beats. The Master Address Index is accessed in order to determine whether or not the reported address is hazardous.

Beyond the real-time processing associated with the functions described above, the CAD component produces two types of output. First of all, for each reported callfor-service, a dispatch record is created and deposited

- 92 -

- 93 -

Computer-Assisted Dispatch

General Description (continued)

on the Dispatch Record Abstract file which is later processed through the Field Support component. Secondly, a hard copy report displaying summary statistics related to the dispatch function is generated at the end of each shift. The Shift Dispatch Summary provides the managers in the Communications section with a concise breakdown of calls-for-service during the shift by type of complaint within the patrol areas and beats.

COMPONENT NAME:	Comp
Section Responsible	for
Communications	
Input Data	<u>-</u>
Types	
Complaint Data	
Dispatch Data	
Input File	5
Active Duty List	
Geo-Coded Address	Inde
Master Address Ind	lex

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Number of On-Line Terminal Reports Number of Hard-Copy Batch Reports Special Report Request Feature

- 94 -

puter-Assisted Dispatch

Data Entry

Sources

Complaint clerks

dispatcher

Updated Files

Dispatch Record Abstract

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No

Computer Assisted Dispatch (continued)

On-Line Terminal Reports

- 96 -

Report Type

Primary Users

Communications

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Dispatch Record Abstract

keyed by case number listing of complaint and dispatch related to specified incident or case

produced on demand

Patrol Unit Status

organized by Unit number Communications listing of all units and their status (e.g., servicing a call, available, booked off, etc.)

produced on demand

Call Queue Status

listing of all calls in order of priority and time call received produced on demand

COMPONENT NAME: Computer-Assisted Dispatch (continued) Hard-Copy Batch Reports Report Type Primary Users Shift Dispatch Summary organized by beat within area Communications frequency counts of callsfor-service by type of complaint produced after each shift

Communications

- 97 -

Section is

- 98 -			
COMPONENT NAME: Vehicle Maintenance	and the second		COMPONENT NAME: Vehicle M
General Description			
The purpose of the Vehicle Maintenance component of		1	Section Responsible for Data
TIPS is to provide the police department with a facility	a strand		Central Records
for capturing and reporting important cost information			
related to purchase, operation, and maintenance of departmental	1		Input Data
vehicles. There are three types of input processed by	- Contraction of the		Types
this component. These include:		5 5 6	Gas and Oil Consumption Rep
- Gas and Oil Consumption Reports			Service Report
- Service Report		i i	Vehicle Purchase Summary
- Vehicle Purchase			
Data on these input documents are recorded by the staff in		۰. ۲. اینکارین ۲. اینکارین	
the Vehicle Maintenance section. The data are entored into		1 M	Input Files
the system via on-line terminals located in the Control	ر در باب		None
Records Section. One on-line terminal report format has			
been designed to display summary cost information on a			
vehicle as requested. In addition, two hand come and			
are generated by this component. These includes			
- Vehicle Cost Summary			
- Vehicle Service Request Notice	()		
	tarihi yaka da kata da		
	5 5		
\bigcirc			Number of On-Tine Manual -
		(²	Number of Hand Control of Hand
$rac{1}{k} = rac{1}{k} rac{1}{k}$			Special Departs To Start Report
			Special Report Request Feature
	1411 1		

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- 99 -

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Sources

tion Report	Vehicle	Maintenance
	Vehicle	Maintenance
nmary	Vehicle	Maintenance

Updated Files

Vehicle Maintenance

Reports Reports

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- 100 -

COMPONENT NAME:

Vehicle Maintenance (continued)

On-Line Terminal Reports

Report Type

Primary Users

Vehicle Maintenance

Planning and Research

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Vehicle Summary

keyed by vehicle number listing of various summary cost data related to the purchase, operation and service charges associated with specified vehicle produced on demand

- 101 -Vehicle Maintenance (continued) COMPONENT NAME: Hard-Copy Batch Reports Report Type Primary Users Vehicle Cost Summary organized by type of hial 77 - 1. 4 report on total and a cost of operation and of the various types of vehicles produced monthly Vehicle Service Request Notice produced for each veh: requiring service notice to supervisors indicating when a spec vehicle is to be broud for major service produced weekly

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icle	Vehicle Maintenance
	Patrol
	Crime Investigations
cified	Special Services
ght in	Traffic

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- 102 -	•		i Company	
COMPONENT NAME: Vehicle Mainter	nance (continued)	Statement and second		COMPONENT NAME:
Hard-Copy Bat	ch Reports	strandfilder - to configuration (or each	- Marian Series	
Report Twp		annormality and a second s	1.	
исрогс туре	Primary Users	1993 - 1993 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 - 1994 -		Cost comparison
pecial Requests		a decentration of the		terms of purchase
flexible reporting capability	Planning and Research			oil consumption,
for accessing Vehicle	Senior Management		Kr v gu	
Maintenance file		j¥ ₹		Exception report
possible examples:				costs of operati
 special report comparing 				
the cost performance			1	
characteristics of various				
makes of automobiles				
 special report comparing 				n Ne
the cost performance of				
all automobiles by month				
and season	()		And Charles	
 special report comparing 				
the cost performance				
characteristics of vehicles		a di seconda		
produced as required			1 0.2	
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		577		
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- 103 -

hicle Maintenance (continued)

ecial Report Request Examples

various makes of automobiles in ost, gasoline consumption per mile, intenance costs per mile, etc.

those vehicles with the highest

Stores Inventory COMPONENT NAME:

General Description

The purpose of the Stores Inventory component is to assist the Stores section with various functions related to inventory control. These functions include the control of:

- 104 -

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- inventory levels
- re-order quantities
- storage space
- distribution of inventory items to police personnel.

There are four types of input documents which are processed by this component. They include:

- Item Descriptions
- Inventory Distribution Notice
- Inventory Receiving Notice
- Inventory Order Notice.

These four types of documents are used to update the Stores Inventory file whenever an item in stores is:

- modified to reflect changes in the status information (e.g., storage location, re-order quantity, order lead time, supplier, etc.)
- withdrawn from stores and distributed to an employee
- received as part of a shipment from a supplier
- placed on order with a supplier.

- 105 -COMPONENT NAME: Stores Inventory General Description (continued) All data entry is performed by the staff in the Stores section using an on-line terminal. An Inventory Item Status report can be requested and displayed on a terminal. Four different hard-copy batch reports are output. These include: - Inventory Receiving Summary - Inventory Order Summary - Inventory Distribution Summany - Inventory Summary The Personnel History file is updated whenever a police officer receives a piece of equipment or uniform which is intended for personal use while on duty.

- 106 -

COMPONENT NAME: Stores Inventory

Section Responsible for Data Entry

Central Records and Stores

Input Data

Sources

Stores

Stores

Stores

Stors

Types

Item Description Inventory Distribution Notice Inventory Receiving Notice Inventory Order Notice

Input Files

None

Updated Files

Stores Inventory Personnel History

Number of On-Line Terminal Reports Number of Hard-Copy Batch Reports Special Report Request Feature

COMPONENT NAME: Report Type Inventory Item Status keyed by item number listing of data elements describing the status of the specified item produced on demand

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Stores Inventory (continued)

On-Line Terminal Reports

Primary Users

Stores

- 108 -

COMPONENT NAME:

Stores Inventory (continued)

Hard-Copy Batch Reports

Stores

Report Type

Primary Users

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Inventory Receiving Summary

listing of items and quantities received by item

number

produced daily

Inventory Order Summary

listing of items and quantities Stores to be ordered by item number produced weekly

Inventory Distribution Summary

listing of items and quantities Stores
withdrawn from inventory
by item number
produced daily

COMPONENT	NAME:	Stor
		<u>11</u>
	Report	Туре
Inventory	Summary	۲
organia	zed by 1	responsi
centre	code	
summary	y report	on the
invento	ory item	ns distr:
the res	ponsibi	lity cer
by type	of ite	em
produce	d month	ly

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- 109 -

res Inventory (continued)

Hard-Copy Batch Reports

Primary Users

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Stores

Accounting

Senior Management

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- 110 -			
COMPONENT NAME: Registration			COMPONENT NAME: Regis
General Description			Section Responsible for Da
Most police departments perform a registration function			Central Records
within their Central Records sections. Three examples of	T I		
different types of registration are:	and the second secon		Input Data
- Firearms		il Î	Types
- Block Parent	L'Anne.	San	Firearms Registration F
- Business Security		fire states	Business Registration F
For these examples, the Registration component would have	2		Block Parent Registrati
three different input types including:			
- Firearms Registration Form			
- Block Parent Registration Form			
- Business Security Registration Form.			Input Files
All on-line data entry is performed within the Central Records			None
section. Abstracts of the individual records can be		and a second	
displayed on terminals located throughout the department.	17	a ing Land and the second	
The Master Name Index and the Master Address Index files		n de la companya	
are updated for each new registration. This component also		 Statement Statement Statement 	
generates five hard-copy reports, including:	2 -	Angelen	
- Firearms Summary		n in an	dig
- Business Summary	nn II		
- Block Parent Summary		ran	
- Business Listing			
- Block Parent Listing		alar (* Haran (* Villen (* 1999)	Number of On-Line Terminal H
	I		Number of Hard-Copy Batch Re
	m	I rn	Special Report Request Featu
		1	

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Sources

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Updated Files

Firearms Business Security Block Parent Master Name Index Master Address Index

Reports

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- 112 -		Contractions		
COMPONENT NAME: Registration (continued)	 Contraction of the second se Second second se		COMPONENT NAME: Regi
On-Line Termin	nal Reports	a state and the state of the st		Report Type
Report Type	Primary Users	i de la constante de		Block Parent Abstract
Firearms Registration Abstract		ر باریکی باریکی ۱۰۰۰ کاریکی ۲۰۰۰ ۱۰۰۰ کاریکی ۲۰۰۰ کاریکی ۲۰۰۰ کاریکی ۲۰۰۰ کاریکی ۲۰۰۰ کاریکی ۲۰۰۰ کاریکی ۲۰۰۰ کاریکی کاریکی کار	formation provide the second	keyed by block parent
keyed by firearm registration	Central Records		Errege Errege	registration number
number	Criminal Investigators	16.1000 (11.1000) (11.1000)	and frames and the second	a listing of data ind:
a summary display of data	, _	· · · · · · · · · · · · · · · · · · ·		name, address, telepho
related to the specified		rd Ar Jane - Ar		number, etc. of specif
registration number		нория «Болика» 6 - К. с.	y Theory and the second	block parent
produced on demand				produced on demand
		roku wywe unorth Transferrance Program a startenia	ing the second sec	
Susiness Abstract		in a company cargo	A series and the series of the	
keyed by business registration	Central Records		Baggi (F	
number	Communications	e annual annual a Charlos anna ann		
a summary display of data	Patrol		The second se	
indicating the after hours	Crime Prevention		reneration and a second	
contact person for the			Catalogue	
specified business		9 L		
produced on demand				
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		Sector Se		
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istration (continued)

Primary Users

t Central Records Crime Prevention dicating Patrol hone ified

- 114 -

COMPONENT NAME:

Registration (continued)

Hard-Copy Batch Reports

Report Type

Primary Users

Central Records

Central Records

Crime Prevention

Senior Management

Firearms Summary

organized by type of firearm summary listing of frequency counts of the number of firearms registered during the month and the total number of firearms registered by types of firearms produced monthly

Business Summary

organized by beat within area summary listing of frequency counts of the number of businesses registered during the month and the total number of businesses registered by beat within each area produced monthly

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Normal Control of States

- 115 -COMPONENT NAME: Registration (continued) Report Type Primary Users Block Parent Summary organized by beat within area Central Records summary listing of frequency Crime Prevention counts of the number of homes registered as block parents during the month and the total number of homes registered by beat within area produced monthly Block Parent Listing organized by beat within area Central Records summary listing of all block Crime Prevention parents by beat within area produced as required Business Listing organized by business number Central Records within beat within area Crime Prevention listing of all businesses registered for security reasons produced as required

III

- 116 -

TIPS FILES

This chapter contains descriptions of the twenty-nine TIPS files as outlined in Table III.1. The descriptions are broken down into two sections. First, the "File Summary" provides a brief statement of the purpose, and a list of the record types. Second, there is a "Record Summary" for each type of record contained on the files. The data elements are listed and where appropriate, referenced to more detailed descriptions which are contained in the next chapter.

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A second s	File Referen Code	ice
J.	ACEXP	Actual
	ACSUM	Activit
28	ACTLG	Activit
	ADUTY	Active
a da anti-	BLPAR	Block P
	BUDGT	Budget
and the second	BUSUM	Budget
	CASEF '	Case Fo
	DOCKT	Court D
	DRABS	Dispatc
n and a second and a	FOABS	Field O
	FSTAT	Field S
	GAINX	Geo-Cod
	GUNS	Firearm
A STREET	JRABS	Juvenile
10 10	MAINX	Master A
177 - 187	MJINX	Master 3
A TRANSPORT	MNINX	Master N
124	MVCRA	Motor Ve
A STATE AND A STATE	MVINX	`Master V
<i>п</i>	ORABS	Occurren
And a contract of the second	PERHS	Personne
	PROEV	Property
Bable and Roman	ROSTR	Duty Ros
C Y	SECUR	Business
And Andrews Angeles And Angeles - Angeles Angeles - Angeles Angeles - Angeles Angeles - Angeles Angeles - Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Angeles Ange	SPATT	Special .

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- 117 -

TIPS Files

Table III.1

File Name

Page Number

Expenditures ty Summary ty Log Duty List Parent

Summary ollow-Up Docket ch Record Abstract Observation Report Abstract Statistics led Address Index າຮ le Report Abstract Address Index Juvenile Index Name Index ehicle Collision Report Abstract Vehicle Index nce Report Abstract el History and Evidence ter Security Attention

- 118 -

#### TIPS Files (continued) Table III.1

(****

File Reference File Page Name Number Cođe Stores Inventory STORE Summons and Summary Conviction Ticket Abstract SUSCT C.

Vehicle Maintenance VEHMA

FILE REFERENCE CODE ACEXP CONTENTS AND RECORD TYPES

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The purpose of this file is to provide a record of how much was actually spent during a one-month period according to the pre-defined budget line items of expenditure. There is only one record type contained on this file.

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# TIPS FILE SUMMARY

FILE NAME

Actual Expenditures

FILE	REFERENCE	CODE	RECORD	TYPE		
ACE	XP			ž	Actual	Expenditures
DATA	ELEMENT					
Respo	onsibility	Centre C	ođe			4
Year						2
Month	L					2
Line	Item of Ex	penditur	e Code	(Accour	nt Code	) 5

Amount of Actual Expenditure

FILE REFERENCE CODE ACSUM CONTENTS AND RECORD TYPES

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contained on this file.

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- 121 - ·

FILE NAME

Activity Summary

The Activity Summary file contains records which provide a monthly summary of the records contained on the Activity Log File (refer to ACTLG). There is only one record type

FILE REFERENCE CODE RECORD TYPE	
ACSUM Activity Summary	
DATA ELEMENT	
Responsibility Centre Code	4
Area Code	2
Beat Code	3
Year	2
Month	2
Number of Calls-for-Service	5
Number of Field Observations	5
Number of Juvenile Reports	5
Number of Primary Occurrence Reports	5
Number of Secondary Occurrence Reports	5
Number of Arrests	5
Number of Court Hours	5
Number of Overtime Hours	5
Number of Regular Duty Hours	5
Number of Summonses	5
Number of Summary Conviction Tickets	5
Number of Motor Vehicle Collision Reports	5

FILE REFERENCE CODE
ACTLG
CONTENTS AND RECORD TYP
The purpose of the
record of all field act
records including:
1. Dispatch Summar
2. Occurrence Summ
3. Juvenile Summar
4. Field Observati
5. Activity and Ti
6. Summons and Sum
7. Motor Vehicle C
With the exception of t
all other record types
the system as a result
report types implied (e
etc.).

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- 122 -

FILE NAME

Activity Log

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ne Activity Log file is to provide a summary

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ion Summary

lime Report Summary

mmary Conviction Ticket Summary

Collision Summary

the Activity and Time Report Summary,

are generated automatically by

of the processing of the various

(e.g., Occurrence, Field Observation,

REFERENCE	CODE	RECORD	TYPE				
LG	÷7 V		D	ispatch	Summary		
ELEMENT						17	
Number						5	B01
nsibility	Centre	Code				1	DOT
						-	RUS
						6	D01
1						4	TOl
e of Compl	aint					2	N02
f Week Cod	e					1	D03
	REFERENCE PLG ELEMENT Number nsibility e of Compl f Week Cod	REFERENCE CODE PLG ELEMENT Number nsibility Centre e of Complaint f Week Code	REFERENCE CODE RECORD PLG ELEMENT Number nsibility Centre Code e of Complaint f Week Code	REFERENCE CODE RECORD TYPE PLG D ELEMENT Number nsibility Centre Code e of Complaint f Week Code	REFERENCE CODE RECORD TYPE PLG Dispatch ELEMENT Number nsibility Centre Code e of Complaint f Week Code	REFERENCE CODE RECORD TYPE LIG Dispatch Summary ELEMENT Number nsibility Centre Code e of Complaint f Week Code	REFERENCE CODE RECORD TYPE PLG Dispatch Summary ELEMENT 5 Number 5 nsibility Centre Code 4 e of Complaint 2 f Week Code 1

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FILE REFERENCE CODE ACTLG DATA ELEMENT Badge Number Responsibility Centre Date Date Time Day of Week Code Report Type Code Classification Code

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- 125 -

RECORD TYPE

Occurrence Summary

5	B01
4	R05
6	D01
4	TOL
1	D03
1	R04
5	C06
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	- 126 -			na mana kao amin'ny faritr'o ana desima. Ny faritr'o amin'ny faritr'o amin'ny faritr'o amin'ny faritr'o amin'ny faritr'o amin'ny faritr'o amin'ny faritr	
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Badge Number Responsibility Centre Date Time Day of Week Code Report Type Code		5 4 6 4 1	B01 R05 D01 T01 D03 R04	- The second of	Badge Number Responsibility Centre Date Time Day of Week Code
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RECORD TYPE

Field Observation Summary

5	B01
4	R05
6	DOl
4	<b>T01</b>
1	D03

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				ilian (national and states) 		
FILE REFERENCE CODE RECORD	TYPE			Ala David Manager, Terrero San Timp Manufacture Manufacture Manufacture		FILE REFERENCE CODE
ACTLG	Activity and Tim	ne Repor	t Summary	n and an an a		ACTLG
DATA ELEMENT				a and second		DATA ELEMENT
Badge Number		5	B01	n generation of the state	Ţ	Badge Number
Responsibility Centre Code		4	R05	1) 1)	-	Responsibility Centre (
Date		6	D01	и на селото br>На селото на селото н на селото на селото н на селото на селото н на селото на селото н		Date
Day of Week Code		1	D03	n an		Time
Court Hours		2				Day of Week Code
Overtime Hours	•	2			and the second se	Summons/SCT Indicator C
Special Duty Hours		2			( a surface in the second seco	Offence Type Code
Sick Time		2				
Vacation		2		and the second se		
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# - 129 -

RECORD TYPE

Summons and Summary Conviction Ticket Summary

	5	B01
Code	4	R05
	6	D01
	4	<b>T01</b>
	1	D03
Code	1	S07
	5	001

FILE	REFERENCE	CODE	RECORD	TYPI	Ξ				
ACI	LG				Motor	Vehicle	Collision	Summary	
DATA	ELEMENT		7.						
Badge	Number						5	B01	
Respo	nsibility	Centre	Cođe				4	R05	
Date							6	D01	
Time							4	<b>T01</b>	
Day o	f Week Cod	e					1	D03	
Colli	sion Type	Code					2	C07	

FILE REFERENCE CODE ADUTY CONTENTS AND RECORD TYPES

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The purpose of the Active Duty List file is to provide an updated list of all police personnel on-duty and an indication of the specific assignments. There is only one record type contained on this file.

# - 130 -

- 131 -

FILE NAME

Active Duty List

FILE	REFERENCE	CODE	RECORD	TYPE				
ADU	JTY		۰. ب ^{رو} ۲	Active	Duty	List		
DATA	ELEMENT							
Badge	e Number						5	B01
Respo	onsibility	Centre	Code				4	R05
Area	Code						2	A03
Beat	Code						3	B02
Unit	Code						3	Uol
Date							6	D01
Shift	Code						1	S02

FILE REFERENCE CODE F

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CONTENTS AND RECORD TYPES

The purpose of the Block Parent file is to provide easy access to .name and address information related to individuals involved in a Block Parent program. There is only one record type contained on this file.

- 132 -

- 133 -

FILE NAME

Block Parent

FILE REFERENCE CODE RECORD TYPE		
BLPAR Block Parent	Summary	
DATA ELEMENT	f.,	
Block Parent Registration Number	6	в04
Date of Registration	6	D01
Name	33	NOl
Address	46	A01
Telephone Number	10	
Sex	l	S01
Date of Birth	6	D01
Atom Code	4	A04
Beat Code	3	B02
Area Code	2	A03
Date of Last Update	6	D02

FILE REFERENCE CODE FILE NAME BUDGT Budget CONTENTS AND RECORD TYPES The Budget file contains two types of records as follows: l Manpower 2. Costs The Manpower records reflect how much of what type of people are required for the budget period. The Costs records reflect in standard accounting terms (i.e., line item budget) the amount requested for the next budget period.

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- 135 -

FILE	REFERENCE	CODE	RECORD	TYPE
ь ₫Д(	GT			Manpower
DATA 1	ELEMENT			
Respo	nsibility	Centre	Code	
Year				
Month				
Rank (	Code			
Man Ho	ours Requi	.red		
Regula	ar Duty Ho	ours		
Overt:	ime Hours			
Date d	of Last Up	date		

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FILE REFERENCE CODE BUDGT DATA ELEMENT Responsibility Centre Code Year Month Line Item of Expenditure Code (Account Code) Amount Date of Last Update

# RECORD TYPE

Cost
## - 138 -

FILE REFERENCE CODE FILE NAME BUSUM

Budget Summary

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A sector sector sector
 R Support sector

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CONTENTS AND RECORD TYPES

The purpose of this file is to provide a monthly summary of the data contained on the Budget and Actual Expenditures files. There is only one record type contained on this file.

- 139 -FILE REFERENCE CODE RECORD TYPE BUSUM Budget Summary DATA ELEMENT Responsibility Centre Co Year Month Man Hours Budgeted Total Amount of Budgeted Total Amount of Actual E

ode	4	R05
	2	
	2	
	6	
d Expenditures	7	
Expenditures	7	

## - 140 -

FILE REFERENCE CODE FILE NAME

Case Follow-Up

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CONTENTS AND RECORD TYPES

CASEF

The purpose of the Case Follow-Up is to provide a record of all cases requiring some form of follow-up action. There is only one record type required for this file. Each record contains a subset of the data contained in the records of the Occurrence Report Abstract file.

- 141 -FILE REFERENCE CODE RECORD TYPE CASEF Case Follow-Up DATA ELEMENT Case Number Original Report Date Case Status Code Classification Code Responsibility Centre Cod Badge Number of Officer Date of Previous Follow-U Expected Date of Next Fol

	7	C01
	6	D01
	l	C02
	5	C06
de	4	R05
Responsible	5	B01
Up	5	D01
llow-Up	6	D01

- 142 -

FILE REFERENCE CODE FILE NAME

DOCKT

Court Docket

CONTENTS AND RECORD TYPES

The purpose of the Court Docket file is to provide a record of each scheduled court case requiring the appearance of a police officer. There is only one record type.

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RECORD TYPE

Court Docket Schedule

	10	C09
	6	D01
	4	TOl
	4	Cll
	1	C10
	10	R02
Officer	5	B01

FILE REFERENCE CODE FILE NAME

DRABS

Dispatch Record Abstract

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CONTENTS AND RECORD TYPES

The purpose of the Dispatch Record Abstract is to provide summary data related to all calls-for-service. There is only one record type associated with this file - mainly, the Dispatch Summary. One record is created for each callfor-service as recorded by the complaint clerks and dispatchers in the communications section. With a full implementation of Computer-Assisted Dispatch (CAD), the Dispatch Record Abstract file is updated in the process of handling calls-for-service. Without CAD, this file is created/updated by processing the Dispatch Cards which are used by the complaint clerks and dispatchers to record various events and data associated with each call-for-service.

- 144 -

- 145 -FILE REFERENCE CODE RECORD TYPE DRABS Dispatch Summary DATA ELEMENT Case Number Date Time Call Received Time Unit Dispatched Time Unit Arrived Time Unit Cleared Priority Nature of Complaint Code Dispatch Address Atom Code Beat Code Area Code Complainant's Name Complainant's Address Badge Number of Complain Badge Number of Dispatche Unit Code of Primary Unit Unit Code of Back-Up Unit (Allow 3) Involvement Code for Othe (Allow 3) Report Clearance Code

	7	C01
	б	D01
	6	<b>T</b> 02
	6	T02
	6	T02
	6	T02
	l	P03
2	2	N02
	46	A01
	4	A04
	3	B02
	2	A03
	33	NOL
	46	A01
t Clerk	5	B01
er	5	B01
2 Dispatched	3	UOL
s Dispatched	3 x 3	<b>U01</b>
r Services	3 x l	002
	1	R03

FILE REFERENCE CODE FILE NAME

FOABS Field Observation Report Abstract CONTENTS AND RECORD TYPES

The purpose of the Field Observation Report Abstract file is to provide summary data related to all Field Observation Reports. There are two types of records contained in this file as follows:

- 1. Field Observation Report Summary
- 2. Associates

For each reported "Field Observation", there is only one Summary Record, and one Associates record for each person associated with the primary person involved in the field observation situation.

Ù.

FILE REFERENCE CODE 1 FOABS DATA ELEMENT T Field Observation Report Date <u> -----</u> Ľ Time Location Address Intersection Street Atom Code Beat Code 5 P Area Code Badge Number of Reporting Badge Number of Second Re Primary Person Name Address Sex Date of Birth CPIC Criminal History Num Driver's Licence Number Vehicle Licence Number Vehicle Licence Year Vehicle Licence Province Vehicle Type Code Venicle Make Vehicle Year

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RECORD TYPE

Field Observation Report Summary

t Number	7	FOL
	6	D01
	4	<b>T01</b>
	46	A01
	18	
	4	A04
	3	B02
	2	A03
g Officer	5	B01
eporting Officer	5	B01
	33	NOL
	46	A01
	l	S01
	6	D01
mber	10	
	10	C12
	10	
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Code	3	
	l	V03
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	- 148 -		an and the second se		
FILE REFERENCE CODE	RECORD TYPE		an a	Ť	FILE REFERENCE CODE RECORD
FOABS	Field Observation Rep	port Summary (continued)	ins song and the		FOABS
DATA ELEMENT			r han er in hendelse som ender Kontentinder Kommen ( 1972) ( 1972) - 1 Taller, som er land som fr		DATA ELEMENT
Vehicle Colour Code		4	reasons a second se		Field Observation Report Numb
د Known Alias or Nicknam	ne (Allow 3 repeats)	$3 \times 20$	algebra (1996) 1977 - 19 1980 - 1980 - 1980 - 1980 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 1980 - 198		Name
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Associates

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r	7	F01
	33	NOL
	46	A01
3)	3 x 20	
	6	D02

## FILE REFERENCE CODE FILE NAME

FSTAT

Field Statistics

CONTENTS AND RECORD TYPES

The purpose of the Field Statistics file is to provide a summary record of all field events related to the time and place such events occurred. There are five different record types including the following:

1. Occurrence/Dispatch Statistics Summary

- 2. Field Observation Statistics Summary
- 3. Motor Vehicle Collision Statistics Summary
- 4. Enforcement Statistics Summary
- 5. Juvenile Statistics Summary

All of these record types are generated by the system as a result of the processing of the various report types implied (e.g., Occurrence, Field Observation, etc.)

FILE REFERENCE CODE FSTAT DATA ELEMENT Case Number Date Time Day of Week Code Shift Code Location Atom Code Beat Code Area Code Nature of Occurrence Classification Code Time Call Received Time Call Dispatched Time Unit Arrived Time Unit Cleared Number of Units Involved

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RECORD TYPE

Occurrence/Dispatch Statistics Summary

7	C01
6	D01
4	<b>T01</b>
1	D03
1	S02
4	A04
3	B02
2	Ä03
2	N03
5	C06
6	T02
6	T02
6	T02
6	т02
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FILE REFERENCE CODE	RECORD TYPE				Killer - Kulattan Anton 1 1 1. Che di Manageri	FILE BEFEDENCE CODE
FSTAT	Field Observati	on Statistic	cs Summary	An and a second s	a beer where success to the	FSTAT
DATA ELEMENT			-	Chailer A, particus and	and a second and a s	
				Section in the second	an na standard an	DAIA ELEMENT
Field Observation Repo	ort Number	7	F01	and the second se	name na name na	Motor Vehicle Collision
Date		6	D01	newser (del) values en vers	( - Marine Marine - Alexandron	Date
Time		4	<b>T01</b>	i densingen i densingen	1. 	Time
Day of Week Code		1	D03	anna garaigh an tha ann an Anna An Stàir Anna an Anna ann an Anna Anna an An Anna ann an Anna ann an Anna	and a second	Day of Week Code
Shift Code		1.	S02		n - Angeler (1995) - Angeler (1996) - Angeler (1996)	Shift Code
Location				a Marina Marija (1990) 1 Yelinga (1990) 1 <b>Wanga Gar</b> ija (1990)	Armenton () Armenton ()	Location
Atom Code	14*	4	A04	in the second	Constant and an and a second an	Atom Code
Beat Code		3	B02	ра — 1 4с	E an	Beat Code
Area Code		2	A03	ann an Sharing an Sharing	Andrew Constraints of the second seco	Area Code
						Collision Type Code
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RECORD TYPE

Motor Vehicle Collision Statistics Summary

on Report Number

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6	D01
4	<b>T01</b>
l	D03
l	S02
4	A04
3	B02
2	A03
2	C07

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	- 154 -				
FILE REFERENCE CODE RECORD T	YPE		U () 1 1		
FSTAT	Enforcement Statistics	s Summary			FILE REFERENCE CODE
DATA ELEMENT				T	FSTAT
	$\hat{U}$		e li	.L	DATA ELEMENT
Summons/SCT Indicator	1	S07			N- 12
Summons/SCT Number	TO	S08	1 1 1		Juvenile Case Number
Date	6	D01		·	Date
Time	4	<b>T01</b>			Time
Day of Week Code	1	D03		بية من يبة من	Day of Week Code
Shift Code	1	S02			Shift Code
Location			С. 1		Location
Atom Code	4	A04			Atom Code
Beat Code	3	B02		Ĩ.	Beat Code
Area Code	2	A03			Area Code
Offence Type Code	2	001			Nature of Occurrence
				Сантарана Сантарана Сантарана Сантарана Сантарана Сантарана Сантарана Сантарана Сантарана Сантарана Сантарана Сантарана Сантарана Сантарана Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантара Сантар Сантар Сантара Сантара Сантар Сантар Сантар Сантар Сантар Сантар С	
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RECORD TYPE

Juvenile Statistics Summary

7	J01
6	D01
4	TOL
1	D03
1	S02
4	A04
3	B02
2	A03
2	N03

#### FILE REFERENCE CODE FILE NAME

GAINX

CONTENTS AND RECORD TYPES

Geo-Coded Address Index

The purpose of the Geo-Coded Address file is to provide a means for identifying the atom to which a unique street address or set of intersecting streets belongs. There are two types of records:

1. Street Address

2. Intersecting Streets

FILE REFERENCE CODE GAINX DATA ELEMENT

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Statistics (Statist

Street Number Range Street Number Indicator Street Name Atom Code

Date of Last Update

- 157 -

RECORD TYPE

Street Address

10	S06
l	S05
18	
4	A04
6	D02

FILE REFERENCE CODE	RECORD	TYPE	
GAINX		Intersecting	Streets
DATA ELEMENT			
First Street Name			18
Second Street Name			18
Atom Code			4
Date of Last Update			6

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- 158 -

FILE REFERENCE CODE GUNS CONTENTS AND RECORD TYPES

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A04

D02

The purpose of the Firearms file is to provide a record of all firearms registered by the police department. There is only one record type contained on this file.

- 159 -

FILE NAME

Firearms

- 160 -

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F04

D01

F05

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A01

S01

D01

D02

FILE	REFERENCE	CODE	RECORD	TYPE
GUI	15			Firearms
DATA	ELEMENT			

Firea	arms	Registration	Number
Date	of	Registration	

Carrying Permit Number Juvenile Permit Number

Business Permit Number Firearm Type Code Make Code Calibre Code Barrel Length Owner's Name

Owner's Address

Date of Birth

Date of Last Update

Sex

FILE REFERENCE CODE JRABS CONTENTS AND RECORD TYPES

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FILE NAME

Juvenile Report Abstract

The main purpose of the Juvenile Report Abstract is to provide summary data related to all criminal and noncriminal occurrences reported to the police department involving juveniles. There is only one record type.

			n		
- 162 -		•	y		
			<ul> <li>Constraints</li> </ul>		
FILE REFERENCE CODE RECORD TYPE			a na mangangka kata sa kata A na mangangka kata sa kata A na mangangka kata sa kata sa kata sa kata sa kata sa	T	
JRABS Juvenile Repo	ort Abstract		(c)		MATNY
DATA ELEMENT			and a second by		
				<b>اللہ</b> اللہ ا	CONIENTS AND RECORD TIPE
Juvenile Case Number	7	J01	in the second	ي بريم بريم	The number of the
Date	6	D01	■ The second	an a substant a	The purpose of the
Time	4	TOL	n dia n	a national and a second se	a cross reference of all
Badge Number of Reporting Officer	5	B01	and a second s		encountered in the local
Nature of Complaint	2	N02			include the following:
Classification Code	5	C06	August (mendalama August (mendalama August (mendalama)	A constraint of the second	1. Occurrence Repo
Complainant's Name	33	NOL	tab dalah - mmily vo co Constraint - mmily vo co Regional - constraint	6	2. Field Observati
Complainant's Address	46	A01	entre de la constante de la consta	Record for a constraint of the second se	3. Dispatch Report
Location of Occurrence-Address	46	A01	<ul> <li>Providence (1996)</li> <li>Providence (1996)</li> <li>Providence (1996)</li> </ul>	<b>K</b>	4. Personnel Histo
Atom Code	4	A04			5. Motor Vehicle C
Beat Code	3	B02	<ul> <li>E contraction of the second sec</li></ul>		6. Firearms
Area Code	2	A03			7. Business Lock-U
Juvenile's Name	33	N01			8. Block Parent
Juvenile's Address	46	A01	in the second	E Contra	There are two types of
Date of Birth	6	D01			Address Index file inclu
Sex	1	S01			1. Master Address
Case Number of Related Occurrence	7	C01			2. Master Address
Follow-Up Indicator	1	F06	Constraints (1995)		The records on this file
Expected Date of Next Follow-Up Report	6	100		a contraction of the second	the system as a result of
Final Disposition Code	1	F03			the files listed above.
Date of Last Update	-	D02		Land Contract of C	н
	v	502	u ar an	anna an anna an anna an anna an anna an an	
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FILE NAME

Master Address Index

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Master Address Index file is to provide 1 occurrences of all addresses

files. The files cross referenced

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Abstract

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Collision Report Abstract

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records associated with the Master

uding:

Index Header

Index Trailer

are generated automatically by

of processing updates to any of

- 164 -				
FILE REFERENCE CODE RECORD TYPE				T
MAINX Master Addre	ess Index He	eader		
			garan - Pela San Jango - Ye	
Master Address Index Reference Number	7	M02	ale parate	
Street Address	23		<ul> <li>All the second seco</li></ul>	T
Municipality	16		and a second	
Intersecting Street Name	18			
Atom Code	<b>4</b>	A04	- 110 - 110	
Beat Code	3	B02		
Area Code	2	A03		
Date of Last Update	1	HOL	ц I	
Jaco of Hast opdate	6	D02		
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FILE REFERENCE CODE MAINX DATA ELEMENT

Master Address Index Reference Number File Reference Code Involvement Code Record Key Date of Entry

RECORD TYPE

Master Address Index Trailer

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5	F02
1	101
10	R02
6	D01

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#### FILE REFERENCE CODE FILE NAME

MJINX

Master Juvenile Index CONTENTS AND RECORD TYPES

- 166 -

The purpose of the Master Juvenile Index is to provide a cross reference of all occurrences of all juveniles encountered and recorded on the Juvenile Report Abstract file. There are two types of records associated with the Master Juvenile Index file including:

- 1. Master Juvenile Index Header
- 2. Master Juvenile Index Trailer

The records on this file are generated automatically by the system as a result of processing updates to the Juvenile Report Abstract file.

FILE REFERENCE CODE MJINX X DATA ELEMENT Master Juvenile Index Reference Number Name Sex 1 Date of Birth Date of Last Update بلياً. ..... m لعلم 

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RECORD TYPE

Master Juvenile Index Weader

7	M03
33	NOl
1	S01
6	D01
6	D02

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- 160			
- 108			
MITNY Magt	or Turonilo Indov M	mailon	FILE REFERENCE CODE FIL
	et puventie index i	TATTEL	MNINX
DATA EDEMENT			CONTENTS AND RECORD TYPES
Master Turrenile Inder Defenses Number	7	M 0 2	
Mascer Suvenile index Reference Mumber	7	MUS .	The purpose of the Mas
Data of Fature		D01	a cross reference of all or
Date of Entry	Ö	D0T	in the local files. The fi
			the following:
			1. Occurrence Report
			2. Field Observation
			3. Dispatch Record At
			4. Personnel History
			5. Motor Vehicle Coll
			6. Firearms
			7. Business Lock-Up
			8. Block Parent
			There are two types of reco
			Name Index file including:
			l. Master Name Index
			1. Master Name Index
			The records on this file ar
<i>e</i> .			the system as a result of r
			the files listed above.
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#### E NAME

Master Name Index

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Abstract

Report Abstract

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ords associated with the Master Header

Trailer

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processing updates to any of

- 170 -				
FILE REFERENCE CODE RECORD TYPE MNINX Master Name DATA ELEMENT	Index Heade	r	Ĩ	FILE REFERENCE CODE MNINX DATA ELEMENT
Master Name Index Reference Number Name	7 33	MO4 NOL		Master Name Index Refe File Reference Code
Sex Date of Birth	1 6	S01 D01		Involvement Code Record Key
Date of Last Update	6	D02		Date of Entry

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# TIPS RECORD SUMMARY

# RECORD TYPE

Master Name Index Trailer

erence Number

7	M04
5	F02
l	IOl
10	R02
6	D01

#### TIPS FILE SUMMARY

- 172 -

FILE REFERENCE CODE FILE NAME

MVCRA Motor Vehicle Collision Report Summary CONTENTS AND RECORD TYPES

The purpose of the Motor Vehicle Collision Report Abstract is to provide summary data related to the reporting of motor vehicle accidents. There are three record types including:

- 1. Motor Vehicle Collision Summary
- 2. Vehicle Summary
- 3. Person Summary

For each accident reported, there is one Motor Vehicle Collision Summary record describing various general information related to the incident. For each vehicle involved, there is a Vehicle Summary record; and for each person involved, there is a Person Summary record.

FILE REFERENCE CODE MVCRA DATA ELEMENT Motor Vehicle Collision Date Collision Type Code Number of Vehicles Involv Number of People Involved Number of Injuries Number of Fatalities Motor Vehicle Collision Location Address Intersecting Street Atom Code Beat Code Area Code Time of Day Day of Week Number of Charges Badge Number of Reporting Badge Number of Investigati Badge Number of Officer Lay Charges Pending Indicator Date Limit for Charges Follow-Up Indicator Follow-Up Date Limit Date of Last Update

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#### TIPS RECORD SUMMARY

#### RECORD TYPE

Motor Vehicle Collision Summary

Report	Number		10	M06
			6	D01
		4	2	C07
ved			2	
đ			2	
			2	

	46	A01
	20	
	4	A04
	3	B02
	2	A03
	4	TOL
	1	D03
	2	
Officer	5	B01
ing Officer	5	B01
ying Charges	5	B01
	1	C05
	6	D01
	l	F06
	6	D01
	6	D02

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- 174 -					
TIPS RECORD SUMMARY					TIP
FILE REFERENCE CODE RECORD TYPE			a de la constante de	Ţ	FILE REFERENCE CODE RI
DAMA EXEMPTION	Y			p respective	MVCRA
DATA ELEMENT				J	DATA ELEMENT
Motor Vehicle Collision Number	10	MOG	alara e anti-		
Date	6	D01		. 1	Motor Vehicle Collision 1
Owner's Name	22	DOT			Date
Driver's Name	22	NUL			Involvement Code
Licence Number	33	NOL		( () <u>(</u> )	Vehicle Licence Number
Licence Year	τo				Name
Licence Province Colo	2				Address
Nobigle Three Code	3			- Andrew -	Home Telephone Number
Venicie Type Code	1	V03			Business Telephone Number
venicle Make	4		$\tilde{p}_{\mathbb{Z}}^{+}$		Sex
Vehicle Year	2				Date of Birth
Vehicle Colour	4		11 C	i ∦ €	Driveř's Licence Number
Damage Estimate	5				Personal Injury Code
Property Evidence Tag Number (if impounded)	8	P05	С.,		Charge Code (Allow 3 reps
Date of Last Update	6	D02			Wearing Soat Polta India
			<u>م</u>	¥ 1	Date of Last Indice
					Date of Last update

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# S RECORD SUMMARY

# RECORD TYPE

Person Summary

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# TIPS FILE SUMMARY

FILE REFERENCE CODE FILE NAME MVINX Master Vehicle Index

CONTENTS AND RECORD TYPES

The purpose of the Master Vehicle Index file is to provide a cross reference of all occurrences of all vehicle licence numbers encountered in the local files. The files cross referenced include the following:

1. Occurrence Report Abstract

2. Field Observation Report Abstract

3. Motor Vehicle Collision Report Abstract There are two types of records associated with the Master Vehicle Index file including:

1. Master Vehicle Index Header

2. Master Vehicle Index Trailer

 $\bigcirc$ 

The records on this inle are generated automatically by the system as a result of processing updates to any of the three files listed above. FILE REFERENCE CODE RECORD TYPE MVINX Master Vehicle Index Header DATA ELEMENT

Master Vehicle Index Reference Number Licence Number Licence Province Code Licence Year Date of Last Update

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TIPS FECORD SUMMARY

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#### TIPS RECORD SUMMARY

FILE	REFERENCE	CODE	RECORD	TYPE			
MVI	INX	1 - 22		Master	Vehicle	Index	Trailer
DATA	ELEMENT						

Master Vehicle Index Reference Number 7 File Reference Code 5 Involvement Code 1 Record Key 10 Date of Entry

- 179 -TIPS FILE SUMMARY FILE REFERENCE CODE FILE NAME ORABS Occurrence Report Abstract CONTENTS AND RECORD TYPES The main purpose of the Occurrence Report Abstract file is to provide summary data related to all criminal and non-criminal occurrences reported to the police department. There are several different record types including: 1. Occurrence Summary 2. Complainant 3. Witness 4. Victim 5. Missing Person 6. Suspect 7. Charged/Arrested Persons 8. Vehicle 9. Property 10. Evidence For each reported occurrence there is only one Occurrence Summary. All other record types may be repeated according to the number of complainants, witnesses, victims, etc., involved in the occurrence report. The data contained in this file is derived from a variety of input source documents including: 1. General Occurrence Report 2. Fraud Report

# TIPS FILE SUMMARY

- 180 -

FILE REF	ERENCE CODE FILE	NAME			
ORABS		Occurrence	Report	Abstract	(continued)
CONTENTS	AND RECORD TYPES				
11 N					
3.	Stolen Auto Report	ф			
4.	Follow-Up Report				
5.	Missing Person Repo	ort		,	
6.	Sudden Death Report				

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FILE REFERENCE CODE ORABS DATA ELEMENT Case Number Date of Occurrence Time of Occurrence Badge Number of Reports Badge Number of Second Badge Number of Supervi Occurrence Address Atom Code Beat Code Area Code Hazardous Address Indie Number of Follow-Up Rep Date of Last Follow-Up Badge Number of Officer Case Status Code Nature of Occurrence Classification Code Weapons Involved Indica Type of Weapons Involve Number of Witnesses Number of Victims Number of Suspects Number of Persons Missing

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#### - 181 -

# TIPS RECORD SUMMARY

#### RECORD TYPE

Occurrence Summary

	7	C01
	6	D01
	4	<b>T01</b>
ing Officer	5	B01
Reporting Officer	5	B01
ising Officer	5	B01
$\frac{d}{dx^2}$	46	A01
	4	A04
o *	3	B02
	2	A03
cator	1	HOl
port	2	
Report	6	D01
r Currently Responsible	5	B01
	2	C02
	2	N03
	5	C06
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ed Code	2	T03
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# - 182 -

# TIPS RECORD SUMMARY

FILE REFERENCE CODE RECORD TY	2E			<b>.</b>	FILE REFERENCE CODE
ORABS	Occurrence Summary	(continued)	· · · · · · · · · · · · · · · · · · ·	Ť	ORABS
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	•				
Number of Personal Injunies	Э				Case Number
Number of Destha	2				Complainant's Name
Number of Description Stoler	2			T	Complainant's Addre:
value of Property Stolen	7	nd s		é (	Other Involvement Co
Value of Property Damaged	8			~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Date of Last Update
Value of Property Recovered	y 7				· · · · · · · · · · · · · · · · · · ·
Evidence Recovered Indicator	1	E04			
Badge Number of Officer Responsil	ole for 5	B01			
rvidence					
Number of People Charged	2				
Number of People Arrested	2				
Charge Code	4 x 5			3.5	
Number of People Charged	4 x 2				
Follow-Up Indicator	1	F06			
Date of Next Follow-Up Report	6	D01			
Badge Number of Officer Responsib	ole 5	B01		2	
Date of Last Update	6	D02			
					i) 1
		19	a. 18	2) <b>4</b> 3	

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# - 183 -

# TIPS RECORD SUMMARY

# RECORD TYPE

Complainant

	7	C01
	33	NOl
	46	A01
Repeat)	2 x l	IOl
	6	D02

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# TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE		
ORABS	Witness		
DATA ELEMENT			
Case Number		7	C01
Witness's Name		3	NOI
Witness's Address		16	201
Date of Last Indata		40	AUT
of mast opuate		б	D02

FILE REFERENCE CODE ORABS DATA ELEMENT Case Number Victim's Name

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Victim's Address Personal Injury Code

Date of Last Update

# - 185 -

# TIPS RECORD SUMMARY

## RECORD TYPE

Victim

7	C01
33	NOL
46	A01
2	P01
6	D02

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- 186 -				1			
TIPS RECORD SU	UMMARY		a de la companya de la companya de la comp	energy topy seals	III B MICOND BOMMARI		
OPARS	ti nai u n		n er en	and a second	FILE REFERENCE CODE RECORD TYPE		
	Alssing Person		Constraints	Sector	ORABS Suspect		
				n programme and the second sec	DATA ELEMENT		
Case Number	7	<b>G01</b>		and a state of the			
Missing Person's Name	23	NOI		an (1997) an	Case Number	7	C01
Missing Person's Address	46	NOL		and a constraint of the second s	Approximate Age	2	
Date of Birth	40		a and a second sec		Sex	1	S01
Sex	1	501		nancanan nancanan s	Approximate Height	3	A02
Approximate Height	3	A02		f - trait - th F - traiter	Physical Characteristics Code	l	P02
Physical Characteristics Code	1	P02	(constant)	Contraction of the second	Suspect's Name (if known)	33	NOl
Remarks	40				Suspect's Address (if known)	46	A01
Date of Last Update	6	D02	<u>t</u> e si		Suspect's Date of Birth (if known)	6	D01
				n e mangangan akara s San ang ang ang ang ang ang ang ang ang a	Remarks	40	
				Eliza estáblica	Date of Last Update	б	D02
				n na mana na kanangangan na mangangan na mangangan na mangangan na mangangan na mangangan na mangangan na mang			
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			<ul> <li>A state of the sta</li></ul>	Sign Copyright Barlow, w. 2014 - Andreas State State State State - Andreas State State State State - Andreas State State State State - Andreas State State State State State - Andreas State State State State State State - Andreas State State State State State State - Andreas State State State State State State State - Andreas State br>- Andreas State br>- Andreas State	· ·	e"	
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		- 188 -				bier	and the second		
	TIP	S RECORD SUMMARY					n - Angeler (1997)		TIF
						Constraints of the second s	anna - Serie el compositiva del		
	FILE REFERENCE CODE F	RECORD TYPE		Ê.			<ul> <li>A set "Ball" Table (Balance)</li> <li>Internet view of a set operand</li> <li>Provide Table (Balance)</li> </ul>	FILE REFERENCE CODE	F
	ORABS	Charged	/Arrested	Persons		67	and a second secon	ORABS	
	DATA ELEMENT					i and a second se	Allin Congress	DATA ELEMENT	
						n or an and a second	an a		
	Case Number		7	COL		na analasina analasin		Case Number	
	Name		33	NOL		State of the second sec	er "Pauls <mark>" (Paulser) et alle et e</mark> - del " - transmissione et en est	Licence Number	
	Address		46	A01		na i nanan karan kar	T THE	Licence Year	
	Sex		<b>ــ</b> ــــــــــــــــــــــــــــــــــ	S01	Q.	Beneficial and a second second	al an anna an an	Licence Province Code	2
	Date of Birth		6	D01		i da navça (d) 	de <b>196 de la constante de la</b>	Vehicle Type Code	
	CPIC Criminal History Nu	umber	10	C12		n Anna S	14-5-1 14-5-1	Vehicle Make	
	First Charge Code		2	C04		n an an ann an an an an an an an an an a	e Tri an Alman Strive - - - Lagran - Almanan	Vehicle Year	
	Second Charge Code		2	C04			, 30	Vehicle Colour	
	Third Charge Code		2	C04		alina in an	and a second	VIN	
	Fourth Charge Code		2	C04				Owner's Name	
	Badge Number of Arrestin	ng Officer	5	B01		nna a' quirt c'i sto Tatalogi		Driver's Name	
Ċ,	Badge Number of Second A	Arresting Officer	5	B01		<ul> <li>The state of the s</li></ul>		Date of Last Update	
	Date of Last Update		6	EC2		re rekonsentie genomen. Pričija Nater M			
						na na mana na m Na mana na mana n	nger ander of the second s		

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PS RECORD SUMMARY

RECORD TYPE

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Vehicle

7	C01	
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3		
1	V03	
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4		
20		
33	NOL	
33	NOL	
6	D02	

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# TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE	
ORABS	Property	
DATA ELEMENT		
Case Number		-
Property/Evidence Tag Nu	Imber	/
Proportu Terra di a	umet	8
TOPETty Type Code		2
Estimated Value		8
Owner's Name		33
Remarks		
Date of Last Undate		40
- Los or Luse opuate		6

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- 191 -TIPS RECORD SUMMARY RECORD TYPE FILE REFERENCE CODE Evidence ORABS DATA ELEMENT Case Number Property/Evidence Tag Num Property Type Code Badge Number of Officer As for the Evidence Date of Last Update

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P05

P07

N01

D02

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nber		8	P05
		2	P07
Assigned	Responsible	5	B01
		6	D02

- 192 -

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#### TIPS FILE SUMMARY

FILE REFERENCE CODE FILE NAME PERHS Personnel History CONTENTS AND RECORD TYPES

The purpose of the Personnel History file is to record the various events surrounding each employee in a police department. This file consists of 13 different record types including the following:

1. Biographical and Summary

2. Equipment and Uniform

Rank Service 3.

Monthly Activity Summary 4.

Duty Roster Assignment 5.

6. Current Case Assignment

7. Discipline History

Commendation History 8.

9. Training History

10. Skills Inventory

11. Education History

12. Evaluation History

13. Accident History

There is only one Biographical and Summary record for each employee. There may be several records of each of the remaining eleven types of records per employee.

FILE REFERENCE CODE RECORD TYPE PERHS Biographical and Summary DATA ELEMENT Badge Number Current Rank Code Name Home Address Home Telephone Number Sex Date of Birth Payroll Number Social Insurance Number Health Insurance Number Marital Status Number of Dependents Name of Next of Kin Address of Next of Kin Telephone Number of Next of Kin Last Review Date Next Review Date Current Assignment (Responsibility Cent Code) Date of Last Update

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#### TIPS RECORD SUMMARY

	5	B01
	2	R01
	48	
	46	A01
	10	
	1	S01
	6	D01
	10	
	9	
	10	
	l	M01
	2	
	48	
	10	
	10	
	6	D01
	6	D01
re	4	R05
	<i>.</i>	
	6	D02

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# TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD	TYPE				
PERHS		Eq	uipment	anđ	Uniform	
DATA ELEMENT						
	ż.					
Badge Number					5	B01
Item Number					6	I02
Size					4	
Quantity	•				3	
Manufacturer's Serial N	lumber				20	
Date Issued					6	D01
Expected Replacement Da	ite				6	D01

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FILE REFERENCE CODE PERHS DATA ELEMENT Badge Number Rank Code Start Date End Date (Promoted to Ne Number of Disciplinary A Number of Commendations Number of Training Sessi Number of Evaluations Average Number of Evalua Number of Accidents Number of Days Lost Due Number of Days Lost to I. Date of Last Update

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#### - 195 -

TIPE RECORD SUMMARY

RECORD TYPE

Rank Service

	5	B01
	2	R01
	6	D01
ext Rank)	6	D01
ctions	2	
Awarded	2	
ons Attended	2	
	2	
tion Points Awarded	4	E03
	2	
to Accidents	4	
llness	4	
	6	D02

		1	
- 196 -		<ul> <li>South State Sta State State /li></ul>	
TIPS RECORD SUMMARY			TIP
FILE REFERENCE CODE RECORD TYPE PERHS Monthly DATA ELEMENT	Activity Summary		FILE REFERENCE CODE R PERHS DATA ELEMENT
Badge Number	5 B01	<ul> <li>Alternative state</li> <li>Alternative state</li> <li>Alternative state</li> <li>Alternative state</li> </ul>	Badge Number
Year	2		Start Date of Scheduling
Month	2		End Date of Scheduling Po
Number of Days on Duty	2		Shift Assignment Code (Allow 28 repeats)
Number of Days Off	2		Date of Last Update
Number of Vacation Days	2		
Number of Sick Days	2		
Number of Overtime Hours	3	G ē	
Number of Court Hours	3		
Number of Calls-for-service Attended	3		
Number of Occurrence Reports Submitted	<b>3</b> . k		
Number of Follow-Up Reports Submitted	3		
Number of Arrests	3		
Number of Appearance Notices	3		
Number of Summary Conviction Tickets and Summonses Issued	3		
Number of Motor Vehicle Collisions Investigated and Reported	3		

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# - 197 -

# TIPS RECORD SUMMARY

# RECORD TYPE

# Duty Roster Assignment

	5	B01
luling Period	6	D01
ling Period	6	D01
ode	28 x 1	S02
2	6	D02

## - 198 -

# TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD	TYPE		
PERHS		Current Case	Assignm	ent
DATA ELEMENT				
Badge Number	,		5	B01
Case Number			7	C01
Assignment Start Da	te		6	D01
Expected Completion	Date		6	D01
Date of Last Update	•		6	D02

TIN FILE REFERENCE CODE DATA ELEMENT Badge Number Date Associated with Dis Action Taken (Narrative) Date of Last Update

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# TIPS RECORD SUMMARY

# RECORD TYPE

# Discipline History

	5	B01
sciplinary Action.	6	D01
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	6	D02

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# TIPS RECORD SUMMARY

FILE REFERENC	LE CODE	RECORD	TYPE		
PERHS			Commendation	History	
DATA ELEMENT					
Badge Number		т ,		5	B01
Date Commenda	tion Awar	ded		6	D01
Commendation	Narrative			60	
Date of Last	Update			6	D02

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TIPS RECORD SUMMARY FILE REFERENCE CODE RECORD TYPE PERHS DATA ELEMENT Badge Number Start Date of Training S End Date of Training Ses Number of Contact Hours Results (Course Grade) Class Standing Narrative Date of Last Update

# - 201 -

Training History

	5	в01
Session	6	D01
sion	6	D01
of Instruction	3	
	3	
	3	
	40	
	6	D02

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- 202 -

# TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD TYPE
PERHS	Skills Inventory
DATA ELEMENT	
Badge Number	5
Skill Code	3
Narrative	40
Date of Last Update	6

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FILE REFERENCE CODE PERHS DATA ELEMENT Badge Number Diploma/Degree Code

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Date of Graduation Institution Name Institution Address Date of Last Update

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# TIPS RECORD SUMMARY

#### RECORD TYPE

Education History

5	B01
2	D04
6	D01
20	
46	A01
6	D02

# - 204 -

# TIPS RECORD SUMMARY

FILE	REFERENCE	CODE	RECORD	TYPE		
PEI	RHS			Evaluation	History	
DATA	ELEMENT					
Badge	Number				5	B01
Date	of Evaluat	ion			6	D01
Evalu	ation Poin	ts Award	ed		4	E03
Evalu	ation Narr	ative			40	
Date	of Last Up	date			6	D02

FILE REFERENCE CODE PERHS DATA ELEMENT Badge Number Date of Accident Time of Accident Narrative Date of Return to Work

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Date of Last Update

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# TIPS RECORD SUMMARY

RECORD TYPE

Accident History

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6	DOL
4	<b>T01</b>
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6	D01
6	D02

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#### TIPS FILE SUMMARY

FILE REFERENCE CODE FILE NAME Property and Evidence PROEV CONTENTS AND RECORD TYPES

The purpose of the Property and Evidence file is to provide the facility for controlling the storage and disposal of various articles turned in as lost and found items, and recovered as evidence. There are two different record types including the following:

1. Property/Evidence Summary

13

2. Vehicle Summary

The Vehicle Summary record is used to augment the Property/ Evidence Summary record when a motor vehicle is impounded.

- 207 -TIPS RECORD SUMMARY FILE REFERENCE CODE RECORD TYPE PROEV Property/Evidence Summary DATA ELEMENT Property/Evidence Tag Number P05 8 Date of Recovery D01 6 Related Case Number 7 C01 6 D01 Date Property/Evidence Indicator Code 1 P04/ B03 Bin Number 6 Expected Disposal Date D01 6 Property Type Code 3 P07 Property ID Number 20 P06 Estimated Value 7 D02 Date of Last Update 6
- 208 -

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#### TIPS RECORD SUMMARY

FILE REFERENCE CODE RECORD TYPE		
PROEV Vehicle Summa	ry	
DATA ELEMENT		
Property/Evidence Tag Number	8	P05
Licence Number	10	
Licence Year	2	
Licence Province Code	3	
Vehicle Type Code	2	V03
Vehicle Make	4	
Vehicle Year	2	
Vehicle Colour	4	
VIN	20	
Vehicle Compound Location Code	2	V01
Date of Last Update	6	D02

- 209 -TIPS FILE SUMMARY FILE REFERENCE CODE FILE NAME ROSTR Duty Roster CONTENTS AND RECORD TYPES The purpose of the Duty Roster file is to provide a listing of advance duty assignments of police officers to specific shifts and days off. There is only one

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FILE REFERENCE CODE RECORD TYP	Е			
ROSTR	Duty	Roster		
DATA ELEMENT				
Badge Number	**		5	B01
Responsibility Centre Code			4	R05
Start Date of Schedule Period			6	D01
Shift Code (Allow 28 repeats)		28	хl	S02
Date of Last Update			6	D02

- 210 -

TIPS RECORD SUMMARY

FILE REFERENCE CODE SECUR CONTENTS AND RECORD TYPES

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The purpose of the Business Security file is to provide a listing of possible contacts in the event that there is a problem with securing a business' premise after closing. There is only one record type containing the name and address of a contact person for each business.

- 211 -

## TIPS FILE SUMMARY

FILE NAME

Business Security

### - 212 -TIPS RECORD SUMMARY FILE REFERENCE CODE RECORD TYPE SECUR Contact Person DATA ELEMENT Business Registration Number 5 B05 Business Name 20 Address 46 A01 Telephone Number 10 Contact Person - After Closing Name 33 NOL Address 46 A01

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Home Telephone Number

Date of Last Update

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- 213 -TIPS FILE SUMMARY 1 FILE REFERENCE CODE FILE NAME SPATT (frm Special Attention 1.40 CONTENTS AND RECORD TYPES ....**n** The Special Attention file provides the facility for **1**12.117 storing messages (and ultimately displaying and routing messages) related to the need for special action in specified situations or locations. These special attentions A construction of the second s augment the "Daily Bulletin". The Special Attention file contains two record types as follows: 1. Special Attention Header 2. Message Record Company of the second There is only one Header Record required for each message. There may be several Message Records, however, depending upon the length of the message. 

- 214 -				n an
TIPS RECORD SUMMARY			T	TIP
FILE REFERENCE CODE RECORD TYPE				FILE REFERENCE CODE R
SPATT Special A	Attention H	eader	1 A / T	SPATT
DATA ELEMENT				DATA ELEMENT
Date of Entry	6	001		
Special Attention Number	0	DOT		Date of Entry
	3	S04		Special Attention Number
Badge Number of Officer Sending Message	5	B01		Line Number
	65			Message Line (Narrative)
Distribute to				
<ul> <li>Responsibility Centre Code (Allow 5)</li> </ul>	5 x 4	R05		
<ul> <li>Badge Number of Officer Receiving Message (Allow 10)</li> </ul>	10 X 5	B01		а
Message Distribution Date	6	DOl		
Shift Code (Allow 3 Pepeats)	3 x 1	S02	<u></u>	
Message Expiry Date	6	DOL		
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## PS RECORD SUMMARY

## RECORD TYPE

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Message Record

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#### TIPS FILE SUMMARY

FILE REFERENCE CODE FILE NAME

STORE

Stores Inventory

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CONTENTS AND RECORD TYPES

The purpose of the Stores Inventory file is to provide a record of all items held in stores. There is only one type of record describing the nature of the item and its storage location.

TIPS RECORD SUMMARY FILE REFERENCE CODE RECORD TYPE STORE Inventory Item DATA ELEMENT Item Number Item Description (Narrativ Manufacturer's Serial Numb Bin Number Economic Order Quantity Economic Re-Order Point Consumption Rate (Monthly) Unit Cost Current Quantity in Invento Date of Last Shipment Recei Quantity of Last Shipment Date of Last Withdrawal Quantity of Last Withdrawa Date of Last Order Quantity on Order Expected Arrival Date Date of Last Update

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	6	B03	
	5	E01	
	5	E02	
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	6	D01	
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#### TIPS FILE SUMMARY

FILE REFERENCE CODE FILE NAME Summons and Summary Conviction Ticket Abstract SUSCT CONTENTS AND RECORD TYPES

The purpose of the Summons and Summary Conviction Ticket Abstract is to provide a machine processable record of all summonses and SCTs issued by the police department. There is only one record type contained on this file.

TIPS RECORD SUMMARY FILE REFERENCE CODE RECORD TYPE SUSCT Summons and Summary Conviction Ticket DATA ELEMENT Summons/SCT Indicator Summons/SCT Number Court Date Court Time Suspect's Name Suspect's Address Sex Date of Birth Driver's Licence Number Offence Location-Address Intersecting Street Name Atom Code Beat Code Area Code Offence Type Code Date Time Day of Week Code Badge Number of Officer

1	S07
10	S08
6	D01
4	<b>T01</b>
33	NOl
46	A01
1	S01
- 6	D01
10	
46	A01
18	
4	A04
3	B02
2	A03
5	001
6	D01
4	T01
1	D03
5	B01

- 220 🏎

#### TIPS FILE SUMMARY

FILE REFERENCE CODE FILE NAME VEHMA Vehicle Maintenance CONTENTS AND RECORD TYPES

The purpose of the Vehicle Maintenance file is to provide a complete cost and service history of each vehicle operated by the police department. There are five different types contained on this file including the following:

- 1. Vehicle Description
- 2. Maintenance Service and Cost
- 3. Vehicle Equipment
- 4. Vehicle Assignment
- 5. Gas and Oil Consumption

There is only one Vehicle Description record per vehicle. There is one Maintenance Service and Cost record for each major service performed on the vehicle. There is one Vehicle Equipment record for each piece of equipment installed on the vehicle. There is one Vehicle Assignment record for each assignment of the vehicle to a particular responsibility centre. Finally, there is a Gas and Oil Consumption record for each month the vehicle is operated.

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FILE REFERENCE CODE VEHMA DATA ELEMENT Vehicle Number Vehicle Type Licence Number Licence Year Licence Province Code Vehicle Make Vehicle Year VIN Date of Purchase Purchase Cost Current Mileage Total Gallons of Gas Cor Miles per Gallon Total Quarts of Oil Total Cost of Gas and Oi Total Cost of Repairs Date of Previous Major S Mileage of Previous Majo: Expected Mileage of Next Date of Last Update

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#### TIPS RECORD SUMMARY

RECORD TYPE

Vehicle Description

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	l	V03
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	2	
	20	
	6	D01
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nsumed	6	
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Service	6	D01
or Service	6	
: Major Service	6	
	6	D02

- 222 -

## TIPS RECORD SUMMARY

FILE REFERENCE CODE	RECORD	) TYPE	
VEHMA		Maintenance Service and Cos	t
DATA ELEMENT			
		,	
Vehicle Number		4 V02	
Date of Service		6 D01	
Man-Hours of Labour		3	
Labour Costs		5	
Parts Costs		5	
Total Cost of Service		5	
Service Description (Na	rrative	e) 60	

TI FILE REFERENCE CODE VEHMA DATA ELEMENT Vehicle Number Date Equipment Installe Item Code Quantity Manufacturer's Serial N Equipment Description ()

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## TIPS RECORD SUMMARY

### RECORD TYPE

	Ve	hi	cle	Equi	pment
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	4	V02
ed	6	D01
	6	I02
	2	
Number	20	
(Narrative)	60	

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- 224 -

#### TIPS RECORD SUMMARY

FILE	REFERENCE	CODE	RECORD	TYPE		
VEH	IMA			Vehicle	Assignment	
DATA	ELEMENT				t.	
Vehic	le Number				4	V02
Respo	onsibility	Centre C	Code		4	R05
Start	Date of A	ssignmen	nt		6	D01
End D	ate of Ass	ignment			6	D01

TIPS RECORD SUMMARY FILE REFERENCE CODE RECORD TYPE VEHMA Gas and Oil Consumption (Monthly) DATA ELEMENT Vehicle Number Year Month Total Gas Consumption ( Total Oil Consumption (Q Total Cost of Gas and Oi Mileage at the Beginning Mileage at the End of th

Date of Last Update

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| Quarts) | 5 | |
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DATA ELEMENTS

This chapter contains definitions for several key data elements which are specified in the record descriptions of the TIPS files. All data elements are listed in alphabetical order. The "Data Element Reference Number" is used to uniquely identify each data element described in this chapter, and to provide an easy method for crossreferencing each occurrence of each data element in the TIPS file descriptions.

The sample codes and definitions which are presented for many of the data elements, are intended to serve as illustrations only. They are not intended to be viewed as standards.

DATA ELEMENT SUMMARY

FION AND REMARKS

data element is used several times ighout the various files. The 46 cters are structured as follows: treet number - 5 characters treet name - 16 characters treet type (i.e., Rd., Cr., &tc.) - 2 characters partment number - 4 characters unicipality - 16 characters rovince - 3 characters

te Height

characters of this data element are ured as follows: set portion of height - $^{\circ}$ 1 character iches portion of height - 2 characters

ea code refers to the highest level of ation in terms of the geographic definition police department's jurisdiction. rm "zone" could also be used to describe evel of geographic breakdown.

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| DESCRIPTION AND REMARKS | in a second s | | | |
| | and the second se | and a second | Data Element
Reference Number | DESCRIPTION A |
| Atom Code | | 1997 - 19 | | |
| The atom code refers to the lowest level | | Constraints Constraints Constraints | BOL | Badge Number |
| of aggregation in terms of the geographic | Уласнания
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5 — Е. | - An Topological | | Badge numbe |
| definition of the police department's | and the second sec | and south and the second s | | assigned to |
| jurisdiction. Several "atoms" are contained | a norma in a construction of the second s | A state of the sta | | employed |
| within a "beat" (refer to B02). | in the second | | | |
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Data Element Reference Number

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A04

AND REMARKS

er refers to the unique number to every police officer and civilian y the police department.

ode refers to the intermediate ggregation in terms of the geographic of the police department's jurisdiction. regate to "beats" which in turn p "areas". The "beat" is the graphic area to which patrol assigned.

lement refers to the specific ation in which recovered property ores inventory items are stored.

gistration Number

2

ement refers to the unique number the police department to a in a block parent program.

| | | and the second sec | Data Element | |
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د | La contraction of the second se | Reference Number | DESCRI |
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A TABAT

Data Element Reference Number

DESCRIPTION AND REMARKS

B05

Business Registration Number

- 230 -

This data element refers to the unique number assigned by the police department to a business registered for after hours security and access purposes. - 231 -

RIPTION AND REMARKS

Number

e Case Number is assigned at the time a 11-for-service is received at the police partment. This data element is used as the in method of reference to records contained the following files:

- 1. Dispatch Record Abstract
- 2. Occurrence Report Abstract
- 3. Case Follow-Up

tatus Code

Case Status Code is used to indicate the tus of a particular case on file. Some sible codes and their definitions may Lude the following samples:

| Code | Definition |
|--------------|--------------------------------|
| l | Cleared |
| 2 | Suspended |
| 3 (1) | Active follow-up investigation |
| 4 | Inactive (Not Suspended) |

| | | | | 1 V. | | |
|----------------------------------|---------------|--|---------|-----------------------|----------------------------------|---------|
| | - | 232 | T | 1
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1 | | |
| Data Element
Reference Number | DESCRIPTION A | AND REMARKS | T I | | Data Element
Reference Number | DESCRI |
| C03 | Cause of Acci | .dent | L | | | |
| | This data | element is a two character code | f) | | C05 | Charge |
| | which defi | nes the range of possible causes | | | | This |
| | of acciden | ts involving police officers while | | | | to : |
| | on duty. | Some possible codes may include | | | | laid |
| | the follow | ing examples: | | | | col. |
| | Code | Dofinition | | | | may |
| | 01 | Definition
Poor road conditions | 6. Th | | | |
| | 02 | Improper operation of a motor moticle | | | | |
| | 03 | Third party pegligence | | | | |
| | 04 | Third party assault | | | | |
| | etc. | etc. | | | | |
| | | | | 1 | C06 | Classif |
| C04 | Charge Code | | | A STATE | | The |
| | Thìs data (| element is a two character code | | | | Stat |
| | which unig | uely defines the type of charge | | | аў
 | crim |
| n | being laid | against an individual. | | | | polì |
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- 233 -

RIPTION AND REMARKS

es Pending Indicator

is single character data element is used indicate whether or not charges are to be id in connection with a motor vehicle llision. Possible codes and definitions y include the following:

| Code | Definition |
|------|--------------------------------|
| Y | Yes |
| N | No |
| I | Further investigation required |

fication Code

e classification code refers to the standard atistics Canada classification scheme for minal and non-criminal occurrences. The ice department may decide to modify or and the classification code scheme to meet particular needs.

| | | | | - 1
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- 1 12an re | | |
|----------------------------------|----------------|-----------------------------------|--|----------------------------------|----------------------------------|---|
| | - 2 | 34 - | | | | |
| Data Element
Reference Number | DESCRIPTION A | ND REMARKS | | T | Data Element
Reference Number | DESCRI |
| C07 | Collision Typ | e Code | the second s | | C09 | Constant of the second s |
| | The collis | ion type code is used to classify | С.
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С | Ι | | <u>Court</u> |
| | various ty | pes of motor vehicle collisions. | | | | TUT |
| | Some possì | ble codes and definitions may | ر منبینی
در منبینی | | | assi |
| | include th | e following examples: | | Ţ | ClO | Court C |
| | Codo | | | 4
 | | This |
| | 01 | Derinition
Single Deserves 6 | | ة
المؤسم ال | | í log |
| | 02 | Two Passonger Car | | · · · · · | | depa |
| | 03 | Single Motorgyalo | and an other states of the | E mynut | | cour |
| | 04 | Passenger Car and Motorovale | | 'T ' | | incl |
| | 05 | Passenger Car and Podogtrian | | fundad
f | | |
| | etc. | eta | | | | Cod |
| | | 600. | | e f | | l |
| C08 | Consumption Ra | te | and the best and the second seco | | | 2 |
| | The consum | | | | | 3 |
| | Inventory f | ile refers to the average number | | | | 4 |
| | of the spec | ified items withdrawn from | | | | |
| | inventory d | uring a one month period. | Andrewsky states over a state of the state o | | Cll | Courtroo |
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- 235 -

RIPTION AND REMARKS

t Case Number

his data element refers to the number ssigned to a particular case by the court.

t Case Type Code

his data element is used to indicate the specific olice department file which contains police epartment information related to a particular ourt case. Possible codes and definitions may aclude the following examples:

| <u>Code</u> | Definition |
|-------------|---|
| 1 | Occurrence Report Abstract File |
| 2 | Juvenile Report Abstract File |
| 3 | Motor Vehicle Collision Report
Abstract File |
| 4 | Summons/SCT File |

coom Number

s data element refers to the number assigned each courtroom by the court.

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| Data | Eleme | ent | |
|-------|-------|--------|--|
| Refer | ence | Number | |

DESCRIPTION AND REMARKS

- 236 -

C12

and the second se

CPIC Criminal History Number

This data element is used to cross-reference reported incidents involving known criminals to the central criminal history files maintained. by CPIC.

| | ů j |) | | |
|--------------|---|---|----------------------------------|----------|
| | | T | Data Element
Reference Number | DESC |
| | | | D01 | Date |
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| | X | | D02 | Date |
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- 237 -

CRIPTION AND REMARKS

There are numerous references to this data element in the record summaries. All of these dates re structured according to the following:

Day of Month - 2 characters

Month of Year - 2 characters

Year - 2 characters

of Last Update

his data element is structured as defined in ata element DOl above. The main purpose of his data element is to provide some measure control over records which are constantly ing updated by the user.

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| element is used to indicate the day | P. Market Market | | and a second | | This da |
| k associated with a particular date. | the second se | The second | Entertaine and the second | | types o |
| ble codes and definitions include the | | An one of the second se | - u | | codes a |
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Data Element Reference Number

DESCRIPTION A

D03

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Day of Week Co

Thìs data of the weel Some possil following:

| Code | Definition |
|------|------------|
| 1 | Sunday |
| 2 | Monday |
| 3 | Tuesday |
| 4 | Wednesday |
| 5 | Thursday |
| 6 | Friday |
| 7 | Saturday |

- 239 -

ON AND REMARKS

egree Code

ata element is used to define the possible of degrees and diplomas. Some possible and definitions include the following es:

| Code | Definition |
|------|----------------------------------|
| 01 | Grade 12 High School Diploma |
| 02 | Grade 13 High School Diploma |
| 03 | 2 Year Community College Diploma |
| 04 | 3 Year Community College Diploma |
| 05 | B.A. |
| 06 | B.A.Sc. |
| 07 | M.A. |
| 08 | M.B.A. |
| 09 | Ph. D. |
| 10 | Graduate Diploma |
| | |

6

Data Element Reference Number

DESCRIPTION AND REMARKS

- 240 -

E01

E02

E03

Economic Order Quantity

This data element refers to the quantity of a particular item in stores inventory which should be ordered from the supplier. The value of this statistic is based upon the following:

- 1. volume discounts for the supplier
- 2. capacity to store
- 3. consumption rate.

Economic Re-Order Point

This data element refers to the level of inventory of a particular item in stores at which an order should be issued. The value of this statistic depends primarily on the lead time for receiving the order from the supplier and the consumption rate associated with the item.

Evaluation Points Awarded

This data element refers to the number of points awarded to an individual employee of the police department as a result of a formal evaluation procedure.

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|--|-----|---------------------------------------|---------------|------------------|
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| | | | | - 241 - |
| | | Data Element
Reference Number | DESCRIPTION A | ND REMARKS |
| | | . E04 | Evidence Reco | vered Indicator |
| 11 | | | This data | element is used |
| (
 | | н | or not evi | dence has been 1 |
| | | | include th | case. Codes ar |
| | | | Codo | Dofinition |
| | | | N | No |
| | | | Y | Yes |
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Data Element Reference Number

DESCRIPTION AND REMARKS

F01

Field Observation Report Number

- 242 -

This data element refers to the unique number assigned to each field observation report.

F02

File Reference Code

This data element is used in the trailer records of the Master Name, Address and Vehicle Index files to indicate which file is cross-referenced. The possible codes and definitions include the following:

Code Definition ORABS Occurrence Report Abstract File FOABS Field Observation Report Abstract File DRABS Dispatch Record Abstract File PERHS Personnel Hîstory File SUSCT Summons and Summary Conviction Ticket Abstract File GUNS Firearms Registration File BLPAR Block Parent File SECUR Business Security File

| | Data Element
Reference Number | DESCR |
|---|----------------------------------|--------|
| | F03 | Final |
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- 243 -

IPTION AND REMARKS

lisposition Code

This data element is used to indicate what happens to a juvenile offender after all court appearances are completed. Some possible codes and definitions include the following examples:

| Code | Definition |
|------|-------------------------|
| 1 | Fined |
| 2 | Probation |
| 3 | Suspended Sentence |
| 4 | Charges Dismissed |
| 5 | Charges Withdrawn |
| 6 | Sent to Training School |

| | | i | | | - | 1 | | |
|----------------------------------|----------------|--------------------------|------------------|------------------------------|--|--|----------------------------------|---------|
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| Data Element
Reference Number | DESCRIPTION AN | ND REMARKS | | | annou an aigh aigh a air ' an àirte an ' anna an a | | Data Element
Reference Number | DESCRIP |
| F04 | Firearms Regis | tration Number | | | s on a special spin strategy of | | | |
| | This data | element reform to the | | | er (Fander-sen) - | | F06 | Follow- |
| | assigned | by the police department | unique number | Ŧ | of CAN much as Natural part | e interes | | Th: |
| | for the r | egistration of firese | nt to applicants | | And a set of the set o | and the second | 14 | or |
| | | - Je diación di lifearm | 5. | T | and a second of the second second | | | Pos |
| F05 | Firearms Type | Code | | 1 | - provide the second se | an san a | | the |
| | This data | element is used to ind | ligato the | · · · | | | | |
| | various ty | ypes of firearms. Some | e possible coder | ,
, | r
- | | | |
| | and defini | tions may include the | following | 1 | | | | |
| | examples: | | | - 25
23
23
24
24 | A transfer of the second se | | | |
| | Code | Definition | | 3 | | | | |
| | 01 | Revolver | | ці | | | | |
| | 02 | Single Shot Rifle | | برجانیا
سرجانیا | | A state of the sta | | |
| | 03 | Single Shot Shotgu | n | · · · · | | | | |
| | 04 | Multiple Shot Rifle | 2 | L | n | n orașe aneară | | N. |
| | 05 | Multiple Shot Shote | Jun | | | | | |
| | 06 | Semi-Automatic Rifl | le | 4. j | | | | |
| | 07 | Automatic Rifle | | | Ş | | i. | |
| | 08 | Machine Gun | | | - 1999 A. 1999 | · · · · · · · · · · · · · · · · · · · | | |
| | 09 | Antique (Inoperativ | re) | | | ا
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RIPTION AND REMARKS

w-Up Indicator

This data element is used to indicate whether or not any follow-up action is required. Possible codes and definitions include the following:

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| Code | Definition |
|------|------------|
| N | No |
| Х. | Yes |

| | | | | | | 4 |
|------------------|---|--|---|------------------|--|-----------------|
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| Data Element | | | | | | |
| Reference Number | DESCRIPTION AND REMARKS | | | 2. | Data Element
Reference Number | DESCI |
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| HOL | Hazardous Address Indicator | | | 1 | TOL | Invol |
| | This data element is used to indicate whether | \$
t | | 15 | | |
| | or not a particular address is deemed to be | | | s t i | | |
| | hazardous. Possible codes and definitions | ن
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RIPTION AND REMARKS

lvement Code

This data element is used to indicate the type of involvement a particular individual may have had in a reported occurrence or motor vehicle collision. Some possible codes and definitions may include the following examples:

| Code | Definition |
|------|-------------------------|
| c | Complainant |
| W | Witness |
| М | Missing Person |
| V | Victim |
| S | Suspect |
| А | Charged/Arrested Person |
| D | Driver |
| P | Passenger |

Number

This data element refers to the unique number assigned to each different item in stores inventory.

3 6

Data Element Reference Number DE

DESCRIPTION AND REMARKS

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J01

Juvenile Case Number

This data element refers to the unique number assigned to each juvenile case.

| | Data Element
Reference Number | DESCRIPT |
|--|----------------------------------|----------|
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- 249 -

FION AND REMARKS

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m of Expenditure Code

the preparation of budgets. These codes ould follow the scheme established for the heral account codes used to record actual enditures in the accounting system. The haracter code could be structured to include parts. The first part could consist of the st 2 digits indicating the major category expenses. The second part could consist the last 3 digits indicating the specific a of expenditure.

| | | | | #
1 | | |
|----------------------------------|------------------|------------------------------------|--------------------------|--------|----------------------------------|---------------|
| | - 2 | 50 – | | | | |
| Data Element
Reference Number | DESCRIPTION AND | REMARKS | | | Data Element
Reference Number | DESCRIE |
| MOL | Marital Status (| Code | -, 6 | | M04 | Master |
| | This data e | element is used to indicate the | ار میں ایک
ایک
ایک | | | Th |
| | marital sta | atus of an employee. Some possible | | | | nu |
| | codes and d | lefinitions are outlined below. | | | •
• | to |
| | | | | | | |
| | code | Definition | | | M05 | <u>Master</u> |
| | M | Single | | | | Thi |
| | W | Married | | | | nun |
| | D | Divorced or Separated | | | | to |
| | | Javaloud of Deparated | | | Noc | |
| M02 | Master Address I | ndex Reference Number | | | MOP | Motor Ve |
| | Thìs data e | lement représents the unique | | 1 A | | Thi |
| | number assi | gned by the system to a new entry | | | | ind. |
| | to the Mast | er Address Index file. | | | | col. |
| MUS | Moster Turney 11 | | | | | |
| MOS | Master Juvenile | Index Reference Number | 5 L
kj
Kuris, 1 | | | |
| | IIIIS data e | Lement represents the unique | | | | |
| | to the Maste | ned by the system to a new entry | | | | |
| | | er ouvenite index file. | | | | |
| | | | | | γ. | .) <i>.</i> |
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PTION AND REMARKS

Name Index Reference Number

his data element represents the unique umber assigned by the system to a new entry o the Master Name Index file. And the second second second

·)

Vehicle Index Reference Number

his data element represents the unique umber assigned by the system to a new entry the Master Vehicle Index file.

ehicle Collision Report Number

is data element is used to uniquely identify dividual reports related to motor vehicle llision incidents.

| | - 252 - | | | | |
|----------------------------------|--|--|--|----------------------------------|---------|
| Data Element
Reference Number | DESCRIPTION AND REMARKS | ь | | Data Element
Reference Number | DESCRII |
| NOL | Name | ب | | N02 | Nature |
| | This 33 character data element is structured | | | | Th |
| | as follows: | - | | | fc |
| | - the first 16 characters represent | | | | se |
| | the family name of the individual involved | i
U u | 2 | | po |
| | - the next 16 characters represent the | | | | ìn |
| | first name | Ú., | | | |
| | - the last character represents the middle | a contract of the second se | | | |
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COLUMN AND ADDRESS (3

IPTION AND REMARKS

e of Complaint Code

This data element is used at the time a callfor-service is received to indicate the seriousness of the particular call. Some possible codes and definitions are outlined on the following examples.

| Code | Definitions |
|------|-------------------|
| 01 | Shooting |
| 02 | Bomb Threat |
| 03 | Robbery |
| 04 | Sexual Assault |
| 05 | Assault |
| 06 | Break and Enter |
| 07 | Theft |
| 08 | Shoplifting |
| 09 | Domestic Dispute |
| 10 | Neighbour Dispute |
| с. | etc. |

Data Element Reference Number

DESCRIPTION AND REMARKS

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N03

Nature of Occurrence Code

This data element is used at the time an occurrence report is being written to indicate the type of occurrence. The codes and definitions should be identical to those established for the nature of complaint code (refer to NO2 above). It is possible that the nature of occurrence codes are different for the same reported case. A complainant may call in and indicate that a "robbery" is taking place when in fact, an investigation of the occurrence reveals that a "break and enter" actually occurred.

| | Data Element
Reference Number | DESCRIP |
|---|----------------------------------|------------|
| | 001 | Offence |
| T 7 | | Th. |
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1.
2. | va: |
| angene | | ue.
Tic |
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| | 002 | Other Se |
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TION AND REMARKS

Type Code

his data element is used to classify the arious types of offences related to the elivery of a Summons or Summary Conviction acket.

ervices Involvement Code

is data element is used at the time of spatching units in response to a call-forrvice to indicate the involvement of other nicipal services. Some possible codes and finitions include the following examples:

| Code | Definition |
|------|------------------------------|
| 1 | Fire Department |
| 2 | Ambulance |
| 3 | Animal Control |
| 4 | Public Works and Maintenance |
| etc. | etc. |

| | | | | 1
1
1
1 | | | |
|----------------------------------|--|-----------------------------|---------|------------------|---------------------------------------|--------------------------------|------------|
| | - 2 | 56 - | | | ettyn | | |
| Data Element
Reference Number | DESCRIPTION AND | REMARKS | | | | Data Element
Reference Code | DESCRIPTI |
| POl | Fersonal Injury | | | | | P02 | Physicaí |
| | This data e | lement is used to indicate | | 1 | | | This |
| | type of per | sonal injury sustained duri | the | *** ** | += | | of p |
| | occurrence | or motor vehicle colligion | ng some | | | | as m: |
| | possible co | des and definitions include | 50me | r <u>r</u> s | | | codes |
| | following e | xamples: | cile | | 37 | | |
| | | | | | | | Cod |
| | Code | Definition | | <u>}^</u> | | | S |
| | 01 | Multiple | | 11 .
 | | | M |
| | 02 | Head | | | | | H |
| <u>(</u>) | 03 | Back | | άr. | | P03 | Priority a |
| | 04 | Legs | | | | | |
| | 05 | Arms | | | | | |
| | 08 | Internal | | | 10

 | | Servic |
| | 07 | Cuts and Bruises | | | | | inclué |
| | . euc. | etc. | | n | | | |
| | | | | | | 0 | Code |
| | | | | | | | l |
| | and the second sec | | 12 | | a a a a a a a a a a a a a a a a a a a | | 2 |
| | | | | | E A | | . 3 |
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ION AND REMARKS

Characteristics Code

data element is used to describe the type hysique or build of an individual listed lissing or as a suspect. Some possible es and definitions are listed below:

| lode | Definition | | | |
|------|------------|--|--|--|
| S | Slight | | | |
| М | Medium | | | |
| Н | Heavy Set | | | |

lode

data element is used to indicate the ity associated with a particular call-force. Some possible codes and definitions de the following examples:

| Code | Definition |
|------|------------|
| l | Urgent |
| 2 | High |
| 3 | Medium |
| 4 | Low |

| | - 258 - | | | ~~~~ | | |
|----------------------------------|--|------------------------------|--|----------------|----------------------------------|----------|
| Data Element
Reference Number | DESCRIPTION AND REMARKS | 1 | | | Data Element
Reference Number | DESC |
| PO4 | | 1 | | Γ <u>μ</u> | | |
| 104 | Property/Evidence Indicator Code | Ī | | | ROl | Rank |
| | This data element is used to indicate whether | <u>.</u> | 4 | | | |
| | or not a particular article has been recovered | | | | | |
| | as evidence. Possible codes and definitions | tin | - | | | |
| | include the following: | يىسەرىغىر
-
ئىيىة بەرى | | | | |
| | Code <u>Definition</u> | ## ex | And and a second se | 一部 | | |
| | E Evidence | 7 ĝ.
8 ĝ 21 | an a | <u> </u> | | |
| | P Property | | A CARACTER AND A CARACTER | | 4 | |
| | | | | | N
L | |
| P05 | Property/Evidence Tag Number | | | 4 | , | |
| | This data element represents the unique number | 274
1 | | - | | ся.
М |
| | assigned by the police department to each | ну сл
ТТТ- | | | | |
| | article recovered as either found property | | | -7 | | |
| | or evidence. | 1967-274 | | | | |
| | n an | | | | • | |
| P06 | Property ID Number | (4 ,) | | | | |
| | This data element describes a particular article |) };
};
92- 4 | | | | |
| | in terms of a manufacture la particular article | 2775
 } | | | | |
| | in terms of a manufacturer & serial number. | // a / | | | | |
| D 07 | Bronewhere Marrie Co. 1 | 115 | | | | |
| н . О у
Г. | Floperty Type Code | 1. | | الكل ا | | |
| | This data element is used to classify articles | | | | | |
| | according to a pre-defined scheme of codes. | F 2 | : | | | |
| | | | | I | | |
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| | | | 0 | 1 | | |
| | | | 2 | 2 . 199 | | |

CRIPTION AND REMARKS

Code

This data element is used to indicate the rank or position of an employee in the police department. Some possible codes and definitions include the following examples:

| Code | Definition |
|------|-----------------------|
| 01 | Chief |
| 02 | Deputy Chief |
| 03 | Superintendent |
| 04 | Inspector $^{\odot}$ |
| 05 | Staff Sergeant |
| 06 | Sergeant |
| 07 | First Class Constable |
| 08 | Constable |
| 09 | Secretary |
| etc, | etc. |

| | | | | 1. | | | | |
|----------------------------------|----------------------|--|--------------------------------|--|--|--|----------------------------------|---------|
| | - 260 | - | | | and the second second second | jl. | | |
| Data Element
Reference Number | DESCRIPTION AND REMA | RKS | | (| and a compact system of the state | Contraction of the second seco | Data Element
Reference Number | DESCRI |
| | | | | | | A succession of the second | | |
| R02 | Record Key | | | (····· | | | R03 | Report |
| | This data eleme | nt is used on the | Master Name, | 1 | | n an the St
Annual Sector | | r |
| | Address and Veh | icle Index files t | o indicate | | rennen nud Ven opn toe | | ч.
- | đ |
| | the specific re | cord referenced on | the file | | | 24
M - | | t |
| | specified by th | e file code. The | table outlined | E | e veri france e regela de la regela | | | o |
| | below defines t | he specific data e | lement | | A company of the second se | 5-15
11 | | Р |
| | referenced as t | he record key for t | those files | 1.
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1. | and contained as an approxim | | | f |
| | cross-reference | d by the index file | 25: | | | And the second s | •
1, | |
| | File Reference Code | Record Key/ Data Element Re | ata Element
eference Number | | An and a second seco | Constant and a second s | | |
| | ORABS | Case Number | COl | | | 12 | | |
| | FOABS | Field Obser-
vation Report | FOl | | | A management | | |
| | DRABS | Case Number | C01 | a normal sector and the sector and t | and the second sec | no antina ant | R04 | Report |
| | PERHS | Badge Number | B01 | ĥ | The second s | | | Tł |
| | SUSCT | Summons/Summary
Conviction
Ticket Number | S08 | E | an Africantin a second and | | | a
te |
| | GUNS | Firearms Regis-
tration Number | F04 | 5 | | The second se | | Pc |
| | BLPAR | Block Parent
Registration
Number | B04 | | A in interview in the second sec | Commentation of the second | | fc |
| | SECUR | Business
Registration
Number | B05 | And Andrewski and And | e secondaria e s | C. The second second | :
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IPTION AND REMARKS

t Clearance Code

This data element is used at the time a dispatch record is being completed in response to a call-for-service to indicate whether or not an occurrence report is to be submitted. Possible codes and definitions include the following:

| Code | Definition |
|------|---|
| R | Report required |
| М | Minor occurrence, no report
required |
| U | Unfounded, no report required |

Type Code

his data element is used to indicate whether specific occurrence report or juvenile report s a follow-up report or the primary report. ossible codes and definitions include the ollowing:

| Code | Definition | | |
|------|------------|---|--|
| P | Primary | ÷ | |
| F | Follow-Up | | |

Data Element Reference Number

DESCRIPTION AND REMARKS

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R05

Responsibility Centre Code

Responsibility centre codes are used to describe the basic organizational components of the police department. Typically, a responsibility centre is headed up by a manager or supervisor who is responsible for all of the personnel and their actions, and the budget required to carry out the functions to be performed. In terms of information processing, responsibility centres are the focal points for the distribution of statistical and management reports. In order to effectively describe a police organization, the centre structure must be developed. Simply stated, this is a "tree-like" structure which indicates the reporting relationships involved for each responsibility centre. Figure IV.1 illustrates a simplified form of responsibility centre structure. The responsibility centres at the top of the tree serve as aggregation points for the reporting of summary statistics. For example, field activity reports generated for the "Patrol" responsibility centre will reflect summary comparison statistics involving the three "Area" responsibility centres

| 1 | Contraction of the second s | Company and A | | |
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| and a statistic resources we | | A David Agency (March | | 500 |
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- 263 -

TION AND REMARKS

rting to it. The details related to ol activities, calis-for-service rmation, etc. are reported for each area, en down by beat code and atom code. Some ible codes and definitions related to the thetical police department responsibility re structure are outlined below:

| ode | Definition |
|-----|---|
| 000 | Police Department
(Highest level of aggregation) |
| 000 | Office of the Chief |
| 001 | Operations Bureau |
| 002 | Administration Bureau |
| 001 | Patrol Division |
| 02 | Traffic Division |
| 03 | Investigation Services Division |
| 04 | Communications Division |
| 05 | Central Records Division |
| 06 | Training Division |
| 07 | Planning and Research Division |
| 01 | Area l Patrol Section |
| 02 | Area 2 Patrol Section |
| 03 | Area 3 Patrol Section |
| 04 | Juvenile Section |
| 05 | Crimes Against Persons Section |

| - | 264 - | |
|-----------------|---------------------------------|---|
| DESCRIPTION AND | REMARKS | H. Hands |
| Code | Definition | |
| 5006 | Crimes Against Property Section | #. #. |
| 5007 | Fraud Section | |
| | | a substantia de la companya de la co |

Data Element Reference Number

DESCRIPTION AND REMARKS

This data element is used to specify the sex of an individual. Possible codes and definitions include the following:

| Code | Definition |
|------|------------|
| М | Male |
| F | Female |

Shift Code

Sex

\*Note

Data Element

Reference Number

S01

S02

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1

This data element is used to indicate the appropriate shift work period. Some possible codes and definitions include the following:

| Code | Definition |
|-------------|----------------------------------|
| 0 | Day Off* |
| 1 | First Shift 8:00 am to 4:00 pm |
| 2 | Second Shift 4:00 pm to 12:00 pm |
| 3 | Third Shift 12:00 pm to 8:00 am |
| This value | used to indicate days off |
| in the Duty | Roster and Active Duty List |
| files. | <i>Q</i> |

| | - | · 266 - | | | 1 | | |
|----------------------------------|----------------|-----------------------|-----------------|--|---|----------------------------------|----------|
| Data Element
Reference Number | DESCRIPTION AN | D REMARKS | | | the second se | Data Element
Reference Number | DESCRI |
| S03 | Skill Code | | | 1 | ta analytic for each | 503 | |
| | This 3 char | acter data element is | used to | · | | | - |
| | specify the | various types of spe | cial skills | • | | ×- | - |
| | related to | employees. The first | digit of the | • | | | 4 |
| | code could | be used to define br | oad categories | | and the second se | | - |
| | of skills. | Some possible codes | and definitions | | а т а н | | 5 |
| | include the | following examples f | or the major | 14
14 me | | | 5 |
| | skill catego | ories: | | | the second se | | 5 |
| | Code | Definition | | | | | 5 |
| | 100 | Police related | | A state of the sta | T | | 5 |
| | 101 | Breathalyzer Oper | ator | L | | | e |
| | 102 | Finger Print Anal | ysis | | t Ince | S04 | Special |
| | 103 | Electronic Survei | llance | | | | This |
| | etc. | etc. | | 5 | | | סבווב |
| | 200 | Trade | | L. and the second second | | | - |
| | 201 | Mechanic | | 6 | 0 | S05 | Street 1 |
| | 202 | Plumber | | | | | This |
| | 203 | Electrician | | er (n. 1. januar jara)
K. janon da
Kanan da Kanan | | | the f |
| | etc. | etc. | | | | | the s |
| | 300 | Business | | ret i tra qui anna in an
Talanta (anna 11)
Talanta (anna 11)
Talanta (anna 11) | | | Co |
| | 301 | Accounting | | | | | |
| | 302 | Statistics | e . | | | | 2 |
| | 303 | Data Processing | | | | | 2 |
| | etc. | etc. | | rozanická konstruktur
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Martin Standar (1996) | | | |

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PTION AND REMARKS

| 400 | Training and Teaching |
|------|--------------------------|
| 401 | English language |
| 402 | French language |
| 403 | Mathematics |
| etc. | etc. |
| 500 | Language Skills (spoken) |
| 501 | French |
| 502 | Italian |
| 503 | Spanish |
| etc. | etc. |

l Attention Number

s data element is used to assign a unique ber to special attention messages.

Number Indicator

s data element is used to specify which of following conditions apply with respect to street number range (refer to S06).

| ode | Definition. |
|-----|------------------------------|
| 1 | Odd numbers only |
| 2 | Even numbers only |
| 3 | All numbers within the range |

 S_{2}

| | | ~ | | | | |
|----------------------------------|--|--|--|--|------------------|------|
| | - 268 - | | and the second se | R HILL | | |
| - · | | T | and the second sec | | Data Element | DECC |
| Data Element
Reference Number | DESCRIPTION AND REMARKS | - T | | - 10 Aller - Aller | Reference Number | DEDC |
| | | l. | | | | |
| S06 | Street Number Range | T | a - a - a - a - a - a - a - a - a - a - | Via serie description | 101 | Time |
| | This 10 character data element consists of two | | | 1. 1. | | Т |
| | five character sub-elements. The first indicates | T | and the second s | | | t |
| | the low street number in the range. The second | 1 | | * | | T |
| | indicates the high street number in the range. | Ì | | South States | | t |
| | | (| and the second sec | A the second sec | | |
| S07 | Summons/Summary Conviction Ticket Indicator | 0 | n - Anna Anna Anna Anna Anna Anna Anna A | ξţ | т02 | Time |
| | This data element is used to indicate for each | | | | | T |
| | record on the Summons/Summary Conviction | | | -
 | | t: |
| | Ticket file whether it is a Summons or Summary | Weine Landowskie Amerikanistis Weine Landowskie Amerikanistis Weine Landowskie Amerikanistis | | nin production of | | us |
| | Conviction Ticket. Possible codes and | Tradicilit and an area | | 2 | | cł |
| | definitions include the following: | Contract into the | 1 | and a second sec | | |
| | | 11 | ցենելու ու ուսելություն | | | |
| | Code Definition | anna addiriadha 6000 | nya katalan katalan dari ke | 1. A | | |
| | S Summons | C | eranna fra da | A state of the sta | | |
| | T Summary Conviction Ticket | an a | and a second | | | |
| | | | | | | |
| S08 | Summons/Summary Conviction Ticket Number | 7 | | | | |
| | This data element represents the unique | and the second sec | ζ. | | | |
| | number assigned to a specific Summons or | 1 m | 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - | Concernance | | |
| | Summary Conviction Ticket. | Frank in | | ~~
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CRIPTION AND REMARKS

- 4 characters

This 4 character data element indicates the time of day using 24 hour clock conventions. The first two characters represent the hour of the day. The last two represent the minutes.

- 6 characters

This 6 character data element indicates the ime of day to the level of detail of seconds sing 24 hour clock conventions. The 6 haracters represent the following:

- first 2 characters, hour of day
- middle 2 characters, minutes
- last 2 characters, seconds

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| Data Element
Reference Number | DESCRIPTION AN | D REMARKS | | | | Data Element | |
| | | | | | | Reference Number | DESCRIP |
| т0 З | Type of Weapon | s Involved Code | | | | | |
| | This data e | lement is used t | o indicate the types | | | UOL | Unit Cod |
| | of weapons | which have been | involved in a | , | 1 | | This |
| | reported oc | currence. Some | possible codes and | | | | the v |
| | definitions | include the fol | lowing examples: | 1 | | | |
| | | | | August 1 | | | |
| | Code | Definition | | - 50 - 52 | | | |
| | 01 | Knife | | | | | |
| | 02 | Revolver | | | | | |
| | 03 | Rìfle | | | D P | | |
| | 04 | Machine Gun | | | A. | | |
| | 05 | Explosives | | | | | |
| | etc. | etc. | | | | | |
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TION AND REMARKS

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data element is used to uniquely identify various police vehicles according to needs.

Data Element Reference Number

DESCRIPTION AND REMARKS

V01

V02

Vehicle Compound Location Code

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This data element is used to indicate where a recovered or impounded behicle is being held for disposal. A set of codes identifying the various compounds should be developed by the department.

Vehicle Number

This data element is used to uniquely identify all vehicles operated by the police department. When a vehicle has been retired from service, the number identifying that specific vehicle is reserved in order to maintain historical performance data. The unit code (refer to U01 above) is different than the vehicle number. The unit code may be transferred from one vehicle to another as vehicles are retired from service.

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| (managered) | n na manana ana amin' na manana br>Anna amin' | A state of the sta | Data Element
Reference Number | DESCRIPT |
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TION AND REMARKS

Type Code

data element is used to classify vehicles ording to type. Some possible codes and nitions include the following examples:

| lode | Definition |
|------|--------------------------|
| 1 | Passenger Car |
| 2 | Motorcycle |
| 3 | Motorcycle with side car |
| 4 | Van |
| .c. | etc. |

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Data Element Reference Number

DESCRIPTION AND REMARKS

W01

Weapons Involved Indicator

This data element is used to indicate whether or not weapons were involved in a particualr reported occurrence. Possible codes and definitions include the following:

| Code | Definition |
|------|------------|
| Y | Yes |
| N | No |

W02

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Wearing Seat Belts Indicator

This data element is used to indicate whether or not the driver or passenger involved in a motor vehicle collision was wearing a seat belt prior to the collision. Possible codes and definitions include the following:

| Code | Definition |
|------|------------|
| Y | Yes |
| N | No |

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| | corrections, and p |
| | AUTOMATIC DATA PROCESSI |
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| | (EAM). |
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| | BATCH INFORMATION PROCE |
| | within some reason |
| | operations. This |
| | plished in an off- |
| | ting devices not u |
| | processing unit. |
| | on-line mode. |
| | CATHODE RAY TUBE (CRT): |
| | used for inquiry i |
| | The terminal consi |
| | interpreter, a buf |
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| Et. | CENTRAL PROCESSING UNIT |
| ł | that contains the |
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ARY OF TECHNICAL TERMS

NAL JUSTICE (System of Criminal Justice): trional relationships that exist between prosecution, adjudication, probation, parole.

NG (ADP): Denotes both electronic DP) and electric accounting machinery

SSING: The function of providing data hable time, but not simultaneously with type of processing is frequently accomline mode. Off-line pertains to operaunder the direct control of the central Batch processing can also operate in an

A CRT is a visual display terminal nto the memory of a computer system. sts of a keyboard, a signal generatorfer, and a visual display screen similar creen.

(CPU): The component of the computer main storage, arithmetic unit, and special synonymous with Central Processor.

ystem of symbols for representing data a computer or a tabulating machine, or ing of a program for the solution of a computer into a sequence of machine

GLOSSARY (continued)

language or pseudo instructions and addresses acceptable to that computer.

- COMPUTER (Digital): An electronic device capable of accepting information and performing prescribed processes to the information and supplying the required results in microseconds.
- DATA: Facts used as a source for processing a series of actions or operations directed toward an end; the raw material for the function of information processing.
- DATA COMMONALITY: The identification and use of the same data element by more than one person or organization.
- DATA FOUNDATION OR DATA BASE: File or files of information existing in permanent or semipermanent storage, excluding transitory or impermanent information to be operated upon by the system or contributing to the operation of the system.
- DECISION MAKING: An organizational strategy for mounting a collective response to a problem situation.
- DISK: A storage device on which information is recorded on a magnetizable surface. The disks rotate at a high speed, providing rapid (random) access to information.
- DRUM: A high-speed, rapid (random) access storage device consisting of a rotating drum coated with a magnetic material upon which data are stored.

- 277 -GLOSSARY (continued) ELECTRINIC DATA PROCESSING (EDP): The kind of automatic handling of information which is done by the millionoperations-a-second electronic computer. HARDWARE: Hardware is all of the mechanical, electrical, magnetic, and electronic components forming the equipment portion of an information system. INFORMATION: Knowledge derived through the analysis of data. INPUT: The acquisition of data and placement into the system. INQUIRY (I/O): A device, generally a typewriter keyboard, used to "talk" to the computer, usually to get quick answers to random questions. Also, it may accept new data, send it into the computer for processing, receive the results, and convert them into a usable form. INTEGRATED INFORMATION SYSTEM: Developing and coordinating the individual elements of a system so as to form a compatible over-all system configuration. INTERFACE: The intersection or common boundary of two or more logical or physical entities. In the context of this report, to interface two systems or effects is to integrate and coordinate the specific systems or efforts such that the results can be combined to provide a unified solution. MAGNETIC TAPE: A ribbon of tape impregnated or coated with a magnetic material upon which data may be stored as magnetically polarized spots or wave forms.

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GLOSSARY (continued)

MODEL BUILDING: The abstract construction of an ideal state of affairs which usually acts as a quide for subsequent design, development, and implementation of the concept.

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- OPTICAL SCANNER: A computer input device that recognizes many characters and digits by optical scanning.
- OUTPUT: To present the results of the processing or the status of any data stored in the system.
- PAPER TAPE: A ribbon-like strip of paper, one inch or less in width, used as a means of recording data in the form of coded perforations.
- PROCESSING (of either information or data): To manipulate data according to specified rules.
- PROGRAM: A series of instructions which cause a data-processing system to process a specific application.
- PUNCHED CARD: A punched card is a card of standard size and shape in which data are stored in the form of punched holes. The hole locations are arranged in 80 or 90 columns with a given pattern of holes in a column representing one alphanumeric character or one digit. The data is read by mechanical, electrical, or photoelectrical sensing of the hole positions.
- RAPID ACCESS (Random): Pertaining to the process of obtaining information from or placing information into storage where the time required for the access is independent of the Ø information most recently obtained or placed in storage. This type of process is capable of operating at extremely fast speeds.

GLOSSARY (continued)

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- processing unit.
- human competitor.
- relationships.

REAL-TIME, ON-LINE INFORMATION PROCESSING: Real-time means the processing of information in a sufficiently rapid manner so that the results are available in time to influence the process being monitored or controlled. It is sufficiently fast that there is virtually no passage of time between inquiry and result. On-line pertains to operating devices under the direct control of the central

RETRIEVAL: The recovering of desired information or data from a collection of documents or other graphic records.

SIMULATION: This is an exercise which generally uses a computer as a scorekeeper while people make decisions concerning a mathematical model of the business world. The model consists of a group of cause-and-effect formulas that determine what happens when a decision is made by a

SOFTWARE: Software includes design documentation, computer programs and their supporting description documentation for operational and support functions, operator methods and procedures handbooks, orientation materials, and system exercising and training materials.

SYSTEM: A set of components and their attributes interrelated by process or structure possessing a functional purpose and organizational unity. Depending on the context it may be either an organization or a set of informational
GLOSSARY (continued)

- SYSTEMS ANALYSIS: A specialized method of subdividing an integrated complex into its more basic parts in order to examine each component's use and relationship to other components. This process requires ascertaining some relatable denominator as quantitative value.
 - SUBSYSTEM: A subdivision of a system; a system contained within a system.

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