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STATE OF OREGON
BOARD ON POLICE STANDARDS AND TRAINING

COMMERCE BUILDING
SALEM, OREGON 97310

UNIFORM CRIME REPORTING MANUAL

prepared and published by

STATE BUREAU OF IDENTIFICATION AND INVESTIGATION

Public Service Building - Salem, Oregon

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By BOARD ON POLICE STANDARDS AND TRAINING

Reprint - April - 1968

NCJ-000989

- ORS 181.010 (2) "Crime for which a report is required" means:
- (a) All felonies; and
 - (b) Any misdemeanor or other offense or violation of a city ordinance any element of which involves sexual conduct prohibited by law; and
 - (c) Any misdemeanor, or other offense or violation of a city ordinance any of which involves the use or sale of narcotic drugs as defined in ORS 474.010 or dangerous drug described in ORS 475.100.

ORS 181.510 Fingerprints, photograph and crime report required for certain crimes.

- (1) All law enforcement agencies shall, as promptly as possible after the arrest of any person on a charge of a crime for which a report is required as defined in ORS 181.010, take the fingerprints and photograph of such person and transmit them to the central bureau of criminal identification together with the report containing such other information as may be considered necessary or relevant. All law enforcement agencies shall also promptly submit supplemental reports covering the disposition of all cases and crimes about which a report has previously been made.
- (2) All law enforcement agencies having responsibility for law enforcement in any political sub-division of this state shall file with the bureau a report on each crime for which a report is required within 48 hours after such crime is reported to the agency.
- (3) The bureau shall provide forms upon which the reports required or permitted by subsection (1) or (2) of this section shall be submitted by the law enforcement agency.

UNIFORM CRIME REPORTING and "MODUS OPERANDI"

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UNIFORM CRIME REPORTING and "MODUS OPERANDI"

There can be no doubt as to the value of the combined and organized efforts of many against a common enemy as compared to separate, unorganized assaults by the same number. Law enforcement officials within the state of Oregon have long known of the advantages of organized and combined efforts of the whole in the fight against crime, and have realized the value of a centralized storage plant for pertinent information and statistics, into which each and every agency can make contributions, and can enjoy the advantages of making valuable withdrawals.

The State Bureau of Identification and Investigation has been delegated to establish such a storage plant. All law enforcement agencies within the state will have the privilege of reporting their felony crimes and sex crime misdemeanors and furnishing important information to the Bureau; and each and every agency, regardless of their size or location, and every police official will have equal privileges and opportunities to benefit from all information and assistance the Bureau is able to compile and provide.

In order that all information of importance might be transmitted to the Bureau without undue burden on individual peace officers or law enforcement agencies, forms have been prepared which are intended to serve as permanent records for both the reporting departments and the Bureau. The original forms were submitted to numerous police officials for their inspection, suggestions, and criticisms before approval: The result of the survey was the adoption of four standard forms; one for reporting crimes committed against persons, one for crimes against property, one for reporting forged and fictitious checks, and a fourth to be used for reporting the clearance on all types of crimes. The report forms, copies of which appear in this pamphlet, have been designed

to include the minimum information which the investigator should obtain in order that the report may be properly indexed, searched, and filed according to the "modus operandi" used by the responsible suspect.

It will be found that in reporting some cases there will be insufficient space in the narrative portion of the report form to contain the complete story of the crime. If such be the case, it is suggested that an additional page be used, preferably on plain white paper of equal size and weight.

Many law enforcement agencies within the state may wish to print their own report forms which would carry the name of their respective departments as a heading. If such forms are used for reporting to the State Bureau, in the furtherance of efficiency in processing, it is desirable that the forms be of the same format and terminology as those furnished, and that they be on a similar grade of paper. By the use of such a local form, the investigating officer would be able, by the use of carbon paper, to complete a report for forwarding to the State Bureau at the same time he prepares a report to his own department.

Although it is realized that most experienced police officers are familiar with what is required in "modus operandi" reports, because of their great importance to the Bureau as a means of identifying criminals for local law enforcement agencies, and because many new officers have been employed during the past several years, it is felt necessary to discuss in some detail the subject of "modus operandi" reporting.

"Modus Operandi" literally translated means, "Method of Operation". In police work, it is used in connection with activities of the criminal. The "modus operandi" or method of operation of the criminal includes his individual peculiarities, and the methods, techniques, and tools he uses in committing a crime.

The first published material dealing with "Modus Operandi" appeared in 1913; it was written by Maj. Gen. Sir Llewelyn W. Atcherley, then Chief Constable of the West Riding Constabulary, Yorkshire, England. In the United States a great amount of credit for the establishment of the "modus operandi" system, and for its modification to fit American police problems must be given to August Vollmer, former Chief of Police, Berkeley, California.

One theory upon which the "Modus Operandi" system has been developed is that the criminal, like all human beings, is a creature of habit. A habit may be started intentionally or accidentally. After a thing has been done once, memory will then assist, and will be influenced by the success or failure of the previous act, or the sensation of pleasure or displeasure which was incurred when it was committed. If we are successful in doing something for the first time, we are likely to repeat the thing in the same way, possibly making what we believe to be a minor improvement. If we strike a match on our thumb nail to avoid marking a piece of furniture or our clothing, and we are successful in lighting the match, we may repeat the method until it becomes a habit; that is, we will always strike our matches in that manner. If we burn our fingers the first or second time, we are not inclined to form a habit of lighting matches by that method. So it is with all our habits; pleasures and success help us form them, and so it is with the criminal.

Generally, if the criminal on his first attempt at burglary has been successful in using a half inch pry bar on a rear bedroom window, he is likely to continue using the same pry bar, or one of similar dimensions. If he is successful in committing his crime during the early morning hours, if he secured enough money or other loot to satisfy his desires from the home of a minister of the gospel, he is likely to continue his burglaries during

the same hours and to attack the homes of other ministers.

His habits or his methods will be more or less influenced by the success or failure which he has had in past operations.

We cannot say that he will always use the same tools, the same methods, or confine his attacks on the same type of buildings or against the same class of people, but the repeater is inclined to follow the same pattern often enough that a systematic recording and indexing of such characteristics is of value to the investigator in identification and apprehension. Factors other than habit may also affect the criminal's method of operation - such as his past training, his physical capabilities, his status as a fugitive, or the availability of a fence to whom he can sell particular types of merchandise.

The "Modus Operandi" system of investigating and reporting a crime is one of the tools which the investigator has to assist him in his duty. It is the same means whereby a particular burglar may be set apart from other burglars, a particular robber differentiated from other robbers, or a bunco operator or fictitious check passer identified by their particular habits and methods. Therefore, it is important that every investigator understand the specific information which must be secured during an investigation in order to prepare a crime report which emphasizes the "Modus Operandi" of the criminal.

Report forms may vary slightly in different law enforcement agencies, but the "Modus Operandi" factors of a report are generally set forth in an outline similar to that used in the Bureau forms:

1. Date and time crime committed.
2. Victim, Race, Sex, Age, Occupation
3. Exact location of victim at time of crime

4. Victim's activity at time of crime.
5. Weapon or force used.
6. What the suspect said.
7. Type of property taken.
8. Type of premises.
9. Point of entrance - method used - instrument used to gain entrance.
10. Transportation used.

The crime report will include information which is not strictly a part of the suspect's "Modus Operandi" - such as a physical description or description of the property stolen - which will be of value in identifying him for consideration as being responsible for the crime or others of a similar nature.

It is hoped that law enforcement agencies within the state will find this portion of the publication helpful to them in preparing their crime reports to the bureau. If further clarification of any point is desired by any law enforcement official, he is urged to communicate direct with the Director of the State Bureau of Identification and Investigation.

In order that the reporting officer may have a more thorough understanding of the items appearing on the report forms, and to assist him in filling in the necessary information, a brief explanation of each item is listed:

Specific Crime

On the line, "specific crime," the usual term used in the law to designate the specific crime committed would be used, such as: "robbery," "forgery," "rape," "burglary," etc.

Abbreviations are useful and many times necessary because of the limited space provided; however, the reporting officer should be careful to use standard abbreviations so there can be no doubt as to the meaning.

The classification as to the specific crime should conform to the facts of the case as they appear in the body of the report, and the report should reflect the necessary elements of the crime as it is defined in the law.

If two or more types of crime (arising out of the same incident) are described in one crime report, the more serious offense should be listed. Other violations should be listed in sequence according to their severity, in the narrative portion of the report form.

Reporting Agency

On the "reporting agency" line should be written the name of the department forwarding the report to the Bureau. Keep in mind that many crime reports will be received monthly by the Bureau, and it is the information on this line which identifies the reporting jurisdiction. In the case of Police Departments, the name of the city and the type of law enforcement agency should appear, as: "Medford Police".

In the case of a report submitted by a Sheriff's Office the name of the County should be used, as: "Marion County Sheriff".

In the case of a report submitted by a member of the State Police, on the reporting agency line should be written the name of the station where the reporting officer is assigned, as "State Police, Pendleton".

Case Number

Departments having a record system in which crime reports are filed in numerical order should use their own numbers on these reports. Those departments which have no numbering system should begin with the number "One" and number each succeeding crime report with the next consecutive number so that at any time reference may be made to the report by citing the serial number of the reporting department.

An accurate numbering system will prevent confusion when it is necessary for the Bureau to communicate with a department concerning matters pertaining to a specific crime reported.

Date and Time Crime Reported

This entry is self-explanatory and should record the time the report was made to the police as, "Nov. 7, 1957 - 2:45 P.M." or "11-12-57, 2:46 P.M.". The time reported should be as nearly as possible the exact time the crime was first reported to the Police.

Location of Occurrence

The line, "location of occurrence", is used mainly to fix jurisdiction. For statistical purposes it is desirable to record the area in which the crime occurred; whether in a city, or in a rural area. If a crime was committed in a city, the name of the city should be shown; if the crime was committed in a rural area, then the name of the county should appear on the "Location of Occurrence" line.

Date and Time Crime Committed

The time the crime was committed should be reported as accurately as possible. If the exact time cannot be determined, then the time during which the crime might have been committed, as "between 6:00 P.M. and 9:00 P.M.", should be reported.

The date committed is the day of the week, day of the month and the year the crime was committed; as "Wed. Nov. 7, 1957," or "Wed. 11-7-57". If the date is not known precisely, the dates during which the crime occurred should be given as, "between Wed. 11-7-57 and Sat. 11-10-57". Inclusion of the day of the week is helpful in making a comparison of reports of a series of offenses.

Victim's Name

This space for the "victim's name", is provided mainly for the use of the reporting agency.

The victim is the injured party or the person who actually suffers the loss. The victim may be an individual, or may be a firm or corporation. If the victim is an individual, the full name should be shown. If a firm or corporation is the victim, place the name of the firm or corporation in this space, rather than the name of an employee who may have represented the victim.

If a Standard Oil Company Service Station is burglarized and money or property belonging to the company is taken, the victim is the Standard Oil Company. If a robbery is committed against the manager or an employee of the same service station, the firm is the victim. If in addition to company money the personal funds or property of the employee is taken, the employee would also be named as a victim.

If more than one victim is involved in the same crime, the symbol, "V#1" should precede the name written in this space; names, addresses, and telephone numbers of additional victims should be listed as "V#2," "V#3," etc., on the lower portion of the report form. In filling out the victim's name, address, etc., it is not necessary to stay within the prescribed blocks on the form for each particular item. In the space provided in the report form, the witnesses name, residence address, residence phone, etc., merely listed to show the information desired. If necessary, an additional page may be attached to contain any valuable information for which there is not sufficient room on the regular report form.

Residence Address

The line, "residence address", is intended to provide information as to where the victim may be located. This is primarily for the use of the reporting department if it is necessary to communicate with the victim. If the victim is a firm or corporation this will be the victim's business address; if the victim firm has various branches of offices, the address listed will ordinarily be that of the branch or firm official in charge of the area for which the reporting department is responsible. Some large firms or corporations maintain a security department, whose representatives handle the reporting of crimes in which the company is victimized. In such instances the address given may be that of the special agent or other person in charge of the victim's security or protection department.

Telephone

If the victim is an individual, both the residence and business telephone numbers should be listed. If the victim is a corporation, or business, the telephone number and proper extension or local station at which the officer who represents the firm may be called should be listed.

Person Reporting Crime

On this line should be listed the name of the person who made the crime known to the reporting law enforcement agency. If the report is made by the victim it is only necessary to write "Victim" or the letter "V". If the report is made by an employee of a corporation, his relationship to the firm should be indicated as well as his name and address.

Person Who Discovered the Crime

On the line "person who discovered crime", should be listed the full name, address and telephone number of the person who discovered the crime. The narrative of the report should also show his relationship with the victim, his action taken immediately after his discovery, to whom he made known his discovery, and all other information of importance.

The person who discovers a crime is in many cases a very important witness and later interrogation may aid materially in its solution.

Witnesses Name

True names, addresses and telephone numbers of all witnesses are of great importance to the reporting agency to enable that agency to easily contact those witnesses for additional interrogation as the investigation is seldom thorough and satisfactory; therefore, it is well that the reporting officer show in the report where important witnesses are employed, their relationship with the victim, if any, and where they may be contacted when not at their residences.

Victim's Occupation - Race - Sex - Age

The heading, "victim's occupation - race - sex - age", is used because a criminal may habitually select persons of a particular race, occupation or class for his victim. Record in this space the race, sex, age (adult or juvenile), descent (if the victim is obviously of foreign descent), and the victim's occupation or usual activity. If the person attacked is a juvenile, record the exact age; this is necessary information as elements of some crimes depend upon the age of the victim. It is also

desirable so that persons reviewing the report can readily ascertain the victim's qualifications as a witness, insofar as age is concerned. Information in this space should reflect the "type" of person attacked. The person attacked might be a disabled veteran, a minister, retired Chinese merchant, a high school girl, a carpenter, a pedestrian, etc. The descriptive information may be recorded as, "White female adult German School Teacher", or be condensed to "WFA, German School Teacher". Another example might be, "White female, juvenile, high school student, 15 yrs."; or may be condensed to, "WFJ (15) high school student".

Exact Location of Victim at Time of Crime

The exact location of the victim at time of crime fixes the exact location of crime scene in crimes against persons and many times helps in establishing the M.O. In reporting a crime committed within a city, the street address of the premises at which, or in front of which the crime was committed should be listed; such as, "224 S.E. Park St.", "SE Intersection, Park & "D" Sts.", "in front of City Clinic, 24th & Main". "City Park, at pool, 24th & Jeff. Sts.", "4th seat, B row, Circle Theater, 333 Front St.". In reporting a crime committed in a rural area, the location should be shown in relation to cross roads, Hwy. mile posts, or known landmarks, such as, "3/10 mi. S. of MP #333, Hwy. '99E'", "Cutter Ranch, Rt. 3, Box 246, Albany", "at intersection Hwys. 66 & Canyon Rd.". If a crime is committed within a building, the exact room should be listed; and in the report on assault or sex cases, the type of area should be shown, such as; "Exclusive Residential Dist.", "Packing Plant Dist.", "Business Section".

Victim's Activity at Time of Crime

A factor which may cause a criminal to select a particular person for attack may be the victim's activities at the time of the offense. For that reason a line is provided to show what the victim was doing. The victim may have been, "playing in back yard of residence", "walking home from school", "closing front door of business establishment", "counting daily receipts", "waiting for bus", "walking through park", etc.

Where were Occupants

Many times a criminal will strike only while owners or occupants are absent on vacation, attending theater, out for evening, or while the occupants are all present. For that reason, the line "where were occupants" is provided.

Weapon or Force Used (Describe)

What should be recorded on this line is determined by the type of crime committed. In offenses other than burglary, a general outline of the manner in which the crime was committed is desired. In robberies, for example, it is intended to show what induced the victim to surrender his property. The weapon or force used might be "beating with fists", "choking with towel (or hands)", "bound with tape or gagged with handkerchief", "assaulted from behind", "threatening with knife", "threatening with revolver", etc.

In sex crimes the "weapon or force used" might include "enticement by offering money", "exhibiting lewd photographs", "offer of ride" or the "weapon or force used" may be similar to that used in committing robberies. Minute and careful description of weapons used should be included in narrative of report. (Description of weapons is further covered in this booklet under the heading. "Description of Property").

Type of Property Taken

On the line "type of property taken" it is desired to show only the specific type, such as; "money and jewelry", "women's clothing", "silverware", "guns and ammunition". "liquor and cigarettes", "narcotics", etc. Many times a fictitious check passer will from habit purchase a particular type of merchandise such as "cigarettes", a "wrist watch", or ask for cash.

Exact Location of Property When Taken

The exact location of property when taken is important, but requires little explanation. However, the location may be fixed in the report as, "clothes line, back yard", "cash register, main floor, front office", "tack room, barn", "top drawer, dressing table, front bedroom", "street, front of residence", etc.

Type of Premises

In this space describe the type of premises at which the crime was committed, "one-story, five room, frame dwelling", "two-story, eight room brick residence", "one story concrete, flat top warehouse", "drug store, small community", "large super market", "three-story, wood frame, apartment house", etc.

When a building is used for a number of purposes, first specify the particular purpose for which the room where the crime was committed is used, then describe the general use of the building, such as, "retail grocery, main floor of wood frame, 2 story apartment house", "physicians office, second floor brick, 2 story office building", "greyhound bus ticket office, in hotel lobby", etc.

Point Where Entrance Was Made

Because criminals sometimes prefer to gain entrance by certain means, the exact point where entrance was made should be listed. This may be shown

as, "slide window, basement", "back door, kitchen", "bored and sawed hole in ceiling", "front door", "back window, second floor", "side entrance, large sliding door", "transit over front office door", etc.

Method Used to Gain Entrance

Show the manner in which entry was made possible, not only entry into a building, but also, the manner in which entry was made possible to a cash drawer, safe, or other containers where valuables were kept. Entry into a building may have been made possible by "prying open rear basement window", "breaking glass in front door to unlatch lock", etc. Entrance may have been made to an automobile by "breaking left wind wing glass", "prying open right front door", "doors unlocked, keys in ignition", etc. A safe may have been entered by "peeling", "punching", "chopping", "burning", "blowing", etc. (careful and thorough description of the method used should be shown in the narrative portion of the report).

Instrument Used

On the line "instrument used", should be listed the apparent instrument used to gain entry when a burglary and a similar crime is reported. If the instrument is left at the crime scene, then a careful and exact description should be included in the narrative portion of the report. Also other instruments used to gain entry to a safe, or to force open desks, cabinets, juke boxes, etc., should be listed and described if possible.

In a crime against property, the instrument used would be shown under the line "weapon or force used". It may be listed as "hammer and chisel", "wrecking bar and acetylene torch", "3/8 wood bit and brace", "screw driver", "octagon pry bar". "Not known", may be shown when type of instrument is not apparent.

Apparent Occupation of Suspect

"Apparent occupation of suspect", line appears on the worthless document report form, and is important because many habitual fictitious check passers have formed an M.O. of posing as persons of certain occupations. In industrial areas a check passer may dress and pose as a mill worker, railroad man, carpenter, etc. He may, at time of the criminal transaction, remark that he is engaged in a certain legal activity. The "check man" certainly always attempts to appear as an honest citizen and many times pretends to be locally employed; therefore, the "apparent occupation" should be shown in the report.

Trademark of Suspect

Many times characteristic trade marks at the scene of a crime are not readily discernable. From a well prepared report submitted after a thorough investigation, the Technician at the Bureau charged with the examination and coding of crime reports will many times recognize trade marks revealed in the narrative or body of the report. It is well for the investigating officer to be constantly conscious of the possibility of trade marks and to record in his report those peculiarities of the crime or criminal. This will assist in identifying the responsible suspect and setting him apart from other offenders who are committing crimes of the same general type.

Trade marks may serve to indicate a specific burglar who has his own peculiar habits which he follows in his own particular crime which sets him apart from other burglars currently operating. The trade mark may be found in some circumstances involved in the commission of the crime or may be a factor which has no connection with the actual criminal act. It may be some outstanding but deliberate action taken by the criminal, or may be

something which reflects a personal or subconscious habit.

While committing a burglary some criminals turn on the house lights, while others burn matches, or use a flashlight; some lower the window shades, others do not; some take time to eat while they are on the premises, while others carry away food with them. In gaining entry some burglars merely tear the screen and open it far enough to get in; others cut a neat hole and carefully remove the screen, leaning it alongside the window. There are "party burglars", "daylight burglars", "barefoot burglars", in each of these types may be found a great variety of techniques and peculiarities. During the commission of a crime some offenders may perform sadistic or perverted acts which establish a trade mark. These acts may range from scattering a woman's face powder throughout the house to stealing women's undergarments, defecating on the premises, or acts of mutilation committed in assault, rapes or murder.

In reporting any crime against person where the victim or a witness sees the criminal, particular attention should be paid to any unusual action taken by him, as well as, to his physical description, dress and speech. He may mispronounce a particular word or use a particular expression, mannerism, technique or accent which will aid in his identification. Speech habits seldom change, especially while the criminal is under tension. Such comments as "get 'em up", "I'll blow your guts out", "reach", "this is a stick-up", may become unconsciously a characteristic of the criminal's method of operation. Care should be taken to report the actual words used. Not the victim's paraphrase of what was said.

While it is a commonly accepted fact that the professional or habitual criminal will in most instances, follow one general class of crime, there by

making it possible to study his habits in the commission of similar crimes; we should not overlook the fact that many offenders are not in the "Professional" or "Habitual" category, and that their habits will vary from crime to crime until a definite pattern has become a habit.

The use of the Modus Operandi system can be summarized by saying that it is only an aid in criminal investigations. It can't solve our cases, and the similarity of crimes or the matching of general factors will not serve as clearances. It will however, do this:

1. It will help identify persons responsible for crimes.
2. It will help in connecting similar crimes and serve as an interrogation aid in clearing related cases.
3. It will serve as a valuable aid to the investigating officer in reminding him what to look for and how to conduct his investigation.
4. It will provide valuable information to the administrative officers of the various departments which would aid in determining particular areas in need of increased police surveillance.

Vehicle Used

If a vehicle is used such descriptive details which may be available should be reported, such as State license number, color, year, make, body type and any peculiarities such as accessories, or damaged parts. It is desired to have as much information as possible concerning the method of transportation or travel used by the criminal in arriving or leaving the scene of a crime, or method used in transporting stolen property.

Suspects

As in space provided for listing of witnesses, if more space is needed for describing suspects, additional pages may be attached, or the information

may be written in the space provided for the details of the crime. Should the suspects be arrested prior to the submission of the report to the Bureau, it is desirable to include local identification numbers in the space provided. Such notations makes it possible to connect positively the crime report with any fingerprints or other identification data which may have been submitted by the reporting department. If arrest is not made prior to submission of the report, any description of the suspect which can be obtained should be reported in as much detail as possible.

While every factor in the physical description may not be obtainable, even partial descriptions are of value when they can be compared with descriptions in other reports which may provide sufficient data to lead to the suspects apprehension.

A complete description should include:

Name, nickname and aliases if known, in case of a woman give maiden name and married name.

Address if known

Race (white, yellow, brown, etc.)

Sex

Age

Height

Weight

Hair

Eyes

Complexion

Occupation

Nativity

Department and number if any

Clothing

Any peculiarities (Speech etc.)

Mannerisms that may be noticeable

Marks and scars

Amputations

Teeth (missing, false, gold, etc.)

Dress

Education

Relations and friends

Home town, prior addresses

Warrant Held - Felony or Misdemeanor

In every instance where a warrant has been issued this vital information should be included in the report, advising the charge, bail and if extradition will be attempted. The above information when included expedites publishing of bulletin items and answers to teletype and telephone inquiries.

Case Closed

In many instances reports are submitted as a matter of information. Victims or witnesses may be transients or the evidence may be of a nature that it would not warrant prosecution. In any case of this kind a notation should be included advising case closed and the reason ie: complaint unfounded, victims do not wish to prosecute, restitution accepted etc.

Action Requested

A. When information is developed in the course of investigation that indicates follow-up investigating by members in other cities or counties

or by Lab or other trained personnel. The request for interviews, investigations or examinations should be clearly stated.

B. Disposition of evidence, ie: latent prints, documents, blood specimens etc. the final disposition of this evidence should be directed by the reporting officer or agency. Example: , Destroy if of no evidential value. Hold at Bureau or crime lab. etc.

C. Evidence seized or developed by the investigating officer should be listed and its disposition should be noted. ie: Initialed JD 2- 12-12-61 stored in evidence locker X station pending trial etc. When such evidence is returned to owner by members it should be so reported.

Details: Narrative of Crime

The data covered in the proceeding pages gives, in outline form, the complete factors which should be included in the report. On the lower portion of the report form the complete story of the offense and its investigation should be written in narrative style, including any additional important factors. However, it should be noted that in filling out the upper portion of the form, the reporting officer has furnished all the information usually included in the introductory paragraph of a narrative report. Accordingly, there is no need to repeat such information on the lower portion of the form. In this part of the form the investigator should list all property stolen, describing it completely and accurately.

Proper description of property cannot be over emphasized; for this reason further explanation of how property should be described appears in following pages of the Manual.

Crime reports relating to forged, fraudulent or fictitious checks should be accompanied by either the original check or a photostatic copy of both the

face and all endorsements on the check. Such additional information enables the Bureau's Technicians to make comparison with the handwriting of known check passers and suspects. A photostatic copy becomes a permanent record in the worthless document file. Departments lacking facilities to copy checks may send the original to the Bureau with their crime report, the check will be copied for the Bureau's files and the original check and one photostatic copy returned to the contributing department.

Should investigators develop latent fingerprints which may be those of responsible suspect, the prints or a photographic copy should accompany the crime report. It will then be possible to make a preliminary screening of possible suspects on the basis of the modus operandi and then compare the fingerprints of possible suspects with the latent prints submitted.

When latent fingerprints are found it will many times save the Bureau's Technicians hours of useless work if the investigating officer will, at the time of the initial investigation, secure names and fingerprints, for elimination purposes, of all those innocent persons whose prints may have been left at the crime scene.

Latent fingerprints and material to be processed for latent prints should be received at the Bureau as soon as possible following the commission of a crime. Though the investigating officer may not have a suspect in mind, the latent prints will be compared with the prints of suspects known at the Bureau to have committed similar crimes, and the responsible criminal may thereby be identified.

INFORMATION - LATENT FINGERPRINTS

At the Crime Scene

Objects capable of being removed from a crime scene for fingerprint examination should be numbered and marked or tagged as follows; No. 1 - initials or name (G.A.K.) dated (5-1-60) the same for No. 2 and so on. If at all possible they should also be marked by the person from whom procured, or (and) a witness. The description (name or type) of each object, how marked and the exact location where obtained, should be listed in the officer's note book and crime report.

Packaging and Delivery

Package or box carefully, deliver personally or mail (exceptionally large objects may be sent by express) to the State Bureau of Identification and Investigation, State Police Headquarters, Salem, Oregon. Attention: Latent Prints. Attach memo giving type of crime, victim, date, etc., or (and) refer to specific report of the crime.

Chain of Possession

We cannot over emphasize the importance of establishing the chain of possession. The needless passing, from hand to hand of latent prints or other evidentiary material, could well result in the courts refusal to accept them as evidence in a trial.

Lifted Latents

When necessary to lift a latent print, mark each lift with a number, your initials, the date and the initials of a witness, if available. Deliver personally, or mail directly to the Bureau (attention: Latent Prints).

In other words, handle and mark, as for any object removed from a crime scene. Place a black powder lift on a white paper background and a white or gray powder lift on a black background. This will insure maximum contrast, when photographed for comparison purposes.

Fingerprints of Suspects and Authorized Persons

Whenever possible, the fingerprints of authorized persons who had a reason to be on the premises or to handle the articles in question, should be taken and forwarded to the Bureau for elimination purposes. Each print should be clearly marked "Authorized Person", "Name of Case" and date. The prints will be returned when the comparison is completed.

Names of suspects, as listed in the crime report, or submitted by the investigator, will be checked through Bureau files. Fingerprints, if a record exists, will be compared with the latent print. If the suspect is known to have a police record, much valuable time will be saved if the officer will quote the department and number.

Firearms

Firearms requiring a fingerprint examination only should be delivered, mailed or expressed directly to the Bureau. If mailed or expressed a memo or letter should accompany giving some facts relating to the case or (and) reference to the particular crime report.

Firearms requiring both a fingerprint and ballistic examination should be delivered, mailed or expressed directly to the Bureau. A ballistic examination, if conducted first, would be apt to destroy and latent prints. The fingerprint examination should therefore always receive priority.

Firearms requiring only a ballistic examination should be delivered, mailed or expressed directly to the Crime Laboratory.

SAMPLE
STATE BUREAU OF IDENTIFICATION AND INVESTIGATION
DEPARTMENT OF STATE POLICE
SALEM, OREGON

REPORT OF CRIME AGAINST PERSON

SPECIFIC CRIME Robbery - ADW	REPORTING AGENCY Name of department and location	CASE NUMBER
DATE AND TIME CRIME OCCURRED 9-5-59 11:00 PM	LOCATION OF OCCURRENCE (CITY AND COUNTY) 5 Chemawa Marion	DATE AND TIME CRIME REPORTED 6 9-5-59 11:10 PM
VICTIM'S NAME (FIRM NAME IF BUSINESS) Totem Cafe	RES. ADDRESS (BUS. ADD. IF FIRM) CITY 8 Hwy. 99E Chemawa	RES. PHONE BUS. PHONE EM 4-444 same
PERSON REPORTING CRIME Jones, Ralph	RES. ADDRESS CITY above ,	RES. PHONE BUS. PHONE SAME same
WITNESSES' NAME Doe, Jane	RES. ADDRESS CITY 16 Brooks Auto Court Brooks	RES. PHONE BUS. PHONE
VICTIM'S OCCUPATION - RACE - SEX - AGE Cafe Prop W M 40	EXACT LOCATION OF VICTIM AT TIME OF CRIME 20 Behind counter	
VICTIM'S ACTIVITY AT TIME OF CRIME Counting days receipts	WEAPON OR FORCE USED (DESCRIBE) 22 .38 cal. rev. 2" bbl. blue steel	TYPE OF PROPERTY TAKEN 23 Currency and Checks
TYPE OF PREMISES Lunch Wagon	TRADE MARK OF SUSPECT (S): (ACTIONS OR CONVERSATION--EXACT WORDS USED) 25 This is a stickup. I want all the paper and checks	
VEHICLE USED BY SUSPECT (S) LICENSE NUMBER - COLOR - YEAR - MAKE - BODY TYPE - IDENTIFYING CHARACTERISTICS: Oregon 21, ??? red 50 Ford Sedan Lowered front end, loud muffler		
SUSPECT (S) NAME - ADDRESS - RACE - SEX - AGE - HEIGHT - WEIGHT - HAIR - EYES - COMPL. - CLOTHING - DEPT. AND NO. IF ANY: John Doe W M approx 25 6' 175 bro. drk. leather jacket and jeans, silk stocking mask. Eyeholes appeared to be torn out High pitched voice.		

DETAILS NARRATIVE OF CRIME DESCRIBE EVIDENCE. SUMMARIZE DETAILS NOT GIVEN ABOVE; ITEMIZE AND DESCRIBE ANY PROPERTY OBTAINED, INCLUDING SERIAL NUMBERS AND VALUE.

Victim counting days receipts prior to closing Jane Doe was eating at counter when suspect walked in. Revolver carried in left hand. the only conversation was suspect's demand listed above. Command was repeated several times. Money was stuffed into right jacket pocket. Suspect ran from cafe and above vehicle left west at high rate of speed. (Refer Burglary Brooks Hardware, 9-6-59)

Total property obtained: \$62.00 currency, \$25.00 check payable to Ralph Jones signed John Smith.

IS ANY OTHER CRIME(S) CLEARED OR CONNECTED WITH THIS REPORT USE SUPPLEMENTAL REPORT IF NECESSARY.

STAMP NUMBER AND DATE APB MFP 61-date	NAME AND SIGNATURE OF REPORTING OFFICER Deputy, Patrolman, etc.	BADGE OR SERIAL NUMBER 00-21	DATE AND TIME REPORT WRITTEN 9-6-59 6:00 P.
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DO NOT WRITE ON BACK

STATE PRINTING

SAMPLE
STATE BUREAU OF IDENTIFICATION AND INVESTIGATION
DEPARTMENT OF STATE POLICE
SALEM, OREGON

REPORT OF CRIME AGAINST PROPERTY

SPECIFIC CRIME Burg. Hdwe. Store		REPORTING AGENCY Name of department and location		CASE NO
DATE AND TIME CRIME OCCURRED 4 between 9:00 PM 9-5-59 and 8:00 AM 9-6-59		LOCATION OF OCCURRENCE (CITY AND COUNTY) 5 Brooks, Marion		DATE AND TIME CRIME REPORTED 6 8:30 AM, 9-6-59
VICTIM'S NAME (FIRM NAME IF BUSINESS) 7 Brooks Hardware		RES. ADDRESS (BUS. ADD. IF FIRM) 8 Hwy. 99E	CITY Brooks	RES. PHONE EM 1-234
PERSON REPORTING CRIME Smith, Wm. L.		RES. ADDRESS Woodburn Road	CITY Brooks	BUS. PHONE above
PERSON WHO DISCOVERED CRIME 15 Victim		RES. ADDRESS 16 above	CITY	BUS. PHONE above
WITNESSES' NAME 19 1. Wright, Arthur		RES. ADDRESS 20 Hwy. 99E (50' N of store)	CITY Brooks	RES. PHONE EM 2-101
VICTIM'S OCCUPATION - RACE - SEX - AGE Merchant W M 57		TYPE OF PREMISES WHERE CRIME WAS COMMITTED 24 One story wooden frame building		
EXACT LOCATION OF PROPERTY WHEN STOLEN 25 Show case		POINT WHERE ENTRANCE WAS MADE 26 Freight entrance (rear)	METHOD USED TO GAIN ENTRANCE 27 Padlock cut from hasp	
INSTRUMENT USED (DESCRIBE) 28 Bolt cutters		TYPE OF PROPERTY TAKEN 29 Firearms - ammunition	WHERE WERE OCCUPANTS AT THE TIME 30 At home	

31 TRADEMARKS OF SUSPECTS
Unscrewed bulbs from night lights, removed same from premises

32 VEHICLE USED BY SUSPECT (S) LICENSE NUMBER - COLOR - YEAR - MAKE - BODY TYPE - IDENTIFYING CHARACTERISTICS:
Oregon 2L 2202 red 50 Ford Sedan Lowered front end

33 SUSPECT (S) NAME - ADDRESS - RACE - SEX - AGE - HEIGHT - WEIGHT - HAIR - EYES - COMPL. - CLOTHING - DEPT. AND NO. IF ANY
John Doe W M 22-25 6' 175 bro bro dk jeans - leather jacket
Walked with limp.

DETAILS: NARRATIVE OF CRIME; DESCRIBE EVIDENCE; SUMMARIZE DETAILS NOT GIVEN ABOVE; ITEMIZE AND DESCRIBE ANY PROPERTY OBTAINED, INCLUDING SERIAL NUMBERS AND VALUE.

1 .38 Colt revolver, 2" bbl. blue finish SN 123040 Value \$72.00
1 .38 S & W revolver, 6" bbl. blue finish SN 506070 Value \$72.00
200 rds Remington .38 cal. ammunition. Value \$14.00

Contacted victim at business address. Checked crime scene, latent prints lifted from show case (delivered to ID Bureau). Interviewed witness, Wright, who reports above vehicle and suspect seen parked near store at 9:30 PM 9-5-59. Vehicle left south on Hwy. 99E at 10:10 PM at high rate of speed. (Refer Robbery Totem Cafe, Chemawa, 9-5-59)

Total value of property \$158.00.

LIST ANY OTHER CRIME (S) CLEARED OR CONNECTED WITH THIS REPORT. USE SUPPLEMENTAL REPORT IF NECESSARY.

PB NO AND DATE APB MFO 60-date	NAME AND SIGNATURE OF REPORTING OFFICER Deputy, Patrolman etc.	BADGE OR SERIAL NUMBER 00-21	DATE AND TIME REPORT WRITTEN 9-6-59 4:30 PM
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SAMPLE
STATE BUREAU OF IDENTIFICATION AND INVESTIGATION
DEPARTMENT OF STATE POLICE
SALEM, OREGON

SEARCH () CODE ()

WORTHLESS DOCUMENT REPORT

CASE NO.

SPECIFIC CRIME

Forgery - Attempt

DATE AND TIME CRIME OCCURRED

9-6-59 3:00 PM

REPORTING AGENCY

Name of department and location

RES. ADDRESS (BUS. ADD. IF FIRM)

CITY RES. PHONE

DATE AND TIME CRIME REPORTED

9-6-59 3:10 PM

BUS. PHONE

VICTIM'S NAME (FIRM NAME IF BUSINESS)

John's Signal Service

Hwy. 20

Stayton EM 2-555

PERSON REPORTING CRIME

PERSON ACCEPTING DOCUMENT

Roe, John

Roe, John

WITNESSES' NAME

RES. ADDRESS

CITY

RES. PHONE

BUS. PHONE

- 1.
- 2.
- 3.

TYPE OF BUSINESS

Service Station

TYPE OF PROPERTY OBTAINED

None

TYPE OF DOCUMENT (PERSONAL, MONEY ORDER, PAYROLL, ETC.)

Personal

WERE DOCUMENT AND ENDORSEMENT WRITTEN IN VICTIM'S PRESENCE? SPECIFY WHAT PARTS (FACE, ENDORSEMENT, ETC.)

Endorsement

METHOD OF PREPARATION (HANDWRITTEN, TYPEWRITER, PROTECTOGRAPH)

Handwritten

PROTECTOGRAPH (TYPE AND COLOR INK USED)

IDENTIFICATION USED TO PASS CHECK

Unable to furnish

APPARENT OCCUPATION OF SUSPECT

Laborer

VEHICLE USED BY SUSPECT(S), LIC. - COLOR - YEAR - MAKE - BODY TYPE

Oregon 2L 222

red 50 Ford Sedan

REASON FOR NON-PAYMENT (NSF, RAISED, ETC.)

FIRM NAME ON CHECK

HOW APPLIED (TYPED, PRINTED, ETC.)

CHECK NUMBER

BANK NUMBER

925

NAME OF BANK

1st National

CITY AND BRANCH

Salem Branch

DATE SHOWN ON CHECK

9-5-59

PAY TO ORDER OF:

Ralph Jones

NUMERICAL AMOUNT OF CHECK

\$25.00

WRITTEN AMOUNT ON CHECK, EXACTLY AS APPEARING ON CHECK

Twenty Five

SIGNATURE(S) OF MAKER(S)

John Smith

SIGNATURE(S) OF ENDORSER(S)

AMOUNT OF LOSS

WILL VICTIM PROSECUTE?

SUSPECT'S NAME - ADDRESS - RACE - SEX - AGE - HEIGHT - WEIGHT - HAIR - EYES - COMPL. - CLOTHING - DEPT. AND NO. IF ANY

1. John Doe, Rt. 3 Box 1, Salem, WM, DOB 9-20-34, 6', 175, bro, bro, jeans, leather jacket
2. (In Custody)
- 3.

ACCOMPANIED BY: (NAMES, DESCRIPTION, RELATIONSHIP OF ANYONE WITH SUSPECT(S))

DETAILS: HOW WAS DOCUMENT PASSED? DESCRIBE IN DETAIL ACTIONS AND CONVERSATION OF PASSER AND VICTIM. DESCRIBE PROPERTY OBTAINED INCLUDING SERIAL NUMBERS AND VALUE. (ATTACH WORTHLESS DOCUMENT TO BE PHOTOSTATED FOR M. O. CHECK FILE.)

Check tendered in payment for gas and oil. When asked for identification, suspect advised he had left his wallet at home. Wallet could be seen in jacket pocket. When victim called this to his attention he ran from the station entered his vehicle, and left at a high rate of speed. Salem Patrol office advised by phone. writer received information via radio and apprehended subject 2 miles East of Salem. (Refer Robbery Totem Cafe Chemawa 9-5-59)
See Clearance Report)

WARRANT ISSUED? FELONY, MISDEMEANOR

AGENCY HOLDING WARRANT

BAIL

EXTRADITE: YES NO

APB NO. AND DATE

NAME AND SIGNATURE OF REPORTING OFFICER

Deputy, Patrolman, etc.

BADGE OR SERIAL NUMBER

00-21

DATE AND TIME REPORT

9/6/59 6:30 PM

DO NOT WRITE ON BACK

STATE PRINTING 28773

SAMPLE
STATE BUREAU OF IDENTIFICATION AND INVESTIGATION
DEPARTMENT OF STATE POLICE
SALEM, OREGON

CLEARANCE REPORT

SPECIFIC CRIME Burglary	REPORTING AGENCY Name of department and location Brooks Hardware - Brooks, Oregon	ORIGINAL CASE NUMBER
DATE OF ORIGINAL REPORT 9-6-59	LOCATION OF OCCURRENCE Brooks Hardware - Brooks, Oregon	DATE AND TIME THIS REPORT 9-6-59 6:35 PM
VICTIM OR COMPLAINANT (FIRM NAME IF BUSINESS)		

PERSONS ARRESTED

	NAME	DATE ARRESTED	IDENTIFICATION NO
1.	Doe <small>LAST</small>	John <small>FIRST</small>	Richard <small>MIDDLE</small>
2.			<small>NUMBER ON FP CARD</small>
3.			
4.			

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

OTHER CASES CLEARED

(NOTE IF SUBJECTS MAY BE SUSPECTS IN CRIMES BEING INVESTIGATED BY ANOTHER LAW ENFORCEMENT AGENCY)

Robbery - Totem Cafe - Chemawa 9-5-59
Forgery attempt - John's Signal Service - Stayton 9-6-59

PROPERTY RECOVERED

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

1 .38 Colt revolver 2" bbl. SN 123040
1 .38 S & W Revolver 6" bbl. SN 506070
200 rds. Rem. .38 Cal. ammunition
\$25.00 check payable to Ralph Jones signed John Smith

VALUE \$ _____

ADDITIONAL INFORMATION

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

John Richard Doe identified by victims in above cases. Latent prints lifted at Brooks Hardware identified as right thumb and index finger of suspect. Doe dictated statement to writer giving details of all three crimes. (See attached)

Deputy, Patrolman, etc. 00-21

NAME AND SIGNATURE OF REPORTING OFFICER

DO NOT WRITE ON BACK

STATE PRINTING 35318

WORTHLESS DOCUMENT REPORTS

It will be noted that there appears in the "Worthless Document Report" forms several items dealing with modus operandi factors which are not applicable to forms used to report other types of crime. It is, therefore, believed that a short explanation of these items is advisable.

In preparing the "Worthless Document Report" form, there are a number of items which need not be listed if the original check or a photostatic copy of same is forwarded with the report. These items are the ones appearing on the check in question, i.e.: check number, date, payer, amount of check, etc.

If the original check or a copy is not forwarded with the report, certain items are of great importance. Care should be exercised to insure their appearance in the report. These important items are date, payee, numerical amount, written amount, payer (includes address, title, job, etc.), and notations. These particulars should be sketched or written on the report in exactly the same form as they appear on the check, i.e.: "9⁰⁰/₁₀₀" "70/100", "*Ninety Eight Dollars ~ 70/100*", "35⁰⁰/₁₀₀", etc.

Person Accepting Document

On this line should be listed the name of the person who actually accepted the worthless check. If this is the same as the victim and the person reporting the crime, it is only necessary to write "victim" or the initial "V". If this person is an employee of the firm, his position or relationship to the firm should be shown.

Type of Document

This space should show the particular physical type of document, such as "personal check", "payroll check", "money order", "cashier's check",

"counter check", "travelers check". (Money orders and travelers checks should show whether they are bank, postal, foreign or others). This is one of the important items in coding these reports for the M.O. file.

Were Document and Endorsement Written in the Victim's Presence

All peace officers know this is an important bit of eye witness evidence that is many times overlooked. It tends to strongly corroborate the testimony of the handwriting expert. It is also a definite habit followed by many check passers to write a portion of the check or endorsement in the presence of the victim.

Method of Preparation

This space is for a description of the physical manner in which the check was written, i.e.; "handwritten", "typewritten", "handwritten and protectographed", "handwritten and rubber stamped", etc. This information will be coded in conjunction with the data obtained from the type of document.

Protectograph

If known, the make and model of protectograph should be given, also a description of the color of the ink used in the lettering such as: "the sum in blue ink, followed by dollars and cents in red ink".

Identification Used to Pass Check

This space is for a description of the physical means of identification used, such as "driver's license", "draft card", "credit card", etc. Verbal identification should be described under "details".

Reason for Non-Payment

This is the reason the bank gives for not honoring the check, such as

"no-account", "forgery", "N.S.F.". It is usually found on a small slip attached to the check by the bank or may have been noted on the check itself.

Firm Name on Check

This space to be used when company or firm checks are in question. It should be entered whether check is drawn on a fictitious or legitimate firm.

How Applied

This space is used in conjunction with the firm name. It is unnecessary to describe at great length. "Printed", "rubber stamped", "typewritten", etc. will suffice.

Check Number

This may be entered on the check by pen and ink or may be printed, such as is found on personalized checks and commercial type checks.

Bank Number

This is the bank transit number and is usually found written thus: 90-10.
12121

Name of Bank

This is the bank name as it appears on the check. In some instances it will be written in by the maker and the printed name will be scratched out.

City and Branch

This space to be used in conjunction with the bank name, such as, "University Branch, Eugene", "LaGrande Branch, 1st. National", "University Branch, Portland", etc.

Date Shown on Check

This should be reported as it appears on the check, such as November 1, 1957 or 11-1-57.

Pay to Order of

This space should show the same wording and spelling as is shown on the check, such as "cash", "bearer", "Joe Doe", etc.

Numerical Amount of Check

This space should include the figures only i.e. $\frac{\$25.00}{XXXX}$.

Written Amount on Check

This is for a description of the pay line only i.e. "Twenty five and no $\frac{100}{100}$ ", "Twenty Five - - - - - 00", etc.

Signature (S) of Maker - Signature of Endorser

These spaces are provided for the makers and endorsers signature as it appears on the check. The exact spelling of these names as they are written is of the utmost importance, especially so in printed, typewritten or stolen checks.

Warrant Held - Felony or Misdemeanor

Every law enforcement officer understands the importance of having definite knowledge as to whether an arrest warrant has in fact been issued, and knowing if the crime charged is a felony or misdemeanor. This information will affect the course of his investigation.

Agency Holding Warrant

In order that every official having to do with investigating a reported crime will be properly informed, and in order that the Bureau will

at all times be able to immediately furnish that information, a line is provided to show who actually has possession of a warrant that has been issued. If possession of the warrant is at any time transferred, the Bureau should be so advised.

Bail Set: Extradite Yes No

The knowledge that bail has been fixed on a warrant, the amount of the bail, and whether extradition will be attempted will many times dictate the action to be taken by other law enforcement agencies. The reporting officer should place a check mark in the proper space.

APB Number and Date

The success or failure to the investigation of a crime may depend upon immediate distribution of important information to all law enforcement agencies within the state. If such information is broadcast by teletype network, in the form of an all points bulletin, the sending agency should attempt to include known "modus operandi" factors along with other important information. On receipt of the APB, the Bureau will forthwith cause the message to be searched through the M.O. files and then processed in the same manner as a crime report made on a standard form is handled. On receipt, at a later date, of the regular crime report covering the same crime, the APB number appearing in the proper place will make it possible at the Bureau to connect the two reports with a minimum of time and effort.

CLEARANCE REPORTS

It is important that a crime which has been reported to the Bureau, be cleared by a report without delay when the investigation has been completed and the responsible criminals arrested. Outside agencies having an interest in the case, and technicians at the Bureau and at the State Crime Laboratory, will continue to expend their time and efforts, especially on latent fingerprints, handwriting, and other evidence requiring scientific examination, until they have completed their examinations, or have been advised that the crime has been cleared.

Many times the complete and true story of a crime is not known until the completion of the investigation. From information obtained from confessions, from description of recovered property, etc., the investigating agency is able to report valuable information that will clear crimes committed by the same criminal in other localities. A more complete report on the criminal's habits, associates, etc., will also be furnished. This additional information will be indexed and filed and will be available at a later time should the criminal be released and again become a suspect in a criminal act.

DESCRIPTION OF PROPERTY

Because an exact description in a crime report of lost, stolen, or embezzled property is necessary before the information can be properly indexed and filed, it is believed that it might be helpful to suggest some items that may assist officers in completing crime reports where a description of property is required.

The minimum description of an article listed in a crime report should cover:

Quantity of article

Kind of article

Physical description (model, style, design, shape, size)

Material (gold, silver, wool, etc.)

Color

Condition (include age)

Value

If a number of articles are described it is of value to list the property with each item preceded by an item number. If this is done, later reference to a particular piece of property can be made by referring to an item number instead of having to pick it out from a lengthy list, and re-describe it.

Firearms

Give manufacturer's name and code mark, type, such as revolver, semi-automatic pistol, machine pistol or rifle; caliber, gauge, barrel length and serial number. Also show finish, whether nickel or blued and whether stocks or grips are bone, wood, metal, plastic, pearl or ivory. Indicate

any other identifying marks, like initials or engravings. Due to the fact that several manufacturers produced models of Colt, Smith & Wesson and other makes for the armed forces during the war, duplication of serial numbers frequently occur and therefore specific information concerning identifying marks or manufacturer cannot be over-emphasized. Particular care should also be taken in the description of foreign and souvenir guns, many of which were brought home by members of the armed services. Frequently those guns have no serial numbers or other numbers and an exact description is necessary for identification.

Watches

Show manufacturer's name, movement and case numbers, initials, monograms, or other marks. Indicate the style and whether it is a man's or ladies watch. Also show the kind of metal or material and the size, number of jewels, whether set with stones, such as diamonds, and the number and color of the stones. As the movement and case numbers are generally the most important features of the description, they should be obtained from the owner or his jeweler. Jewelers and watchmakers ordinarily place scratch marks in the case of watches upon which they do repair work. These marks are helpful in identifying such property and also serve to provide background information concerning the watch since most repairmen keep detailed records of their customers.

Rings

Indicate whether man's, woman's or child's; kind of metal or other material; type of mounting and setting; plain or engraved; jeweler's or manufacturer's code marks; engraved initials or inscriptions; kind, number, size and weight of stones and the approximate value.

Other Jewelry

State name of article, manufacturer's name or where purchased and date, kind of material, size, color and shape; kind, number, size and color of stones and type of setting and designs, initials, engraving or other inscriptions; unusual marks or deep scratches, approximate value and general condition.

Silverware

Show kind and number of articles, design, trade name and manufacturer's trade code marks, whether part of a set, solid or plated, engraving, initials, monograms or inscriptions and general condition.

Cameras

Give name of manufacturer, type and make, size of film used; whether still or movie, serial and model numbers, color or covering material, initials and inscriptions. As the lens is generally the most valuable part of the camera and can be removed and sold as a separate unit, the serial number, make, size and type of lens, and all other data which usually appears on the lens mount, should be shown when possible. Also describe any accessories.

Clothing

Indicate the kind of clothing, whether suit, dress, hat, undergarments, overcoat, whether man's, woman's, or child's. The manufacturer's name and trade name, size, style, material, age, condition and where purchased. Laundry or cleaner's marks are very important and if their existence is doubtful the victim's cleaner or laundry should be contacted. Many cleaners now use an invisible dye mark which fluoresces and appears under ultra-violet light and the possibility should be considered when no cleaners or other laundry mark can be found in the clothing. Also state whether any

repairs or alterations have been made.

Miscellaneous

Serial and model numbers of all other articles, such as typewriters, adding machines, bicycles, washing machines, radios, or power tools, should be given if possible. In addition to manufacturer's name, exact description and other special features of identification should be included in the report. Care should be taken that any numbers recorded as serial numbers actually are specific numbers assigned to the particular unit of property and are not model numbers assigned to a group of units made by a particular manufacturer. This is a major problem in indexing descriptions of tools and household appliances.

Section 6. Whenever a person charged with or convicted of a crime in this state flees from justice or escapes from confinement, the governor may appoint an agent to demand such fugitive of the executive authority of any state of the United States in which he may be found, and issue a warrant commanding such agent to receive such fugitive if delivered pursuant to the demand and convey him to the county in which the crime was committed.

Section 7. Whenever a person charged with or convicted of a crime in any other state flees from justice or escapes confinement and is found in this state, the governor will, on demand of the executive authority of such state, issue a warrant of extradition authorizing the agent of the demanding state to take and transport the fugitive to the border line of the state, if it appear that such demand is conformable to law and that the person demanded should be surrendered. The governor may also surrender on demand of the executive authority of another state any person in this state charged in such other state with committing an act in this state, or in a third state, intentionally resulting in a crime in the demanding state.

Section 8. At the time of issuing the warrant of extradition directed to the agent of the demanding state, the governor will also issue a warrant of arrest directed to a sheriff, marshal, coroner or other person authorizing such officer or other person to arrest the fugitive within the state and deliver him to the agent of the demanding state after informing him of the demand for his surrender and of the crime with which he is charged and of his right to demand legal counsel, unless, after having been so informed, such fugitive, his friends or counsel express a desire to test the legality of the arrest, in which event he must be taken forthwith before a judge of a court of record who will fix a reasonable time within which he may apply for a writ of habeas corpus. Any officer or other person having in custody a fugitive under the governor's warrant of arrest who delivers such fugitive to the agent of the demanding state without first informing him as aforesaid and without affording him an opportunity to test the legality of the arrest as aforesaid if he, his friends or counsel express a desire to do so, is guilty of a misdemeanor.

Section 9. Pending issuance of the governor's warrant, a magistrate authorized to issue a warrant of arrest may issue a warrant for the arrest of a fugitive from another state found in this state. A fugitive may be arrested by an officer or a private person, without a warrant, on reasonable information that he stands charged in the courts of another state with a crime punishable by death or imprisonment for more than one year. The proceedings for the arrest and commitment of such fugitive pending issuance of the governor's warrant are in all respects similar to those provided for the arrest and commitment of a person charged with a crime committed in this state. If from an examination it appears that the person so arrested has committed the crime or escaped from confinement as charged, such magistrate must commit him to the proper custody in his county for such period as the magistrate deems reasonable to enable his arrest under the governor's warrant or until he be legally discharged or if the crime is bailable where committed he must admit such fugitive to bail in such amount as he deems proper for his appearance at a time and place specified and for his surrender to be arrested under the governor's warrant.

Reproduced from Oregon State
Police Manual 1964 Edition

Salem, Oregon 1965