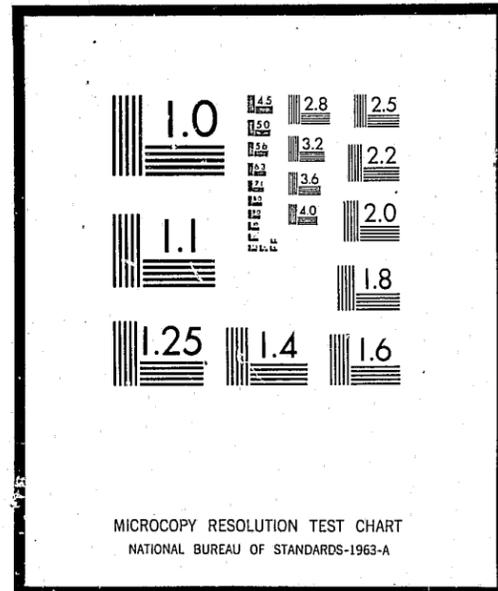


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Date filmed 9/12/75

SAN JOSE-POLICE DEPARTMENT-
BURGLARY METHODOLOGY GRANT-)

SECOND QUARTERLY REPORT, 2d
APRIL 30, 1974

✓

QUARTERLY PROGRESS REPORT

1. PROPONENT (name and Address) San Jose Police Department 201 W. Mission Street San Jose, California 95110 PROJECT DIRECTOR: Robert B. Murphy Chief of Police 201 W. Mission Street San Jose, California 95110		2. TYPE OF REPORT DJE SUBMITTED ___ 1st Quarter [] ___ 4-30-74 2nd Quarter [] 5-15-74 ___ 3rd Quarter [] ___ ___ 4th Quarter [] ___ _____ _____	
3. PROJECT TITLE Development of Prevention Methodology by Burglary Offense Analysis		4. REPORT PERIOD 2-1-74 - 4-30-74 REPORT DATE 5-15-74 PREPARED BY Lt. Stanley Horton (408) 277-4000, ext. 4002 TITLE Project Manager _____ _____	
CCCJ # 1434 REGION J			

SUMMARY OF ACTIVITIES FOR FEBRUARY, 1974 THROUGH APRIL, 1974

To facilitate a descriptive presentation of project activities and achievements, this report is prepared in the following format: Project objectives and approaches extracted from the grant contract and first quarterly report are presented. Activities and achievements for the reporting period are presented as sections and refer to the stated approach which they address.

Objectives

- Decrease the number of burglaries expected to occur in the grant target area during the project year by 4%.
- Decrease the number of burglaries anticipated for the entire City of San Jose for this period by 2%.
- Improve the effectiveness of the San Jose Police Department to reduce burglaries throughout San Jose in subsequent years.

The approach utilized to achieve these three objectives is a threefold effort:

Approach

Research and analysis of the crime of burglary as it exists in the target area will allow design and implementation of tactical Prevention and Apprehension programs. Programs which cause the citizen-potential burglary victim to protect his premises and property as well as to be alert regarding suspicious activity which leads to police identification and prosecution of burglary suspects.

Analyze the existing police Burglary Reduction Process-- prevention, deterrence, investigation, identification, apprehension, prosecution, recovery of stolen property; analysis which discovers weak areas in the process and allows continuous feedback into the process to strengthen and improve police effectiveness.

Abatement of conversion channels--Operation FENCE. Apply vigorous enforcement activity to seriously limit and control the markets for stolen property through apprehension and prosecution of violators.

I. Summary of Activities for Period

A. Activities and Achievements

1. Prevention and Apprehension

Operation Interview

Operation ID

"Crime Confidential"

Neighborhood Watch

Geographic Subunit Profile

Burglary Reduction Process

Case Survey Effort

Performance Review Criteria

Technical Support Proposal

Improved Reporting

Operation FENCE

FENCE Activity

FENCE Conference

Administrative

Fiscal

Project Evaluation

2. Agencies Utilizing Project Services

Santa Clara County burglary detectives who attend the weekly FENCE detail burglary meetings for current information exchange

Agencies Whose Services Project Utilizes

Santa Clara County-wide CAPER

Santa Clara County - RECAP

Center for Urban Analysis

B. Problems Encountered

1. Since the last quarterly report, some progress has been made toward placing the 1973 burglary reports into CAPER. Working with county-wide CAPER and Region J RCJPB, arrangements have been made to process and finance the processing of 1973 reports. Report coding projections appear as Exhibit 1, Administrative Section. It is predicted that 1973 burglary reports will be ready for analysis in September, 1974. Impact of this delay is depicted on the modified work schedule shown in Administrative Section - Project Evaluation.

2. a. Staff - all positions filled.

b. & c. Equipment ordered and received - all received with the exception of a cassette transcriber-recorder which is backordered.

d. Cumulative grant funds awarded and expended - see Administrative Section - Fiscal.

II. Anticipated Achievements - Next Quarter

A. 1. Operation Interview to be completed; computer processing, accomplished with RECAP, should be well within the report producing phase. Statistics provided from victim/nonvictim interview comparisons available to support additional prevention programs.

2. Operation ID to be extended to other community segments in addition to isolated areas and 600 victims/nonvictims completed during first two quarters.

3. "Crime Confidential" will have been operational long enough for preliminary evaluation of realized effectiveness.
4. Proposed Neighborhood Watch Program will be completed; application procedures established to facilitate additional applications in potentially successful areas.
5. The Geographic Subunit Profile, potentially applicable using historical information for citizen prevention programs, will be tested using current updated crime information for tactical apprehension-suppression efforts. Certain restrictive developmental criteria are foreseen. The primary restrictions will be manual data collection from current burglary reports and availability of Patrol personnel to implement the efforts.
6. The Case Survey Effort, using the first three months of 1974, will be coded and processed. Processing of these reports will provide data for decisions necessary to program development.

B. Anticipated Delays

The most significant delay foreseen is the unavailability of CAPER. This was discussed within the first quarterly report and in the Administrative Section - Project Evaluation.

PREVENTION AND APPREHENSION

OPERATION INTERVIEW

Before law enforcement can effectively respond to crime in their community, it should be cognizant of the factors or group of contributors which must be present to precipitate an incident. The crime of burglary, because of the importance of the victim's attitude relative to the crime, his desire to protect his property and secure his premises and his perception of the police responsibility, appears to exhibit many factors which when present can either prevent or promote occurrence of the incident. Indiscriminate application of prevention programs often expend police resources in efforts which provide little return in terms of successfully impacting crime. Isolation of those causative or contributory factors which appear more frequently in the victim population and less frequently in the nonvictim population may provide information which is significantly valid to support design and direction of potentially effective prevention programs.

OPERATION INTERVIEW: RESIDENCE SURVEY

PROGRAM DESCRIPTION

The Operation Interview--Residence Survey allows the collection of required statistical data by means of on-site interviews with selected target area residents. It also provides to those interviewed the opportunity of participating in Operation ID. The data is analyzed for information concerning the crime of burglary and the people and areas affected by it.

OBJECTIVES

1. To obtain information on which to base preventive strategies and other operational activities; specifically, to find
 - a. Differences between persons who are victims of burglary and those who are not (non-victims).
 - b. Detailed information, not routinely collected in the Offense Report, about the incident and premises burglarized.
2. To measure victim opinion of Police response.
3. To involve those interviewed in Operation ID.
4. To measure the level of under-reporting of burglary offenses.
5. To test and develop various data elements and data reduction processes that would facilitate Operation Burglary Analysis.

HYPOTHESIS

There are significant differences in the following:

1. Victim versus non-victim population;
2. Burglary patterns in different demographic areas;
3. Levels of citizen self-protection;
4. Perception of Police response among victims.

Detailed knowledge of these differences enables the police administrator to formulate more effective preventive programs. For example, Operation ID is not suitable if only cash and small items are being stolen; addressing PTA groups on burglary prevention is not a good approach if elderly couples rather than families with children are the burglary targets; a neighborhood watch will be hard to institute if interest level or opinion on Police is low. These are pitfalls that can be avoided if the information listed above is at hand.

METHODOLOGY

A. Planning

1. Design of Interview form

The Operation Interview: Residence Survey form was designed in seven sections to obtain the following classes of information:

- a. management: case control, including census tract
- b. victim: which are high-risk persons or households?
- c. premises: which are high-risk premises?
- d. incident: what are the circumstances surrounding the incident?
- e. target property: which are high-risk property targets?
- f. self-protection: are factors present that indicate concern for self-protection?
- g. victim opinion: what is the victim's perception of Police response?

A first draft was revised by Grant staff and other police personnel. The resulting second draft was tested at a training session in which field interviewers took turns at role-playing the parts of interviewer and interviewee, using actual Offense Reports

as a frame of reference. Each interviewer was then assigned four or five burglary victims outside the target area as a field test while the form was reviewed by the Police psychologist for wording and content. Feedback from the training session, field test and the Police psychologist resulted in further revisions before the final form was ready for implementation (see Exhibit 1).

The survey form was designed as both an interview and keypunch coding form to avoid transcribing errors. All sections are completed for selected victims of residential burglary; four pertinent sections (a, b, c, f) are completed for non-victims.

2. Design of Sample Survey

Early in the project, it was decided to interview victims and non-victims to allow comparison between the two groups. The first task was to define the populations to be sampled. For the purposes of the survey, victims were defined as those persons whose residences had been burglarized one or more times during 1973 and who were still living at the same address. Non-victims were defined as persons exposed to the same risk as victims at the time of the burglary by living in the victim's immediate neighborhood, in a similar dwelling and block location, but having suffered no burglaries in the last two years.

A sampling frame was constructed from the Burglary Detail files for purposes of expediency since CAPER was not available and not enough time was allowed to go through complete files in the Record section of the SJPD. A known gap in the frame were those cases cleared by the Juvenile Detail, which are not kept on file in Burglary. This missing data was estimated as 5% of the total

and should not invalidate the study; however, it should be kept in mind if an attempt at generalizations is made later on.

A Pre-Survey Interest letter was designed to acquaint selected victims with the program and to solicit their cooperation (see Exhibit 2); with each letter, a return postcard was enclosed to indicate the victim's interest or lack of interest (see Exhibit 3). The letter also achieved the purpose of finding which victims had moved. Follow-up of non-respondents during at least three different times (week-day, week-night, and week-end) was built into the sample design in order to mitigate the "not-at-home" bias.

Since victims with cleared cases constitute a small number, a Pre-Survey Interest letter was mailed to all of them. In order to determine the sample size required for victims with uncleared cases, the following rationale was employed.

An initial mailing to a random sample of 50% of victims with uncleared cases was sent to 16 Census Tracts in the Target Area. After responses had come in and follow-up completed, it was estimated that

35% had moved	} 65% were available for interview
40% were non-respondents/not interested	
25% were interested	

The target area was expected to have approximately 1600 victims with uncleared cases. Sixty-five percent of 1600 would be 1040, the population to be sampled.

Since the form was to be analyzed for a multiplicity of purposes and hypothesis, a simple approach was to obtain a required sample size under stringent conditions and use that sample size throughout the study. Assuming that proportions were to be esti-

mated with a margin of error d equal to .05 and a risk α equal to .05 of $d > .05$, the required sample size would be approximately 290 under a simple random sample design. Rounding, 300 was chosen as the desired sample size.

Selecting the victims to be contacted as a stratified sample with proportional allocation would result in further gains in precision. Stratification on other factors was not feasible since CAPER was not available and a manual sorting was to be employed.

If all 1600 victims with uncleared cases were contacted, approximately $1600 \times .25 = 400$ might be expected to be interested. Since only 300 were needed and the interview process would be quite expensive, it was estimated that mailing to 1200 would result in the desired $1200 \times .25 = 300$ interviews. Hence, it was decided to contact approximately 1200 or 75% of the victims with uncleared cases in each Census Tract.

B. Implementation

A set of 1973 residential offense reports from all beats in the Target Area was compiled from Burglary Detail files and sorted into Census Tract using the Census Tract Street Index. The offense reports next underwent a first level of classification to obtain those cases valid to the study; i.e., those cases with clearly identifiable victims in residence at the time of the burglary (see Table 1). The valid cases were then put into a second classification to obtain an unduplicated set of victims which were sorted into those with cleared and uncleared cases (see Table 2).

All victims with cleared cases were sent Pre-Survey Interest letters. A random sample of 75% of all victims with uncleared cases in each Census

Tract was also selected for contact through a Pre-Survey Interest letter. All selected victims were listed by Census Tract in a Control Sheet (see Exhibit 4).

Mailing began on January 31, 1974. The total number of victims contacted is shown on Table 3, which also shows the interest levels two weeks after mailing with no follow-up of non-respondents. The next report will show final interest level after follow-up is completed.

As cards were returned, appointments were made by one person working from a Master Schedule of field interviewers and the Control Sheets. Pertinent offense reports were pulled out for field interviewers to review prior to the onsite visit. When possible, a non-victim interview was conducted immediately after the victim interview; otherwise, letters explaining the program were left at selected matching locations and contact was attempted later with one of those residences (see Exhibit 5).

Interviews began on February 19, 1974; close to 300 victims and 230 non-victims have been interviewed so far.

At the end of the day, all interview forms completed that day are gathered at the BAU office. Each form is monitored for completeness and accuracy--any errors or omissions are referred back to the field interviewer for correction; monitored forms are coded for key punch down the side of each page. Selected Census Tracts are mapped in order to monitor progress.

Arrangements have been made with the Regional Educational Center for Automated Processing (RECAP) to have forms key punched, store the data on tape, and run required analysis at the Stanford Computation Center. A test run was conducted with 50 pairs of victims and non-victims in order to establish format, variable names, etc., and to aid in determining which analyses will eventually be required. Specifications of required final

analyses are being drawn up. A sample of one of the Cross-Tabulations obtained in the test run is shown in Exhibit 6.

An overview of the implementation process of the Operation Interview: Residential Survey is shown in flow chart form in Figure 1.

EVALUATION

1. First Level

Full first level evaluation of program application will be deferred until all data is available. Thus far, approximately 300 victims and 230 non-victims have been interviewed in the Target Area. An estimated 90% of those interviewed have become involved in Operation ID and have had an average of three (3) items engraved by field interviewers.

Interest levels and transiency (% moved) shown in Table 3 were surprisingly variable for the various Census Tracts. The table will be updated after follow-up and will be valuable information for preventive programs requiring citizen participation or a stable population.

Comparing Pre-Survey Interest levels, it was found that 25% (30 out of 121) of victims with cleared cases were interested as opposed to only 16% (188 out of 1156) of victims with uncleared cases. The difference in proportions was tested and found to be significant at the 1% level. Hence, victims with cleared cases constitute a good source of concerned citizens for preventive efforts requiring active citizen cooperation.

Fifty pairs or a total of 100 interviews have been processed on a trial run. Preliminary analysis of the run, though not to be

considered generally true yet, do indicate several avenues worthy of exploration, among them:

- a. Corner residences do not seem more vulnerable than mid-block residences, contrary to popular belief.
- b. Non-victims make significant more use of neighbors to watch their residences in their absence.
- c. Sixteen percent of those interviewed had not reported all burglaries which they had experienced.

2. Second Level

Evaluation of program impact to be done.

DATE: _____

INTERVIEWER: _____

OPERATION INTERVIEW: RESIDENCE

A. MANAGEMENT INFORMATION

- *1. Case No. _____ *2. Beat _____ *3. Group _____
- *4. Victim's Name: _____
- *5. Address: _____
- *6. Survey Type: Residence (1) Business (2) School (3)
- *7. Class: Cleared (1) Uncleared (2) Non-Victim (3)

B. VICTIM INFORMATION

1. Type of occupancy: Single Male (1) Family with children (4)
Single Female (2) Single parent with/
Couple (3) children (5)
Mixed singles (≥ 3) (6)
2. Number of persons in household: _____
3. Age of Dependent Children: Under 5 (1) 5-9 (2) 10-14 (4) 15-19 (8)
4. Age of Principal Occupant: 19 or less (1) 20-24 (2) 25-34 (3)
35-44 (4) 45-54 (5) 55-65 (6) 65+ (7)
5. Years of school completed - Principal Occupant: _____
- *6. Ethnic Group of Principal Occupant:
White (excluding Spanish) (1) Oriental (4)
Mex-Am & Other Spanish (2) Other (5)
Black (3)
7. How long has victim lived at present residence: 0-1 yr. (1) +1-2 (2) +2-5 (3) 5+ (4)
8. How many burglaries has victim experienced in past five (5) years:
a) Present Residence 0 1 2 3 4 5 or more
b) All Residences 0 1 2 3 4 5 or more
9. Were all burglaries reported to Police: Yes (1) No (2) N/A (3)
10. Does victim know neighbor(s) by name: Yes (1) No (2)

C. PREMISES INFORMATION

1. Dwelling type: House - Single Story (1) Apt. - Bottom Story (6)
House - Multi-level (2) Apt. - Upper Story (7)
Condominium (3) Mobile Home (8)
Duplex (4) Other (9)
Apt. - Single Story (5)
2. Ownership: Rented (1) Owned (2)
3. a) Property value (owner occupied - Single-family):
Under \$15,000 (1) \$25,000 - \$34,000 (3)
\$15,000 - \$24,000 (2) \$35,000 and over (4)
- b) Contract rental/month (Renter or owner (multi-unit)):
Under \$100 (5) \$150 - \$199 (7)
\$100 - \$149 (6) \$200 and over (8)
4. Adjacent to open area ATOB: Yes (1) No (2)
- *5. Position of premises on block: Corner (1) Mid-Block (2) Dead-End (3)
- *6. Type of block: All residential (1) Some commercial (2) Mainly commercial (3)
- *7. Premises within five blocks of freeway: Yes (1) No (2)
8. Premises next door vacant or under construction ATOB: Yes (1) No (2)
- *9. Premises within five blocks of secondary school: Yes (1) No (2)
- *10. Premises within one block of park or public place: Yes (1) No (2)
11. Are entrances normally lighted: Yes (1) No (2)
12. Distance to nearest street light ATOB: 1/4 block (1) 1/2 block (2) further (3) None (4)

D. INCIDENT INFORMATION

1. Burglary: Actual - Property loss (1)
Actual - No property loss (2)
Attempted (3)

2. Reason failed: N/A (1) Victim (5) Other (9)
 Alarm (2) Neighbor (6) Unknown (0)
 Dog (3) Other Citizen (7)
 Locks (4) Police (8)
3. Who discovered burglary: Victim (1) Neighbor (3)
 Police (2) Other (4)
4. Premises: a) Occupied (1)
 b) Unoccupied for how many hours:
 0-2 (2) +2-4 (3) +4-6 (4) +6-8 (5) +8 (6)
 c) Extended absence (7)
5. Premises normally unoccupied during offense time: Yes (1) No (2)
6. Point of entry: Primary _____ Secondary _____
 Window (1) Garage Door (3) Unknown (5)
 Door (2) Other (4) N/A (6)
7. Location of POE: Primary _____ Secondary _____
 Front (1) Attached garage or structure (4) Tunnel (7)
 Rear (2) Unattached garage or structure (5) N/A (8)
 Side (3) Roof (6)
8. Use of force: Primary POE _____ Secondary POE _____
 Yes (1) No (2) N/A (3)
9. Primary POE in public view: Yes (1) No (2)
10. Garage door: Locked (1) Closed but not locked (2) N/A (5)
 Open (3) Carport (4)
11. Curtains: All open (1) Some open (2) All closed (3)
12. Radio on: Yes (1) No (2)
13. Main entrances illuminated: Yes (1) No (2) N/A (3)
14. Lights on in premises: Yes (1) No (2) N/A (3)
15. Secondary locks: Not present or not in use at POE (1)
 Present and in use at POE (2)
 Present and in use - another POE (3)
16. Were premises ransacked: Yes (1) No (2) N/A (3)
17. Was victim contacted in person the week prior to burglary by a:
 Solicitor (1) Other unfamiliar person (2) No one (3)
18. Did victim receive any suspicious phone calls the week prior to
 the burglary: Yes (1) No (2) DK (3)
19. Did victim or neighbor observe any suspicious cars which might
 have been associated with the burglary: Yes (1) No (2) DK (3)
20. Did victim or neighbor observe any suspicious persons who might
 have been associated with the burglary: Yes (1) No (2) DK (3)
21. Other burglaries in neighborhood known to victim (within two
 months prior to victim's): Yes (1) No (2)

- *22. Time of incident: 0001 - 0400 (1) 1201 - 1600 (4) Unknown (7)
 0401 - 0800 (2) 1601 - 2000 (5)
 0801 - 1200 (3) 2001 - 2400 (6)
- *23. Occurrence time spread (hrs.): 0 1 2 3 4 5 6 7 8 9-or over
- *24. Estimated time: No (1) ← Overlap (4)
 Within block (2) ← Overlap → (5)
 Overlap → (3)
- *25. Day of week: Sunday (1) Tuesday (3) Thursday (5) Saturday (7)
 Monday (2) Wednesday (4) Friday (6) Unknown (8)
- *26. Estimated day: No (1) ← Overlap (3)
 Overlap → (2) ← Overlap → (4)
- *27. Month: Jan. (01) Apr. (04) July (07) Oct. (10) Unknown (13)
 Feb. (02) May (05) Aug. (08) Nov. (11)
 Mar. (03) June (06) Sept. (09) Dec. (12)

E. TARGET PROPERTY INFORMATION

1. Primary (1) and Secondary (2) target (determined by value of item):
 (01) Money () (07) Jewelry ()
 (02) Guns () (08) CC/Checks/Negotiables ()
 (03) TV () (09) Tools: Power ()
 (04) Stereo/Audio () (10) Hand ()
 (05) Camera Equipment () (11) Bicycles ()
 (06) Office Equipment () (12) Other ()
2. Total value of property taken:
 No loss (1) \$100 - \$199 (4) \$1,000 - over (7)
 Less than \$50 (2) \$200 - \$499 (5)
 \$50 - \$99 (3) \$500 - \$999 (6)
3. Were any property targets visible from street: Yes (1) No (2)
4. Where were items located within premises when stolen: (2 places)
 LR/FR (1) Kitchen (4) } Closet: Yes (1) No (2)
 M. BR (2) Garage (5) } Yes (1) No (2)
 Other BR (3) Other (6)
5. Was property returned by Police: No (1) 51 - 75% (4)
 1 - 25% (2) 76 - 100% (5)
 26 - 50% (3) N/A (6)
6. Was property insured: Yes (1) No (2)
7. Why reported: Insurance purposes Yes (1) No (2)
 Get property back (1) (2)
 Catch Thief (1) (2)
 Other (1) (2)

F. SELF-PROTECTION INFORMATION

1. Curtains:
All Open (1) Some Open (2) All Closed (3)
2. Radio:
On w/timer (1) On w/out timer (2) Off (3)
3. Windows closed/locked: Yes (1) No (2)
4. Garage door:
Locked (1) Closed but not locked (2)
Open (3) Carport (4)
No garage (5)
5. Lights left on regularly:
 - On w/timer (1)
 - On w/out timers (2)
 - Off (3)

LR/FR
BR
KIT
BATH
HALL

AT HOME		NOT AT HOME	
Day	Night	1 Day	1 Day

6. Locks changed since premises occupied: Yes (1) No (2)

7. Security measures:

	Before Incident		After Incident	
	Yes	No	Yes	No
Serial or Scribe	1	2	1	2
Alarms	1	2	1	2
Door Locks	1	2	1	2
Window Locks	1	2	1	2
Dog	1	2	1	2
Neighbor watch	1	2	1	2
Insurance	1	2	1	2
Other	1	2	1	2

8. Do you or would you watch a neighbor's residence while he was absent:
Yes (1) No (2) Don't know (3)

9. If you saw a suspicious car or person around your neighbor's residence, would you _____
 - (1) Do nothing
 - (2) Continue to watch
 - (3) Take license number and/or obtain description of person
10. If you saw a neighbor's residence being burglarized, would you _____
 - (4) Call Police
 - (5) Talk to person
 - (6) Other, don't know

11. If you were a witness to a burglary, would you be willing to appear in court for testimony: Yes (1) No (2) Don't know (3)

G. VICTIM OPINION OF POLICE RESPONSE

	Very	Somewhat	Not Very	Not at All	N/A
Desk					
1. Courteous	1	2	3	4	5
2. Efficient	1	2	3	4	5
Patrolman					
3. Courteous	1	2	3	4	5
4. Efficient	1	2	3	4	5
5. Quick response: Yes (1) No (2)					
6. How long (1/2 hrs.) _____ (use "9" for 4-1/2 hrs. or more)					
Detective (only if follow-up)					
7. Courteous	1	2	3	4	5
8. Efficient	1	2	3	4	5
9. Quick response: Yes (1) No (2)					
10. How long (1/2 days) _____ (use "9" for 4-1/2 days or more)					

Items engraved:

Sketch location of non-victim premises in relation to victim premises:



CITY OF SAN JOSE

CALIFORNIA

P. O. BOX 270

95103

201 W. MISSION STREET

TELEPHONE 277-4000

POLICE DEPARTMENT

-2-

WILL YOU HELP US?

You, as the victim of a recent burglary, can be of special assistance to us.

The San Jose Police Department is well aware of and extremely concerned about the crime of Burglary as it exists in our City. The burglary rate has increased so rapidly in recent years that unless we act immediately with new programs to combat the crime, any continued increase will further tax our limited resources. WE STRONGLY BELIEVE THAT ANY SUCCESSFUL PROGRAM MUST BE A COMBINED EFFORT BETWEEN THE CITIZEN-VICTIMS AND THE POLICE. With this in mind, the City of San Jose has applied for and received a Federal Grant which will enable us to study the crime of burglary with the ultimate goal of significantly reducing this type of crime in San Jose.

In order to accomplish this goal, we will:

1. Obtain statistical data which will help us design plans for prevention of burglaries.
2. Initiate a program of personal contact with our citizens to advise steps they can take to discourage burglary of their premises.
3. Initiate a program to close down the operations of those persons in our City who make a business of buying stolen merchandise.

In order to accomplish these goals, WE NEED YOUR HELP AND COOPERATION. We would like to send an Interviewer to your premises to discuss your burglary in detail which will assist us in gathering the statistical data we require. The Interviewer will point out steps you can take to help prevent future burglaries in your area, and also make an inspection of your premises pointing out areas of entry used most frequently by burglars and offering steps you can take to make these areas more secure. If you wish, the Interviewer will engrave your Driver's License number on your more valuable items.

EXHIBIT 2

We are enclosing an interest card. If you would like to assist us in our program, please check the appropriate box and return it to us. Upon receipt of the card, we will contact you and arrange a convenient time for our Interviewer to call on you. If you are unable to assist us at this time, please indicate this on the card and return it to us also.

Thank you for your cooperation.

Sincerely,

ROBERT B. MURPHY
Chief of Police
Project Director

RBM:SH:es

Enclosure

SEARCHED.....
SERIALIZED.....
INDEXED.....
FILED.....
JUN 19 1968
FBI - SAN JOSE

POLICE DEPARTMENT
P. O. Box 270
San Jose California 95103 HUNGCARY GRANT

PLEASE RETURN IMMEDIATELY

Beat No.....

Case No.....

Name

Address

Current Phone No.....

- I am interested in your program.
Contact me at above number for appointment.
- I am not interested.

(Signed) _____



CITY OF SAN JOSE

CALIFORNIA

P. O. BOX 270

95103

201 W. MISSION STREET

TELEPHONE 277-4000

POLICE DEPARTMENT

WILL YOU HELP US?

You, as the neighbor of a recent burglary victim, can be of special assistance to us.

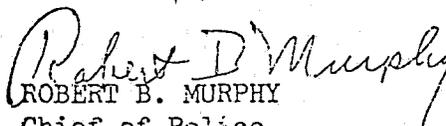
The San Jose Police Department is well aware of and extremely concerned about the crime of Burglary as it exists in our City. The burglary rate has increased so rapidly in recent years that unless we act immediately with new programs to combat the crime, any continued increase will further tax our limited resources. WE STRONGLY BELIEVE THAT ANY SUCCESSFUL PROGRAM MUST BE A COMBINED EFFORT BETWEEN THE CITIZEN-VICTIMS AND THE POLICE. With this in mind, the City of San Jose has applied for and received a Federal Grant which will enable us to study the crime of burglary with the ultimate goal of significantly reducing this type of crime in San Jose.

In order to accomplish this goal, WE NEED YOUR HELP AND COOPERATION. We have already interviewed at least one person who was burglarized in your neighborhood, and we now want to interview citizens who were not burglarized. This will help us design preventive programs in the future.

We may call you to arrange for an Interviewer to visit your premises at your convenience and gather the statistical data which we need. At that time, if you wish, the Interviewer will engrave your driver's license number on your more valuable items. If we call you, we hope we will have your support.

Thank you for your attention.

Sincerely,


ROBERT B. MURPHY
Chief of Police
Project Director

RBM:SH:mrn

EXHIBIT 5

FILE SJPD (CREATION DATE = 04/19/74) SURVEY OF BURGLARY VICTIMS AND NCN-VICTIMS

***** C R O S S T A B U L A T I O N O F *****
 A7 CLASS BY F7F SECURITY MEASURES- BEFORE NEIGHB *****
 ***** PAGE

		F7F				
		COUNT	I	NO		ROW
		REW PCT	IYES			TOTAL
		CCL PCT	I			
		TOT PCT	I	1.I	2.I	
17						
VICTIM	1.	I	26	I	24	I 50
		I	52.0	I	48.0	I 50.0
		I	41.9	I	63.2	I
		I	26.0	I	24.0	I
		-I-	-I-	-I-	-I-	-I-
NON-VICTIM	3.	I	36	I	14	I 50
		I	72.0	I	28.0	I 50.0
		I	58.1	I	36.8	I
		I	36.0	I	14.0	I
		-I-	-I-	-I-	-I-	-I-
	COLUMN		62		38	100
	TOTAL		62.0		38.0	100.0

CORRECTED CHI SQUARE = 3.43803 WITH 1 DEGREE OF FREEDOM SIGNIFICANCE = 0.0637.
 PHI = 0.18542
 CONTINGENCY COEFFICIENT = 0.18231
 KENDALL'S TAU B = -0.20602 SIGNIFICANCE = 0.0011
 KENDALL'S TAU C = -0.20000 SIGNIFICANCE = 0.0014
 GAMMA = -0.40717
 SOMER'S D = -0.21222

SCHMATIC IMPLEMENTATION OF OPERATION INTERVIEW:

RESIDENCE SURVEY

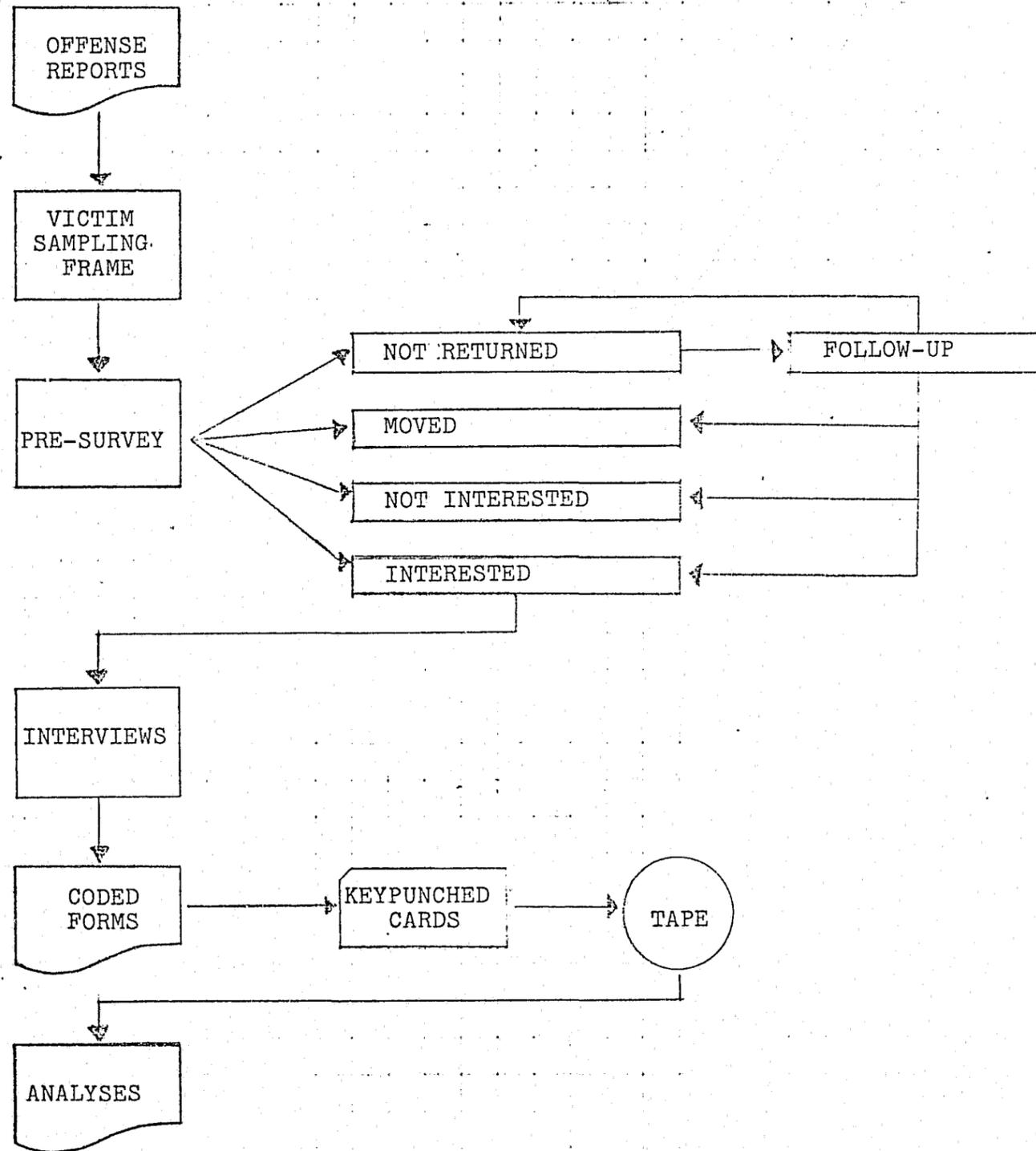


FIGURE 1

OPERATION INTERVIEW: FIRST LEVEL CLASSIFICATION OF 1973 RESIDENTIAL BURGLARIES

CENSUS TRACT	TOTAL	UNCLEARED				CLEARED			
		VALID	VACANT	TRANS	OTHER	VALID	VACANT	TRANS	OTHER
5001	61	52	1		1	7			
5002	20	16		1		3			
5003	65	49	1		2	13			
5007	20	12		3		5			
5008	37	30	3		2	2			
5009	66	56	1	2	1	6			
5010	58	45	2	1	2	8			
5011	56	43	2		3	8			
5012	44	38			1	5			
5013	53	42	3	3	4	1			
5014	76	66	4	1	1	2	2		
5015	66	60			4	2			
5033.01	131	111	3			17			
5033.02	120	113	1		1	5			
5034	171	155	8		2	6			
5035.01	204	191	6		3	4			
5035.02	92	86				6			
5035.03	90	83	2			5			
5036.01	27	24			1	2			
5036.02	22	20	2			0			
5037.01	173	155	2	2	4	8		2	
5037.02	91	75	5		5	6			
5037.03	48	43	1		3	1			
5040	68	57			6	5			
Target Area	1859	1622	47	13	46	127	2	2	0

- NOTES:
1. "Valid" indicates a case with a clearly identifiable victim in residence at the time of burglary.
 2. "Vacant" indicates unoccupied dwelling.
 3. "Trans" indicates transient victims such as those residing at hotels, half-way houses, hospitals.
 4. "Other" includes all other cases with no clearly identifiable victim in residence; e.g., victims in the process of moving or victims who were guests at someone else's residence.

TABLE 1

OPERATION INTERVIEW: SECOND LEVEL CLASSIFICATION
OF 1973 RESIDENTIAL BURGLARIES

CENSUS TRACT	TOTAL VALID CASES	IDENTIFIABLE VICTIMS			IDENTIFIABLE VICTIMS IN PRE-SURVEY		
		UNCLEARED	CLEARED	TOTAL	UNCLEARED	CLEARED	TOTAL
5001	59	52	7	59	42	7	49
5002	19	14	3	17	10	3	13
5003	62	46	13	59	34	13	47
5007	17	12	5	17	9	5	14
5008	32	30	2	32	22	2	24
5009	62	56	6	62	42	6	48
5010	53	45	8	53	33	8	41
5011	51	43	8	51	32	8	40
5012	43	38	5	43	29	5	34
5013	43	41	1	42	31	1	32
5014	68	63	2	65	49	2	51
5015	62	56	2	58	42	2	44
5033.01	125	105	16	121	60	16	76
5033.02	118	107	4	111	82	4	86
5034	161	151	6	157	112	6	118
5035.01	195	184	4	188	135	4	139
5035.02	92	84	4	88	62	4	66
5035.03	88	81	5	86	62	5	67
5036.01	26	22	2	24	16	2	18
5036.02	20	18	0	18	14	0	14
5037.01	163	107	8	115	112	8	120
5037.02	81	70	6	76	50	6	56
5037.03	44	41	1	42	32	1	33
5040	62	57	5	62	42	5	47
TOTAL	1749	1523	123	1646	1154	123	1277

TABLE 2

OPERATION INTERVIEW:
PRE-SURVEY INTEREST LEVELS

CENSUS TRACT	TOTAL	VICTIMS SELECTED FOR PRE-SURVEY				RANK ON % INTEREST
		INTERESTED	NOT INTERESTED	MOVED	NOT RETURNED	
	No. %	No. %	No. %	No. %	No. %	
5001	49 100%	10 20%	2 4%	20 41%	17 35%	6
5002	13 100	4 31	0 0	4 31	5 38	1
5003	47 100	13 28	0 0	8 17	26 55	2
5007	14 100	2 14	0 0	3 21	9 64	17
5008	24 100	6 25	0 0	7 29	11 46	3.5
5009	48 100	3 6	1 2	26 54	18 38	23
5010	41 100	4 10	2 5	15 36	20 49	20
5011	40 100	7 18	2 5	7 18	24 60	13
5012	34 100	5 15	1 3	11 32	17 50	16
5013	32 100	7 22	2 6	8 25	15 47	7
5014	51 100	6 12	0 0	14 27	31 61	19
5015	44 100	9 20	1 2	11 25	23 52	8
5033.01	76 100	15 20	1 1	26 34	34 45	9
5033.02	86 100	21 24	3 3	12 14	50 58%	3.5
5034	118 100	23 19	0 0	17 14	78 66	10
5035.01	139 100	22 16	0 0	20 14	97 70	15
5035.02	66 100	16 24	0 0	12 18	38 58	5
5035.03	67 100	12 18	2 3	15 22	38 57	12
5036.01	18 100	3 17	1 6	3 17	11 61	14
5036.02	14 100	1 7	0 0	4 28	9 64	22
5037.01	120 100	15 12	1 1	43 36	61 51	18
5037.02	56 100	2 4	1 2	9 16	44 78%	24
5037.03	33 100	3 9	0 0	7 21	23 70	21
5040	47 100	9 19	0 0	14 30	24 51	11
TOTAL	1277 100%	218 17%	20 2%	316 25%	723 57%	-----

TABLE 3

OPERATION ID

OPERATION IDENTIFICATION PROGRAM

PROGRAM DESCRIPTION

Operation Identification, generally speaking, is a do-it-yourself burglary prevention program which provides citizens the opportunity to engrave their California Driver's License number on their personal property. The citizens are issued at least two decals/stickers which state the items inside the residence have been marked for ready identification and these decals/stickers are posted where a potential burglar might see the sticker and perhaps be deterred from attempting entry. (See Exhibit 1.)

OBJECTIVES

The major objectives of Operation Identification include:

1. Assist in returning recovered property items to their rightful owner.

Operation Identification provides law enforcement agencies with a better means to positively identify the ownership of property which is recovered or is being investigated.

2. Deter burglaries, primarily residential burglaries.

This program is aimed at reducing the number of burglaries by making the object of attack unattractive to the would-be perpetrator. The purpose of displaying decals or stickers on doors and windows is to bring to the attention of the potential burglar the fact that the personal property items he will find are marked with a number that would identify the item as "hot" and traceable to the owner.

HYPOTHESIS

Burglary is a crime which provides the perpetrator monetary gain. A successful offense dictates that the offender can safely keep the stolen property in his possession or convert it to cash with a minimum risk of detection. Personal identifiers, such as provided by Operation Identification, seriously increase the risk factor and limit the safety previously enjoyed.

The following are examples of hypotheses to be tested:

1. Was there a significant reduction in the number of burglaries in those areas involved in Operation Identification?
2. Was there a shift in target property from "engraveable" items to cash, jewelry, etc.?
3. If premises participating in Operation ID were burglarized, was property subsequently recovered and returned to the owners?
4. Was there displacement from Operation ID areas to areas in the immediate vicinity?
5. Which areas can benefit the most from Operation Identification?

METHODOLOGY

I. Planning

- A. Selection of subgeographic target area and supporting rationale.
- B. Selection of field personnel (field interviewers) to implement this program.
- C. Train field interviewers in procedures and rationale of Operation Identification program.
- D. Design program to facilitate implementation, impact and evaluation.
- E. Determine number of engravers needed for this program and purchase engravers.

II. Implementation

- A. Draft cover letter, explaining Operation Identification and signed by the Chief of Police. Distribute cover letter, door-to-door in selected target areas. (See Exhibit 2.)

- B. Determine subtarget area where this program would be implemented. Beat building blocks (BBB) selected were: BBB 47, 52, 53, 56 and 78. The major full thrust of the program was devoted to BBB 52 and 53. Also, on Saturday, April 6, 1974 and Sunday, April 7, 1974 members of the Burglary Grant staff coordinated a two-day Operation Identification program in BBB 137 and 215 with the Headquarters Co., U.S. Army Reserve. (See Exhibits 3, 4 and 5.)

Listed below are the geographical boundary lines for each of the above listed BBB's:

BBB 47 _____ (See Exhibit 6.)

North: W. Taylor

East: No. 1st Street

South: Fox

West: Guadalupe

BBB 52 _____ (See Exhibit 7.)

North: E. Hedding

East: No. 17th Street

South: E. Taylor

West: No. 10th Street

BBB 53 _____ (See Exhibit 8.)

North: E. Hedding

East: No. 10th Street

South: E. Taylor

West: No. 1st Street

BBB 56 _____ (See Exhibit 9.)

North: Highway 17

East: No. 1st Street

South: W. Taylor

West: Guadalupe

BBB 78 _____ (See Exhibit 10.)

North: Sonora

East: No. 1st Street

South: Highway 17

West: Guadalupe Parkway

BBB 137 _____ (See Exhibit 11.)

North: Curtner

East: Booksin

South: Foxworthy

West: Meridian

Actual area covered in BBB 137

North: Curtner
South: Husted

East: Booksin
West: Briarwood

BBB 215 _____ (See Exhibit 12.)

North: Marten
South: Quimby

East: City Limits
West: Capitol Expressway

Actual area covered in BBB 215

North: Tully
South: Norwood

East: City Limits
West: Flint

- C. In all BBB's except BBB 137 and 215 the civilian field interviewers were utilized to implement Operation Identification. Each BBB area was divided into geographical segments or areas and each field interviewer was given the responsibility for a given area which they were to "cover."
- D. After the cover letter was delivered and the assignments made, the field interviewers virtually went door to door in order to complete their assigned tasks. The field interviewers kept a tally sheet listing each residence that they contacted and those that they did not contact. (See Exhibit 13.) From these tally sheets, the data and information on Tables 1, 2, 3, 4 and 5 was derived. (See Tables 1, 2, 3, 4 and 5.)
- E. Major emphasis regarding saturation level was made primarily in BBB 52 and 53. Technically, these two areas were designated as our "control areas" for evaluation purposes. BBB 52 and 53 were selected primarily for the following reasons:
1. Fairly well established, somewhat older neighborhoods.
 2. Good racial cross section of people residing in these areas.
 3. Relatively close to the SJP, PAB, which we used as a base of operations.

EVALUATION

- I. 1. Table 1 shows the participation level in the program for each BBB after one or more visits to every premise. (See Table 1.)
2. Table 2 shows the base figures used to derive saturation levels and effort levels as shown in Table 3. (See Table 2.)
3. Table 3 shows the saturation level reached in relation to the effort level expended. Saturation level is defined as percentage of total premises which were contacted. Effort level is defined as average number of attempts per contacted premise. (See Table 3.)
4. Table 4 shows the interest level in relation to the saturation level and the time of attempt. Interest level is defined as percentage of contacted premises which were interested in this program. (See Table 4.)
5. Table 5 shows the number of premises which were engraved, the number of items which were engraved and the number of items per premise which were engraved. (See Table 5.)
6. In reference to Table 2, excluding BBB 137 and 215, the estimated total cost for Operation Identification in BBB 47, 52, 53, 56 and 78 was \$1814. This cost represents the wages paid to the field interviewers who implemented this program.

Number of attempts	=	N	=	2731
Number of interested premises	=	1061		
Number of not interested premises	=	313		
Total premises contacted		1374		

Estimate of hours expended = A + B + C where...

A = Hours spent with interested premises

B = Hours spent with not interested premises

C = Hours spent with unsuccessful contacts (not at home)

A = 1061 x 1/3 hour = 354 hours
B = 313 x 1/12 hour = 26 hours
C = 1357 x 1/12 hour = 113 hours

A + B + C = 493 hours

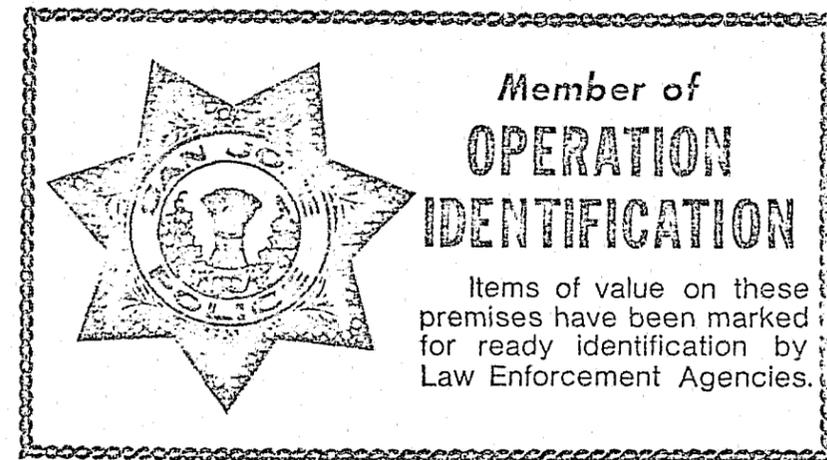
Estimated total cost...

493 hours x \$3.68 per hour = \$1814

Average cost per contact

\$1814 ÷ 1374 = \$1.32

II. The impact of Operation Identification will be analyzed in light of the two objectives listed previously and tested in relation to the hypotheses listed previously. Since not enough time has elapsed since Operation Identification was completed, the analysis of the objectives and hypotheses will be prepared at a later time.





CITY OF SAN JOSE
CALIFORNIA

P. O. BOX 270

95103

201 W. MISSION STREET

TELEPHONE 277-4000

OPERATION IDENTIFICATION

POLICE DEPARTMENT

THE RESPONSIBILITY OF CRIME PREVENTION RESTS PRIMARILY WITH THE POLICE DEPARTMENT, BUT THE IDENTIFICATION OF STOLEN OR LOST PROPERTY RESTS WITH YOU, THE CITIZEN.

THE SAN JOSE POLICE DEPARTMENT IS CURRENTLY ACTIVELY ENGAGED IN ASSISTING THE CITIZENS IN IDENTIFYING HOUSEHOLD ARTICLES THAT HAVE, OR DO NOT HAVE, SERIAL NUMBERS ON THEM.

THIS IS ACCOMPLISHED BY USING AN ELECTRIC ENGRAVING PENCIL TO ENGRAVE THE OWNER'S DRIVERS LICENSE NUMBER ON THE HOUSEHOLD ARTICLES.

THE AREA IN WHICH YOU LIVE HAS BEEN CHOSEN AS A TARGET AREA FOR THE OPERATION IDENTIFICATION PROJECT FINANCED BY A FEDERAL GRANT.

CIVILIAN EMPLOYEES OF THE SAN JOSE POLICE DEPARTMENT WILL BE IN YOUR NEIGHBORHOOD IN THE NEXT FEW WEEKS TO BEGIN THIS PROGRAM.

THE EMPLOYEES WILL BE WEARING A PHOTO IDENTIFICATION CARD SIGNED BY THE CHIEF OF POLICE.

THE TYPES OF ARTICLES THAT ARE MOST OFTEN TAKEN AND SHOULD BE MARKED, OR SERIAL NUMBER RECORDED, ARE LISTED BELOW:

- | | |
|--|--|
| 1. TELEVISIONS - RADIOS | 3. STEREOS |
| 2. SMALL ELECTRIC HAND TOOLS
(DRILLS, SAWS, ETC.) | 4. SMALL ITEMS OF HIGH VALUE
FREQUENTLY TAKEN BY BURGLARS |

BY PARTICIPATING IN OPERATION IDENTIFICATION, IT MAY PREVENT YOUR HOME FROM BEING BURGLARIZED OR ASSIST IN RECOVERING YOUR PROPERTY IF YOU ARE BURGLARIZED. THERE IS NO CHARGE FOR THIS SERVICE.

R. B. Murphy
ROBERT B. MURPHY
CHIEF OF POLICE
SAN JOSE POLICE DEPARTMENT

EXHIBIT 2

CITY OF SAN JOSE -- MEMORANDUM

TO Robert B. Murphy, Chief of Police
via Chain of Command

FROM Officer J. McGrew
Officer R. Saunders
DATE Burglary Methodology Grant
March 25, 1974

SUBJECT Request for Operation I.D. Personnel

APPROVED *[Signature]*

DATE 3-25-74 3-26-74

The Burglary Methodology Grant will be involved in a burglary prevention effort in Beat 34 on Saturday, April 6th, and on Sunday, April 7th, the program will move to the Beat 23 area. The purpose of this program will be to familiarize the citizens in these areas with the Operation Identification Program. Members of the Burglary Methodology Grant, officers on callback and the local U.S. Army Reserve Unit will assist in marking the home owners' valuable property with their California drivers license number.

On Saturday, March 30th, five police reserves will distribute a notice advising residents of the program. The department bus will be utilized for transportation (requests to Lt. Tambellini concerning reserves and Chief Hernandez requesting the use of the bus have been forwarded).

To complete the operation, it will be necessary to utilize ten (10) regular officers for engraving and/or supervision on Saturday, April 6th and Sunday, April 7th. The hours will be from 0930 to 1730 each day. Upon authorization of callback, the Bureau of Field Operations will be contacted via memo for volunteers.

Respectfully submitted:

J. McGrew
Officer J. McGrew
Burglary Methodology Grant

R. Saunders
Officer R. Saunders
Burglary Methodology Grant

JM:RS:jh

[Signature]

EXHIBIT 3

CITY OF SAN JOSE -- MEMORANDUM

TO Deputy Chief E. Hernandez
Bureau of Field Operations

SUBJECT Request for Police Bus

FROM Officer Ray Saunders
Officer Jim McGrew
DATE Burglary Grant
March 15, 1974

APPROVED

DATE

Permission is hereby requested to use the police bus for transportation to implement "Operation Identification" in a program area.

The bus would be in use on Saturday, April 6, 1974 from 0800 - 1700 hours, and Sunday, April 7, 1974 from 0800 - 1450 hours.

By granting this request, transportation will then be provided to the army reserves from their unit to the program area.

Respectfully submitted:

Ray Saunders
Officer Ray Saunders
Burglary Methodology Grant

Jim McGrew
Officer Jim McGrew
Burglary Methodology Grant

EXHIBIT 4

CITY OF SAN JOSE -- MEMORANDUM

TO Lieutenant S. Horton via
Sergeant R. Smith

SUBJECT Operation Identification Program

FROM Officer R. Saunders
Officer J. McGrew

DATE April 17, 1974

APPROVED

DATE

Operation Identification was conducted as planned on Saturday, April 6th and Sunday, April 7, 1974. The Headquarters Co., U.S. Army Reserve, supplied approximately 60 men on Saturday and 75 men on Sunday.

The Police Department involvement on Saturday consisted of:

1. Grant Personnel- 2 (Ofcs. McGrew & Saunders)
2. Crime Prevention Division- 1 Officer
3. Bureau of Field Operations- 2 Officers

Police Department involvement on Sunday consisted of:

1. Grant Personnel- 2 (Ofcs. McGrew & Saunders)
2. Information Desk personnel- 1
3. Bureau of Field Operations- 1
4. Personnel & Training - 1

Total police personnel overtime hours approximately - 83

Saturation

The level of saturation for Saturday, April 6th was:

248 homes contacted - 48% of these homes were engraved to some degree.

The level of saturation for Sunday, April 7th was:

220 homes contacted - 52% of these homes were engraved to some degree.

The undersigned officers feel that the operation was a complete success.

Respectfully submitted:

Officer Ray Saunders

Officer Jim McGrew
Burglary Methodology Grant

EXHIBIT 5

RS:JM:jh

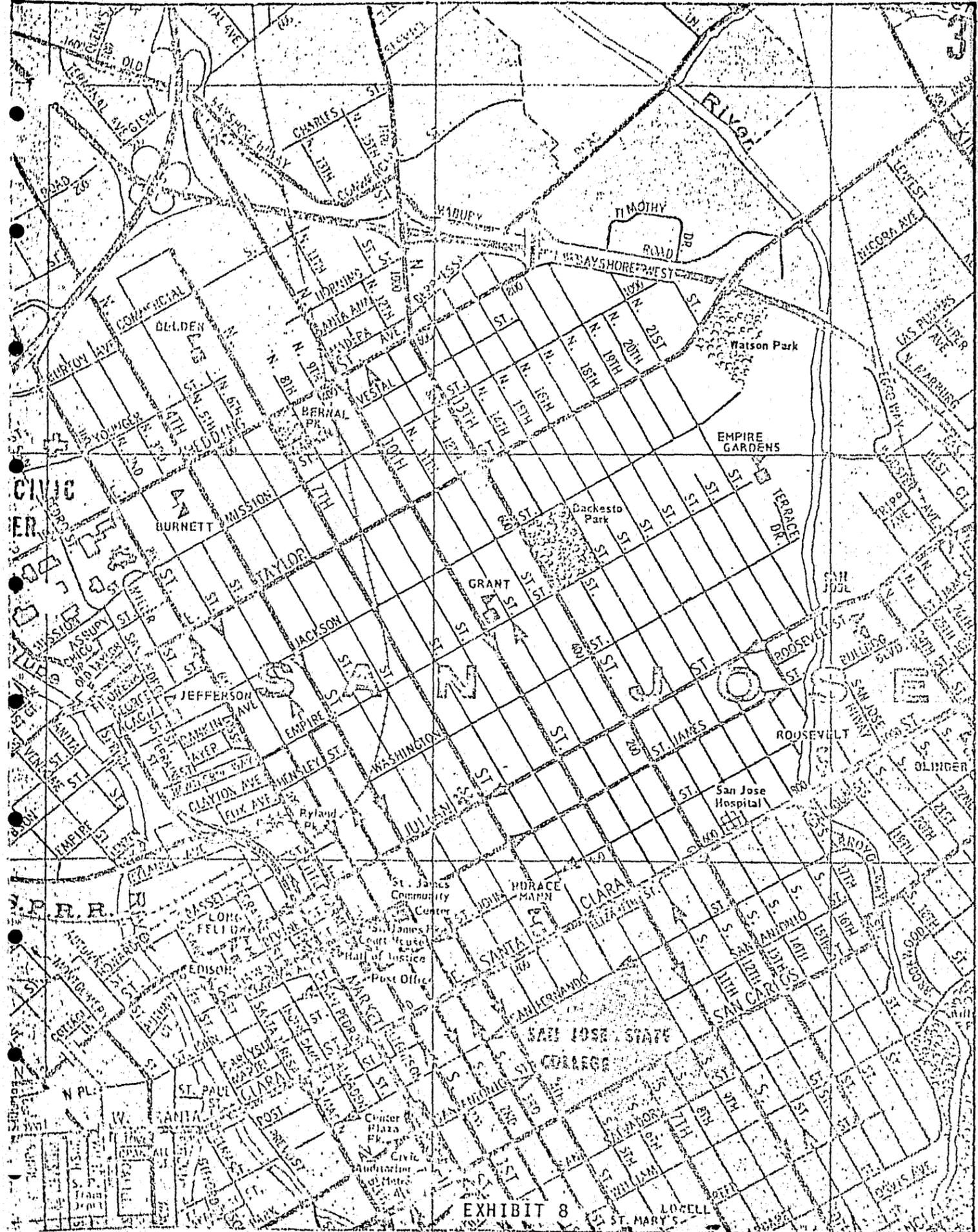
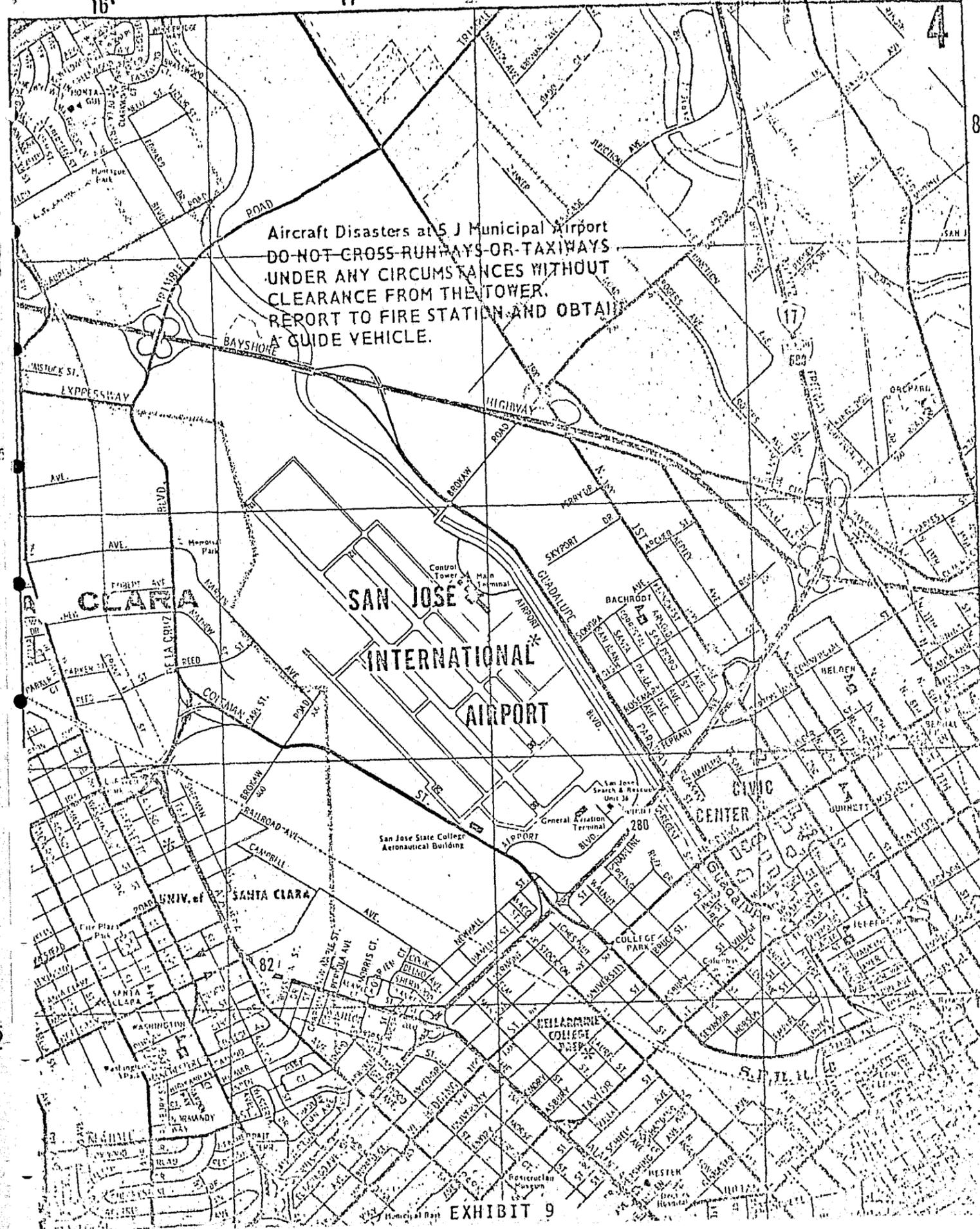
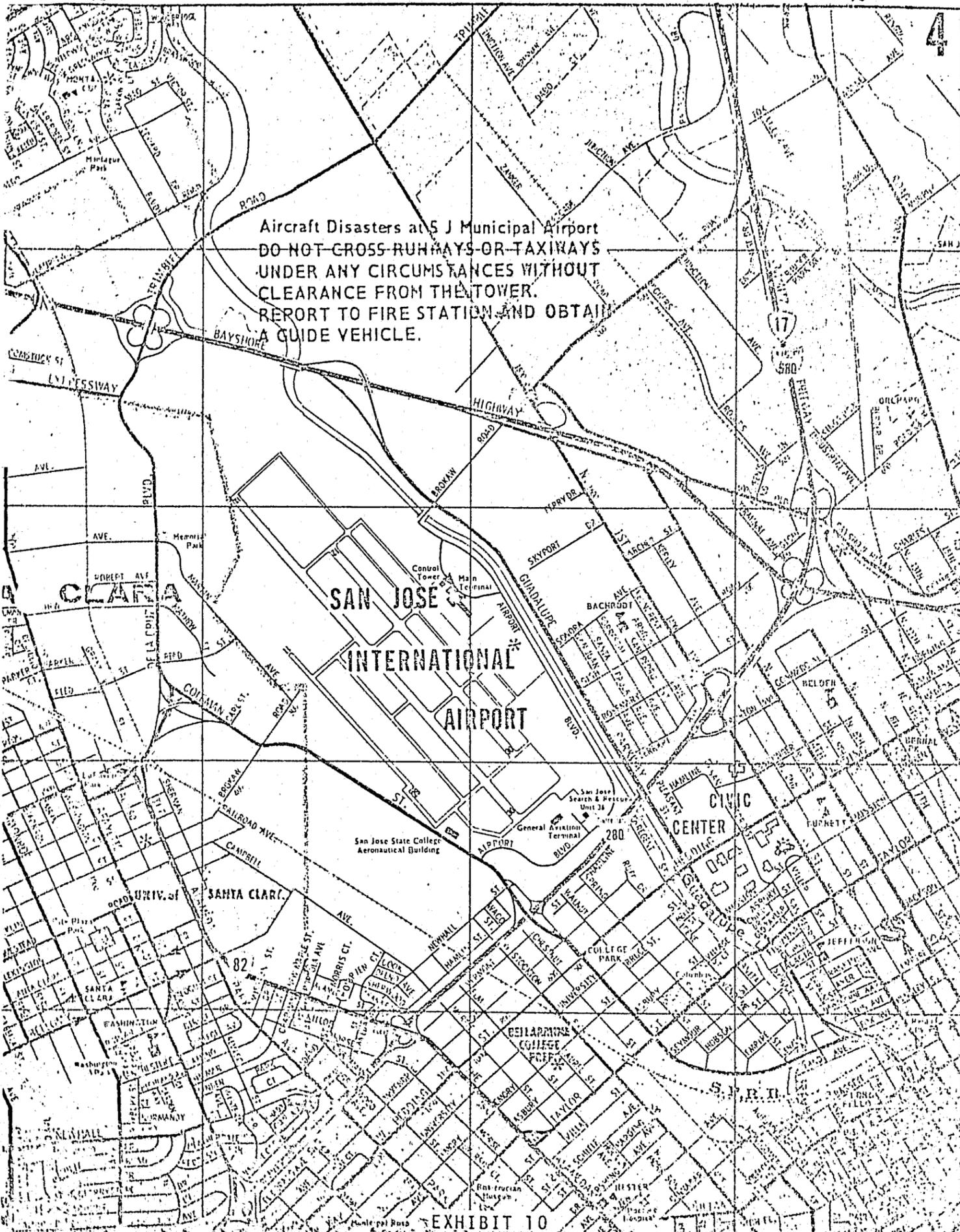


EXHIBIT 8



Aircraft Disasters at S J Municipal Airport
 DO NOT CROSS RUNWAYS OR TAXIWAYS
 UNDER ANY CIRCUMSTANCES WITHOUT
 CLEARANCE FROM THE TOWER.
 REPORT TO FIRE STATION AND OBTAIN
 A GUIDE VEHICLE.

EXHIBIT 9



23'

24'

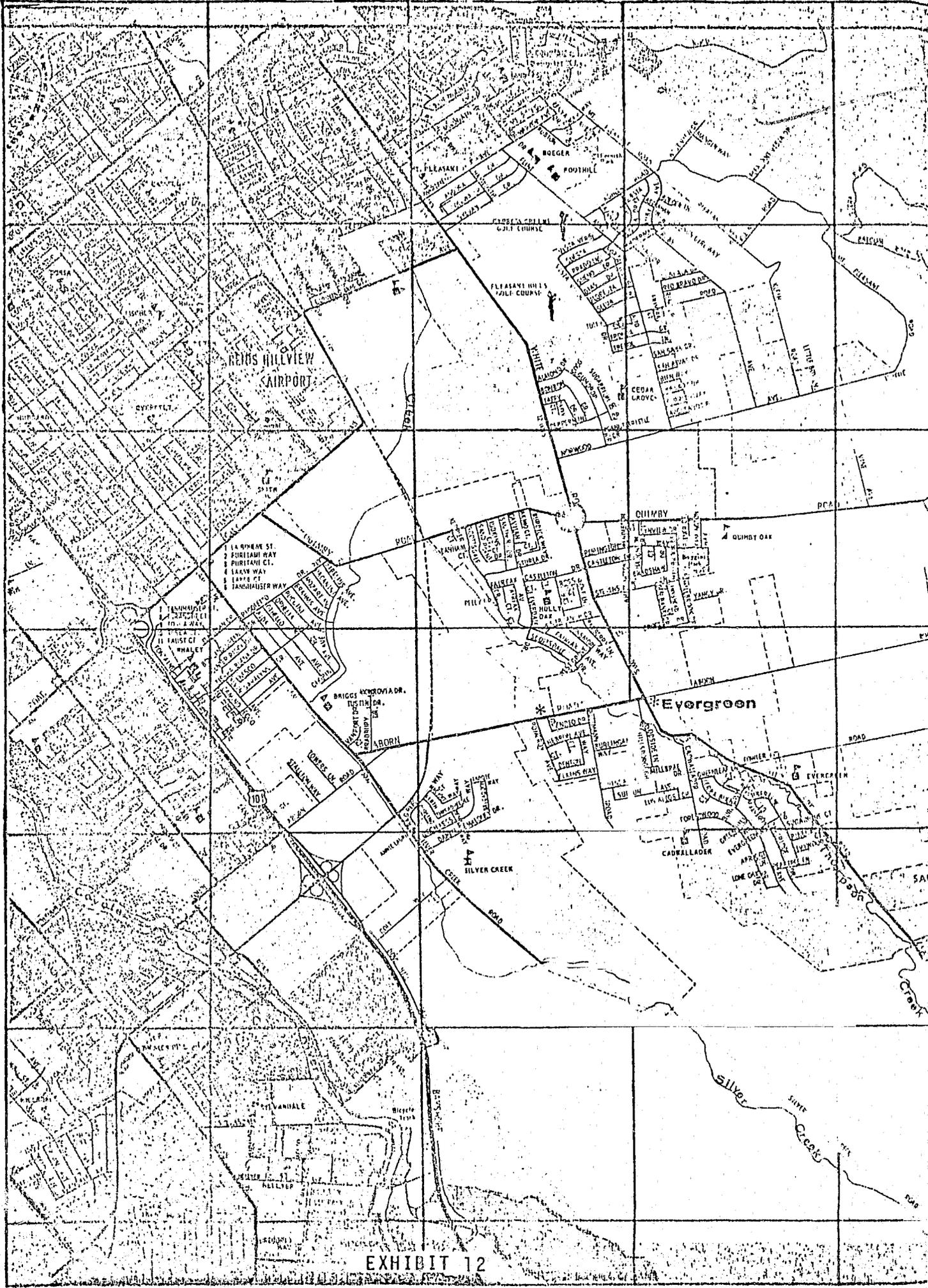
25'

23

26'

17

21



OPERATION ID: PARTICIPATION LEVELS

BBB	TOTAL PREMISES	INTERESTED		NOT INTERESTED		NOT HOME		NOT AVAILABLE	
	N	No.	% of N	No.	% of N	No.	% of N	No.	% of N
47	404	212	52.5%	54	13.4%	98	24.2%	40	9.9%
52	435	289	66.4%	111	25.5%	6	1.4%	29	6.7%
53	388	254	65.5%	72	18.6%	29	7.5%	33	8.5%
56	159	88	55.3%	34	21.4%	27	17.0%	10	6.3%
78 ^a	415	218	52.5%	42	10.1%	126	30.4%	29	7.0%
137 ^{a,b}	240	117	48.8%	47	19.6%	76	31.7%	0	0.0%
215 ^b	200	105	52.5%	40	20.0%	55	27.5%	0	0.0%
TOTAL	2241	1283	57.3%	400	17.8%	417	18.6%	141	6.3%

^aOut of Target Area

^bPart of BBB only

NOTE: "Not Available" were premises not contacted due to vacancy, dogs, and language barriers.

TABLE 1

OPERATION ID: NUMBER OF ATTEMPTS AND PREMISES CONTACTED

BBB	TOTAL PREMISES N	FIRST ATTEMPT		FOLLOW-UP		FINAL RESULTS	
		NO. OF ATTEMPTS	PREMISES CONTACTED	NO. OF ATTEMPTS	PREMISES CONTACTED	NO. OF ATTEMPTS	PREMISES CONTACTED
47	404	404	189	156	77	560	266
52	435	435	254	230	146	665	400
53	388	388	195	287	131	675	326
56	159	159	86	95	36	254	122
78 ^a	415	415	188	162	72	577	260
137 ^{a,b}	240	240	164	---	---	240	164
215 ^b	200	200	145	---	---	200	145
TOTAL	2241	2241	1221	930	462	3171	1683

^aOut of Target Area

^bPart of BBB only

NOTE: Premises contacted includes interested and not interested premises.

TABLE 2

OPERATION ID: SATURATION LEVEL
VS. EFFORT LEVEL

BBB	TOTAL PREMISES N	FIRST ATTEMPT		FOLLOW-UP		FINAL RESULTS	
		EFFORT LEVEL	SATURATION LEVEL	EFFORT LEVEL	SATURATION LEVEL	EFFORT LEVEL	SATURATION LEVEL
47	404	2.1	46.8%	2.0	19.0%	2.1	65.8%
52	435	1.7	58.4%	1.6	33.6%	1.7	92.0%
53	388	2.0	50.2%	2.2	33.8%	2.1	84.0%
56	159	1.8	54.1%	2.6	22.6%	2.1	76.7%
78 ^a	415	2.2	45.3%	2.2	17.3%	2.2	62.6%
137 ^{a,b}	240	1.5	68.3%	---	---	1.5	68.3%
215 ^b	200	1.4	72.5%	---	---	1.4	72.5%
TOTAL	2241	1.8	54.5%	2.0	20.6	1.9	75.1%

^aOut of Target Area

^bPart of BBB only

- NOTES: 1. Effort level is defined as average number of attempts per contacted premise.
2. Saturation level is defined as percentage of total premises which were contacted.

TABLE 3

OPERATION ID: INTEREST LEVEL VS.
SATURATION LEVEL AND TIME OF ATTEMPT

BBB	INTEREST LEVEL	SATURATION LEVEL	TIME OF ATTEMPT
47	79.7%	65.8%	W/D
52	72.2%	92.0%	W/D, W/N
53	77.9%	84.0%	W/D, W/N, WE/D
56	72.1%	76.7%	W/D
78 ^a	83.8%	62.6%	W/D
137 ^{a,b}	71.3%	68.3%	WE/D
215 ^b	72.4%	72.5%	WE/D
TOTAL	76.2%	75.1%	-----

^aOut of Target Area

^bPart of BBB only

NOTE: Interest level is defined as percentage of contacted premises which were interested.

W/D = Week-day during daytime

W/N = Week-day during evening

WE/D = Week-end during daytime

TABLE 4

OPERATION ID: ENGRAVED PREMISES AND ITEMS

BBB	ENGRAVED PREMISES			NO. OF ITEMS ENGRAVED	NO. OF ITEMS PER PREMISE
	NUMBER	% OF TOTAL	% OF CONTACTED		
47	202	50.0%	75.9%	572	2.8
52	202	46.4%	50.5%	622	3.1
53	185	47.7%	56.7%	557	3.0
56	53	33.3%	43.4%	134	2.5
78 ^a	158	38.1%	60.8%	549	3.5
137 ^{a, b}	104	43.3%	63.4%	645	6.2
215 ^b	60	30.0%	41.4%	450	7.5
TOTAL	964	43.0%	57.3%	3529	3.7

^aOut of Target Area

^bPart of BBB only

NOTE: Operation ID in BBB's 137 and 215 allowed the engraving of as many items as desired; in the other areas, field workers were instructed to limit to two or three per premise.

TABLE 5

"CRIME CONFIDENTIAL"

CRIME CONFIDENTIAL PROGRAM

PROGRAM DESCRIPTION

Staff members of the BAU, while researching several crime prevention programs from various police departments, came across a program in use by the Salinas Police Department called "Crime Tip."

Our "Crime Confidential" program will be patterned somewhat after Salinas Police Department's "Crime Tip Program." In essence, the "Crime Confidential" program will be information received of a nonemergency nature recorded on an automatic telephone line. This information is obtained without the caller's name or other involvement. Generally, the information concerns narcotics activity, burglaries or thefts, stolen property or other criminal activity.

OBJECTIVES

1. To receive information of a nonemergency nature regarding crime and/or criminal activity.
2. To provide a program to allow citizens of San Jose to phone the Police Department with information of a criminal nature without becoming personally involved.
3. Daily information received shall be logged and routed to the responsible division/detail for follow-up work.
4. Revitalize the interest that citizens have in their community and the law enforcement problems of the community.

HYPOTHESIS

Far too many times, for a variety of reasons, people do not want to become personally involved in reporting crime or criminal activity. It is our belief that the Crime Confidential line will reach a whole strata of people who, though not criminals themselves, have access to information about crime. Many people might distrust the police and perhaps would not cooperate through normal channels, but would speak into a recording device, such as the Crime Confidential phone line.

There is always that group of good citizens who would never phone the Police Department because of some fear, real or imagined. In some drug

cases and serious crimes this fear could be real because of past instances of retribution against informants, a danger which the Crime Confidential line eliminates. Also, this line may be used to avoid self-incrimination or the incrimination of a relative, an example being the Salinas Police Department "Crime Tip" line received a call from a woman who reported a man who sold drugs to her son. Through normal police methods, the son would have become linked to the crime, at least to the point of being questioned by police.

METHODOLOGY

I. Planning

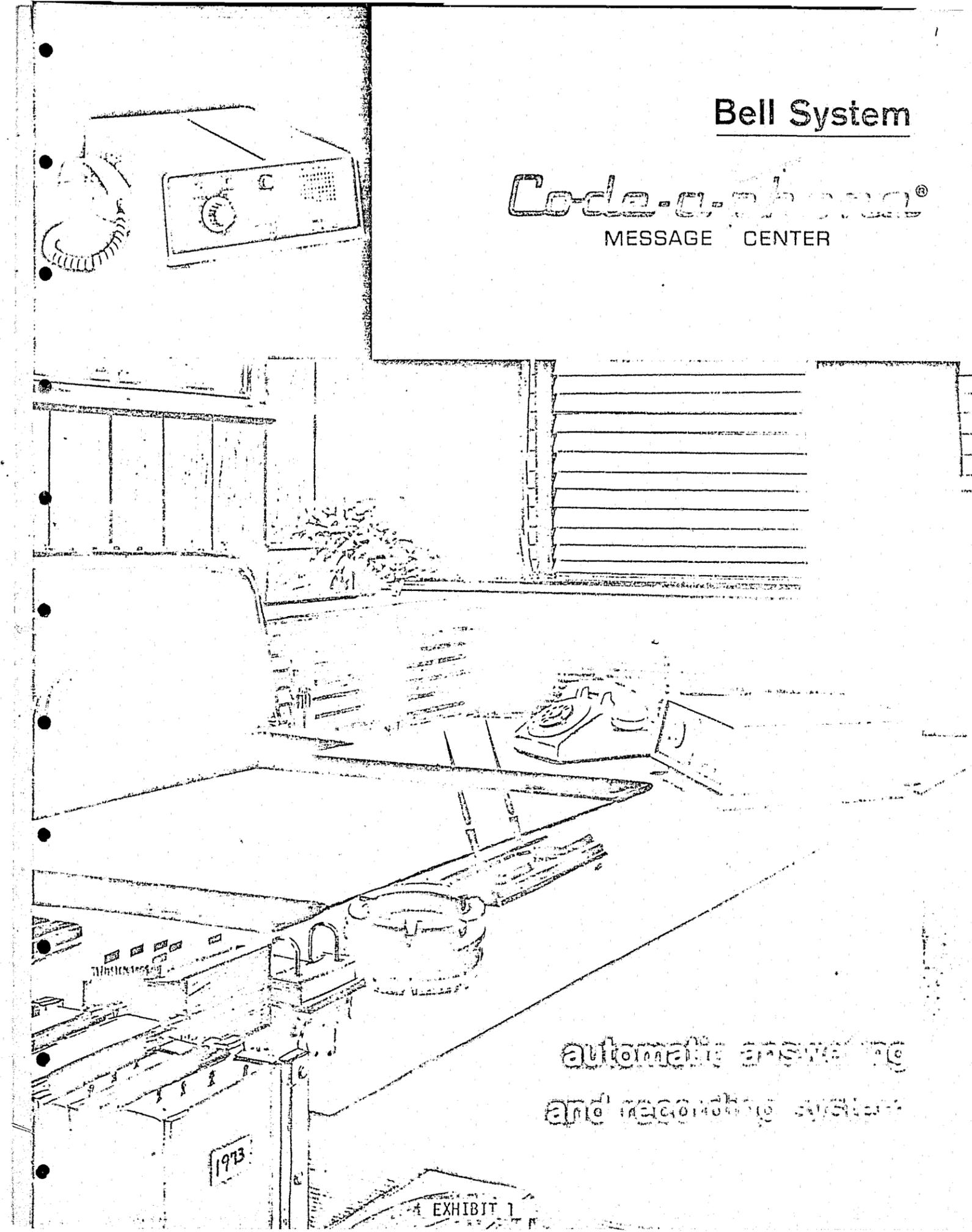
- A. Contact Bell System code-a-phone representative. Observe the complete system. Determine the total cost and monthly charge. The cost of the equipment for the program is \$80 for the installation fee and \$30.50 per month thereafter. There is no minimum time obligation. (See Exhibit 1)
- B. Determine the physical location of the system at the Police Department. Also determine who will monitor the system and who will log and route the information received to the responsible detail for follow-up.
- C. Develop list and contact various news medias such as newspapers, television and radio stations. Develop full publicity program.
- D. Contact various printing companies and matchbook companies regarding publicity handouts for bumper stickers and matchbooks. (See Exhibit 2)
- E. Submit proposed program to Deputy Chief of the Bureau of Investigation and Chief of Police for approval.
- F. Contact Deputy Chief of Bureau of Field Operations for approval to place bumper stickers on marked police vehicles.
- G. Contact City Manager for approval to place bumper stickers on City vehicles. (See Exhibit 3)
- H. Contact various local taxi cab companies and public transit companies for approval to place bumper stickers on their vehicles.
- I. Distribute matchbooks to various businesses, such as liquor stores, grocery stores, bars, vending companies, etc. to be passed out to citizens.

II. Implementation

- A. Set Monday, May 20, 1974 as official date for program to be operational.
- B. Select the Records Division Sergeants' Office as the physical location for the system. The on-duty records sergeant will monitor the system from time to time to insure that an emergency call has not been diverted to the system.
- C. Initially this program will be coordinated and information distributed to the appropriate division or detail by the personnel from the Burglary Methodology Grant. (See Exhibits 4 and 5)
- D. Made arrangements for bumper stickers to be placed on appropriate vehicles by SJPD police trainees. The BAU, with assistance from the police trainees also made arrangements for the distribution of the matchbooks to appropriate businesses for future distribution.
- E. All tasks listed under planning were implemented or are in the process of being implemented.

EVALUATION

- I. A daily log of all information which is received via this program shall be kept in the BAU office. (See Exhibit 5). Being this program is initially being tested on a trial basis, a monthly tabulation report shall be made and should the program prove productive, as we expect it should, then we expect to make our report on a quarterly basis.
- II. Because of the Crime Confidential program:
 - A. How many phone calls were received of a criminal and noncriminal nature?
 - B. Calls which resulted in a case being "made" or assisted in a case being "made."
 - C. Feedback from follow-up investigators regarding their evaluation of information which they receive from this program.



Bell System

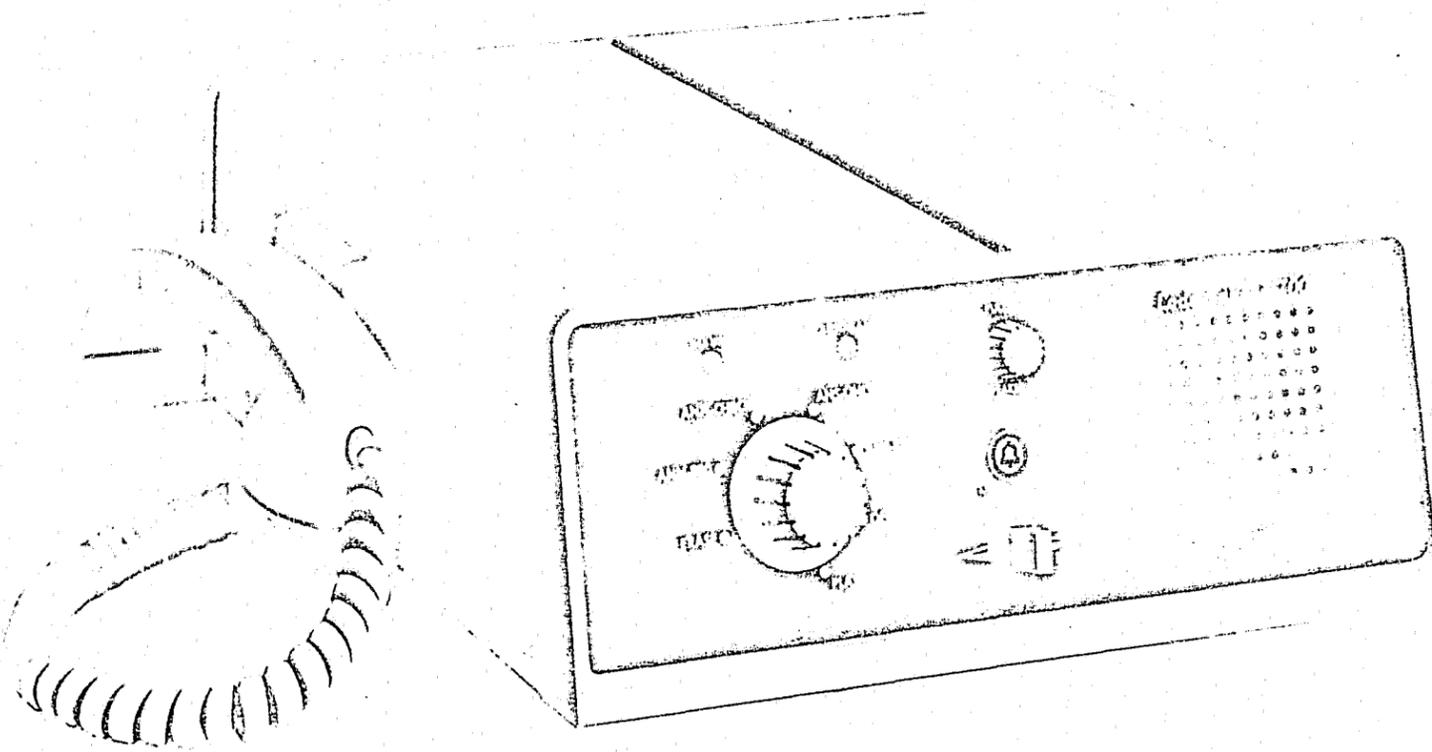
Code-a-phone[®]
MESSAGE CENTER

automatic answering
and recording system

EXHIBIT 1

Bell System

Code-a-phone®
MESSAGE CENTER



- answers your telephone with any message
- records all callers' messages for you
- plays them back at your convenience
- ...works for you up to 24 hours a day!

answers your telephone
any time you wish...

GIVES CALLERS YOUR PERSONAL MESSAGE

- Replies with any recorded message up to 3 minutes long, in your own voice.
- Operates automatically, whether you are out or just prefer not to be interrupted.
- You may tell callers where you are, when you will return — give any information.
- You may change this message quickly.
- Your callers always get an answer.

TAKES MESSAGES FOR YOU

- Records up to 2 full hours of messages.
- You never miss a call.
- Special feature continuously assures caller that recorder is operating.
- You may monitor incoming calls with built-in speaker as they are being recorded and break in to answer personally any emergency calls.
- Stops automatically when caller's message ends.

PLAYS BACK THEIR MESSAGES FOR YOU

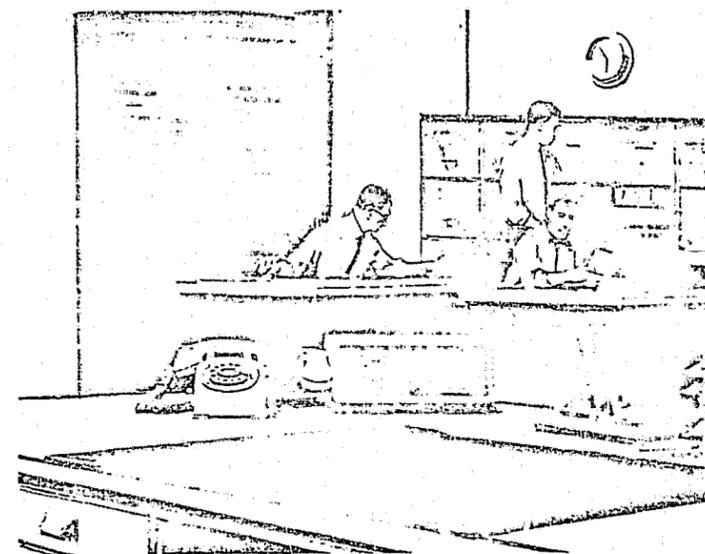
- You can play back messages immediately upon your return or at your convenience.
- Indicator tells how much has been recorded in your absence.
- Messages may be played over and over to insure accuracy in case of question — all are recorded on tape.
- Foot-control switch with built-in adjustable back-spacing and headset permit easy transcribing.

OTHER "PLUS" BENEFITS

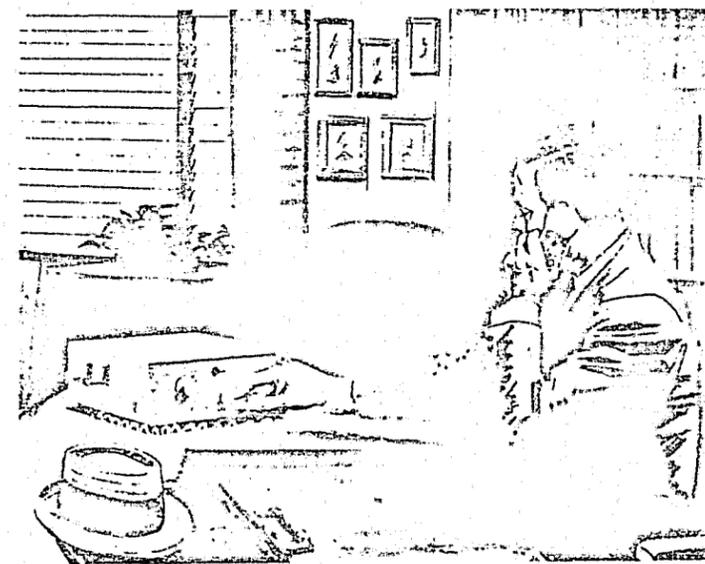
- You may use your phone in the regular way.
- No capital investment — nothing to buy.
- Rugged, dependable Bell System equipment — with prompt, reliable maintenance at no extra cost.
- Compact—only 11½ by 14 by 4½ inches.



FOR THE SMALL-BUSINESSMAN, may save costs of secretarial help, prevent loss of business that is missed when telephone goes unanswered.



FOR SALES ORDER-TAKING, salesmen's calls and those of special customers may be recorded automatically, accurately, any time of day or night.



FOR THE PROFESSIONAL MAN, reliable, accurate messages mean good relations with patients or clients, proper handling of emergency situations.

Bell System

Code-a-phone[®]
MESSAGE CENTER

helps you
work for you
more efficiently
every day

Saves You Time and Effort:

you know your phone
is "covered" at all times,
your message is being given
to callers, their messages
are being recorded for you.

Saves You Money:

may save the expense
of an office attendant,
eliminate the possibility
of missing calls and business,
make your operation more efficient.

The Ideal "Assistant" for:

professional men and
small-businessmen — all businesses
wishing to "streamline" salesmen's
telephone-ordering and reporting
procedures.



CITY OF SAN JOSE -- MEMORANDUM

TO Lieutenant S. Horton via
Sergeant R. Smith

FROM Officer R. Saunders
Officer J. McGrew

SUBJECT Phone Line - Crime Confidential

DATE April 19, 1974

APPROVED

DATE

The following firms were contacted for prices and delivery dates on advertising materials for the Crime Confidential phone line:

MONARCH MATCH CO. can supply us with a product identical to that used by Salinas Police Department for the following prices:

12 cases of 2500 books @ \$20.50	-	246.00
Inside printing @ 30.00		<u>30.00</u>
		\$276.00-

Buying less than this amount will result in a rise in price and probably an insufficient amount to cover the City.

CALIFORNIA PRINTING CO. will make the bumper stickers for us at the following prices:

*5000 fluorescent type for \$330.00

Buying in quantities less than this will raise the price slightly per sticker, but perhaps 2500 would be a more realistic amount.

Delivery on the matches will be approximately 2-3 weeks.
Delivery on the bumper stickers will be approximately 2 weeks.

Respectfully submitted:

Officer Ray Saunders

Officer Jim McGrew
Burglary Methodology Grant
BUREAU OF INVESTIGATIONS

RS:JM:jh

*Actual order was for 2500 at a cost of \$223.66.

CITY OF SAN JOSE -- MEMORANDUM

TO Ted Tedesco
 City Manager

FROM Robert B. Murphy
 Chief of Police

SUBJECT Request for "Crime Confidential"
 Advertisin

DATE April 29, 1974

APPROVED *[Signature]* DATE 5/1/74

The Burglary Methodology Grant of the San Jose Police Department is currently initiating a "Crime Confidential" telephone line. This program enables citizens to call the Police Department with information which is recorded on an unmonitored line and allows the citizen to remain anonymous. The program is viewed as an additional communications link between the citizens and police, always an area of great concern.

The placement of bumper stickers on City Public Works and pool vehicles will assist the program and greatly aid in making the public aware of this new City service.

Your approval is requested to allow the bumper stickers to be placed on City vehicles.

Respectfully submitted,

[Signature: R.B. Murphy]
 Robert B. Murphy
 Chief of Police

RBM:SH:ER

[Handwritten signatures: Ed Mc Kay, R]

CRIME CONFIDENTIAL PHONE ACTION REPORT

Date _____

Time _____

Message received _____

Division message assigned to:

_____ Bureau of Investigation Detail: _____
 _____ Bureau of Field Operations Detail: _____
 _____ Bureau of Administration Detail: _____
 _____ Bureau of Technical Services Detail: _____
 _____ Other: _____

Action taken on message: Brief statement regarding case _____

This report to be made in duplicate. Original copy to the Project Manager (BAU) and the duplicate assigned to proper division/detail for action. Upon completion the duplicate will be routed to Project Manager (BAU).

NEIGHBORHOOD WATCH PROGRAM

PROGRAM DESCRIPTION

A program which encourages citizens to be aware of crime prevention measures with particular emphasis on being a concerned neighbor who watches for suspicious activities on the part of strangers and thereby protects his neighbor's house by reporting these activities.

OBJECTIVES

1. To provide additional protection to the community, specifically in BBB 214.
2. To create an alert neighborhood, primarily in BBB 214, by teaching simple crime prevention steps.
3. To prevent the offense and deter the potential offender.
4. To apprehend the offender, should the offense not be prevented.

HYPOTHESIS

Neighborhood Watch is a neighborhood program sponsored by the San Jose Police Department and operated by residents. It is aimed at getting people to take simple steps necessary to discourage crime in their neighborhood.

A successful burglary offense dictates that the offender can safely enter and depart the scene of the offense without detection. Many times neighbors of the burglary victim have witnessed the burglary being committed but have failed to recognize "signs" that a burglary had taken place. Also, in many crimes there are unsuspecting witnesses, unsuspecting because they are not familiar with people and places around them.

Many of the crimes that occur in San Jose would not take place if citizens took a few basic precautions. More criminals would be apprehended, more stolen goods recovered, if people took the time to properly secure their homes, report suspicious persons, record serial numbers of valuable property, or jot down license numbers of cars or trucks cruising suspiciously around their neighborhoods.

The following are examples of hypotheses to be tested:

1. Was there a significant reduction in the number of burglaries in that area involved in Neighborhood Watch?
2. Was there displacement from the Neighborhood Watch area to areas in the immediate vicinity?
3. If premises participating in Neighborhood Watch were burglarized, was the perpetrator subsequently arrested and property recovered and was this due to a neighbor contacting the Police Department?

METHODOLOGY

I. Planning

- A. Selection of subgeographic target area (BBB 214) and supporting rationale. Geographical boundary lines for BBB 214: (See Exhibit 1.)
- | | |
|--------------------|--------------------------|
| North: Quimby Road | East: City Limits |
| South: Aborn Road | West: Capitol Expressway |

BBB 214 was selected as the "target area" for the Neighborhood Watch program primarily for the following factors:

1. Middle class, predominantly single family neighborhood area (75% or more).
2. Median income - \$10,000 - \$15,000.
3. Median cost of homes - \$20,000 - \$30,000.
4. Low transiency.

- B. Selection of personnel to implement this program (utilization of civilian field interviewers, police trainee and SJPD Crime Prevention Officer).
- C. Train above personnel in procedures and rationale of the Neighborhood Watch program.
- D. Design program to facilitate implementation, impact and evaluation.

II. Implementation

- A. Gather all reports of burglaries which were reported in BBB 214 during 1973 (total of 50).
- B. Make a statistical breakdown of burglary occurrences in BBB 214 which were perpetrated during 1973. (See Exhibit 2.) Also, plot each burglary by residence in order to have a "visual feel" and a working knowledge of locations for all burglaries which occurred in this area.
- C. Draft cover letter/flyer explaining Neighborhood Watch. Saturate BBB 214 and distribute flyer. Enlist aid and gain full participation of residents in BBB 214.
- D. Initially meet with all or as many of the fifty prior burglary victims from BBB 214, enlisting their support.
- E. Set up and have group meeting with residents from BBB 214. Fully explain the program and also what is expected of the citizens.
- F. Select a block chairman from each block in BBB 214. Coordinate with the block chairman so they may coordinate with the residents of their particular block or group.
- G. Once a Neighborhood Watch group is organized, each member should have a map showing the name, address and telephone number of each home or apartment in the area. This helps members give adequate information when they are reporting suspicious activity in the neighborhood to the police.

EVALUATION

- I. A. Neighborhood Watch will enable the residents to become familiar with his neighborhood; for example, by knowing

who works days, which cars belong where, recognizing people who belong in the area and those who do not. Also, when this program is operational, the residents will find themselves getting to know their neighbors better. That is what Neighborhood Watch hopes to do--to provide a way for neighbor to help neighbor and keep an eye on each other's property and possessions. Once begun, Neighborhood Watch groups can be a source of all aspects of crime prevention and community related information.

- B. An up to date log sheet and file will be kept in the BAU Office on all contacts and participants from BBB 214 who are involved in the Neighborhood Watch program.
 - C. A full crime prevention program will be implemented in BBB 214 and a tally sheet also will be kept as to the total number of residents who receive this information.
- II. A. Being the Neighborhood Watch program is not completely operational at this time, the analysis of the objectives and hypotheses will be prepared at a later time. It is our goal to analyze and test the impact of the Neighborhood Watch program in relation to the objectives and hypotheses listed previously.

GEOGRAPHIC SUBUNIT PROFILE

In the absence of CAPER, which was to provide descriptive analytical data relative to burglary patterns as they exist within small geographic areas of our jurisdiction, the BAU Statistical Analyst has developed the following described Geographic Sub-Unit Profile. The crime of burglary does not appear in the same form or pattern throughout any jurisdiction. To effectively control or suppress the offense, we must first isolate the definitive characteristics of existing patterns and place this data in a meaningful format. Only then can the Police Manager make sound decisions as to what tactical approaches will provide the greatest return for resources applied.

The GSU Profile is envisioned as an ongoing function of the Burglary Analysis Unit. Although it may not possess the analytical depth of CAPER, neither does it require the time consuming processing necessary for CAPER. Potentially successful tactical efforts require current crime data for program design and direction. GSU Profile development will proceed toward fulfilling this need.

GEOGRAPHIC SUB-UNIT PROFILE

PROGRAM DESCRIPTION

This activity provides for the development and dissemination of displays of encapsulated burglary information concerning small geographic areas.

OBJECTIVES

1. Test and develop different formats which can display burglary patterns in a manner most meaningful for operational decision-making.
2. Test and develop different data elements that can provide the most information for pattern detection.
3. Test and develop different data reduction processes that can provide summary data at low cost.

HYPOTHESIS

Patterns of burglary change drastically with respect to geographic location. Specific information summarized into one report on a small geographic area is valuable for both prevention programs and day-to-day operational activities.

METHODOLOGY

A. Planning

Planning for the Geographic Sub-Unit Profile is being done in conjunction with Operation Interview and Operation Burglary Analysis. The data sources will be data collected from those two operations as well as CAPER data.

Various formats will be tested with different data elements and feed-back will be sought from patrol, field investigators and the Crime Prevention Unit to decide which displays are most meaningful.

Different geographic sub-divisions are being considered as the basic unit for the Profiles. Some of the considerations are as follows:

1. Beats, although easiest to capture and used consistently in the SJP, are generally too large to be useful.
2. Census Tracts are smaller and compatible with other sources of socio-economic information but have the disadvantage of overlapping Beats and not being generally known to Police personnel. Census Tracts can be manually coded from the Census Tract Street Index or computer-coded from a given street address.
3. Beat Building Blocks (BBB's) are the smallest geographic units and therefore the easiest to use in program implementation; as the term implies, they are also contained entirely within Beats. On the negative side, BBB's at present have to be manually coded from maps, which is a time-consuming process.
4. Grid co-ordinates (X-Y co-ordinates) are still another possibility. They can be manually coded from a map or computer-coded from street address, and they can isolate rectangular or irregularly shaped areas. However, rectangular areas do not usually conform with other boundaries, and obtaining non-rectangular area information is tedious programming work unless the desired geocode is already cross-referenced to the co-ordinates.

While data elements are being considered, they will be tried on small samples and manual tallies will be used for summarizing. At a later stage, the data elements will be coded on a larger sample, key-punched, and tabulated with the aid of a mechanical sorter or computer programs. Sample summaries and profiles will be prepared and evaluated. Those profiles finally selected will be implemented on a routine basis for a trial period in order to test their usefulness.

The first effort in Geographic Sub-Unit Profile development is the Neighborhood Profile described in the following sections.

B. Implementation: Neighborhood Profile

Following the procedures outlined above, the Neighborhood Profile shown in Exhibit 1 was developed through the use of data elements used in Operation Interview and the Pre-Investigation Survey Section of Operation Burglary Analysis. There was the specific need to make recommendations for an area suitable for a Neighborhood Watch Program and to provide summary data that could be employed to acquaint the citizenry with the burglary patterns in their area.

BAU staff in charge of implementing the Neighborhood Watch Program agreed that a suitable area would be middle-class, predominantly single-family, with a \$10,000-\$15,000 median income, \$20,000-\$30,000 median house value, low transiency. 1970 Census Tract information was used to choose a suitable demographic area. Transiency level was indicated by % owner occupied (from the 1970 Census) and % 1973 Residential Burglary Victims Moved (from Pre-Survey results of Operation Interview).

The selected Census Tract was broken into BBB's to provide a more manageable area. Offense Reports from the selected BBB were coded on ten variables requiring 13 columns in a columnar pad. Fifty reports took an estimated three hours to code and one hour to tally manually.

The Neighborhood Profile will next be tried on the three-month sample of Burglary Reports being analyzed through Operation Burglary Analysis.

Evaluation: Neighborhood Profile

Obtaining the data used in Exhibit 1 required approximately four hours, excluding the time needed to sort into BBB's. The report required one additional hour to summarize and write. Considered partially as developmental costs, five person-hours was quite inexpensive. For larger amounts of data, costs should be considerably reduced by using data coded by other programs and electronic data processing equipment.

The Neighborhood Profile achieved its short-term goal of assisting the Neighborhood Watch program. It was well received by field investigators and helped to test the usefulness of the data elements.

The format allows easy display of key information with the following potential uses:

1. Month of occurrence - use in projections and trends;
2. Most likely day and time - use in deployment of resources;
3. Method of entry - use in Crime Prevention;
4. Value of property target - use in allocation of resources;
5. Property targets - use in Crime Prevention.

In BBB 214, for example, burglaries were increasing more rapidly than in the rest of the City, so the BBB was rapidly becoming a high-risk area worthy of special attention. Extra patrolling on Tuesdays and Fridays or from 8 a.m. to 4 p.m. might be indicated. Educating the public to secure their premises might be profitable. Value and Property Targets give an indication of the gravity of the burglary problem and help in formulating hypothesis about offender characteristics; for example, the high percentage of no loss and high percentage of easily carried target property might indicate that juveniles were involved. In general, the Profile provides information that can be used to formulate a plan of action.

CASE SURVEY EFFORT
(OPERATION BURGLARY ANALYSIS)

The Police administrator is responsible for allocation of manpower and resources. Effective application requires detailed knowledge as to which areas will return the greatest degree of productivity from resources applied. By providing the administrator with current information on crime patterns, investigative activities and characteristics of successful cases, a better selection of alternatives should be made available. This same information will provide immediate feedback to allow evaluations of prior decisions and the recognition of present problem areas. To develop this organizational ability and provide such an integral function can only enhance the entire Police Process.

OPERATION BURGLARY ANALYSIS
(O. B. A.)

PROGRAM DESCRIPTION

The O. B. A. allows the collection of data by surveying the offense reports of the crime of burglary and the investigation process of the San Jose Police Department. This data is transformed into definitive incident information to allow analysis of the burglary problem and its reduction process.

OBJECTIVES

1. To provide detailed information (e.g., geographic location, target, time and mode of entry) to administration in support of operational activities.
2. To conduct a comparative study of successful vs. unsuccessful investigations; to acquire detailed knowledge of the techniques and sources of information that are present in a successful case.
3. To test and develop various data elements and data reduction processes that could be implemented city-wide by a Crime Analysis Unit.

HYPOTHESIS

There are certain detectable patterns in the crime of burglary and in the investigation process leading to successful cases. The isolation of these crime patterns and investigative techniques will allow a reduction in burglary by a better allocation of manpower and resources by the police administrator.

METHODOLOGY

A. Planning

1. Design of data collection form

The following physical constraints were imposed on the design:

- a. Printed form must require only one sheet.

- b. Form must serve as a survey form and keypunch source document.
- c. Data storage can be accomplished using only one key-punch card per case.

The form was designed in two sections. The first section, or Pre-Investigation Survey, was developed to acquire data relating to the crime scene in all burglary reports; the second section, or Cleared Case Survey, was to be completed on all successful cases.

A first draft of the Pre-Investigation Survey was pilot tested on a two-month sample from Investigative District 1 (D #1). The results of that draft with a review of the Offense Report and proposed new Offense Report was combined with the Operation Interview: Residence Survey to provide the current format and content of the Pre-Investigation Survey. (See Exhibit 1.)

The Completed Case Survey was designed to work in conjunction with the Pre-Investigation Survey in order to obtain data from a successful completed case for comparison with an unsuccessful case. A great deal of input was obtained from field investigators and a study of past successful cases. The current Completed Case Survey is shown in Exhibit 2.

Both parts of the form will be tested on a three-month sample of all burglary reports from D #1. After evaluation of the results is completed, any necessary revisions will be made and the O. B. A. will be ready for further implementation.

2. Selection of Survey Sample

The survey sample for the three-month period of 1-1-74 to 3-31-74 will be from D #1, one of five investigative districts used by the Burglary Detail. (See Figure 1.) This district, within which occurred approximately 25% of the total reported burglaries in San Jose during the latter half of 1973, was almost entirely inside the original rectangular grant area of 21 square miles.

For the ongoing survey, a patrol district was considered more desirable than an investigative district because of the necessity of working in conjunction with patrol and facilitating the task of the Records Division in supplying desired reports. In May of 1974, the beat structure of the San Jose Police Department will be redesigned; the new Patrol District III was selected for the ongoing sample base because it conformed most closely to the grant target area.* (See Figures 2 and 3.) District III also provided a representative cross section of at-risk premises and varied demographic structures.

B. Implementation

A complete set of Offense Reports for the three-month sample pilot test of D #1 was collected, manually sorted into census tracts and is ready for further processing after training of personnel.

Arrangements were made with the Records Division to forward a copy of all burglary Offense Reports in the new District III beginning June 1, 1974. These reports will be assigned census tract and beat building block (BBB) codes and mapped by month on overlays over a large map. They will then be coded on Pre-investigation Survey forms. An interview will be arranged with assigned detectives on all successful cases in order to fill out the Completed Case Survey section.

Random spot checks will be done to check for accuracy. Each form will be monitored for completeness and coded for keypunch on the form itself to reduce transcribing errors. An action code will allow updating of the records as they become reclassified or cleared.

The Census Tract Street Index will be used to assign census tract codes to the forms. BBB's will be drawn on beat maps to allow assignment of BBB codes.

* When the grant began operations, the original rectangular target area was redefined using census tract boundaries. (See Figure 2.)

CONTINUED

1 OF 2

Selected field interviewers, with experience in coding and monitoring in Operation Interview, will be used as coders and will have an initial training session, periodic workshops and a coders' manual to insure uniformity in coding.

Arrangements have been made with the City of San Jose Data Processing Department for electronic data processing of the three-month sample in order to obtain initial evaluation of the program and aid in defining specifications of future required analyses.

PROJECTED EVALUATION

1. First Level

- a. Evaluate the relevancy of the three-month sample to the objectives as set forth.
- b. Comparison of results of the sample with other grant program results.
- c. Obtain necessary changes in survey and update methodology to be applied in District III through an evaluation of the sample from D #1.
- d. Summarize sample data for comparison with District III data as it becomes available. This comparison will be completed in the second level evaluation.

2. Second Level

Evaluation of program impact to be defined at a later time.

I. PRE-INVESTIGATION SURVEY

A. Management Information

1. Victim's Name _____ 2. Case No. _____ (2-9)

3. Address _____

4. Beat _____ 5. BBB _____ 6. CT. _____ (15-20)

B. Time of Occurrence (10-11)

1. Time of incident:

(1) 0001 - 0400

(2) 0401 - 0800

(3) 0801 - 1200

(4) 1201 - 1600

(5) 1601 - 2000

(6) 2001 - 2400

(7) Unknown

(21) _____

2. Occurrence time spread (hrs.):

0 5

1 6

2 7

3 8

4 9 or over

(22) _____

3. Estimated time:

(1) Exact time

(2) Within block

(3) Possibly later

(4) Possibly earlier

(5) Possibly earlier or later

(23) _____

4. Day of week:

(1) Sunday (5) Thursday

(2) Monday (6) Friday

(3) Tuesday (7) Saturday

(4) Wednesday (8) Unknown

(24) _____

5. Estimated day:

(1) Exact day

(2) Possibly later

(3) Possibly earlier

(4) Possibly later or earlier

(25) _____

6. Month:

(01) January (08) August

(02) February (09) September

(03) March (10) October

(04) April (11) November

(05) May (12) December

(06) June (13) Unknown

(07) July

(26-27) _____

7. Occurrence time to reporting time:

1 6

2 7

3 8

4 9 or over

5

(28) _____

C. Premises Information

1. Premises type:

(01) Residence

(02) Apt./Duplex

(03) Hotel/Motel

(04) Elem. School

(05) Jr. High School

(06) Sr. High School

(07) Church

(08) Bar/Restaurant

(09) Medical

(10) Office Bldg.

(11) Mfg. Company

(12) Gas Station

(13) Dept. Store

(14) Small Business

(29-30) _____

2. Within five (5) blocks of freeway:

(1) Yes

3. Within five (5) blocks of secondary school:

(1) Yes

(2) No

(32) _____

D. Entry Information

1. Point of entry:

(1) Door

(2) Window

(3) Garage door

(4) Adjacent premises

(5) Other

(33) _____

2. Location of POE:

(1) Front

(2) Rear

(3) Side

(4) Roof

(5) Other

(34) _____

3. Method of entry:

(1) Open/unlocked-no screen

(2) Open/unlocked-remove screen

(3) Concealment

(4) Body force

(5) Pry tool

(6) Channel locks

(7) Break glass

(8) Remove door or window

(9) Unknown

(35) _____

E. Incident Information

1. Burglary:

(1) Actual-property loss

(2) Actual-no property loss

(3) Attempted

(4) Unfounded

(36) _____

2. Reason failed:

(1) N/A

(2) Alarm

(3) Dog

(4) Locks

(5) Victim/Employee

(6) Neighbor

(7) Other Citizen

(8) Police

(9) Other

(0) Unknown

(37) _____

3. Who discovered burglary:

(1) Victim/Employee

(2) Police

(3) Neighbor

(4) Alarm

(5) Other

(38) _____

4. Premises:

(1) Occupied

(2) Unoccupied 0-2 hrs.

(3) Unoccupied +2-4 hrs.

(4) Unoccupied +4-6 hrs.

(5) Unoccupied +6-8 hrs.

(6) Unoccupied +8 hrs.

(7) Extended absence

(39) _____

5. Were premises ransacked:

(1) Yes

(2) No

(3) N/A

(40) _____

F. Evidence Information (15-20)

1. Witness:

(1) Victim/Employee

(2) Neighbor

(3) Police

(4) Other

(5) None

(41) _____

2. Value of witness:

(1) Excellent person desc.

(2) Good person description

(3) Poor person description

(4) No person description

(42) _____

(1) Excellent vehicle desc.

(2) Good vehicle description

(3) Poor vehicle description

(4) No vehicle description

(43) _____

3. Physical evidence:

(0) No tool marks

(1) Pry tool

(2) Channel locks

(3) Cutting device

(4) Other

(44) _____

(0) No prints

(1) Fingerprints

(2) Palm prints

(4) Foot prints

(45) _____

(0) No prints recovered

(1) Prints from POE

(2) Prints from items moved

(4) Prints from property left

(46) _____

G. Property Target

1. Primary (1) and Secondary (2) target (determined by value of item)

(01) Money ()

(02) Guns ()

(03) TV ()

(04) Stereo/Audio ()

(05) Camera Equipment ()

(06) Office Equipment ()

(07) Jewelry ()

(08) CC/Checks/Negotiables ()

(09) Tools - Power ()

(10) Tools - Hand ()

(11) Bicycles ()

(12) Other ()

(47-48) _____

2. Total value of property taken:

(1) No loss

(2) Less than \$50

(3) \$50 - \$99

(4) \$100 - \$499

(5) \$500 - \$999

(6) \$1,000 - \$9,999

(7) \$10,000 - \$19,999

(8) \$20,000 and over

(49-50) _____

3. Description:

(1) Serial number

(2) Scribe number

(3) Personal description

(4) Insufficient

(51) _____

H. Follow-up

(1) Yes

(2) No

(52) _____

(53) _____

II. CLEARED CASE SURVEY

A. Class

- (54) (1) Primary
- (2) Secondary

B. Arrest Information

1. Arrested by:

- (55) (0) No arrest
- (1) Patrol
- (2) Detective

2. Arrest performed in the course of or because of:

- (56) (0) No arrest
- (1) In progress
- (2) Alarm
- (3) APB/Bulletin
- (4) Warrant
- (5) Investigation

3. Number of suspects:

- (57) 0
- 1
- 2
- 3
- 4 or more

Number arrested:

- (58) 0
- 1
- 2
- 3
- 4 or more

4. Vehicle involved in arrest through:

- (59) (0) No vehicle
- (1) Traffic stop or F/I
- (2) APB/Bulletin
- (3) In progress via radio

C. Evidence

1. Confession value:

- (60) (0) None
- (1) Excellent
- (2) Good
- (3) Poor

2. Matched prints:

- (61) (0) None
- (1) Finger
- (2) Palm
- (4) Foot

Matched prints recovered from:

- (62) (0) No prints
- (1) POE
- (2) Items moved
- (4) Property left

R.P. time to time prints lifted (hours)

- (63) (0) No prints
- (1) 0 - 8
- (2) +8 - 16
- (3) +16 - 24
- (4) +24

Submitted for matching to:

- (64) (0) No prints
- (1) SJ
- (2) CII

Time prints submitted to time returned:

- (65) (0) No prints
- (1) One day
- (2) 2-4 days
- (3) 5-7 days
- (4) 8-14 days
- (5) 15 or more days

3. Witness ID:

- (66) (0) None
- (1) Person
- (2) Photo

Value:

- (67) (0) No ID
- (1) Excellent
- (2) Good
- (3) Poor

4. Value of vehicle ID:

- (68) (0) No ID
- (1) Excellent
- (2) Good
- (3) Poor

5. Tool marks:

- (69) (0) None
- (1) Pry tool
- (2) Channel lock
- (3) Cutting device
- (4) Other

6. Property in suspect's custody:

- (70) (1) Yes
- (2) No

7. Burglary tool in suspect's custody:

- (71) (0) None
- (1) Yes
- (2) No

D. Importance of Evidence to Investigation (Choose most important two out of seven from Section C)

- (72) Primary importance ()
- (73) Secondary importance ()

E. Search Warrant Results

- (74) (0) No warrant
- (1) Evidence recovered
- (2) Contraband
- (3) Property recovered
- (4) Unsuccessful

F. Source of Information Leading to Success

- (75) (0) Teletype
- (1) Victim/Witness
- (2) Patrol
- (3) Other investigation
- (4) APB/Bulletin
- (5) Pawn Shop Ticket
- (6) Informant
- (7) Anonymous informant
- (8) Paid informant
- (9) Phone program

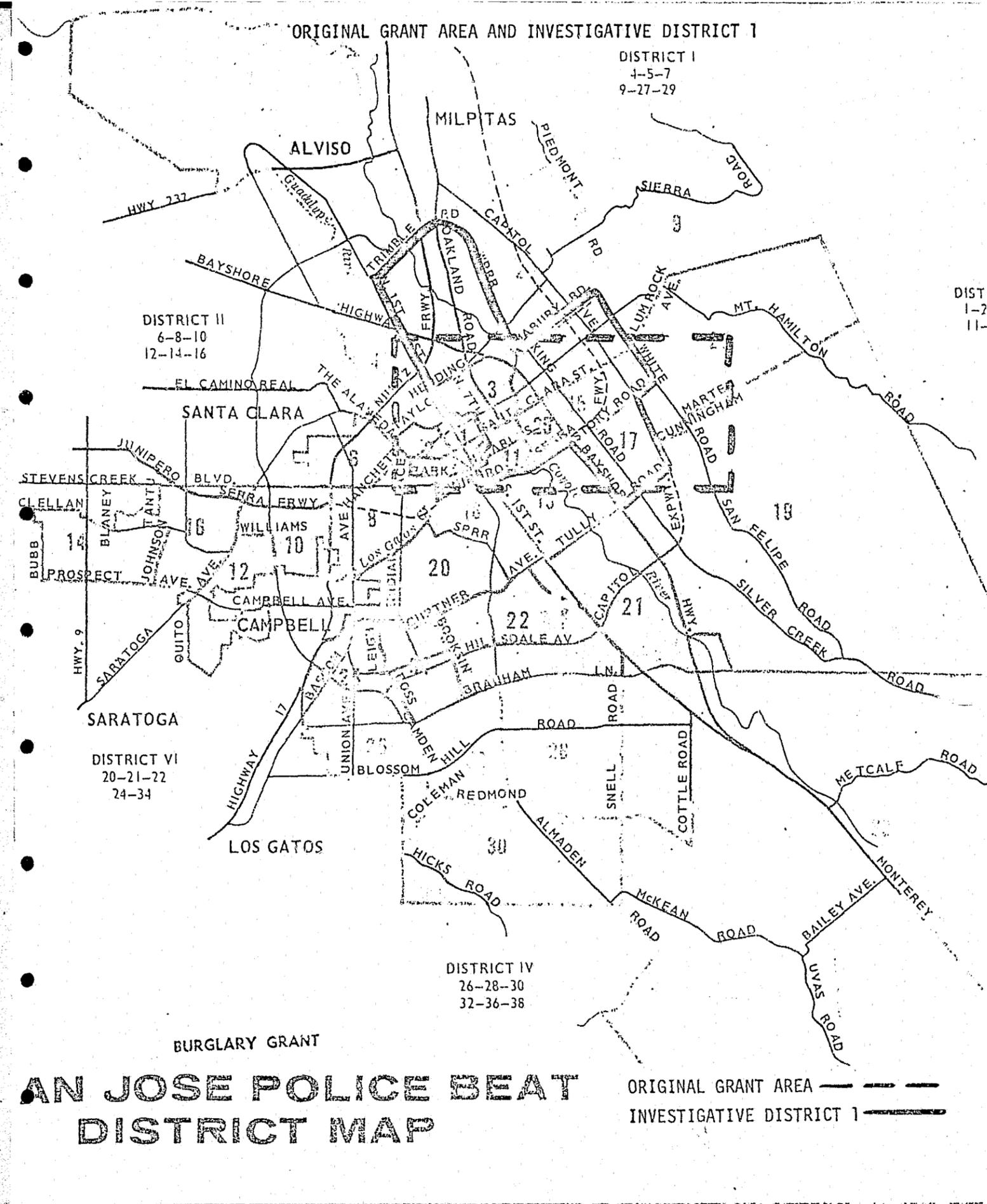


Figure 1

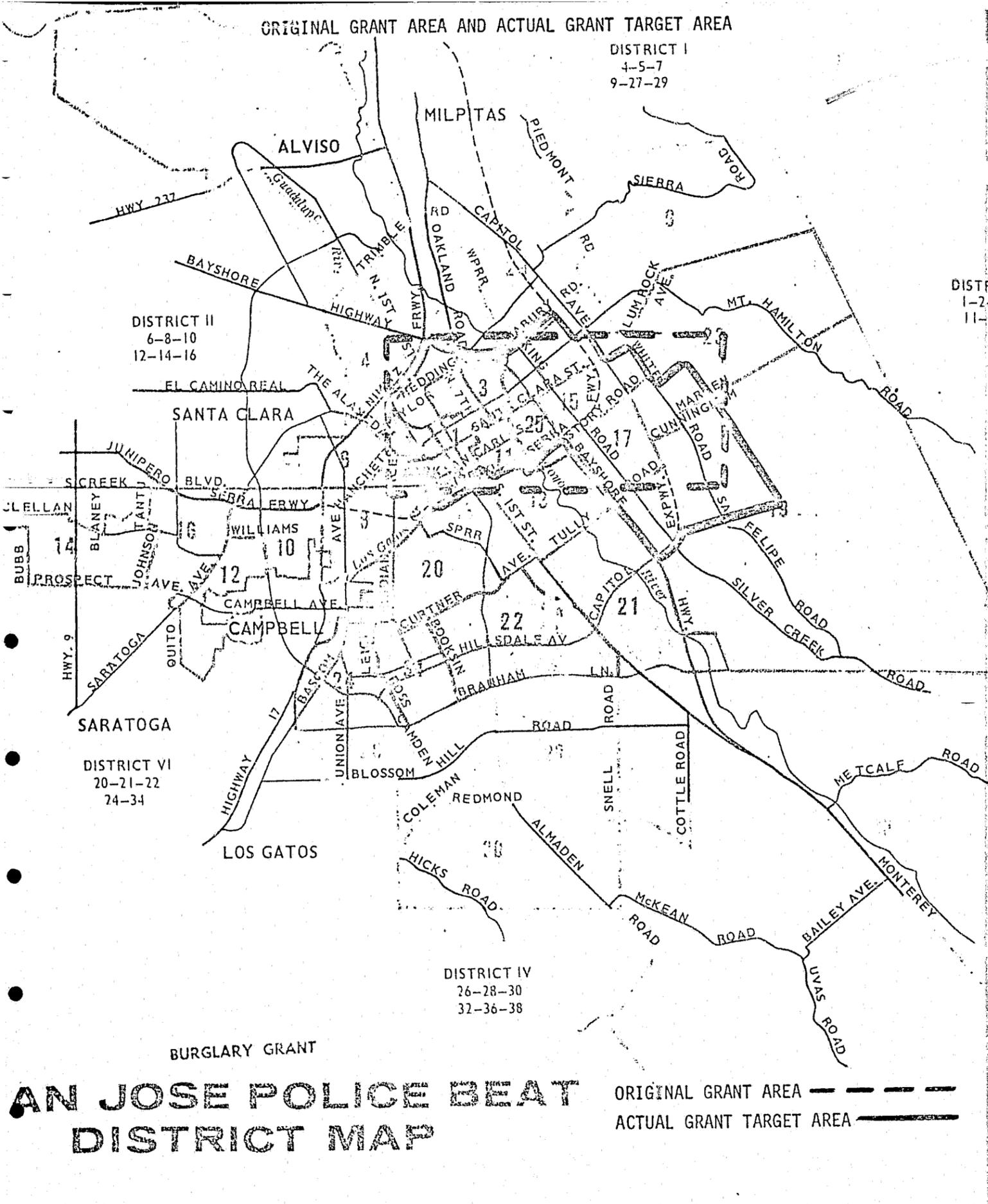


Figure 2

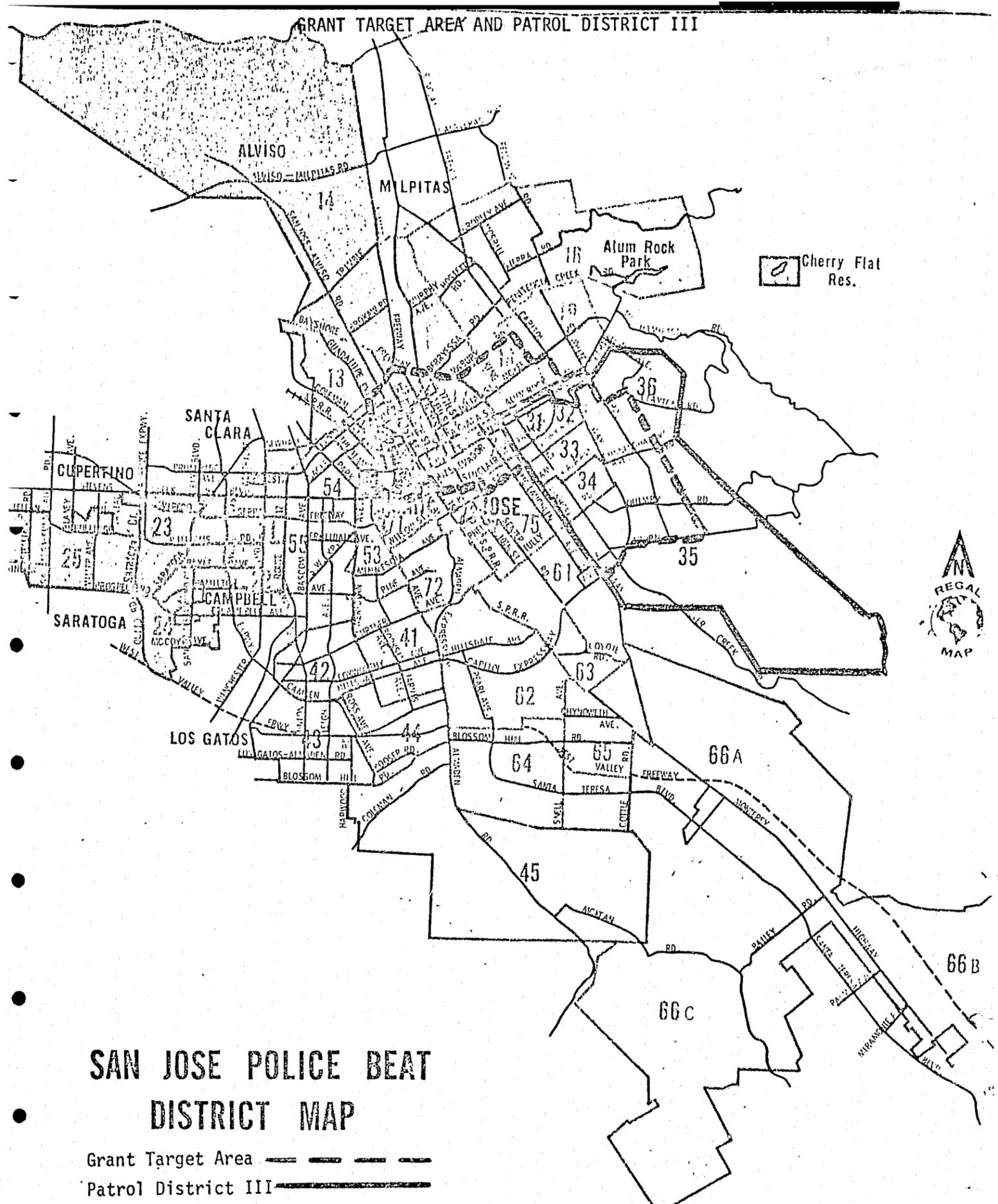


FIGURE 3

PERFORMANCE REVIEW CRITERIA

Performance Review Criteria, as proposed is a most logical approach to improve areas within the police process. By proceeding from the general to the specific, as in burglary investigation, the processes involved are broken down through a task-analysis exercise. After isolation of the tasks necessary for completion of an investigative process, areas of task performance weakness are identified. At this level, management must then decide proper and effective correctional measures.

CITY OF SAN JOSE -- MEMORANDUM

TO All Lieutenants
Bureau of Investigations

SUBJECT Performance Review Summary Criteria

FROM Ed McKay, Deputy Chief
Bureau of Investigations

DATE April 15, 1974

APPROVED

DATE

On or before May 15, please give me your performance measurements for personnel under your command. Examples would be interview techniques, attention to details, handling of the public, utilization of time, rapport with fellow employees, investigative observations and measurable performance data which can assist me to truly evaluate the 101 people that work for the Bureau of Investigations.

Ed McKay
Ed McKay, Deputy Chief
Bureau of Investigations

EDM:cp

CITY OF SAN JOSE -- MEMORANDUM

TO Stan Horton, Lieutenant
Burglary Methodology Grant

SUBJECT Suggestion on Evaluation Format

FROM Ed McKay, Deputy Chief
Bureau of Investigations

DATE April 18, 1974

APPROVED

DATE

As I see it, there are two ways to implement your suggestion. One would be to pick certain sergeants in the Bureau and have a brainstorming session in the hopes that this would develop the kind of criteria that has reliability and support. A second method would be to develop a survey form asking for input from every member of the Bureau. I personally would like to develop something for a Bureau survey and I would like you to do some preliminary work on it. Please give me a rough outline within the next week.

Ed McKay
Ed McKay, Deputy Chief
Bureau of Investigations

EDM:cp

CITY OF SAN JOSE -- MEMORANDUM

TO Ed McKay, Deputy Chief
Bureau of Investigations

FROM Lt. Stan Horton

SUBJECT Performance Review Criteria

DATE April 22, 1974

APPROVED

DATE

Objectives:

1. Measure Employee Performance
2. Detect Training Needs
3. Predict Performance

Adequate measure of employee performance must contain qualitative and quantitative aspects of tasks for which the employee is given completion responsibility. Any evaluation scheme must be task oriented; however, it should include latitude for inclusion of result or goal oriented qualities exhibited by the rated employee. We cannot assume that because a detective is extremely skilled in developing latent fingerprints at a crime scene that he is a valued employee if he makes few arrests resulting from comparison of these prints. Conversely, a detective who is not too concerned with the evidence recovery phase of his job produces a large volume of arrests. Detective #1 loses very few court cases because of the presence of good solid physical evidence. Detective #2 loses many court cases since prosecution proceeds with a minimum of evidence.

Bureau goals include apprehension and successful prosecution of offenders. Detective #1 and detective #2 are both productive. If we are able to identify the peculiar talents of each and provide education to develop all identified talents in both detectives, we will improve unit production and prosecutions. After training, both detectives, assuming that they can assimilate desirable traits from constituents, should be able to perform to an equal level. Further, we should be able to predict that they will both be able to perform similarly in a related investigative field.

As described, detective #1 could well be termed task oriented; detective #2 result oriented. Although we encounter different tasks appearing more frequently in different investigative assignments, there are only so many basic investigative elements or procedural steps. The following were developed by SRI's "Enhancement of the Investigative Function":

1. Locate and interview the victim and witnesses.
2. Determine as closely as possible the precise time of the offense.
3. Develop the suspect(s) description and name(s).
4. Secure and process usable latent fingerprints and other physical evidence.
5. React to "hot cases" promptly.
6. Develop the suspect vehicle description.
7. Record accurate property descriptions and serial numbers of stolen items.
8. Use department files and TT systems for property, persons and vehicle checks.
9. Communicate with fellow patrol officers, detectives and other departments.
10. Develop multiple sources (adult and juvenile) of information on suspicious persons.
11. Check suspicious persons for possession of possible stolen property.
12. Routinely check pawn shop records for names of suspicious persons.

Although these elements were isolated and identified as significant to successful burglary investigation, they also apply to other crime categories. By adding elements such as "suspect interrogation," "line-ups and mug-show procedures," they could be expanded to include person crimes.

Ed McKay, Deputy Chief

April 22, 1974

Page 2

Examination of the above procedures and significant elements allows us to isolate tasks within each procedure. These tasks and how well the investigator performs them becomes the basis for a performance review system containing the criteria we wish to measure. By comparing the ability of one investigator against others performing similar tasks within a given investigative crime category assignment, we then approach a rating system. This system:

1. Provides the Unit and Bureau Commander with management information regarding the personnel resources available and their potential.
2. Provides a structure within which individual employee personal growth is allowed to develop comfortably.
3. Establishes individual goals which conform to and are compatible with organizational objectives.

Comparing one employee with another and continuing the process until one emerges as the best logically ranks all others below him in sequential ranking order. We then need only establish an acceptable performance standard for each task and require that each rated employee meet that standard.

As the unit develops, it may be necessary to raise the acceptable standard; however, individual acceptance of a higher standard is promoted because of the peer group acceptance concept. The group recognizes and accepts that individual recognized as number one since he emerged and occupies that position within the performance parameters* equally applicable to all. Herein lies the keystone of any successful performance rating system:

1. Standardized job performance parameters.
2. Objective application of those parameters by the evaluator.

Predictably and justifiably, success dictates that the rater, although he need not be a "super-cop," must possess a high degree of job knowledge to be able to recognize acceptable performance and differentiate between the high and low performance levels. Further, the rater must make every effort to disregard the abstract individual characteristics and objectively evaluate task execution and mission achievement as it conforms to organization goals. We must then require that the rater be perceptive, astute and intuitive. If the rater does not possess the foregoing qualities, there is little point in continuing development of a performance evaluation system. This observer feels that the primary reason the SJPD rating system is in its present ineffectual state is the inherent weaknesses of those at the rater level. Upgrading the abilities of that level is mandatory to program success.

Should we continue, and of course we must to guard against organizational disintegration, I would propose that we proceed from the general to the specific in a job analysis process.

*Any constant with variable values used as a referent for determining other variables

Bureau of Investigations personnel may all be rated at the first level in general terms much like the existing rating form:

Appearance
Work Habits
Dependability
Initiative
Work Quantity
Work Quality
Judgment
Relationships with People

The next level of evaluation should deal more in terms of specific tasks as they relate to investigative assignments. If we take the SRI's twelve investigative procedural elements only as an example, many of them can be placed in check list form and placed on a structured activity reporting form. The investigator must indicate which of the activities he performed for each assigned case. By adding elapsed time expended per activity, the supervisor is given a summary of the investigator's effort. Correlation of expended effort, information available about the case at the time it was assigned and investigative results give the supervisor an indicator of the investigator's ability and points up training needs.

The last level of evaluation should concern itself with tasks or mechanical aspects of a given assignment. Some of these elements would be items such as:

Physical Evidence

1 ← Rating Scale → 5

Fingerprints
Ability to:
Discover
Develop
Preserve

Photography
Camera Knowledge
Photo Composition
Evidence Value

Etc.

Law

1 ← Rating Scale → 5

General Knowledge
Laws Applicable to Current Assignment
Court Decisions
Search Warrants
Suspect Rights
Etc.

Interview Techniques

1 ← Rating Scale → 5

Witness
Victim
Suspect.

Etc.

Traditionally, detective effectiveness has been measured in the past by the number of cases cleared. This should still be used as a performance measure but since this is a "result," the unit supervisor should add the dimension how. This question requires examination of the process (group of tasks) and provides insight into areas of consideration:

1. Patrol Arrest
2. Self-initiated
3. Developed Evidence
4. Interview
 - a. Victim
 - b. Witness
 - c. Suspect
5. Informants
6. Contacts with Other Units or Agencies
7. Etc.
8. Etc.

One approach toward a Bureau survey would be to identify investigative steps (such as SRI's) indicating that we are soliciting input to establish a more realistic performance rating system. The proposed system must reflect the tasks and procedures accomplished by an investigator and therefore we request that the investigators identify additional tasks and steps they feel are important to case success. They would also be requested to place the elements in ranked order, or grouped order, according to degree of importance for their individual assignment, i.e., burglary, robbery, auto theft, etc.

These are a few of my thoughts as they relate to performance evaluation. Evaluation must be a comparative process between individuals performing similar activities. The capable as well as the incompetent are readily identified. The grouping between will be more difficult to rank order; however, this group will provide the acceptable performance level based on productivity.

Lt. Stan Horton

SH:BR

TECHNICAL SUPPORT PROPOSAL

The Technical Support Component proposal is an effort to strengthen the basic patrol teams within the San Jose Police Department. The team concept, to realize maximum effectiveness, must be modified to suit individual organizations. Contrary to traditional evidence technician programs, the proposal is not a step toward overspecialization, but in fact an effort to maximize the impact of our primary organizational subunit on the crime problem existing within their area of responsibility. Improved effectiveness at our first level of response can only improve all succeeding process steps.

TECHNICAL SUPPORT PROPOSAL

In the past few years we have seen a growing tendency toward more stringent departmental budget controls. In light of the current economic trends, there does not appear to be any immediate relief from the developing pattern toward more severe austerity. This condition dictates that our organization continually evaluate operational effectiveness and, when necessary, reallocate existing resources to those areas where we can predict maximum productivity. I believe that unless we adopt a posture which reflects integral flexibility, we will suffer the fate of all organizations which failed to build into their structure a component to address ever-changing needs. Prime examples of this theory are the status of our court, probation and parole systems as they attempt to deal with the drug offender. Their outdated and ineffectual attempts to impact the problem has compounded the police mission at the street level. Had they kept pace with the problem as it developed, demands for police service would be much less at this time. Existing police problems, even though they may have been magnified by external factors, are our responsibility.

There does not exist in our country, nor in the entire world, a single competitive successful private enterprise dealing in hard product or service which does not have the integral characteristic to determine current market needs and adjust internally to meet those needs. Both product and service oriented private organizations have rather definite success measures, the degree which income exceeds costs being the most objective measure. Service oriented, nonprofit organizations face a more challenging success measure manifested almost entirely in the level of service they are able to provide the group they serve.

Service is exemplified by ability to respond. Our response is not only an area where we receive the most damaging criticism, but also, if not met in an expedient manner, the area which most seriously damages all subsequent effort. The criminal does not wait at the scene of his crime until the police are able to begin the chase. The longer the police wait before responding to the incident, the greater the opportunity provided for crime success. Continued delayed response is contributing to our present crime problem, not only as described, but also through a developed community attitude which expresses a degree of futility and an aversion to reporting criminal activity. Only by improving our effectiveness will we be able to reverse the above condition. This proposed reversal must begin at the first phase of the police process where improvement dictates a strengthening of all succeeding phases. This concept is a guiding philosophy of the Burglary Methodology Grant. Evaluation measures are to be applied to our ability to identify areas of deficiency within the process, our ability to offer alternate methods for correction and our ability to initiate suggested improvements within the organization. What follows is a discussion of one such identified deficient process area.

Attachment A is a graph which depicts residential burglaries as they group by reporting time for March, 1974. Examination reveals that the greater number are reported during the afternoon and evening. Actually, of the 576 reported, 65% or 377 offenses were reported between 1400 and 2300. At present, burglary detectives are assigned between 0730 and 1600 because this period corresponds closely to District Attorney and court hours. If we required detectives to conduct follow-up investigations on all incidents reported before 1500, the overtime accumulated would soon overload the system. This means that approximately 65% of all reported residential burglaries must wait until 0800 the following day for any investigative action. The resulting condition is what most seriously damages our organizational response. It deprives the community of the level of service they should receive, allows the offender from eight to sixteen

hours to make good his flight and dispose of the stolen goods and greatly decreases the value of any physical evidence pertinent to solution success.

The concept of deploying evidence gathering personnel to support patrol forces has been with us for some time. Although there are criticisms of such a program, both operationally and politically, informal research indicates a high potential to improve organizational effectiveness, improvement which takes the primary form of evidence collection and preservation at the time the incident is reported, insuring a high quality of recovered evidence at the most opportune time. The resulting condition provides improved service to the public with a minimum of inconvenience and enhances the police investigative process by improving the initial steps of the investigation process.

Although deployment technique and scope of responsibility vary between jurisdictions, some of the basic guidelines to observe are:

1. Specialized units must remain a component or team member of the unit they support.
2. Specialization should not reach a degree which limits or restricts flexibility.
3. Supervision of activities should be a field operation function.
4. Quality control is a staff function of investigation.
5. Activities should be viewed as a supporting technical dimension for the investigation effort.

As in an earlier effort which dealt with a reporting deficiency, development of any proposed technical support effort should follow a developmental design which provides structured growth. This approach allows continuous appraisal and testing, a feedback loop for program update and firm program review criteria.

Program Description

Evidence recovery and technical support for operational enforcement subunits.

Personnel Assignment

Trained and selected evidence specialists are assigned as a component member of each BFO team. This member fulfills all technical needs for the first level of felony investigation and supplies the cover capability for assistance to team members. The dual responsibility suggests that personal qualities should include, but not be limited to, a high degree of job knowledge, initiative, dependability, maturity and a practical working knowledge of crime as it appears at the street level, why it succeeds and what changes are indicated to limit crime success. Given these basic characteristics and being allowed to further develop this added dimension within the unit and district he supports provides immediate strength and potential improvement to our basic organizational subunit.

Scope of Responsibility

At the discretion of the team sergeant or as indicated by the investigating officer assigned, the technical support team member will respond:

1. To all property crime scenes to assist the officer assigned the investigation and develop and preserve all pertinent physical evidence.
2. To all scenes when another team officer needs a fill or cover unit.

When not involved in duties 1 and 2, he is deployed by the team sergeant or through his own initiative responds to those areas of the district where his presence will be most advantageous to the team effort.

Primary responsibilities will be the three cited areas. Secondary responsibilities include:

1. Becoming the informal technical training officer for the team.
2. Since he will be involved in approximately 60% of reported property crimes in his district, his exposure to this crime volume will promote him as the team crime intelligence source.
3. Liaison duties with detectives assigned property crime follow-up responsibility for his district.
4. Being the team sergeant's mobile reserve to add team flexibility.

Equipment

1. Marked patrol car
2. Full uniform
3. Fingerprint kit
4. Ectagraphic camera
5. Silicone and plaster casting materials
6. Portable flood lamp

Supervision

1. Direct supervision provided by team sergeant.
2. Staff supervision provided by Investigation Bureau.

Projected Workload

(Based on BFO District 3 1400-2400)

Crime scene evidence searches:

Residential burglary	-	2.5 per shift
Business burglary	-	2 per shift
Maximum cases	-	4.5 per shift
Maximum time	-	3.5 hours per shift

Auto burglaries and auto theft

There is a decided statistical deficiency in these crime areas to use as a basis for activity projection, with the exception of information from Oakland. A study during which all recovered stolen autos were fingerprinted yielded results which indicated that in less than 1% of the prosecuted cases were the recovered latent prints a significant factor.

Evidence Routing

Procedure for identification and chain of possession to be established similar to existing property and narcotics.

Activity Reporting

Present activity reporting to be expanded to include a more definitive information capture process. Tasks, productivity and time expended must be documented for resource application-achievement relativity.

Evaluation Criteria

I. Improved service and response level

- A. What volume of evidence was recovered and when, relative to incident reporting time?
- B. Did the resulting improved service stimulate a change in citizen attitude?
 1. Toward the incident
 2. Toward the police

II. Improved police process

- A. Did the resulting improved response affect subsequent process activity?
 1. Was evidence quality improved?
 2. What percent of recovered evidence was later used to identify and/or prosecute the offender?
 3. When released from crime scene search responsibility, did detectives make more cases and recover more stolen property?
- B. Was there a decrease in number of crime category incidents reported within targeted district?

III. Improved team operation

- A. What improvements were seen in team effectiveness with the addition of the technical support component?
 1. Response to area crime problem
 2. Team cohesive effort

3. Team flexibility

4. Increased level of individual team member technical skills

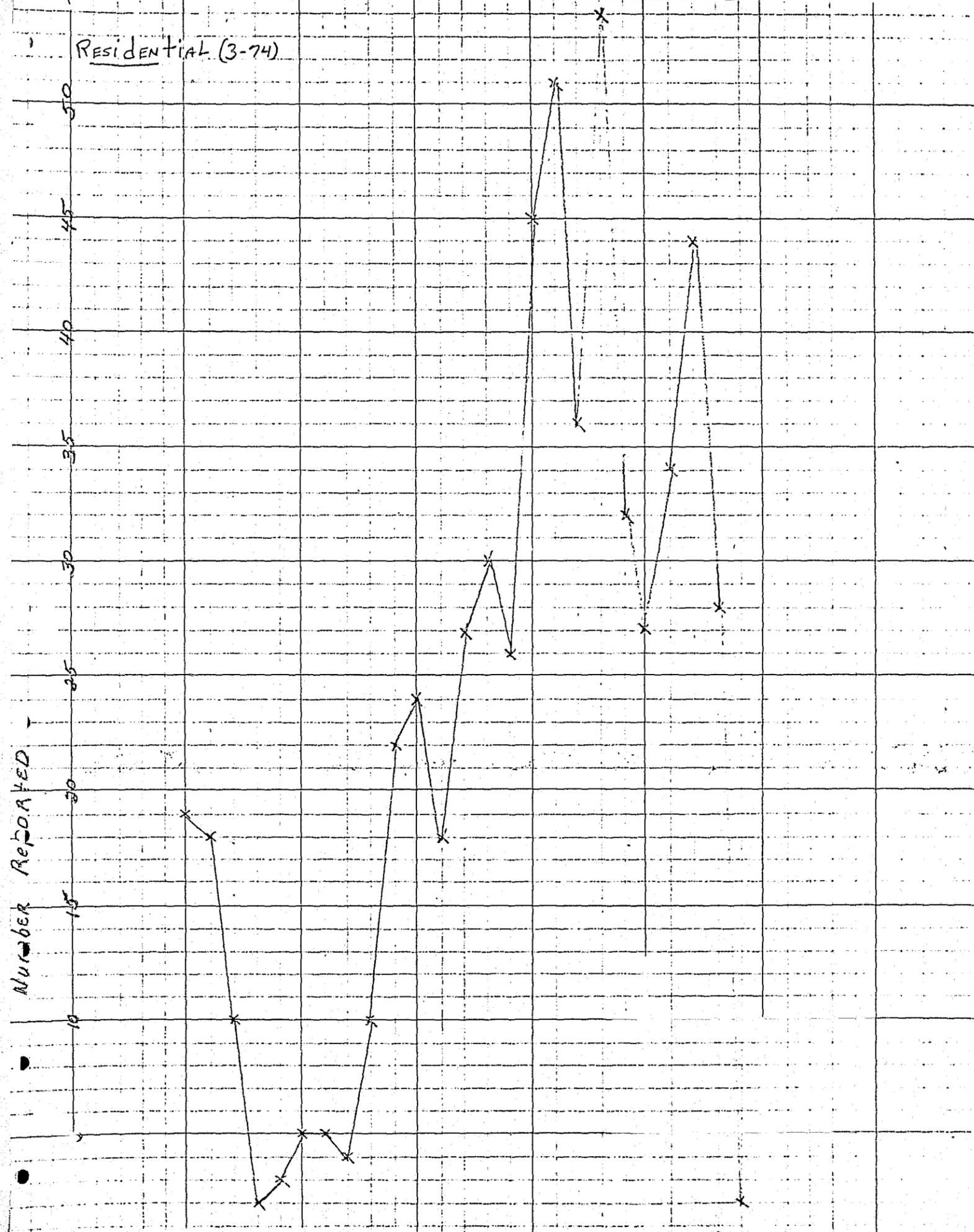
Program Development

The program is proposed for one district (two teams) to correspond with reporting time period of bulk of reported burglaries. Proposed assignment is BFO teams 17 and 24, district 3. Proposed hours 1400 - 2400. Supervision provided by team 17 and 24 sergeants.

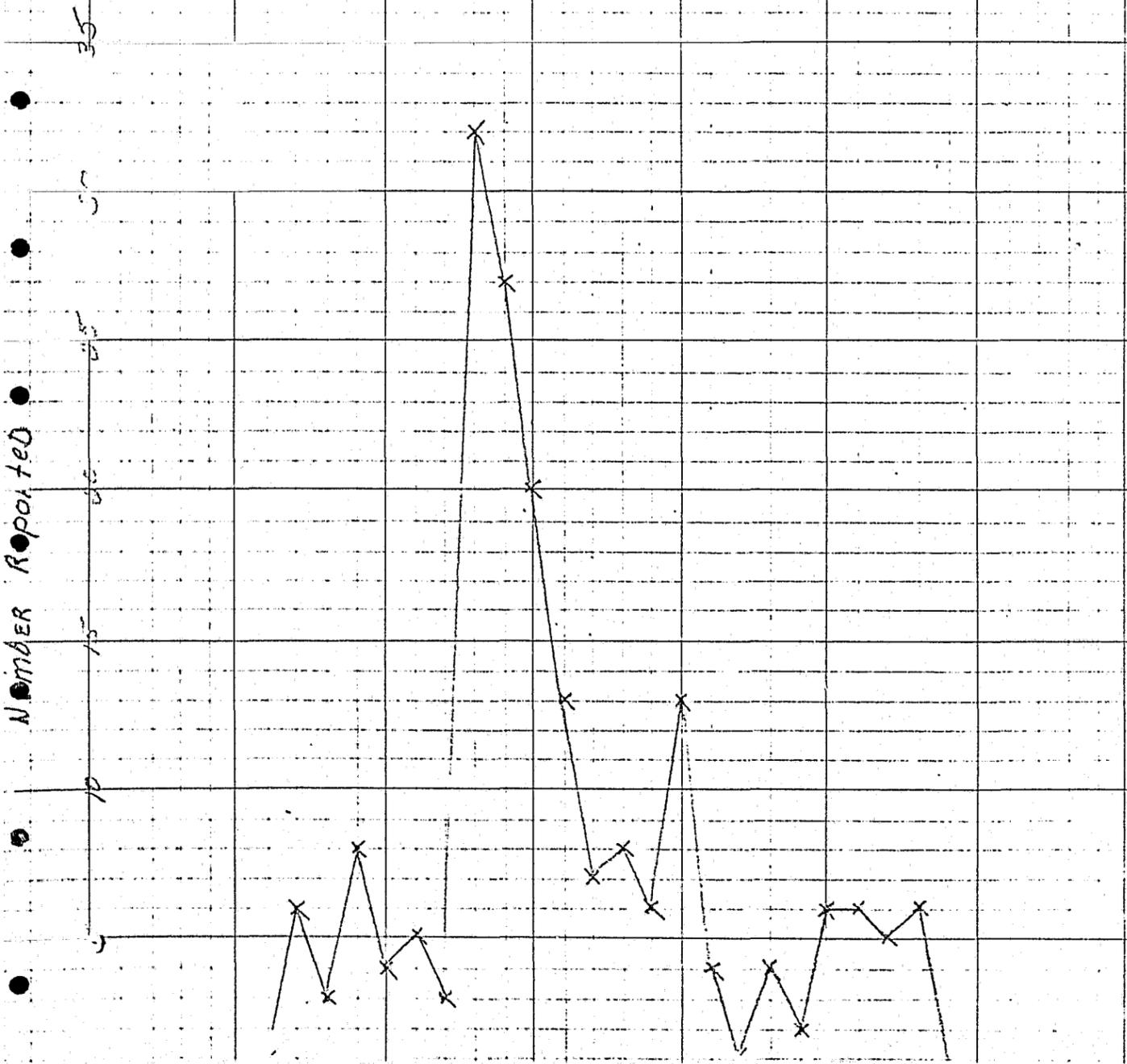
Program Philosophy

Team policing, as it appears in all known forms, moves through the spectrum from pure to highly modified. Although severe operational problems were encountered at the spectrum extremities, all realized successes were experienced by those programs which modified the pure concept to conform to local organization needs. The team developed within our organization through an identified need to strengthen the basic subunit. This structural module, because of its importance to organization success, should be the focal point for most of our resource application. It would appear that now the established subunit is ready to receive the technical support component to further improve team effectiveness. By selecting a district which offers a variety of reported cases within different crime categories, the program concept can be closely monitored to provide in-depth evaluation. Evaluated success or failure of the pilot test becomes the basis for subsequent management decisions.

Stan Horton
Lt. Stan Horton
May 9, 1974



BUSINESS (3-74)



IMPROVED REPORTING

Improved reporting, which began in early project life as a request for timely comprehensive reporting of burglaries, exists now as a completely revised reporting system for the San Jose Police Department. The Crime Report, our basic reporting instrument, is exhibited as an example of a structured format which, when completed by the investigating officer, provides a comprehensive description of the reported incident. It further provides ease of completion, flexibility to encompass most reported crimes and pertinent data in easily captured form. Although problems exist in variance of legibility between reporting officers and in report processing, it is envisioned that continuous applied educational measures will correct existing difficulties.

The entire improved reporting effort must stand as being representative of the inherent capability of the San Jose Police Department to react to an identified process deficiency. Special acknowledgment must be given to Lt. Robert C. Moir who directed the effort and the command staff who provided the opportunity.

COORDINATION WITH BURGLARY GRANT

In an effort to seek input from others as well as field test the One-Write Crime Report prior to submitting this entire proposal to the Command Staff of the Department, contact was made with the Burglary Methodology Grant.

Burglary Methodology was requested to finance printing of the master copy of the proposed Crime Report, print 2M copies, and after the report was given to certain units of the Bureau of Field Operations for field testing, to track and follow up on the returned handwritten report.

This involvement with the new Crime Report was agreed upon by Captain of Detectives, Larry Otter, Lt. Stan Horton, Project Manager of the Burglary Methodology and Lt. Robert Moir, Research and Development, heading the Report Writing reorganization.

FIELD TEST

Prior to presenting any of the preceeding proposals to staff, a field test of the new form was undertaken. The area selected was within the target area of the Burglary Methodology Grant.

Three considerations were the main reasons for selection of this area:

- a. High incident area, requiring maximum exposure to the new reports.
- b. Close follow-up of reports by the Methodology Grant personnel.
- c. Involvement of Methodology in printing of the forms.

The selected area encompassed Eastside beats. Exposure given the new forms was to all three shifts (days, swing, mids) within the target area, on a full seven day week. This necessitated briefing and training two teams per shift, for a total involvement of six teams. (MERGE and Traffic units were not included, as their assignments were not to permanent beats within the target area.)

The Area selected was District 3, with Beats 13, 15, 17, 19, 21, 23, Kelly Park and Alum Rock Park units assigned.

The Field Test began Saturday, February 16, 1974, at 2200 hours. All teams participating in the testing and evaluation were given special briefings on the new reports.

Attachment: Special Order 2-74

EVALUATION

CRIME REPORT

The CRIME REPORT was given a most critical review and evaluation. Some very minor changes were requested and changed on this report.

The progress of the report, from the field handwrite to the review to the reproduction and distribution to Bureau of Investigation, was observed. The report functioned excellently in our system.

The input, critique and comments of the officers were of exceptional value in finalizing the report.

Additionally, more information was included in the final copy of the report. Because over 5000 bike thefts with a loss value of over \$500,000 occur annually, a specific area addressed to bicycle thefts was included in the report so that bike thefts would be given the same investigation and reporting as other thefts.

Another specific area was included in the final copy. This was addressed specifically to premises attacked and how entry was made. This was particular information requested by the Burglary Investigation Unit.

Attachment: Crime Report
(Rev. 4-74)

CRIME REPORT POLICE DEPARTMENT

PERSON/PROPERTY

- 14 ROUTING
- CHIEF
- CHIEF ADH.
- CHIEF BFO
- CHIEF INV.
- CHIEF SVCS
- AUTO DESK
- BOHB SQUAD
- INTELLIGENCE
- INTERNAL INVEST.
- CLETS
- CRIME PREVENT.
- PROPERTY CLERK
- RESERVES
- TECHNICIANS
- TRAFFIC INVEST.
- VICE
- ABC
- CII
- FBI
- DIST. ATTN.
- CITY ATTN.
- MENTAL HEALTH
- CITY PERSONNEL
- FIRE DEPT.
- OTHER

15 TYPE OF CRIME:		3 LOCATION OF OCCURRENCE		2 CASE NO.	
16 UCR CODE		17 RECORDS #		4 TYPE OF PREMISES OR NAME OF BUSINESS WHERE OFFENSE WAS COMMITTED	
18 REPORTING PERSON'S NAME - (LAST, FIRST, MIDDLE)		8 VICTIM'S OCCUP. - RACE - SEX - AGE/DOB		5 BEAT NO.	
19 REPORTING PERSON'S RESIDENCE ADDRESS		20 RES. PHONE		6 DATE AND TIME OCCURRED	
21 REPORTING PERSON'S BUSINESS ADDRESS		22 BUS. PHONE		7 DATE AND TIME REPORTED	
23 INDICATE TIME AND LOCATION FOR WITNESS FOLLOW UP		24 INDICATE TIME AND LOCATION FOR VICTIM FOLLOW UP			
25 WITNESS NO. 1 - NAME (LAST, FIRST, MIDDLE)		SOC. SEC. NO.		RESIDENCE ADDRESS	
WITNESS NO. 2 - NAME (LAST, FIRST, MIDDLE)		SOC. SEC. NO.		RESIDENCE ADDRESS	
26 LICENSE NO. (STATE, YEAR)		ID NO.		YEAR MAKE MODEL COLOR (OTHER IDENTIFYING CHARACTERISTICS)	
REGISTERED OWNER'S NAME		REGISTERED OWNER'S RESIDENCE ADDRESS		VEHICLE HELD	
27 SUSPECT NO. 1 - NAME (LAST, FIRST, MIDDLE)		28 RACE		29 SEX	
ADDRESS - CLOTHING, AND OTHER IDENTIFYING MARKS OR CHARACTERISTICS		PHONE		38 SOC. SEC. NO.	
37 ADDRESS - CLOTHING, AND OTHER IDENTIFYING MARKS OR CHARACTERISTICS		PHONE		SOC. SEC. NO.	
37 ADDRESS - CLOTHING, AND OTHER IDENTIFYING MARKS OR CHARACTERISTICS		PHONE		SOC. SEC. NO.	
37 ADDRESS - CLOTHING, AND OTHER IDENTIFYING MARKS OR CHARACTERISTICS		PHONE		SOC. SEC. NO.	

POINT WHERE ENTRANCE WAS MADE		42 CRIMES AGAINST PROPERTY		WEAPON - FORCE OR MEANS USED		43 CRIMES AGAINST THE PERSON	
EXACT LOCATION OF PROPERTY WHEN STOLEN		EXACT LOCATION OF VICTIM AT TIME OF OFFENSE		EXACT LOCATION OF VICTIM AT TIME OF OFFENSE		EXACT LOCATION OF VICTIM AT TIME OF OFFENSE	
INSTRUMENT USED (DESCRIBE)		VICTIM'S ACTIVITY AT TIME OF OFFENSE		VICTIM'S ACTIVITY AT TIME OF OFFENSE		VICTIM'S ACTIVITY AT TIME OF OFFENSE	
METHOD USED TO GAIN ENTRANCE		EXACT WORDS USED BY SUSPECT		EXACT WORDS USED BY SUSPECT		EXACT WORDS USED BY SUSPECT	
WHERE WAS OCCUPANT AT TIME OF OFFENSE		APPARENT MOTIVE - TYPE OF PROPERTY TAKEN OR OBTAINED		APPARENT MOTIVE - TYPE OF PROPERTY TAKEN OR OBTAINED		APPARENT MOTIVE - TYPE OF PROPERTY TAKEN OR OBTAINED	
TRADEMARK OF SUSPECT(S) - ACTIONS OR CONVERSATION		44 DICTATED FOR TRANSCRIPTION?		FOLLOW UP REQUIRED?		FOLLOW UP REQUIRED?	

45 PREMISES	PREMISES TYPE		POINT OF ENTRY AND LOCATION		METHOD OF ENTRY		46 OFFICER ACTIVITY	LOCAL APB STATE WIDE NCIC TELETYPE		DET NOTIFIED DET ON SCENE NO FOLLOWUP REQUIRED		INDICATE - YARD SEARCH FIELD SEARCH AREA SEARCH CURSORY/INTENSIVE	
	RESIDENCE	MEDICAL	DOOR	FRONT	OPEN/UNLOCKED	FILE CHECK		VICTIM 1/2	SUS #1	SUS #2	SUS #3	SUS #4	
	APT/DUPLEX	OFF. BLDG.	WINDOW	REAR	BODY FORCE	WITNESS 1							
	HOTEL/MOTEL	MFG. CO.	GARAGE DOOR	SIDE	PRY/CUTTING TOOL	WITNESS 2							
	SCHOOL	GAS STATION	ADJACENT PREM.	ROOF	CHANNEL LOCKS	REP PRTY.							
	CHURCH	DEPT. STORE	OTHER	OTHER	BREAK GLASS								
	BAR/REST.	SMALL BUS.			OTHER								

47 INVESTIGATING OFFICER SERIAL NO. 48 ADDITIONAL REPORTS FILED

ELEMENTS OF CRIMES

- 148 P.C. Resisting Arrest**
 - 1) Resist, delay or obstruct
 - 2) Peace officer in discharge of duty
 - 3) Wilful
- 211 P.C. Robbery**
 - 1) Unlawful taking of personal property in possession of another
 - 2) From his person or immediate presence
 - 3) Against his will
 - 4) By force or fear
 - a) Force - more than merely to seize property
 - b) Fear -
 - 1) Present at the time
 - 2) Of unlawful injury to person or property
 - 3) Of the person robbed or of anyone in his company

(Taking property from the person of another is Grand Theft under 487(2) P.C. unless the victim resists and the resistance, though slight, is overcome by force or fear.)
- 211a P.C. First Degree Robbery. Adds to 211 P.C.**
 - 1) By torture
 - 2) By person armed with a dangerous or deadly weapon, or
 - 3) If victim is the operator of a vehicle used to transport persons for hire
- 217 P.C. Assault with Intent to Murder**
 - 1) Assault
 - 2) Some direct, even though ineffectual act done toward murder (more than preparation.)
 - 3) Under means and circumstances which make it apparently possible
 - 4) With specific intent to commit murder
- 220 P.C. Assault to Commit Rape, Sodomy, Mayhem, Robbery or Grand Theft**
 - 1) Assault
 - a) Unlawful attempt and
 - b) Present ability
 - c) To commit violent injury on person of another
 - 2) Intent to commit the act
- 221 P.C. Assault With Intent to Commit a Felony**
Same as 220 P.C. as to any other felony but murder.
- 245 P.C. Assault With a Deadly Weapon**
 - 1) Assault
 - 2) Deadly weapon or instrument or
 - 3) Any force likely to produce great bodily injury.
- 261 P.C. Rape (Forcible)**
 - 1) Penetration, however slight
 - 2) Not the wife of the perpetrator
 - 3) Resistance overcome by force or violence, or prevented by threats of immediate great bodily harm.
- 261.5 P.C. Unlawful Sexual Intercourse With Female Under 18**
 - 1) Penetration, however slight
 - 2) Not the wife of the perpetrator
 - 3) Female under 18
- 288 P.C. Lewd or Lascivious Acts on Child Under 14**
 - 1) Touching (any part of the body)
 - 2) Child under 14
 - 3) With intent to arouse lust, passions, or sexual desires of the victim or the perpetrator
- 288a P.C. Oral Copulation**
Oral-genital contact (applies to all participating without regard to their sex)
- 314A P.C. Lewd or Obscene Conduct - Indecent Exposure**
 - 1) Exposes private parts
 - 2) In public or any place with people present who are offended
 - 3) In a "lewd" manner
 - 4) Wilful
- 404 P.C. Riot**
 - 1) Use or threat to use force or violence
 - 2) Concurrence of at least two persons, acting together
 - 3) Power to use force or violence immediately at hand
 - 4) Disturbance of the public peace or threat thereof
- 407 P.C. Unlawful Assembly**
 - 1) Concurrence of at least two persons, assembling together
 - 2) Either
 - a) To do an unlawful act or
 - b) To do a lawful act in a violent, terror provoking manner
- 409 P.C. Remaining Present After Warning**
 - 1) Remaining present at riot, rout or unlawful assembly
 - 2) After lawfully warned to disperse by a peace officer (Applies to participants and non-participants alike)
- 416 P.C. Refusal to Disperse**
 - 1) Remaining present to disturb the peace or do an unlawful act
 - 2) After asked or commanded to disperse by a peace officer (Applies only to participants, but there need not be a riot, rout or unlawful assembly)
- 417 P.C. Brandishing**
 - 1) Draw or exhibit
 - 2) Any firearm, loaded or unloaded, or any other deadly weapon
 - 3) In the presence of any other person
 - 4) In a rude, angry or threatening manner
 - 5) Or unlawfully using same in any fight or quarrel
- 459 P.C. Burglary**
 - 1) Entry (by any part of the body)
 - 2) Into any building, plane, vessel, trailer coach, etc., or locked vehicle
 - 3) With intent to steal or commit a felony (as may be implied from the acts of the perpetrator even though no theft or felony actually committed)
- 470 P.C. Forgery**
 - 1) "Make" or "utter"
 - a) Sign name of another or fictitious name or
 - b) Present forged check for payment (pass, or attempt to pass)
 - 2) Knowing he has no authority to do so
 - 3) With intent to defraud
- 476A P.C. NSF Checks**
 - 1) Make or utter any check, draft or money order
 - 2) Knowing it is "no good"
 - 3) Wilful with intent to defraud
- 484 P.C. Theft**
 - 1) Taking and
 - 2) Asportation, a "carrying off" (not just moving, but gaining control)
 - 3) Property of another (possessor, owner, or one in control)
 - 4) With intent permanently to deprive owner thereof
- 484e P.C. Theft of Credit Card**
 - 1) Acquire card of another
 - 2) Without consent of the holder or issuer
 - 3) Knowledge without consent, mislaid, misaddressed, etc.
 - 4) With intent to use, sell or transfer to another
 - 5) Transfer or receive any credit card with intent to defraud
- 484f(2) P.C. Forgery of Credit Card**
 - 1) Person other than cardholder
 - 2) Signs name of another or fictitious person
 - 3) To a credit sales slip or some other instrument of a credit card transaction
 - 4) With intent to defraud
- 496 P.C. Receiving Stolen Property**
 - 1) Buy or receive any property which has been stolen
 - 2) Knowledge
 - 3) Conceal, hold, or aid in concealing stolen property
- 602j P.C. Trespass: Purpose to Injure**
 - 1) Enter any "lands," including buildings, public and private
 - 2) With intent, at the time of entering, to
 - a) Injure any property or property right, or
 - b) Interfere, obstruct, or injure any business or occupation of the possessor
- 602L P.C. Trespass: Occupation**
 - 1) Enter real property or structures
 - 2) Occupy (requiring a taking for use beyond mere physical presence)
 - 3) Without consent of the possessor
- 602.5 P.C. Unauthorized Entry**
 - 1) Enter or remain
 - 2) Noncommercial (not open for public accommodations)
 - 3) Residence
 - 4) Without consent of the possessor
- 647a P.C. Vagrancy; Child Molesting**
 - 1) To annoy or molest (motivation of unnatural or abnormal sexual interest or intent)
 - 2) Child under 18
- 666(3) P.C. Petit Theft with a Prior, Making it a Felony**
 - 1) Prior conviction of petit larceny or petit theft
 - 2) Prior imprisonment therefor
 - a) Served a term in a penal institution, or
 - b) Imprisoned as a condition of probation

CRIME REPORT

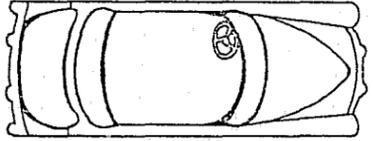
SAN JOSE POLICE DEPARTMENT
PERSON/PROPERTY

1 VICTIM LAST, FIRST MIDDLE (FIRM NAME, IF BUSINESS)		2 CASE NO.
3 LOCATION OF OCCURRENCE		
4 TYPE OF PREMISES OR NAME OF BUSINESS WHERE OFFENSE WAS COMMITTED		5 BEAT NO.
6 DATE AND TIME OCCURRED	DAY OF WEEK	7 DATE AND TIME REPORTED

PROPERTY TAKEN	49 ITEMIZE PROPERTY TAKEN, SHOWING SERIAL NUMBER, BRAND, MODEL.	30 SERIAL NO.	EVIDENCE 50 EVIDENCE WHERE FOUND, BY WHOM AND DISPOSITION. TECHNICIAN AT SCENE? <input type="checkbox"/> YES <input type="checkbox"/> NO ADDITIONAL EVIDENCE <input type="checkbox"/> POSS FINGERPRINTS FOOTPRINTS/BLOOD TOOL MARKS EVIDENCE PRESERVED PHOTOS <input type="checkbox"/> INSIDE BOOKED AT HQ <input type="checkbox"/> OUTSIDE

WEAPON	51	BLUE STEEL RIFLE KNIFE BOTTLE/BROKEN GLASS STOLEN WEAPON REVOLVER NICKEL PLATE SHOTGUN SWITCH BLADE AXE/CLEAVER FROM _____ AUTOMATIC GRIPS SAWED OFF BLADE OVER 6 IN ICE PICK/SCISSORS BARREL PLASTIC TOY GUN BLACKJACK BB/PELLET/AIR RIFLE OTHER CASE NO. 2 INCH DRK/LGT SIMULATED CLUB/BAT HANDS/FEET 4 INCH BROKEN OTHER GUN RAZOR OTHER 6 IN OR MORE UNUSUAL DERRINGER MISSILE/ROCK SERIAL NO.	BICYCLE REPORT 52 LICENSE NO. _____ FRAME NO. _____ LIC. COLOR OR WHAT CITY? _____ LIC. EXP. DATE _____ DATE STOLEN _____ TIME _____ BRAND _____ TO _____ WHERE PURCHASED _____ DATE _____ TYPE _____ BOYS - GIRLS - STD. - STRINGRAY - RACER SIZE _____ 12 - 16 - 20 - 24 - 26 - 27 - 28 SPEED _____ 1 2 3 5 8 10 15 BASIC COLOR _____ TIRES _____ TIRES _____ BW WSW H.P. - BALLOON SEAT _____ COLOR _____ VALUE _____ REG - POLO - RACER FENDERS _____ COLOR _____ HANDLEBARS _____ FRONT - REAR _____ REG - BTRFLY - RACING DISPOSITION RELEASE TO FINDER _____
	TOTAL PROPERTY VALUE LOSS \$ _____		

ALCOHOL /NARCOTICS	53	RECOMMENDED SPECIMEN - OPIATES & AMPHETAMINES = URINE SAMPLE TAKEN BARBITURATES & OTHER = BLOOD SUS APPEAR S#1 YES NO WHAT SUBSTANCE? _____ BLOOD URINE ON METHADONE? YES NO UNDER INFLUENCE? S#2 YES NO WHAT SUBSTANCE? _____ BLOOD URINE ON METHADONE? YES NO S#3 YES NO WHAT SUBSTANCE? _____ BLOOD URINE ON METHADONE? YES NO S#4 YES NO WHAT SUBSTANCE? _____ BLOOD URINE ON METHADONE? YES NO NARCOTIC CONTRABAND BOOKED? YES NO OTHER PROPERTY BOOKED? YES NO
	ADMONISHMENT	
	1. "You have the right to remain silent and to consult with an attorney prior to any questioning about the charges. You DO NOT have a constitutional right to refuse to submit to physical evidence. Blood and urine specimens are physical evidence when an influence violation is suspected." 2. "Do you understand what I just explained to you?" Quote: _____ 3. "You are being charged with _____ and I want you to give a _____ specimen for the purposes of analysis." 4. Defendant's response: _____ 5. If refused, repeat #1 above and add the following: 6. "If you refuse or fail to give the specimen for the purposes of analysis as requested, the fact that you refused can and will be brought out in court against you. If you are in fact innocent the specimen will aid in your defense. The specimen, on the other hand, may aid in your prosecution." 7. "Do you fully understand that your refusal can and will be held against you during the trial on this charge?" Quote: _____ 8. "With an understanding of what has just been explained, do you still refuse to give a _____ specimen?" Quote: _____	

MISSING PERSONS	54	UNUSUAL DENTAL WORK _____ UNDER MEDICATION _____ WEARS GLASSES (TYPE) _____ MARKS, SCARS, AMPUTATIONS _____ UNUSUAL JEWELRY WORN _____ EXTRA CLOTHING TAKEN _____ UNUSUAL IDENTIFIERS (HAIR STYLE, MUSTACHE, BEARD ETC.) _____ IF VEHICLE TAKEN COMPLETE FORM 4-17 YES NO	55	 INDICATE WHERE SUS/VICT, PROPERTY LOCATED IN VEHICLE HOLD ON VEHICLE? (NOTE ON FORM 4-17) YES NO FOR: _____
	56 DETAILS: ADDRESS THE CATEGORIES LISTED BELOW, (WHERE APPLICABLE) IN THE ORDER THEY APPEAR			
	(1) LIST ADDITIONAL VICTIMS. (2) LIST ADDITIONAL WITNESSES. (3) LIST ADDITIONAL SUSPECTS/ARRESTEES AND CITATION #'S IF APPLICABLE. (4) IF VICTIM INJURED, DESCRIBE INJURIES & WHERE MEDICAL EXAM PERFORMED. (5) INDICATE TIME & LOCATION WHERE VICTIMS & WITNESS MAY BE CONTACTED LATER FOR FOLLOW UP. (NOT COVERED IN ITEM 23-24 ABOVE.) (6) INDICATE IF VICTIM, REPORTING PARTY, WITNESS OR SUSPECT GAVE STATEMENT. RECORD STATEMENT ON FORM 200-3. (7) ITEMIZE ADDITIONAL PROPERTY TAKEN, SHOWING SERIAL NO., BRAND, MODEL, CALIBER OF WEAPONS, IDENTIFYING MARKS AND VALUE OF EACH ITEM (8) LIST ADDITIONAL PHYSICAL EVIDENCE, WHERE FOUND, BY WHOM AND DISPOSITION, IDENTIFYING MARKS. (9) RECONSTRUCT THE INCIDENT - - INCLUDE ALL NECESSARY ELEMENTS OF THE CRIME.			

ITEM NO.	47	INVESTIGATING OFFICER	SERIAL N
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EVIDENCE RECOVERED

- Indicate who recovered evidence.
- To maintain the chain of evidence, one or two officers should recover and book all evidence.
- Indicate exact location of recovery. EX: under right front seat of vehicle.
 - For future court testimony, it is recommended that recovery location be indicated on back of evidence tag.
- Provide proper description of contraband.
 - Small cellophane baggie containing brown powder.
 - Cellophane baggie containing green vegetable material, suspected marijuana.
 - White tablets, cross scored, suspected amphetamine tablets.
 - Red capsules, containing white powder, suspected barbiturates.
- Mark evidence with permanent ink, initials and date.
 - Initial and date evidence and container.
 - Tablets or capsules, initial several of each variety.
- To establish knowledge, when necessary, preserve evidence for fingerprints.

INVESTIGATION DETAILS

- Narrative, chronological account of investigation.
 - Justify reasons or probable cause to detain suspects, stop vehicles, or enter private dwellings. **BE SPECIFIC.**
 - Indicate position of suspects when first observed.
 - Describe, in detail, any and all furtive movements made by suspects.
 - Justify probable cause for any subsequent search.
 - When contraband is seized from a vehicle, establish ownership of vehicle from registration or statements of suspect.
 - When contraband is seized inside a dwelling, establish occupancy of the dwelling.
 - Statements.
 - Papers and utility bills bearing address and suspect's name.
- Important consideration in all drug violations is to establish knowledge.
 - Examine suspect to determine use of drugs.
 - Injection marks on arms.
 - Any other symptoms which would tend to indicate that suspect is under the influence of drugs.
 - State body fluids drawn, and if refused, indicate suspect's exact statement refusal. (Blood/Urine)
 - In cases involving marijuana, debris can be removed from pockets of clothing worn by suspect.
 - Describe clothing in report. EX: removed debris from left breast pocket of white Arrow shirt.
 - Establish ownership of clothing.

STATEMENTS OF VICTIM, WITNESS, OR SUSPECT

- Include in report, all statements or admissions made by suspect.
- List each statement separately.
- When possible, interrogate suspect, after he has been advised of his rights. This may save valuable court time.
- Include statements by suspect even if he refuses to waive his rights, as they can be used to impeach his testimony if he testifies during the court proceedings.

OPERATION FENCE

FENCE ACTIVITY

CITY OF SAN JOSE -- MEMORANDUM

TO Lt. Stan Horton FROM Sgt. Lloyd Meister
SUBJECT Fence Crew Quarterly Report DATE May 10, 1974
2-1-74 to 5-1-74

APPROVED

DATE

Sgts. Rice, Silvers and Martin attended POST Supervisors' School from 2-4-74 to 2-15-74.

- 1) Started and maintained county-wide and City Burglary Conference.
- 2) Assisted grant personnel in putting on fencing conference at San Jose Hyatt House on April 5, 1974.
- 3) Developed cases and instigated prosecution on eight fences.
- 4) Developed cases and instigated arrest for crimes other than fences, ten suspects.
- 5) Assisted significantly in twelve other investigations with other details in the department and other outside law enforcement agencies.
- 6) Recovered approximately \$62,000 worth of stolen property.
- 7) Finished court cases on seven prior cases, 100% successful prosecution.

FENCE CONFERENCE

Sgt. Lloyd Meister

LM:BR

FENCE CONFERENCE

PROGRAM DESCRIPTION

The San Jose Police Department, in conjunction with the Regional Criminal Justice Planning Board of Santa Clara County, sponsored a one day conference on April 5, 1974 for all law enforcement and prosecuting personnel in California actively involved in the area of property recovery and fencing prosecution.

OBJECTIVES

- (1) Collect those people presently involved in property recovery and fencing together for a one day conference.
- (2) Provide a program to allow participants to present recent cases they have investigated and prosecuted.
- (3) Arrange for a presentation by a representative of the Attorney General's Office of case law relating to entrapment, property sales and 496 P.C., Receiving Stolen Property.
- (4) Provide for discussion of two and three above.
- (5) Record the conference and transcribe it into a report form. Provide all participants a copy of this report.

HYPOTHESIS

In the State of California, law enforcement has experienced an upsurge in crimes against property. The person who perpetrates these crimes--burglary, credit card forgery, boosting, etc.--have been successful to a large degree because of the ease of disposing of the stolen property. With the increased number of flea markets, second hand stores, swap meets and junk yards, it is now easy for the criminal to steal the property in one area and transport it to another area to be converted back into the legal market.

By bringing together people involved in property recovery and fence prosecution, we hope to gain from their experience and knowledge on fencing activities and provide them a chance to exchange ideas and information on individuals known to be dealing in stolen property. For those agencies contemplating an active role in enforcement within this crime category, insight and understanding will be gained on "how to"

institute and successfully prosecute fencing activities. All material submitted and presented at the conference will be collected in report form and a copy provided to each participating agency.

METHODOLOGY

Planning

- (1) Developed steering committee to plan conference--develop Finance Committee.
- (2) Select date and location for the conference.
- (3) Develop list of who should attend and obtain sample cases from these agencies.
- (4) Plan program and presentations.
- (5) Arrange for recording equipment to record conference for final report.
- (6) Arrange for travel and lodging of out of town participants.
- (7) Arrangements through duplication for reproduction for report.
- (8) Contact with RCJPB.

IMPLEMENTATION

- (1) Set date and selected Hyatt House. Made arrangements for rooms for out of town participants. (See Exhibit 1.)
- (2) Developed printed program and mailing list. (See Exhibit 2.)
- (3) Contacted San Jose Chamber of Commerce for name tags, maps, etc.
- (4) Selected and contacted agencies for presentations.
- (5) Set up checking account for financing of conference. (See Exhibit 3.)
- (6) Arranged for secretarial assistance at conference.

EVALUATION

- (1) Study of final report for:
 - (a) Through presentation of case law.
 - (b) An examination through presentation and group discussion of the various investigative techniques in prosecuting.
 - (c) General exchange of information.

- (2) Because of the conference:
- (a) Did agencies institute new programs in the area of fencing?
 - (b) Were existing programs upgraded and made more effective?
 - (c) Did agencies realize greater impact from expanded resources through improved procedures?



POLICE DEPARTMENT

CITY OF SAN JOSE

CALIFORNIA

P.O. BOX 270

95103

201 W. MISSION STREET

TELEPHONE 277-4000

February 28, 1974

EXHIBIT 1

Dear Sir:

In the State of California, Law Enforcement has experienced an upsurge in crimes against property. The persons who perpetrate these crimes - burglary, credit card forgery, boosting, etc. - have been successful to a large degree because of the ease of disposing of the stolen property. With the increasing number of flea markets, secondhand stores and junk yards, it is now easy for the property stolen in one area to be transported to another area and converted back into the legal market.

In August of 1972 the San Jose Police Department formulated a Property Recovery Unit attached to the Burglary Detail. In the past year, two Detectives have recovered approximately \$200,000 worth of stolen property and initiated criminal action against fencing and other types of organized property crimes. Throughout the State various other local agencies have developed similar details to police the movement of stolen property and institute criminal proceedings against the "fence". Much of the success in this area can be attributed to the cooperation between these law enforcement agencies.

In view of the above, the San Jose Police Department in conjunction with the Regional Criminal Justice Planning Board of Santa Clara County, is sponsoring a one day Conference in San Jose for all law enforcement and prosecuting personnel in California actively involved in the area of property recovery. By bringing together people working in this field, we hope to gain from their experience and knowledge on fencing activities and provide them with a chance to exchange ideas and information on individuals known to be dealing in stolen property. All material submitted and presented at the Conference will be collected in report form, a copy of which will be provided to each participating agency.

We presently anticipate participation from Police and District Attorney agencies throughout the State. Various agencies will be requested to present cases they have successfully prosecuted in the past year. The techniques used in the investigation-prosecution will be discussed and critiqued by all participants.

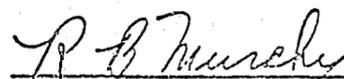
The Conference will be held on Friday, April 5th at the San Jose Hyatt House, 1740 N. First Street from 9:30 a.m. until 8:00 p.m. We would request the presence of representatives of your agency presently working in the fencing area. The registration fee for the Conference is \$11.00 which will include lunch, dinner, and a copy of the Conference Report. For planning purposes, no reservation can be accepted after March 28, 1974.

Any additional information regarding the Conference will be available from the Burglary Grant Office, San Jose Police Department, phone (408) 277-4000, Extension 4002.

We would appreciate receiving any questions or suggestions you may have regarding the Conference, and if your agency will be represented.

An early reply would be appreciated.

Sincerely,


ROBERT B. MURPHY
Chief of Police


GEORGE SHANNON
Region J. Director ECJPB

RMB:LM:es

FENCING



A seminar inquiring into the techniques of investigating & prosecuting converters of stolen property. A review & critique for California Law Enforcement.

SPONSORED BY

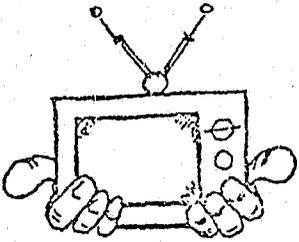
San Jose Police Department
Burglary Methodology Grant

and

Region "J"
Criminal Justice Planning Board

5 APRIL 1974

SAN JOSE HYATT HOUSE
1740 N. 1st St.
San Jose, California, 95112



PURPOSE

If there ever was an aspect of law enforcement that has received little attention, it is the receiver of stolen property. This seminar will provide a forum for selected

speakers & attendees to discuss case law, source information, techniques & procedures for cooperative enforcement directed at the Fence.

Seminar proceedings will be recorded, edited & compiled into a document for dissemination to all participating agencies.

PROGRAM

8:00-9:00 a.m.	Registration
9:00 a.m.	Opening of Seminar
Sgt. Lloyd Meister SJPD	Program Chairman
Lt. Stan Horton SJPD	Program Coordinator
Capt. Guy Wathen Region "J"	Program Coordinator
Robert V. Ragsac Region "J"	Program Coordinator

WELCOME

Chief Robert Murphy
San Jose Police Department

9:30 a.m. Case Law
Discussion by Deputy DA's of the following cases related to prosecution for attempting to receive stolen property.

CHARLES P. LUPO v.
SUPERIOR COURT OF LOS ANGELES COUNTY

PEOPLE v. LLOYD MEYERS

PEOPLE v. ALEXANDER A. ROJAS

GEORGE YOUNG, JR., v.
SUPERIOR COURT OF SAN JOAQUIN COUNTY

12:15 p.m. Lunch

1:30 p.m. Investigative Techniques
Presentation of insight into effective investigative activities by working detectives.

- o Building cases by use of files
- o Store-front operations
- o Identification of stolen property
- o Building cases through "attempting to receive"
- o Intra-state movement of stolen property

5:15 p.m. No Host Cocktails

6:00 p.m. Dinner

SPEAKER

Father Frank M. Nouza
Chaplain PORAC
Lecturer at San Jose State,
Administration of Justice

7:00 p.m. Panel Discussion

A review & summary of seminar topics, providing participants the opportunity to interact in light of the day's discussions.

PARTICIPATING AGENCIES

Alameda County Sheriff's Department
California Attorney General's Office
California Department of Justice
Campbell Police Department

Downey Police Department
Federal Bureau of Investigation
Hayward Police Department
Huntington Beach Police Department
Internal Revenue Service
Los Angeles County Sheriff's Department
Long Beach Police Department
Milpitas Police Department
Palo Alto Police Department
Portland Police Department
Region "J" Criminal Justice Planning Board
Richmond Police Department
Sacramento County Sheriff's Department
Sacramento Police Department
San Diego Police Department
San Francisco Police Department
San Jose Police Department
San Leandro Police Department
San Mateo County Sheriff's Department
Santa Clara County Sheriff's Department
Santa Cruz County Sheriff's Department
U.S. Customs

EXHIBIT 3

FENCE CONFERENCE

Hyatt House
April 5, 1974

BURGLARY METHODOLOGY GRANT

<u>Income</u>		
Registration		\$ 581.00
<u>Expenses</u>		
Transportation: San Diego	\$ 107.00	
Huntington Beach	<u>182.88</u>	
Total		\$ 289.88
Hotel - 4 men, Portland P.D.		86.00
Restaurant: Coffee and soft drinks	75.00	
Lunch	308.80	
Dinner	<u>432.57</u>	
	\$ 816.37	
Deduct lunch cost - paid by RCJPB	<u>-308.80</u>	
Total		507.57
Misc. (Lunch prior to Conference & Regis. Materials purchased.)		<u>45.00</u>
Total expenses		\$ 928.45
Deduct Regis. Income		<u>-581.00</u>
Conference Cost - Total		<u>\$ 347.45</u>

April 23, 1974

CAPER CODING

1973 Burglary Reports (9,620 Total)
CAPER Coding Completion Perspective

<u>Period</u>	<u>Number Reports</u>	<u>Completion Date</u>
Sept. - Dec.	3570	May 15, 1974
Jan. - June	4564	June 30, 1974 (5.7 weeks coding to complete index coding- predicting coding speed increase by 25%)
July - Aug.	1486	July 15, 1974 (2.5 weeks predicting coding speed @ 15/hr.)

ADMINISTRATIVE

Allocated hours for coding project start	-	1,213
Hours expended as of April 13, 1974	-	<u>340</u>
Total Remaining	-	<u><u>873</u></u>

FISCAL

The following budget figures are presented to indicate funds expended within contract budget categories and to project personal services expenses toward grant period conclusion. Figures were extracted from the monthly Expenditure Summary prepared by the City of San Jose Department of Finance for the period ending March 31, 1974.

A deficit of \$10,804 appears as projected for month 13 (see extension request letter dated April 12, 1974). Bear in mind that the grant budget was prepared in 1972 using applicable salary figures. Salary increases, which have occurred since the budget was prepared, have affected current expenditures. Budget adjustments will be necessary to fund the requested extension. Any decisions relating to this problem must be delayed until late first year project life when it will be possible to identify any overages or deficits existing within other budget categories.

GRANT FUNDS EXPENDED BY BUDGET CATEGORY
(March 31)

	EXPENDED	GRANT TOTALS
Personal Services	82,909.16	204,127 *(121,218)
Travel	158.00	2,716 (2,558)
Consultant Services (Incumbrance)	9,834.18	12,000 *(2,166)
Equipment	4,830.32	7,097 *(2,267)
Operating Expense	11,943.18	32,170 *(20,227)
TOTAL	109,674.84	258,110 109,675
Grant Funds Remaining		<u>148,435</u>

Grant Funds Expended 109,675 - 42.5%

Grant Period Elapsed five (5) months - 41.7%

* () figures indicate remaining funds within Budget Category

PERSONAL SERVICES

Expended & Projected

Total Personal Services
Less Part-Time Allocation

Month-0

EXPENDITURES	BALANCE
--------------	---------

29,120	204,127
	175,007

Personal Services Expended

Month-5
(Cumulative)

82,909
(5,083)
<u>77,826</u>

Less Part-Time

Personal Services Expenditures Less
Part-Time by Month

Month-6

17,391

97,181

(Projected)

Month-7

17,095

79,790

Month-8

14,562

62,695

Month-9

14,562

48,133

Month-10

14,562

33,571

Month-11

14,562

19,009

Month-12

14,562

4,447

(185,122)	-10,115
-----------	---------

PART-TIME ALLOCATION

Part-Time Expended

Month-5
(Cumulative)

5,083

29,120

24,037

Projected Part-Time Expenditures

(Monthly Avg/Month 3-Month, 5 inc.
= (1,694)

Part-Time (Active through Month 11)
(6 months)

10,164

+ 13,873



CITY MANAGER

CITY OF SAN JOSE
CALIFORNIA

April 17, 1974

CITY HALL
SAN JOSE, CALIFORNIA 95110
TELEPHONE 292-3141

	EXPENDITURES	BALANCE
Budgeted Overage Personal Services (Part-Time)		13,873
Projected Deficit Personal Services (Full-Time)	10,115	
Projected Overage Personal Services (Month-12)		3,758
Personal Services Projected for Extention to Project Month 13	14,562	
Projected deficit Project Month 13		-10,804

Mr. Anthony Palumbo, Executive Director
Office of Criminal Justice Planning
7171 Bowling Drive
Sacramento, California

RE: Development of Prevention Methodology by Burglary
Offense Analysis - OCJP #1434

Dear Mr. Palumbo:

This is to formally request that the contract period for
the above referenced grant project be amended from July 1,
1973 - June 30, 1974 to July 1, 1973 - November 30, 1974.

Due to delays in starting up the project, it was not pos-
sible to implement the project until October 1, 1973. These
delays included finding suitable working space within the
Police Administration Building, the "freeing up" of certain
key personnel and hiring of clerical and technical staff.
Sufficient funds remain in the grant to fund this extension.

We appreciate your consideration of our request.

Very truly yours,

James Cleaveland
Deputy City Manager

JC:OJL:mw

California Council on Criminal Justice
MONTHLY REPORT OF EXPENDITURES AND REQUEST FOR FUNDS

CCCJ Form 601
(Rev. 11-72)

Reporting Agency: City of San Jose Contract No.: A-1275-73
 Address: 901 North First St., Room 222, San Jose, CA. 95110 Grant Period From: 7/1/73 To: 6/30/74
 Grant Program: Planning () Action (y) Discretionary () Proposal No.: 1434 Request No.: 5
 Project Title: Development of Prevention Methodology Check if Final Report: ()

STATUS OF FEDERAL GRANT FUNDS AND STATE FUNDS:

A. Amount of Federal Grant Award	\$ 193,582	D. Amount of State Funds Available	\$ 16,131
B. Total Advances Received and Previously Requested	\$ 78,542	E. Total Funds Received & Previously Requested	\$ -0-
C. Balance of Award Available (Item A Minus Item B)	\$ 115,040	F. Balance of Funds Available (Item D Minus Item E)	\$ 16,131

REPORT OF EXPENDITURES FOR PERIOD ENDED: (enter date) MARCH 31, 1974

Expenditure Item	Allotments	Expenditures				Unexpended	Encumbered
		Federal	State	Local	Other		
1. Services	204,127	59,859	13,396	9,654		121,218	
2. Travel	2,716			158		2,558	
3. Prof. Servs.	12,000					12,000	
4. Equipment	7,097	2,608		2,222		2,267	682
5. Expenses	32,170	3,729		158	8,057	20,226	2,280
6. Total	258,110	66,196	13,396	12,192	8,057	158,269	2,971
		49,542	Less: Previously Reported Expenditures of				
		16,654	7. Grant Funds (From line 6 last report)				
			8. Expenditures of Grant Funds this request				

FEDERAL GRANT FUNDS REQUESTED:

9. Estimated Grant Funds Needed for Current Month and Next Month.	\$ 31,000
10. Beginning Cash Balance (From Line 14 of Last Report.)	\$ 6,480
11. Cash Received or Requested on Last Report.	\$ 22,520
12. Total	\$ 29,000
13. Less: Expenditures of Grant Funds this Request (From Line 8)	\$ 16,654
D	
14. Ending Cash Balance	\$ 12,346
15. Funds Requested (Line 9 minus Line 14)	\$ 18,654

STATE FUNDS REQUESTED:

16. Total State Expenditures (Line 6)	\$
17. Less: Total Funds Received and Previously Requested (From Line E)	\$
18. State Funds to be Reimbursed to Grantee (Line 16 minus Line 17)	\$

I hereby certify that I am the duly appointed, qualified, and acting financial officer of the herein named agency; that I have not violated any of the provisions of Section 1090 to 1096 of the Government Code in incurring the expenditures reported in this request nor in any other way; that Sections 1090 to 1096 of the Government Code will not be violated in any way in the expenditure of the funds advanced pursuant to this request; and that the request is in all respects true, correct, and in accordance with program provisions. I further certify that all funds here requested after the expiration date of this contract are for the purpose of liquidating obligations legally incurred under, and during the life of this contract.

Signed: Robert B. Murphy, Project Director, Date: _____
 Signed: Jean Cross, Financial Officer, Date: _____

California Council on Criminal Justice
MONTHLY REPORT OF EXPENDITURES AND REQUEST FOR FUNDS

CCCJ Form 601
(Rev. 11-72)

Reporting Agency: City of San Jose Contract No.: A-1275-73
 Address: 901 North First St., Room 222, San Jose, CA. 95110 Grant Period From: 7/1/73 To: 6/30/74
 Grant Program: Planning () Action (y) Discretionary () Proposal No.: 1434 Request No.: 4
 Project Title: Development of Prevention Methodology Check if Final Report: ()

STATUS OF FEDERAL GRANT FUNDS AND STATE FUNDS:

A. Amount of Federal Grant Award	\$ 193,582	D. Amount of State Funds Available	\$ 16,131
B. Total Advances Received and Previously Requested	\$ 56,022	E. Total Funds Received & Previously Requested	\$ -0-
C. Balance of Award Available (Item A Minus Item B)	\$ 137,560	F. Balance of Funds Available (Item D Minus Item E)	\$ 16,131

REPORT OF EXPENDITURES FOR PERIOD ENDED: (enter date) FEBRUARY 28, 1974

Expenditure Item	Allotments	Expenditures				Unexpended	Encumbered
		Federal	State	Local	Other		
1. Services	204,127	46,021	10,144	7,915		140,047	
2. Travel	2,716					2,716	
3. Prof. Servs.	12,000					12,000	
4. Equipment	7,097	743		633		5,721	3,874
5. Expenses	32,170	2,778		157	6,475	22,760	2,972
6. Total	258,110	49,542	10,144	8,705	6,475	183,244	6,846
		35,022	Less: Previously Reported Expenditures of				
		14,520	7. Grant Funds (From line 6 last report)				
			8. Expenditures of Grant Funds this request				

FEDERAL GRANT FUNDS REQUESTED:

9. Estimated Grant Funds Needed for Current Month and Next Month.	\$ 29,000
10. Beginning Cash Balance (From Line 14 of Last Report.)	\$ 15,072
11. Cash Received or Requested on Last Report.	\$ 5,928
12. Total	\$ 21,000
13. Less: Expenditures of Grant Funds this Request (From Line 8)	\$ 14,520
D	
14. Ending Cash Balance	\$ 6,480
15. Funds Requested (Line 9 minus Line 14)	\$ 22,520

STATE FUNDS REQUESTED:

16. Total State Expenditures (Line 6)	\$
17. Less: Total Funds Received and Previously Requested (From Line E)	\$
18. State Funds to be Reimbursed to Grantee (Line 16 minus Line 17)	\$

I hereby certify that I am the duly appointed, qualified, and acting financial officer of the herein named agency; that I have not violated any of the provisions of Section 1090 to 1096 of the Government Code in incurring the expenditures reported in this request nor in any other way; that Sections 1090 to 1096 of the Government Code will not be violated in any way in the expenditure of the funds advanced pursuant to this request; and that the request is in all respects true, correct, and in accordance with program provisions. I further certify that all funds here requested after the expiration date of this contract are for the purpose of liquidating obligations legally incurred under, and during the life of this contract.

Signed: Robert B. Murphy, Project Director, Date: _____
 Signed: _____, Financial Officer, Date: _____

Address: 201 North First St., Room 222, San Jose, CA. 95110
 Grant Period From: 7/1/73 To: 6/30/74
 Grant Program: Action (y) Planning () Discretionary ()
 Proposal No.: 1434 Request No.: 3
 Project Title: Development of Prevention Methodology
 Check if Final Report:

STATUS OF FEDERAL GRANT FUNDS AND STATE FUNDS:

A. Amount of Federal Grant Award	\$ 193,582	D. Amount of State Funds Available	\$ 16,131
B. Total Advances Received and Previously Requested	\$ 50,094	E. Total Funds Received & Previously Requested	
C. Balance of Award Available (Item A Minus Item B)	\$ 143,488	F. Balance of Funds Available (Item D Minus Item E)	

REPORT OF EXPENDITURES FOR PERIOD ENDED: (enter date) January 31, 1974

Expenditure Item	Allotments	Expenditures				Unexpended	Encumbered	
		Federal	Hard Match		Other			
			State	Local				
1. Services	204,127	32,777	6,900	6,163		158,287		
2. Travel	2,716					2,716		
3. Prof. Servs.	12,000					12,000		
4. Equipment	7,097	158		639		6,300	4,337	
5. Expenses	32,170	2,087		105	4,651	25,327	3,669	
6. Total	258,110	35,022	6,900	6,907	4,651	204,630	8,006	
		25,094	Less: Previously Reported Expenditures of					
		9,928	7. Grant Funds (From line 6 last report)					
			8. Expenditures of Grant Funds this request					

FEDERAL GRANT FUNDS REQUESTED:

9. Estimated Grant Funds Needed for Current Month and Next Month.	\$ 21,000
10. Beginning Cash Balance (From Line 14 of Last Request.)	\$ 17,026
11. Cash Received or Requested on Last Report.	\$ 7,974
12. Total	\$ 25,000
13. Less: Expenditures of Grant Funds this Request (From Line 8)	\$ 9,928
D	
14. Ending Cash Balance	\$ 15,072
15. Funds Requested (Line 9 minus Line 14)	\$ 5,928

STATE FUNDS REQUESTED:

16. Total State Expenditures (Line 6)	\$
17. Less: Total Funds Received and Previously Requested (From Line E)	\$
18. State Funds to be Reimbursed to Grantee (Line 16 minus Line 17)	\$

I hereby certify that I am the duly appointed, qualified, and acting financial officer of the herein named agency; that I have not violated any of the provisions of Section 1090 to 1096 of the Government Code in incurring the expenditures reported in this request nor in any other way; that Sections 1090 to 1096 of the Government Code will not be violated in any way in the expenditure of the funds advanced pursuant to this request; and that the request is in all respects true, correct, and in accordance with program provisions. I further certify that all funds here requested after the expiration date of this contract are for the purpose of liquidating obligations legally incurred under, and during the life of this contract.

Signed: Robert B. Murphy, Chief of Police, Financial Officer
 Date: 3/13/74

PROJECT EVALUATION

Within the first quarterly report, mention is made (page 13) of the selection of an evaluation firm to conduct the project evaluation. Bid returns were processed through the San Jose Police Department and interested City of San Jose departments. Public Systems Incorporated was selected and contract negotiations are being finalized.

The staff of PSI has been of considerable value to the project in assisting reassessment of project goals and tasks as they relate to the original project application work schedule. The absence of CAPER at project start and continued delays encountered in County-wide CAPER becoming operational necessitate an extended work schedule. PSI has acknowledged this handicap. It is evident that much of the activity originally planned for first year must be continued into the second year project. This is especially true in the area of evaluating impact of the instituted tactical prevention programs.

A summary of the interaction which has occurred between PSI and the Burglary Grant is included in letter and report form. Pertinent excerpts from the PSI evaluation proposal are also included.



CITY OF SAN JOSE
CALIFORNIA

P.O. BOX 270
95103

201 W. MISSION STREET

TELEPHONE 277-4000

April 30, 1974

POLICE DEPARTMENT

Public Systems, Inc.
1137 Kern Avenue
Sunnyvale, California 94086

Gentlemen:

Re: Burglary Methodology Evaluation

Enclosed are the original and three copies of a revised agreement for professional services to be performed by PSI in connection with the above referenced Police Department grant project. If these revised agreements are satisfactory to you, please execute in the appropriate space on the signature page (Page 5) and return the copies to us for execution by the Mayor and City Clerk.

This revised agreement provides among other things that: 1) Consultant shall study and prepare a final report and evaluation of the above named project; 2) The agreement will terminate on December 31, 1974; 3) Consultant's fee shall be an amount not to exceed \$9,834.18, payable in three installments, the last one payable after the final report has been accepted by the City; 4) City has the right to cancel the agreement by written notice to consultant.

This matter is scheduled for the City Council meeting of May 14, 1974; therefore, we would appreciate your returning the signed copies to us as soon as possible in order to include the materials in the Council packet.

If there are any questions in this matter, please do not hesitate to get in contact with me or with the Project Manager, Lt. Stan Horton, with whom you have had previous contact.

Very truly yours,

ROBERT B. MURPHY
CHIEF OF POLICE

By: *Odus J. Lynd*
Odus J. Lynd
Administrative Assistant III
Research & Development

RBM:OJL:GK

Enclosures 4

PSi

Public Systems inc.

1137 Kern Avenue Sunnyvale, California 94086

(408) 732-7900

10 May 1974

Lt. Stanley Horton, Project Manager
Burglary Methodology Grant
San Jose Police Department
P. O. Box 270
201 West Mission Street
San Jose, California 95103

RE: Monthly Letter Report - April, 1974

Dear Lt. Horton:

Enclosed are four (4) copies of the April monthly letter report for your review and approval.

I plan to meet with you and your staff in May to finalize our agreement on the modified work statements and review a draft of our detailed work plan.

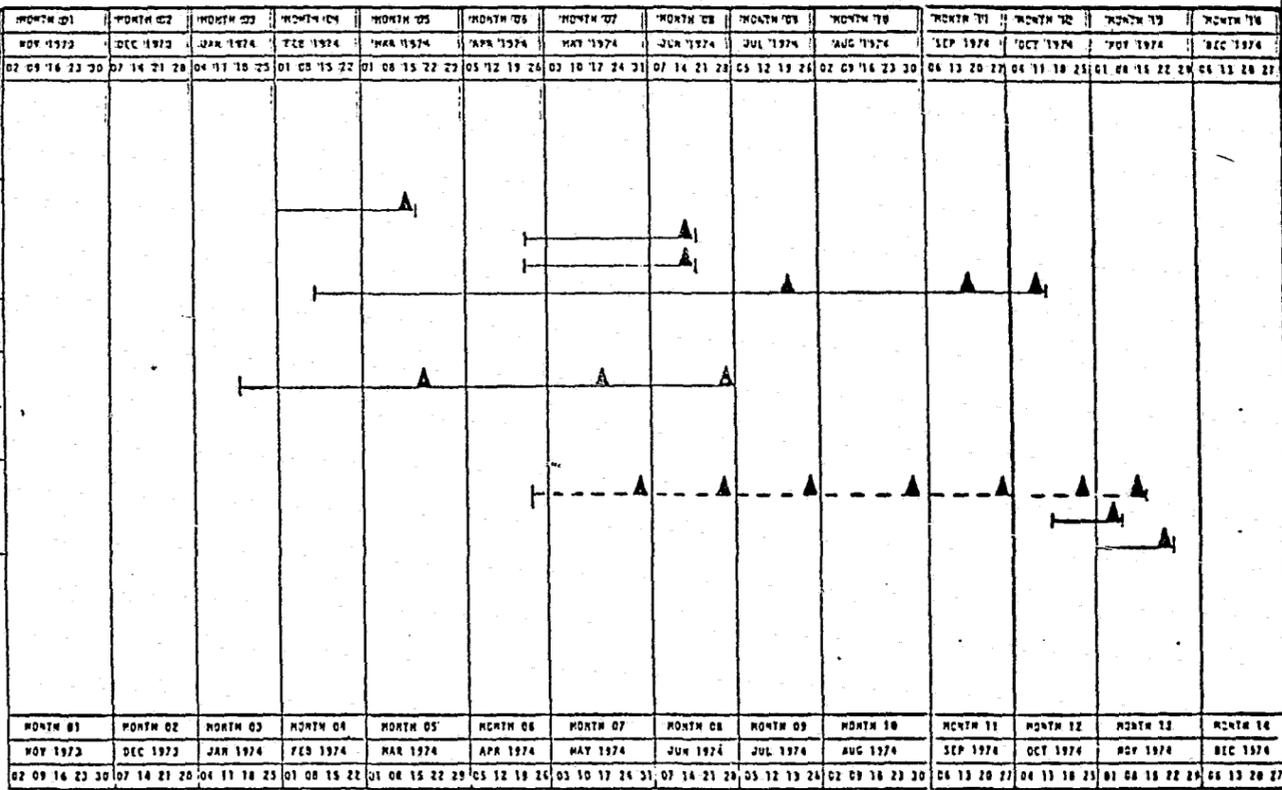
Sincerely,


Jerry W. Greene
Project Director
BMG Evaluation

JWG/d
enc.

TASK I DATA COLLECTION AND ANALYSIS

- 1.1.a DEVELOPMENT OF BASELINE DATA**
- (1) Review of Departmental Data
 - (2) Analyze 1970 Demographic Data
 - (3) Printout and Analyze 1971 and 1972
 - (4) Code, Printout and Analyze 1973 CAPER Data
- 1.1.b COLLECT DATA IN SUPPORT OF OPERATIONAL STRATEGIES**
- (1) Analysis of Data from 1973 Burglary Victims and Non-victims
- 1.1.c DATA FOR EVALUATION**
- (1) Results of TRAC Programs
 - (2) Analysis of 1974 CAPER Data
 - (3) Compare 1973 and 1974 CAPER Data



Legend

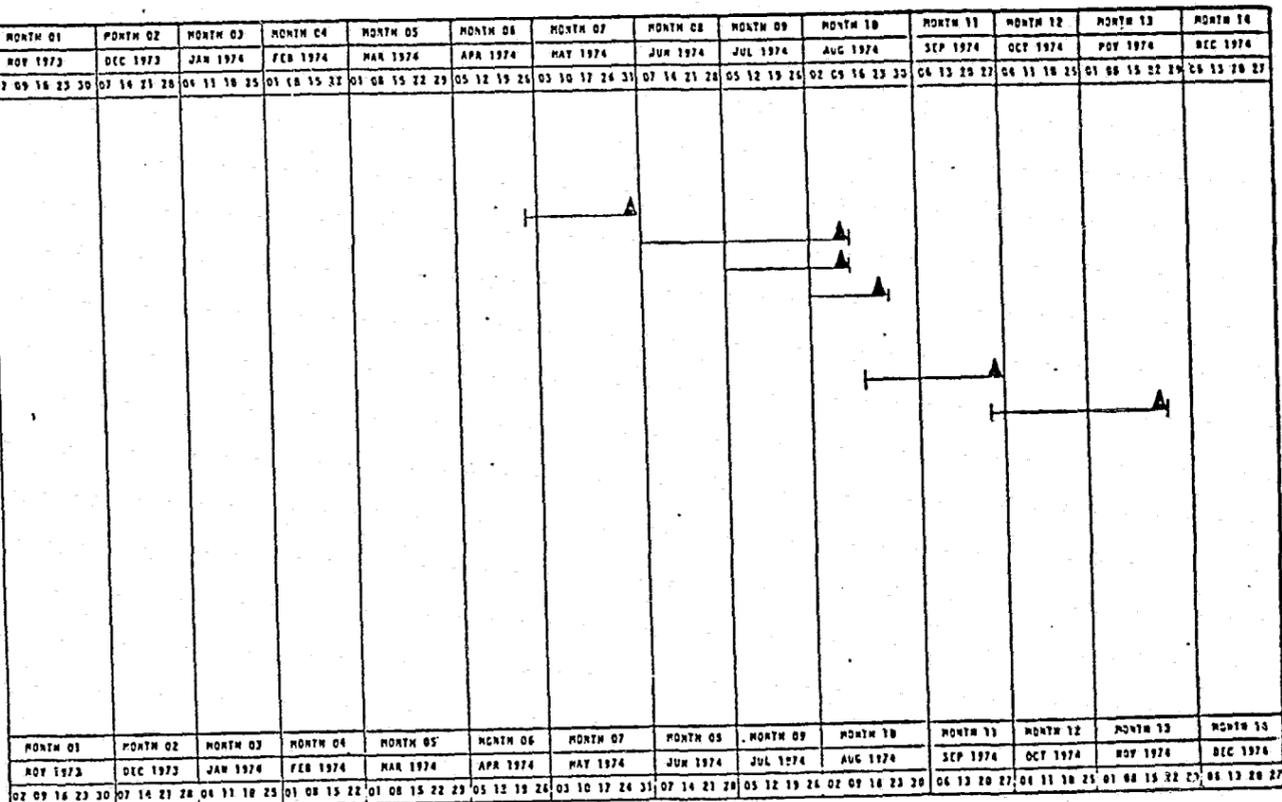
- Start and Completion
- ▲ Milestone and Output Product

Exhibit 1. TASK I Monitoring Evaluation Chart

DRAFT

TASK II ANALYZE BURGLARY REDUCTION PROCESS

- 2.1.a IDENTIFY PROBLEMS WITH PRESENT BRP**
- (1) Design and Test Data Collection Scheme
 - (2) Collect 1974 Data and Prepare Flow Charts
 - (3) Analyze Data and Prepare Findings
 - (4) Evaluate and Select Problem Areas
- 2.1.b DEVELOP ALTERNATIVES**
- (1) Select Alternatives
 - (2) Prepare Details of Alternatives and Develop Training Package



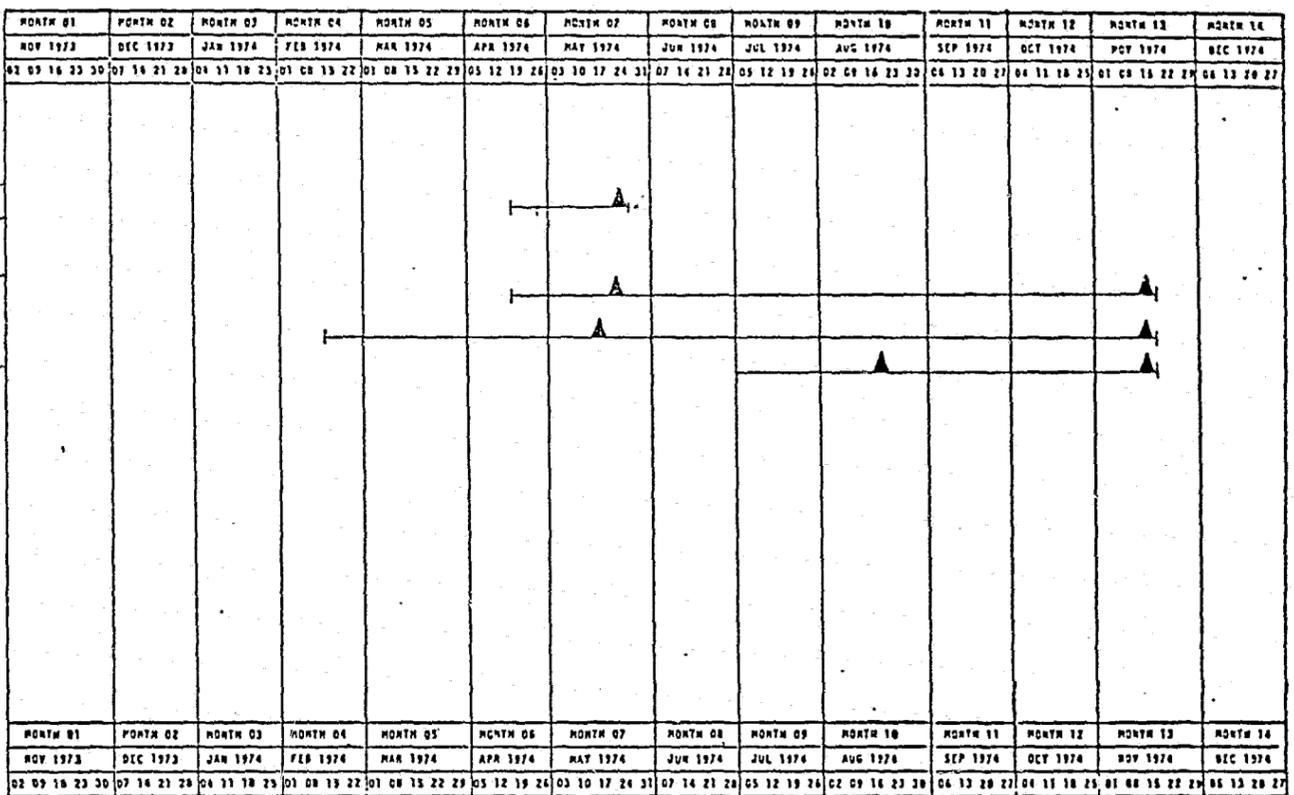
Legend

- Start and Completion
- ▲ Milestone and Output Product

Exhibit 3. TASK II Monitoring Evaluation Chart

DRAFT

- TASK III IMPLEMENTATION OF "TRAC" PROGRAMS**
- 3.1.a DECISION ON SPECIFIC "TRAC" PROGRAMS**
 - (1) Review Existing TRAC Programs
- 3.1.b IMPLEMENT "TRAC" PROGRAMS**
 - (1) Security Survey Program
 - (2) Operation Identification Program
 - (3) Public Awareness Program



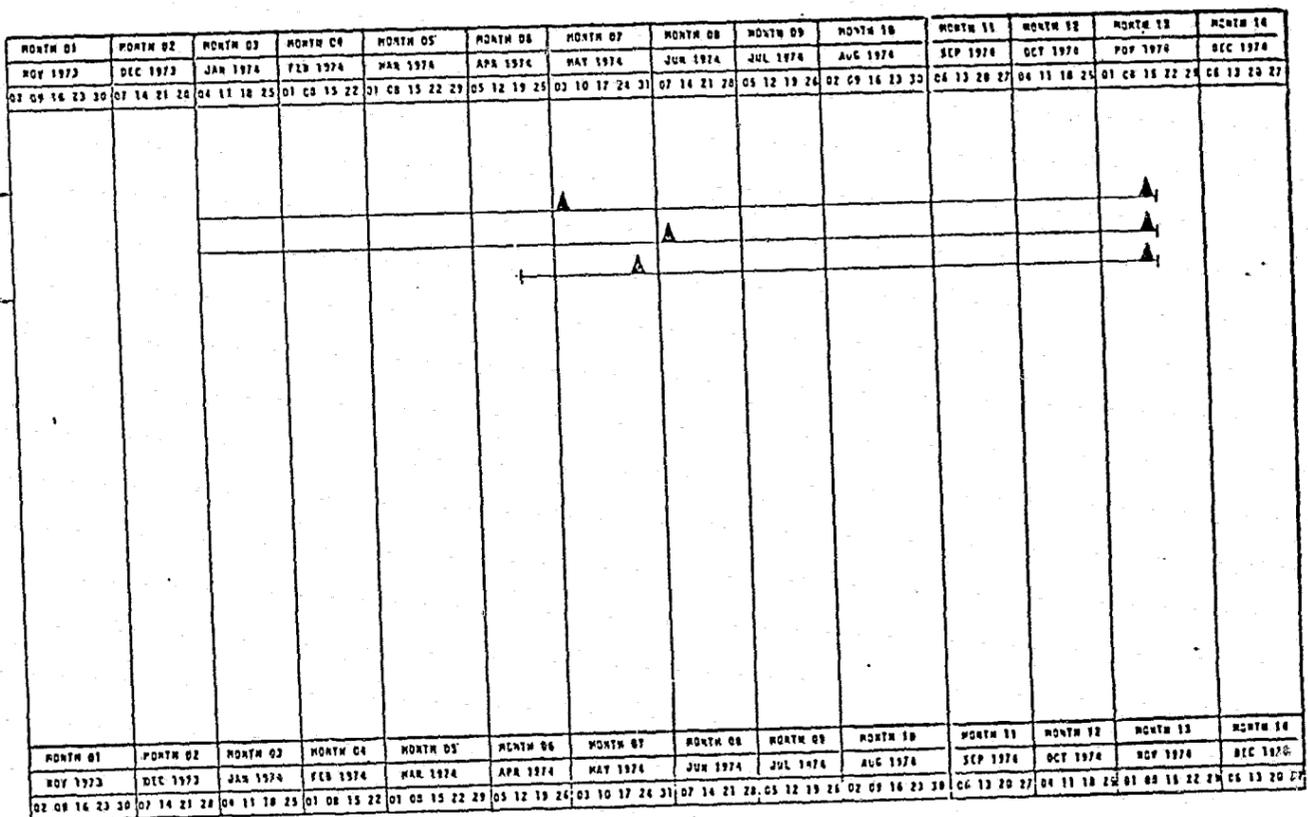
Legend
 — = Start and Completion
 ▲ = Milestone and Output Product

Exhibit 5. TASK III Monitoring Evaluation Chart

DRAFT

TASK IV OPERATION "FENCE"

- 4.1.a IMPLEMENT OPERATION "FENCE"**
 - (1) Development of Information Sources
 - (2) Development of Supporting Information System
 - (3) Identify and Implement Techniques and Plans



Legend
 — = Start and Completion
 ▲ = Milestone and Output Product

Exhibit 7. TASK IV Monitoring Evaluation Chart

DRAFT

BURGLARY METHODOLOGY GRANT EVALUATION
 PROGRESS REPORT NO. 2
 REPORT PERIOD ENDING 30 APRIL, 1974

GENERAL INFORMATION

This report is the second in a series of monthly reports designed to communicate progress, plans and problems associated with SJPD's Burglary Methodology Grant. Reports will reflect activity for the past month and plans for the current month. The period covered by each report will end on the last day of each month and will be due in the office of the SJPD BMG Project Manager two weeks later. The schedule of reports for the project period is as follows:

<u>Report Number</u>	<u>Report Period</u>	<u>Due Date</u>
1	Thru - 03/04*	03/12/74
2	04/01 - 04/30	05/10/74
3	05/01 - 05/31	06/14/74
4	06/01 - 06/30	07/12/74
5	07/01 - 07/31	08/16/74
6	08/01 - 08/31	09/13/74
7	09/01 - 09/30	10/11/74
8	10/01 - 10/31	11/15/74
9	11/01 - 11/30	12/13/74
10 (Final Report).		12/20/74

*This report is the minutes of an orientation meeting held between the BMG staff and PSI's evaluation team on March 4, 1974. Further meetings were held in March to refine the objective of the March 4 meeting.

PROGRESS

The PSI Project Director attended a seminar on April 5, 1974 dealing with techniques of investigating and prosecuting criminal receivers. The seminar was sponsored by the San Jose Police Department's Burglary Methodology Grant and the Region "J" Criminal Justice Planning Board. There was an exchange of ideas on various strategies and relative effectiveness for apprehending and prosecuting fences. The seminar appeared to be well organized and successful.

The PSI Project Director also met with the BMG staff on the 25th and 26th of April to identify information needed by PSI to develop a detailed monitoring and evaluation work plan as spelled out in Sub-task 1.3 of our proposal. Based on these discussions, it was decided to prepare a modified project work statement using the grant application as a foundation. The modified work statements were developed in which each section and subsection specifically identifies objectives, methodology, output, responsible persons and the time frame for completing the task. These modified work statements will be used by PSI for evaluating and monitoring the progress of the project.

PLANNED ACTIVITY

The modified project's work statements are currently being revised. Once agreement is reached, the final evaluation work plan will be prepared.

PSI is currently developing a draft of the detailed work plan. This plan will be submitted for review and approval next month.

Most of PSI's activity will be directed at monitoring, liaison and technical assistance since a majority of the BMG's staff

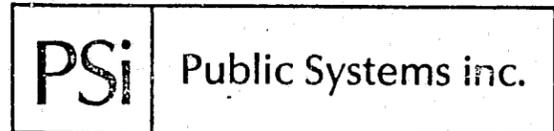
activity will be involved in developing a baseline and developing methodologies for each program to be conducted during the second year of the project.

PROBLEMS

An identified problem greatly affecting the BMG project progress is the lack of anticipated and needed data from CAPER. Lacking this data, the Project Staff has not been able to plan, design or implement various programs according to the original plan. Due to the length of time between the writing of the grant and receipt of grant monies, the original target area shifted causing a need to verify the extent of this shift. Since computerized data was not available, manual methods were used which expended more resources and took longer than planned.

ACTION ITEMS

- (1) The BMG staff has been asked to complete the items called for on Page 5 of the Minutes of Meeting dated March 4, 1974.
- (2) The BMG staff has been asked to list for each census tract in the target area the totals for:
 - Number of Operation ID contacts made,
 - Number of Burglary Victim and Non-victim Interviews
 - Number of Neighborhood Watch Programs established.
 - Number of Public Awareness Program contacts
 - Number of Active Fencing Locations
 - Number of Fences Arrested
 - Number of Burglars Arrested
- (3) The BMG staff has been asked to document any major departmental policies or changes that have taken place during the project period.



1137 Kern Avenue Sunnyvale, California 94086

(408) 732-7900

March 12, 1974

Lt. Stanley Horton, Project Manager
Burglary Methodology Grant
San Jose Police Department
P. O. Box 270
201 W. Mission Street
San Jose, California 95103

RE: March 4, 1974 orientation meeting of San Jose Police Department Burglary Methodology Grant (BMG) staff and Public Systems incorporated (PSi) BMG evaluation team.

Dear Lt. Horton:

Enclosed you will find four (4) copies of the March 4th minutes. Please review for accuracy and take note of the action items.

Friday, March 15, 1974, I hope to meet with you and your staff in reviewing the responsibilities of each person and unit involved in the project. PSi would appreciate your assistance in updating the work statements as outlined in the BMG proposal relative to: (1) objectives, (2) how your work statements relate to the program objectives, (3) estimated time period for baseline data availability (pessimistic and optimistic), (4) resources needed, and (5) output required from project staff personnel.

We also need to review each of the projects (approaches) within the BMG program to determine where they currently are in terms of operation, i.e., are they now in operation, when they are expected to become operational, and how each relates to PSi's task statements.

Lt. Stanley Horton
March 12, 1974
Page two

Some additional points that came up in our discussion that would be of value to assess the program:

- How many burglars are getting caught with stolen property in their possession because they have to drive farther to get to a fence?
- Is there a specific delineated policy of cooperation between the BMG units and other SJPD units such as narcotics, robbery, and organized crime units?
- The target area, control area, and displacement factors need to be clarified. Exactly how were the current target and control areas selected, and how will displacement be identified and measured.

PSi feels strongly that a good deal of new knowledge on burglary operations and preventive aspects will come out of your project. We are very pleased for the opportunity of evaluating your program.

Sincerely,

Jerry W. Greene
Jerry W. Greene
Professional Staff

JWG/d
enc.

MINUTES OF MEETING

DATE: March 4, 1974
PLACE: San Jose, California Police Department
SUBJECT: Compliance with Sub-task 1.1 of PSi's BMG evaluation proposal.

PARTICIPANTS: BMG Staff: Lt. Stanley Horton, Project Manager; Sgt. Ron Smith, BAU Staff; Mrs. Elba Lu, Statistical Analyst; Sgt. Jim Cornelius, FENCE Staff; Sgt. Lloyd Rice, FENCE Staff; Sgt. Jim Silvers, FENCE Staff; Sgt. Jay Martin, FENCE Staff.
PSi Evaluation Team: Mr. Kai Martensen, Coordination Manager; Dr. Ernest Unwin, Evaluation Consultant; Mr. Jerry Greene, Liaison and Monitor.

The purpose of the meeting was the initial orientation of PSi staff by the BMG staff as outlined in Sub-task 1.1 of the proposal. Lt. Horton briefly described the project and responsibilities of those persons in attendance.

Subjects covered in this meeting included: Data base, target area, field interviewers, burglary victims, burglary in San Jose, burglary detective's relationship to the BMG, the FENCE operation and objectives, BMG objectives, and action items.

DATA BASE

The data base upon which vital decisions must be made in relation to the BMG's objectives was discussed. The only coded data available from CAPER is for 1971 and 1972. Two coders have been hired to code 1973 baseline data (in CAPER format) but there will be a lengthy time period before the information is available for use by the BMG staff due to the volume of data.

TARGET AREA

The target area varies from that outlined in the grant application for two primary reasons: (1) it is easier to deal with the target and control areas using census tracts, and (2) demographic data is available which can be interpolated with crime data in the target area.

FIELD INTERVIEWERS

Ten interviewers (college students - 9 women, 1 man) have been hired and given intensive training in surveys, burglary problems, Operation ID, and security problems. They went from house to

house in two census tracks (control areas) and provided information about Operation ID and, when asked, enscribed high value property.

BURGLARY VICTIMS

Burglary victims names and addresses were pulled by hand from 1973 burglary reports. These victims were sent letters asking for their cooperation with the grant study. Prepaid postcards were included with each letter. The response was small, however, and many of the victims had moved. When a field interviewer contacted a burglary victim, he also made contact with a nearby non-victim.

BURGLARY IN SAN JOSE

The number of burglaries in San Jose is continuing to increase. A majority of the burglary operations have apparently shifted somewhat to the westside of San Jose -- out of the target area. However, the original target area is still valid as a test area.

BURGLARY DETECTIVE'S RELATIONSHIP TO THE BMG

The original target area has been designated by Lt. Horton as Burglary Detective's Division Number One. Four burglary detectives and one juvenile detective have been permanently assigned to that district during the project's duration.

FENCE OPERATIONS

Tentative agreement was reached by both BMG and PSi staff on the role of FENCE in the grant. The FENCE objectives include:

1. Reduce the number of fencing operations in the target area, the City of San Jose, and the Santa Clara County region as related to San Jose crimes.
 - a. Develop a better understanding of fencing operations and their relationship to burglar's operations.
 - b. Reduce burglary in target area and the City of San Jose.
2. Increase the amount of recovered property.
3. Increase the amount of recovered property returned to the owner.
4. Increase the arrest rate of fences.
5. Increase the prosecution rate of fences.

6. Improve coordination with other law enforcement burglary units.
 - a. Better crime analysis input and output.
7. Identify burglary suspects and their operations.
8. Increase number of prosecutions of burglars.
9. Increase the number of arrests of suspects caught with stolen property in their possession.

Some attempt was made to classify fencing operations:

1. Big fence (large volume of stolen items handled)
2. Local fence (has a legitimate business, usually no prior record, most common fence)
3. Flea market
4. Pawn shops
5. Garage sales
6. Bars, etc.

The FENCE operation has been in existence since August of 1972. The following comments were brought up in the meeting:

- Their primary effort is to make burglars drive farther to find a fence, thereby increasing the burglar's susceptibility of being caught with stolen property. This is accomplished by arresting fences in the target area. The objective of this effort is to limit the market for fencing stolen goods.
- When a number of fences have been arrested, the remaining fences can lower the amount of money paid to the burglar because it is then a buyer's market. This in turn causes more burglaries because the burglars have to steal twice as much to get the amount of money they used to get.
- The FENCE staff spends approximately 70% of their time developing offender-suspect profiles, and identifying and following burglars.

- About 25% of their time is spent trying to return recovered property to its owners. It may take two to three weeks to find the owner, since 75-80% of the recovered property have no identifying marks or serial numbers.
- The FENCE staff believes that the arresting of fences does more to reduce burglary in San Jose than arresting the burglars.
- Fences are taking more and more unidentifiable stolen property from burglars because they do not want to get caught with possession of stolen property (a change in property targets).
- The FENCE staff is becoming more able to identify possible property targets and therefore keep a closer watch so that a suspect can be caught in the act.
- The FENCE staff has been recovering a lot of stolen property from Oregon recently.

BMG OBJECTIVES

The BAU unit is currently developing questionnaires in cooperation with the FENCE staff to interview burglars and fences so that more crime analysis data will be available and inputs from: (1) citizens, (2) police, and (3) criminals in order to get a better perspective of the overall burglary problem.

Some of the BMG objectives discussed were:

1. Reduce the number of reported burglaries in the target area.
2. Increase burglar apprehensions and case preparations.
 - a. Increase criminal filings.
 - b. Improve dispositions through better case preparation.
3. Better utilization of detective manpower.
 - a. Better selection of burglary cases for follow-up.
4. Improved time reporting for operational effectiveness.
5. Improve burglary investigation process.

ACTION ITEMS

1. Determine the time necessary to fully code 1973 CAPER data so that vital decisions can be made by the BMG staff and so that PSi can determine the evaluation parameters (Sub-task 1.2) and develop a detailed workplan (Sub-task 1.3).
Responsible person/unit: Lt. Horton
2. Compare fence suspect file with the active fence file to determine:
 - address/location matchup when person in suspect file is moved to active file,
 - actual number of fence operations and prosecutions as a result of leads,
 - time period that person in active file was in the suspect file and he was moved to active file.Responsible person/unit: FENCE unit
3. Develop a system to match stolen property reports with recovered property to decrease time spent in tracing owners of recovered property.
Responsible person/unit: FENCE unit
4. Determine if BMG time period will be extended to December 31, 1974.
Responsible person/unit: Lt. Horton
5. Provide PSi with:
 - census map of target and control areas,
 - beat maps for same area,
 - Detective Division District location on a map,
 - a 500' scale map of target area (the colored in map in the BMG office),
 - crime data for the past five years on part one crimes (UCR, BCS, SJPD Annual Reports).Responsible person/unit: Mrs. Elba Lu
6. Milestone chart/time frame flow chart of the FENCE operation in relation to arrests, convictions, specific surveillance operations, and connections between fencing operations and burglar arrests.
Responsible person/unit: FENCE unit

7. Write, type, and distribute minutes of meeting.
Responsible person/unit: Jerry Greene
8. Review task statements of PSi's proposal and objectives and milestones of grant.
Responsible person/unit: Lt. Horton/Jerry Greene

A PROPOSAL FOR
EVALUATION OF THE DEVELOPMENT
OF PREVENTION METHODOLOGY BY
BURGLARY OFFENSE ANALYSIS

PREPARED FOR
SAN JOSE POLICE DEPARTMENT

27 DECEMBER 1973

Submitted by
PUBLIC SYSTEMS incorporated
1137 Kern Avenue
Sunnyvale, California 94086

PUBLIC SYSTEMS incorporated

PSi specializes exclusively in law enforcement and criminal justice technology. The company has two distinct areas of endeavor: (1) the design and production of electronic and communications equipment expressly in support of law enforcement needs; and (2) the conduct of research and consulting efforts related to criminal justice activities. This brochure describes the experience of the company in the criminal justice research and consulting field.

INTRODUCTION

The San Jose Police Department's "Development of Prevention Methodology by Burglary Offense Analysis," project presents an excellent opportunity for the department to experiment with various burglary reduction techniques. Such a project will permit the determination of which combination of approaches is most effective in reduction of burglaries and can be applied city-wide.

This opportunity to implement burglary reduction techniques must not be viewed as simply augmenting existing police resources or temporarily adopting an in-vogue operational program. The program must be so designed and executed that results are adequately documented and honestly appraised. Only after rigorous examination of the results can one justify continued funding or expansion to other parts of the city. If any of the approaches is proven, then it can stand the test of appropriation approval by the City Council. PSi intends to carry out the evaluation with this philosophy in mind.

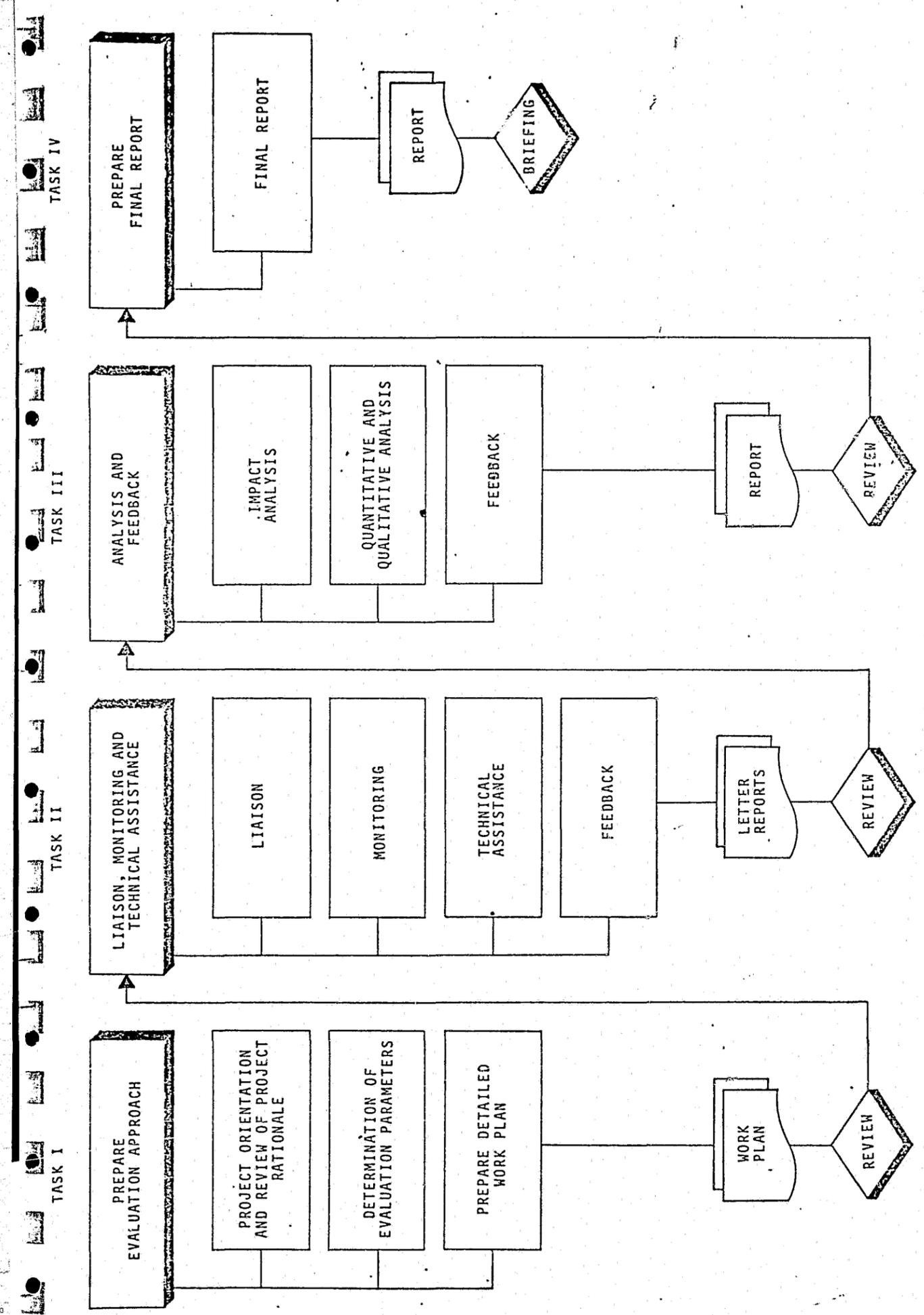
PSi's approach assures continuous interaction between the evaluation team and the project personnel. This technique will allow for the police to input their pragmatic viewpoints necessary for determining realistic evaluation approaches. Conversely, this interaction makes the operational persons fully aware of the need to adhere to predetermined research procedures.

The San Jose Police Department has shown commendable foresight to establish an evaluation team early in the project. The evaluation team will provide vital feedback to the project

in the form of analyzed data, recommendations and technical assistance. Such feedback can permit modifications of the various operating programs to enhance their effectiveness in process.

The PSI evaluation team is intimately familiar with police operations (including San Jose Police Department), crime prevention programs and evaluating law enforcement programs. PSI staff members have a thorough knowledge of the utility and limitations of police records, information, and statistics, and were involved in the initial development of CAPER.

PSi is a company located in Sunnyvale and has devoted all of its resources to problem-solving in law enforcement and criminal justice. Furthermore, PSI seeks to undertake projects which in some way will result in a definite, measurable improvement in law enforcement operations. We are available on a moment's notice and are willing to provide technical assistance which will enhance the successful achievement of the burglary reduction program objectives.



PART V: MANPOWER AND COSTS

The personnel to be used on the evaluation study will spend seventy-one (71) man-days on the project, of which approximately thirty-six (36) man-days will be on-site.

In Exhibit V-1, the tasks are depicted with the man-days of the individual responsible for that task. Detailed resumes of those PSI individuals involved in the evaluation study are included in this proposal.

TASK	MARTENSEN	UNWIN	GREENE	TYPIST	TOTAL
TASK I	1.5	4	4	2	11.5
TASK II	.5	1	30	4	35.5
TASK III	.5	6	2	2	10.5
TASK IV	1.5	5	4	3	13.5
TOTAL	4.0	16	40	11	71.0

Exhibit V-1. Man-days by Personnel and Task

PSi proposes to perform the tasks identified herein as specified by the contract which may result from this proposal on a cost reimbursable basis. The rates used for pricing are those currently in use and approved by LEAA as the cognizant federal government negotiating agency for PSI contracts. This cost is based on seventy-one (71) man-days of effort. The detailed cost breakdown is presented in Exhibit V-2. Cost data is presented by employee, by direct, overhead, G&A fee and total dollars. These costs assume customer acceptance of the included work statement and schedule.

• Direct Labor (71 man-days)	\$ 3,803.52	
• Overhead @ 100%	3,803.52	
Sub-total		\$ 7,607.04
• Other Direct Costs		
Materials (inc. reproduction costs)	100.00	
Sub-total		7,707.04
• G & A @ 16%		1,233.13
• Fee @ 10%		894.02
TOTAL		\$ 9,834.18

Exhibit V-2. Detailed Project Cost

END