If you have issues viewing or accessing this file contact us at NCJRS.gov.

Herekay

THE USES OF

のでものないないないないで、ないない

LAW ENFORCEMENT MANAGEMENT INFORMATION



THE COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

STATE OF CALIFORNIA

THE USES OF

LAW ENFORCEMENT MANAGEMENT INFORMATION

COMMISSION OF FERE OFFICE COMPANES & TRAINING TIGHNAL SERIES DERIG 1.01 WO ŧ, POR DISCESSION AID NEVILY PERFORES GHLY. PROJECT NUMBER COPT NUMBER

Commission on Peace Officer Standards and Training

State of California

X



Preface

This report on The Uses of Law Enforcement Management Information represents staff work prepared by POST's Center for Police Management personnel. The report is intended to answer some basic questions relating to management information requirements and provide suggested approaches to meeting fundamental needs. No attempt has been made to describe, define, or promulgate a complete "management information system." A conscious effort has been made to avoid dwelling on subjects already adequately addressed in this area.

Because the subject matter is broad, reasonably complex, and highly important to law enforcement administrators, POST staff will continue to research and develop work in this area. This report will be subject to future revision and refinement. POST staff solicits constructive criticism of this document. Any suggestions for improvement will be welcomed and seriously entertained.

POST staff members principally responsible for development of this report were Senior Consultants Dale A. Kelley and Allan K. Stuckey. Primary coordination and editing of this study was the responsibility of Glen E. Fine, Bureau Chief, Center for Police Management.

BRADLEY W. KOCH

BRADLEY W. KOCH Technical Services Division

December 2, 1974

TABLE OF CONTENTS			•		
Introduction	•	•	•	•	iii 3
Chapter I - Information Requirements of a Law Enforcement Agency	•	•	•	•	4
Chapter II - Proposed Output Documents to Meet Information Requirements	•	•		•	14
Summary	•	•	•	•	46
List of Illustrations					
Figure 1.External Reporting RequirementsFigure 2.Crime Report Form.Figure 3.Data Element MatrixFigure 4.Monthly Statistical Summary.Figure 5.Offense Summary.Figure 6.Collisions by Location and TypeFigure 7.Collisions by Location and Cause.Figure 8.Collisions by Location and TimeFigure 9.Traffic Citations by Location and TypeFigure 10.Traffic Citations by Location and TimeFigure 11.Total Citations by Location and Type.Figure 12.Summary of Off cer ActivitiesFigure 13.Officer Daily Activity ReportFigure 14.Daily Activity Report Monthly Recap	· · · · · · · · · · · · · · · · · · ·			•	6-8 17 19 24-26 29 32 33 34 36 37 38 40 41 42
Graphs					4
Figure 15. Collisions and Citations by Day of Week.Figure 16. Collisions and Citations by Hour of Day.Figure 17. Collisions and Citations by Beat	•.	•	•	U U	44 44 45
Appendix A - Geographical Division of a Jurisdiction	•	0	•	•	47
Figure 18. Example City Divided into Reporting Areas Figure 19. Street Number Index with Reporting Area.	•	a 3	د د	•	51 52

. .

	TABLE OF CONTENTS		•		
Introduction Glossary of '		•••			iii 3
Chapter I	- Information Requirements of a Law Enforcement Agency	•			4
Chapter II	- Proposed Output Documents to Meet Information Requirements	• •			14
Summary .	• • • • • • • • • • • • • • • • • • • •	• ² •	• •	•	46
List of Illust	rations				
Figure 1. Figure 2. Figure 3. Figure 4. Figure 5. Figure 6. Figure 7. Figure 8. Figure 9. Figure 10. Figure 11. Figure 12. Figure 13. Figure 14.	External Reporting Requirements Crime Report Form	0 0 1 1 1 1 1 1 1 1 1 1 1 1 1 1			6-8 17 19 24-2 29 32 33 34 36 37 38 40 41 42
Graphs					
Figure 15. Figure 16. Figure 17.	Collisions and Citations by Day of Week Collisions and Citations by Hour of Day Collisions and Citations by Beat	• •	2 U		44 44 45
Appendix A -	Geographical Division of a Jurisdiction	• •			47
Figure 18. Figure 19.	Example City Divided into Reporting Areas Street Number Index with Reporting Area.	• 2	د در د در		51 52

TABLE OF CONTENTS					
Introduction	•	•••	•	•	iii 3
Chapter I - Information Requirements of a Law Enforcement Agency			•	•	4
Chapter II - Proposed Output Documents to Meet Information Requirements	•	· •	•	•	14
Summary	•	• •	•	•	46
List of Illustrations					
Figure 1.External Reporting RequirementsFigure 2.Crime Report Form.Figure 3.Data Element MatrixFigure 4.Monthly Statistical Summary.Figure 5.Offense Summary.Figure 6.Collisions by Location and TypeFigure 7.Collisions by Location and Cause.Figure 8.Collisions by Location and TimeFigure 9.Traffic Citations by Location and TypeFigure 10.Traffic Citations by Location and TimeFigure 11.Total Citations by Officer and Type.Figure 12.Summary of Off cer ActivitiesFigure 13.Officer Daily Activity ReportFigure 14.Daily Activity Report Monthly Recap		 . .<			6-8 17 19 24-2 33 34 36 37 38 40 41 42
Graphs					
Figure 15. Collisions and Citations by Day of Week.Figure 16. Collisions and Citations by Hour of Day.Figure 17. Collisions and Citations by Beat	9 13	• •	•	U U	44 44 45
Appendix A - Geographical Division of a Jurisdiction.	•	• 0		•	47
Figure 18. Example City Divided into Reporting Area Figure 19. Street Number Index with Reporting Area	s	• •	ני נו	•	51 52

	•					
	TABLE OF CONTENTS					
uction		•	•		•.	iii
ary of	Terms	•			•	3
er I	- Information Requirements of a Law				e - 1	
	Enforcement Agency	•				4
er II	- Proposed Output Documents to Meet					
	Information Requirements		•	•	•	14
ary .		· • '	•	•		46
				4		
f Illust	rations					
-						
e 1.	External Reporting Requirements	٩		ρ	ه	6-8
e 2.	Crime Report Form			•	• .	17
e 3.	Data Element Matrix		•	14	•	19
e 4.	Monthly Statistical Summary			•	٠,	24-2
e 5.	Offense Summary	•			a , a	29
e 6.	Collisions by Location and Type	•	a		•	32
e 7.	Collisions by Location and Cause	v			•	33
e 8.	Collisions by Location and Time	•		•	•	34
e 9.	Traffic Citations by Location and Type				•	36
e 10.	Traffic Citations by Location and Time		•	•	•	37
e 11.	Total Citations by Officer and Type	۰.	•	•	•	38
e 12.	Summary of Off cer Activities	•	•		•	40
e 13.	Officer Daily Activity Report	•	•	•	•	41
e 14.	Daily Activity Report Monthly Recap	•	\$	J.	•	42
S						
-						
e 15.	Collisions and Citations by Day of Week	•	٥		 U	44
e 16.	Collisions and Citations by Hour of Day.		•	•		44
e 17.	Collisions and Citations by Beat	•			•	45
dix A .	Geographical Division of a Jurisdiction	•		•	•	47
e 18.	Example City Divided into Reporting Areas			د		51
e 19.	Street Number Index with Reporting Area.	•	3	د.	•	52
1.1.1						

ii

INTRODUCTION

Information, like manpower and equipment, is a definite resource in a law enforcement agency. How is it used or misused will have a marked effect on the management of the agency.

The administrator of a typical law enforcement agency must have information to meet two main requirements; these are:

- external reporting requirements
- internal operation and management information requirements

In attempting to fulfill these requirements, certain questions arise:

- what information is needed?
- where is it obtained?
- how can it be used?

This document is designed to answer these questions. Its purposes are threefold:

- of a typical local law enforcement agency;
- 2. To define where data can be obtained to meet the basic information requirements identified; and
- 3. To provide practical examples of how data can be organized for proper use.

1. To identify the general and basic information requirements

Current Uses of Data and Information

Law enforcement agencies spend extensive amounts of time and money collecting, storing, and retrieving data. A large amount of data is collected with little or no reference to the objective for which it is collected. Much of the data is not used, or is used primarily to meet external reporting or short-term internal operational requirements.

Many administrators believe that the collection of data automatically satisfies information requirements. What they often fail to realize is that this data must be systematically processed and analyzed to produce the information need by decision makers.

Need for Information and Data Processing

The collection, processing, and analysis of essential statistical and management data are legitimate functions of a law enforcement agency. A law enforcement administrator cannot expect to be knowledgeable about the operation and management of his organization if he lacks meaningful statistical and management information.

Information derived through analysis of pertinent data over a period of time can be utilized by operational and management personnel at all levels of the organization. Furthermore, as the size of a law enforcement agency increases, and the volume and variety of services provided to meet new demands grow, the ability to collect, organize, and utilize meaningful information becomes vital.

The data-handling capabilities of local law enforcement agencies have not kept pace with their increasing needs for information. To gain the maximum benefits from the various types of data they collect, law enforcement agencies should utilize some formal system of data processing. However, many agencies have avoided data processing due to the narrow definition which has been applied to the term.

To many, data processing means computers, and computers mean money. Therefore, many agencies have gone without needed information to avoid the costs associated with computer processing. Data processing does not necessarily require the use of computers. Data can also be processed manually or by the use of relatively inexpensive unit record equipment. While all agencies cannot afford electronic data processing, the majority of agencies can afford manual or automatic data processing.

-1-

Proposed Solutions to Meet Information and Data Processing Needs

Because many law enforcement agencies cannot afford to lease or purchase computers, publications which propose computer-based information systems are of limited value. Since the majority of current publications propose computer systems, adequate guidelines for the development of non-computerized methods for collecting, processing, and using law enforcement information are not available.

In an attempt to fill the gap, a research project was developed in the POST Center for Police Management. Specifically, CPM consultants were assigned the task of developing a document which would provide law enforcement agencies with practical guidelines for the collection and utilization of law enforcement data and information.

Due to the broad scope of this project, the information addressed has been divided into two documents. The first document covers the basic information requirements of a law enforcement agency and proposed programs for meeting these requirements. The second document describes detailed procedures for conducting a patrol workload study for purposes of allocation and distribution of patrol manpower.

Research on the use of law enforcement data and information was conducted through review of pertinent literature and on-site visits to agencies. This publication contains the results of that research and address the expressed purposes of the project in two major chapters:

<u>Chapter I is an overview of the general information requirements of a typical local law enforcement agency</u>. The overview is included to provide background and understanding of the scope of law enforcement information requirements. In the subsequent chapter, however, the scope of the project is limited to the basic management information requirements common to a great number of law enforcement agencies.

<u>Chapter II</u> defines the data needed to meet the basic management information requirements, and identifies the sources from which the data can be acquired in most law enforcement agencies.

It also contains examples of forms which can be used as data collecting and organizing tools to meet information needs.

GLOSSARY OF TERMS

DATA - any representation of a fact or an idea that can be communicated or manipulated by some process.

DATA ELEMENT - a specific fact (in the law enforcement field, a type of event, and the time and location of the event are data elements).

SOURCE DOCUMENT - a form or report from which data elements are extracted for processing.

INFORMATION - knowledge derived through the analysis of data.

DATA PROCESSING - a systematic sequence of operations performed on data.

MANUAL DATA PROCESSING - the processing of data using hand or manual methods.

AUTOMATED DATA PROCESSING - a term used to describe both electronic data processing (EDP - computer based), and electric accounting machine (EAM - also called Unit Record Systems).

CHAPTER I

; ¹

-4-

INFORMATION REQUIREMENTS OF A LAW ENFORCEMENT AGENCY

INFORMATION REQUIREMENTS OF A LAW ENFORCEMENT AGENCY

The purpose of this chapter is to describe the main information requirements of a law enforcement agency. For purposes of this document, these information requirements are divided into two broad categories:

- Information needed to fulfill external reporting requirements;
- Information needed to fulfill internal operational and manage-ment requirements.

External Reporting Requirements

• *

Law enforcement agencies need data and information to respond to inquiries from outside agencies for two reasons:

- 1. To satisfy legal reporting requirements; and
- 2. To cooperate in the sharing and mutual exchange of information with other criminal justice and governmental agencies.

California law enforcement agencies respond to numerous and varied legal and voluntary information requirements. There is, however, a common set of external reporting requirements which a majority of agencies recognize and adhere to. This complete set of requirements is displayed in Figure 1, on pages 6-8.

This table contains the name of the agency, by government level, to which the information is submitted; the type of information that is submitted; and the basis, voluntary or required. For required information, the section and code initials are included in the appropriate column.

The need for law enforcement agencies to fulfill external reporting requirements is apparent - all agencies benefit through the mutual sharing and exchange of information. Furthermore, since the external information requirements are well defined in codes, or by the requesting parties, most agencies do not find it difficult to supply the needed information. Except for situations where a great deal of data is requested, most external information requirements are handled on a routine basis.

-5-

Figure 1 EXTERNAL REPORTING REQUIREMENTS

AGENCY	TYPE OF INFORMATION	BA	ASIS
Information Submitted to:		Voluntary	Required Section/Code
FEDERAL			
Federal Bureau of Investigation (FBI)	 Fingerprint Cards Arrest Police Applicants Teletype NCIC Death Notices of Individuals Entered in FBI Files Verbal General Info. 	x x x ¹ x x	
National Bomb Data Center	1. Bombings and Attempted Bombings	x	
		4.11	
DEPARTMENT OF JUSTICE Identification and Information Branch		1	•
Bureau of Identification	1. Crime Reports		
	a. All Felony Crime Reportsb. Sex Crime Reports2. Lost, Stolen, Found, and		11107pc 11107pc
	Pawned Property Reports 3. Fingerprint Cards		11108pc
	a. Arrest b. Gun License Applications c. Registrations Sex		11112pc 12052pc 290pc
	Narcotics 4. Report of Arrested Person's Transfer or Release, or Disposition of Case 5. Verbal General Info.	x	11115pc
Bureau of Criminal Statistics (BCS)	1. Monthly Crime and Clearance Statistics		13020pc
	 Monthly Arrest and Citation Statistics Report of Law Enforcement 		13020pc
	Officers Killed or Injured in Accident or Assault 4. Justifiable Homicide Reports		13020pc 13022pc
	5. Violation of Obscenity Law Reports		13021pc
Law Enforcement Consolidated Data Center (LECDC) (Automated Information Services)	 Calif. Law Enforcement Telecommunications System (CLETS) Criminal Justice Information System (CJIS) 	x ²	
	 a. Stolen Vehicle System (SVS) b. Stolen Bicycle System (SBS) c. Wanted Persons System (WPS) d. Automated Firearm System 		
	(AFS) e. Automated Property System (APS) f. Criminal History File (CHS)	x	
	1. Comman mistory File (Ch5)		

.-6-

EXTERNAL REPORTING REQUIREMENTS

AGENCY	TYPE OF INFORMATION	BA	SIS
Information Submitted to:		Voluntary	Required Section/Code
cmATE (Continued)			
STATE (Continued)			
Business and Transportation			
Agency			
California Highway Patrol (CHP)	I. Vehicle Collision Reports	$(1,1) \in \{1,\dots,n\}$	20008cvc
	2. Impound reports on certain		22052
	abandoned vehicles		22853cvc
	3. Disposition of impounded low val-		
	ued vehicles - under \$200 value	-	22705cvc
	4. Verbal General Info.	×	
Department of Motor Vehicles			
(DMV)	1. Implied Consent Refusal to		
	Take Drunk Driving Test	1	* 13353cvc
	2. Theft, Loss, or Recovery of		
	Undocumented Vessel		10551cvc
	3. Teletype		and the second
	a. Automated Management Info-		
	mation System (AMIS)	, x	
	1) Vehicle Reg. File	x	
	2) Drivers License File	x	
	h. Automated Name Index (ANI)	x	
	4. Vehicles impounded under Local		
	Abstement Procedure		226600a cvc
	5 Verbal as General Info		
	J. Verbai General into.		
Department of Alcoholic			
Beware as Control (ABC)	1 Crimo Poporto /Licour Licou-		
Deverage Control (ADC)	1. Crime Reports (Liquir Licen-		24202bbc
	Ses/		24202010
	2. verbal General Inio.	x	
Commission for leacher			a a s
Preparation and Licensing	1. Written Notice of Arrest of		
	Public School Teacher for		201
	Sex Offense (261, 290pc)		291pc
COUNTRY			
COUNTY SLAVE (M. CHART			
Sneritt (It City Police Dept.)	1. Warrant Information	×	
	2. Grime and Arrest Information		
	3. Juvenile Information	×	
	4. General Information	×	
Court (Depending on Type and		1	
Location)	1. Complaints		
•	a. Misdemeanor		x
	b. Felony	La Sala A	x
	2. Crime and Arrest Reports		X
District Attorney	i. Crime and Arrest Reports		x
	2. Verbal General Info.	N	
Coroner	1. Death Reports		x
	2. Suicide Notices		x
Health Department	1. Animal Bite Reports	1	Div. 3
	2. Sanitation		Chap. 3
			Art. 1.
			H & S
	• • • •	L	المحافظ والمراد والمحاور والمحاصر والمحاصر والمحاصر والمحاصر والمحاصر والمحاصر والمحاصر والمحاصر والمحاصر والم

EXTERNAL REPORTING REQUIREMENTS

AGENCY	TYPE OF INFORMATION	B∧	SIS
Information Submitted to:	I TFE OF INFORMATION	1	Required
		Voluntary	Section/Code
<u>COUNTY</u> (Continued) Superintendent of School	 Written Notice of Arrest of Public School Teacher for Sex Offense (261, 290pc) 		291pc
<u>CITY</u> Manager/Mayor/Council/Depart- ment Administrators	 City Property Damage Reports City Liability Reports Special Reports Verbal General Info. 	×	x x x x x
Fire Department	1. Crime Report Arson 2. Verbal General Info.		x
OTHER LAW ENFORCEMENT AGENCIES	l. Teletype 2. Verbal General Info.	x x	
OTHER AGENCIES OR OFFICIALS Superintendents of Public School Districts Private School Authorities	 Telephone Notice of Arrest of School Teacher or other School Employee for Sex Offense (261, 290pc) Written and Telephone Notice of Arrest of Private School Teacher for Sex Offense (290pc) 		291pc 291.1pc
PRIVATE CITIZENS Property Owner	 Notice in writing to registered and legal owner of impounded motor vehicles 		x 22852cvc
¹ Entry of data and query of NCI of Justice Criminal Justice Inf ² Joining CLETS is voluntary. it is required legally (15165GC procedures approved by the At Enforcement Telecommunicati	C files is accomplished through Califo formation System. However, when a law enforcement agen) to conform to the operating policies, torney General's Committee on the Ca ons System.	ornia Depar ncy has joi practices lifornia La	rtment ned, , and iw

CA	LI	FC	\mathbf{R}	NIA	LE	GA	L	CO	DE
The second secon	_	A DESCRIPTION OF TAXABLE PARTY.		the second se				-	

pc	=	Penal Code
cvc	=	California Vehicle Cod
bpc	=	Business and Professio
GC ·	=	Government Code
H & S	=	Health and Safety Code

LEGEND

le ons Code

For these reasons, this document does not concentrate on external information requirements, but will focus on the types of information needed by a law enforcement agency to fulfill internal operations and management requirements.

Internal Information Requirements

A law enforcement agency has numerous internal information requirements. However, this discussion and the main thrust of this document will principally concern two areas:

- operational information
- management information

It should be noted that these two areas are not always clear cut and mutually exclusive. Data and information in one area may also be used to satisfy requirements in the other area.

Operational Information

This type of information is associated with the line functions of law enforcement agencies and provides the basis for decisions regarding general police services. It is mainly used to make short-term manpower and resource allocations, and for short-range planning purposes. Operational information is required primarily for the patrol, traffic, and investigative functions of a law enforcement agency.

An example of operational information would be information concerning a particular crime, such as burglary. Data about the crime, date, location, and time of occurrence constitute operational information about that burglary. This type of information might be used to investigate the crime or to help prevent or deter future burglaries.

Information and data which fall into the operational category includes, but is not limited to, information and data about:

-9-

- Motor vehicle collisions
- Civil disasters/disorders -
- Incidents

- Investigations

:

- Modus Operandi
- Criminal Offenses
- Stolen, found, recovered property
- Wanted persons
- Warrants
- Field interviews

Much of the operational information required by police officers is descriptive in nature and is used to identify people, places, and things during routine operations. Descriptive information is needed by field officers on an immediate basis. Therefore, the trend has been to place this type of information into automated information systems capable of providing rapid retrieval upon request by field officers.

Operational information can also be summarized over a selected period of time and used for short-term planning evaluations. Thus, a monthly summary of data concerning burglaries by hour of the day, day of the week, and location might be used to plan special patrol strategies.

The same information, when collected over longer periods of time can be utilized by management decision makers for long term planning purposes.

Management Information

ŝ

a di ta

Management information encompasses a broad spectrum of categories. These categories include such things as information about the technical operations of the department (communications, records/identification, crime laboratory), maintenance information concerning existing equipment and human resources, and information concerning the environment (community composition, geography, political climate) within which the department must function.

While this type of information is necessary for the overall management

1

of the agency, it is the intent of this document to discuss what is termed basic information requirements.

In addition to other duties, law enforcement administrators are responsible for the performance of four major categories of activities:

- Monitoring and measurement
- Direction ---
- Coordination
- Evaluation of department needs and the acquisition of resources

To accomplish these activities, the administrator must have information which will provide a basis for analysis regarding:

- Definition of city/county law enforcement problems
- Definition of total department activity, including types, quantity, and quality of actions
- Measurement of the effectiveness of current department operations; and,
- Capabilities for response to special problems. w.

The analysis of the information provides the basis for management decisions regarding the optimal allocation of current resources, establishing performance standards, measuring performance against these standards, and the evaluation and justification of budget requirements.

To fulfill the management information requirements listed above, two types of data are needed:

> Crime and incident data; and, 1.

2. Activity Data.

1. Crime and major incident data: Crime and incident data is defined as data which are either recorded through dispatch action and/or police services which result in any form of field input document. Field input

documents include Crime Reports, Incident Reports, Traffic Collision Reports and Citations, Arrest Reports, and Field Interview Cards.

Crime and incident data should be collected to show relationships such as:

- a. Type and frequency of events for the entire city as well as smaller reporting areas;
- b. Type and frequency of events by date, day of the week, and time of day; and,
- c. A comparison of these relationships to historical patterns. The historical comparison produces trend identification, a measurement of the effectiveness of current methods of operation, and indications of requirements for change.

2. Activity Data: Crime and major incident data normally reflects 25% or less of the total activity of a law enforcement agency. To establish complete control, managers must have access to data and information on total departmental activity. The remaining data is referred to as activity data. Activity data can be divided into measurements of the quantity and quality of activities and services performed. Quantity measurements are required to establish realistic standards against which to measure personnel performance, establish service priorities, assign current resources to the priorities, and plan and justify future resource requirements.

Examples of quantity related measurements include the number of and time expended on such activities as patrol, miscellaneous activities, report writing, court appearances, community relations, training, special duty, and public service activities such as house and business checks.

Examples of quality related measurements are response times, clearance rates, and report quality.

When combined, crime and incident and activity data furnish the law enforcement administrator with tools for evaluating the efficiency and effectiveness of the operation of a law enforcement agency. However, the identification of types of management data and information is only one part of the process. Management data and information must also be collected and organized for use by decision makers.

In discussing data collection, certain questions surface: What specific data is needed? Where can the needed data be obtained? The following chapter answers these questions by listing and discussing the data elements needed and the sources from which they can normally be extracted.

.

244

CHAPTER II

PROPOSED OUTPUT DOCUMENTS TO MEET INFORMATION REQUIREMENTS

.4 ۲

PROPOSED OUTPUT DOCUMENTS TO MEET INFORMATION REQUIREMENTS

To meet the present and growing need for information, many law enforcement agencies have developed and implemented management information systems. The systems vary in size, complexity, cost, and types of operations performed. However, regardless of the kind of data processed or the kind of equipment used, all data processing involves at least three basic elements:

- Entering source data into the system (input) -
- The processing of this data within the system (processing) -
- Obtaining information from the system (output) -

The purpose of this chapter is to define, in detail, the input and output elements which are necessary to meet the basic information requirements of a law enforcement agency. The processing element will not be dealt with extensively, as it was believed that this element is the least difficult to address. While the processing of the data is important, the method of processing is not of vital concern. The data identified in this chapter and the rest of the document may be processed either manually or by automated equipment, depending on the resources of the agency.

Source Documents Needed to Capture Data Elements

A discussion of the use of data in law enforcement agencies necessarily focuses upon the output, or reports, generated by an information system. However, it can be seen that in order to obtain desirable output, the input, in the form of raw data, into the system must be considered. The output of an information system is defined in terms of the input. The popular term "GIGO" (Garbage In Garbage Out) describes accurately the relationship between input and output of an information system. Input, then, is an important aspect of and has a direct bearing on the use of data in law enforcement agencies.

Input can be defined as the acquisition, or capture, of data and its placement into a system. All police agencies capture, or collect, data through the use of structured report forms. While the number of report forms may vary from agency to agency, a core set of forms is normally present. This core set of forms is very important in that

-15-

it serves as the basis for the collection of data for the police management information system.

Taken collectively, the core set of report forms are known as source documents and include those listed below:

Crime Report(s)

Arrest Report

Traffic Collision Report

Follow-up Report

Dispatch Card(s)

Citations (traffic and parking)

Officer Daily Activity Report

Two of the source documents, the Crime Report and Dispatch Card, are also shown in the plural sense because some agencies utilize more than one form to record crime data and dispatch data.

Data Elements

Source documents contain spaces, in a structured format, for the recording of facts which describe the event being reported. The facts recorded are known as data elements which vary from source document to document. There are, however, three basic law enforcement activity data elements which normally appear on all source documents: the event type, the geographical location of the event, and the time the event occurred.

Figure 2. displays an example crime report source document. The three basic data elements are highlighted on the example form with a brief description of each included in the margin.

The event type and time of occurrence data elements are well defined and have standard usage in California law enforcement agencies.

The location data element, however, is described differently in various agencies as a result of the methods utilized to geographically

	SPRORT			MENT	1. Victim	's Name	Last, Fi	rat, Middle	(Firm Nam	ne, if Hus	
CRIME	{FAIIRT			NACMT	2						
PERSON / I	PROPERTY	POLIC	E DEPART	THE IN I	1					/	_
Bepetting Pere	a's Name Last,	First, Mi	ddie		4. Code 5	ection		11, Crime		2	. ci
					1				A		
, Reporting Perso	pa's Residence Ad	dross	S. Res. Phon	• ×	9. Locatio	n of Occur	rence				
, Reporting Peri	ion's Bustzess Ad	d7	12. Bus, Pho	ine X	U. Dasa a	ad Time Oc	curred	D	ay of Week	- I	i. c
	i deliner i Mi					Z	7.		1		
	n or tajary - ma		our - Diter		it, ricum				~100B		
Treated?	i. Location of Tee	atment -	By Whom ?	نو ن بن	20, Vicum	's Aesiden	e Addres	. <		City	
as Lul Ne Lul	37gws [] 3	HOFILLARY C	3	·	23. Vietur	's Busines	Address	(School, U	Juventiel	~	
Location:										\geq	~
i, Witsess No. 1	- Name Las	il, First, k	41ddle		26. Ruuide	ince Addres		City		27. Hes.	Phi
Witness No. 2	<u></u>										
, Suspect No. 1	- Name Last,	Fires, Mic	sdlo	10. Aace	31. Ben	H. Age	11, Dete	of Birth	14. Height	35. Weigh	1 16
Address + Clo	thing, and Other	Linitvine	Marka or Cha	raciarialli	1	<u> </u>	L		<u></u>	<u> </u>	40
Suspect No. 2	- Name Last,	Ficat, Mid	141=	Race	Sez	Ag.	Date	of Birth	Hetght	Weight	Г
Addana - Cl	thins, and Other	Identifyine	Hanks on Cha		1	L			L	l	╉
, Describe Prem , Describe Brief , Describe Weap	isee of Vehicle af y How Offense Co m, Lastrument, T	ud Ares Wh mmitted rick, Devis	sze Olfense O	coursed If	f Burglary:	Point of L	sløy - 1	Method of En	stiry a Ma	inner of \$	
2. Describs Prem 3. Describs Brief 4. Describe Weap 5. Motivo - Type	isee or Vehicle ar y How Ollense Co m, Lastrument, T of Property Take	nd Area Wh mmillied rick, Devi-	are Ollensa O Sa, ay Force I Resson for O	CELIFIER If Uesd	f Burglary:	Point of E	alty • 1	Method of Es	střy – Ma	inner of S	
2. Describe Prem 3. Describe Brieff 4. Describe Weap 5. Motive - Type 6. Trademark, Ac	ises or Vehicle an y How Offense Co on, Lastrument, T of Property Take tions, or Coavers	nd Area Wh mmitted rick, Devi- es or Other lation of Bu	see Ollense O te, er Force I Resson for O epects	CCUFFed If Uesd (fense	f Durgisry:	Point of E	alty - 1	Method of En	stry – Ma	inner of S	
2. Describe Prem 3. Describe Brieff 4. Describe Waap 5. Metive - Type 6. Trademark, Ac 7. Yakicie Used	isee or Vehicle ar ly How Otlenee Go m, Laetrument, T of Property Take tioos, er Coavers Licence No. (S	nd Area Wh mmillied rick, Devi- ration of Bu ration of Bu	see Olfense O se, er Force I Ressen for O epects ID No.	CCUTTON Id Idona Idona Idona Idona	f Burglary;	Point of Er	s(fy -)	Method of En	itry - Ma VOlher I	inner of \$	Che
I. Describe Prem), Describe Weap , Medire - Type , Nedire - Type , Trademark, Ac , Vahiclo Used , Marrative - (A) dat (pm , liem	lises of Vehicle as m, Lastrument, T ed Property Take Illoos, er Coavers Licence No. (S Ideatify additions Ideatify additions in archite to ti	nd Area Wh mmillied rick, Devi- nation of Su nation of Su tatie, Year] i suspect(s lime, (2) T na), descri	see Offense O (a, er Force) Renson for O epetis ID No. (3) Reconst (50 Reconst (50 ead abov)	CCUFFEd If Ifond (fonce Ye Ifuct the C ion where ralue of pr	f Burglery: str Ma sime, (C) De Yiciim/Wiles Yiciim/Wiles	Point of Er Juco Su restibe physics so can be c listing all	lode) Ical evide ontacted I serial au	Method at En Galor Galor Taka, location Taka and or Mers and or	vOutor I n found, an Igatore, M ther marks	dentifying dentifying no evaluation of identifi	Cha Real
. Describe Prem , Describe Weap , Describe Weap , Notive - Type . Trademark, Ac , Vehicle Used . Nerrstive - (A (en) . Item 	lises of Vehicle as In Lastrument, T of Property Take lisos, or Coavers Licones No. (S License No. (S License No. (S) Identify additiona	nd Area Wh mmilied rick, Devi- in or Other lation of Su late, Year] i suspectio lime, (\$) Ti ma), descri-	see Offense O (1, er Porce) Rensem for O epects ID Hoe ID Hoe ID Hoe see and lease y	CCUFFEd If Ifond Ifonne Ifonne Iruct the C Iruct the C Iruct the C Iruct the C Iruct the C	f Burgisry: estr Ma rims, (C) Ds Y(c)in/Witas operity taken,	Point of E: ke h retibe physes can be c i listing all	lode) ical evid ontacted l serial au	Color Color nes, location mbers and o	itry - Ma (Other I n Jound, an Igatore, If ther marke	dentifying dentifying d give dia no availat of identul	Che cat
. Describs Prem , Describs Brief , Describs Weap , Notive - Type , Tradamark, Ac , Vehicle Used , Narrative - (Al dat (on , Ism) 1 1	lises of Vehicle as iy Hew Otlense Co m, Laetrument, T of Property Take illoos, er Coavers License No. (S ideatify additiona ideatify additiona is relating to et in some article to fi	nd Areas Wh mmilited rick, Devi- is or Other ration of Su tatio, Tearj L suspect(s) time), (8) Ti me), descri	ie, ex Force (Resson for O epetis ID Noc), (3) Reconst libe and abov (Courred If Ifond (fonne Ye Fruct the C con where ralue of pr	f Durglary; sar Ma rime, (C) De Vicim/Wine coperty Laken,	Point of Er Juco Marco M	lode) Ical evide serial au	Color Color nee, location or day lavest mbses and of	vOther I vOther I n Jound, an Igatore, If ther marke	dentifying d give diej of identifi	Chi chi
i. Describe Prem), Describe Brief 1, Describe Weap 1, Mettre - Type 1, Trademark, Ac , Trademark, Ac , Vehicle Used 1, Kernstive - (Al dat dat (en 1 1 1 1	lises of Vehicle as iy How Otlense Co on, Laetrument, T of Property Take illoos, er Coavers License No. (5 Ideatify additionn is relating to at is selating to at the selating to	nd Areas Wh minilited rick, Devi- in or Other nation of Su tatie, Tearj L suspect(s, Line), descri-	ie, ex Force (Resson for O epetis ID Noc), (3) Reconst libe and abov (CCUTTed If Ifond (fonte Truct the C Innet the C Innet the C Innet the C	f Durglary; aar Ma rime, (C) De Victim/Wilas Victim/Wilas	Point of Er due Su rectibe physics can be c iteting all	lode) ical evide ontacted l serial su	Color Color ree, locatio ry day lavest masse and o	vOber i vOber i n found, an igatore, if ther marke	dentifying d give dia no availab of identifi	Ch.
. Describe Prem , Describe Weap , Metro - Type , Tradamark, Ac , Yahicle Veed , Nerrstive - (Al dat (en) 1 1 1	lises of Vehicle as iy How Oliense Co on, Laetrument, T of Property Take Iloos, er Coavers License No. (5 Identify addition Identify addition to year article to th	nd Areas Wh mmillied rick, Devi- in or Other intion of Su tatie, Year] i suspect(s ime, (2) T iso}, descri-	ia, ar Force (Resson for O epects ID Not), (3) Reconst libe and abov (CCUFFEd If Ifond (fonse (fonse Yes Paul Use C Palue of pr	f Durglary; aar Ma rima, (C) Da Viciim/Wita coparty takan,	Point of Li deo Li restibe physical boots itering all	lode) Ical svid serial au	Color Color nee, locatio ry day lavest marse and o	vOther I vOther I fi Jound, an Igatore, If ther marks	dentifying d give die no e svalish of identifi	Chi cat
i. Describe Prem), Describe Weap 1, Describe Weap 1, Metive - Type 1, Tradamark, Ac 1, Vehicle Used 1, Narzstive - (Al dat dat (en 1 1 1 1 1 1 1 1 1 1 1 1 1	lises of Vehicle as Iy How Oliense Co m. Lastrument, T of Property Take licose, er Coavers License No. (3 License No. (3 License No. (3) License No. (3)	nd Area Wh mmillied rick, Devi- a or Other ration of Su tate, Year) i suspect(s tras, (deer	ere Olfense O (e, er Force I Resson for O epecis ID No. 1, (3) Reconst Inte and later I	Ceurrod if Uood ffema Ye Fruct the c con where raise of pr	: Durglery: 	Point of Li dec Li resting physics i listing all	sify - :	Color Color nee, localio ry day laves mares and o	(Other I Gound, an Igstore, If ber marks	denilýjing denilýjing d give diej na evallat na evallat	
L. Deseribe Prem 3. Describe Weap 4. Describe Weap 5. Metive - Type 5. Trademark, Ac 7. Yehicie Uced 5. Kerrstive - (Al 6. Kerrstive - (Al 6. Lem 1 1 1 1 1 1 1 1 1 1 1 1 1	lises of Vehicle as Iy How Oliense Co m. Lastrument, T of Property Take Iloose, or Coavers License No. (3 License No. (3 License No. (3) License No. (3)	nd Area Wh mmillied rick, Devi- ation of Su tatie, Yaar) i auspec(j ina), decer	ere Olfense O (e, er Force I Resson for O epecis ID No. 1, (3) Reconst Inte and leave	CCUFFE	f Durglery: 	Point of Li deo Li restibe physics is can be c iteting all	sity - 1	Color Color nee, localio ry day laves mares and o	(Other I Gound Jan A Jound Jan Igatore, If ther marks	dentifying dentifying dentifying dentifying	
L. Deseribe Prem 5. Describe Weap 5. Mescribe Weap 5. Mescribe Weap 5. Mescribe Veap 6. Trademark, Ac 7. Vehicle Veed 1. Kerrative - (Al dat (en 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.	lises of Vehicle as Iy How Oliense Co m. Lastrument, T of Preperty Taka libous, er Coavers License No. (8 lidentify additione ells relating to er ly one srticle to li	nd Areas Wh mmillied rick, Devi- is or Other istion of Su tatie, Year) i suspect(s, ime), descri-	ere Olfense O (e, er Force I Ressen for O epetis ID No. 1, (D) Reconst ID No.	CCUFFEE If Uped (forme Truck Use C Fruck Use C Annumber C C Annumber C Annumb	f Burgiery: 	Point of Li ko ki restibe physical se can be c i listing all	siry - 1	Color Color res, location r day line to mbere and o	vOther I i found an igaiore, If ther marke	dentifying a give dis ne evalit	
L. Deseribe Prem 3. Describe Weap 4. Describe Weap 5. Metive - Type 6. Trademark, Ac 7. Vekicie Used 6. Kerrstive - (Al 4. dat 6. J. 1. Lem 1 1. L	lises of Vehicle as ly How Oliense Co m. Lastrument, T of Preparty Taka libos, er Coaver License No. (S lidently additions ells relating to er ly one article to th	nd Areas Wh mmillied rick, Devi- is or Other ration of Su tation, (E) T is suppret(s) is suppret(s)	ere Olfense O (e, er Force I Ressen for O epecis ID No. (d) Reconst ID No. (d) Reconst ID No.	CCUTTOE	f Burglery: *** Ma *ims, ICI Ds Yiciim/Wins eperty takan	Point of E	sode) sode) sozia evide nerski avid	Color Color nes, location or day laves mbers and o	vOther I: in found, an injastore, ti ther marke	dentifying dentifying a give dis	
L. Deseribe Prem 5. Deseribe Weap 6. Deseribe Weap 6. Mestre - Type 6. Trademark, Ac 7. Vehicle Used 1. Kerrative - (A) 6. Liem 1 1 1 1 1 1 1 1 1 1 1 1 1	lises of Vehicle as ly How Oliense Co m. Lastrument, T of Property Take License No. (S License No. (S)	nd Areas Wh mmmillied rick, Devi- is or Other sation of Su tation of Su tation, (E) T is suspecting imaging descri-	ere Olfense O is, er Force I Ressen for O apetis ID No. (3) Reconst ID No. (4) Reconst ID No. (5) Reconst ID No. () Reconst ID	CCUFFEE If Uped Cond Cond Cond Cond Cond Cond Cond Con	f Burgiery:	Point of E	icde) icde) ical suident ical suident terial au	Kishod at Eg Color nee, localiu ry day lavast mbers and of	YOULET I	dentifying dentifying af give dir no availat	Ch.
i. Describe Prem b. Describe Weap c. Describe Weap b. Medive - Type c. Trademark, Ac c. Vehicle Used c. Merrative - (Al dat (en l. Lem l. l. l. l. l. l. l. l. l. l.	Isee of Vehicle as Iy How Offence Co m. Laetrument, T of Property Také Idoos, er Coavers Licence No. (S Ideatify additiona alle selating to er Ideatify additiona elle selating to er Ideatify additiona	nd Area Wh mmillied rick, Devi- is or Other intion of Bu tate, Year] i suspects trans, (E) T ina), descri-	ere Ollense O Ia, or Force I Rensom for O epects ID Hee I, (13) Reconst Ibe and abov v	CCUFFEE II II ord Ifenne Yr Yr Yr Yr Yr Yr Yr Yr Yr Yr Yr Yr Yr	f Burgisery: arr Ma erms, (C) Da Victim/Witas operty taken,	Point of E	ical evide	Color Color nee, locatiu ry day lavest mbers and or	(Ober I (Ober I i found an igatore, if ther marke	dentifying dentifying determine dentifying	Ch.
L. Deseribe Prem Deseribe Veap Deseribe Veap Deseribe Veap Trademark, Ac Trademark, Ac Vehicle Veed Nerrative - (A) dat (m) 1 1 1 1 1 1 1 1 1 1 1 1 1	Ises of Vehicle as Iy How Offence Co m. Lastrument, T of Property Také Iloss, er Coavers Licence No. (3 Ideatify additiona alle relating to er if one article to 11 	d Arss Wh mmillied rick, Devi- is or Other lation of Su Late, Year) L suspect(s) Line), descri-	ere Olfense O ie, er Force I Rensen for O epette ID No. (B) Reconst the and dest be and abov Serial No.	ccurret il il il il il il il i i i i i i i i i	1 Durglary; mar Ma rime, (C) De victim/vitta roperty Liken, bitta si sitta sitta sitta sitta sitta sitta sitta si	Point of Er	ical ovide	Color Color nes, locatiu sy day lavest mbers and or	(Ober I (Ober I i found an igstore, If ther marke	denillying denillying d give dis no availat of idenill	Ch.
	isee or Vehicle as Is How Oliense Co on, Laetrument, T of Property Take License No. (5 License No. (5 License No. (5 Identify addition and social for an is relating to an is relating to an is relating to an relation of the social relation of the social is Copies of the social is c	d Area Wh mmillied rick, Devi- a or Other ration of Su tatie, Tearj suspect(s tras), descr ina), descr	ie, er Force I Resson for O operis ID Noc), (3) Reconst libe and aber 1 	CCUFFEE II II ord Classe Truct Use c salae of pr	1 Durgiory: any Ma Fime, (C) De Victim/Vitae reperty Liken, 51, Secund C	Point of Er	ita ovide otta ovide ostateid i serial au	Color Color Inter, location Types and o Color Signature Color Signature Sign	vOher I vOher I n found an ligatore. U ber matte proving Sup ditional Til	dentifying d give die na evaliation of identifying ervitor's e Carda 7	Cha Cha Sigi

4 4 4

constraint attaction to be a

-17 -



divide the jurisdictions for reporting purposes. Also, some jurisdictions record beat information only and do not record subdivisions such as reporting areas. In these cases, while the agency is able to identify location of occurrence in general terms, it is difficult to utilize location information to identify specific problem areas.

It is suggested that those agencies which have not subdivided their jurisdictions into reporting areas, do so. The purpose of this division is to provide a means of identifying areas of the jurisdiction where criminal and/or police activity are occurring. For a suggested method of dividing a jurisdiction for purposes of location data collection, see Appendix A.

To assist agencies in identifying the relationship between output documents, data elements, and source documents, the Data Element Matrix on page 19 was developed. Column one contains the titles of the Output Documents which are discussed later in this chapter. Column two lists the data elements which are required for the completion of each Output Document. Column three is subdivided into the seven basic source documents from which the data elements are extracted during the collection phase.

The Matrix should serve as a guide to enable agencies to determine what data elements are needed to complete the basic output documents, and from which source document(s) the element(s) would most efficiently be extracted. For example, by reading across the columns it can be seen that the following data elements are needed to complete the Traffic Statistics portion of the Monthly Statistical Summary:

Type of Collision

Date: Month, Year

No. of Fatalities

No. of Injuries

Type of Citation

Date: Month, Year

Column three indicates that the source document for the first four elements is the Traffic Collision Report, and for the last two elements the source documents are the Parking and Traffic Citations.

			SOU	RCF	DC	JCI	JME	NTS
	Figure 3		Π	T		5	T	TT
•						E		
				2		Ë		
				2		P	t	
			l l	ž t		8	epo	
DATA ELEME	NT MATRIX	ts.	!	2101	de de	뵘	R.	
		por	lod	- A	Car	Pa	vit	
		Re	R	j j	با	80	Acti	
		ne Be	est	i lo	pat	tio	Į,	
OUTPUT DOCUMENTS	DATA ELEMENTS	C Li	Ari	2 0 4	Dis	Cit	Dai	
MONTHLY STATISTICAL SUMMARY			+	+	+	Ħ	-	++-
a. Criminal Data	•Type of Offense	x	\mathbf{x}					
	©Type of Arrest	A	X					
	©Type of Clearance	X	X	X				
	•Date: Month, Year	$-\frac{ X }{ X }$	X		\vdash	\vdash		
b. Investigation Data	• Type of case assigned	X					•	
	@Date. Month Year		x	x				
c. Traffic Data	•Type of Collision	-+*	T t	\mathbf{x}^{+}	1.	 	-+-	++-
	•No. of Fatalities		16	ĸ				
	No. of Injuries			K				
	• Type of Citation	- I -			T I	x		
	•Date: Month, Year	<u> </u>	1-12	<u>x </u> _	1	хI		
d. Miscellaneous Activity	• Type of Activity				X			
OFFENSE SUMMARY	Date: Month, Year	-+	╉┯╋			+		┿┿
OT FENSIS DOWINIAN I	• Date: Month. Day of Week. Year	\mathbf{x}						
	• Time: Hour of Occurrence	x						
	• Location: Beat				1			
TRAFFIC ANALYSIS						Π		
a. Collisions by Type and Location	• Type of Collision			X				
	^o Date: Month, Year			X				
	Location: Reporting Area, Street			A .				
	e No. of Fatalities			x				
	•No. of Injuries			x				
b. Collisions by Cause and	• Primary Cause of Collision			x		Π		
Location		 						
	• Date: Month, Year			X				
	Chocation: Reporting Area, Street			×				
c. Collisions by Time and Location	© Date: Month. Day of Week. Year		+	$\frac{1}{x}$	+	++		++-
	• Time: Hour of Occurrence			x				
	• Location: Reporting Area, Street			x				
	On Street Near			·				
d. Traffic Citations by Type and	o Type of Violation					x		
Location	a Datas Manth Vaca					L.		
	Q Location: Reporting Area Street					x		
	On and Street Near							
e. Citations by Time and Location	• Date: Month, Day of Week, Year		\square	1	\mathbf{T}	x	\top	11
	• Time: Hour of Occurrence					x		
	• Location: Reporting Area, Street					x		
f Tatal Clinations in Trans and	On and Street Near		┝─┼	+-	+	片	-+-	+-+
Officer	© 1ype of violation							
	• Date: Month. Year					\mathbf{x}		
	• Officer Name					х		
SUMMARY OF PATROL ACTIVITIES	• Type of Activity		\square	T	A	Π	x	
BY OFFICER								
	• Date: Month, Year				A		X	
	o Utticer Name				A		^	
- And				1				
	L					Ц		
	-19-	I = Pr	ima	y S	our	ce l	Doci	iment

X = Primary Source Document A = Alternate Source Document

Similarly, the data elements and related source documents for the remaining output documents listed can be determined. It should be noted that under the Summary of Officer Activities, two entries have been made in the Source Documents Column. The "x" indicates that the primary source document is the Daily Activity Report. The "A" indicates that if the needed data elements are routinely collected on dispatch cards, they could be utilized as an alternative source document.

Output Documents

There are two classifications of output documents needed by law enforcement agencies, routine reports and special reports. Routine reports are those done on a continuous basis (i.e., monthly) and special reports are those that are required by a particular need for information and would be developed on a request basis.

Routine Reports

This section will deal exclusively with routine reports. The routine reports described below are designed to meet basic operational and management information needs.

Monthly Statistical Summary

Monthly Offense Summary

Monthly Traffic Analysis Reports

- (1) Traffic Collisions by Location and Type
- (2) Traffic Collisions by Location and Cause
- (3) Traffic Collisions by Location and Time
- (4) Traffic Citations by Location and Type
- (5) Traffic Citations by Location and Time
- (6) Total Citations by Officer and Type

Monthly Summary of Patrol Activities by Officer

-20-

The remainder of this section contains examples of the actual output reports which would fulfill the routine information needs of a typical law enforcement agency. For purposes of brevity and clarity, a standard discussion outline was adopted to describe the output reports.

Specific procedures for transferring data elements from source documents to the output reports featured here have not been developed. Procedures for accomplishing this process will vary between departments and so each department should establish those procedures which best fit their operation (i.e., hand tally, keypunch or direct entry into a computer).

The discussion outline consists of the following elements for each output document:

Title - The title of the output document (report).

Source Document - The report the data is taken from.

Frequency - How often the report should be produced.

Format - The manner in which the data should be arranged to show relationships for analysis.

Information Usage - How the information displayed on the report can be used.

Distribution - Those in the agency or elsewhere who should receive the report.

ROUTINE REPORTS

I.	TITLE:	Monthly St
	SOURCE DOCUMENTS:	Crime Rep Follow-up Citation Re
	FREQUENCY:	Monthly
	FORMAT:	Figure 4,
Th	is report contains four sections:	

Criminal Data -

I.

- Investigation Data -
- Traffic Data
- Miscellaneous Activities -

The Criminal Data section is divided into two categories; Index Crimes (Part I) and Other Offenses. These categories are further subdivided into type of offense, offenses reported and arrests, with a detailed breakdown of numbers of offenses and arrests and total clearances. This division of offenses enables the reader to readily identify the types of criminal activity occurring in the jurisdiction, the rate of increase or decrease by month, year to date and last year to date. The arrest and clearance data provides a gauge by which to judge the departments' effectiveness in responding to the crime problems.

Data contained in the Investigation section provides information about the caseload handled by the Investigation Division, and rate of clearance achieved by the month, year to date, and last year to date.

Information concerning the traffic and citation situation is contained in the Traffic Data section. The types and numbers of collisions, fatalities, injuries and citations are provided here with a detailed breakdown of each.

The fourth section of the Summary, Miscellaneous Activities, provides

atistical Summary

orts, Arrest Reports, Reports, Traffic and eports and Dispatch Records.

P. 24-26

data concerning miscellaneous, non crime activity or services provided by the department.

The categories of data shown on the form were chosen as examples. An agency requiring different or additional breakdowns could simply insert them into the present format.

INFORMATION USAGE: The Monthly Statistical Summary will furnish current data on the nature and frequency of criminal, investigative, traffic and miscellaneous activities. This report enables the law enforcement administrator and city officials to define the types of crimes that are occurring in their jurisdiction, what the percentages of increase or decrease are, what the rate of clearance is, and generally what activities the police department is engaged in.

From this summary report, the Chief, members of the department and city/county officials can obtain a "capsule" picture of criminal and police activities on a monthly basis.

DISTRIBUTION: Chief/Sheriff, Department Supervisors, City Manager, City Council (County CAO, Board of Supervisors).

CALIFORNIA POLICE DEPARTMENT

MONTHLY STATISTICAL SUMMARY .

						INDE	X CR
			ABER O	r offens	ES AND	ARRESTS	<u> </u>
TYPE OF OFFENSE		This Month	Last Month	% Change ±	Year To Date	To Date Last Year	% Chan ±
Criminal	Reported						
Homicide	Arrests	<u> </u>					ļ
Forcible Rape	Arrests	<u> </u>					
Pabbama	Reported	<u> </u>					
RODDery	Arrests					-	-
Assaults	Reported						ļ
	Arrests				-		ļ
Commercial	Amosta						
b	Reported				-		
Residential	Arrests				-		<u> </u>
m 64	Reported						
INGLU	Arresta						
Auto Theft	Reported			· · · · · ·	······	<u> </u>	ļ
	Arrests				· · · · · · · · · · · · · · · · · · ·		{
TOTAL	Arrests	<u> </u>				<u> </u>	
		L		·	(THER OFFE	NSES
	Reported			·		T	<u> </u>
Arson	Arrests					· .	1
Forgery	Reported	-					
	Arrests					1	
Fraud	Reported					ļ	ļ
	Arrests						ļ
Stolen Property	Arresta	· · · ·				<u></u>	· · · · ·
	Reported			·····		+	
Vandalism	Arrests						
Vespong	Reported						1
neapons	Arrests						
Prostitution/	Reported				· · · · ·		ļ
100	Arrests						
Sex Offenses	Arrests					+	
Data 7	Reported						
prug raws	Arrests					+	
Gambling	Reported			1			
	Arrests						
Liquor Laws	Reported					<u></u>	
	Arrests						
Driving	Amente						
p	Reported	· · · · · ·				<u> </u>	-
nunk	Arrests					1	
Disorderly	Reported						
Conduct	Arrests	· · ·					
Vagrancy	Reported						
1	Arrests						L
Nonsupport	Reported						·
10	Arrests			1		1	L

, ,

•

and the second second

343.

Report	Date		
Mo.	Dy.	Yr.	
Report	ing Period		
Mo.	Yr.		

M	ES				<u> </u>	
_		ATT IL IN W	TOTAL CLE	CARANCE	S	DATE
		NUMBE	K	<u> </u>	JEARANCE	RATE
ge	This Month	Year To Date	To Date Last Year	This Month	Year To Dale	To Date Last Year
_		a de la composition de la comp			-	
_						
_					•	
					· · · · · · · · · · · · · · · · · · ·	:
			a			· · · · · · · · · · · · · · · · · · ·
_					-	-
			· · ·		· ·	
_						
	-			1		
_						
-						
_						
		-				
	·····	4				
_	- 	· ·				· · ·
		÷ .				
_						
-						
			ayan anad			

D

;

	1					OTHER OF	FENSES	(CON	T'D)		,			
		NUM	IBER O	F OFFEN	SES AN	VD ARRESTS	3	Ī			TOTAL CL	EARANCE	S	
]			8	Yea	r	T.	-		NUMBE	R	C	LEARANCE	RATE
TYPE OF OFFENSE		This Month	Last Month	Change ±	To	To Da e Last Y	te Chan ear ±	ige (This Month	Year To Date	To Date Last Year	This Month	Year To Date	To Date Last Yes
Petty Theft	Reported				<u> </u>									
Malicious	Reported							_		1		<u> </u>		
Mischief	Arrests Reported											<u> </u>		
Hit & Run	Arrests		1											
All Other Offenses	Reported		- <u>-</u>			-			:					
Suspicion	Reported										1			
Cumford/	Arrests				ļ							<u> </u>	·	-
Loitering	Arrests				1									
Runaway	Reported Arrests							-						
TOTAL	Reported													
	Arrests							[l	[
nene () (1979) and (19	<u> </u>	NU	MBER (OF CASE	S ASS	INVESTIG	ATION DA	ATA			CLEAR	ANCES	- 	
		T		6 1	Ann	T	· d.	┢╼╍		NUMBER	T	CL	EARANCE I	RATE
TYPE OF OFFENSE	This Month	Last Montl	Che	ange	To	To Doto	10			······································				
Homicide		Jan	-	<u>+</u> 1	Date	Last Year	t t	T M	his Ionth	Year To Date	To Date Last Year	This Month	Year To Date	To Date Last Yea
a second s					Date	Last Year	±	M	his Ionth	Year To Date	To Date Last Year	This Month	Year To Date	To Date Last Yea
Rape					Date	Last Year	±	T M	his Ionth	Year To Date	To Date Last Year	This Month	Year To Date	To Date Last Yea
Rape Assaults		6. 6.			Date	Last Year	±	T M	his Ionth	Year To Date	To Date Last Year	This Month	Year To Date	To Dato Last Yea
Rape Assaults Robbery		5. 5.			Date	Last Year			his lonth	Year To Date	To Date Last Year	This Month	Year To Date	To Dato Last Yea
Rape Assaults Robbery Burglary					Date	Last Year	±	TI M	his lonth	Year To Date	To Date Last Year	This Month	Year To Date	To Data Last Yea
Rape Assaults Robbery Burglary Grand Thef't		6			Date	Last Year	±		his lonth	Year To Date	To Date Last Year	This Month	Year To Date	To Data Last Yea
Rape Assaults Robbery Burglary Grand Thei't Auto Theft		5			Date	Last Year			his lonth	Year To Date	To Date Last Year	This Month	Year To Date	To Dato Last Yea
Rape Assaults Robbery Burglary Grand Thei't Auto Theft Petty Theft					Date	Last Year			his ionth	Year To Date	To Date Last Year	This Month	Year To Date	To Data Last Yes
Rape Assaults Robbery Burglary Grand Theft Auto Theft Petty Theft Sex Offenses					Date	Last Year			his onth	Year To Date	To Date Last Year	This Month	Year To Date	To Data Last Yea
Rape Assaults Robbery Burglary Grand Thei't Auto Theft Petty Theft Sex Offenses Drug Offenses					Date	Lost Year			his lonth	Year To Date	To Date Last Year	This Month	Year To Date	To Data Last Yea
Rape Assaults Robbery Burglary Grand Thei't Auto Thef't Auto Thef't Petty Thef't Sex Offenses Drug Offenses Other Offenses					Date	Last Year			his ionth	Year To Date	To Date Last Year	This Month	Year To Date	To Dato Last Yea

-25-

		CLEAR	ANCES		
	NUMBER		CLI	CARANCE I	ATE
This Month	Year To Date	To Date Last Year	This Month	Year To Date	To Date Last Year
			-		
•					
			-		
			•		
1					
	1				

£ •

,'

TRAFFIC DATA

COLLISIONS	This Month	Last Month	% Change <u>+</u>	To Date	To Date Last Year	% Change
Fatal						
Injury						
Non-injury						
TOTAL	2 -7.7866-678626 76666766766767	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				1 .
No. of Fatalities					1	
No. of Injuries						
CITATIONS						
Traffic Citations		:			а 1	
Parking Citations						
TOTAL						

	NUMBER											
TYPE	This Month	Last Month	% Change <u>+</u>	To Date	To Date Last Year	% Change						
Disturbance		-				E Constanting						
Suspicious Activities												
Silent Alarm			1									
Audible Alarm					1							
Back-up Other P. D.												
Fire Follow-up												
Other												
TOTAL												

MISCELLANEOUS ACTIVITIES

OFFENSE SUMMARY 2.

TITLE:	n de la composition de la comp	Offenses Week an
SOURCE DOCUMENT:		Crime F
FREQUENCY:		Monthly
FORMAT:		Figure

This report offers a brief profile of the major offenses occurring in the city/county by the day of week, watch, and beat. As an example, the seven major Part I offenses have been entered on the form in Figure 5. It is envisioned that each department will enter those offenses which are occurring most frequently in their jurisdiction or those which the department feels may be a problem. The particular offenses selected by a department might be examined on a rotating basis (certain offenses for a three-month or so period) so that many offenses might be examined over a one-year period. The procedure for selecting which offenses to examine and for what period of time is flexible and is meant to be determined by selected department personnel or the agency administrator. As a general guideline, it is suggested that those offenses which show a significant increase on the Monthly Statistical Summary should be further examined through the use of the Monthly Offense Summary.

The report itself is generally self-explanatory and contains columns for three watches, an unknown column, and a column for totals.

This format enables the reader to identify:

- 1. The numbers of offenses occurring on each day of the week, by the type of offense and general time of day (watch);
- 2. Those offenses which might follow a particular pattern (for example, burglaries may show a pattern of occurring during the day shift on Monday and Tuesday);
- 3. Day of the week when the greatest number of offenses occur and the watch with the largest volume of offenses. A summary sheet is produced for each beat or patrol area in the jurisdiction.

-27-

s by Location by Day of nd Watch

Reports

5. P. 29

INFORMATION USAGE: The purpose of this summary of offense data is to provide the administrator, department planning personnel, and the patrol commander with information to assist them in identifying the type and level of offenses, and the general areas and times of occurrences.

This type of information will provide a better basis for decision making in the areas of allocation of patrol resources (concentration of patrol units in locations of high offense occurrence) and crime prevention.

This Offense Summary is designed to provide only basic knowledge concerning offenses.

DISTRIBUTION: Chief of Police/Sheriff, Planning and Research Division, Patrol Commander, Watch Commander, members of Patrol Division.

OFFENSE SUMARY DATION Transmitter Transmitter <thtransmitter< th=""> <thtransmitter< th=""> <</thtransmitter<></thtransmitter<>	CALIFORNIA POLICE DEPARTMENT	18 D ¥-
OCATION BY DAY OF WEEK AND WATCH Mail Yt DAY OF WEEK AND WATCH FUUSDAY FUUSDAY FUUSDAY FUUSDAY FUUSDAY FUUSDAY TOTALS OF FERS AND AT OF WEEK AND WATCH FUUSDAY FUUSAY	OFFENSE SUMMARY Reporting	Dy. Ir. Period
Interview	Mol	Yr.
DEAT 1 TOTALS OF VEEL AND WATCH TOTALS OFFENSE SUNDAY SUNDAY TOTASAT WEEDBAAR THURSDAY PRIDAY SATURAY International 1 2 3 UnkTot, 1 1		
SUNDAT NONAT TUEBAT NUMBRA TUEBAT TUEBAT TUEBAT TUEBAT STUDAT STUDAT <td>DAY OF WEEK AND WATCH</td> <td>TOTALS</td>	DAY OF WEEK AND WATCH	TOTALS
OFFNEE 1 2 3 Uak Tot 1 <th< td=""><td>TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY</td><td></td></th<>	TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY	
Griminal Bemidde I	uk Tot. 1 2 3 Unk Tot. D	nk ay 1 2 3 Unk To
Forcible Rape		
Assult		
Assault		
Burglary		
Theft Image: Constraint of the second seco		
Anto Theft. TOTALS I I I I I I I I I I I I I I I I I I		
TOTALS		
-229-		
- 29 -		
- 29-		
- 29 5		
Figure 5		
r 129- 129-		
		E E
		90
		H.
		(J
		- Of

TRAFFIC ANALYSIS REPORTS 3.

There are six (6) output reports in the Traffic Analysis category. The frequencies, information usages, and distributions for the reports are the same. Only the titles and formats of the reports vary. Therefore, for the purpose of brevity, the frequency, information usage, and distribution elements need only be listed once, which is shown below. The title and format are then listed for each report.

FREQUENCY: Monthly/Quarterly/Annually

INFORMATION USAGE: Through the use of these reports a fairly detailed picture of the traffic problems faced by a department is available. The type of information accumulated provides the basis for traffic safety and traffic enforcement problem-solving. By knowing what types of collisions are occurring, what the primary causes are, when they are occurring, and where they are occurring, traffic enforcement or patrol manpower can be more effectively utilized. In addition, the analysis of traffic collision data is very useful in traffic engineering decisions and in designing specific traffic safety measures.

By having access to traffic collision and citation information useful comparisons may be made between collisions and citations in general for the jurisdiction and for specific locations. This type of information is valuable in allocating traffic and/or patrol manpower for selective enforcement of certain types of violations which are shown to be the primary causes of collisions at certain locations. Also, comparisons of these two types of reports will provide an indicator of whether or not the violations for which the citations are being issued are those violations which contribute most heavily to the prevention of collisions.

The "citation by type and officer" report will furnish supervisors and the chief administrator with performance data concerning traffic enforcement personnel and identify the types of violations for which officers are issuing citations.

DISTRIBUTION: Police Chief, Department Traffic Bureau, and/or Patrol Division, City Traffic Engineer.

Note: The California Highway Patrol through its Integrated Traffic Records System, presently provides the following reports to local law enforcement agencies:

- (1) Location Detail Report
- (2)Vehicle/Driver Action/Condition Report
- (3) Involved Party Category Report
- (4) Primary Collision Factor Report
- (5) Hourly and Daily Distribution of All Collisions

These reports are provided on a quarterly basis and do not include citation information.

A. TITLE: COLLISIONS BY LOCATION AND TYPE SOURCE DOCUMENT: Traffic Collision Reports FORMAT: Figure 6. P. 32.

The format of this report is actually a listing of collisions by their location, which is expressed in terms of the reporting area (RA), the street on which the collision occurred and the nearest cross street. The number and types of collisions as well as number of persons killed and/or injured is keyed to the location of the collision.

B. TITLE: COLLISIONS BY LOCATION AND CAUSE SOURCE DOCUMENT: Traffic Collision Reports FORMAT: Figure 7. P. 33

This report is similar to Figure 5 in that it is a listing of collisions by location, with primary cause being substituted for type of collision. Example of primary causes of collisions are included on the form. However, these are only examples and each department should enter those causes which they deem to be important or applicable.

A column for totals is included so that the total number of collisions and a breakdown by primary cause is available.

C. TITLE: COLLISIONS BY LOCATION AND TIME SOURCE DOCUMENT: Traffic Collision Reports FORMAT: Figure 8. P. 34

Again employing a listing design, this report includes the hour of the

- 31-

		an a								
								•		
					· · · · · · ·					
			·····						· · ·	· · ·
								-		
			· · · ·							
						•				
	-									
				•						
					till and the second					• *
	الحنابية طالطوط تذفجه سنقر	aad falanda daga da baada shika ka k	1.5.175; especiel (\$15;15;16). #65;10;34(especiel):14;==ecc(16,0,0)	1969 - MARK M. Walter, Str. 1967 - 1979 - 1979 - 1979 - 1979 - 1979 - 1979 - 1979 - 1979 - 1979 - 1979 - 1979	September 1855 Mart 1944 Mart 1955 School State School States Proved a School States	กินหมู่ว่าหน่ายเป็นน้ำให้หมู่หมู่ไม่ได้ที่หมาไร ชินใหญ่ที่มีหรือหน้าไม่ได้ได้แม้หากระที่มีมาบูต แล้งแม่ได้	પ્રત્યાં આવ્યું છે. કે મેટલા ના માં તેવર કે જે જે છે. તેવા માં મુખ્ય છે. તેવા માં આવ્યું છે. મુખ્યત્વે આવ્યું છે છે. તે માં મુખ્યત્વે છે.	un nu sainte en	ى مەرسەرىلالىيىرىغان ئەرەپ كەرىپىلىرىغان يەرىپىلىرىغان يەرىپىلىرىغان ئەرىپىلىرىغان ئەرىپىلىرىغان ئەر	isti materialian trinicana di materia na M
										•••
	•									
					CALIFORNIA POLIC	E DEPARTMENT		Report Dat	e	7
					TRAFFIC A	JAL VSIS		Mc.	Dy. Yr.	
	COLLI	SIONS BY LOCATION AND TYPE						Mo.	Yr.	1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -
		LOCATION			· · · · · · · · · · · · · · · · · · ·	TYPE OF COLLISION				
		Street		No. of			Property			
	RA	On	Near	Collisions	Fatal	Injury	Damage	No. Killed	No. Injured	
			-	-						-
			· · · · · · · · · · · · · · · · · · ·		· · · · · · · · · · · · · · · · · · · ·	· · .				
				н					· · · · · · · · · · · · · · · · · · ·	
						n an	ter - Alexandre and Alexandre	19. 19.		
		· · · · · · · · · · · · · · · · · · ·	•		<u></u>					
					101-00-0 ⁻¹				<u> </u>	_
	·		· · · · · · · · · · · · · · · · · · ·	Ч. н				1	·	File The
, L			····						-	gur
32-	\$ 		······································	·····						e 6
•	ļ	la de la companya de					-	· · · · · · · · · · · · · · · · · · ·	· · · ·	
					- · · · ·			· · · · · · · · · · · · · · · · · · ·	•	
			· · · · · · · · · · · · · · · · · · ·		· · · · · · · · · · · · · · · · · · ·					
	·								· · · · · · · · · · · · · · · · · · ·	_
				· · · ·						

			1997-1997 - 1997		· · · · · · · · · · ·	<u></u>	
		-					
		-					
			-			•	
-					<i></i>		1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 -
				· ·	. .		
				· · · · ·	· · · · · · · · · · · · · · · · · · ·		
				aninni ta manga mangatan tinan ang sing tina ang sing si	n an		an a
κ,	TOTAL						

angan dagi bar da kara kara kara kara kara kara kara													
													· · ·
							-						
										•			
			•										
		· 2 .					-						
and the second se													
							- · · · ·						
							• "	· · ·					
						•							
							• •						
								ta an an an					
Repair a station of													
							* .						
	and the second sec												
											· · · <u>· · · · · · · · · · · · · · · · </u>	- <u>1</u>	. **
مىرىمى ئۇرىيىتى تىرىمىيە بىرىكى ئۇرىيىلى ئىرىكى ئىرىكى ئىرىكى ئىرىكى ئىرىكى ئىرىكى ئىرىكى ئىرىكى ئۇرىيى ئۇرىيى ئىرىكى ئىرىكى	an a	n an Marina and Station of International April (1997) for the	a Rak (ananga anankala na an angana nga ananta	ana deficiente antes antes datos de	an a	A THE REPORT OF THE PARTY OF TH	an tagan a tagan ta tagan a tagan ta	an ti managka Andria an Managan	an a		a na sa	- 	al destroyed
		1997 - A. A.											
				~ . · · · · · · · ·							(D		
				CALIFOR	NIA POLIC	E DEPART	MENT				Mo. Dv	Yr.	
	•			T	RAFFIC AN	NALYSIS					Reporting P	ariod	·
COLLISIONS BY LC	CATION AND CAUSE		·····			· · ·		·			Mo.	Yr.	
	5 C C C C C C C C C C C C C C C C C C C		1.		-	· · ·		PRIMA	RY CAUSE				
	LOCATION					1			Tmp			and a second second	
	LOCATION Street		Number of			Wrong	Fol. Too	Imp.	1 1110.	1	1 1		· · · ·
RA On	LOCATION Street	Near	Number of Collisions	Speed	DUI	Wrong Side	Fol. Too Close	Imp. Pass	Driv.	R.O.W.	Traf. Sig.	Equip. U	414
RA On	LOCATION Street	Near	Number of Collisions	Speed	DUI	Wrong Side	Fol. Too Close	Imp. Pass	Driv.	R.O.W.	Traf. Sig.	Equip. U	414
RA On	LOCATION	Near	Number of Collisions	Speed	DUI	Wrong Side	Fol. Too Close	Imp, Pass	Driv.	R.O.W.	Traf. Sig.	Equip. U	416
RA On	LOCATION Street	Near	Number of Collisions	Speed	DUI	Wrong Side	Fol. Too Close	Imp, Pass	Driv.	R.O.W.	Traf. Sig.	Equip. U	415
RA On	LOCATION Street	Near	Number of Collisions	Speed	DUI	Wrong Side	Fol. Too Close	Imp, Pass	Driv.	R.O.W.	Traf. Sig.	Equip. Ul	
RA On	LOCATION Street	Near	Number of Collisions	Speed	DUI	Wrong Side	Fol. Too Close	Imp. Pass	Driv.	R.O.W.	Traf. Sig.	Equip. U	115
RA On	LOCATION Street	Near	Number of Collisions	Speed	DUI	Wrong Side	Fol. Too Close	Imp. Pass	Driv.	R.O.W.	Traf. Sig.	Equip. U	2115

- 33		-						· · · ·				
1		-	-									
			"	На селото н На селото на селото н							и "	
				· · · · · ·								
				· · · .	-						· · · · · ·	-
						- 						
								*	-	- -		
								د		9 9 9		
				-			_	-		-		
			· ·	-								·
	TOTALS				- · · ·				н. 1911 — Полона С.			

ಂದ ಗಳ್ಳ

3

CALIFORNIA POLICE DE

TRAFFIC ANALY

COLLISIONS BY LOCATION AND TIME

<u></u>	Street		l
RA	Street		Hour o
	On Near		
			· · ·
-			
		:	
			a
		. <u></u>	
		:	
		:	-
		:	
· .			
· . 			
· · ·			
	L		<u> </u>

EPARTMENT SIS	Report I Mo. Reportin	Date Dy. Yr. 19 Period	······
	Mo.	Yr.	:
Day Day	v of Week	No. of Collisions	
	· · · · · · · ·		
	3		
	-		
			:
		· · · · · · · · · · · · · · · · · · ·	
1			
•	TOTAL		

day and the day of week. The main element in this report is the hour of the day. Using one-hour time periods (00-01, 01-02, 02-03) all collisions that occurred during each hour of the day are listed by location and day of the week. Thus, during the reporting period, between the hours of 00-01, ten collisions might occur. Each collision is listed by its location and then the day of the week (1 through 7) it occurred. Obviously, to cover all twenty-hour hours may entail numerous sheets (as might the two previous reports, depending on the number of collisions that occur during the reporting period.)

D. TITLE: TRAFFIC CITATIONS BY LOCATION AND TYPE SOURCE DOCUMENT: Traffic Citation Reports FORMAT: Figure 9. P. 36.

Similar in format to the previous reports, this is a listing of each traffic citation by the location at which it was given and the primary violation cited. Two spaces for entering totals are included so that the reader can identify the number of citations issued for certain streets or areas and the total number of traffic citations issued during the reporting period.

E. TITLE: TRAFFIC CITATIONS BY LOCATION AND TIME SOURCE DOCUMENT: Traffic Citation Reports FORMAT: Figure 10. P. 37

The format for this report is identical to that of Figure 8, "Collisions by Time and Location", except that citation is the key element.

F. TITLE: TOTAL CITATIONS BY OFFICER AND TYPE SOURCE DOCUMENT: Traffic Citation Reports FORMAT: Figure 11. P. 38

This report is a breakdown of traffic and parking citations issued by each officer, by type of violation. The format utilized allows for ease in the identification of total citations written by each officer by type and totals for the department.

-35-

The shears										- · ·	
			CALIFO	RNIA POLICE	DEPARTM	ENT			Report	: Date	
			7	TRAFFIC AN	ALYSIS				Mo.	Dy.	Yr.
TRAFF	FIC CITATIONS BY LOCATION AND TYPE	на на селото на селот На селото на селото на На селото на							Report Mo.	ing Period	Yr.
n 1 19	LOCATION				TYPE OF	PRIMARY	VIOLATION				1 .
	Street		1]			1		t a st
RA	On Near	Speed	DUI	Wrong Side	Fol. Too Close	Imp. Pass	Imp. Driv.	R.O.W.	Traff. Sig.	Equip.	TOTAL
										-	1
							· -				
							-				· .
								·			
								-			
				1	h	1				ſ	<u> </u>

•

					· • _	4					
		an an bhaile Leis an ta						 -		·····	•
		TOTALS					" "		-		
					5			•			
алан (1997) Алан (1997)						· · · · ·					
-		· · ·						-1	·		
			÷					 · .	- -		
		· · ·									
							н. 				1
-	n Rolling and States	.		-			·	 			
L			· · · · · · · · · · · · · · · · · · ·	1	1		1		}	1	_}

CALIFORNIA POLICE

TRAFFIC ANAL

•

Contraction of the second s

	LOCATION	
٦A	Street	Hour
RA	On Near	
		. *
-		
		· · · · · · · · · · · · · · · · · · ·
		,
:		
:		
		· . ·
		· · · · ·
-		
		· · · ·
		•

-37-

Keporting Period Mo. Yr. of Day Day of Week No. of Citations .	YSIS	NT	Report Date Mo. Dy. Yr. Reporting Period											
Mo. Yr. of Day Day of Week No. of Citations			Reporti	ng Period										
A Day of Week No. of Citations		T	Mo.	¥r.										
	f Day	Day of We	ek	No. of Citations										
	· · ·													
			ł											
			· ·											
				•										

*

Report Date CALIFORNIA POLICE DEPARTMENT Mo. Dy. Reporting Period TRAFFIC ANALYSIS Yr. TOTAL CITATIONS BY OFFICER AND TYPE Mo. Yr. TYPE OF VIOLATION Fol. Too Close Officer Name TOTAL Imp. Pass Imp. Driv. Traff. Sig. R.O.W. Equip. DUI Wrong Side Park Speed • . . . Figure 11 -38-

a a second a

	· · ·
	· .
	······
	-
TOTALS	1

Sales and the second

-

4.	SUMMARY OF OFFICEF	ACTIVITI
	TITLE:	Monthly Activitie
	SOURCE DOCUMENT:	Officers Dispatch
	FREQUENCY:	Monthly
	FORMAT:	Figure 1

This report is also a summation of a month's activity and provides a breakdown of each patrol officer's activity, by category. Thus, an example entry would include the officer's name, and the number of . traffic citations, arrests, reports, recovered vehicles, F.I.'s, and warrants he was responsible for that month.

A summation of total hours worked and breakdown of number of hours expended in assigned, self-initiated, traffic and patrol activities is also available, including percentage of time spent on patrol.

Total columns for each watch and the entire division are in luded for comparison purposes.

A sample Daily Activity Report and Monthly Activities Recap (P. 41 & 42) have been included for those departments who will manually process activity data. Data from the individual activity form (Figure #13) could be transferred to the Monthly Activity Recap form (Figure #14) on a daily basis. At the end of the month, each officer's monthly total could be transferred to the Monthly Summary form, thus displaying a monthly breakdown of activities by officer.

INFORMATION USAGE: Important supervisory information is derived from this report. It provides a method of measuring officer performance and patrol division performance in terms of numbers of activities and totals. The format also allows comparisons between officers and watches. This report can be utilized by supervisors to measure individual officer performance and to monitor time spent in the four activity categories identified (assigned, self-initiated, traffic and patrol).

This report is not meant to be used as the basis for workload studies. However, with some modification in the structure of the form, it could be used as an alternate source document for conducting workload studies (dispatch cards are the primary source documents for workload studies).

-39-

IES

Summary of Patrol Officer

s' Daily Activity Report or h Records

12. P. 40

	n shere yayatî di.				a an an		a dan baran sa					
	e e e angelo el trip tro- ato p											
						•			$\frac{1}{2} = \frac{1}{2} \left(\frac{1}{2} + \frac{1}{2} \right) \left(\frac{1}{2}$			
						· •	ъ. —					
							e e					
									a1			
					•							
					· · · · ·				• •			
	and the second second											
										· · ·		
						•						
												٩
	1		10 10			•						
an a	كالمحيرية فطاعيت فالمحاط والمحاطية وأراحهم	alsofragification to the first interaction	n forierister sin skraft gan sin operation af set	ىلىرىۋانىتىلىرىرى، بوغەيمىلىرە بەرە بىر	1. T	a seo Tanatani (ti adhela (<u>ي محكم مع المحكمة المحكمة المح</u> كمة المحكمة المحكمة المحكمة المحكمة المحكمة المحكمة المحكمة المحكمة المحكمة الم	ederficianter Lious	an han h			in and the state of the state o
						· · · ·						
												•
						- · ·		-	t			
			c	ALIFORNIA P	OLICE DEPA	ARTMENT		• •	Re	port Date		
			MONTHLY	SUMMARY OF	PATROL OF	FICER ACTIV	ITIES		Re	porting Period	Yr.	
· · · · · · · · · · · · · · · · · · ·						RECOVERED			Ma	Yr.		
OFFICER	CITATIONS	ARRESTS	ARRESTS ARF	ENILE R RESTS	EPORTS	VEHICLES	F. I. 's	WARRANTS	TIME TIME	ACTIVITY ACTIVIT	Y TIME	
	Haz Park Other	Call OBS C	all OBS Call	OBS Crime	Traff Other	Call OBS	PED Auto	Assign Serve	Hours Hours	Hours Hours	Hours %	r – "
	<u> </u>	<u>├</u> ── <u></u>			<u> </u>				$\left\{ \begin{array}{c} \\ \end{array} \right\}$		+	19 - E - E - E - E - E - E - E - E - E -
												
				<u> </u>	├	$\left - \right $		· ·			$\left \frac{1}{1 + 1} \right $	
					<u> </u>							-
		 		├ ── 		┟──────		<u>l</u>		<u> </u>	┟╌╌┼┑╌┤	
									· · ·			
Watch Total												· ·

Ы
<u>н</u> ,
g
8
2
τ υ
لعسز
N

ریکی محصول محصول

Charles and the second s	*						1 ·		1					1	ł		· -		· · .	100 A.	· ·		l				
							<u> </u>			F													-				
									[1						<u> </u>			1			
			†					1	<u> </u>		[<u> </u>			[
	Watch Total		ţ	· · · · ·			f	<u> </u>	<u> </u>					f	†	<u>├</u> ──						<u> </u>					
			<u> </u>						 					<u> </u>							{	<u> </u>					
														┝	┼	┨────						·					
						<u> </u>	<u> </u>		<u> </u>						 							┠────	<u>├</u>				
an a			[L	Į	<u> </u>	[[]			L	<u> </u>	ļ					, 	ļ	ļ				
		- 	 				L	ļ	ļ					·		<u> </u>					¦		; 				
			ļ						ļ	L				I	· · ·	<u> </u>				·			\ 	1			
																			1 1				L				
	<u> </u>								· ·													· ·					
										1			1	1	1					· .							
							[1		1					1						
			+		┢╼╤		1	+	<u> </u>	 	h			<u> </u>	+										-		
	Watch Total		<u> </u>						<u> </u>	<u> </u>	 			<u> </u>	\$	<u> </u>					<u> </u>					-	
	Division Total					<u>+</u>	<u> </u>	<u> </u>	<u> </u>						<u>}</u>				·		<u> </u>			+			
L	otriaton i otar	<u> </u>	<u></u>		L		L	<u> </u>	L		L		<u>.</u>	<u>l:</u>	1	I						L	L	ł			
																	•	· · ·									
								۲.																			
																		•									
		а ^н т.																						•			
	and the second																			· · ·							
· 특별명별 한 가지 않는 것은 것이 가지 않는 것이 있다. 			farran († 17 1945 - Starran							د در مدید در از		1.1											di shipi				, transfer

		10 - 10 - 10 - 17 - 17 	lah sanghi mutuk				den som i Verden som			- 20 (1977) - 20 (1977) 201				er y Handels Hannell Hereite			
	a a li sha wax Ta										•						
												· · ·					
										· · · ·							
														°			
										1997 - E							
		e.															
			•				,										
							÷ .										
						- 1											
	-																
													1 <u>-</u>				
			·		. •												
													•	. *			
											•						
												•					
	1																
									and an the second state product a second state of the second	an i a malada ang dalaman ang mang dalaman ng	and the second		late (a) yes no all in apric				NIN TRANSPORT
	ويعقب فهوا ومعال	andro in session courses	الاستردادية المراجع المعاولية	antinini, statistika	ארייאלא לאילא לייניאלא איז איז איז איז איז איז איז איז איז אי	ىرىلىرىيىرىرىغىغارىتىرىيىرىنىيىرىرىغارىيەردۇر. ئۇرىيىرىيىرىرىغارىيەرىيىرىيىرىيىرىيەر بەرمىيەردىغارىيىرىيەر بەرمىيەردى	ويوير يستختف بالقديك محتلقات	والمراجع والمتركبة والمتركبين والمراجع والمراجع	ويوارقهم بالبابية بموارست المترقي مالا بالباري واللاف		• • • • •						11 - 12 - 12
	ſ					<u> </u>						······	-				7
								DA	HV BOTIVITY	DEDUDT		•					
		, ,		DEPARTME	AT	·····		UA	ALT AUTIVITY	NEFUN							, ·
INCO INCO <th< td=""><td></td><td>· · · · ·</td><td>. [</td><td>SOURCE</td><td>1</td><td>1. Start 1.</td><td></td><td></td><td></td><td></td><td>a </td><td></td><td>·· · · . *</td><td>1</td><td>IQ REFERE</td><td>E AND REPOR</td><td></td></th<>		· · · · ·	. [SOURCE	1	1. Start 1.					a		·· · · . *	1	IQ REFERE	E AND REPOR	
	REC'D	ARRIVED COM	ASCD.	ACTIVITY	SURVEY	LOCATH	ON OF ACTIVITY		TYP	E OF ACTIVITY			DISPOSITION	:	ARREST	, CITATION OR ING NUMBER	
											1						
				├	<u> </u>		<u> </u>									- <u>*</u>	+
								-,						a de la composición d			
										·		· · ·		· · · · · · · · · · · · · · · · · · ·			1 1
							······································			······································				·			} - } -
			*. I	1.1													
				 -				······									$\{ \ \}$
															1		11
				<u> </u> -		. <u> </u>				и и							1 1
	1 1 1		. f - f	())							· · · · · · · · · · · · · · · · · · ·	,				
						н 		· · · · ·				· · · · · · · · · · · · · · · · · · ·	· · · · ·			· · · · · · · · · · · · · · · · · · ·	
													••••••••••••••••••••••••••••••••••••••	· · · · · · · · · · · · · · · · · · ·			

ŝ

.

•

•

.

📩 🐜 🖓 🕹 🖓 🕹 🖓 🕹 🖓 👘

1

	· · · · ·	and the second		have been and the second		1		A	here and a		5.
TOTAL B. A	ASSIGNED . IN	TIVITY		B. HATARDOLS B. PARK	NG C. 07 ER	a. CALL 6, OHS	a. TALL & OBS	S. CALL S. DBS	3.		3,
FOR REC TIRE SPI	CADS USE ONL ENT IN MINUTE	[]1 м	LEAGE	12 TRAFFIC CI	TATIONS	13 APRESTS FEL.	14 ARRESTS-MISD	15 ABRESTS-JUVENILE	25 OF F :C	ER + NAME (Len. Firet. M.S.)	76 I. D. NO'A
					an a						
											· · · · ·
							· · ·		-	* <u>-</u>	
2 10							· · · · · · · · · · · · · · · · · · ·	-	ten en		
									· · · · ·	<u> </u>	•

OFFIC	ER's N	AME			· · · · · · · · · · · · · · · · · · ·	I.D.	No.	W	ATCH	M	ONTH	Y)	EAR	F	ELD S	UPERV	ISOR			SUPI	ERVISOR	APPROVI	NG
DATE	C	TATI	TIC DNS	FEI ARR	LONY ESTS	MI	SD. ESTS	JUVI ARR	ENILE ESTS	F	EPOR	TS	RECÒ VEHI	VERED	F.	Г. 'в	WARI	RANTS	DUTY TIME	ASSIGN TIME	INITIATEI	TRAFFIC ACTIVITY	PATR
	Haz	Park	Other	Call	OBS	Call	OBS	Call	OBS	Crime	Traff	Other	Call	OBS	PED	Auto	Assign	Serve	Hours	Hours	Hours	Hours	Hours
1	ļ		<u> </u>	ļ	<u> </u>	ļ	ļ	ļ	ļ	<u> </u>	ļ	<u> </u>		[ļ	ļ	ļ		ļ		
2	ļ		ļ	· · · · ·		ļ	<u> </u>		ļ			ļ	ļ	ļ	ļ	ļ	ļ		ļ		[. 		
3		ļ	ļ.	<u> </u>	ļ	ļ		ļ		ļ						<u> </u>	ļ	ļ			<u> </u>		
4	· · ·		ļ		ļ	[ļ	l		ļ	<u> </u>	ļ]	L				ļ			
5					ļ	<u> </u>	-			<u></u>		<u> </u>		ļ	L	L		ļ			·		
6					· .		L								ļ			<u> </u>					
7			1									·	l										
8			1																	-			
9		-		-								1											
10												1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -								•			
11					[1			<u> </u>					[
12						1																	
13					-					1					ĺ								
14				1		1		1															
15						1				 			<u> </u>					[1.				
16	-									<u> </u>													
17		·								<u> </u>											· · · · ·	-	
18										<u> </u>		<u> </u>											
19				<u> </u>							· · · · · · · · · · · · · · · · · · ·		<u>}</u>										
20				}	ļ					<u> </u>	<u>-</u>		<u> </u>						·				
21													<u> </u>		·								
22				<u> </u>								<u> </u>											
23															<u>}</u>							and the second	
24	<u> </u>		<u></u>	<u> </u>				-						·			· · ·	<u> </u>					
25			+	<u> </u>		<u> </u>		·				<u> </u>	<u></u>				-						
25						 					<u> </u>	-											
20				<u> </u>						<u>-</u>		<u> </u>		·			· .			· · · · · · · · · · ·			
21										<u> </u>													
28						 							 	Ì								<u> </u>	
	{				<u> </u>	ļ		ļ															
30			+	ļ	ļ	ļ			ļ	·			<u> </u>					ļ	ļ	ļ	}		ļ
31	<u> </u>	· ·	ļ	ļ		ļ	<u> </u>	·		ļ			ļ							ļ			L
TOTAL		ļ	<u> </u>	<u> </u>		ļ.				Į	ļ	<u> </u>	ļ	ļ	ļ		-	ļ					
	ļ		<u> </u>	<u> </u>		<u> </u>	ļ	ļ		<u> </u>		<u> </u>	ļ	[ļ	ļ	. 	ļ		L	ļ		
				1 ·			•	1		- 1) .	1			1			1					

-

12 2000

•

Figure 14

•

•

Graphic Presentation

Graphic presentation is a technique which often enhances the understanding and clarification of data. Graphs facilitate rapid identification of changes in data and possible trouble spots, and allow ease of comparison. The following are examples of how collision and citation data derived from the included traffic analysis reports, could be graphically portrayed.

The first graph shows the number of collisions and citations by day of week. It could be drawn on a monthly, quarterly, or annual basis. The graph indicates the number of citations and collisions occurring on each day of the week, what the high and low days were and whether or not the high collision day(s) correspond to the high citation day(s). Graph number three shows the numbers of collisions and citations by location (beat). Traffic collisions and the level of enforcement activity in each patrol area is identified in this graph.

-43-









.

÷.

.

nan dan seria dan se Internet dan seria dan

ъ

0



-45-

COLLISIONS AND CITATIONS BY BEAT

SUMMARY

If the law enforcement administrator is to positively affect the efficiency and increase the effectiveness of his department, he must have access to timely, accurate information concerning its operation.

The best method of supplying this information is by the use of a formal data processing system, be it electronic, automated or manual.

This document has identified the basic management information requirements the law enforcement administrator is faced with and suggests forms for collecting and organizing information to meet these requirements.

Obviously, this document does not deal with all the information which an administrator may feel is necessary to manage his department. However, it does provide a standard basis of information from which more comprehensive programs could be developed.

It is hoped that by using all or some of the ideas or forms contained in the publication local law enforcement agencies can improve their information systems and thereby improve their operations.

-46-

APPENDIX A

, , ,

. .



Before procedures for the collection and processing of law enforcement data can be implemented, the jurisdiction (city or county) must be subdivided into manageable sections or parts. The purpose of this division is to provide a means for ready identification of areas of criminal and other activity which require police service within the jurisdiction.

In order to ascertain generally where police service activities are occurring, there must be an accurate method of identifying the location. After this is accomplished, the means of identification is entered on standard police field reports, which after examination and summary, reflect the frequency, type, and time of activity by location. The distribution and direction of police resources is based on the evaluation of such information. In addition, this allows for a measurement of equal workloads for members of the patrol division and police service in proportion to need.

The National Advisory Commission on Criminal Justice Standards and Goals recommended in the Report on Police that, "A census tract, reporting area, or permanent grid system should be developed (by every police agency) to determine geographical distribution of data..."

Though numerous geographic division theories, concepts and definitions exist among those knowledgeable in the field of distribution and assignment of patrol forces, there is general agreement that at least two levels of division are required. These are small reporting districts, areas, grids, etc., and larger patrol areas or beats into which the smaller division are grouped for patrol purposes. For purposes of this document the smaller areas are referred to as "reporting areas" and can be defined as "small geographical areas into which a jurisdiction is divided for the purpose of crime reporting and collection of statistics." The larger units will be referred to as beats.

It should be noted that some large jurisdictions utilize three levels of division which include, from smallest to largest, reporting area, beat, and district. In these instances, a large number of reporting areas necessitates the use of districts into which the reporting areas

The National Advisory Commission on Criminal Justice Standards and Goals, Report on Police (Washington, D.C.: Government Printing Office, 1973), pp. 199

are grouped. The main use of the district designation is to facilitate the locating of a reporting area. Many California police agency jurisdictions will not require a large number of reporting areas, thus the district designation may not be needed.

In some jurisdictions, reporting areas correspond to the federal census tracts. However, this method of designation has certain disadvantages. Census information is usually only available every ten years and census tracts are usually only drawn for jurisdictions of 50,000 population or more. Also, due to jurisdictional boundaries, census tract reporting areas would not be feasible for some communities. Another method of outlining reporting areas is to divide the jurisdiction into permanent grids of a selected size such as one quarter square mile or a particular number of square blocks.

Taking into account that there probably is no one "best" method for determining the size of reporting areas within a particular jurisdiction, it is recommended that the following procedure be utilized.

PROCEDURE FOR DIVIDING A JURISDICTION

- 1. Mount a large map of the jurisdiction which clearly shows major streets and natural boundaries, and cover it with a transparent plastic overlay.
- 2. Using a red grease pencil for writing on the overlay, divide the jurisdiction into reporting areas. The specific size of a reporting area is dependent upon population density, type of general area (i.e., business, residential, rural, etc.), and previous event activity if such data is available. In a business district or heavily populated residential area where block sizes are uniform, each reporting district should contain eight (8) to twelve (12) square blocks. In rural areas, thinly populated residential areas, and areas with irregular or no block designations, reporting areas may vary in size from 1/4 square mile on up. However, reporting areas should not be too large or their use as location indicators will be defeated. The reporting area boundaries should follow natural boundaries, streets, railroad tracks, freeway routes, etc. Consideration should also be given to assigning individual reporting areas to prominent structures, shopping centers, parks, schools, etc., to adequately identify the activity requiring police service which occurs in or around and is related to such locations.

- 3. Number each reporting area consecutively. If the number of reporting areas approaches or exceeds 99 for the total jurisdiction, the numbering should begin with 001. If not, then the numbering should begin with 01. If districts are used, the reporting area number will always be preceded by the district not exceed 99. This is to allow for sufficient spaces to be "reserved" on source documents if mechanical or electronic processing is or may be used by the agency.
 - In the larger jurisdiction where district divisions are used, it district. Thus, when the need arises to identify additional rewithout revising the total numbering system, or programming to accomodate an additional digit.
 - The figure on page 51 illustrates an actual example of a portion of a city which has been divided into reporting areas. Each area has been assigned a reporting area number using the above method.
 - From the map overlay a street number index by each reporting is displayed on page 52.

4.

The development of the Street Number Index is a time consuming, completed it provides permanent location data from which all source documents can be coded with the reporting area. Each area number. Personnel will use these numbers, to identify patch records as well as all crime, arrest, traffic, and incident reports.

- 50 -

number. The total number of reporting areas in a district should

is generally advisable to leave some numbers unassigned in each porting areas in the district, two digit numbers will be available

area should be completed. An example of a Street Number Index

clerical job. However, it must only be done one time, and when street address and intersection will be identified with a reporting locations for data processing purposes, on communications dis-

REPORTING AREAS



٠

Illustration of Street Number Index with Reporting Area

MARYSVILLE	BLVD
Address	
2901 - 2999	odd
2900 - 3100	even
3001 - 3299	odd
3100 - 3300	even
3301 - 3599	odd
3300 - 3400	even
3400 - 3600	even
3601 - 3799	odd
3600 - 2800	even
3801 - 3999	odd
3800 - 4000	even
4000 - 4100	all
4100 - 4300	all
4300 - 4400	all
4400 - 4600	all
4600 - 4650	all
4650 - 4800	all
4800 - 4900	all
4900 - 5000	all
5000 - 5200	a11

-52-

٠.

•	2901 - 5200	
	Reporting Area	
	433	
	434	
	429	
	430	
	±30	
	419	
	424	
	420	
н	414	
	414	
	408	
	409	
	403	
	244	
	243	
	237	
,	233	
	232	
	226	
	225	
	221	
	221	

