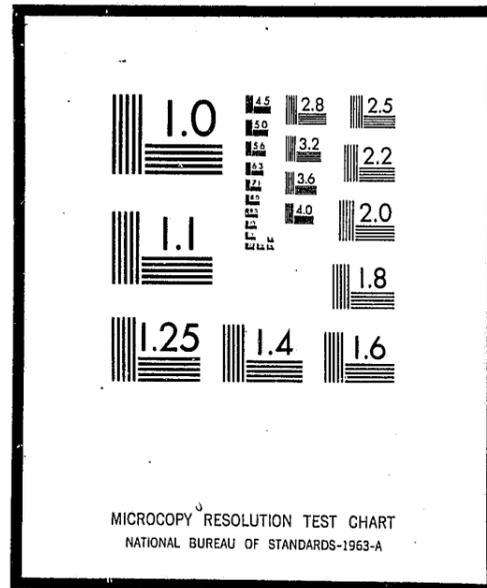


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U.S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
NATIONAL CRIMINAL JUSTICE REFERENCE SERVICE
WASHINGTON, D.C. 20531

Date filmed

5/27/76



Westinghouse Justice Institute

R-73-106
January 1973

POLICE MANAGEMENT
SYSTEM STUDY
NORTH RICHLAND HILLS, TEXAS

VOLUME-III 3

Westinghouse Public Management Services

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FOREWORD

The City of North Richland Hills, Texas, requested the services of Lt. Glenn R. Walker of the Tyler, Texas, Police Department to assist in a management and records study through the Regional Office of the Law Enforcement Assistance Administration (LEAA). The LEAA Washington, D.C., office, in response authorized the Westinghouse Justice Institute (WJI) to provide the services of Lt. Walker under the terms and conditions of LEAA Contract J-LEAA-016-72, U.S. Department of Justice. This report documents in summary the technical services rendered. In addition to the discussion volume (Volume I), there are four supplementary volumes containing details of forms, methods, displays, and other material related to this study.

NOTE

Volume I contains the discussion portion of this study and a listing of 53 recommendations. The numbers inserted throughout the discussion, (1), (2), (3), etc., match the recommendation numbers and can so be referred to. Throughout both the discussion and recommendations, reference is made to the 45 figures that are included in Volumes II, III, and IV. Provided are forms, procedures, instructions, diagrams, etc. Volume V contains technical data, flowcharts, diagrams, and other material identified as Appendixes A through I. Because of the bulk of this material, Volumes II, III, IV, and V are provided only for the LEAA Regional and Washington, D.C., offices.

VOLUME III

Figure

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CODES FOR USE IN CODING OF OFFENSE REPORTS

CARD TYPE
0-Original
1-Suppliment

Time unk. 2500
Within 8 hrs. 2501
" 16 " 2502
" 24 " 2503

PREMISES CODE
A-Auto
H-Highway or street
C-Commercial Bldg.
G-Gas Station
S-Chain Store
R-Residential
M-Miscellaneous

DAY OF WEEK CODE
1-Sun
2-Mon
3-Tue
4-Wed
5-Thu
6-Fri
7-Sat

EVIDENCE CODES
Blank-None
1-
2-
3-
4-
5-
6-
7-
8-
9-
0-

PROPERTY CODES
1-Currency
2-Jewelry
3-Furs
4-Clothing
5-Auto
6-Miscellaneous

RECOVERY CODES
0-Not Stated
1-Recovered locally and stolen locally
2-Recovered elsewhere and stolen locally
3-Stolen elsewhere and recovered locally

FS

Figure 29. Tyler Police Efficiency Rating Forms

- a. Supervisory Form
- b. Non-supervisory Form
- c. Evaluation Helps List

CITY OF TYLER

CIVIL SERVICE COMMISSION

POLICE DEPARTMENT SEMI-ANNUAL EFFICIENCY RATING FORM

Supervisory

Period Ending _____

Name _____ Classification _____

- _____ PERSONAL FITNESS - Appearance, habits, emotional stability, physical condition.
- _____ WORK HABITS & ATTITUDE - Systematic, industrious, enthusiasm for work, good knowledge as a supervisor.
- _____ QUANTITY OF WORK - Energetic, initiative, only required or extra duties.
- _____ QUALITY OF WORK -
- _____ CARE OF EQUIPMENT AND VEHICLE -
- _____ ADAPTABILITY - Ability to understand and follow instructions, performance in emergencies, performance in new situations, judgment.
- _____ PUBLIC RELATIONS - Effectiveness in dealing with the public. Helps build esteem for department.
- _____ DEPARTMENTAL RELATIONS - Teamwork, cooperation.
- _____ LEADERSHIP ABILITY - Initiative, judgment, off duty conduct, courage, attitude.
- _____ ADMINISTRATIVE ABILITY - Planning, disciplinary control, respect of men, knowledge of organization procedure and budgeting.

- +3...Outstanding
- +2...Above Average
- +1...Average
- 1...Below Average
- 2...Poor
- 3...Unsatisfactory (Explain in "Remarks")

A. Special Merit recommended: (Give Particulars) _____

B. Demerit recommended: (Give Particulars) _____

Remarks: _____

Rating Officer _____

CITY OF TYLER

CIVIL SERVICE COMMISSION

POLICE DEPARTMENT SEMI-ANNUAL EFFICIENCY RATING FORM

Non-Supervisory

Period Ending _____

Name _____

Classification _____

- _____ PERSONAL FITNESS - Appearance, habits, emotional stability, physical condition.
- _____ QUANTITY OF WORK - Energetic, initiative, only required or extra duties.
- _____ WORK HABITS - Systematic, industrious, observant of regulations and safety rules, alertness.
- _____ QUALITY OF WORK
- _____ CARE OF EQUIPMENT AND VEHICLE
- _____ ADAPTABILITY - Ability to understand and follow instructions, performance in emergencies, performance in new situations, judgment.
- _____ PUBLIC RELATIONS - Effectiveness in dealing with the public. Helps build esteem for department.
- _____ DEPARTMENTAL RELATIONS - Teamwork, cooperation.
- _____ ATTITUDE - Enthusiasm for work, willingness to conform to job requirements, accept suggestions for work improvement.
- _____ LEADERSHIP ABILITY - Initiative, judgment, off duty conduct, courage, attitude.

+3...Outstanding

-1...Below Average

+2...Above Average

-2...Poor

+1...Average

-3...Unsatisfactory (Explain in "Remarks")

A. Special Merit recommended: (Give Particulars) _____

B. Demerit recommended: (Give Particulars) _____

Remarks: _____

Rating Officer _____

EVALUATION HELPS
FOR
POLICE EFFICIENCY RATING

	-3	-2	-1	+1	+2	+3
PERSONAL FITNESS	Unsatisfactory	Neglectful of personal appearance, poor habits.	Often unfit.	Usually neat, clean & in good condition. Stable.	Presents favorable appearance habitually. Stable.	Exceptionally neat and clean.
QUANTITY OF WORK	Unsatisfactory	Lazy, lack of initiative	Only does required or minimum duties.	Energetic, exercises initiative to do more.	Habitually active, realizes needs and performs them.	Outstanding in quantity of work accomplished.
WORK HABITS	Unsatisfactory	Careless	Lacks system.	Fairly industrious	Systematic, careful industrious.	Outstanding
QUALITY OF WORK	Unsatisfactory	Poor quality. Does not take pride in job done.	Often has poor performance as to quality.	Average quality Usually cares.	Always attempts to perform with high ideals of quality.	Outstanding
CARE OF EQUIPMENT	Unsatisfactory	Abuses equipment, poor use of vehicle	Sometimes is neglectful of equipment	Average care of equipment.	Always mindful of good habits in use of equipment.	Outstanding care of equipment.
ADAPTABILITY	Unsatisfactory	Carries out only simple instructions. Poor performance.	Often misunderstands unable to cope with situations.	Usually follows directions. Good performance.	Carries out orders with little supervision. Adapts well	Exceptional
PUBLIC RELATIONS	Unsatisfactory	Bad public relations. Often hinders dept.	Sometimes neglects duty of presenting good image.	Average in dealing with public.	Definitely a good influence in public relations.	Outstanding
DEPARTMENTAL RELATIONS	Unsatisfactory	Not a good team worker.	Does not always cooperate.	Good teamworker.	Always cooperates, works well with fellow employees.	Demonstrates leadership.
ATTITUDE	Unsatisfactory	No enthusiasm. Only does minimum job requirements.	Rarely enthusiastic willingness not real. Sour.	Usually willing, enthusiastic.	Enthusiastic, willing, eager to do best possible.	Outstanding outlook on career.
LEADERSHIP ABILITY	Unsatisfactory	Poor leadership ability.	Poor judgment. Little initiative. Poor conduct.	Usually portrays good judgement, & leadership.	Good leader.	Outstanding ability

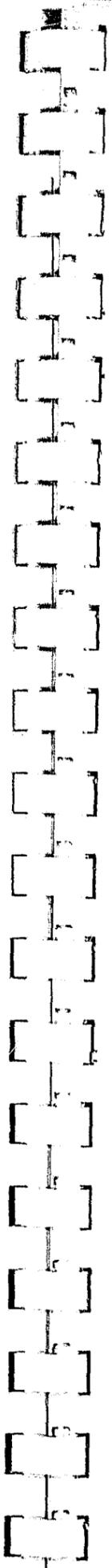


FIGURE 30

COMMANDING OFFICERS REPORT

DATE 11/27 & 28/72

SHIFT TWO & THREE

CASE NUMBER	TIME	UNIT	LOCATION	OFFENSE
72-20523	1616	857	NORTH ROSS & GENTRY PARKWAY	WRECK (minor)
20524	1623	858	1703 EAST FRONT	DISTURBANCE
20525	1628	891	813 EAST OAKWOOD	PUBLIC SERVICE
20526	1634	860	GLENWOOD & HOUSTON	WRECK (minor)
20527	1647	857	1500 WEST OAKWOOD	TRAFFIC
20528	1721	859	305 SOUTH BROADWAY	PUBLIC SERVICE
20529	1725	860	515 WEST HOUSTON	DRUNK
20530	1732	858	SAUNDERS & BECKHAM	ABANDONED VEHICLE
20531	1811	859	APACHE SHOPPING CENTER	WRECK (minor)
20532	1856	859	OLD OMBEN ROAD & LOOP	WRECK
20533	1943	857	2715 PLAZA	PROWLER
20534	1955	857	1621 SUMMITT	DISTURBANCE
20535	2009	860	517 WEST HOUSTON	DISTURBANCE
20536	2026	864	235 SOUTH BONNER	PROWLER
20537	2132	864	3900 OLD RULLARD ROAD	PUBLIC SERVICE
20538	2126	863	2116 NORTH LYNDON	CHECK IN PASSING
20539	2126	860	POUNDS FIELD	CHECK IN PASSING
20540	2216	858	1725 & 1729 NORTH WINONA	PROWLER
20541	2237	862	504 LEHIGH	PROWLER
20542	2258	859	921 ELLIS DR.	PROWLER
20543	2313	863	100 BLK. S. SPRING	UNLOCK
20544	2341	862	DUNKIN DONUTS	SUS. PER.
20545	2357	859	DOMMYBROOK & DODGE	INVEST. OF FIRE
20546	0002	867	RAMADA INN	SUS. PER.
20547	0035	867	102 TOURNAMENT RD.	PHONE CALLS
20548	0041	862	KETTIE RESTAURANT	DISORDERLY CONDUCT
20549	0046	860	TEXAS COLLEGE GARDEN APTS., N-143	FIGHT
20550	0058	864	3400 BLK. S. BROADWAY	UNLOCK
20551	0056	891	311 W. ERWIN	UNLOCK
20552	0121	891	400 BLK. W. ELM	UNLOCK
20553	0137	864	POUNDS FIELD	UNLOCK
20554	0211	863	SPRING & FRONT	UNLOCK
20555	0232	862	921 S. BECKHAM	UNLOCK
20556	0241	863	FRONT & FANNIN	UNLOCK
20557	0314	867	FORKS OF VAN HWY. & GENTRY PKWY.	UNLOCK
20558	0415	864	3001 SFUR 248	BURG. ALARM



FIGURE 31

OFFENSES ASSIGNED	CASE NO.	F A M I L Y	A M T	OFF CODE	RECAT	OD	RECV BY	DISP BY	UNITS	DATE	TIME RECD	ARREST NO.	RECEIVED			
NATURE OF COMPLAINT-OR SERVICE												ASSIGNED OFFICER NOS.	CASE NO.	DISPATCHED		
LOCATION OF COMPLAINT-OR SERVICE												FURTHER ON 1. OFFENSE REPT. <input type="checkbox"/> 2. SUPP OFF REPT. <input type="checkbox"/> 3. ACCIDENT REPT. <input type="checkbox"/> 4. ARREST REPT. <input type="checkbox"/> 5. CLOSE-OUT <input type="checkbox"/>	ARREST 1. ARRESTED CUSTODY <input type="checkbox"/> 2. ARRESTED RELEASED <input type="checkbox"/> 3. CITATION <input type="checkbox"/> 4. NO ARREST <input type="checkbox"/>		CALL COMPLETED	
NAME OF COMPLAINANT-OR SERVICE												REPORTED BY 1. PERSON <input type="checkbox"/> 2. PHONE <input type="checkbox"/> 3. LETTER <input type="checkbox"/>	OFFENSE CODE	REP AREA		OFFICER
ADDRESS OF COMPLAINANT-OR VICTIM												REC'D BY NO.	DISP BY NO.	UNITS	PRIMARY TYLER, TEXAS POLICE DEPARTMENT ASSIST	FORM 1 (3-71)
REPORT ON REVERSE SIDE																

Form No. 1

- Figure 32. Case Assignment Procedures
- a. Completing Form No. 1 (4 Sheets)
 - b. Dictating Reports (3 Sheets)
 - c. Procedures for All Arrest Reports (2 Sheets)
 - d. Procedures for Juvenile Reports (2 Sheets)
 - e. Communications Broadcast Form

CASE ASSIGNMENT PROCEDURE

1. When a report is received by the Police Department that an incident has occurred, or is in progress, that requires police service, the communication operator will dispatch officer to the section in which the service is requested.

2. On all calls for service a Form #1 card will be made. This card will be assigned a number and processed.

3. When the communication operator dispatches an officer:

offense #

- 4511 1. To make a vehicle inspection
- 2. Traffic Control (no violations)
- 4523 a. Traffic light out
- 4524 b. Around Obstruction
- 4515 c. Sporting or Special Event
- 4411 d. Fire Department
- 4413-or 4414 e. Assist County or Texas Department of Public Safety with Traffic
- 3. To Animal Warden to
 - 4526 a. Pick up dead animal
 - 4527 1a. Residence and open property
 - 4528 2a. Commercial property--includes veterinarians office
- 4. To make ESCORT (non emergency-no incident occurs)
 - 4512 a. Funeral
 - 4512 c. Lost Motorist
 - 4512 d. Money from Fun Forest
 - 4512 e. Money from City Hall
 - 4512 f. Money from one Bank to another
- 4417 5. To deliver commission notices
- 6. Check in passing
 - 4517 a. Pounds Field (no incident)
 - 4517 b. Lake Tyler (no incident)
 - 4517 c. Residence (no incident)
 - 4517 d. Parked vehicle (no incident)
- 7. When an officer reports an unlocked door.

This TYPE CALL WILL BE IDENTIFIED AS A SERVICE CALL to the officer being dispatched and the FORM #1 will be stamped with a SERVICE CALL Stamp. The Communications operator will assign the proper classification code to this case and route it to be processed and filed. This will complete the case. NO INFORMATION WILL NEED TO BE DICTATED ON THE ABOVE IDENTIFIED CASES.

4. The section officer will always dictate the results of his investigation on all calls, except those identified as service calls. He will dictate the report as soon as possible after the service is completed and report back to the dispatcher that the report has been made.

5. The Communication operator will stamp the #1 card with the time that the officer reports that the report has been dictated. She will also initial the card.

6. When an officer is unable to complete an investigation before going off duty, he will dictate that information by telephone giving what information he has on the case. He will give the names of the persons involved and indicate when the full report will be made. This information will be placed on the back of the form #1. When the complete report is recorded by the original investigating officer this information will be reported in the proper sequence on the proper report form. If an officer is to be on vacation or other leave beyond his regular day off, he will make every effort to see that his reports have been dictated and typed.

7. There are certain types of cases where the follow-up might need to begin immediately and in addition to the officers sent to the scene, the communication operator will notify the Detective office if it occurs during the Detective office hours. The Identification Division will be notified during their working hours when requested by investigating officer at the scene. If the offense happens at other hours, the communication officer will notify the Shift Commander who will make the decision as to whether or not the Identification Division personnel or Detective Division personnel will be notified. These cases are:

- a. Robbery or hijacking
- b. Murders, suicides, or questionable deaths
- c. Rape
- d. Major burglaries or safe cracking
- e. Other crimes of violence.

8. The communication officer will, after acknowledgement, give all information available and needed by the officer in the form of a message.

9. When a call is received requiring an all-points bulletin for a person or vehicle that is passing or might be passing through Tyler, the Communication operator will transmit the given information and prepare a form #1 and a wanted notice containing all the information needed.

10. When a call is received requiring an all-points bulletin for a person or vehicle thought to be in Tyler, therefore requiring follow-up, the clerk receiving the information will prepare a form #1 and give the necessary information to the communications operator for dispatching. If the dispatch is urgent, the clerk receiving the information will turn the call over to the communication operator telling her that this is an urgent call. If the communication operator receives the information first or is told that this is an urgent dispatch, she will get the

necessary information to broadcast, prepare a form #1, then prepare a wanted notice containing all the information needed.

11. Upon request of the investigating officer the Detectives will be sent on:
 - a. All burglaries and attempted burglaries
 - b. Rape, attempted rape, and other crimes of violence
 - c. Robberies or hijackings
 - d. Deaths of any type.

Identification personnel will be sent on the above and major accidents when requested by supervisor.

12. This procedure for assigning cars on certain type calls is for routine assignments and should not interfere with the section officer requesting additional assistance, or assistance in cases not covered. Also, this should not keep the Supervisors from cancelling those not needed, or making adjustments, as the situation requires.

13. When a person comes to the police station to report an offense that has happened in the past and cannot be investigated in the field, he will be directed to the Detectives, who will prepare the necessary reports. This initial interview will serve as the first follow-up and, depending on the information obtained, may be declared inactive by the Criminal Investigations Division Commander or the investigation may be continued, with the next report due in 10 days. This does not include misdemeanor cases requiring a complaint to be filed in city court before action is taken.

14. When any field officer handles a case involving a juvenile and the case is completed, except for the disposition, the officer will refer the Juvenile to the Juvenile officer. The officer will prepare the offense report (when needed) and the form #8 (Juvenile Arrest Report) using guidelines set out by the Juvenile Officer. (figure 1)

15. When any field officer handles a case involving a juvenile, and the case needs additional follow-up to clear the case, recover stolen property, etc., the officer will refer the case to the Criminal Investigations Division for the follow-up. When the follow-up is completed the CID will refer the Juvenile to the Juvenile officer for disposition.

16. When any officer determines that a person or vehicle is wanted, he will always, in addition to preparing the required reports, call the communication operator and give the necessary information. The communication operator will prepare a wanted notice (figure 2), dispatch to all cars, notify the Detective office, and route the notice to a clerk for entry on the briefing sheet.

17. When the person or vehicle is apprehended, or is no longer wanted, the officer making the cancellation will always call the communication operator who will prepare a cancellation notice (figure 3), dispatch to all cars, notify the Detective office and route to clerk for entry on the briefing sheet.

18. The communication operator will retain a copy of the wanted notices in order to furnish wanted information to the field officers without the delay necessary to look the report up in the files. It is IMPORTANT that the Communication Operator be notified of all wanted and cancellations.

19. When the department receives a request for security check (vacation house check) over a period of time, a form #I will be prepared and a Vacation House Check Form #13 will be completed. The Communication Operator will give the information to the section officer (or the cadets), assign the case to a shift commander on the current shift, then route to the typist for the bulletin (briefing sheet). The Shift Commander will be responsible for the assignment to the other shifts. If the request is received first by some other officer, he will take the necessary information and notify the Communication Operator who will prepare the form #I and vacation house check form and follow the procedure outline above.

The CHECK-IN-PASSING will be handled in a similar manner with the exception that the information will be placed on the form #7. The format to be used is attached. This will be completed by the Communications Operator. This should be the person's name who requested the service and information as to why the service is requested -- example: has been having prowlers, has received obscene phone calls and is afraid the callers may come to the house, or other reasons that the person may need police security watches. The same procedure will be followed as above. The case will always be assigned to the Shift Commander. He will see that the information is passed on.

20. All officers must bear in mind that the only information kept by the Communication Operator is wanted persons and vehicles. All other information should be requested by telephone, unless an emergency condition exists. This is especially true of criminal records, as a large number of non-police agencies monitor police calls.

APPENDIX A

PROCEDURE FOR DICTATING REPORTS

1. There is certain information that the typist must have before beginning to type the report.
 - a. Begin each report by giving your name and the time you are dictating the report.
 - b. The next information dictated should be the type of report form to be used.
 - c. Next, give the time the incident occurred, the location and the case # (if known)

These three things are essential so that the typist can locate the form #1. If the place of occurrence is different from that received by the officer, this should be stated so that the form #1 can be corrected.

IF THIS IS TO BE A FORM #1 REPORT, THIS INFORMATION SHOULD BE STATED.

2. After giving the above information, the officer will dictate the information in the order that it is to be typed. This can be accomplished by stating the information to be placed in the spaces provided on the field report form. After beginning on one line, dictate all the information required on that line. When information is asked for by the report that is not available, or does not apply, then skip that number and go to the next number that does apply--example; on the incident report if you utilize item #22 (type of premise) go ahead and dictate #22 -"Public Street"- If you do not have any further information until you get to the narrative, dictate as #28--Contacted Jim Smith at McMurray and Erwin, he gave information on a suspicious auto that was seen in the vicinity of the Hudson Station, etc."

3. When dictating the narrative of the offense, the officer should state that this is the narrative and know what he is going to say. He must not repeat words or contradict himself. Any words or phrases repeated might be typed twice, and ruin the meaning of the report. The office must bear in mind that the typist is listening to only a few words at the time and not to the story being told. Therefore, it is very difficult to eliminate words that are not needed.

4. Long reports of felony offenses should be dictated on the RMN (Remote Microphone Network) Recorder at the police station. This gives the officer the capability of listening to his recorded report and making the necessary changes. All reports on the RMN will be given PRIORITY over the telephone messenger recorder. This should be considered on any report that would need priority processing.

REFER TO THE TYLER POLICE DEPARTMENT REPORTING GUIDE-FIELD REPORTING PROCEDURES PAGE 4 thru 9 for complete recording instructions.

Miscellaneous calls of a minor nature, where the call originates with the communication officer or as an on sight contact by the officer himself, may be reported in a slightly different manner than the usual method.

If the call is completed by the reporting officer and he knows there will be no further action taken by the Police Department and no arrest or citation is made, he will report the incident in the following manner:

Instead of using the procedure set out in your reporting guide where an Incident (short form) TPO #2 is to be followed, the officer will use the FORM 1 report.

This information will be recorded by telephone. DO NOT USE RMN. This report will be typed by the clerks on the BACK of the IBM complaint form which is filled out by the desk clerk and dispatcher--TPD FORM I.

In order for the clerk to be able to match your dictated report with the correct FORM I, it will be necessary for you to give the following information in sequence:

1. When making a FORM I Report, the Incident Report - TPD FORM #2 will be used as a guideline using only the non-shaded items. You will utilize this form to report the action taken in many and various non-criminal complaints which comprise such a large volume of the work load of our department.

Below are listed the type cases that will be reported on FORM I:

Offense #

I. Departmental Services (non-criminal)

- | | |
|-------|---|
| 4417 | 1. Assist Motorist (Break Down) |
| 4514 | 2. Speech or Public Appearance |
| 4516 | 3. Information Given (Except Emergency message) |
| 4426 | 4. Children playing in street |
| 4417 | 5. Aid to any City Agency (non-criminal) |
| 4410 | 6. Aid to any other agency (non-criminal) |
| 4425 | 7. Burglar alarm or fire alarm (false) |
| 4524 | 8. Trees or wires down, obstruction in road |
| 2651 | 9. Auto--improperly parked, complaints |
| 4421 | 10. Abandoned vehicles (not in violation of city ordinance) |
| 2651 | 11. Burning trash illegally--no arrest |
| 4530 | 12. Lost person (aided) |
| 4511 | 13. Automobiles moved as a convenience--no violation. |
| 3200+ | 14. Wrecks--minor damage--no arrest |
| 4530 | 15. All other public contacts (non criminal) |

II. Disturbance (non criminal)

- | | |
|-------|--|
| 2300+ | 1. Reported drunk (not found) |
| 2110 | 2. Reported DWI (not found) |
| 2100+ | 3. Reported DUID (not found) |
| 2411 | 4. Loud Noise (radio, T.V., talking, horn blowing, etc) not found or no prosecuting witness. |
| 2411 | 5. Barking dog (not found or no prosecuting witness) |
| 1300+ | 6. Affray (not found) or no prosecuting witness |
| 4422 | 7. Prowler (not found) or complaintant did not want contact with officers. |
| 2609 | 8. Discharging firecrackers or firearms in the city (no witness-no arrest) |
| 2411 | 9. All other disturbances (no arrest) |

III. Family Disturbance (non criminal)

- 2050 1. Child support (non payment of)
- 2411 2. Refuse to give money to other spouse.
- 2411 3. Wife/husband operating vehicle without permission of other spouse
- 2411 4. Husband/wife refuse to give clothing
- 2050 5. Refuse to buy food (except in child welfare)
- 2050 6. All other family disturbances (non criminal)

IV. Information only cases

- 3600+ 1. Accident (occupational)
- 1100+ 2. False advertising
- 4530 3. Auto towed (owner's request)
- 4. Any other item requiring information to be logged.

CITY OF TYLER
INTER-OFFICE MEMORANDUM

PLEASE HANDLE
PLEASE APPROVE
PLEASE NOTE AND RETURN
FOR YOUR INFORMATION
PLEASE SEE ME
PLEASE ADVISE
YOUR FILE

Date: March 14, 1972

To: All Officers and Records Personnel

From: Lt. Glenn R. Walker, Records Commander

Subject: Instructions to be followed on All ARREST REPORTS

COMMENT:

1. Immediately after placing a person in Jail:
 - A. Arresting Officer will call Central Records and give one of the clerks proper information to fill out the Jail Log.
 - B. Information to be given for the Jail Log Will be:
 - (1.) Defendent's Name
 - (2.) Race and Age
 - (3.) Time of Arrest and Location
 - (4.) Charges
 - (5.) In Jail? (Yes or No)
 - (6.) Made Bond? (If Yes-indicate)
 - (7.) Arresting Officer's Name
 - C. The officer will then instruct the clerk that an arrest report will follow immediately on the Recorder. The officer must hang up and dial the designated number to be connected to the recorder. Please be sure to answer all applicable items on the arrest report, TPD Form No. 8.
 - D. Please be sure to inform the records clerk to make additional copy of Arrest Report when there are multiple Charges, ie. DWI and Traffic (Run red light, driving on the wrong side of street, etc.) Only one arrest card is needed on multiple traffic charges--but--each charge must be listed so that the Shift Commander will be able to set the proper bond. (Sample attached)
2. Please follow instructions that were passed out on all juvenile cases. (Letter of Dec. 27, 1971) An Arrest Report, TPD Form No. 8 will be made out on all Juvenile Cases whether handled in the Field or cited to see Sgt. Weaver-(Sample Attached)
3. The JAIL BOX will contain only arrest reports of persons in JAIL. As soon as the person is released the Arrest Report will be removed from the JAIL BOX.

Glenn R. Walker

Lt. Glenn R. Walker

December 27, 1971

From: Lt. Glenn R. Walker

To: All Police Personnel

Ref: Juvenile Reports

Any time a juvenile is questioned at the scene and released to parents or cited to see the juvenile officer an Arrest Report, TPD Form #8 will be completed. A sample of the arrest report and the information needed by the Juvenile officer is provided with this letter. This report will replace the juvenile report that you have filled out previously.

If the officer makes the final disposition at the scene this will be noted in item 15 on the arrest report.

If the Juvenile is cited back to see the Juvenile Officer this will be noted in item no. 49.

The proper offense report will be completed on the incident, if needed.

Thank you,

Glenn R. Walker

ADULT <input type="checkbox"/>		JUVENILE <input checked="" type="checkbox"/>		SHIFT	REP. AREA	1. CASE NO.	2. OFFENSE NO.
				1	4	135818	2412
3. DEFENDANT'S TRUE NAME (OFFICE CITY)				4. OTHER NO.		3A. DEFENDANT'S NAME (LAST, FIRST, MIDDLE)	
						Doe, John Brown	
NICKNAME OR ALIAS				7. ID NO.		8. DEF'S RES ADDRESS CITY	
Skunk						123 Pole-cat La. Tyler	
10. SEX	DESCENT	D.O.B.	HT.	WT.	HAIR	EYES	11. FORMAL CHARGE DATE/TIME
M	C	5/4/52	5'7"	137	BLK	BRN	Aggrav 12/17/71 0100
13. CHARGE CHANGED TO				14. F.P. CLASS		15. FINAL DISPOSITION	
17. LOCATION OF ARREST (ADDRESS OR BLOCK NO.)					19. DESCRIBE TYPE PREMISES		
Skunk Alley					Public Alley way		
20. DATE/TIME ARRESTED					21. SOBER		22. OBSERVED DRINKING?
12/17/71 0115					<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
23. RESIST		24. NARCOTIC?		25. ARMED?		26. WEAPON (DESCRIBE)	
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		N/A	
27. WHERE DEFENDANT EMPLOYED OR SCHOOL CITY				23. OCCUPATION		29. RES. PHONE	30. BUS. PHONE
Cat Hair High Tyler				Stu.		597-3351	
31. VEHICLE INVOLVED			YEAR - MAKE - BODY - COLOR(S)			32. DEF'S OPERATOR NO. STATE	
N/A			N/A			N/A	
33. HOLD PLACED ON VEH - TOWED TO					42. MV INVENTORY NO.		
<input type="checkbox"/> YES <input type="checkbox"/> NO					N/A		
CODE: C - COMPLAINANT; W - WITNESS; P - PARENT OR GUARDIAN				43. PARENT/GUARDIAN NOTIFIED BY OFFICER		DATE/TIME NOTIFIED	
				Sgt. B. Weaver		12/17/71 0130	
44. NAME		CODE	RESIDENCE ADDRESS		CITY	RES. PHONE	BUS. PHONE
Fox, Frank F.		C	Cockroach Dr.		Tyler	597-3352	597-3355
Doe, Jack J.		P	123 Pole-Cat La.		Tyler	597-3351	597-3353
Doe, Mary J.		P	123 Pole-Cat La.		Tyler	597-3351	597-3354
45. NARRATIVE: (1) IDENTIFY CO-DEFENDANTS BY NAME - SEX - DESCENT - AGE (2) IDENTIFY ADDITIONAL WITNESSES BY ITEMS IN BLOCK #26. (3) BRIEFLY INDICATE FACTS OF CASE							
Fathers Place Of Emp. Western Soap Factory							
Mothers Place Of Emp. P.U. Perfume Factory							
Prior Arrests Yes Parole No							
Other Persons arrested at same time and their ages							
Jack Jones C/M 20							
Sam Smith W/M 15							
Fay Jackson C/F 16							
46. TRANSPORTING OFFICERS NOS.		47. ARRESTING OFFICER		43.		48. SUPERVISOR APPROVING	
M. Vandergriff		M. Vandergriff					
DATE/TIME Cited		50. BOOKING OFFICER		51. SEARCHED BY		52. DEF'S MONEY	
12/18/110900		N/A		1. ar e r r f			
54. NOTATIONS RE COURT - CONC - DISPOSITION - HOLD							
Cited to see the Juvenile officer 12/18/71 at 0900							



FIGURE 33

CHECK IN PASSING

DATE & TIME RECEIVED

COMPLAINANT _____ ADDRESS _____ PHONE _____

ADDRESS TO CHECK _____ REF. CASE # _____ OFFENSE # 4517

REASON OF CHECK:

OFFICER (s) ASSIGNED _____ RECEIVED BY _____

Section No _____ Case No _____ Offense _____

Date _____ Time _____

Location _____

Complainant _____

Narrative _____

29/30

**TYLER POLICE DEPARTMENT
TYLER, TEXAS**

FIELD REPORTING PROCEDURES

REPORTING GUIDE

RECORDS CONTROL AND ACCOUNTING PROCEDURES

UNIFORM CLASSIFICATION: CODES AND INDEXES

SUPPLEMENTS

LOCATION GUIDE

FIGURE 34

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RECORDS CONTROL AND ACCOUNTING PROCEDURES FOR
THE TYLER POLICE DEPARTMENT

1

Uniform Numbering System

1

(1) Master Name Index

3

(2) Other Indexes

4

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Indices for Control and Retrieval of Information and
Selected Instructions for Their Maintenance - Tyler
Police Department

TYLER POLICE DEPARTMENT UNIFORM CLASSIFICATION CODES AND
INDEXES

Numerical Index

Part I Cases

1

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3

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8

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8

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Alphabetical Index

Uniform Classification Code

FIELD REPORTING PROCEDURES

4. Crimes Against Persons--number of victims. One crime is indicated by each victim but this only requires one report.

OTHER REPORTING PRINCIPLES.

1. One incident, one report. When a single incident involves more than one offense or more than one victim at the same time, only one report should be completed for that incident. When incidents do not occur at the same time, although perpetrated by the same offender, more than one report will be required. Examples would be as follows:
 - a. Burglaries of separate units of an apartment building residence, office, or other building whose clientele is of a permanent nature, require a separate report for each unit which is individually owned, leased or rented.
 - b. When theft occurs from several cars parked in the same block during the night, one report should be required for each car entered.
 - c. Exceptions to (a) and (b) above:
 - (1) Hotel Rule. Burglaries of more than one unit in a hotel, rooming house, or other similar building require only one report regardless of the number of units attacked.
 - (2) Multiple Thefts. Thefts from several vehicles parked in an off street facility require only one report regardless of the number of vehicles attacked.
2. How to report attempts. All attempts to commit an offense should be reported as an offense involved except the following:
 - a. An attempted homicide should be reported on the Crime Against Persons Report, TPD Form No. 3. This is served as an assault in the Uniform Crime Report.
 - b. An attempted theft of any article (except a motor vehicle), regardless of value, should be reported as a Theft under \$50.
3. Unfounded complaints of crimes. The decision as to whether a complaint is actually unfounded rest with the Detective Division. The patrol officer, in cases where it appears that no crime or attempted crime has occurred, should do the following:
 - a. Complete the appropriate case report for the type of crime as assigned by the communications center.
 - b. In the narrative section of the case report, item #28, state that the crime is unfounded and explain the reasons for this conclusion.
4. Classifying of incidents. When a citizen reports a specified crime to the Communications Center, the patrol officer has no authority to report it as a Miscellaneous Incident. If it appears that the reported crime is unfounded, the patrol officer should follow the instructions for unfounded complaints of crimes (subparagraph 3 above). If an incident is reported by a citizen as a miscellaneous incident, and upon investigation is found to be a crime, or if upon investigation a reported crime should

be classified (i.e. reported as a robbery but actually a burglary), the patrol officer should:

- a. Prepare the proper case report.
- b. Note the original complaint in the Narrative of the case report.
- c. Notify the Communications Center in the change in the classification of the incident.

RECORDING REPORTS:

Reporting in the Tyler Police Department is accomplished via telephone dictation to a clerk-typist at the Records and Communications Center at headquarters. The following guidelines should be followed:

1. The Records and Communications Center of the Tyler Police Department is equipped with two IBM message recorders. The IBM message recorder enables our police officers to use the dictating facilities of the Records and Communications Center from any outside telephone. The telephone connected recorders will be manned continuously by typist. Police personnel can record reports at their convenience and be sure that it will be transcribed without delay. Each recording machine is capable of receiving 14 minutes of continuous dictation. At the end of the 13 minutes time a "short warning Buzz" will alert you. This means that you have one minute to either "wrap up" your report or continue to another belt.
2. All field case reports are to be dictated to the Records and Communication center. As an office conducts his preliminary investigation he will prepare his field case report by hand. The next step is to dictate it. This can be done over any telephone. If he is going to use a pay phone he must advise the dispatcher of the number and let the clerk-typist dial him and then activate the recorder. The officer will have a recording unit at his command from any section of the city where he may be working that has a telephone available.

To Seize Recorder:

Dial assigned telephone number. Your number is _____ and _____.

Strong ready--indicates that a unit is available.

Strong busy signal--indicates that units are being used.

To Record:

1. Listen for "talk-down" tone. This will be a strong "beep" tone.

2. Begin dictating with instructions; first statement should announce the type of case report involved and the TPD form number so that when the typist plays the belt back she will know what form to place in the typewriter. For example the officer should start off with "this is a Crimes Against Person Report, TPD form No. 3" or this is a "Crimes Against Property Report, TPD form No. 4", etc.

From this point on the officer simply reads what he has entered in each space in his field report form reporting the un-numbered information at the top of his field report first.

Example:

"Check Adult block."

"Shift number two."

"Report area no. three."

Then identify each space by number starting with number one (1) and mentioning each numbered item, including those spaces with no information recorded in them.

Example:

- "Number 1 -- 127310"
- "Number 2 -- 0516"
- "Number 3 -- Brookshire's Warehouse"
- "Number 4 -- 597-3110"
- "Number 5 -- 916 S. Broadway"
- "Number 6 -- 593-5840"
- "Number 7 -- Brookshire's Warehouse"
- "Number 8 -- White Male 6-24-40"
- "Number 9 -- Brookshire's Warehouse, Loop 323 at Frankston Hwy."
- "Number 10 -- Night watchman"
- "Number 11 -- 06WX 1800"
- "Number 12 -- Had not been drinking (HNBD)"
- "Number 14 -- 597-3110"
- "Number 15 -- 716 S. Broadway"
- "Number 16 -- 593-5840"
- "Number 17 -- 10-5-71 1700"
- "Number 18 -- 10-5-71 1720"
- "Number 19 -- 10-5-71 1725"
- "Number 20 -- Burglary -- Now -- Residence -- Daytime"
- "Number 21 -- 0514"
- "Number 22 -- Grocery warehouse complex."
- "Number 25 -- Unknown"
- "Number 26 -- Unknown"
- "Number 27 -- (1) George Williams-W-, 1824 Paluxy Dr., Tyler, Tex., 593-4110, 592-5600."
- "Number 52 -- Apparently large screw driver"
- "Number 53 -- Pry latch on front door of office"
- "Number 54 -- Money-- two \$10 bills, four \$20 bills, one tape recorder, Craig--Model 30--Serial No. 41132-- gray plastic case with brown leather carrying case--initials B. B. on back of case."
- "Number 55 -- One hundred sixty dollars"
- "Number 56 -- Broke wooden matches and threw them on the floor."
- "Number 57 -- Not Applicable (NA)"
- "Number 58 -- In top desk drawer"
- "Number 59 -- Front door to main office--North side of building."
- "Number 60 through 70 -- Not applicable"
- "Number 28 -- give complete details of case."
- "Number 29 -- Officer Ira Brown--personnel number 0803"
- "Number 30 -- Check 'open'"
- "Number 31 -- Check continuation sheet block"

3. The reporting officer must speak distinctly and spell out all proper names. He starts as soon as he hears the beep tone. Having just written his report the officer should have no difficulty reading what he has written. But if he should stop for any reason he will hear a "beep tone" after a silence of 4 seconds. He should resume his reading and as he does the recorder will continue to operate. If the officer does not resume his reading after he hears the "beep tone" he will be automatically disconnected after a nine (9) second pause. This prevents any one user from tying up the lines. To resume

dictation he must dial again. The recording instrument will sustained silence of nine (9) seconds only. If the officer is silent for four (4) seconds and hears the "beep tone" warning, he can say anything, such as "just a minute" to reactivate the recorder. If for some reason he fails to say something and is cut off after nine (9) seconds he must dial again and should start the report from the beginning.

4. Officers must remember that the recorder can accept only 14 continuous minutes of dictation. Records and communications center personnel will make every effort to change records before the end of each, but this way not always be possible. If an officer's report takes him to the absolute end of a record he will hear a short warning buzz one minute before the end of the belt. At this point, either "wrap up" your report or record information to indicate that the report will "continue on another belt." A "continuous warning buzz" indicates end of belt. DO NOT HANG UP.

Do not continue to dictate at this point. The attendant will also hear this signal and will change the belt. Allow this person enough time to do so then continue your report. If the attendant does not change the belt the reporting officer should hang up and dial the second recorder number. This will connect him to a new recorder. The reporting officer must therefore indicate what has happened. He may announce for example, "this is a continuation of a Crimes against Property Report, Brookshire's Warehouse", or make identifying statement. This will identify his report as a continuation of the report and be started on another belt.

5. The attendant can monitor incoming dictation by the attendant phone. The attendant can also interrupt the recording and talk directly with the officer making the report by mashing the interrupt button on the recorder. This may be used for emergency needs or to give information to the reporting officer. The attendant can reactivate the recorder at the end of the two way conversation by pushing the restore button. The two-way conversation can not be recorded.

6. After completing his dictation, the officer should write the date and time in the upper right margin of his field report.

HOW TO USE THE RMN DICTATION SYSTEM

1. There are five (5) RMN microphones installed in different offices throughout the police headquarters building. This system will be very useful on follow-up supplementary, and long detailed reports. This system will also be helpful in taking statements, etc. This recording system should eliminate virtually all typing of reports by officers. This LBM Remote Microphone Network gives each officer access to the clerk typist.

TO SEIZE RECORDER

1. Lift microphone, Ready light will glow if recorder is available.
2. If Ready light does not glow, the recorder is busy. Leave microphone off the cradle. Ready light will come on when recorder is free.

TO RECORD

1. Move Operating Key to Record position.
2. Press Dictate Bar and talk. Release bar to pause and think.
3. For extended dictation, press Dictate Bar down and slide forward into locked position.
4. Follow same procedure in reporting as described for telephone recording of reports.

TO REVIEW

1. Release Dictate Bar. (If Dictate Bar is in locked position, slide it back and release it.)
2. Move Operating Key to Review position. It will automatically return to Listen position, and you will hear approximately the last ten words of dictation.
3. For a longer review, flick Operating Key repeatedly.
4. To stop playback, move Operating Key to Record position.

TO EDIT

To make corrections as you are dictating, you may record over an error.

1. Review your dictation. Listen for a natural pause preceding the point of change.
2. Review again. Stop at the pause by flicking Operating Key to Record position.
3. Press the Dictate Bar and redictate. Any new dictation will replace the old.

END OF REPORT

If you have completed a report, letter, statement, memo, etc., and wish to continue dictating:

1. Move the Instruction Key to the Letter position.
2. The upper half of the Index Slip is perforated. This indicates report length to the typist.

If you have completed all dictation, hang up the microphone. The Index Slip will automatically be perforated.

SPECIAL INSTRUCTIONS

If you have Special Instructions - instructions omitted at the beginning of dictation but needed before transmission (a forgotten subject line), or a correction that would be difficult to squeeze into material already recorded:

1. Flick the Instruction Key to the Secretarial position.
2. The bottom half of the Index Slip is perforated. This alerts the secretary to listen to these instructions before typing.

END OF BELT

A short warning buzz alerts you when one minute of dictating time remains.

1. If you cannot complete your dictation in the minute allowed,

dictate an instruction that the report is continued on a second belt.

2. Call ext. _____ to request a belt change. There is also a special signaling device button on the holder. This gives an audible signal to typist.

A sustained buzz is heard when the belt is fully recorded.

1. If your dictation is incomplete, DO NOT HANG UP. The belt will be changed.
2. A sustained buzz will sound while belt is changed.
3. Resume dictation when this buzz stops. Dictate a statement that this dictation is continued from another belt.

SPECIAL CONDITIONS

For rush or confidential items, complete your dictation; then notify the center by calling ext. _____.



REPORTING GUIDE

TYLER POLICE DEPARTMENT REPORTING GUIDE

These instructions will apply to all members of the Tyler Police Department who complete any of the report forms contained herein.

I. OBJECTIVES

This guide is designed to provide members of the Tyler Police Department with a concise set of instructions concerning the proper report forms to be used under a given set of circumstances as well as instructions as to the execution of each report form. The forms themselves and other material included herein including the descriptions of persons and property will serve as interviewing aids in many instances.

II. PURPOSE OF THE REPORTS

- A. From the standpoint of members of the department it is important that every completed assignment be recorded. This protects the department and the officer handling the investigation from unwarranted accusations that improper police action was taken or that nothing was done at all.
- B. Reports are necessary to serve as the official memory of the department, but beyond this they serve to insure that the report of an investigation is available for other members of the department who may be called upon to investigate the matter further.
- C. Even more important, supervising officers must give supervision and guidance to their subordinates in individual investigations. One way to accomplish this is to record the action taken on a report which is turned over to the reporting officer's superior for review and approval. In addition to reviewing the propriety of actions taken in individual cases, supervisor personnel will use reports to evaluate the work performance of members under their command.
- D. Data compiled from individual reports provides a basis for analyzing crime, determining manpower needs and assignment, and aids in budget preparations.

III. THE RECORDS AND COMMUNICATIONS CENTER

- A. Information concerning all matters brought to the departments attention for police action is cleared through the Records and Communications center. Each incident will be assigned a central case number. The purpose of this procedure is to insure that a record is made of every complaint and that necessary police action is taken in each case.

- B. On all radio assignments from the communications center, the officer receiving the complaint for action has not completed his assignment until he has written his report and dictated the report to central records for transcribing.

IV. REPORT FORMS

- A. For a better understanding of the reporting system, it may be observed that incidents brought to the attention of the department for investigation are ordinarily first answered by a uniformed patrol officer. It is he who conducts the preliminary investigation of the matter. This involves an interview with the complainant to obtain the full details as to what happened. The patrol officer then prepares the first report on the matter.
- B. Many incidents, particularly those involving crimes, require subsequent investigation. For the most part his follow-up investigation will be performed by criminal investigative personnel.
- C. An officer responding to a complaint will use one of the following forms to make a record of the matter:

<u>TYPE REPORT</u>	<u>T.P.D. FORM NO.</u>
Incident Report	2
Crime Against Person Report	3
Crime Against Property Report	4
Vehicle Report	5
Missing Persons Report	6
D.W.I/D.U.I.D.	11
Accident Report	13

- D. The use of each of these report forms as well as the supporting forms, the Arrest Report, Form #8. Supplement Report, Form #7, and property Record, Form #9. as explained in detail in this Manual.
- E. Incident Reports cover two area: (1) when used as a short forms (only the non-shaded items must be completed) the officer reports the action taken in the many and various non-criminal complaints which comprise such a large volume of the workload. These include noisy radios, boys playing ball in the street, barking dogs and other minor matters where there is no arrest,

no injury, and where no additional follow-up action is required. It is also used to report street obstructions, street light outages, etc. (2) the Incidnet Report is to be used in its long form to report matters not appropriate to any other report. The reporting officer must complete all items in these cases. The Incident Report is used in its long form to report crimes that cannot readily be classified as those against a person or property such as; bribery, license violation, gambling, etc. It is also used in the long form to report more involved non-criminal matters such as natural deaths, accidental injuries and deaths (non-traffic).etc.

F. Some crimes and offenses come to the patrol officer's attention by means of on-view arrest or a report made directly to the officer by a private citizen. Under such circumstances, the Communication Division will be notified by the officer. Except for on-view arrest for drunkenness and disorderly conduct (discussed below), the officer will then prepare the necessary report. Some private citizens also will come directly to headquarters to report an offense in person. Under these circumstances the Communications Division must be immediately notified of the incident and the appropriate report prepared.

V. TABLE OF OFFENSES AND INCIDENTS AND RELATED REPORTS

A. The following is a list of offenses and incidents generally brought to the attention of the department for investigation with an indication of the report form to be used.

<u>INCIDENT</u>	<u>REPORT FORM</u>	<u>TPD FORM NUMBER</u>
Abandoned vehicle, not subject to tow	Incident	2
Abandoned vehicle, to be towed	Vehicle	5
Abandonment of refrigerators	Incident (short form)	2
Abortion	Crime Against Person	3
Accidental Injury or Death	Incidnet	2
Air rifle, illegal uses	Incident	2
Arson	Incident	2
Assault - all degrees (except assault to rob)	Crime Against Person	3
Assault to rob	Crime Against Person	3
Attempts	Report form used for	ALL
Auto improperly parked, complaints of; no tow	Incident (short form)	2

CONTINUED

1 OF 2

<u>INCIDENT</u>	<u>REPORT FORM</u>	<u>TPD FORM NUMBER</u>
Auto Theft	Vehicle	5
Bad Checks	Crime Against Property	4
Ball, unlawful playing in streets	Incident (Short form)	2
Barking Dog	Incident (Short form)	2
Bigamy	Incident	2
Breaking and Entering	Crime Against Property	4
Bribery	Incident	2
Burglary or unlawful entry	Crime Against Property	4
Burning trash illegally - no arrest	Incident (Short form)	2
Conspiracy to commit a crime	Report for crime involved	ALL
Child Abandonment	Incident	2
Civil Rights	Incident	2
Concealing death of a bastard child	Crime Against Person	3
Confidence game	Crime Against Property	4
Contributing to delinquency	Incident	2
Contributing to dependency or neglect of children	Incident	2
Counterfeit money or securities	Incident	2
Crime against nature	Crime Against Person	3
Cruelty to children	Crime Against Person	3
Damage to property	Incident	2
Dangerous excavations	Incident	2
Dead on arrival - non-criminal	Incident	2
Discharge firearms in city no assault	Incident (Short form)	2

<u>INCIDENT</u>	<u>REPORT FORM</u>	<u>TPD FORM NUMBER</u>
Disorderly conduct complaint	Incident (short form); or Arrest	2 or 8
Disturbance, no assault	Incident (short form); or Arrest	2 or 8
Dog bite	Incident	2
Driving without owner's consent	Incident	2
Drugs - narcotics	Incident	2
Driving while intoxicated	DWI-DUID/traffic Case	11
Driving under influence of drugs	(DUID)	
Drunkness complaint	Incident or Arrest	2 or 8
Embezzlement	Crime Against Property	4
Extortion	Crime Against Property	4
False bomb alarm	Incident	2
False fire alarm	Incident	2
False pretenses	Incident	2
Family argument - No assault - No arrest	Incident (short form)	2
Fire - Assist with traffic	Incident (short form)	2
Fire - injury or suspicion of arson	Incident	2
Firearms - illegal possession or use	Incident	2
Forgery	Crime Against Property	4
Fortune - Telling	Incident	2
Found property	Incident and Property	2 & 4
Fraud	Crime Against Property	4
Gambling and related offenses	Incident	2
Gas leak	Incident	2
Homicide	Crime Against Person	3
Horn blowing	Incident (short form)	2

<u>INCIDENT</u>	<u>REPORT FORM</u>	<u>TPD FORM NUMBER</u>
Hotel fraud	Crime Against Property	4
Impersonation of Officer	Incident	2
Incest	Crime Against Person	3
Indecent exposure	Crime Against Person	3
Junk dealer, violations	Incident	2
Kidnapping	Crime Against Person	3
Larceny - all types	Crime Against Property	4
Lewd phone calls	Crime Against Person	3
License violations	Incident	2
Liquor violations	Incident	2
Live wire, dangerous; no injury	Incident (short form)	2
Loitering	Incident (short form)	2
Lost person aided	Incident (short form)	2
Lost property	Incident	2
Malicious mischief	Incident	2
Mayhem	Crime Against Person	3
Mental illness - not transported by Police - no injury	Incident (short form)	2
Missing persons	Missing Person	6
Non-support	Incident	2
Obscene matter	Incident	2
Peddlers, all types	Incident (short form)	2
Peeping tom	Crime Against Person	3

<u>INCIDENT</u>	<u>REPORT FORM</u>	<u>TPD FORM NUMBER</u>
Poisons - unlawful sale or possession	Incident	2
Perversion	Crime Against Person	3
Pickpocket	Crime Against Person	3
Prostitution complaint	Incident	2
Prowler - no arrest	Incident (short form)	2
Purse-snatch	Crime Against Person	3
Radios, loud-no arrest	Incident (short form)	2
Rape	Crime Against Person	3
Relocations, cars moved as a convenience (not impounded)	Incident (short form)	2
Riot	Incident	2
Robbery-armed, unarmed or by putting in fear	Crime Against Person	3
Safe cracking	Crime Against Property	4
Seduction	Crime Against Person	3
Sex offenses	Crime Against Person	3
Shoplifting	Crime Against Property	4
Sick or injured person-aided	Incident	2
Sidewalks - obstructing, misusing, etc.	Incident (short form)	2
Stinkbombs, depositing	Incident	2
Stolen property-receiving, possessing, etc.	Incident	2
Stray animal	Incident (short form)	2
Suicide	Incident	2

<u>INCIDENT</u>	<u>REPORT FORM</u>	<u>TPD FORM NUMBER</u>
Suspicious person-no arrest	Incident (short form)	2
Swindling	Crime Against Property	4
Tampering with auto	Vehicle	5
Televisions, loud-no arrest	Incident (short form)	2
Threatening phone calls	Crime Against Person	3
Theft - all types	Crime Against Property	4
Ticket scalping	Incident	2
Tow in-vehicle	Vehicle	6
Weapons, carrying or possession	Incident	2

B. In many instances combinations of offenses will be present in the same incident. When this occurs, the offense considered the most serious takes precedence in the selection of the report form to be used. Only one form should be used in a multiple crime case; however, forms for other crimes involved should serve as guides as to the pertinent information to be obtained for recording on the case report form selected. The form used, of course, has no relationship to the criminal charges contemplated or filed.

C. It should be observed that no Incident or other report need be prepared for on-view arrests for drunkenness or disorderly conduct. The wreck report alone is considered sufficient to record this type of offense. When a citizen complains about these matters, however, an Incident Report should be completed.

VI. ITEMS COMMON TO MOST REPORTS

A. Legibility

The field reports illustrated herein are to be prepared by the officer in the field. He will use these reports as his field notes. They should be legible enough for the officer himself to read. He will call this report in from the field and dictate this

information to be transcribed by records personnel onto the office form. Any correction to the report must be made before the officer ceases duty for the day. The reporting officer will affix his signature to the reports before he ceases duty for the day.

B. Case Number

If the number is available to the officer, it should be inserted. It can be obtained from the communications center. If unknown to officers conducting preliminary investigations, leave blank and this will be completed by reviewer.

C. Names

All proper names, including names of businesses, must be spelled out in full. In recording proper names, the last name is listed first, followed by the first name and middle name. The last name is to be printed in CAPITAL letters.

D. Addresses

The apartment, suite, or room number is an integral part of an address. Military personnel must be identified by unit number and the name of ship, station, or military installation. Indicate each address by street number, and where no street number is available, use the distance and direction from a known geographical location. Addresses recorded in the blocks provided should represent the permanent residence address. If the individual is temporarily staying in the city, this temporary address should be indicated under the narrative section of the report if sufficient space is not found in the block for address. For example, an address might be recorded as "157 Pine Street, Little Rock, Arkansas, temporarily as Carlton Hotel." Indicate Zip Code.

E. Telephone

Include extension number when applicable. Show the abbreviation for the exchange, for example, for Walnut 2-4747, extension 258, write "WA 2-4747/258." For numbers where the exchange prefix has been converted to numbers, the entry might be "922-4747/258." If out of town number, insert the area code number. The entry might be 214/022-4747/258.

F. Dates

The number of the month followed by the number of the day and the last two digits of the year is the proper order of recording the date. For example, May 29, 1971 would be 05-29-71.

G. Time

Military time units will be used in the program rather than A/M-P/M.

Military time is defined from 0001 mil. (1 minute past midnight) to 2400 hours (12 midnight). See Supplement A.

H. Witnesses

Obtain as complete information as possible keeping in mind the instructions above as to names and addresses. Record sex, race and age using standard abbreviations. The general descriptive information as to witnesses is often pertinent when it is later necessary to locate a witness for interview or to testify in court. If the space is inadequate, record the information as to additional witnesses in the narrative.

I. Section

This is the section number where the incident occurred. This may be different from the section where the reporting officer is assigned for duty. The space preceding the block for entering the section number is for the reporting officer to record the shift he is working. #1, #2, or #3.

J. Sex, Race, and Age

The sex, race and age of suspects and witnesses should be obtained as accurately as this can be accomplished through observation, interview, or by questioning persons who might be able to provide this information. With reference to victims, this information should be obtained tactfully, by interview, or if refused, by observation. In recording these data, the following standard abbreviations will be used:

Sex: Male - M
Female - F

Race: White - W
Negro - N
Mexican - Mex
Chinese, Japanese or
other Oriental - O
Puerto Rican - PR
American Indian - Ind
Other Races - Oth

Age: This is the age of the individual on his last birthday. A spread of years may be used when age must be estimated. For example, 25-30. Show the date of birth when this can be obtained.

K. Occupations

A number of the report forms provide for recording the occupation of individuals. Record the general line of work by means of which the person ordinarily earns his livelihood. For example, a bricklayer, even if currently unemployed would be shown as "bricklayer". An officer in a bank would be shown as a "banker", while a bookkeeper in a bank would be shown as "bookkeeper". If the individual is unemployed by reason of retirement, the word "retired" would be indicated. In cases of unemployed married women, the entry would normally be "housewife".

L. Value

Indicate the total fair market value for articles subject to depreciation. Use cost to merchant (wholesale price) in thefts from retail stores, warehouse, etc. In case of stolen vehicles, headquarters should enter from current Blue Book bases on make, model, year, etc. Concerning checks, securities and non-negotiable instruments, the value is the cost of the paper only (usually five or ten cents per item). The face amount, or dollars and cents sum for which drawn, is indicated in the narrative (or in proper item if Crime Against Property Report is required).

M. Boxes Generally

1. General instructions for completing item boxes are presented herein for all report forms. The basic rule in reporting is that all boxes must be completed, if possible. However, there are

instances where boxes by their very nature do not apply to the particular case being reported. Under these circumstances it is impossible to fill in the boxes and they should be marked "N/A" to indicate the box was considered but was "not applicable."

2. Except in those instances where the nature of the report or circumstances clearly indicate otherwise, all boxes must be completed with either the information or one of the following terms: (1) None, (2) N/A, (3) Refuse, or (4) Unknown. In cases where the word "unknown" is entered, the reason therefore should be explained in the body of the report.
3. If any box provides inadequate space in a particular case, note in the box the words "see below" and record or continue the details under the "narrative" (inserting the number of the box continued under "item no." in the left column of the narrative).

N. Signatures

An investigating officer dictating a report should sign it and indicate his number in the space provided. If the report is a joint investigation by two or more officers, both or all should sign. If, in answering a complaint, a second car is assigned and a third or fourth officer conducts some investigation pertinent to the case, the officer covering the beat of occurrence (or if he is not available, the first car to arrive at the scene) should assume responsibility for obtaining the pertinent information from other officers and executing the required report. Officers assisting in the backup will prepare only an Incident Report to show this activity. These reports will be signed at the end of the shift.

O. Supply of Report Forms

1. Immediately following the instructions as to the preparation of a specific form printed on the tabbed divider in this loose-leaf reporting manual there should appear a small supply of blank forms of the type to which the instructions apply. With the manual open to this point, the "Form Preparation Instructions" appear immediately

opposite the form to be used by the officer reporting on an incident of that particular type. Under this procedure, reporting officers may execute a report form in each case with the instructions as to the preparation of the form immediately before them.

2. At the beginning of their tours of duty, members of the department are required to insure that they have available an adequate supply of forms.

VII. DESCRIPTION

A. Persons

For the purpose of report-writing, it is essential that the description of any person who is the subject of police attention be detailed and complete. Emergency descriptions identifying a fleeing suspect obtained for immediate broadcast should be supplemented by further questioning of complainant or witnesses, before the officer submits his report. In addition to NAME, NICKNAME, AND ADDRESS, the description must, if possible, include:

SEX: M or F

RACE: Use common abbreviations, such as W-N-PR-Mex.-Oth.

AGE: A span of ages may be used if the exact age is unknown, such as 25-30. Use the exact date of birth if known.

COMPLEXION: Use positive terms, such as Light, Brn., Olive, Ruddy, etc.

HEIGHT: Obtain by comparison with yourself or others present. Sample entry: 5'11".

WEIGHT: Obtain by comparison with yourself or others present. Sample entry: 185 lbs.

BUILD: Use explanatory terms, such as slim, husky, etc.

HAIR: Include here the type, such as straight, curly, kinky, etc. Include the condition of baldness, such as Frontal - Total-Crown. Note the type of haircut and

possibility of a wig. Give color.

EYES: Describe shape and color. Note suspect's use of glasses.

CLEAN SHAVEN: Yes or No. If No, describe.

PECULIARITIES: What is unusual about subject. For example, amputations, nervous tic, peculiar mannerisms or movement, gold teeth, prominent scars, deformities, speech oddities, tattoos, etc.

B. Clothing Worn by Subject

Clothing of the subject should always be described in order, from hat to shoes. In addition to identifying the articles by name such as "hat, coat, dress, slacks," be sure to include:

STYLE: Single-breasted sport coat, fingertip mink stole, etc. Include hat style and color.

COLOR: Brown and white tweed, dark green satin, flowered print, red on green, etc.

IDENTIFIABLE DEFECTS: Ripped left sleeve, grease spot on back, etc.

JEWELRY: Lodge pins, emblems, rings, bracelets, necklaces, etc.

C: Clothing Descriptions - Generally

Give name of article to be described. In describing men's, women's, children's or infants' clothing, always indicate size, color, maker's label, laundry or cleaner's marks, and kinds of materials.

MEN'S SUITS: State whether double or single-breasted, number of buttons, whether two or three piece (coat, vest, and pants; or coat and two pair of pants), whether evening, street, or sport suits; state kind of lining, if any, plain or pleated trousers, if known, etc.

MEN'S COATS: State whether overcoat, short jacket, raincoat; single or double-breasted; indicate type of

trimming, lining; also if belted.

MEN'S MISCELLANEOUS CLOTHING: Include shorts, shirt, socks, sweater, ties, shoes, scarves, pajamas, dressing gown, etc. Describe completely.

WOMEN'S DRESSES: State whether evening, street, house or suit; kind of trimming, if any (such as fur, lace metallic, contrasting or self trim); one or two piece style.

WOMEN'S COATS: State whether full length or short; princess type, box type swagger; whether evening, sport or dress type; give full description of trimming, buttons, etc.; indicate color and kind of lining. Give complete and full description of fur coats, kind of fur, lining, etc.

WOMEN'S MISCELLANEOUS CLOTHING: include lingerie, underwear, pajamas, stockings, shoes, socks, sweaters, scarves, shawls, waists, skirts, kimonos, housecoats, play-suits, slacks, etc.

CHILDREN'S AND INFANTS' CLOTHING: Follow general descriptions as given for men's and women's clothing.

D. Jewelry Descriptions

After giving the name of the article to be described, include the following when it is part of the description:

1. Color(s) and kind(s) of metal(s).
2. Number, kind, color, and size of stones.
3. Type of mounting; filigree, plain, engraved, etc.
4. Type of setting; basket, tiffany, sunken box, etc.
5. Inscriptions; dates, engravings, initials, serial numbers and jeweler's marking.

RINGS: State kind of metal, kind, size, and number of stones (diamond, ruby, etc.), whether plain, engraved or filigree, and any jeweler's marks, inscriptions or initials.

WATCHES: State make (Elgin, Hamilton, Waltham, etc.), movement, case and jewel numbers; size of watch, type of case (open faced or hunting) number of adjustments, if known; whether plain or engraved or set with stones. If it has chain or wrist band attached, describe giving color, material, length, etc.

NECKLACES: State length, whether 1, 2, 3, 4, 5, or 6 strand; whether matched or graduated stones or beads; whether strung on thread or chain (giving kind and color); describe clasp.

PENDANTS: State size, and shape; whether strung on chain, ribbon, cord, or thread; give color and type; describe clasp.

BROOCHES AND BAR PINS: State size and shape; whether plain, engraved or filigree; also whether pin has safety clasp attached.

STICKPINS: State size and shape; kind of stones; state whether safety clasp attached.

BRACELETS: State width; whether link, filigree, solid, flexible or half-clasp type; whether plain, engraved, or stone set; whether safety chain attached and type of clasp.

EARRINGS: State style and length; whether screw, clasp or pierce type; describe stones, color, etc.

EMBLEMS, CHARMS, LODGE PINS, ETC. State size and shape; name of lodge, fraternity or club: (Masonic, Elks, Eagles, etc; Phi Beta Kappa, Sigma Chi, etc; Nurses or Military Service pins; American Legion, etc.).

BUCKLES AND OTHER MISCELLANEOUS ARTICLES OF JEWELRY: State size, color, shape, stones, etc.

NOTE: If any of the above are matched sets (ring, pin, necklace, earrings, bracelet, etc.) so state. State whether costume, antique, or modern-type jewelry.

CAUTION: When officers are personally describing items of recovered jewelry in Property Reports, indicate colors rather than materials. Example: "Brooch, yellow colored metal red and white stone" NOT "Gold

pin with rubies and diamonds."

E. Household Articles

Give the name of the article being described.

RUGS: State size; color or combination of colors; plain or design; whether domestic or oriental; type (Axminster, Wilton, Broadloom, etc.); give maker's name when known; whether fringed or bordered; cleaner's marks; also all other marks, such as stains, tears, mends, etc.

BEDDING: Include sheets, pillowcases, blankets, spreads, quilts, comforters, mattress covers, etc. State what article is, then give a complete description of size, color, material, cleaner or laundry marks, and monograms if any.

DISHES AND GLASSWARE: State whether complete sets, giving pattern and number of pieces (both china and glass); state whether porcelain, pottery, cut glass, blown glass, or just ordinary china or glass. Give maker's label or mark, monograms or other marks.

SILVERWARE: Includes flatware (table silver, knives, forks, spoons, etc.), as well as hollow-ware (coffee, tea and chocolate sets, and complete silver services). Give maker's label, kind of silver, (Sterling, plated or pewter); owner's initials or other inscriptions; type of pattern, and number of pieces to set.

CLOCKS: State kind, color, size, movement and case numbers if known; whether china, porcelain, bronze, iron, wood, plastic, glass, leather, etc. State whether mantel, kitchen, boudoir, grandfather, traveling, etc.; give maker's label; state whether 8-day type; and if chime clock, kind of chimes, Westminster, etc.)

FURNITURE: State what article is; then give complete description, stating kind of wood or metal, color, kind of material covering, and trimming. In cases of matched sets, such as bedroom, dining or living room furniture, give number of pieces in set, and state number of pieces stolen.

PIANOS, RADIOS, AND TELEVISIONS: Pianos - state maker's label and serial number if any; state if

upright, baby grand, spinet, etc. Radios and televisions- show maker's label, serial number, number of tubes; whether console, table model, midget, transceiver, portable, low or high-boy type, size of screen, etc. Give kind of wood or metal; show color, and kind of trim, if any.

LAMPS: State kind, i. e. floor, bridge, table or boudoir; give kind of wood or metal; number of globes, whether reflector type; if it has a base light; kind, color and size of shade. In case of table and boudoir lamps, state whether statuary, glass, china, pottery, or metal base.

MISCELLANEOUS: Includes ornaments, picture, statues, bric-a-brac. Describe in detail, stating particularly any labels, serial numbers or other identifying marks.

F. Other Property

Give name of article to be described.

FIREARMS: State maker's name; caliber or gauge; color of metal; serial numbers, type of handles or stocks; any marks, inscriptions or initials. State whether revolver, automatic pistol, pumpgun, rifle or shotgun.

TIRES: State size, maker's name, color, tread and serial numbers, if available, and state whether mounted on rim with wheel and tire or alone.

DRUGS: State amount, kind, manufacturer, container, size, valuation and any other descriptions available.

CASH REGISTERS, ADDING MACHINES, TYPEWRITERS, BOOKKEEPING MACHINES, CALCULATORS, CHECK PROTECTORS AND OTHER OFFICE MACHINES: State maker's name, size, model and serial numbers, color, etc. Also any other marks, labels, or inscriptions.

CAMERAS AND EQUIPMENT: - PROJECTORS AND CASES: State maker's name, model, number, serial number, lens numbers and names, and shutter numbers. Type of camera (movie, cine, Graphlex, box, folding, etc.) State kind of material (wood, metal or leather) of both camera, projector and case.

F. Other Property (Continued)

ELECTRICAL EQUIPMENT: Includes toasters, irons, curling irons, bulbs, sockets, generators, motors, waffle irons, percolators, portable water heaters, bottle warmers, refrigerators, etc. State maker's name, kind of material, color, size, model and serial numbers, wattage, voltage, and any initials or other marks or inscriptions.

BUILDING EQUIPMENT: Includes lath, wire, plaster, bricks, stucco, glass, marble, lumber, roofing material, paint, nails, cement, etc. Give size, color, maker's name, number or amount of articles lost or stolen, as well as any lot or serial numbers available.

OPTICAL GOODS: Includes spectacles and cases; opera glasses, binoculars; telescopes and cases, etc. State maker's name, color, material of article, as well as case; serial and model numbers (power number or size in case of binoculars, telescopes, etc.), initials or other marks of identification.

BOOKS: State name of book, author, publisher's name if known, color and kind of material of binding, also approximate size of book, as well as any writer's inscriptions, such as owner's name, book-plates, or author's signature (first editions).

DOCTOR'S AND DENTIST'S INSTRUMENTS: Includes stethoscopes, blood-testing apparatus, hypo-needle outfits, etc. State maker's name, size, serial numbers, model numbers, material color and marks of identification. Also show case size and color.

MUSICAL INSTRUMENTS: Includes banjos, saxophones, guitars, trombones, trumpets, violins, clarinets, piccolos, flutes, etc. State maker's name, color, material, number of other marks of identification. Also describe carrying cases.

KNIVES: (Other than table), such as hunting, pocket, butcher, etc. State color, kind of material of handles, numbers, maker's name, inscriptions, etc.; also describe carrying case, if any.

PENS AND PENCILS: Include fountain pens, pen and pencil desk sets, etc. Give maker's name, color, whether man's or woman's, numbers, initials or other marks of identification.

F. Other Property (Continued)

SMOKING MATERIAL: Includes pipes, tobacco, cigarettes, cigars, lighters, cases, etc. State color and size of pipes; amount of tobacco; number of cigars or cigarettes (box or package or humidor jar), maker's name, etc.

SEWING MACHINES: State maker's name, brand name, serial number of both machine and motor (if electric); Whether wood or metal; table, desk, or portable type (or old fashioned treadle type) and any other marks or inscriptions.

SPORTING GOODS: Includes fishing poles, tackle, lines, tents, awnings, skis, snow shoes, toboggans, etc. State maker's name, numbers, color, kind of material, initials or other inscriptions.

GROCERIES: State kind of article, brand label, number of each lost or stolen, and any other general description available.

TOILET ARTICLES & COSMETICS: Includes brushes, combs, mirrors, perfume bottles, manicure sets, powder, perfume, cold cream, shampoo, toothpaste, lipstick, hair oil, soap, etc. State size, color, material, maker's or brand name, initials, numbers, or other marks of identifications.

TOOLS: include carpenter, plumbing, electrician, machinist, mechanic, etc. State kind of tool, serial number, maker or brand name, initials or other marks of identification. State number of tools lost or stolen, and size.

ANIMALS, BIRDS & FISH: Include dogs, cats, horses, pigs, cows, poultry, birds, goldfish, etc. State kind on animal, bird or fish, size, color, name, age, license number, if any, and other description available.

AUTOMOBILE SUPPLIES & EQUIPMENT: (Other than tires). Includes spotlights, wheels, tubes, carburetors, spark plugs, bumpers, etc. State size, color, maker's name, serial numbers, number of articles, and other marks of identification.

LEATHER GOODS: Includes trunks, suitcases, purses, briefcases, sample cases, belts suspenders, Gladstone and Boston bags, saddles, billfolds, etc. State size, color, maker's name, serial numbers, initials, or other identifying marks.

IMPORTANT: On all articles listed, no matter what they may be, always show the maker's or brand name; serial and model numbers; size and color; and valuation. Show any initials or other marks of identification which may have been added after purchase of articles. If owner is not sure of valuation, give approximate valuation, in line with department policy regarding value of property lost or stolen.

VIII. OFFENSE REPORTS - GENERAL PREPARATION INSTRUCTIONS

Adult - Juvenile - Check appropriate block.

Section - Indicate the section or post of the location of occurrence. Office personnel will insert the correct number for the Reporting Area. Shift - Indicate shift - #1, #2, #3 - Report Area - Indicate section or area of city.

Items 1 through 40 are standardized on all offense forms to facilitate reporting and can be reproduced as index cards.

1. Number - Insert number if known, otherwise leave blank.
Case - This can be completed by clerk typist.
2. Offense No. - Use code number for offense. Use uniform crime classification code as directed by department.

NOTE: See attached Crime Classification Guide-Supplement A

3. Name - Print the last name, first name, and middle name of victim or missing person. After the middle name indicate "Mrs." or "Miss" for females, and if military personnel are involved, include rank and serial number. If the victim is a business, insert here the complete firm name (Reporting person's name will be listed in item 10).
4. Res. Phone - Residence phone of victim.
5. Address - Record the complete street address, including building, room or apartment number. Include the name of the city if other than Tyler.
6. Bus. Phone - Business phone number, including extension, at victim's place of employment or school.
7. Employer - Name of company, business, etc., where victim employed or name of school which victim attends. Include name of city if outside.
8. Sex - Race - D.O.B. - Self-explanatory.
9. Location - Record the exact address, including the building, room, or apartment number. If location cannot be identified by an address, show the distance and direction from a known point.

10. Comp's Occupation - Indicate the occupation of the complainant (victim) such as "electrician;" "attorney;" "laborer;" etc.
11. Hours of Employment - Indicate usual hours of employment or school attendance to assist follow-up officers in contacting the complainant.
12. Sobriety - Indicate whether the complainant was sober (sbr); had been drinking (HBD); intoxicated (intox) or unknown (unk). Use narrative to explain further if necessary.
13. Reporting Person - Indicate name of person reporting the offense if other than victim. If victim reports offense indicate "same as above." Record the full name, last name first, of the person who discovered the incident. Record title and or relationship to the injured party.
14. Res. Phone - Indicate home phone of reportee.
15. Reporting Person's Address - Indicate residence address of reportee. If victim is reporting offense and residence address is the same, simply indicate "same."
16. Bus. Phone - Indicate business phone of reportee.
17. Date and Time Occurred - If known, indicate as requested. If unknown estimate as accurately as can be determined. Use a range if necessary: 5:30 a.m. to 8:30 a.m.
18. Date and Time Reported - Indicate the date and time the police were notified of the incident.
19. Date and Time Police Arrived - Self explanatory. Enter date-example: May 25, 1971 - 052571 - Use military time - example 1:00 PM 1300.
20. Crime and Incident - Record here the general category of the offense. In parentheses in same block indicate any sub-category which might assist in a more specific classification. A few examples of crime categories and possible sub-classes are provided below:

CRIME AGAINST PERSON REPORT

Homicide	(Murder) (Manslaughter)
Rape	(Forcible) (Statutory)
Assault	(Aggravated) (Simple)

CRIME AGAINST PROPERTY REPORT

Burglary	(Dwelling House) (Commercial)
Larceny	(Shoplifting) (Auto Accessories) (Bicycle)

VEHICLE REPORT

Stolen Auto	(Unauthorized Use) (Recovered Stolen Auto) (Tow-in)
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MISSING PERSON REPORT

Missing Person	(Infant) (Juvenile) (Adult) (Adult with Disability) (Runaway Juvenile)
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Note:

In narrative: Indicate whether unlawful; forcible; attempt; confirmed;.

21. Classification - Reporting officer should leave item blank. Report-review officer assigned to central records should classify the report in accordance with the provisions of the National Uniform Crime Reporting System (as explained in the Reporting Handbook published by the FBI). He should then insert the proper Part One or Part Two Offense here. In non-criminal matters an appropriate brief and uniform description of incidents will assist in summarizing department activities. See Supplement A

22. Location or Type of Premise - Indicate type of place where incident occurred. For example: "open field"; "parking lot"; "private home"; "public street"; "bar"; "retail store"; "public school"; etc. Do not indicate address of occurrence here. (This is reported in box 9)

23.&24. Vacant

25. Vehicle Used - Describe fully vehicle used by suspects involved in the incident.

26. Suspects - Identify suspects by number, name, address, sex, race, age, height, weight, hair, eyes, complexion, clothing, identifying characteristics. If arrested, show only name, address, sex, race, DOB, booking number and charge. (Other data will be included on the Arrest Report.) Use "Narrative," and Supplement Report if additional space is required. If citation is issued - give number. In narrative show number of offenders, their race, sex, age, (if possible). Use span of age if necessary. Give complete description of the suspect in the narrative and underscore. This should be reworded at first of narrative in order that it may be indexed.

27. Name - Indicate here the names, addresses and phones of additional victims, and witnesses who have information concerning the incident, and the name of parent or guardian if applicable. Under remarks, briefly describe the connection of witnesses to the incident. Code: V - Victim (Other than in block #1) and show sex, race, age, W - Witness; P - Parent or Guardian.

Note: Some of the offense reports do not have enough room in this space to give full information or additional witnesses, victims, parents or guardians. Complete this item in narrative giving item number and code above.

28. Narrative - (1) Use this space to expand or continue any of the items in the report where additional space is required. Insert number of item continued in the left column. This will include additional victims, witnesses, suspects, etc. in the same form outlined in items 25-27. (2) Describe details of the incident. (3) Describe and indicate disposition of property and evidence. (Use Property Form when applicable.) Use this section to complete all information as needed to answer the above numbered items. All stolen property connected with this case will be listed under the narrative giving type of property - ie. - clothing, furniture, jewelry, identifying marks will be given.
Example:

Watch, wrist - Acutron movement #131181 - Yellow gold, Black alligator band - initials CW carved on inside of band. Square shape - numerous dents in back - small chip in crystal near winding stem. Underscore movement and serial number.

- a. If possible get complete statement from victim. (Statement made relative to the offense). Ask if the person will give a formal-statement (under oath) to support the offense.
- b. Get statement from reportee #7 (if other than victim) Statement relative to offense - Ask if a formal statement can be obtained (under oath).
- c. Get statement from witnesses - First get name - last name first, middle - Relationship to victim. Residence address - phone; Business address - phone; race, sex, age, (any other information that can be used if the person is contacted at a later date.)
- d. In cases involving sex offenses record the manner in which the victim was approached by the offender, the place where he entered the building or car, and the direction from which he came.
- e. Describe the exact location of the victim at the time of the attack.
- f. If a firearm, knife, or similar dangerous weapon was used in the attack, describe the weapon. Indicate the manner in which the weapon was used.
- g. If victim was hospitalized, identify the hospital.
- h. If representatives of the Detective Division or Identification Division was notified, show the name of the person called and the time of such notification.
- i. Indicate if the scene was photographed. Who by?
- j. Were latent prints lifted? Who by? Are prints legible?
- k. Was scene sketched? Measurements recorded? Cost made? Other physical evidence obtained?
- l. If someone of higher rank came to the scene and took charge of the case, or if a detective arrives and is assigned to the case - the identification of this officer and the time of his arrival should be recorded.

- m. Reconstruct crime: Identify and describe physical evidence, show exactly where found and how disposed of. Indicate sobriety of witnesses and suspects. State exact location of witnesses at time of crime and distance from scene.
 - n. In homicide cases record the names of the person who first discovered the body - give address - phone number - etc.
 - o. Describe in detail the manner in which the offense was committed.
 - p. Indicate if victim's vehicle was stolen.
 - q. Indicate at bottom of narrative if case is unfounded ie. false or baseless complaint - Underscore.
29. Reporting Officer - The officer writing the report should sign his name on the top line and indicate his identification number. The second or accompanying officer should sign below. Officers reports will be signed at the end of shift after typed.
30. Status - The reporting officer's supervisor should indicate the status of the case at the time he reviews the report. Case should be considered "open" if any additional investigation is required (even though an arrest is actually made.) Cases may be "closed" only when the entire matter is completed and no additional police action is required. Cases may be "suspended" by supervisors when every reasonable avenue of investigation has been pursued and exhausted. Under such circumstances the case should not be "closed". Although active work on the case is discontinued, additional information such as new evidence, arrest of a suspect on a subsequent case, etc., may be forthcoming and will cause the investigation to be pursued in the future.
31. Further on:
- Check 1st block if a continuation sheet is attached.
 - Check 2nd block if follow-up investigation will be needed.
 - Check 3rd block if supplemental information will be submitted.
 - Check 4th block if accident report is needed.
 - Check 5th block if arrest is made and arrest report is needed.
 - Check 6th block if a prosecution report is needed.

32. Supervisor - Approving - The immediate supervisor of the reporting officer should sign and indicate his identification number. By this action, the supervisor is indicating that he has reviewed the report and believes it has been correctly completed.
33. & 34. Date/Time Typed - If the report is typed, the typist should complete this item with the date, time and her identification number.
35. Reviewer - The report-review officer assigned to central records should sign the Records copy of the report and indicate his identification number. Usually the report-review officer will be the Shift Commander.
36. Reproduced - The employee reproducing the typed master should so indicate with her identification number.
37. U C R Disposition - Here the reviewing officer should indicate the appropriate classification disposition in accordance with the provisions of the Uniform Crime Reporting System as described in the FBI Uniform Crime Reporting Handbook (Unfounded (1); Active (2); Cleared by arrest (3); or Exceptionally Cleared (4)). Indicate by number.
38. Unit Referred to - Reviewer should indicate on the master copy the unit responsible for the follow-up investigation and forward the appropriate copies and assignment slips to that office. Usually felony follow-ups will be conducted by the criminal investigation unit, misdemeanors by the patrol unit and traffic matters by the traffic unit. Code numbers for units will be used.
39. Indexed by: The typist should complete this item with her identification number.
40. Follow-up Check List - The typist should complete this item with her identification number.

TYLER POLICE DEPARTMENT				INCIDENT REPORT				TPD—FORM—2		OFFICE USE ONLY	
<input type="checkbox"/> ADULT		<input type="checkbox"/> JUVENILE		SHIFT	REP AREA	1. CASE NO.		2. OFFENSE NO.			
3. COMPLAINANT'S NAME (FIRM NAME IF BUSINESS)				4. RES. PHONE		5. COMPLAINANT'S RESIDENCE ADDRESS			6. BUS. PHONE		
7. WHERE COMP. IS EMPLOYED, OR SCHOOL HE ATTENDS				8. COMP'S SEX - RACE - AGE		9. LOCATION OF INCIDENT (ADDRESS)				33. DATE TIME/TYPED	
10. COMP'S OCCUPATION		11. HOURS OF EMPLOY.		12. SOBRIETY		13. REPORTING PERSON SEX - RACE - AGE		14. RES. PHONE		35. REVIEWED BY	
15. REPORTING PERSON'S ADDRESS				16. BUS. PHONE		17. DATE/TIME OCCURRED		18. DAY/TIME REPORTED		19. DATE/TIME OF POLICE	
20. CRIME OR INCIDENT				21. CLASSIFICATION		22. DESCRIBE LOCATION OF OFFENSE OR TYPE OF PREMISE				37. DISPOSITION	
25. SUSPECTS VEHICLE		LICENSE NO.		STATE		YEAR		BODY		MODEL	
YEAR		MAKE		IDENTIFYING CHARACTERISTICS OF VEHICLE						38. UNIT REFERRED TO	
26. IDENTIFY SUSPECTS (NAME ADDRESS SEX DESCENT AGE HT WT EYES HAIR COMPLEX CLOTHING IDENTIFYING CHARACTERISTICS - BOOKING NO.)				(2)						39. INDEXED BY	
41. WEAPON OR MEANS OF ATTACK		42. METHOD USED TO COMMIT CRIME		43. NATURE OF INJURIES & LOCATION ON BODY		44. VICTIM, HOSPITALIZED WHERE?				40. FOLLOW UP CHECK SHEET	
27. NAME				CODE		RESIDENCE ADDRESS		CITY		RES. PHONE	
										BUS. PHONE	
ITEM NO.		<input type="checkbox"/> BACKED UP OTHER UNIT		<input type="checkbox"/> DIRECTED TRAFFIC		<input type="checkbox"/> GONE ON ARRIVAL		<input type="checkbox"/> CIVIL CASE NO POLICE ACTION		<input type="checkbox"/> SUSPECTS AGREED TO DESIST	
		<input type="checkbox"/> SUBJECTS VERBALLY WARNED		<input type="checkbox"/> CITED		28. NARRATIVE					
29. REPORTING OFFICER NO.				30. STATUS (CHECK ONE)		<input type="checkbox"/> SUSPENDED		31. FURTHER ON			
				<input type="checkbox"/> OPEN		<input type="checkbox"/> CLOSED					
2nd OFFICER NO.				32. SUPERVISOR APPROVING NO.				CONTINUATION SHEET		<input type="checkbox"/> ACCIDENT REPT	
								FOLLOW-UP INVESTIGATION		<input type="checkbox"/> ARREST REPT	
								SUPPLEMENTAL INFO		<input type="checkbox"/> PROSECUTION REPT	

TYLER POLICE DEPARTMENT				INCIDENT REPORT				TPD—FORM—2A			
<input type="checkbox"/> ADULT		<input type="checkbox"/> JUVENILE		SHIFT	REP AREA	1. CASE NO.		2. OFFENSE NO.			
3. COMPLAINANT'S NAME (FIRM NAME IF BUSINESS)				4. RES. PHONE		5. COMPLAINANT'S RESIDENCE ADDRESS			6. BUS. PHONE		
7. WHERE COMP. IS EMPLOYED, OR SCHOOL HE ATTENDS				8. COMP'S SEX - RACE - AGE		9. LOCATION OF INCIDENT (ADDRESS)					
10. COMP'S OCCUPATION		11. HOURS OF EMPLOY.		12. SOBRIETY		13. REPORTING PERSON SEX - RACE - AGE		14. RES. PHONE			
15. REPORTING PERSON'S ADDRESS				16. BUS. PHONE		17. DATE/TIME OCCURRED		18. DAY/TIME REPORTED		19. DATE/TIME OF POLICE	
20. CRIME OR INCIDENT				21. CLASSIFICATION		22. DESCRIBE LOCATION OF OFFENSE OR TYPE OF PREMISE					
25. SUSPECTS VEHICLE		LICENSE NO.		STATE		YEAR		BODY		MODEL	
YEAR		MAKE		IDENTIFYING CHARACTERISTICS OF VEHICLE							
26. IDENTIFY SUSPECTS (NAME ADDRESS SEX DESCENT AGE HT WT EYES HAIR COMPLEX CLOTHING IDENTIFYING CHARACTERISTICS - BOOKING NO.)				(2)							
41. WEAPON OR MEANS OF ATTACK		42. METHOD USED TO COMMIT CRIME		43. NATURE OF INJURIES & LOCATION ON BODY		44. VICTIM, HOSPITALIZED WHERE?					

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IX. INCIDENT REPORT - INSTRUCTIONS - TPD FORM NO. 2

PURPOSE OF THE REPORT

The incident Report is designed to record an officer's investigation and other action taken in response to : (1) complaints of citizens of miscellaneous non-criminal matters of minor infractions of city ordinances (short form); and to report (2) matters when no other report form would be appropriate (long form). The Incident Report when completed by the investigating officer and approved by his superior, will complete the police record of the incident in most minor cases and no additional police action will be taken.

WHEN TO PREPARE INCIDENT REPORT

The Incident Report will be used by members of the department to record: (1) the police action taken in miscellaneous non-criminal matters or minor violations; and (2) in matters of the type not specifically provided for on other reports. Generally where a minor situation is adjusted at the scene, there are no arrests or injuries, and the complainant (if available) clearly indicates that no further action is required, the short form may be used. Examples of the types of matters recorded on the short form are noisy television sets, automobiles parked across driveways (not involving a tow-in), boys playing ball in the street or loitering, backup of another unit (when assigned by dispatcher or if some action is taken), directing traffic at a fire, etc. In more serious matters not appropriate for any other report, the Incident Report must be completed in its long form. This will include the more unusual crimes and will also include certain non-criminal matters where more detailed reporting is necessary.

Note: No Incident Report or case report need be executed in connection with on-view arrest for drunkenness or disorderly conduct since the police action was not taken as a result of a citizen's complaint nor is a crime requiring a crime report involved. In such cases the Arrest Report will provide sufficient information as to the incident for police purposes.

It is important to remember that in some cases an officer will receive an assignment to investigate an incident which, on the basis of information furnished by the complainant originally, would suggest that the short form of the Incident Report would be sufficient. However, upon investigation, the officer may find a situation that more properly should be reported on the long form or on another report form.

(Crime Against Person, etc.). Under either of these circumstances the proper form should be prepared. When in doubt as to the short or long version of the Incident Report, the long form is preferred.

FORM PREPARATION INSTRUCTIONS:

See above for completion of items 1 through 40.

41. Weapon, Tool, Force, or Means Used - Describe here the instrument used to commit the crime, if any. If not applicable mark "n/a." If unknown, indicate "unk." If none indicate "none."
42. Method Used to Commit Crime - Describe here the manner (techniques) used to commit the crime, if any. See Supplement A- Methods of Operation.
43. Nature of Injury - Location - Condition - Indicate here the injuries suffered by the victim, location of injury on the body and the condition of the victim.
44. Victim Hospitalized - Indicate the hospital where victim was hospitalized, if any.

Note: When used as a short form, non-shaded items only need to be completed although additional blocks may be used if desired or necessary to more effectively report the incident. The narrative and action taken item should be brief and contain pertinent data only. Check-off boxes may be used when applicable. Shaded items are indicated with shaded symbol in the lower left corner of item.

TYLER POLICE DEPARTMENT		CRIME AGAINST PERSON REPORT				TPD—FORM—3		OFFICE USE ONLY		
ADULT <input type="checkbox"/> JUVENILE <input type="checkbox"/>		SHIFT	REP. AREA	1. CASE NO.	2. OFFENSE NO.					
3. VICTIM'S NAME (LAST, FIRST, MIDDLE)			4. RES. PHONE	5. VICTIM'S ADDRESS		6. BUS. PHONE	33. DATE, TIME TYPED			
7. VICTIM'S PLACE OF EMPLOYMENT OR SCHOOL			8. VICTIM'S SEX-RACE-AGE		9. LOCATION OF OFFENSE (ADDRESS)		34. NO.			
10. COMP'S OCCUPATION	11. HOURS OF EMPLOY.	12. SOBRIETY	13. REPORTING PERSON SEX-RACE-AGE		14. RES. PHONE		35. REVIEWED BY			
15. REPORTING PERSON'S ADDRESS			16. BUS. PHONE	17. DATE AND TIME OCCURRED	18. DATE AND TIME REPORTED	19. DATE & TIME POLICE ARRIVED	36. REPRODUCED BY			
20. CRIME		21. CLASSIFICATION	22. DESCRIBE LOCATION OF OFFENSE OR TYPE OF PREMISE				37. DISPOSITION			
23. VEHICLE USED BY SUSPECTS	LICENSE NO.	STATE	YEAR	BODY	MODEL	YEAR	MAKE	IDENTIFYING CHARACTERISTICS OF VEHICLE	COLOR(S)	38. UNIT REFERRED TO
26. IDENTIFY SUSPECTS BY NO. (NAME-ADDRESS-SEX-DESCENT-AGE-HT-WT-EYES-HAIR-COMPLEX-CLOTHING-IDENTIFYING CHARACTERISTICS. IF ARRESTED, INCLUDE BOOKING NO.)										39. INDEXED BY
45. WEAPON OR MEANS OF ATTACK		46. METHOD USED TO COMMIT CRIME		47. TYPE OF PROPERTY TAKEN IF ROBBERY, ETC.		48. TOTAL LOSS VALUE		40. FOLLOW UP CHECK SHEET		
49. TRADEMARKS OF SUSPECT(S); (ACTION OR CONVERSATION).				50. NATURE OF INJURIES AND LOCATION ON BODY— VICTIM'S CONDITION				51. VICTIM HOSPITALIZED WHERE?		
27. NAME			CODE	RESIDENCE ADDRESS		CITY	RES. PHONE	BUS. PHONE		
ITEM NO.	28. NARRATIVE									
29. REPORTING OFFICER NO.		30. STATUS (CHECK ONE)		31. FURTHER ON						
		<input type="checkbox"/> OPEN <input type="checkbox"/> SUSPENDED		<input type="checkbox"/> CLOSED						
2nd OFFICER NO.		32. SUPERVISOR APPROVING NO.				CONTINUATION SHEET		ACCIDENT REPT.		
						FOLLOWUP INVESTIGATION		ARREST REPT.		
						SUPPLEMENTAL INFORMATION		PROSECUTION REPT.		

TYLER POLICE DEPARTMENT		CRIME AGAINST PERSON REPORT				TPD—FORM—3A			
ADULT <input type="checkbox"/> JUVENILE <input type="checkbox"/>		SHIFT	REP. AREA	1. CASE NO.	2. OFFENSE NO.				
3. VICTIM'S NAME (LAST, FIRST, MIDDLE)			4. RES. PHONE	5. VICTIM'S ADDRESS		6. BUS. PHONE			
7. VICTIM'S PLACE OF EMPLOYMENT OR SCHOOL			8. VICTIM'S SEX-RACE-AGE		9. LOCATION OF OFFENSE (ADDRESS)				
10. COMP'S OCCUPATION	11. HOURS OF EMPLOY.	12. SOBRIETY	13. REPORTING PERSON SEX-RACE-AGE		14. RES. PHONE				
15. REPORTING PERSON'S ADDRESS			16. BUS. PHONE	17. DATE AND TIME OCCURRED	18. DATE AND TIME REPORTED	19. DATE & TIME POLICE ARRIVED			
20. CRIME		21. CLASSIFICATION	22. DESCRIBE LOCATION OF OFFENSE OR TYPE OF PREMISE						
23. VEHICLE USED BY SUSPECTS	LICENSE NO.	STATE	YEAR	BODY	MODEL	YEAR	MAKE	IDENTIFYING CHARACTERISTICS OF VEHICLE	COLOR(S)
26. IDENTIFY SUSPECTS BY NO. (NAME-ADDRESS-SEX-DESCENT-AGE-HT-WT-EYES-HAIR-COMPLEX-CLOTHING-IDENTIFYING CHARACTERISTICS. IF ARRESTED, INCLUDE BOOKING NO.)									
45. WEAPON OR MEANS OF ATTACK		46. METHOD USED TO COMMIT CRIME		47. TYPE OF PROPERTY TAKEN IF ROBBERY, ETC.		48. TOTAL LOSS VALUE			

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X. CRIME AGAINST PERSON REPORT - TPD FORM #3

PURPOSE OF REPORT

The Crime Against Person Report is designed to record an officer's preliminary investigation of any offense against the person including robbery, purse snatching and pickpocketing and attempts to commit any of the same.

WHEN TO PREPARE CRIME AGAINST PERSON REPORT

This report is used whenever the offense involves a homicide, assault, rape or other sex offense (except prostitution), robbery, purse snatch, pickpocketing, including all attempts to commit any of these crimes.

FORM PREPARATION INSTRUCTIONS

See above for completion of items 1 through 40.

45. Weapon or Means Used - Describe the primary weapon, instrument, or means used to commit the crime. This may include, for example, the following: acid, axe, blunt object, bodily force, bottle, ice pick, knife, pipe, razor, revolver, rifle, shotgun, tire iron, toy gun, etc.
46. Method Used to Commit Crime - Describe the primary method (technique) used to commit the crime. This may include, for example, the following: beating, burning, cutting, threatening, twisting (arm, etc.), shooting; or may include a threat to blow up the building, throw acid, etc. See Supplement A.
47. Type Property Taken (if robbery, etc.) - Describe the general category of the property taken by the perpetrator when the incident involves a robbery, purse snatch or pickpocketing. For example: Cash; Gasoline; Jewelry; Payroll check; Cash, wallet and personal papers; Sporting goods, photo equipment, etc.
48. Total Loss Value - Indicate the total fair market value of all items taken in the robbery, purse snatching or pickpocketing. Use the replacement cost of items that are new or almost new; the cost to the merchant (wholesale cost) when goods are stolen from retail stores, warehouses, etc.; and the victim's estimate of jewelry which decreases little in value. When it is obvious that victim is exaggerating value for insurances or other pur-

poses, officers should apply common sense in his reporting of fair market value. However, avoid "hair splitting."

49. Trade Marks of Suspect(s) - Indicate unusual actions, conversation or peculiarities of the perpetrator(s). For example: "Suspect kept scratching his chin;" "Stuttered;" "Asked for a drink of milk;" "Stated-Put the 'bread' in the sack, baby;" "I'm making a withdrawal from this bank;" or "We'd better bin' scootin' outa here, Harry."
50. Nature of Injuries - Location - Describe the nature and location on the body where the victim was injured. For example, "gun-shot wound of forehead," "stab wound of right upper arm," "acid burn of left thigh," etc. Indicate victim's condition as determined from medical authorities or if unavailable, officer's best estimate. Generally this will include use of the terms: "good," "satisfactory," "fair," "serious," and "critical."
51. Victim Hospitalized - Indicate the name of the hospital or doctor's office where victim received treatment.

TYLER POLICE DEPARTMENT

CRIME AGAINST PROPERTY REPORT

TPD—FORM—4 FIELD REPORT

<input type="checkbox"/> ADULT <input type="checkbox"/> JUVENILE		SHIFT	REP. AREA	1. CASE NO.	2. OFFENSE NO.
3. COMPLAINANT'S NAME (FIRM NAME IF BUSINESS)			4. RES. PHONE	5. COMPLAINANT'S RESIDENCE ADDRESS	
WHERE COMP. IS EMPLOYED, OR SCHOOL HE ATTENDS			8. COMP'S SEX - RACE - D.O.B.		9. LOCATION OF OFFENSE (ADDRESS OR BLOCK NO.)
10. COMP'S OCCUPATION	11. HOURS OF EMPLOY	12. SOBRIETY	13. REPORTING PERSON SEX - RACE - AGE		14. RES. PHONE
REPORTING PERSON'S ADDRESS		16. BUS. PHONE	17. DATE AND TIME OCCURRED	18. DATE AND TIME REPORTED	19. DATE & TIME POLICE ARRIVED
CRIME		21. CLASSIFICATION (OFC. USE)	22. DESCRIBE LOCATION OF OFFENSE OR TYPE OF PREMISE		
25. VEHICLE USED BY SUSPECTS	LICENSE NO.	STATE	YEAR	BODY	MODEL
		YEAR	MAKE	IDENTIFYING CHARACTERISTICS OF VEHICLE	
COLOR(S)					
IDENTIFY SUSPECTS BY NO. (NAME - ADDRESS - SEX - DESCENT - AGE - HT. - WT. - EYES - HAIR - COMPLEX. - CLOTHING - IDENTIFYING CHARACTERISTICS - IF ARRESTED, INCLUDE BKG. NO. AND CHARGE)					
(1)					
(2)					
CODE: V - VICTIM (OTHER THAN IN BLOCK #1) AND SHOW SEX, RACE, AGE. W - WITNESS. P - PARENT OR GUARDIAN					
NAME		CODE	RESIDENCE ADDRESS	CITY	RES. PHONE
					BUS. PHONE
(3)					
52. TOOL OR MEANS USED			53. METHOD USED TO COMMIT CRIME		
TYPE OF PROPERTY TAKEN			55. TOTAL LOSS VALUE	56. TRADEMARKS OF SUSPECT(S) (ACTION OR CONVERSATION)	
VEHICLE FROM WHICH THEFT OCCURRED:		LICENSE NO.	STATE	YEAR	IDENTIFYING CHARACTERISTICS
					58. EXACT LOCATION OF VICTIM'S PROPERTY
					59. POINT OF ENTRY
60. COLOR OF DOC.	61. TYPE OF DOCUMENT	62. DATE OF DOCUMENT		63. DOC. NUMBER	64. FIRM NAME OF CHECK
65. NAME AND NO. OF BANK		CITY	66. MADE PAYABLE TO		67. SIGNATURE ON FACE
68. REASON NOT HONORED		69. TYPE OF PROPERTY OR SERVICE OBTAINED			70. AMOUNT OF DOCUMENT
ITEM NO.	28. NARRATIVE: (1) CONTINUATION OF ABOVE ITEMS (INDICATE "ITEM NUMBER" CONTINUED AT LEFT) INCLUDE ADDITIONAL VICTIMS, WITNESSES AND SUSPECTS AS OUTLINED ABOVE. (2) DESCRIBE DETAILS OF INCIDENT. (3) DESCRIBE EVIDENCE AND PROPERTY & INDICATE DISPOSITION				
29. REPORTING OFFICER		NO.	30. STATUS (CHECK ONE)		31. FURTHER ON.
			<input type="checkbox"/> OPEN <input type="checkbox"/> SUSPENDED <input type="checkbox"/> CLOSED <input type="checkbox"/> CLOSED		
OFFICER		NO.	32. SUPERVISOR APPROVING		NO.
				CONTINUATION SHEET <input type="checkbox"/> ACCIDENT REPT. <input type="checkbox"/> FOLLOW UP INVESTIGATION <input type="checkbox"/> ARREST REPT. <input type="checkbox"/> SUPPLEMENTAL INFORMATION <input type="checkbox"/> PROSECUTION REPT. <input type="checkbox"/>	
				CLOSE OUT <input type="checkbox"/>	

TYLER POLICE DEPARTMENT		CRIME AGAINST PROPERTY REPORT				TPD FORM 4		OFFICE USE			
<input type="checkbox"/> LT	<input type="checkbox"/> INILE		<input type="checkbox"/> FT	<input type="checkbox"/> REA	<input type="checkbox"/> SE NO	<input type="checkbox"/> OFFER					
3. COMPLAINANT'S NAME (FIRM NAME IF BUSINESS)			4. RES. PHONE	5. COMPLAINANT'S RESIDENCE ADDRESS			6. BUS. PHONE	33. DATE, TIME TYPED			
7. WHERE COMP. IS EMPLOYED, OR SCHOOL HE ATTENDS			CITY	8. COMP'S SEX-RACE-AGE		9. LOCATION OF OFFENSE (ADDRESS)		34. NO.			
10. COMP'S OCCUPATION		11. HOURS OF EMPLOY.	12. SOBRIETY	13. REPORTING PERSON		14. RES. PHONE		35. REVIEWED BY			
15. REPORTING PERSON'S ADDRESS			16. BUS. PHONE	17. DATE & TIME OCCURRED		18. DATE & TIME REPORTED	19. DATE & TIME POLICE ARRIVED	36. REPRODUCED BY			
20. CRIME OR INCIDENT		21. CLASSIFICATION		22. DESCRIBE LOCATION OF OFFENSE OR TYPE OF PREMISE				37. DISPOSITION			
25. VEHICLE USED BY SUSPECTS		LICENSE NO.	STATE	YEAR	BODY	MODEL	YEAR	MAKE	IDENTIFYING CHARACTERISTICS OF VEHICLE	COLOR(S)	38. UNIT REFERRED TO
26. IDENTIFY SUSPECTS BY NO., NAME-ADDRESS-SEX-DESCENT-AGE-HT-WT-EYES-HAIR-COMPLEX, CLOTHING-IDENTIFYING CHARACTERISTICS. IF ARRESTED, INCLUDE BOOKING NO.				32. TOOL OR MEANS USED			33. METHOD USED TO COMMIT CRIME				39. INDEXED BY
34. TYPE OF PROPERTY TAKEN			35. TOTAL LOSS VALUE	36. TRADEMARKS OF SUSPECT(S); (ACTION OR CONVERSATION).							40. FOLLOW UP CHECK SHEET
37. VEHICLE FROM WHICH THEFT OCCURRED:		LICENSE NO.	STATE	YEAR	IDENTIFYING CHARACTERISTICS			38. EXACT LOCATION OF VICTIM'S PROPERTY		39. POINT OF ENTRY	
WORTHLESS DOCUMENT	60. COLOR OF DOC.	61. TYPE OF DOCUMENT		62. DATE OF DOCUMENT		63. DOC. NUMBER	64. FIRM NAME OF CHECK		65. NAME AND NO. OF BANK		
	66. MADE PAYABLE TO		67. SIGNATURE ON FACE		68. REASON NOT HONORED		69. TYPE OF PROPERTY OR SERVICE OBTAINED		70. AMOUNT OF DOCUMENT		
27. REPORTING OFFICER		NO.	30. STATUS (CHECK ONE)		<input type="checkbox"/> SUSPENDED		31. FURTHER ON:		CLOSE OUT		
			<input type="checkbox"/> OPEN		<input type="checkbox"/> CLOSED						
2nd OFFICER		NO.	32. SUPERVISOR APPROVING		NO.		CONTINUATION SHEET		ACCIDENT REPT.		
							FOLLOWUP INVESTIGATION		ARREST REPT.		
							SUPPLEMENTAL INFORMATION		PROSECUTION REPT.		

TYLER POLICE DEPARTMENT		CRIME AGAINST PROPERTY REPORT				TPD FORM 4		OFFICE USE			
<input type="checkbox"/> LT	<input type="checkbox"/> INILE		<input type="checkbox"/> FT	<input type="checkbox"/> REA	<input type="checkbox"/> SE NO	<input type="checkbox"/> OFFER					
3. COMPLAINANT'S NAME (FIRM NAME IF BUSINESS)			4. RES. PHONE	5. COMPLAINANT'S RESIDENCE ADDRESS			6. BUS. PHONE	33. DATE, TIME TYPED			
7. WHERE COMP. IS EMPLOYED, OR SCHOOL HE ATTENDS			CITY	8. COMP'S SEX-RACE-AGE		9. LOCATION OF OFFENSE (ADDRESS)		34. NO.			
10. COMP'S OCCUPATION		11. HOURS OF EMPLOY.	12. SOBRIETY	13. REPORTING PERSON		14. RES. PHONE		35. REVIEWED BY			
15. REPORTING PERSON'S ADDRESS			16. BUS. PHONE	17. DATE & TIME OCCURRED		18. DATE & TIME REPORTED	19. DATE & TIME POLICE ARRIVED	36. REPRODUCED BY			
20. CRIME OR INCIDENT		21. CLASSIFICATION		22. DESCRIBE LOCATION OF OFFENSE OR TYPE OF PREMISE				37. DISPOSITION			
25. VEHICLE USED BY SUSPECTS		LICENSE NO.	STATE	YEAR	BODY	MODEL	YEAR	MAKE	IDENTIFYING CHARACTERISTICS OF VEHICLE	COLOR(S)	38. UNIT REFERRED TO
26. IDENTIFY SUSPECTS BY NO., NAME-ADDRESS-SEX-DESCENT-AGE-HT-WT-EYES-HAIR-COMPLEX, CLOTHING-IDENTIFYING CHARACTERISTICS. IF ARRESTED, INCLUDE BOOKING NO.				32. TOOL OR MEANS USED			33. METHOD USED TO COMMIT CRIME				39. INDEXED BY
34. TYPE OF PROPERTY TAKEN			35. TOTAL LOSS VALUE	36. TRADEMARKS OF SUSPECT(S); (ACTION OR CONVERSATION).							40. FOLLOW UP CHECK SHEET

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XI. CRIME AGAINST PROPERTY REPORT TPD FORM NO. 4

PURPOSE OF REPORT

The Crime Against Property Report is designed to record an officer's preliminary investigation of any burglary or theft other than thefts from the person, including attempts to commit the same. It is also used to report offenses involving the forgery of negotiable instruments and legal papers, the issuance and uttering of checks, drafts, etc.

WHEN TO PREPARE CRIME AGAINST PROPERTY REPORT

This report is used whenever the alleged offense involves a burglary, breaking and entering, entering without break, larceny, embezzlement, forgery and uttering of worthless documents.

FORM PREPARATION INSTRUCTIONS

52. Tool or Means Used - Indicate instrument or means used to commit crime. This may include bolt cutter, brace and bit, drill, glass or tin cutter, pry instrument, crow bar, pass key, saw, physical force, rock, fire, etc.
53. Method Used to Commit Crime - Indicate the primary technique used by the perpetrator to commit the crime. This may include pried door, knocked hole in roof, broke show window glass, removed ventilator fan, knocked lock off, unscrewed hinges, punched and knocked off knob, burned out bottom, exploded door, broke through wall, entered grating, etc. See Supplement A - for Coding.
54. Type Property Taken - Indicate generally the class of property which was stolen. Use such terms as: cash, liquor, furniture, office machines, barber shop supplies, small electrical appliances, etc.
55. Total Loss Value - Indicate the total fair replacement cost to victim for new items. Have victim estimate value of jewelry and items which have depreciated through use or wear. If obviously exaggerated, officer should himself indicate reasonable valuation.
56. Trademarks of Suspects - Indicate unusual actions, conduct (or conversation if any witnessed) which will assist in identifying

perpetrators through method of operation. For example, include such items as: "left tools on scene," "fed poisoned meat to dog," "fourth similar break on consecutive Monday nights," etc.

57. Vehicle From Which Theft Occurred - Identify vehicle from which articles or accessories were stolen.
58. Exact Location of Victim's Property - Indicate the place on the premises where the stolen property was located or last seen prior to the theft. For example: "Wall safe, N.E. bedroom," "Buffet, Dining Room," "Desk Drawer, Manager's Office," etc.
59. Point of Entry - Indicate location perpetrator entered premises. For example: "rear door," "roof," "bathroom window," "cellar door," "night deposit box door," etc.
60. Color of Document - Show the color of document. Use common terms: "Pink," "Lt. Green," "Yellow," etc.
61. Type of Document - Enter the kind of instrument involved such as check, draft, stock certificate, etc.
62. Date of Document - Enter the date indicated on the instrument.
63. Document Number - Indicate the sequence number contained on the fraudulent document. If "none," so note.
64. Firm Name of Check - if a check, enter the firm (business, company, organization, etc.) used if any. If none, so note.
65. Name and Number of Bank - If applicable, enter the name, number, and city where located, if outside.
66. Made Payable to - Indicate name of payee (person or firm) to whom the check is made payable.
67. Signature on Face - Indicate the name of the signer(s) of the document.
68. Reason Not Honored - Indicate why the document was not acceptable to the bank or institution upon which it was drawn, such as: "account closed," "insufficient funds," "no such account," etc.

69. Type of Property or Service Obtained - Enter here the advantage the perpetrator received such as cash, furniture, hotel room, food, other service, etc.

70. Amount of Document - Indicate here the exact dollar and cents amount for which the check or document was drawn.

TYLER POLICE DEPARTMENT				VEHICLE REPORT				TPO-FOA-5		OFFICE ONLY						
ADULT <input type="checkbox"/>		JUVENILE <input type="checkbox"/>		SHIFT	REP. AREA	1. CASE NO.	2. OFFENSE NO.									
REGISTERED OWNER'S NAME (LAST, FIRST, MIDDLE)				4. RES. PHONE		5. REG. OWNER'S RESIDENCE ADDRESS			6. BUS. PHONE		33. DATE, TIME TYPED					
7. WHERE OWNER IS EMPLOYED, OR SCHOOL HE ATTENDS						8. OWNER'S SEX-RACE-AGE		9. LOCATION: STOLEN, RECOVERED OR TOWED FROM (ADDRESS)			34. NO.					
10. OWNER'S OCCUPATION		11. HOURS OF EMPLOY.		12. SOBRIETY		13. REPORTING PERSON		14. RES. PHONE		35. REVIEWED BY						
15. REPORTING PERSON'S ADDRESS				16. BUS. PHONE		17. DATE/TIME STOLEN/TOWED TIME/ TIME REPORTED		18. DATE/TIME RECOVERED		19. DATE & TIME POLICE ARRIVED						
20. CRIME				21. CLASSIFICATION		22. DESCRIBE LOCATION OF OFFENSE OR TYPE OF PREMISE						37. DISPOSITION				
23. VEHICLE USED BY SUSPECTS		LICENSE NO.		YEAR BODY MODEL		YEAR MAKE		IDENTIFYING CHARACTERISTICS OF VEHICLE				38. UNIT REFERRED TO				
24. IDENTIFY SUSPECTS BY NO., INAME, ADDRESS, SEX, DESCENT, AGE, HT, WT, EYES, HAIR, COMPLEX, CLOTHING-IDENTIFYING CHARACTERISTICS. IF ARRESTED, INCLUDE BOOKING NO.						71. STOLEN/TOWED VEHICLE DATA/REG. NO.		STATE		YEAR TYPE VEHICLE		39. INDEXED BY				
YEAR		MAKE		BODY		MODEL		COLOR(S)		72. IGNITION LOCKED		73. KEYS IN IGNITION		74. DOORS LOCKED		40. FOLLOW UP CHECK SHEET
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		
75. WINDOWS CLOSED		76. MILEAGE		77. RADIO IN CAR		78. BATTERY IN CAR		79. SPARE TIRE IN CAR		80. TRUNK LOCKED		81. RADIO NOTIFIED		82. TOTAL LOSS VALUE		
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		
83. BY WHOM RECOVERED (OFFICER'S NAME AND SERIAL NO.)—IF CITIZEN, NAME, ADDRESS, RES. (PHONE—BUS. PHONE)						84. LOCATION OF RECOVERY			85. METHOD OF THEFT (JUMP WIRES-TINFOIL IGNITION LEFT OPEN, ETC.)							
86. DESCRIBE EVIDENCE OF STRIPPING, TAMPERING						87. TOWED NAME OF GARAGE			88. M.V. INVENTORY NO.							
29. REPORTING OFFICER NO.				30. STATUS (CHECK ONE) <input type="checkbox"/> SUSPENDED <input type="checkbox"/> OPEN <input type="checkbox"/> CLOSED				31. FURTHER ON: CONTINUATION SHEET <input type="checkbox"/> ACCIDENT REPT. <input type="checkbox"/> FOLLOWUP INVESTIGATION <input type="checkbox"/> ARREST REPT. <input type="checkbox"/> SUPPLEMENTAL INFORMATION <input type="checkbox"/> PROSECUTION REPT. <input type="checkbox"/>				CLOSE OUT <input type="checkbox"/>				
2nd OFFICER NO.				32. SUPERVISOR APPROVING NO.												

TYLER POLICE DEPARTMENT				VEHICLE REPORT				TPO-FOA-5		OFFICE ONLY						
ADULT <input type="checkbox"/>		JUVENILE <input type="checkbox"/>		SHIFT	REP. AREA	1. CASE NO.	2. OFFENSE NO.									
REGISTERED OWNER'S NAME (LAST, FIRST, MIDDLE)				4. RES. PHONE		5. REG. OWNER'S RESIDENCE ADDRESS			6. BUS. PHONE		33. DATE, TIME TYPED					
7. WHERE OWNER IS EMPLOYED, OR SCHOOL HE ATTENDS						8. OWNER'S SEX-RACE-AGE		9. LOCATION: STOLEN, RECOVERED OR TOWED FROM (ADDRESS)			34. NO.					
10. OWNER'S OCCUPATION		11. HOURS OF EMPLOY.		12. SOBRIETY		13. REPORTING PERSON		14. RES. PHONE		35. REVIEWED BY						
15. REPORTING PERSON'S ADDRESS				16. BUS. PHONE		17. DATE/TIME STOLEN/TOWED TIME/ TIME REPORTED		18. DATE/TIME RECOVERED		19. DATE & TIME POLICE ARRIVED						
20. CRIME				21. CLASSIFICATION		22. DESCRIBE LOCATION OF OFFENSE OR TYPE OF PREMISE						37. DISPOSITION				
23. VEHICLE USED BY SUSPECTS		LICENSE NO.		YEAR BODY MODEL		YEAR MAKE		IDENTIFYING CHARACTERISTICS OF VEHICLE				38. UNIT REFERRED TO				
24. IDENTIFY SUSPECTS BY NO., INAME, ADDRESS, SEX, DESCENT, AGE, HT, WT, EYES, HAIR, COMPLEX, CLOTHING-IDENTIFYING CHARACTERISTICS. IF ARRESTED, INCLUDE BOOKING NO.						71. STOLEN/TOWED VEHICLE DATA/REG. NO.		STATE		YEAR TYPE VEHICLE		39. INDEXED BY				
YEAR		MAKE		BODY		MODEL		COLOR(S)		72. IGNITION LOCKED		73. KEYS IN IGNITION		74. DOORS LOCKED		40. FOLLOW UP CHECK SHEET
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		
75. WINDOWS CLOSED		76. MILEAGE		77. RADIO IN CAR		78. BATTERY IN CAR		79. SPARE TIRE IN CAR		80. TRUNK LOCKED		81. RADIO NOTIFIED		82. TOTAL LOSS VALUE		
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		
83. BY WHOM RECOVERED (OFFICER'S NAME AND SERIAL NO.)—IF CITIZEN, NAME, ADDRESS, RES. (PHONE—BUS. PHONE)						84. LOCATION OF RECOVERY			85. METHOD OF THEFT (JUMP WIRES-TINFOIL IGNITION LEFT OPEN, ETC.)							
86. DESCRIBE EVIDENCE OF STRIPPING, TAMPERING						87. TOWED NAME OF GARAGE			88. M.V. INVENTORY NO.							
29. REPORTING OFFICER NO.				30. STATUS (CHECK ONE) <input type="checkbox"/> SUSPENDED <input type="checkbox"/> OPEN <input type="checkbox"/> CLOSED				31. FURTHER ON: CONTINUATION SHEET <input type="checkbox"/> ACCIDENT REPT. <input type="checkbox"/> FOLLOWUP INVESTIGATION <input type="checkbox"/> ARREST REPT. <input type="checkbox"/> SUPPLEMENTAL INFORMATION <input type="checkbox"/> PROSECUTION REPT. <input type="checkbox"/>				CLOSE OUT <input type="checkbox"/>				
2nd OFFICER NO.				32. SUPERVISOR APPROVING NO.												

18MM80748

XII. VEHICLE REPORT - TPD FORM #5

PURPOSE OF REPORT

To record preliminary investigation data about any crime involving loss of an automobile. This form is also used to record recovery of an automobile and is used to record all "tow-ins."

WHEN TO PREPARE VEHICLE REPORT

Use when auto or motor vehicle is stolen or taken through fraudulent means. Also use when tampering appears to have been for the purpose of stealing the vehicle rather than its contents. When recording the recovery of a stolen vehicle or facts of a towed vehicle, use this form.

FORM PREPARATION INSTRUCTIONS

See above for instructions concerning completion of items 1 through 40.

71. Stolen/Towed Vehicle Data - Enter information concerning the stolen, recovered, or towed vehicle including the current vehicle tag number, the state and year of the tag issuance, the type vehicle (car, truck, bus, motorcycle, etc.). Add the year, make, body style (convertible, two-door, coupe, etc.), the name of the model of the manufacturer, the color or colors (listing from the top down) and the serial number.
- 72-75. Self-explanatory.
76. Mileage - Indicate the speedometer reading at the time of theft (if known), and the reading at the time of recovery or tow-in.
- 77.-80. Self-explanatory.
81. Radio Notified - Indicate whether the vehicle data has been provided to the communications center for listing as a stolen vehicle; date and time, and the number of the stolen message, if any.
82. Total Loss Value - Conservatively estimate value; follow-up auto theft investigator should confirm this by review of current vehicle valuation manual (Blue Book).
83. By Whom Recovered - Show name and number if police officer, and indicate department and city if outside. Show name, address and phone numbers if recovered by a citizen.

84. Location of Recovery - Indicate address and place where vehicle was located when recovered.
85. Method of Theft - Show techniques used to steal car: "jump wires," "ignition left open", "towed away," "keys stolen from parking lot attendant," etc.
86. Describe Evidence of Stripping - Show parts and accessories removed from vehicle by perpetrator. List numbers if known.
87. Tow Garage - Indicate name of garage to which vehicle was towed.
88. M.V. Inv. No. - Indicate the central M. V. inventory number if known.
- 89.-90. Vacant.

ER POLICE DEPARTMENT

MISSING PERSON REPORT

TPD—FORM—6 FIELD REPORT

<input type="checkbox"/> ADULT		<input type="checkbox"/> JUVENILE		SHIFT	REP. AREA	1. CASE NO.	2. OFFENSE NO.
MISSING PERSON'S NAME				4. RES. PHONE	5. MISSING PERSON'S RESIDENCE ADDRESS		6. BUS. PHONE
7. WHERE MISS. PER. IS EMPLOYED OR SCHOOL HE ATTENDS				CITY	8. M/P'S D. O. B. SEX-RACE-AGE		9. ADDRESS MISS. PER. LAST SEEN
MIS. PER'S. OCCUPATION		11. HOURS OF EMPLOY.		12. M. P'S SOBRIETY	13. REPORTING PERSON'S NAME SEX-RACE-AGE		14. RES. PHONE
REPORTING PERSON'S ADDRESS				16. BUS. PHONE	17. DATE AND TIME MISS. PER. LAST SEEN	18. DATE AND TIME REPORTED	19. DATE & TIME POLICE ARRIVED
20. INCIDENT			21. CLASSIFICATION		22. DESCRIBE LOCATION OF OFFENSE OR TYPE OF PREMISE		
VEHICLE USED MISSING PERSON		LICENSE NO.	STATE	YEAR	YEAR	MAKE	BODY MODEL IDENTIFYING CHARACTERISTICS OF VEHICLE COLORS:
CODE: V - VICTIM (OTHER THAN IN BLOCK #1) AND SHOW SEX RACE, AGE: W - WITNESS P - PARENT OR GUARDIAN							
PARENTS OR GUARDIANS				CODE	RESIDENCE ADDRESS	CITY	RES. PHONE BUS. PHONE
PARENTS OR GUARDIANS							
91. POSSIBLE CAUSE OF ABSENCE				92. MISS. PER. HAS RUN AWAY OR LEFT HOME BEFORE, GIVE DATES AND WHERE LOCATED:			
93. PROBABLE DESTINATION				94. PHYSICAL CONDITION		95. MENTAL CONDITION	
DESCRIBE ARTICLES OF JEWELRY WORN, AND IDENTIFICATION CARRIED BY MISSING PERSON						97. <input type="checkbox"/> RADIO NOTIFIED	DATE/TIME SERIAL NO.
98. COMPLETE DESCRIPTION OF MISSING PERSON		DESCRIBE CLOTHING, HEADRESS, SUIT, DRESS, SHIRT, NECKWEAR, SWEATER, TROUSERS, SKIRT, SHOES, OVERCLOTHING, ETC.					
		HEIGHT	WEIGHT	BUILD	HAIR	EYES	COMPLEXION IDENTIFYING MARKS OR TATTOOS, INCLUDING DENTAL WORK
NOTE: INSTRUCT REPORTING PERSON TO CONTACT JUVENILE DIVISION IMMEDIATELY IF MISSING PERSON SHOULD BE LOCATED, RETURN HOME, OR COMMUNICATE WITH FAMILY OR FRIENDS							
ITEM NO.	28. (1) SUMMARIZE THE CIRCUMSTANCES PERTAINING TO THE DISAPPEARANCE OF MISSING PERSON, INCLUDING ANY PREVIOUS THREATS TO LEAVE HOME OR COMMIT SUICIDE. (2) INDICATE THE NAMES OF ANY OTHER PERSONS WHOM REPORTING OFFICER CONTACTED REGARDING MISSING PERSON'S DISAPPEARANCE (FRIENDS, KNOWN ASSOCIATES, OR OTHER PERSONS POSSIBLY ON FILE IN JUVENILE DIVISION).						
29. REPORTING OFFICER	NO.	30. STATUS (CHECK ONE)		<input type="checkbox"/> SUSPENDED		FURTHER ON:	
		<input type="checkbox"/> OPEN		<input type="checkbox"/> CLOSED		CLOSE OUT <input type="checkbox"/>	
REPORTING OFFICER	NO.	32. SUPERVISOR APPROVING		NO.		CONTINUATION SHEET FOLLOWUP INVESTIGATION SUPPLEMENTAL INFORMATION	
						ACCIDENT REPT. ARREST REPT. PROSECUTION REPT.	

TYLER POLICE DEPARTMENT		MISSING PERSON REPORT				TFD-FORM -6		OFFICIAL ONLY
<input type="checkbox"/> ADULT <input type="checkbox"/> JUVENILE		SHIFT	REP. AREA	1. CASE NO.	2. OFFENSE NO.			
3. MISSING PERSON'S NAME			4. RES. PHONE	5. MISSING PERSON'S RESIDENCE ADDRESS			6. BUS. PHONE	
7. WHERE MISS. PER. IS EMPLOYED OR SCHOOL HE ATTENDS				CITY	8. M/P'S D.O.B.	SEX - RACE - AGE	9. ADDRESS MISS. PER. LAST SEEN	
10. MIS. PER'S OCCUPATION		11. HOURS OF EMPLOY.	12. M.P.'S SOBRIETY	13. REPORTING PERSON'S NAME		RELATIONSHIP - SEX - RACE - AGE	14. RES. PHONE	
15. REPORTING PERSON'S ADDRESS			16. BUS. PHONE	17. DATE AND TIME MISS. PER. LAST SEEN	18. DATE AND TIME REPORTED	19. DATE & TIME POLICE ARRIVED	35. REVIEWED BY	
20. INCIDENT		21. CLASSIFICATION		22. DESCRIBE LOCATION OF OFFENSE OR TYPE OF PREMISE			36. REPRODUCED BY	
25. VEHICLE USED BY MISSING PERSON		LICENSE NO.	STATE	YEAR	YEAR	MAKE	BODY	
PARENTS OR GUARDIANS		RESIDENCE ADDRESS	RES. PHONE	BUS. PHONE	91. POSSIBLE CAUSE OF ABSENCE		92. IF MISS. PER. HAS RUN AWAY OR LEFT HOME BEFORE, GIVE DATES AND WHERE LOCATED.	
93. PROBABLY DESTINATION		94. PHYSICAL CONDITION	95. MENTAL CONDITION	96. DESCRIBE ARTICLES OF JEWELRY WORN, AND IDENTIFICATION CARRIED BY MISSING PERSON			37. DISPOSITION	
97. RADIO NOTIFIED		DATE/TIME	SERIAL NO.	98. COMPLETE DESCRIPTION OF MISSING PERSON		DESCRIBE CLOTHING: HEADRESS, SUIT DRESS, SHIRT, NECKWEAR, TROUSERS, SKIRT, SHOES, OVERCLOTHING, ETC.		
		HEIGHT	WEIGHT	BUILD	HAIR	EYES	COMPLEXION	
						IDENTIFYING MARKS OR TATTOOS, INCLUDING DENTAL WORK		

28. NOTE: INSTRUCT REPORTING PERSON TO CONTACT JUVENILE DIVISION IMMEDIATELY IF MISSING PERSON SHOULD BE LOCATED RETURN HOME OR COMMUNICATE WITH FAMILY OR FIRENDS. (1) SUMMARIZE THE CIRCUMSTANCES PERTAINING TO THE DISAPPEARANCE OF MISSING PERSON INCLUDING ANY PREVIOUS THREATS TO LEAVE HOME OR COMMIT SUICIDE (2) INDICATE THE NAMES OF ANY OTHER PERSONS WHOM REPORTING OFFICE CONTACTED REGARDING MISSING PERSON'S DISAPPEARANCE (FRIENDS, KNOWN ASSOCIATES, OR OTHER PERSONS POSSIBLY ON FILE IN JUVENILE DIVISION)

29. REPORTING OFFICER NO.	30. STATUS (CHECK ONE) <input type="checkbox"/> OPEN <input type="checkbox"/> SUSPENDED <input type="checkbox"/> CLOSED	31. FURTHER ON: <input type="checkbox"/> CONTINUATION SHEET <input type="checkbox"/> FOLLOW UP INVESTIGATION <input type="checkbox"/> SUPPLEMENTAL INFORMATION	<input type="checkbox"/> ACCIDENT REPT. <input type="checkbox"/> ARREST REPT. <input type="checkbox"/> PROSECUTION REPT.
2ND OFFICER NO.	32. SUPERVISOR APPROVING NO.	CLOSE OUT	

TYLER POLICE DEPARTMENT		MISSING PERSON REPORT				TFD-FORM -6A	
<input type="checkbox"/> ADULT <input type="checkbox"/> JUVENILE		SHIFT	REP. AREA	1. CASE NO.	2. OFFENSE NO.		
3. MISSING PERSON'S NAME			4. RES. PHONE	5. MISSING PERSON'S RESIDENCE ADDRESS			6. BUS. PHONE
7. WHERE MISS. PER. IS EMPLOYED OR SCHOOL HE ATTENDS				CITY	8. M/P'S D.O.B.	SEX - RACE - AGE	9. ADDRESS MISS. PER. LAST SEEN
10. MIS. PER'S OCCUPATION		11. HOURS OF EMPLOY.	12. M.P.'S SOBRIETY	13. REPORTING PERSON'S NAME		RELATIONSHIP - SEX - RACE - AGE	14. RES. PHONE
15. REPORTING PERSON'S ADDRESS			16. BUS. PHONE	17. DATE AND TIME MISS. PER. LAST SEEN	18. DATE AND TIME REPORTED	19. DATE & TIME POLICE ARRIVED	35. REVIEWED BY
20. INCIDENT		21. CLASSIFICATION		22. DESCRIBE LOCATION OF OFFENSE OR TYPE OF PREMISE			36. REPRODUCED BY
25. VEHICLE USED BY MISSING PERSON		LICENSE NO.	STATE	YEAR	YEAR	MAKE	BODY
PARENTS OR GUARDIANS		RESIDENCE ADDRESS	RES. PHONE	BUS. PHONE	91. POSSIBLE CAUSE OF ABSENCE		92. IF MISS. PER. HAS RUN AWAY OR LEFT HOME BEFORE, GIVE DATES AND WHERE LOCATED.
93. PROBABLY DESTINATION		94. PHYSICAL CONDITION	95. MENTAL CONDITION	96. DESCRIBE ARTICLES OF JEWELRY WORN, AND IDENTIFICATION CARRIED BY MISSING PERSON			37. DISPOSITION
97. RADIO NOTIFIED		DATE/TIME	SERIAL NO.	98. COMPLETE DESCRIPTION OF MISSING PERSON		DESCRIBE CLOTHING: HEADRESS, SUIT DRESS, SHIRT, NECKWEAR, TROUSERS, SKIRT, SHOES, OVERCLOTHING, ETC.	
		HEIGHT	WEIGHT	BUILD	HAIR	EYES	COMPLEXION
						IDENTIFYING MARKS OR TATTOOS, INCLUDING DENTAL WORK	

XIII. MISSING PERSON REPORT - TPD FORM # 6

PURPOSE OF REPORT

This report was designed to record preliminary data about any incident involving missing persons.

WHEN TO PREPARE MISSING PERSON REPORT

This form is to be used to report all missing juveniles and runaways and to report adults who are missing under circumstances not consistent with their ordinary established habits and behavior and who may be in need of police assistance or attention. (This will include the senile, mentally or physically handicapped, the epileptic, those with suicidal tendencies, etc.)

The following special instructions apply:

91. Possible Cause of Absence - Indicate reason for absence if known such as "argument with father," "poor school grades," "possible suicide attempt," "cash shortage in employer's funds," "possible runaway with boyfriend." etc.
92. Prior Runaway - Indicate information concerning previous instance(s) of runaway providing date and data concerning whereabouts on that occasion.
93. Probable Destination - Show runaway's destination if known such as "father's home - 1212 LaSalle St., Chicago," or "girlfriend's home - 1319 15th St., Washington, D.C."
94. Physical Condition - Show condition. For example: "good," "poor-heart trouble," "broken left arm," etc.
95. Mental Condition - Show state of mind or prior mental disabilities. For example "good," "nervous breakdown - Oct. 1965," "psychotic", "emotionally unstable," etc.
96. Describe Articles of Jewelry Worn, and Identification Carried by Missing Person - Indicate as accurately as possible descriptive data concerning the missing person and effects.
97. Radio Notified - Indicate whether the communications center was notified of the missing person and description; indicate date, time and teletype or radio message number, if any.
98. Description - Self-explanatory.
99. Vacant.

IF REPORT CONTINUED

OFFENSE

TRAFFIC ACCIDENT

ARREST

FOLLOW-UP OR SUPPLEMENTAL OR PROSECUTION

PAGE NO.

1. CASE NO.

2. OFFENSE NO.

3. COMPLAINANT, DRIVER(S), VICTIM, OR ARRESTEE

ARREST NO.

4. FORM USED AS CONTINUATION SHEET FOR CURRENT REPORT
 FORM USED TO REPORT FOLLOW-UP INVESTIGATION OR SUPPLEMENTAL INFORMATION

5. VALUE OF PROPERTY RECOVERED

6. MULTIPLE CLEAR-UP?

YES
 NO

(LIST OTHER COMPLAINT NOS. IN NARRATIVE)

7. CORRECT OFFENSE OR INCIDENT CLASSIFICATION

8. OFFENSE, CHARGE OR INCIDENT ON ORIGINAL REPORT

INSTRUCTIONS FOR FOLLOWUP OR SUPPLEMENTAL USAGE.

Under narrative, record your activity and all developments subsequent to last report. Describe and record value of any property recovered, names and arrest numbers of any persons arrested. Explain any offense classification charge. Clearly show disposition of recovered property and inventory no. Recommend to supervisor case status and to reviewer UCR disposition. Indicate "Item Number Continued" at left, if any.

ITEM NO.

29. REPORTING OFFICER

NO.

30. STATUS (CHECK ONE)

OPEN

SUSPENDED

CLOSED

31. SUPERVISOR APPROVING

NO.

POLICE PART		SUPPLEMENT REPORT		TPD-FORM 7A		OFFICER ONLY
<input type="checkbox"/> OFFENSE <input type="checkbox"/> TRAFFIC ACCIDENT <input type="checkbox"/> ARREST <input type="checkbox"/> FOLLOWUP OR SUPPLEMENTAL OR PROSECUTION		PAGE NO.	1. CASE NO.	2. OFFENSE NO.		
3. COMPLAINANT'S NAME (FIRM NAME) DRIVERS, VICTIM OR ARRESTEE		ARREST NO.	<input type="checkbox"/> FORM USED AS CONTINUATION SHEET FOR CURRENT REPORT <input type="checkbox"/> FORM USED TO REPORT FOLLOWUP INVESTIGATION OR SUPPLEMENTAL INFORMATION		33. DATE TIME TYPED	
5. VALUE OF PROPERTY RECOVERED	6. MULTIPLE CLEAR-UP <input type="checkbox"/> YES (LIST OTHER COMPLAINT NOS. IN NARRATIVE) <input type="checkbox"/> NO	7. OFFENSE CLASSIFICATION (CRIME)		8. OFFENSE CHANGED TO (CRIME)		34. NO
9. NARRATIVE						35. REVIEWER
						36. REPRODUCED
						37. DISPOSITION
						UNIT REFERRED TO
						39. INDEXED BY
						40. FOLLOW UP CHECK SHEET
REPORTING OFFICER		NO	30. STATUS CHECK ONE <input type="checkbox"/> OPEN <input type="checkbox"/> SUSPENDED <input type="checkbox"/> CLOSED		31. SUPERVISOR APPROVING	
					NO	

TYLER POLICE DEPARTMENT SUPPLEMENT REPORT TPD-FORM-7A

<input type="checkbox"/> OFFENSE <input type="checkbox"/> TRAFFIC ACCIDENT <input type="checkbox"/> ARREST <input type="checkbox"/> FOLLOWUP OR SUPPLEMENTAL OR PROSECUTION		PAGE NO.	1. CASE NO.	2. OFFENSE NO.	
3. COMPLAINANT'S NAME (FIRM NAME) DRIVERS, VICTIM OR ARRESTEE		ARREST NO.	<input type="checkbox"/> FORM USED AS CONTINUATION SHEET FOR CURRENT REPORT <input type="checkbox"/> FORM USED TO REPORT FOLLOWUP INVESTIGATION OR SUPPLEMENTAL INFORMATION		
5. VALUE OF PROPERTY RECOVERED	6. MULTIPLE CLEAR-UP <input type="checkbox"/> YES (LIST OTHER COMPLAINT NOS. IN NARRATIVE) <input type="checkbox"/> NO	7. OFFENSE CLASSIFICATION (CRIME)		8. OFFENSE CHANGED TO (CRIME)	
9. NARRATIVE					
ITEM NO.					

XIV. SUPPLEMENT REPORT - GENERAL INSTRUCTIONS - TPD FORM #7

PURPOSE OF REPORT

This report is intended to serve two purposes:

1. To record additional information when the narrative space is insufficient on the Incident, Crime Against Person, Crime Against Property, Vehicle, or Missing Person Reports; and when additional space is needed to report additional information concerning an arrest, a traffic accident or citation.
2. To record information or action taken on a case subsequent to the submission of one of the above basic reports. The form may be used by an officer to report additional information concerning a follow-up or continuing investigations.

FORM PREPARATION INSTRUCTIONS

Page Number - Show whether it is page 2, 3, 4, or 5, etc. of your report.

Report Continued - Check box to show kind of report continued.

1. Case Number - List complaint number if pertinent and if known.
2. Offense No. - Use offense code
3. Name - Print the last name, the first name, and the middle name of the person listed in the block number 3 of the basic report being continued, or the corrected name of the victim or registered owner if a correction has been reported subsequent to the initial report. If this report is used as a continuation or supplement to an Arrest Report, Traffic Citation, or Traffic Accident Report, print the name of the arrested or cited person, or driver number one from the basic report.

- List arrest number if pertinent and if known.
4. Check first box if used as a continuation sheet for a report you are now completing.
5. Value of Recovered Property - Indicate the fair market value of the property recovered during investigation using some criteria for evaluation as contained in item 53 of Section XI of this manual.

CONTINUED

2 OF 2

6. Multiple Clearance - Check to indicate whether this report will reflect clearance of other cases and list each by complaint number in the narrative if the answer is "Yes".
7. Crime or Incident Continued - Show the same offense, incident or charge as reflected by the report being continued.
8. Correct Crime or Incident Classification - Show correct offense and classification resulting from your investigation. If you are making a change from that of original report, check the box and explain such change in narrative.
9. As a continuation sheet, continue narrative. As a follow-up report note the special instructions on the form.

TYLER POLICE DEPARTMENT				ARREST REPORT				TPD-FORM-8		OFFICER USE									
<input type="checkbox"/> AD		<input type="checkbox"/> JUVI		SHIFT		REP AREA		1. CASE NO.	2. OFFENSE NO.	0...									
3. DEFENDANT'S TRUE NAME (OFFICE USE ONLY)				4. OTHER NO.		3A. DEFENDANT'S NAME (LAST, FIRST, MIDDLE)			5. SOC. SECURITY NO.										
6. NICKNAME OR ALIAS				7. ID NO.		8. DEF'S RES. ADDRESS			9. PLACE OF BIRTH										
10. SEX		DESCENT		D.O.B.		HT.		WT.		HAIR		EYES		11. FORMAL CHARGE		DATE/TIME		35. REVIEWER	
13. CHARGE CHANGED TO				14. F.P. CLASS				15. FINAL DISPOSITION				36. REPRODUCED							
18. LOCATION OF ARREST (ADDRESS OR BLOCK NO.)						19. DESCRIBE TYPE PREMISES						12. RT. INDEX FINGERPRINT		37. DISPOSITION					
20. DATE/TIME ARRESTED						21. SOBER		22. OBSERVED DRINKING		23. RESIST?		38. TO							
24. NARCOTIC?		25. ARMED?		26. WEAPON (DESCRIBE)				<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		39. INDEXED BY					
27. WHERE DEFENDANT EMPLOYED OR SCHOOL				CITY		28. OCCUPATION		29. RES. PHONE		30. BUS. PHONE		40. FOLLOW UP CHECK SHEET							
31. VEHICLE INVOLVED				REG. NO.		STATE		YEAR		YEAR - MAKE - BODY - COLOR(S)				32. DEFS OPERATOR'S LIC. NO.		STATE			
41. HOLD PLACED ON VEH - TOWED TO						42. INVENTORY NO.		43. PARENT/GUARDIAN NOTIFIED BY OFFICER		SERIAL		DATE/TIME NOTIFIED							
46. TRANSPORTING OFFICERS				NOS.		47. ARRESTING OFFICER				NO.		48. SUPERVISOR APPROVING				NO.			
49. DATE/TIME BOOKED				50. BOOKING OFFICER				NO.		51. SEARCHED BY				NO.		52. DEF'S MONEY			
53. COURT NO.				54. NOTATIONS RE COURT - BOND - DISPOSITION - HOLD															

*ITEMS #44 and #45 TO BE ANSWERED ON SUPPLEMENT REPORT.

TYLER POLICE DEPARTMENT				ARREST REPORT				TPD-FORM-8A									
<input type="checkbox"/> ADULT		<input type="checkbox"/> JUVENILE		SHIFT		REP AREA		1. CASE NO.	2. OFFENSE NO.								
3. DEFENDANT'S TRUE NAME (OFFICE USE ONLY)				4. OTHER NO.		3A. DEFENDANT'S NAME (LAST, FIRST, MIDDLE)			5. SOC. SECURITY NO.								
6. NICKNAME OR ALIAS				7. ID NO.		8. DEF'S RES. ADDRESS			9. PLACE OF BIRTH								
10. X		DESCENT		D.O.B.		HT.		WT.		HAIR		EYES		11. FORMAL CHARGE		DATE/TIME	
13. CHARGE CHANGED TO				14. F.P. CLASS				15. FINAL DISPOSITION									
18. LOCATION OF ARREST (ADDRESS OR BLOCK NO.)						19. DESCRIBE TYPE PREMISES						12. RT. INDEX FINGERPRINT					
20. DATE/TIME ARRESTED						21. SOBER		22. OBSERVED DRINKING		23. RESIST?							
24. NARCOTIC?		25. ARMED?		26. WEAPON (DESCRIBE)				<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO					
27. WHERE DEFENDANT EMPLOYED OR SCHOOL				CITY		28. OCCUPATION		29. RES. PHONE		30. BUS. PHONE							

18-N88751

XV. ARREST REPORT - GENERAL INSTRUCTIONS - TPD FORM # 8

PURPOSE OF THE REPORT

Adult-Juvenile - Check appropriate blank.

Shift - Insert shift number - 1,2,3. - If special assignment put #4.

1. The Arrest Report is designed for officers to provide data in arrest cases as follows:
 - a. Exclusively in non-accident custody cases where no unusual circumstances exist and under circumstances not involving a lengthy narrative.
 - b. For recording preliminary arrest data concerning persons arrested on all charges.
 - c. For arrests on authority of warrant, teletype, telegram, verified telephone requests, direct order of parole or probation officer (where such arrest is authorized).
 - d. Arrests for other authorities as an accommodation booking.
2. The Arrest Report is designed to provide the department with a permanent record of the arrest, charge, description, arresting and transporting officers, etc.

ARREST REPORT PREPARATION INSTRUCTIONS

Non-shaded areas to be completed by officer in the field.

1. Case No. assigned by dispatcher. - Related case number issued in connection with the matter.
2. Offense No. Use offense code of offense charged with.
3. Defendant's Names - Insert last, first and middle name of the person arrested.
4. Other No. - Insert other department Identification No. i.e. FBI or Texas Department of Public Safety.
5. Social Security Number - Insert social security number.
6. Nickname - Insert nickname or alias.
7. ID No. - Central records will insert the identification number of the person arrested. This number will be assigned by the Tyler Police Department Identification Division.

8. Residence - Insert permanent residence of defendant.
9. Place of Birth - Insert city and state where defendant was born.
10. Description
 - Sex - Insert "F" for female; "M" for male.
 - Descent - Insert race of arrested person.
 - D.O.B. - Insert date of birth. (Day, month and year.)
 - Ht.- Self-explanatory.
 - Wt.- Self-explanatory.
 - Hair - Self-explanatory.
 - Eyes - Self-explanatory.
11. Formal Charge - State formal charge placed against defendant. If second charge use two lines in space. If additional charges, continue in narrative. Add date and time.
12. Rt. Index Fingerprint - Obtain right index fingerprint as means of identification. If missing or injured obtain left index print and correct title of box to correctly indicate the print obtained.
13. Charge Changed to - If original charge changed and if known by reporting officer before completion of report add correct charge; or, central records will insert charge.
14. F. P. Class - Identification unit will insert if known.
15. Final Disposition - To be added by records personnel.
- 16.-17. Vacant.
18. Location of Arrest - Add place of arrest including address, block number, or intersection names.
19. Type of Premises - Include here open field, restaurant, private home, school, retail store, etc.
20. Date/Time Arrested - Self-explanatory.
21. Sober - Check yes or no.

22. Observed Drinking - Check yes or no.
23. Resist - Indicate whether arrested person resisted arrest.
24. Narcotic - Check yes or no.
25. Armed - Check whether armed at time of arrest.
26. Weapon - Describe weapon if answer to above is "Yes".
27. Where Employed - Indicate name of company and address where employed.
28. Occupation - List occupation. If unemployed or retired indicate usual occupation and add word ("unemployed" or "retired").
- 29.-30. Phones - Self-explanatory.
31. Vehicle Involved - List vehicle information.
32. Operator's License No. - Self-explanatory.
- 33.-40. See General Instructions for Offense Reports. (Office Use Only)
41. Hold Place on Vehicle - Towed to - Self-explanatory.
42. Insert M.V. Inventory No. - Self-explanatory. This no. will be assigned by office personnel.
43. Parent/Guardian Notified - In cases involving juveniles list name of parent; name and number of officer who notified parent; and date and time of notification.
44. Name of Complainant, Witness or Parent - List name of above and code "C" "W" or "P". The department desires the names of parents in connection with every arrest for identification purposes.
45. Narrative (1) Continue names of complainants, co-defendants, witnesses. Where Incident Report, Crime Against Person Report, Crime Against Property Report or Vehicle Report are required and completed, write narrative only on that report.
46. Transporting Officers - Insert Name and Personnel Numbers of officers

transporting arrested person.

47. Arresting Officer - Insert Name and Personnel number of arresting officer.
48. Supervisor Approving - Insert name.
49. Date/Time Booked - Self-explanatory.
50. Booking Officer - Enter name of officer booking person into jail - personnel number.
51. Searched By - Insert name of person who searched arrested defendant.
52. Defendant's Money - Enter amount of money defendant had on his person.
53. Court No. - Enter here the court the case is referred to. - Municipal (1) Justice of the Peace (2) County Court at Law (3) District Court (4).
54. Notations REF. - Court - Bond - Disposition - Hold - Enter here any information of the court - amount of bond - disposition - hold and who for.

XVI. PROSECUTION REPORT - TPD FORM #9

PURPOSE OF REPORT

(1) To provide a formal procedure for assisting the investigating officer in organizing his case for prosecution, and (2) to provide assistance to the prosecutor by outlining the case, listing witnesses and evidence and by a transmittal memo furnishing him with the necessary supporting reports and documents concerning the case and the accused.

WHEN TO PREPARE THE PROSECUTION REPORT

This report should be prepared in the case of every arrest where the matter will be formally presented by a prosecuting attorney. Primarily, this will occur in connection with felony matters and consequently the Prosecution Report will more often be completed by an investigator.

FORM PREPARATION INSTRUCTIONS

Check proper block either adult or juvenile.

1. Case Number - Indicate case number assigned by dispatcher in central records and communications.
2. Offense Number - Use code number for offense. Use uniform crime classification code as directed by department.
3. Defendant's Name - Indicate last, first and middle name of the defendant. If more than one list the others in item 16 below.
4. Sex - Descent - DOB - Self-explanatory.
5. TPD No. - Indicate Tyler Police Dept. Identification Number, if one assigned.
6. Charge - Show offense defendant is charged with. If several, continue below.
7. City or State - Check the block indicating jurisdiction representing place where the charge is filed.
8. Arrest Number - Show department arrest number.
9. Date Occurred - Show date offense occurred.
10. Attachments - Indicate documents and reports provided to prosecutor.

11. Date/Time Arrested - Self-explanatory.
 12. Location of Arrest - Self-explanatory.
 13. Original Charge - Show charge originally placed against accused if different than item 4 above.
 14. Arresting Officers Who May Testify - List the officer(s) in best position to testify as to the circumstances of the arrest.
 15. Co-defendant(s) - Check block if there are no co-defendants. Otherwise list co-defendants with charge, sex, descent and DOB.
 16. Complainant - Witnesses, etc. - List other parties involved in matter as outlined.
 17. Narrative - Complete this item by following the special instructions contained on the form.
 18. Prepared by - Indicate officer preparing report - personnel number.
 19. Approved by - Indicate supervisor approving report - personnel number.
 20. Indicate date report prepared.
- 33-38 - Follow same instructions as listed under General Preparation Instructions.

POLI PART	PRO REC		PD- -10
STATUS - CHECK ONE EVIDENCE <input type="checkbox"/> RECOVERED <input type="checkbox"/> FOUND <input type="checkbox"/>		M.V. INVENTORY NO.	PROPERTY INVENTORY NO.
		1. CASE NO.	2. OFFENSE NO.

1.	ITEMIZATION OF PROPERTY
2.	
3.	
4.	
5.	

OWNER'S NAME & ADDRESS	FOUND OR RECOVERED FROM	AT	DATE & TIME
------------------------	-------------------------	----	-------------

REPORTING OFFICER	NO.	TRANSPORTING EMPLOYEE RECEIVING	NO.	PROPERTY CUSTODIAN (TO ACKNOWLEDGE RECEIPT)
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PROPERTY OUT DATE	ITEM NUMBERS	OFFICER'S SIGNATURE	NO.	PURPOSE
-------------------	--------------	---------------------	-----	---------

PROPERTY RECEIVED (OR DISPOSITION) DATE	ITEM NUMBERS	OWNER OR COURT ATTACHE	ADDRESS OR COURT
---	--------------	------------------------	------------------

PROPERTY RETURNED DATE	ITEM NUMBERS	PROPERTY CUSTODIAN'S SIGNATURE
------------------------	--------------	--------------------------------

XII. PROPERTY RECORD - GENERAL INSTRUCTIONS - TPD FORM # 10

PURPOSE OF THE REPORT

To provide a formal procedure for recording continuity of possession of property and a separate accounting procedure to avoid embarrassment to officers and to the organization.

WHEN TO PREPARE THE PROPERTY RECORD

Upon taking custody of evidence or any other property which is to be held by the department, the recovering officer prepares an appropriate report setting forth his investigation or other facts. This may be on a Crime Against Person Report, Crime Against Property Report, Vehicle Report (if personal property in addition to the motor vehicle is involved), Incident Report, etc. If one of the specified reports has been prepared prior to taking property into custody, report the recovery on a Supplement Report. The receiving (recovering) officer then delivers the property to the designated custodial officer and at that point prepares a Property Record in duplicate.

FORM PREPARATION INSTRUCTIONS

- | | |
|---|--|
| <u>Status</u> | Check whether evidence, recovered, or found. |
| <u>Comp. Number</u> | Enter complaint number. |
| <u>M. V. Inventory No.</u> | If a Motor Vehicle Inventory Number is assigned for a vehicle taken into custody at the same time, enter the M.V. Inventory Number here for reference. |
| <u>Property Inventory No.</u> | The property custodian has the list of control numbers and one should be assigned to this form. |
| <u>Itemization of Property</u> | Enter description of each article and one article only to a line. |
| 1. Case No. - Enter case number of case that property is connected. | |
| 2. Offense No. - Use code number for offense. | |
| <u>Owner's Name and Address</u> | Include if known. |

Found or Recovered From

Name of person from whose possession property taken, the street address where located, and the date and time.

Reporting Officer

The recovering officer signs and beyond this box he makes no further entries.

FIELD INFORMATION - INTERROGATION CARD

XX. FIELD INFORMATION / INTERROGATION CARD

FIELD INTERROGATION

Quite frequently officers on routine patrol come across unusual incidents or happenings in dark alleys, behind buildings, around valuable property, short of the commission of an actual crime. The person(s) seen may possess burglar tools, be a "lookout", or be sitting at the wheel of a vehicle, motor running and lights out. Still no actual crime has been committed. Because of previous police experience and the nature of the circumstances, you have an obligation as an officer to investigate, record your observations, protect the public's property, and, most important, identify the person(s) you are questioning. This includes recording all information about the vehicle(s) involved.

This date is recorded on a Field Interrogation card, known as F1's. The card will be filed by the Identification Division with an index copy to be filed in Records. Here the F1's may be cross-filed by person(s), vehicle used, address of incident. This aids subsequent investigations. For example, you make out an F1 on "John Doe" on 1-1-71 at 407 East Erwin Street, Tyler. Then, on 1-4-71, the Detective Division responds to a burglary at 412 East Erwin Street, a laundry. The F1's on file are checked. The one made out on 1-1-71 is now a good investigative lead. Remember, it is nothing more than a lead. The auto used by John Doe on 1-1-71 may have been seen by a local resident in the area on 1-4-71, the date of the crime.

The concept on F1 must be used constantly, the forms filled out correctly, the files must be maintained, and all applicable department personnel notified by copy if the system is to be efficient and effective. Remember, you are attempting to answer: Who is he, What is he, Why is he there, and is he a criminal?

TYLER POLICE DEPARTMENT										FIELD INFORMATION/INTERROGATION CARD				TPD—FORM—15	
1. NAME (LAST, FIRST, MIDDLE)			2. SEX		DESCENT		AGE		3. DEF'S RES. ADDRESS			CITY	4. RES. PHONE		
5. D.O.B.		6. HT.	7. WT.	8. HAIR	9. EYES	COMPLEXION		10. SOC. SECURITY NO.		11. EMPLOYED/School/Union Local No. etc.		12. USUAL OCCUPATION			
13. Hat Mustache Goatee Glasses Unshaven Deformity				14. NICKNAME OR ALIAS				15. DRESS							
16. VEHICLE INVOLVED		REG. NO.	STATE	YEAR	YEAR - MAKE - BODY - COLOR(S)				17. DRIVING <input type="checkbox"/> YES <input type="checkbox"/> NO		18. DEF'S OPERATOR'S LIC. NO.		STATE		
19. IN COMPANY WITH: Name Sex Race Age Address					2.			3.							
20. CIRCUMSTANCES OF EACH CONTACT															
21. PREVIOUS ARRESTS				22. Probation or Parole Officer			23. ATTH. ELEMENT			24. LOCATION OF CONTACT			25. DATE / TIME		
26. SHIFT		27. REP. AREA		28. REPORTING OFFICER				NO.		29.					

FIELD INFORMATION/INTERROGATION CARD - TPD FORM NO. 15

WHEN TO COMPLETE

This form should be completed whenever any member of the department stops or questions any person as a result of suspicious circumstances or whenever any field contact is made where another official report is not completed. Make a separate card for each person questioned or interviewed.

FORM PREPARATION INSTRUCTIONS

1. PRINT last name first in CAPITAL letters; print first and middle names; indicate Jr. or Sr. if applicable. If military personnel, include rank and serial number.
2. Indicate arrestee's sex, race, and age, using standard abbreviations for "Sex" "Race", and "Age".
3. Permanent address, whether local or out of town. Include room building, or apartment numbers. If transient, state TRANSIENT. If military personnel, include unit, ship, or station.
4. State subject's residence telephone number .
5. Indicate subject's exact day, month, and year of birth - example, January 5, 1948, would be 1-5-48.
6. Indicate only to nearest inch; example: 6'1" would be 73".
7. Indicate to nearest 5 pounds; example; 167 lbs. would be recorded as 165. Use only the numbers necessary; the term "pounds" will be assumed in all cases.
8. Indicate color and type if known. Example: "Black-straight." Use the abbreviations in "How to Describe Persons" if the entry cannot be spelled out. If the description includes other descriptive information, indicate color in Box 8 and "See 20 (or 'over')", then continue description in Box 20 or on reverse side of card. Use only standard colors; if dyed or rinsed to look another shade, explain in Box 20 or on back of cards.
9. Use descriptive terms such as "ruddy, pimply, dark", or similar terms.
10. Self-explanatory.

11. State the name of the company or person by whom the subject is employed; the person's school if still a student; the subject's union local or other affiliation if an unemployed laborer or skilled worker. If unemployed, write "unemp." in front of the other identifying information.
12. Indicate the subject's profession or skill, whether employed or not.
13. Circle the terms which describe the subject's present appearance. Several items may be circled if necessary.
14. PRINT, in same order as Box 1, any other names or aliases the arrestee uses or is also known as (AKA).
15. Describe the clothing and manner of dress as observed at the time of the field contact. Indicate, in addition to a description of the clothing, whether the subject was well or shabbily dressed, had torn, missing, or misfit garments, etc. If blood stains, etc., are observed, so indicate. If more space is needed, continue in Box 20 or on the reverse side of card.
16. Describe vehicle used at time of contact or, if none used, one normally used by subject. Obtain information from registration if possible. Use descriptive format as used in Item 25 of all other TPD Reports; License No., State, Year, Body, Model, Year; make other identifying characteristics of vehicle - color(s).
17. If the vehicle in Box 16 was involved, indicate whether the subject was driving it or not.
18. Indicate license number of subject's operator or chauffeur and, if issued by another state, abbreviate the State of issue. If not a regular operator's license, explain in Box 20.
19. Provide the information listed for each person observed in the subject's company at the time of the contact. Continue in Box 20 if more space needed.
20. Complete all entries continued from boxes above in numerical order, indicating the box numbers in a circle; that is, eighteen for each entry. This should follow in the order in which the events occurred. If additional narrative space is needed, continue in Box 20 or on the reverse side.
21. If subject admits any previous local arrests, show the number of arrests he admits and the date of year of the last arrest. If he admits in other jurisdictions, show the number of times and the city and date here. If more room is needed, continue in Box 20 or on the reverse side.

22. If Box 21 indicates a previous arrest from which the subject is still under parole or probation supervision, indicate the subject's parole or probation officer.
23. If this field contact should be brought to the attention of any particular officer, element of the department, or another agency, identify that person or agency in order that a photocopy of the card may be forwarded. The Investigation Unit normally receives a copy of each card, but if a particular investigator within that unit should be notified, identify him here.
24. Indicate exact location of the contact. Complete in one of the following ways, which are listed in order of preference: (a) exact address, including building, room, or apartment number; (b) closest street address, indicating IN FRONT OF, ADJACENT TO, REAR OF, ACROSS FROM, etc.; (c) block number by house numbers, which side of street; and (d) distance from a specific known point. If more space is needed, continue in space immediately below the line in the title space.
25. State the exact date and time of the contact, and if the contact was made outside the city, state the name of the city or other jurisdiction where the contact was made.
26. Section where the contact or interview occurred.
27. Tab district where the contact or interview occurred.
28. Indicate your personnel number.
29. Print your last name in the space immediately below the personnel number space.

END