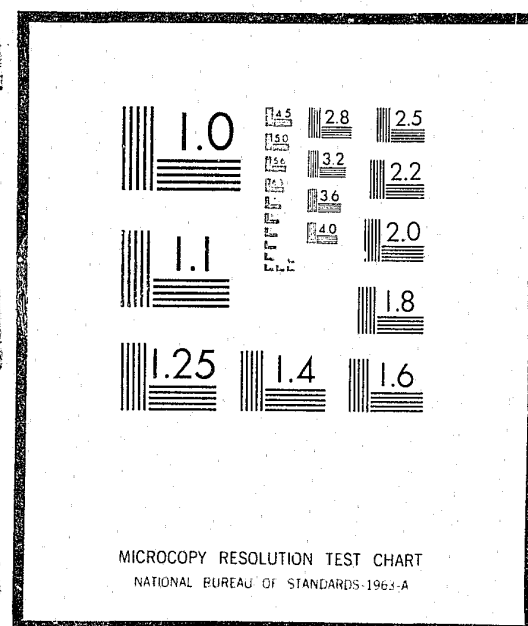


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U.S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
NATIONAL CRIMINAL JUSTICE REFERENCE SERVICE
WASHINGTON, D.C. 20531

12/6/76
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R-76-125

LAW ENFORCEMENT ASSISTANCE ADMINISTRATION POLICE TECHNICAL ASSISTANCE REPORT

SUBJECT: Allegheny County, ^{CFA} Pennsylvania, Records Systems Analyses of the Avalon, Clairton, and Scott Township Police Departments, and Conduct of a Records System Seminar for 21 Police Departments -

REPORT NUMBER: 75-110

FOR: The Allegheny Regional Planning Council, Governor's Justice Commission and the Police Departments of:

Avalon, Pennsylvania

Population: 7,086
Police Strength: 15
Area: .6 square miles

Clairton, Pennsylvania

Population: 13,874
Police Strength: 33
Area: 2.97 square miles

Scott Township, Pennsylvania

Population: 22,648
Police Strength: 24
Area: 3.75 square miles

OR: Westinghouse Justice Institute

NT: Larry R. Walton

NUMBER: J-LEAA-003-76

March 1976

34658
Final Report

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FOREWORD

This request for Technical Assistance was made by the Allegheny Regional Planning Council, Allegheny County, Pennsylvania. The requested assistance was concerned with analyzing the existing criminal records systems of three representative police departments, developing records systems for adoption by other local departments with similar demographics and problems, and instructing recordkeeping concepts to interested police departments within Allegheny County.

Requesting Agency: Allegheny Regional Planning Council,
Ms. Nancy van Vuuren, Director of
Planning; Mr. Rodney E. Torbic,
Regional Director

State Planning Agency: Governor's Justice Commission,
Mr. Charles P. Morn, Deputy Director

Approving Agency: LEAA Region III (Philadelphia),
Mr. Edwin S. Schriver, Police Specialist

1. INTRODUCTION

Allegheny County, Pennsylvania, consists of 130 separate municipal governments, the largest of which is the City of Pittsburgh. Jurisdictions are divided into boroughs; first- and second-class townships; and second- and third-class cities. All of these divisions have varying restraints on the manner in which governmental activities may be conducted; however, all support their own police agencies. In addition, there is both a County Police Department and a County Sheriff's Office. The problems and concern about recordkeeping is common among many of these agencies. The primary reason for technical assistance was to analyze the recordkeeping systems in three selected agencies for the purpose of developing efficient systems that could be adapted for use by other similar agencies. The three agencies studied are described below and their respective demographic data are presented in Table 1-1.

- Avalon Borough -- The Borough of Avalon is located along State Highway 65, immediately north of Pittsburgh. Population of the borough is approximately 7,000. The area is 0.6 square miles. Local government consists of the Borough Manager, Mayor, and nine councilmen. The Police Department consists of 11 sworn personnel and 2 clerks. In addition, parttime clerical assistance is provided so that one clerk is on duty at all times. Sworn personnel consist of the Chief of Police, three lieutenants, and seven policemen. During 1975, there were 140 reported Part I Crimes and 151 arrests for all crimes.
- Clairton City -- The City of Clairton is located along the Monongahela River, approximately 12 miles south of Pittsburgh. Population of the city is approximately 14,000. The city covers 2.97 square miles. The Police Department is staffed by the Chief of Police, 2 captains, 4 lieutenants, 5 sergeants and 20 patrolmen. Patrolmen who serve as desk officers perform the dispatching functions and portions of the recordkeeping tasks. During 1975, there were 481 reported Part I Crimes and 699 arrests for all crimes. The Department responds to approximately 4,000 calls for service per year.
- Scott Township -- The Township of Scott is located approximately three miles west of Pittsburgh, south of the Penn Lincoln Parkway and east of U.S. 79 - 279. Local government consists of the Township Secretary-Manager and a board of nine commissioners. The population is approximately 23,000. The Township covers 3.75 square miles. The Police Department staff consists of the Chief of Police, 1 captain, 2 lieutenants, 3 sergeants, 1 detective, 12 patrolmen, and 4 civilian desk officers. During 1975, there were 459 reported Part I Crimes and 287 arrests for all crimes.

TABLE 1-1

Records Systems Study Areas

<u>Jurisdiction</u>	<u>Population</u>	<u>Police Strength</u>	<u>Area Square Miles</u>
Avalon Borough	7,086	15*	.6
Clairton City	13,874	33	2.97
Scott Township	22,648	24	3.75

*Equivalent to 15, based on use of hired part-time help.

Analyses conducted in this study, and conclusions and recommendations resulting therefrom, are based on interviews with personnel of the Avalon, Clairton, and Scott Township Police Departments; observations of record-keeping procedures, review of work documents; examination of statistical reports; and a review of records and reports currently in use in the respective agencies.

Persons interviewed included the following:

- Ms. Nancy van Vuuren, Director of Planning, Allegheny Regional Planning Council.
- Mr. Dennis Starett, Associate Director of Planning, Allegheny Regional Planning Council.
- Mr. George Cain, Chief of Police, Avalon Police Department.
- Mrs. Madonna Halsey, Clerk, Avalon Police Department.
- Sergeant Frank Cummins, Clairton Police Department.
- Mr. Glenn Shipley, Commissioner, Scott Township Police Department.
- Mr. Joseph Cyprowski, Chief of Police, Scott Township Police Department.
- Captain Regis R. Wodnicki, Scott Township Police Department.
- Sergeant Gilbert Stehle, Scott Township Police Department.

Data collected and reviewed by the Consultant included the following:

- Avalon Police Department Table of Organization.
- Clairton Police Department Table of Organization.
- Scott Township Police Department Table of Organization.
- Reported Part I Crimes, 1975; Avalon, Clairton, and Scott Township.
- Department report forms; Avalon, Clairton, and Scott Township Police Departments.

The secondary reason for technical assistance was to provide instruction on police records systems and requirements for effective systems operation to 21 police agencies within Allegheny County. This was accomplished at a seminar attended by participants from the jurisdictions shown in Table 1-2. Topic areas covered during the seminars are shown in Table 1-3. The agencies that had representatives in attendance provide police services for approximately 277,500 persons; excluding the County Police, which has countywide jurisdiction over 600,000 persons.

TABLE 1-2

Records Seminar Participants
(Page 1 of 2)

Agency	Population	Police Strength	Area Square Miles	Participants
Allegheny County Police	1,600,000	246	733	Patrolman Richard Winters James J. O'Donnell Clerk
Baldwin Borough	300,000	28	6.5	Chief of Police Aldo Gaburri Lieutenant Frank Kozel Lieutenant Jim Muse Patrolman John Capini Fred Capelli, Chief Clerk
Bellevue	11,600	19	1	R. Cuda, Desk Clerk
Brentwood	13,500	18	2.5*	Chief of A. H. Slenkamp
Carnegie	11,500	18	2.5	Chief of Police Harry W. Smith Sophie Popwchok, Clerk
Clairton	13,874	33	2.97	Sergeant P. J. Cummins
Cranberry	9,100	12	34	Chief of Police John R. Scarfo
Franklin Park	6,000	8	14	Chief of Police N. L. Micklos Patrolman William Creese
Greentree	7,500	10	2.2	Chief of Police Carl Wolcutt Captain W. E. Thompson
Jefferson	8,512	15	16.8	Patrolman Dan Miller Nancy L. Wright, Clerk
McCandless	27,000	23	16	Chief of Police Pat McCabe

*Estimated

TABLE 1-2

Records Seminar Participants

(Page 2 of 2)

Agency	Population	Police Strength	Area Square Miles	Participants
McKeesport	33,000	65	5*	Sergeant George Schreiner Patrolman Ken Carrell
North Braddock	10,000	14	2.5	Patrolman Rodger J. Baker
O'Hara Township	10,000	10	7.57	Patrolman E. Bronowiz Patrolman H. Giddens
Pine Township	5,000	8	Unknown	Mary Alexandrowicz Secretary
Pleasant Hills	12,000	20	3	Patrolman P. G. Pifer
Richland Township	8,000	14	14.2	Chief of Police Thomas C. Boliver
Scott Township	22,684	24	3.75	Captain Regis R. Wodnicki Sergeant Gilbert Stehle
South Park Township	10,200	17	8.75	Sergeant Thomas R. Smith Cheryl A. McKee, Clerk
Whitehall	18,000	21	4	Chief of Police J. W. Schmitt Patrolman C. Odat C. Bernardino, Desk Clerk Pat Ferguson, Desk Clerk M. Tower, Desk Clerk
Wilkins Township	10,000	14	Unknown	Coral Ventrone, Secretary

*Estimated

TABLE 1-3

Records Seminar Program

- Recordkeeping concepts and principles.
- Records purposes and usage in management.
- Basic recordkeeping procedures.
- Records processing techniques.
- Numbering systems.
- Information retrieval.
- Filing and cross-filing systems.
- Use of ledgers.
- Indices and master files.
- Staffing and usage of manpower.
- Records security.
- Records storage.
- Records equipment and files.
- Report exemplars.

2. UNDERSTANDING OF THE PROBLEM

Because various police agencies in Allegheny County expressed dissatisfaction with existing police records systems, the Allegheny County Regional Planning Council requested technical assistance in developing basic systems for records management to be adopted, or modified and adopted, by local interested police agencies. This objective was to be achieved by analyzing the records systems of three specified police departments and making recommendations that would increase the efficiency of the existing records systems of these Departments. The Departments chosen for this review were Avalon, Clairton, and Scott. To further this objective, assistance was requested in providing a one-day training session in records systems for all interested personnel from Allegheny County police agencies. This seminar was conducted by the Consultant in the Allegheny County Regional Planning Council office. The seminar was attended by 37 persons representing 21 law enforcement agencies. This report deals primarily with the analysis of the three study Departments. A generalized basic record system is included as Appendix A.

3. ANALYSIS OF THE PROBLEM

3.1 Avalon Police Records System

The Avalon Police Department records system basically involves the filing of offense and other police incident reports by an assigned number, using 36 subdivisions that are based on the type of incident (e.g., robbery, aggravated assault, assault). An index card is also prepared on each case and is filed in the same manner. Details of the system are outlined below:

- Docket Book -- The Docket Book is maintained by the clerk, who also serves as dispatcher. Each request received for police service is logged and assigned a sequential Complaint Number. This numbering system begins anew each January 1. If the request for service involves an offense, arrest, or other police incident requiring a police report, a Case Number is assigned to the report; it is entered in the Docket Book alongside the original entry. The Case Number consists of two parts: The first two digits identify the year of occurrence and the following digits identify the number of reports that year. For example, the twenty-first report in 1976 would be assigned the number 76-21. After the report is completed, the assigned officer provides the clerk a disposition of the call for appropriate entry. Therefore, the Docket Book serves as a numbering source for calls, a report numbering source, and Arrest Ledger, a complete resume of all field activities for the information of the Chief of Police and other personnel, a report audit source, and a chronological ledger of all field incidents.
- Comment -- Based on the volume of calls and/or police incidents occurring in Avalon, the Docket Book effectively serves the purposes for which it is maintained.
- Offense Report -- In addition to being used to report criminal offenses, this form is used as a supplemental report, an arrest report, a vehicle theft or recovery report, or as a report of most noncriminal police incidents. After the report is typed, it is filed by Case Number in one of the previously described 36 categories, by year of occurrence. If there is an

arrest connected with the offense, the report is placed in a separate manila folder (in which other arrest-related papers will be placed) but kept in the same position in the report file. From this file, a 4- by 5-inch Master File Card is prepared on the first of each month for each of the 36 categories of incidents. When incidents are formally reported during the month, the name and address of the involved person (e.g., victim, arrestee), and the Docket and Case Numbers are entered on the Master File Card for the particular category of incidents. For example, if there were seven burglaries during a particular month, the burglary Master File Card for that month would list the name, address, and Docket and Case Numbers for each of the seven victims. At the end of the month, the category dividers are removed; the cards are bound by a rubber band, and filed by month. Miscellaneous noncriminal incidents, arrests, vehicle thefts, recoveries and/or impounds are all processed in the same manner. Although a special report is used for juvenile arrests, the processing is the same. In cases that involve an arrest, a 4- by 5-inch Arrest Card is prepared for each arrestee. The Arrest Card contains identifying data, the Complaint Number, and the type of offense. These cards are filed alphabetically for the month behind the Master File Cards. At the end of the month, the cards are removed and filed along with the Master File Cards for the same month.

- Comment -- The Consultant feels this report is used for too many different purposes. As an offense report, it is quite satisfactory. However, as a supplemental, arrest, or vehicle report, it lacks provision for appropriate information. It is barely satisfactory for recording noncriminal police incidents. It is recommended that report exemplars illustrated in Appendix B be adopted for arrest, vehicle incident, noncriminal police incident, and supplemental reporting. Use of these forms would standardize the type of reported information necessary for a particular type of incident. The original copies of arrest reports should be filed separately from the offense files.

When reports are filed by 36 different categories, each incident must be evaluated by the type of incident and there is the possibility of error. For example, assaults are categorized as Aggravated, Other, Rape, Murder, and Child Beating. Under the present system, the possibility of mis-filing a report is considerable, the task of relocating the report if mis-filed is laborious, and the overall system is expensive in terms of clerical time necessary to maintain it. A single filing system based only on the Case Number should be adopted. Reports should not be removed at the end of each month, but should stay permanently in the file. The existing index card file system provides little assistance in locating reports. At best, it serves as a monthly tally of incidents by type. A simple tally sheet would provide the same information. This system should be replaced with the proposed index file system. This would provide, alphabetically, an individual's complete police incident history on a single card. Cross-reference by Case Number to the actual reports would simplify the filing system, the index file system, and the actual process of searching for a particular report. Index cards should not be removed at the end of the month, but should remain permanently in the file.

- Traffic Accident Report -- Traffic accidents are reported on a form prescribed by the Commonwealth of Pennsylvania. Their filing and processing procedure is identical to that used for offense reports. One of the 36 categories is assigned to traffic accidents.
- Comment -- Recommendations made above pertaining to the filing and indexing of offense reports also apply to Traffic Accident reports.
- Property Report -- The Department does not use a property report or ledger for receipt into custody of evidence or other property. A tag identifying the item of property is attached to the actual property. No files are maintained in connection with the property management function.

- Comment -- Although the volume of property received into custody by the Avalon Police Department is low, the property management function calls for appropriate accounting procedures regardless of volume. It is, therefore, recommended that a Property Ledger and Property Tag system be used to provide accountability.

• Arrest Report -- As previously described, the Avalon Police Department uses the Offense Report as an arrest report, and reports are filed among other reports by the type of crime. An Arrest Card is prepared and filed alphabetically for the current month. At the end of each month, the Arrest Cards are packaged with the offenses for the month. Arrests are listed in the Docket Book as previously described, but no number is assigned other than the Case Number used for other incidents. There is one exception to the above: A specific arrest report is used for juveniles. The processing and filing procedure is the same as for the Offense Report.

- Comment -- As previously stated, a separate and distinct report form should be used to record the circumstances of an arrest. A permanent Arrest Package should be created for each arrestee at the time of the first arrest. All related reports, photographs, fingerprint cards, and the like should be placed in this package. Packages should be filed alphabetically. The Docket Book presently in use serves satisfactorily as an Arrest Ledger; however, to avoid confusion and to readily identify arrests, the letter "A" should be entered after the Case Number for incidents involving arrests. Index cards should also be used.

• Traffic Citation -- Four types of traffic citations are used: A Uniform Traffic Citation for violations not involving parking, a 3- by 5-inch form for illegal parking, a 3- by 5-inch form for "sweeping" violations (failure to remove snow from sidewalk), and a 3- by 5-inch form for parking meter violations. To expedite fine collections, the parking meter violation form uses an envelope as the violator's copy. The four types of citation forms are recorded by number as issued, each type in a separate ledger. The ledgers list the ticket number, identify

the violation, and indicate the disposition of the charge. The two types of parking citations and the citation used for sweeping violations are filed separately by date until paid, then by citation number in three separate files. The other type of citation is filed alphabetically by the violator's name until paid, then by citation number in a fourth file. Nontraffic citations for certain criminal offenses are logged in the ledger used for moving and other nonparking citations and filed in the same file.

- Comment -- The multiplicity of forms used for traffic violations contributes materially to the workload of the clerks. The problem is further compounded by having to account for the citations in four separate files and with four separate ledgers. The forms used for nonmeter parking and sweeping violations should be combined into one form; citations used for these violations and meter parking violations should be filed together by date until paid, then by citation number in a single file. This would reduce the four different numbering systems and filing locations to two. The use of ledgers under this system is unnecessary. Nontraffic citations for criminal offenses should be processed and filed in the same manner recommended for Arrest Reports.

• Vehicle Report -- The Offense Report is used to report stolen and recovered vehicles. The same filing and indexing system is also used. A separate Towed Vehicle Report is used when abandoned vehicles are impounded. This report is also processed and filed in the same manner as the Offense Report but in a separate category from other vehicle reports. Furthermore, vehicle incidents that require notification to NCIC are also recorded as an NCIC Report. This report provides for listing pertinent information in the order required by NCIC. These reports are filed by date.

- Comment -- Previous comments regarding usage of the Offense Report are pertinent to the usage of the report as a Vehicle Report. Procedures outlined in subsequent sections are suggested as a more efficient system.

It is also recommended that the Towed Vehicle Report be combined with the Vehicle Report and that the NCIC format be attached to the Vehicle Report for filing.

- Cell Record -- This 3- by 5-inch form records basic identifying data about prisoners such as disposition of the offense, date of commitment and release. It is filed by date of commitment.
 - Comment -- The information on this form is readily available from other sources. Continued use of the form is, therefore, subject to question. However, if it is desired to continue use, the form should be filed in the pertinent Arrest Package rather than in a separate file.
- Miscellaneous Reports -- In addition to other reports, the Avalon Police Department uses special 5- by 8-inch forms to report incidents involving injured persons and dogs and cats. These reports are processed in the same manner as Offense Reports.
 - Comment -- It is recommended that the proposed Miscellaneous Incident procedure be used for these purposes and the present report forms be abolished. The processing procedure should be the same as for other Miscellaneous Reports.
- Files -- Police Records Files consist of the following:
 - Offense Report -- Used to report most police incidents, including arrests and vehicles. Filed by any one of 36 categories depending on type of incident.
 - Traffic Accident Report -- Filed as one category of the above 36 subdivisions.
 - Traffic Citation -- Four types: Moving and nonparking violations, illegal parking, metered parking, and sweeping. Each recorded and filed separately.

- Nontraffic Citation -- Recorded in the moving and nonparking violations ledger and filed in the same group.
- Towed Vehicle Report -- Filed as one category of the 36 subdivisions.
- Cell Record -- Filed by date of commitment.

One index file is maintained; it is divided into 36 categories to correspond with the records file. Index cards are removed and stored as a group each month. Five ledgers are maintained: The Docket Book listing all calls for service and police activities, and four citation ledgers for the different types of citations filed.

3.2 Clairton Police Records System

The Clairton Police Department records system consists basically of police incidents recorded as they occur on an Incident Report Form (ledger). Those incidents requiring formal reporting are recorded on forms of various dimensions, which are filed chronologically. Ledgers are used as indicated above and for recording arrests. A comprehensive Daily Report of field activities is also prepared. The system is not centralized; some records are maintained at the dispatcher's desk, some in the Detective Office, some in the Juvenile Office, and some in the Chief's office. Details of the system are outlined below.

- Incident Report Form -- This is an 8 1/2- by 14-inch form that is maintained by the desk officer. When a request for service is received and a unit is dispatched, the incident is logged on the Incident Report Form, and an Incident File Number is assigned. The desk officer then completes an "Officer's Report." The unit dispatched also makes an Officer's Report of the incident. If the matter does not call for the dispatch of a radio unit, the incident is normally not logged or reported. However, if in the opinion of the desk officer the information about the incident may be of value for future reference, the incident is logged and the desk officer completes an Officer's Report. Data from the Incident Report form is used to prepare monthly reports to the Chief of Police and the Mayor. The report is filed chronologically for one year and then discarded.
- Comment -- This procedure results in too many reports being introduced into the

records system for activities such as filing and indexing, and too many reports being completed by field personnel. Not every minor field incident needs to be recorded on an Officer's Report by the officer assigned to the call nor does every incident need to be assigned an Incident Number. It is recommended that this system be revised. Minor field incidents not requiring completion of the reports are reported in full in the recommended Officer's Daily Report. The recommended Incident Ledger should be retained indefinitely. Radio Call Cards do not need to be retained chronologically for more than one year.

- Daily Report -- Information from the previously described Officer's Report is typed onto a Daily Report, which serves as a 24-hour log of reported field incidents. The original is maintained at the desk in chronological order. Copies are forwarded to the Chief of Police, Mayor, and Detective Division where they are also maintained chronologically. This report provides the detectives their primary source of information about incidents that require further investigation.
- Comment -- The existing system generates too much recording of minor and/or inconsequential activities, which can be more easily reported on the recommended Officer's Daily Report. The recommended Daily Report should be adopted, and detectives should rely on offense reports as their primary information source.
- Officer's Report -- As previously stated, this form is completed by the desk officer in all cases where a unit is dispatched and, at the discretion of the desk officer, in certain other cases. It is also completed by the dispatch officer in all cases. An Incident Number is assigned as previously described. The report measures 5 1/2- by 8 1/2-inches and contains spaces for entry of the date and name of the involved person. The remainder of the form is blank. Copies prepared by radio car officers are matched against the related copy made by the desk officer. The desk officer's copy, of course, contains considerably less information and serves primarily as a control to ensure receipt of the radio car

officer's copy. The original is kept at the desk in chronological order and copies are forwarded to the Detective Office, the Chief of Police, and the Mayor. The Officer's Report is used to report all field incidents including offenses, except for special forms used for vehicle thefts, persons missing or dead, and traffic accidents. When the Detective Division receives its copy, it is logged in a ledger and then filed chronologically for one year. After one year, the report is removed from file and stored indefinitely. If the report involved a crime, a white 4- by 7 1/2-inch index card is prepared and filed by type of crime chronologically at the time the report is logged in the ledger. The index card includes identifying information, a summary of the crime, and disposition of any related arrests. Other reported incidents are not indexed.

- Comment -- This form does not provide sufficient data, and too much reliability is placed on the reporting officer to provide the appropriate information. Therefore, it is recommended that the Officer's Report be replaced with the report forms illustrated in Appendix B. Use of the recommended Officer's Daily Report would reduce materially the volume of paperwork to be processed and filed for minor incidents that are not reported on the specified report forms. Adoption of the recommended concepts would also eliminate the necessity of the desk officer completing an Officer's Report; the Radio Call Card would more effectively suffice. This system would also provide for the creation of a centralized records system, with master copies of all reports maintained in a single Primary File. The file would be maintained by Incident Number providing a cross reference to the chronological Incident Ledger. Index cards 3- by 5-inches in size should replace the present 4- by 7 1/2-inch index card. These cards should be filed permanently at the same location as the master copy of the related report. The primary index should be an alphabetical Master Name File. All recommended reports of incidents should be filed together, and all should be indexed in the same fashion.

• Larceny of Auto Report -- This report is normally completed by the desk officer. The original is filed chronologically at the desk and a copy is forwarded to the detectives. A yellow 4- by 7 1/2-inch index card is prepared and filed chronologically in the Detective Office. Impounded vehicles are reported on the previously described Officer's Report and processed in the same manner as other Officer's Reports.

- Comment -- This report does not provide sufficient data regarding stolen vehicles, and the processing and indexing provides for no cross-reference other than date. The recommended Vehicle Report and related procedures should be adopted to replace this report. Impounded vehicles should also be reported on the Vehicle Report.

• Report of Person -- This form is a 7 1/2- by 8 1/2-inch single, hard copy used to report missing persons or deaths not involving a crime. It is completed by the desk officer, assigned an Incident Number, and filed at the desk chronologically. No index cards are made and a copy of the report is not forwarded to other offices. The incident is, however, reported by the desk officer on the Incident Report Form.

- Comment -- The reporting and indexing procedures recommended for the Miscellaneous Incident Report more appropriately provide for receipt and retrieval of information from Department files. Therefore, it is recommended that this report be abolished and the Miscellaneous Incident Report be used for these purposes.

• Traffic Accident Report -- This form is an 8 1/2- by 9-inch modified version of the Commonwealth of Pennsylvania Traffic Accident Report. After completion by the assigned officer, the report is filed chronologically in the Detective Division. It is not numbered or indexed.

- Comment -- The limited processing accorded this report is not appropriate. It is recommended that the State form be adopted and that processing be identical to that for Offense and Miscellaneous Incident Reports (see Section 4.2).

- Property Report -- In place of a Property Report, the Clairton Police Department uses the Officer's Report to record receipt of property into Department custody. If the property is of value, it is tagged, using the Incident Number associated with the Officer's Report. Confiscated property is reported on a two-part receipt: One copy is given to the person from whom the property is taken, the other copy is kept in the Chief's office. No property ledger or index cards are maintained.
 - Comment -- Because of the sensitive nature of property control and the need to be able to account for all property in custody, the Clairton Police Department should adopt the recommended Property Ledger and Property Tag system.
- Arrest Report -- The Arrest Report is an 8- by 8 1/2-inch, single, hard-copy form, which is completed at the time of arrest. It is the source of information for completing the Master Identification Card. The report is filed by an assigned booking number from an Arrest Ledger. The Department also uses a citation in lieu of an arrest for certain nontraffic offenses. This citation is filed by date in a separate file.
 - Comment -- This form does not adequately provide for reporting the details of an arrest. The processing and indexing procedures do not effectively exploit the potential of a detailed arrest report for current or future investigative needs. The recommended arrest report should be adopted, and the recommended processing and indexing procedures described in Section 4.2 should be instituted. The nontraffic citation should be filed and cross-indexed in the same manner as other arrest reports.
- Arrest Ledger -- The Arrest Ledger is used to provide a chronological listing of all persons arrested and to assign a booking number to each individual.
 - Comment -- This is an appropriate and necessary ledger if used in conjunction with the recommendations pertaining to the Arrest Report.

• Master Identification Card -- When an individual is first arrested, a Master Identification Card is prepared listing pertinent identifying factors and details of the arrest (i.e., date, date of trial, disposition, and fine). Subsequent arrests are entered on another line of the same card. The card is filed alphabetically in an Arrest File. If it appears likely the case will proceed to a court higher than the local court, a Case File is created using a special Case File Number. The Case File is kept alphabetically in a file separate from the Master Identification Card File. Not all prisoners are fingerprinted. Those fingerprint cards that are prepared are kept in the concerned Case File. Prisoner photographs are kept in a separate alphabetical file.

- Comment -- Adoption of the Arrest Report and Arrest Ledger recommendations would make the Master Identification Card unnecessary, would simplify the system, and would improve overall records storage and retrieval capabilities. All prisoners should be photographed and fingerprinted. Photographs and fingerprint cards should be kept in the concerned Arrest Package.

• Traffic Citation -- The Department uses the Uniform Traffic Citation and files the primary copy by date. No indices are made.

- Comment -- Either a copy should be made available to the issuing officer for courtroom testimony (filed by officer's name) or a checkout system should be instituted to control return of the primary copy when it is used by the issuing officer. The primary copy should be filed alphabetically, by violator's name.

• Daily Equipment Check List -- This 5- by 8-inch form is completed by officers going on duty and is used to assist in the daily inspection of police vehicles by the assigned officer. After being reviewed by the captain and/or Chief, it is discarded.

- Comment -- This is the type of form frequently found in police departments that was initiated for good and sufficient cause but is no longer really of value. Unfortunately, such reports often become

a permanent part of the system even though their lack of value is recognized. It is recommended that this form be abolished. If a written record is really essential, this form should be replaced with a single, 8 1/2- by 11-inch form that contains inspection results for all vehicles on the shift. The form should be completed by a shift supervisor.

- Officer's Daily Report -- Most personnel do not complete an Officer's Daily Report. The individual Officer's Report described earlier is a substitute for a single resume of activities. Certain patrolmen, funded under a Federal program, are required to complete a rudimentary weekly report of activities, entitled "Police Supplemental Report." All field personnel are required to complete a Monthly Arrest Report of arrests made, which provides a statistical breakdown of each arrest (e.g., age, sex, race, disposition).

- Comment -- All field personnel should be required to complete an Officer's Daily Report (described in Section 4.2.14). The Monthly Arrest Report is more properly one to be completed by a supervisor.

- Disposition Form -- This form is used to record a case disposition in detail. After completion, it is filed in the appropriate Case File.

- Comment -- The Arrest Number should be entered on the form.

- Files -- Police Records Files consist of the following separate and distinct files:

- Daily Report -- Used as a 24-hour log of reported field incidents at the desk; filed chronologically.

- Officer's Reports -- Used to report all calls, crimes, and so on; one copy filed at the desk, one in the Detective Office; filed chronologically.

- Larceny of Auto -- Used to report thefts of vehicles; kept at the desk; filed chronologically.

- Report of Person -- Used to report missing persons and noncriminal deaths; kept at the desk; filed chronologically.
- Traffic Accidents -- Kept in the Detective Office; filed chronologically.
- Arrest Reports -- Kept in the Detective Office; filed by Arrest Number.
- Nontraffic Citations -- Kept in the Detective Office; filed chronologically.
- Case File -- Consists of reports and documents related to an arrest; kept in the Detective Office; filed alphabetically.
- Traffic Citations -- Kept in the Detective Office; filed chronologically.
- Prisoners' Photographs -- Kept in the Detective Office; filed alphabetically.

The Department maintains three index files: One for crimes filed chronologically, one for Larceny of Autos filed chronologically, and one for the Master Identification Card filed alphabetically. Three ledgers are used: The Incident Report form kept at the desk, the Offense Ledger kept in the Detective Office, and the Arrest Ledger kept in the Detective Office.

3.3 Scott Township Police Records System

The Scott Township Police Department records system is characterized by a report filing system divided into 17 different categories. Specific report forms are provided for most major incidents. Index files are used sparingly. Details of the system are outlined below:

- Complaint Form -- Upon receipt of a call for service, the desk officer completes and time-stamps a pre-numbered 5- by 8-inch Complaint Form. An 8 1/2- by 11-inch Complaint Report is also initiated, which provides for entry of the same information. The two reports are temporarily filed together chronologically and then the information is entered by number in an Incident Ledger. The Complaint Form and Complaint Report are then permanently filed together numerically by type of incident. The file is subdivided into 17 different types of incidents.

- Comment -- There appears to be little value in using two forms to record the same information, especially when both forms are filed together. Since the Complaint Form is serially numbered and time-stamped, this form should be retained; the 8 1/2- by 11-inch Complaint Report should be discontinued. The Complaint Form should be modified, however, so completion for most entries would require only checkmarks in boxes. Instead of the 17 different categories now utilized, the Complaint Forms should be filed in a single numerical file to permit simplified and enhanced retrieval of a particular report. (See Section 4.3.)

• Incident Ledger -- As described above, all Complaint Forms are recorded chronologically in the Incident Ledger. At the time of entry in the Ledger, the report is coded alphabetically by type of incident using 17 categories (i.e., all robberies are given a single letter designation, missing persons a different letter designation, and so on). The Complaint Form is then filed numerically by the letter code. Any reports prepared in conjunction with the incident (e.g., offense, traffic accident) are assigned the number from the Complaint Form and the pertinent code.

- Comment -- The recording of all calls for service in the Incident Ledger and the paperwork processing associated with such entries is unduly laborious and time consuming. Comments made previously regarding the subdivision of files into separate categories are equally valid for the Incident Ledger. Adoption of the recommended Officer's Daily Report would reduce the need to record in such detail each and every call for service. Unless a call for service results in the need by the field officer to complete a specific report (e.g., offense, traffic accident), the call should only be recorded on the Complaint Form and the Officer's Daily Report. The Incident Ledger should be maintained as recommended in Section 4.3.1.

• Desk Sheet -- This form is an 8 1/2- by 11-inch report maintained by the desk officer. It provides for entry of time received, car assigned, time dispatched, Complaint Number, area of call, and remarks for each call. The reverse side provides for recording information pertaining to cars in and out of service. The Desk Sheet is filed chronologically.

- Comment -- This report provides little information not already available on the Complaint Form. Minor modification of the Complaint Form and adoption of recommended procedures (see Section 4.3.2) for its use would make the Desk Sheet unnecessary. There would, of course, be a reduction in paperwork for the desk officer.

• Offense Report -- The Scott Township Police Department uses a variety of reports to record criminal and noncriminal incidents. Special reports are used for reporting thefts, burglaries, and robberies; sex offenses; stolen vehicles and theft from vehicles; deaths; animal bites; noncriminal injuries requiring a trip to a hospital; property taken into custody; and missing person. The Department also uses a Supplemental Report and a separate report for towed vehicles. Incidents for which no specific report form is designated are reported on the Complaint Report. All of these reports are numbered, using the number appearing on the corresponding Complaint Form. They are then filed numerically in one of the 17 different classifications described previously. No index cards are prepared.

- Comment -- The necessity and/or efficiency of filing in 17 different classifications has already been discussed. All such reports should be filed in one Primary File numerically and indexed as recommended in Section 4.3. Existing report forms provide a greater degree of specialization than is necessary. Consideration should be given to combining reports that involve crimes against property into one report. An exception to this should be the Stolen Motor Vehicle Report which, because of the type of information necessary, should remain a distinct report. However, consideration should be given to adopting a Vehicle Report similar to that provided in Appendix B to replace the present Stolen Motor Vehicle and Towed Vehicle Reports. A report form based on the recommended Miscellaneous Incident Report should be adopted for

reporting important noncriminal incidents. This would replace the Hospital Trip, Missing Person, Animal Bite, and Death Reports.

- Traffic Accident Report -- The Department uses the Commonwealth report for reporting traffic accidents. Reports are entered in the Incident Ledger and given a sequential number from the same series that is used for other reports. The report is then filed as one of the 17 previously discussed report classifications. A cross reference is maintained by listing the names of the parties to traffic accident in the back of the Incident Ledger along with the Incident Number. This alphabetical cross-reference ledger also contains the names of suspects of crimes.

- Comments -- Traffic Accident Reports should be processed, filed, and indexed in the same manner recommended for Offense and Miscellaneous Incident Reports. For the sake of simplicity and uniformity, the recommended index cards should replace the cross-reference ledger. The fact that this ledger contains suspects' names mixed with traffic accident parties is another reason to discontinue the cross-reference ledger. Even the maintenance of a "suspect" file is of questionable value because of the difficulty of common definition, legal problems associated with possible false arrest, and the like.

- Property Ledger -- The Department uses the Incident Ledger as a Property Ledger. The Property Report is processed in the same manner as Offense Reports. Property accepted into custody is tagged with the identifying number.

- Comment -- Property Reports should continue to be entered and numbered in the Incident Ledger. However, it is recommended that indexing be performed as proposed in Section 4.3. It is also recommended that a separate Property Ledger be established to provide a specific control device that permits swift and accurate inventory of property in custody at any time.

- Arrest Report -- The Department uses a relatively sophisticated arrest report, which is assigned a "Case Number" (the related Complaint Form Number) and a "Tag Number." The Tag Number is an Arrest Number designated by using the next sequential unassigned number from an Arrest Package File. All reports connected with a particular arrest are placed in this common folder identified as the Arrest Package. Included are photographs, fingerprints, and a copy of the Offense Report. This provides a cross-reference of the actual related report in the two separate files. A 4- by 5-inch index card is prepared at the time of the first arrest and filed alphabetically. Additional arrests are listed on this card as they occur. Juveniles are processed in the same manner, using similar reports and files.

- Comment -- All arrest-related documents pertaining to all arrests of a particular person should be grouped in a single Arrest Package and filed alphabetically to simplify the investigative and filing processes. The arrest index card should be discontinued and the information should be entered on the Master Name Index Card, recommended in Section 4.3.

- Arrest Ledger -- The Arrest Ledger is used to record the names and identifying information of those persons arrested and actually confined in the Scott Township Jail (most arrestees are confined in the Sheriff's Jail). In this respect, it is actually a Jail Ledger rather than an Arrest Ledger.

- Comment -- This ledger serves the purpose of a Jail Ledger very well.

- Traffic Citation -- The Department uses the Uniform Traffic Citation and provides copies for the violator, the Commonwealth, the County, and the file. A ledger of citation numbers is maintained; as citations are issued, the appropriate information is entered alongside the corresponding number. The file copy of the citation is filed by number.

- Comment -- Scott Township makes extensive use of State computerized files. Under the circumstances, the accounting and processing procedure used is very effective.

- Parking Citation -- The parking citation is filed by number (Department Copy) until a disposition is made, then destroyed. Because of a policy calling for increased fines if additional parking citations are received in a given period of time, an index card is prepared and filed by the violator's name. This file is checked whenever a violator appears to pay a fine.

- Comment -- As now practiced, processing serves effectively.

- Officer's Daily Report -- The Department uses a rudimentary Officer's Daily Report, which includes a checklist of vehicle condition and equipment availability. The report is not designed to allow for chronological listing of activities. It is filed by date by officer's name. Supervisors use the same report.

- Comment -- The recommended Officer's Daily Report (see Section 4.3.13) should be adopted by the Department for use by field officers. The present report is acceptable for use by supervisors.

- Files -- Police Records Files consist of the following:

- Complaint Forms and Reports -- Filed chronologically by any one of 17 incident categories.

- Desk Sheets -- Filed chronologically.

- Field Incidents including offenses, traffic accidents, etc. -- Filed numerically by assigned number by any one of 17 incident categories.

- Arrest Package File, Adult -- Filed numerically by assigned number, one package for each arrest.

- Arrest Package File, Juvenile -- Filed numerically by assigned number, one package for each arrest.

- Traffic Citations -- Filed by number.

- Parking Citations -- Filed by number.

- Officer's Daily Report -- Filed by name by date.

The Department maintains three index files:
One for adult arrestees that lists all
local arrests, a similar one for juveniles,
and one for parking violation repeaters.
All three are in alphabetical order. Four
ledgers are maintained: Traffic Citations
by number; Arrest (only persons physically
incarcerated) by arrest number; traffic
accident parties and criminal suspects
alphabetically; and the Incident Ledger.
The latter two ledgers are contained in
separate sections of the same book.

4. RECOMMENDATIONS

Specific recommendations for modifying existing reports and/or processing have been detailed in Section 3. These recommendations are embodied in the proposed systems for the Avalon Borough, Clairton City, and Scott Township Police Departments. Example report forms that can be used, or modified for use, in connection with these systems will be found in Appendix B. Systems designed specifically for each of the three jurisdictions are described in this section. It should be stressed that these proposed systems are subject to some degree of modification as circumstances change, without seriously jeopardizing the basic concepts.

A Basic Records System is presented in Appendix A. This proposed system should serve as an overall guide to police agencies in Allegheny County interested in simplifying and/or improving their respective records systems. It should be recognized that, although no two police departments are identical in their needs or problems, a given group of basic records, files, and cross-references are essential to all but the extremely small department. This is true regardless of volume, manpower, or other considerations. Certain records must be maintained as an adjunct to the performance of public services, as an aid in administrative control of operations, and/or as a protective device against unwarranted criticism. Certain basic factors pertain to police records:

- The system must be as complete as possible while using as few different reports needed to be efficient.
- Files must be combined whenever possible, and cross-references must be limited but complete.
- Persons using the system must be able to locate required information easily, and such information must be available at all times.
- Physical access to the files should be limited to only those persons responsible for their maintenance.
- Original copies of records should normally not be removed from the files to other locations except on court order.
- Only two basic numbering systems should be used: One for crimes and related incidents, and one for arrests.

It is also important to adhere to the principle that almost every complaint and/or call for service should be recorded on some department form. In this manner, a complete basic memory of the Department is preserved.

4.1 Avalon Borough -- Proposed Records System

4.1.1 Docket Book

- The existing Docket Book serves well, based upon the volume of activities, as a numbering source of calls; as a report numbering source; as a report of daily activities; and, with slight modification, as an Arrest Ledger. At present, a Case Number is used for arrests. This does not allow for distinguishing at a glance between crimes and arrests. The addition of the letter "A" after the Case Number for arrest incidents would solve this problem.
- Offense Reports, Miscellaneous Incident Reports, Traffic Accident Reports, Vehicle Reports and Arrests should be assigned a Case Number by the persons maintaining the Docket Book. In cases involving arrests, the number should be followed by the letter "A".
 - Multiple incidents arising from the same occurrence require only one number.
 - Incidents not falling in the categories specifically listed should not be assigned a number from this Docket Book. All numbered incidents require completion of one or more of the listed reports.
- Appropriate identifying information should be entered in the Docket Book.
 - Date and time of occurrence.
 - Type of occurrence.
 - Location.
 - Victim, if any.
 - Details of the incident.
 - Officer reporting.
 - Related reports under this Incident Number.

- Case Numbers are preceded by the last two digits of the current year: 76-1378.
- Traffic Accident Case Numbers may be preceded by the letter "T" if desired: T-76-1379.
- Care must be taken to ensure that Case Numbers are assigned to only those entries requiring reporting on one of the listed reports.
- The Docket Book should be audited daily by the dispatcher to ensure that all appropriate incidents have been formally reported and that proper reports have been completed and submitted.

4.1.2 Offense Report

- The Offense Report should be completed on all criminal offenses that come to the attention of the police (except those violations disposed of by means of a citation) regardless of the value of property taken, extent of injury, or likelihood of successful prosecution. Used only for offenses.
- Case Numbers should be assigned as described in Section 4.1.1.
- The original should be filed by Case Number in the Primary File.
- The number of additional copies and distribution should be determined by department needs, such as:
 - Chief of Police.
 - Arrest Package (attached to copy of related arrest report).
 - Officer's information file.
 - Related reports should be cross-referenced in body of report.
- Index File
 - Master Name File (Victim) -- Filed alphabetically. One alphabetical index should be used for all types of incidents. All incidents concerning

a single person should be listed on a single card rather than using a separate card for each type of incident.

- The present system of subdividing reports into 36 categories should be discontinued. All reports, regardless of type of incident, should be filed in a single Primary File by Case Number. This applies to offenses, noncriminal reported incidents, traffic accidents, arrests, and the like.

4.1.3 Miscellaneous Incident Report

- This should be used to report actions of officers or situations not reported on Offense, Traffic Accident, Vehicle, or Arrest Reports. The general purpose of this report is to officially report situations of importance to the Department, wherein no actual criminal violation is involved. Some examples of these situations are:
 - Injured person aided.
 - Missing person.
 - Animal destroyed.
 - Dangerous excavation.
 - Lost property reported.
- A Case Number should be assigned as described in Section 4.1.1.
- The original should be filed by Case Number in the Primary File.
- The number of additional copies and distribution should be determined by department needs, as described in Section 4.1.2.
 - Related reports should be cross-referenced in the body of the report.
- Index File
 - Master Name File -- Should include victim and/or person involved, filed alphabetically.

4.1.4 Supplemental Report

- The Supplemental Report should be used:
 - As a continuation for any other report.
 - To add additional information to a previously reported incident.
 - To record progress of a continuing investigation.
- It should bear the same Case Number as the original report.
- The distribution should be the same as the original report, and the Supplemental Report should be attached to original report in files.
- Changes to index cards previously prepared may result from the Supplemental Reports.

4.1.5 Traffic Accident Report

- This report should be for all traffic accidents occurring on the highway (except those with only minor damage) and all private property accidents involving death, injury, or a violation of law.
- A Case Number should be assigned as in Section 4.1.1.
- The original should be filed by Case Number in the Primary File.
- The number of additional copies and distribution should be determined by department needs, as in Section 4.1.2.
- Index File
 - Master Name File -- Should contain parties to the accident and persons killed or injured, filed alphabetically.

4.1.6 Property Ledger

- This ledger should be maintained to provide control of property; to allow for swift, accurate inventory; and

to serve as a chronological cross-reference to property in Department custody.

- Each item of property booked should be entered, and appropriate notations made regarding the Case Number, Date Booked, Person Booked To, bin or shelf number used for storage, and details of release.
 - All evidence should be booked to the arrestee, victim, or the officer finding, in that order. If the case involves only found property, the property should be booked to the actual finder.
- A Case Number should be assigned as described in Section 4.1.1, unless a related Case Number for a report has been assigned.
- Property should be described in related reports.
- Index File
 - Master Name File -- Should include person "Booked To," filed alphabetically.
- A Property Tag bearing the Case Number should be attached to each item of property.

4.1.7 Arrest Report

- This report should be used to record identifying information and details of the arrest of all persons taken into custody and booked into the Jail system. This report serves as permanent record of the officer's actions, arrestee's statements and actions, and other arrest details.
- All arrests should be entered in the Docket Book and assigned a Case Number, unless a related Case Number for a report has already been assigned.
- The original should be filed permanently in the arrestee's Arrest Package, along with photographs and other arrest-related documents.
 - Arrest Packages should be filed alphabetically by the Arrestee's name.

- Offense report, if any, should be attached.
- The number of additional copies and distribution should be determined by Department needs.
 - Chief of Police.
 - Officer's information file.
- Index File
 - Master Name File -- Filed alphabetically.
- For nontraffic cases where a citation is issued in lieu of arrest, the citation should be stapled to a blank Arrest Report and processed in the same manner as physical arrests.

4.1.8 Uniform Traffic Citation

- The form should be used for traffic offenses other than those involving physical arrest.
- Distribution should be as indicated by citation copies.
 - Court.
 - Violator.
 - Department Citation File, filed alphabetically by violator's name for approximately 3 years, then destroyed.
- State computer files of traffic violator histories generally make department index files of such information time consuming, limited in scope, and unnecessary. Therefore, it is recommended that such information not be entered in arrest files or the Master Name File. In the event that efficient State computer service is unavailable, entry on the Master Name Card is a more satisfactory solution than the creation of a separate file. Even so, the value of such information is questionable in terms of the clerical work necessary.

4.1.9 Parking Citations

- Two types of citation forms should be used:
 - Combined nonmeter parking and sweeping violations.
 - Meter parking violations.
 - Only the violator's copy should differ from the form used for nonmeter parking and sweeping violations. This copy should be an envelope.
- All citations of these types should be filed together by date of issuance until paid, and then by citation number.

4.1.10 Field Interview Report

- The Field Interview Report is a 3- by 5-inch card used to report for possible future investigative purpose suspicious persons against whom there is no specific charge, or persons warned regarding certain prohibited conduct.
- The report should be completed in duplicate: One copy filed alphabetically by name and one by location of interview.
- Because of the specific investigative purposes of this form, it should be filed separately and distinctly from the Primary File.

4.1.11 Vehicle Report

- This is used to report and identify stolen, recovered, and impounded vehicles.
- A Case Number should be assigned as described in Section 4.1.1. (Recovered vehicles should bear stolen Case Number if stolen locally.)
- The original should be filed as follows:
 - Recovered Vehicles -- If stolen locally, file attached to related stolen report, otherwise by Case Number in Primary File.

- Stolen and/or Impounded Vehicles --
Filed by Case Number in Primary File.

- Attach NCIC Vehicle Report format, when used, to original of Vehicle Report in Primary File.
- The number of additional copies and distribution should be determined by department needs.

- Impound Garage.

- Index Files

- Master Name File -- Filed alphabetically by owner's name and include license number on car.

- Stolen and Impounded File -- Filed by license number.

4.1.12 Records Checkout

- Original records removed from the file should be identified by substituting a brightly colored card of similar size that bears the following information.

- Incident Number.

- Officer.

- Date removed.

- Purpose.

- Date returned.

- Record clerk's initials (or number).

4.1.13 Cell Record

- This should be abolished; however, if retained, it should be filed in the Arrest Package.

4.1.14 Files, Indices, and Ledgers

- Files

- Primary File -- Contains all police incidents requiring a report; filed by Case Number.

- Arrest Package -- Contains all arrest-related paperwork concerning a particular person; includes nontraffic citations; filed alphabetically.
- Traffic citations -- Department copy filed by violator's name.
- Parking, Meter and Sweeping Citations -- Filed together by date issued until paid, then by number.

- Indices

- Master Name File -- Filed alphabetically, cross-referenced numerically to Primary File and Docket Book.
- Field Interviews -- Filed alphabetically.
- Field Interview Copy -- Filed by location.
- Stolen and Impounded Vehicle File -- Filed by license number.

- Ledgers

- Docket Book -- Contains all police incidents requiring a formal report, serially numbered.
- Property Ledger -- Contains listing of all property accepted into Department custody.

4.2 Clairton City -- Proposed Records System

4.2.1 Incident Ledger

- This Ledger serves as the primary agency record of reported field incidents, a report audit source, and a chronological cross file to all reports. Entries are sequentially numbered.
- Upon completion of an Offense Report, Miscellaneous Incident Report, Traffic Accident Report, or Vehicle Report, the reporting officer should obtain an Incident Number from the person maintaining the Incident Ledger.

- Multiple incidents arising from the same occurrence require only one number.
- Incidents not falling in the categories specifically listed should not be assigned a number from this Ledger. All numbered incidents require completion of one or more of the listed reports.
- Appropriate identifying information should be entered in the Incident Ledger.
 - Date and time of occurrence.
 - Type of occurrence.
 - Location.
 - Victim, if any.
 - Officer reporting.
 - Related reports under this Incident Number.
- Incident Numbers are preceded by the last two digits of the current year: 76-1378.
- Traffic Accident Report Numbers may be preceded by the letter "T" if desired: T-76-1379.

4.2.2 Radio Call Card

- This form is a 3- by 5-inch prenumbered card used by the dispatcher to record all calls for police services. It should also be completed by the dispatcher when field personnel initiate action independently of a radio-assigned call.
 - Serves as a record of all incidents requiring the dispatch of a police unit and/or incidents initiated by the unit.
 - Serves as a record of the location of a unit while the unit is out of service.

- Serves as a daily audit device to ensure completion of appropriate reports related to a particular incident.
- Serves as the basis for compiling the Daily Report.
- The form should be designed to enable the dispatcher to record as much information as possible by checking appropriate boxes. Use of a time-stamp machine to record times of receipt, dispatch, unit arrival, and completion expedites filling in the Card.
- Disposition of the call is not essential to the completion of the Radio Call Card. Disposition information is recorded in the Officer's Daily Activity Report.
- Filed numerically.
- This number is not cross-referenced to other numbers assigned to reports. The sole purpose is to facilitate filing.

4.2.3 Daily Report

- This report should be maintained at the desk as a running log of field activities. Its primary intent should be to brief the Chief of Police and other personnel on matters of interest.
- Each report should cover a 24-hour period and should be filed by date.
- The report should contain all incidents of major police interest that occur during the designated 24-hour period.
- Routine radio transmissions and minor matters should not be included.
- The primary source of information is selected Radio Call Cards. However, incidents that should be included in the Daily Report but not as routinely come to the attention of the person maintaining it must be reported for inclusion by the officer handling the incident (for example, detective arrest or completion of an Offense Report not resulting from a radio transmission).

- Entry should include Time of Occurrence, Type of Occurrence, Location, Officer or Unit Assigned, and Disposition.
- All incidents of police interest that have an Incident and/or Arrest Number should be identified in the Daily Report by including the Incident Number in the Disposition column.
- Pertinent information should be presented at roll call to personnel coming on duty.
- The Daily Report should be audited daily by desk personnel to ensure that all appropriate incidents have been formally reported and that proper reports have been completed and submitted.

4.2.4 Offense Report

- The Offense Report should be completed for all criminal offenses that come to the attention of the police (except those traffic violations disposed of by means of a traffic citation) regardless of the value of property taken, extent of injury, or likelihood of successful prosecution.
- Incident Numbers should be assigned as described in Section 4.2.1.
- The original should be filed by Incident Number in the Primary File.
- The number of additional copies and distribution should be determined by department needs, such as:
 - Chief of Police.
 - Detective Division.
 - Arrest Package (attached to copy of related arrest report).
 - Officer's information file.
- Index File
 - Master Name File (Victim) -- Filed alphabetically.

4.2.5 Miscellaneous Incident Report

- This should be used to report actions of officers or situations not reported on Offense, Traffic Accident, or Vehicle Reports. The general purpose of this report is to officially report situations of importance to the Department, wherein no actual criminal violation is involved. Some examples of these situations are:
 - Injured person aided.
 - Missing person.
 - Animal destroyed.
 - Dangerous excavation.
 - Lost property reported.
 - Dead Body.
- An Incident Number should be assigned as described in Section 4.2.1.
- The original should be filed by Incident Number in the Primary File.
- The number of additional copies and distribution should be determined by department needs, as indicated in Section 4.2.4.
 - Related reports should be cross-referenced in the body of the report.
- Index File
 - Master Name File -- Filed by name of victim and/or person involved, alphabetically.

4.2.6 Supplemental Report

- The Supplemental Report should be used:
 - As a continuation for any other report.
 - To add additional information to a previously reported incident.

- To record progress of a continuing investigation.
- It should bear the same Incident Number as the original report.
- The distribution should be the same as the original report, and the Supplemental Report should be attached to original report in files.
- Changes to index cards previously prepared may result from the Supplemental Reports.
- Where volume is low, this form may be combined with the Offense Report if suitably identified as a supplemental or followup report.

4.2.7 Traffic Accident Report

- This report should be completed for all traffic accidents occurring on the highway (except those with only minor damage) and all private property accidents involving death, injury, or a violation of law.
- An Incident Number should be assigned as in Section 4.2.1.
- The original should be filed by Incident Number in the Primary File.
- The number of additional copies and distribution should be determined by department needs, as indicated in Section 4.2.4.
- Index Files
 - Master Name File -- Should include names of parties to the accident and persons killed or injured, filed alphabetically.
 - Location File -- Filed by street address or other identifying factors, by date.

4.2.8 Property Ledger

- This ledger should be maintained to provide control of property; to allow for swift, accurate inventory; and to serve as a chronological cross-reference to property in Department custody.

- Each item of property booked should be entered, and appropriate notations made regarding the Incident Number, Date Booked, Person Booked To, bin or shelf number used for storage, and details of release.
- All evidence should be booked to the arrestee, victim, or the officer finding, in that order. If the case involves only found property, the property should be booked to the actual finder.
- An Incident Number should be assigned as described in Section 4.2.1, unless a related Incident Number for a report has been assigned.
- Property should be described in related reports.
- Index File
 - Master Name File -- Should include person "Booked to," filed alphabetically.
- A Property Tag bearing the Incident Number should be attached to each item of property.

4.2.9 Arrest Report

- This report should be used to record identifying information and details of the arrest of all persons taken into custody and booked into the Jail system. This report serves as permanent record of the officer's actions, arrestee's statements and actions, and other arrest details.
- All arrests should be entered in an Arrest Ledger using the next booking number.
- The original should be filed in the arrestee's permanent Arrest Package, along with photographs, fingerprints, and other arrest-related documents.
 - Arrest Packages should be maintained at the desk, filed alphabetically by the arrestee's name.
 - Offense reports, if any, should be attached.

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1 OF 2

- The number of additional copies and distribution should be determined by department needs.

- Chief of Police.
- Detective Division.
- Officer's information file.

- Index File

- Master Name File -- Filed alphabetically.

- For nontraffic cases, where a citation is issued in lieu of arrest, the citation should be stapled to a blank Arrest Report and processed in the same manner as physical arrests.

4.2.10 Arrest Ledger

- The Arrest Ledger should serve as the primary chronological record of all arrests made by the Department, and booking into the Jail system of prisoners arrested by other agencies.
- It should include date, time, charge, name, location of arrest, arresting officer, and disposition.
- Use of a separate booking number for each arrest is recommended.
- Each January 1, the numbering sequence should start with number 1 followed by the last two digits of the year (e.g., the first arrest in 1978 would be 1-78, the second arrest would be 2-78). This would provide a stable numbering system and at the same time would provide instant information about the number of persons booked during the current year.
- The Arrest Ledger should be kept at the desk.

4.2.11 Uniform Traffic Citation

- This form should be used for traffic offenses other than those involving physical arrest.

- The distribution should be as indicated by citation copies.

- Court.

- Violator.

- Officer's Copy, filed alphabetically by officer's name until trial is completed, then (this copy is optional).

- Department Citation File, filed alphabetically by violator's name for approximately 3 years, then destroyed.

- State computer files of traffic violator histories generally make department index files of such information time consuming, limited in scope, and unnecessary. It is, therefore, recommended that such information should not be entered in arrest files or the Master Name File. In the event that efficient State computer service is unavailable, entry on the Master Name Card is a more satisfactory solution than the creation of a separate file. Even so, the value of such information is questionable in terms of the clerical work necessary.

4.2.12 Field Interview Report

- The Field Interview Report is a 3- by 5-inch card used to report suspicious persons against whom there is no specific charge or persons warned regarding certain prohibited conduct for possible future investigative purposes.
- The report should be completed in duplicate: One copy filed alphabetically by name and one by location of interview.
- Because of the specific investigative purposes of this form, it should be filed separately and distinctly from the Primary and Traffic Accident Location Files.

4.2.13 Vehicle Report

- This is used to report and identify stolen, recovered, and impounded vehicles.

- An Incident Number should be assigned as described in Section 4.2.1. (Recovered vehicles should bear stolen Incident Number, if stolen locally.)
- The original should be filed as follows:
 - Recovered Vehicles -- If stolen locally, file attached to related stolen report, otherwise by Incident Number in Primary File.
 - Stolen and/or Impounded Vehicles -- Filed by Incident Number in Primary File.
- The number of additional copies and distribution should be determined by Department needs.
 - Detective.
 - Impound Garage.
- Index Files
 - Master Name File -- Filed alphabetically by owner's name and include license number on car.
 - Stolen and Impounded File -- Filed by license number.

4.2.14 Officer's Daily Report

- The Officer's Daily Report is vital to effective operations. Therefore, it should be completed by field officers. The report does the following:
 - Contains details and dispositions of all activities occurring during the tour of duty, including those minor incidents that are not the subject of a formal report and are not included in the Daily Report or the Incident Ledger.
 - Provides a record of the daily accomplishments of each officer for supervisory as well as statistical purposes.
 - Provides a record for measurement of workload factors.

- Provides a source of data for manpower usage, budget requests, response to public inquiries, and the like.
- Provides a safeguard for field personnel against unjust accusations.
- The Report should be filed by officer's name, by date.

4.2.15 Supervisor's Daily Report (Optional)

If selected, this Report should be completed by field supervisors. The Report would provide a resume of activities of duty tour on personnel and criminal matters, as well as other police problems.

- The Report should be filed by supervisor's name, by date.

4.2.16 Records Checkout

- Original records removed from the file should be identified by substituting a brightly colored card of similar size that bears the following information:
 - Incident number.
 - Officer.
 - Date removed.
 - Purpose.
 - Date returned.
 - Record clerk's initials (or number).

4.2.17 Files, Indices, and Ledgers

- Files
 - Primary File -- Contains all police incidents requiring a report; filed by Incident Number.

- Arrest Package -- Contains all arrest-related paperwork covering a particular person; includes nontraffic citations; filed alphabetically.
- Traffic Citation -- Officer's copy by officer's name pending trial, then destroyed (this copy is optional).
- Traffic Citation -- Department copy filed by violator's name.
- Daily Report -- Filed chronologically.
- Officer's Daily Report -- Filed by date by officer's name.

- Indices

- Master Name File -- Filed alphabetically, cross-referenced numerically to Primary File and Incident Ledger.
- Field Interview -- Filed alphabetically, by location.
- Traffic Accident -- Filed by location.
- Radio Call Card -- Filed numerically.
- Stolen and Impounded Vehicle File -- Filed by license number.

- Ledgers

- Property Ledger -- Contains listing of all property accepted into Department custody.
- Arrest Ledger -- Chronological listing of all persons arrested, with assigned Arrest Number.
- Incident Ledger -- Primary agency record of reported field incidents.

4.3 Scott Township -- Proposed Records System

4.3.1 Incident Ledger

- This ledger serves as the primary agency record of reported field incidents, a report audit sources, and a chronological cross-file to all reports. Entries are sequentially numbered.
- Upon completion of an Offense Report, Miscellaneous Incident Report, Traffic Accident Report, Property Report, or Vehicle Report, the reporting officer should obtain an Incident Number from the person maintaining the Incident Ledger.
 - Multiple incidents arising from the same occurrence require only one number.
 - Incidents not falling in the categories specifically listed should not be assigned a number from this Ledger. All numbered incidents require completion of one or more of the listed reports.
- Appropriate identifying information should be entered in the Incident Ledger.
 - Date and time of occurrence.
 - Type of occurrence.
 - Location.
 - Victim, if any.
 - Officer reporting.
 - Related reports under this Incident Number.
- Incident Numbers are preceded by the last two digits of the current year: 76-1378.
- Traffic Accident Report Numbers may be preceded by the letter "T" if desired: T-76-1379.

4.3.2 Complaint Form

- This form is a 3- by 5-inch prenumbered card used by the desk officer to record all calls for police services.

It should also be completed by the desk officer when field personnel initiate action independently of a radio-assigned call.

- Serves as a record of all incidents requiring the dispatch of a police unit and/or incidents initiated by the unit.
- Serves as a record of the location of a unit while the unit is out of service.
- Serves as a daily audit device to ensure completion of appropriate reports related to a particular incident.
- Serves as the basis for compiling the Daily Report.
- The form should be designed to enable the desk officer to record as much information as possible by checking appropriate boxes. Use of a time-stamp machine to record times of receipt, dispatch, unit arrival, and completion expedites filling in the form.
- Disposition of the call is not essential to the completion of the Complaint Form. Disposition information is recorded in the Officer's Daily Activity Report.
- Filed numerically.
 - This number is not cross-referenced to other numbers assigned to reports. The sole purpose is to facilitate filing.

4.3.3 Daily Report

- This Report should be maintained at the desk as a running log of field activities. Its primary intent should be to brief the Chief of Police and other personnel on matters of interest.
- Each report should cover a 24-hour period and should be filed by date.

- The Report should contain all incidents of major police interest that occur during the designated 24-hour period.

- Routine radio transmissions and minor matters should not be included.

- The primary source of information is selected Complaint Forms. However, incidents that should be included in the Daily Report but do not routinely come to the attention of the person maintaining it must be reported for inclusion by the officer handling the incident (for example, detective arrest or completion of an Offense Report not resulting from a radio transmission.)

- Entry should include Time of Occurrence, Type of Occurrence, Location, Officer or Unit Assigned, and Disposition.

- All incidents of police interest that have an Incident Number and/or Arrest Number should be identified in the Daily Report by including the Incident Number in the Disposition column.

- Pertinent information should be presented at roll call to personnel coming on duty.

- The Daily Report should be audited daily to ensure that all appropriate incidents have been formally reported and that proper reports have been completed and submitted.

4.3.4 Offense Report

- The Offense Report should be for all criminal offenses that come to the attention of the police (except those traffic violations disposed of by means of a traffic citation) regardless of the value of property taken, extent of injury, or likelihood of successful prosecution.

- Incident Numbers should be assigned as described in Section 4.3.1.

- The original should be filed by Incident Number in the Primary File.

- The number of additional copies and distribution should be determined by Department needs, such as:

- Chief of Police.
- Detective Division.
- Arrest Package (attached to copy of connected arrest report).
- Officer's information file.

- Related reports should be cross referenced in body of report.

- Index File

- Master Name File (Victim) --
Filed alphabetically.

4.3.5 Miscellaneous Incident Report

- This should be used to report actions of officers or situations not reported on Offense, Traffic Accident, Vehicle or Property Reports. The general purpose of this report is to officially report situations of importance to the Department, wherein no actual criminal violation is involved. Some examples of these situations are:

- Injured person aided.
- Missing person.
- Animal destroyed.
- Dangerous excavation.
- Lost property reported.
- Death (noncriminal).

- An Incident Number should be assigned as described in Section 4.3.1.

- The original should be filed by Incident Number in the Primary File.

- The number of additional copies and distribution should be determined by department needs, as indicated in Section 4.3.4.

- Related reports should be cross-referenced in body of report.

- Index File

- Master Name File -- Filed by name of victim and/or person involved, alphabetically.

4.3.6 Supplemental Report

- The Supplemental Report should be used:

- As a continuation for any other report.

- To add additional information to a previously reported incident.

- To record progress of a continuing investigation.

- It should bear the same Incident Number as the original report.

- The distribution should be the same as the original report, and the Supplemental Report should be attached to original report in files.

- Changes to index cards previously prepared may result from the Supplemental Report.

- Where volume is low, this form may be combined with the Offense Report if suitably identified as a supplemental or followup report.

4.3.7 Traffic Accident Report

- This Report should be completed for all traffic accidents occurring on the highway (except those with only minor damage) and all private property accidents involving death, injury, or a violation of law.

- An Incident Number should be assigned as in Section 4.3.1.

- The original should be filed by Incident Number in the Primary File.

- The number of additional copies and distribution determined by Department needs, as indicated in Section 4.3.4.

- Index Files

- Master Name File -- Should include names of parties to the accident and persons killed or injured, filed alphabetically.
- Location File -- Filed by street address or other identifying factors, by date.

4.3.8 Property Ledger

- This ledger should be maintained to provide control of property; to allow for swift, accurate inventory; and to serve as a chronological cross-reference to property in Department custody.
- Each item of property booked should be entered, and appropriate notations made regarding the Incident Number, Date Booked, Person Booked To, bin or shelf number used for storage, and details of release.
 - All evidence should be booked to the arrestee, victim, or the officer finding, in that order. If the case involves only found property, the property should be booked to the actual finder.

4.3.9 Property Report

- The Property Report should be used to record all receipts of property into department custody.
 - Evidence.
 - Found Property.
 - Safekeeping.
- An exception is the receipt for a prisoner's personal property.
- Incident Numbers should be assigned as described in Section 4.3.1.

- The original should be filed by Incident Number in the Primary File.
- The number of copies and distribution should be determined by department needs:
 - One copy should accompany the property.
 - Detective Division.
 - Arrest Package, if related to an arrest.
 - Officer's information file.
- Property should be described in related reports.
- Index File
 - Master Name File -- Filed by "booked to," alphabetically.
- A Property Tag bearing the concerned Incident Number should be attached to each item of property.

4.3.10 Arrest Report

- This should be used to record identifying information and details of the arrest of all persons taken into custody and booked into the Jail system. This report serves as permanent record of the officer's actions, arrestee's statements and actions, and other arrest details.
- All arrests should be entered in an Arrest Ledger using the next booking number.
 - The booking number should be listed in other related reports for cross-reference purposes.
- The original should be filed in the arrestee's permanent Arrest Package, along with photographs, fingerprints, and other arrest related documents.
 - Arrest Packages should be maintained in the office, filed alphabetically.
 - Offense reports, if any, should be attached.

- The number of additional copies and distribution should be determined by department needs.

- Chief of Police.
- Detective Division.
- Officer's information file.

- Index Files

- Master Name File -- Filed alphabetically.

- For nontraffic cases, where a citation is issued in lieu of arrest, the citation should be stapled to a blank Arrest Report and processed in the same manner as physical arrests.

4.3.11 Arrest Ledger

- The Arrest Ledger should serve as the primary chronological record of all arrests made by the Department, and booking into the Jail system of prisoners arrested by other agencies.

- It should include date, time, charge, name, location of arrest, arresting officer, and disposition.

- Use of a separate booking number for each arrest is recommended.

- Each January 1, the numbering sequence should start with number 1 followed by the last two digits of the year (e.g., the first arrest in 1978 would be 1-78, the second arrest would be 2-78). This would provide a stable numbering system and at the same time would provide instant information about the number of persons booked during the current year.

- The Arrest Ledger should be kept at the desk.

4.3.12 Uniform Traffic Citation

- This form should be used for traffic offenses other than those involving physical arrest.

- The distribution should be as indicated by citation copies.

- Court.

- Violator.

- Officer's Copy, filed alphabetically by officer's name until trial is completed, then destroyed (this copy optional).

- County.

- Department Citation File, filed alphabetically by violator's name for approximately 3 years, then destroyed.

- Parking Citations should be filed separately, for 6 months.

- State computer files of traffic violator histories generally make department index files of such information time consuming, limited in scope, and unnecessary. It is, therefore, recommended that such information should not be entered in arrest files or the Master Name File. In the event that efficient State computer service is unavailable, entry on the Master Name Card is a more satisfactory solution than the creation of a separate file. Even so, the value of such information is questionable in terms of the clerical work necessary.

4.3.13 Field Interview Report

- The Field Interview Report is a 3- by 5- inch card used to report for possible future investigative purposes suspicious persons against whom there is no specific charge or persons warned regarding certain prohibited conduct.
- The report should be completed in duplicate: One copy filed alphabetically by name and one by location of interview.
- Because of the specific investigative purposes of this form, it should be filed separately and distinctly from the Primary and Traffic Accident Location Files.

4.3.14 Vehicle Report

- This is used to report and identify stolen, recovered, and impounded vehicles.

- An Incident Number should be assigned as described in Section 4.3.1. (Recovered vehicle should bear stolen Incident Number, if stolen locally.)
- The original should be filed as follows:
 - Recovered Vehicle -- If stolen locally, file attached to related stolen report, otherwise by Incident Number in Primary File.
- The number of additional copies and distribution should be determined by Department needs.
 - Detective.
 - Impound Garage.
- Index Files
 - Master Name File -- Filed alphabetically by owner's name and include license number on car.
 - Stolen and Impounded File -- Filed by license number.

4.3.15 Officer's Daily Report

- The Officer's Daily Report is vital to effective operations. Therefore, it should be completed by field officers. The Report does the following:
 - Contains details and dispositions of all activities occurring during the tour of duty, including those minor incidents that are not the subject of a formal report and are not included in the Daily Report or the Incident Ledger.
 - Provides a record of the daily accomplishments of each officer for supervisory as well as statistical purposes.
 - Provides a record for measurement of workload factors.

- Provides a source of data for manpower utilization, budget requests, response to public inquiries, and the like.

- Provides a safeguard for field personnel against unjust accusations.

- The Report should be filed by officer's name, by date.

4.3.16 Supervisor's Daily Report (Optional)

- If selected, this Report should be completed by field supervisors. The Report would provide a resume of activities of duty tour on personnel and criminal matters, as well as other police problems.

- The Report should be filed by supervisor's name, by date.

4.3.17 Records Checkout

- Original records removed from the file should be identified by substituting a brightly colored card of similar size that bears the following information:

- Incident Number.

- Officer.

- Date removed.

- Purpose.

- Date returned.

- Record clerk's initials (or number).

4.3.18 Files, Indices, and Ledgers

- Files

- Primary File -- Contains all police incidents requiring a report; filed by Incident Number.

- Arrest Package -- Contains all arrest-related paperwork concerning a particular person; includes nontraffic citation; filed alphabetically.

- Traffic Citation -- Officer's copy by officer's name pending trial, then destroyed (this copy optional); department copy filed by violator's name.
- Parking Citation -- By violator's name for 6 months, then destroyed.
- Daily Report -- Filed chronologically.
- Officer's Daily Report -- Filed by date by officer's name.

• Indices

- Master Name File -- Filed alphabetically; cross-referenced numerically to Primary File, Incident Ledger, and Arrest Ledger.
- Field Interviews -- Filed alphabetically, by location.
- Traffic Accident -- Filed by location.
- Complaint Forms -- Filed numerically.
- Stolen and Impounded Vehicle File -- Filed by license number.

• Ledgers

- Property Ledger -- Contains listing of all property accepted in Department custody.
- Arrest Ledger -- Chronological listing of all persons arrested, with assigned Arrest Number.
- Incident Ledger -- Serves as the primary agency record of reported field incidents.

APPENDIX A

Basic Records System

The following is a model Basic Records System that could be modified to meet the recordkeeping needs of most police agencies. Samples of recommended forms are attached as Appendix B.

1. Incident Ledger

- This ledger serves as the primary agency record of reported field incidents, a report audit source, and a chronological crossfile to all reports. Entries are sequentially numbered.
- Upon completion of an Offense Report, Miscellaneous Incident Report, Traffic Accident Report, Property Report, or Vehicle Report, the reporting officer should obtain an Incident Number from the person maintaining the Incident Ledger.
 - Multiple incidents arising from the same occurrence require only one number.
 - Incidents not falling in the categories specifically listed should not be assigned a number from this Ledger. All numbered incidents require completion of one or more of the listed reports.
- Appropriate identifying information should be entered in the Incident Ledger.
 - Date and time of occurrence.
 - Type of occurrence.
 - Location.
 - Victim, if any.
 - Officer reporting.
 - Related reports under this Incident Number.
- Incident Numbers are preceded by the last two digits of the current year: 76-1378.
- Traffic Accident Report Numbers may be preceded by the letter "T" if desired: T-76-1379.

2. Radio Call Card

- This form is a 3- by 5-inch prenumber card used by the dispatcher to record all calls for police services. It should also be completed by the dispatcher when field personnel initiate action independently of a radio-assigned call.
 - Serves as a record of all incidents requiring the dispatch of a police unit and/or incidents initiated by the unit.
 - Serves as a record of the location of a unit while the unit is out of service.
 - Serves as a daily audit device to ensure completion of appropriate reports related to a particular incident.
 - Serves as the basis for compiling the Daily Report.
- The form should be designed to enable the dispatcher to record as much information as possible by checking appropriate boxes. Use of a time-stamp machine to record times of receipt, dispatch, unit arrival, and completion expedites filling in the Card.
- Disposition of the call is not essential to the completion of the Radio Call Card. Disposition information is recorded in the Officer's Daily Activity Report.
- Filed numerically.
 - This number is not cross-referenced to other numbers assigned to reports. The sole purpose is to facilitate filing.
- Where volume is very low, the Incident Ledger may suffice for Radio Call Cards. If the two types of information are recorded on one form, care must be taken to ensure that Incident Numbers are assigned only to those entries requiring reporting on one of the listed reports. Another possibility is use of a so-called FCC Log to record all transmissions. Since Federal Communications Commission records require only signatures of dispatchers on each

shift and equipment repairmen when repair or maintenance is necessary, a very simple form containing only this information suffices for an FCC Log. However, if all transmissions are included, the Log may serve as a combined record of the Incident Ledger and Radio Call Card, or as a combination of only Radio Call Card information and those signatures required by FCC, or of all three. It should be stressed that this is practical only when radio traffic is of low volume.

3. Daily Report

- The Daily Report should be maintained at the Communications Office as a running log of field activities. Its primary intent is to brief the Chief of Police and other personnel on matters of interest.
- The Report should cover a 24-hour period and should be filed by date.
- The Report should contain all incidents of major police interest that occur during the designated 24-hour period.
 - Routine radio transmissions and minor matters should not be included.
 - The primary source of information is selected Radio Call Cards. However, incidents that should be included in the Daily Report but do not routinely come to the attention of the person maintaining it must be reported for inclusion by the officer handling the incident (for example, detective arrest or completion of an Offense Report not resulting from a radio transmission).
- Entry should include Time of Occurrence, Type of Occurrence, Location, Officer or Unit assigned, and Disposition.
- All incidents of police interest that have an Incident Number and/or Arrest Number should be identified in the Daily Report by including the Incident Number in the Disposition column.

- Pertinent information should be presented at roll call to personnel coming on duty.
- The Daily Report should be audited daily by Records personnel to ensure that all appropriate incidents have been formally reported and that proper reports have been completed and submitted.
- Where volume is low, the Incident Ledger and the Daily Report can also be combined. If these forms are combined, care must be taken to ensure that Incident Numbers are assigned to only those entries requiring reporting on one of the listed reports.

4. Offense Report

- The Offense Report should be completed for all criminal offenses that come to the attention of the police (except those traffic violations disposed of by means of a traffic citation) regardless of the value of property taken, extent of injury, or likelihood of successful prosecution.
- An Incident Number should be assigned as described in Section 1.
- The original should be filed by Incident Number in the Primary File.
- The number of additional copies and distribution should be determined by department needs, such as:
 - Chief of Police.
 - Detective Division.
 - Arrest Package (attached to copy of connected arrest report).
 - Officer's Information File
- Related reports should be cross-referenced in body of report.
- Index Files
 - Master Name File (victim) -- Filed alphabetically.

- Location File -- Filed by street address or other identifying factors, by date.
- Type of Property File -- Filed by type of property, by date.
- Type of Incident File -- (Optional File) -- Filed by type of incident, by date.

5. Miscellaneous Incident Report

- This should be used to report actions of officers or situations not reported on Offense, Traffic Accident, Vehicle, or Property Reports. The general purpose of this report is to officially report situations of importance to the Department wherein no actual criminal violation is involved. Some examples of these situations are:
 - Injured person aided.
 - Missing person.
 - Animal destroyed.
 - Dangerous excavation.
 - Lost property reported.
- An Incident Number should be assigned as described in Section 1.
- The original should be filed by Incident Number in the Primary File.
- The number of additional copies and distribution should be determined by department needs, as indicated in Section 3.
 - Related reports should be cross-referenced in the body of the report.
- Index Files
 - Master Name File -- Should include names of victim and/or person involved, filed alphabetically.

- Location File -- Filed by street address or other identifying factors, by date.
- Type of Incident File (Optional) -- Filed by type of incident, by date.

6. Supplemental Report

- The Supplemental Report should be used:
 - As a continuation for any other report.
 - To add additional information to a previously reported incident.
 - To record progress of a continuing investigation.
- The report should bear the same Incident Number as the original report.
- The report should have the same distribution as the original report in files.
- Changes to index cards previously prepared may result from the Supplemental Reports.
- Where volume is low, this form may be combined with the Offense Report if suitably identified as a supplemental or followup report.

7. Traffic Accident Report

- This Report should be completed for all traffic accidents occurring on the highway (except those with only minor damage) and all private property accidents involving death, injury or a violation of law.
- Incident Numbers should be assigned as in Section 1.
- The original should be filed by Incident Number in the Primary File.
- If separate filing of traffic accidents is mandatory, a separate block of numbers from the Incident Ledger should be used to preserve the integrity of numbering system.
- The number of additional copies and distribution should be determined by department needs, as indicated in Section 3.

• Index Files

- Master Name File -- Should include names of parties to the accident and persons killed or injured; filed alphabetically.
- Location File -- Filed by street address or other identifying factors, by date.

8. Property Ledger

- This ledger should be maintained to provide control of property; to allow for swift, accurate inventory; and to serve as a chronological cross-reference to property in Department custody.
- Each item of property booked should be entered, and appropriate notations made about the Incident Number, Date Booked, Person Booked To, bin or shelf number used for storage, and details of release.
 - All evidence should be booked to the arrestee, victim, or the officer finding, in that order. If the case involves only found property, the property should be booked to the actual finder.

9. Property Report

- The Property Report should be used to record all receipts of property into Department custody.
 - Evidence.
 - Found Property.
 - Safekeeping.
- An exception is the receipt for a prisoner's personal property.
- An Incident Number should be assigned as described in Section 1.
- The original should be filed by Incident Number in the Primary File.

- The number of copies and distribution should be determined by Department needs.
 - One copy should accompany the property.
 - Detectives Division.
 - Arrest Package, if related to an arrest.
 - Officer's information file.
- Property should be described in related reports.
- Index Files
 - Master Name File -- Filed by "booked to," alphabetically.
 - Type of Property File (Optional) -- Filed by type of property, by date.
- Where property received volume is low, a 3- by 5-inch Property Tag attached to the property may suffice for the Property Report. A Property Ledger should still be maintained, appropriate index cards should be made, and property should still be described in related reports.

10. Arrest Report

- This should be used to record identifying information and details of the arrest of all persons taken into custody and booked into the Jail system. This report serves as permanent record of the officer's actions, arrestee's statements and actions, and other arrest details.
- All arrests should be entered in an Arrest Ledger by Department Arrest Number or by the Booking Number if a separate Booking Number is used for each arrest.
 - The Booking Number should be listed in other related reports for cross-reference purposes.
- The original should be filed in the arrestee's Arrest Package, along with photographs, fingerprints, and other arrest-related documents.

- Arrest Packages should be kept in the Records Unit, filed by permanent Department Arrest Number.
- Offense reports, if any, should be attached.
- The number of additional copies and distribution should be determined by Department needs.
 - Chief of Police.
 - Detective Division.
 - Officer's information file.
- Index Files
 - Master Name File -- Filed alphabetically.
 - Location File -- Filed by street address or other identifying factors, by date.

11. Arrest Ledger ("Blotter")

- The Arrest Ledger should serve as the primary chronological record of all arrests made by the Department regardless of whether the arrestee is incarcerated or released on bail or bond.
 - Information recorded should include date, time, charge, name, location of arrest, arresting officer, and disposition.
 - Use of a separate Booking Number for each arrest is recommended.
- Each January 1, the numbering sequence should start with number 1 followed by the last two digits of the year (e.g., the first arrest in 1978 would be 1-78, the second arrest would be 2-78). This would provide a stable numbering system and at the same time would provide instant information as to the number of persons booked during the current year.
 - This number should be cross-referenced in Department files to a permanent Department Arrest Number assigned by Records personnel at the time of the first arrest.

- The Arrest Ledger should be kept in the Jail office.

12. Uniform Traffic Citation

- This form should be used for traffic offenses other than those involving physical arrest.
- The distribution should be as indicated by citation copies.
 - Justice of the Peace.
 - Violator.
 - Officer's Copy, filed alphabetically by officer's name until trial is completed, then destroyed.
 - Department Citation File, filed alphabetically by violator's name for approximately 3 years, then destroyed.
- State computer files of traffic violator histories generally make department files of such information time consuming, limited in scope, and unnecessary. It is, therefore, recommended that such information should not be entered in arrest files or the Master Name File. In the event that efficient State computer service is unavailable, entry on the Master Name Card is a more satisfactory solution than the creation of a separate file.

13. Field Interview Report

- The Field Interview Report should be a 3- by 5-inch card used to report for possible future investigative purposes suspicious persons against whom there is no specific charge or persons warned regarding certain prohibited conduct.
- The form should be completed in duplicate: One copy filed alphabetically by name and one by location of interview.
- Because of the specific investigative purposes of this form, it should be filed separately and distinctly from the Primary and Location Files.

14. Vehicle Report

- This is used to report and identify stolen, recovered, and impounded vehicles.
- Incident Numbers should be assigned as described under Section 1. (A recovered vehicle should bear the stolen Incident Number, if stolen locally.)
- The original should be filed as follows:
 - Recovered Vehicles -- If stolen locally, file attached to related stolen report, otherwise by Incident Number in Primary File.
 - Stolen and/or Impounded Vehicles -- Filed by Incident Number in Primary File.
- The number of additional copies and distribution should be determined by Department needs.
 - Detective.
 - Impound Garage.
- Index Files
 - Master Name File -- Filed alphabetically by owner's name and should include license number on car.
 - Location File -- Filed by street address or other identifying factors, by date.
 - Stolen File -- Filed by license number.
 - Impounded Vehicles -- Filed by license number.
- Where volume is very low, the Offense Report may be substituted for the Vehicle Report and the Stolen and Impounded Vehicles Index Files may be unnecessary.

15. Officer's Daily Report

- The Officer's Daily Report is vital to effective operations. Therefore, it should be completed by the field officers. The report serves the following purposes:

- Contains details and dispositions of all activities occurring during the tour of duty, including those minor incidents that are not the subject of a formal report and are not included in the Daily Report or the Incident Ledger.
- Provides a record of the daily accomplishments of each officer for supervisory as well as statistical purposes.
- Provides a record for measurement of workload factors.
- Provides a source of data for manpower utilization analyses, budget requests, responses to public inquiries, and the like.
- Provides a safeguard for field personnel against unjust accusations.
- The report should be filed by officer's name, by date.

16. Supervisor's Daily Report (Optional)

- If selected, this report should be completed by field supervisors. The report would provide a resume of activities of duty tour related to personnel and criminal matters, as well as other police problems.
- The Report should be filed by supervisor's name, by date.

17. Records Check Out

- Original records removed from file should be identified by substituting a brightly colored card of similar size that bears the following information:
 - Incident Number.
 - Officer.
 - Date removed.
 - Purpose.
 - Date returned.
 - Record clerk's initials (or number).

APPENDIX B

Exemplar Report Forms

INCIDENT LEDGER, PAGE

[illegible]

COMPLAINT REPORT № 68304

Date _____ Time Received _____ Received by _____

Reported by _____

Address _____ Phone _____

Complaint _____

Officer Detailed _____ Time Dispatched _____

Time Arrived _____ Time Completed _____

Approved by _____ Indexed by _____ File Number _____

Form No. 1

DAILY REPORT

DATE _____

[illegible]

1. INCIDENT NO.		GENERAL OFFENSE REPORT			
2. VICTIM'S NAME (FIRST NAME IF BUSINESS)		3. RESIDENCE ADDRESS		4. RES. PHONE	5. BUS. PHONE
6. OFFENSE REPORTED		7. CLASSIFICATION AFTER INVESTIGATION			R.D.
8. LOCATION: NUMBER STREET APT.		9. DATE & TIME OCCURRED		10. DATE & TIME POLICE ARRIVED	
11. PERSON REPORTING CRIME TO POLICE		12. RESIDENCE ADDRESS		13. RES. PHONE	14. BUS. PHONE
15. PERSON WHO DISCOVERED CRIME		16. RESIDENCE ADDRESS		17. RES. PHONE	18. BUS. PHONE
19. WITNESSES: NAME (A)		SEX	RACE	AGE	20. RESIDENCE ADDRESS
(B)					21. RES. PHONE
23. VICTIM'S OCCUPATION		SEX	RACE	AGE	24. TYPE OF PREMISES WHERE OCCURRED
26. TOOL, WEAPON OR MEANS USED		27. METHOD USED TO COMMIT CRIME		28. OBJECT OF ATTACK OR PROPERTY TAKEN	
29. VALUE OF PROPERTY		30. TAREZ MARK OR UNUSUAL EVENT			31. NUMBER OF SUSPECTS
				SEX	RACE
32. VEHICLE FROM WHICH THEFT OCCURRED		YEAR	BODY STYLE	COLORS	YR-STATE-LIC
MAKE					OTHER IDENTIFYING MARKS
33. VEHICLE USED BY SUSPECTS		YEAR	BODY STYLE	COLORS	YR-STATE-LIC
MAKE					OTHER IDENTIFYING MARKS
34. EXACTLY WHAT DID SUSPECTS SAY					
35. KIND OF PROPERTY RECOVERED		36. VALUE	37. NAME IN C.I.D. NOTIFIED		38. DATE & TIME
39. NARRATIVE: (INCLUDE EVIDENCE OBTAINED AND DISPOSITION, HOW ATTACKED AND METHOD USED TO GAIN ENTRY, DETAILED DESCRIPTION OF PROPERTY TAKEN, AND DETAILED DESCRIPTION OF SUSPECTS)					
Report Made by.....			Date.....		
Emp. No.			Indexed.....		
Approved by.....			Date.....		
Emp. No.			Bulletin.....		
Assigned to.....			Date.....		
Emp. No.			Recorded.....		
Cleared by:		Arrest.....		Unfounded.....	
Emp. No.		Emp. No.		Inactive.....	
				Excep. Cleared.....	
				Emp. No.	

MISCELLANEOUS INCIDENT REPORT

Incident Number	Type of Incident	Location	R.D.
-----------------	------------------	----------	------

Person Reporting	Address	Phone Number	Date and Time Occurred
------------------	---------	--------------	------------------------

INJURY	Name	Address	Phone Number
--------	------	---------	--------------

Extent of Injury	Cause	Transported To	Transported By
------------------	-------	----------------	----------------

MISSING PERSON	Name	Address	Phone Number
----------------	------	---------	--------------

Description - Physical

Clothing Worn

Cause of Absence	Occupation	Probable Destination
------------------	------------	----------------------

Last Seen (Location, Date and Time)	In Company Of
-------------------------------------	---------------

Additional Information

ANIMAL	Description of Animal	Owner	Address	Phone Number
--------	-----------------------	-------	---------	--------------

Disposition

OTHER INCIDENT	Person(s) Involved (Name, Address, Phone Number)
----------------	--

Details:

Date and Time Reported	Officer(s) Reporting	Supervisor Approving
------------------------	----------------------	----------------------

POLICE DEPARTMENT SUPPLEMENTAL REPORT			
INCIDENT NO.	TYPE OF ORIGINAL REPORT	LOCATION (ORIGINAL INCIDENT)	DATE (ORIGINAL REPORT)
REPORTED BY	OFFICER(S) REPORTING	SUPERVISOR APPROVING	

POLICE DEPARTMENT
PROPERTY REPORT

[illegible]

POLICE DEPARTMENT
PROPERTY LEDGER, PAGE _____

[illegible]

ARREST REPORT

VISIBLE SCARS, MARKS, DEFORMITIES-EYES OF ARRESTEE USE						ARRESTEE'S NAME (Last, First, Middle)								BOOKING NO.					
RESIDENCE ADDRESS CITY						CHARGE (Section No., Code and Definition)								DISCIPLINER COTTON					
EMPLOYED BY OCCUPATION				LOCATION OF ARREST PD.								OFFICER ARREST.							
NICKNAME, ALIAS SOC SEC NO				DATE & TIME ARRESTED DATE & TIME BOOKED				DIV BAG EVIDENCE FORWARDED COPIES YES NO											
CARTER'S LIC NO STATE BIRTHPLACE SEX DUNGEN AGE HEIGHT WEIGHT HAIR EYES BUILD-HEIGHT																			
COMPLAINTS OR EVIS OF ALL DRUGS-BY WHOM TREATED						LOCATION DAIVE COMMITTED CONNECTING REPORTS & NUMBERS													
						DISPOSITION OF ARRESTEE'S VEHICLE HOLD FOR													
VEHICLE USED (YEAR, MAKE, BODY STYLE, COLOR, LIC No., Identifying Marks)										STRIKING VEHICLE (Description & Name of Driver)									
AT ON BETWEEN STALLETS						CLOTHING WORN													
CODE-VICTIM (First name if known) WITNESSES # of J - PARENT or GUARDIAN (juvenile only)																			
NAME CODE RESIDENCE ADDRESS CITY HES PHONE F BUS PHONE I																			
CRIME REPORT INFO.				VICTIM'S OCCUPATION, DESCENT, AGE TYPE OF PREMISES TOTAL VALUE															
TYPE OF OFFENSE (THL THF SHO-LIFT, GATT, TRFN, etc.)				TYPE OF PROPERTY TAKEN															
JUV. ONLY:	PARENTS NOTIFIED BY	TIME	PLACE DIV DEF	DIV OF APPEAR	DATE/TIME	BAS APPROV BY	COSTR APPROV BY	SIGNED PHOTOS											
CIRCUMSTANCES OF ARREST: (E) Anonymous information from complainant, relative, etc (D) Narrative story of circumstances and statements pertinent to the arrest. If victimization involved, describe defendant's appearance, actions, and effects. * Informants will submit a signed statement as it applies to charges where fact-based, describing incidents of reporting activities.																			
ADMONITION OF RIGHTS: The arrestee was "warned" that he has the right to remain silent, AND that if he gave up the right to remain silent, anything he said can and will be used against him in a court of law, AND that he had the right to speak with an attorney and to have the attorney present during questioning, AND that if he so desired and could not afford one, an attorney would be appointed for him without charge before questioning.																			
ADMONITION GIVEN BY (Name & Street No) _____																			
STATEMENT OF DEFENDANT: 																			
If additional space is required see section titled above																			
SUPERVISOR APPROVING SERIAL NO				ARRESTING OFFICER(S) SERIAL NO				DIVISION - DETAIL				VACATION DATES							
GATE & TIME REMOVED FROM CLERK																			

ARREST REPORT

ARREST REPORT

RESIDENCE ADDRESS		CITY	PHONE	ARRESTEE'S NAME (LAST, FIRST, MIDDLE)		NUMBER	
EMPLOYED BY	OCCUPATION			CHARGE		MISD <input type="checkbox"/> FEL <input type="checkbox"/> OTHER <input type="checkbox"/>	
EMPLOYER'S ADDRESS		CITY	PHONE	LOCATION OF ARREST		R.D. ARRESTING OFFICERS	
NICKNAME, ALIAS		SOCIAL SECURITY NUMBER		DATE AND TIME ARRESTED		DATE AND TIME BOOKED	
DRIVER'S LICENSE NUMBER		STATE	BIRTHPLACE	SEX	DESCENT	AGE	HEIGHT
VISIBLE MARKS, SCARS, DEFORMITIES				WEIGHT	HAIR	EYES	BIRTHDATE
COMPLAINTS OR EVID. ILLNESS OR INJURY - BY WHOM TREATED				LOCATION OFFENSE COMMITTED		CONNECTED REPORTS AND NUMBERS	
				DISPOSITION OF ARRESTEE'S VEHICLE		HOLD FOR:	
VEHICLE USED (YEAR, MAKE, MODEL, COLORS, LICENSE NO., IDENTIFYING MARKS)				DRIVING VEHICLE (DIRECTION AND STREET NAME)			
CLOTHING WORN				SCHOOL ATTENDING		SELECTIVE SERVICE NUMBER	
CODE V-VICTIM (FIRM NAME IF BUSINESS) W-WITNESS P OR G - PARENT OR GUARDIAN (JUVENILE ONLY)							
NAME		CODE	RESIDENCE ADDRESS	CITY	RESIDENCE PHONE	BUSINESS PHONE	
CRIME INFO.		VICTIM'S OCCUPATION, DESCENT, AGE		TYPE OF PREMISES		TOTAL VALUE	
		TYPE OF OFFENSE (TILL-TAP, SHOPLIFT, ASSAULT, IFPW, ETC.)		TYPE OF PROPERTY TAKEN			
JUV. ONLY		PAROLEE NOTIFIED BY	TIME	PLACE JUVENILE DETAINED	BOOKING APPROVED BY	DETENTION APPROVED BY	
		ASSIGNMENT OF RIGHTS GIVEN BY:			IN PRESENCE OF:		
DETAILS OF ARREST: (1) STATEMENT OF ORFT. (2) BACKGROUND INFO: COMPLAINT, RADIO CALL, ETC. (3) NARRATIVE OF CIRCUMSTANCES PERTINENT TO ARREST. IF INTOXICATION INVOLVED, DESCRIBE DEPT. APPEARANCE, ACTIONS AND OFFICER'S OPINION OF DEGREE OF INTOXICATION. IF PHYSICAL EVIDENCE FOUND: WHERE, WHO BY, DISPOSITION. (4) EVIDENCE OF NARCOTIC ADDICTION.							

SUPERVISOR APPROVING		ARRESTING OFFICER(S)		BADGE NO.	VACATION DATES	FINGERPRINTED
DATE AND TIME PREPARED		CLERK				PHOTOGRAPHED

UNIFORM TRAFFIC TICKET AND COMPLAINT

CASE No. _____ DOCKET No. _____ PAGE No. _____

STATE OF TEXAS
COUNTY OF _____
CITY OF _____

No. _____

COMPLAINT-AFFIDAVIT

IN THE _____ COURT OF _____
THE UNDERSIGNED, BEING DULY SWORN, UPON HIS OATH DEPOSES AND SAYS:

ON _____ THE _____ DAY OF _____, 19____, AT _____ A.M.
P.M.

NAME _____
LAST (PLEASE PRINT) FIRST INITIAL

STREET _____

CITY - STATE _____

AGE _____ BIRTH DATE _____ RACE _____ SEX _____ HT. _____ WT. _____

DRIV. LIC. No. _____ (PARK) _____

VEH. LIC. No. _____ KIND _____ NUMBER _____ DID UNLAWFULLY (OPERATE) _____

VEH. LIC. No. _____ STATE _____ YR. _____ MAKE _____

UPON A PUBLIC HIGHWAY, NAMELY AT (LOCATION) _____

LOCATED IN THE CITY, VILLAGE, TOWNSHIP, COUNTY AND STATE AFORESAID AND DID THEN AND THERE COMMIT THE FOLLOWING OFFENSE:

Leading Causes of Accidents	SPEEDING (over limit) <input type="checkbox"/> 5-10 m.p.h. <input type="checkbox"/> 11-15 m.p.h. <input type="checkbox"/> over 15 m.p.h.			
	(_____ m.p.h. in _____ m.p.h. zone)			
	Improper LEFT TURN <input type="checkbox"/> No Signal	<input type="checkbox"/> Cut corner	<input type="checkbox"/> From wrong lane	
	Improper RIGHT TURN <input type="checkbox"/> No Signal	<input type="checkbox"/> Into wrong lane	<input type="checkbox"/> From wrong lane	
	Disobeyed TRAFFIC SIGNAL (when light turned red) <input type="checkbox"/> Past middle intersection	<input type="checkbox"/> Middle of intersection	<input type="checkbox"/> Not reached intersection	
	Disobeyed STOP SIGN <input type="checkbox"/> Wrong place	<input type="checkbox"/> Wrong speed	<input type="checkbox"/> Faster	
	Improper PASSING AND LANE USAGE <input type="checkbox"/> At intersection	<input type="checkbox"/> Cut in	<input type="checkbox"/> Wrong Side of pavement	
	<input type="checkbox"/> Between traffic	<input type="checkbox"/> On right	<input type="checkbox"/> On hill	
	<input type="checkbox"/> Lane straddling	<input type="checkbox"/> Wrong lane	<input type="checkbox"/> On curve	
	OTHER VIOLATIONS (describe): _____ OF THE _____			
<input type="checkbox"/> State Statute <input type="checkbox"/> Local Ordinance in such case made and provided.				

PARKING: _____ Prohibited Double Expired
Meter For _____ Overtime ☐ Area ☐ Parking ☐ Meter

(Describe) Other _____
☐ parking violation

Conditions that Increased Seriousness of Violation	SLIPPERY PAVEMENT <input type="checkbox"/> Rain <input type="checkbox"/> Snow <input type="checkbox"/> Ice	CAUSED PERSON <input type="checkbox"/> Pedestrian <input type="checkbox"/> Driver	FD <input type="checkbox"/> PI <input type="checkbox"/> FATAL <input type="checkbox"/>
	DARKNESS <input type="checkbox"/> Night <input type="checkbox"/> Fog <input type="checkbox"/> Snow	JUST MISSED ACCIDENT <input type="checkbox"/> Cross <input type="checkbox"/> Overtaking <input type="checkbox"/> Same direction	Hit Fixed Object <input type="checkbox"/> Right Angle <input type="checkbox"/> Head on <input type="checkbox"/> Sideswipe <input type="checkbox"/> Rear end <input type="checkbox"/> Ran off Roadway <input type="checkbox"/> Intersection <input type="checkbox"/> Rural
	OTHER TRAFFIC PRESENT <input type="checkbox"/> Cross <input type="checkbox"/> Overtaking <input type="checkbox"/> Same direction	TYPE ACCIDENT <input type="checkbox"/> Cross <input type="checkbox"/> Overtaking <input type="checkbox"/> Same direction	Hit Fixed Object <input type="checkbox"/> Right Angle <input type="checkbox"/> Head on <input type="checkbox"/> Sideswipe <input type="checkbox"/> Rear end <input type="checkbox"/> Ran off Roadway <input type="checkbox"/> Intersection <input type="checkbox"/> Rural
	AREA: <input type="checkbox"/> Business <input type="checkbox"/> Industrial <input type="checkbox"/> School	HIGHWAY TYPE: <input type="checkbox"/> 2 lane <input type="checkbox"/> 3 lane <input type="checkbox"/> 4 lane <input type="checkbox"/> 4 lane divided	Hit Fixed Object <input type="checkbox"/> Right Angle <input type="checkbox"/> Head on <input type="checkbox"/> Sideswipe <input type="checkbox"/> Rear end <input type="checkbox"/> Ran off Roadway <input type="checkbox"/> Intersection <input type="checkbox"/> Rural
	THE UNDERSIGNED FURTHER STATES THAT HE HAS JUST AND REASONABLE GROUNDS TO BELIEVE AND DOES BELIEVE THAT THE PERSON NAMED ABOVE COMMITTED THE OFFENSE HEREIN SET FORTH, CONTRARY TO LAW.		
	SWORN TO AND SUBSCRIBED BEFORE ME		
	THIS _____ DAY OF _____, 19____		(Signature and Identification of officer or other complainant)
	(Name and Title)		(Unit No.)
	COURT APPEARANCE: _____ DAY OF _____, 19____, AT _____ M.		
	ADDRESS OF COURT _____		
I PROMISE TO APPEAR IN SAID COURT OR BEFORE AT SAID TIME AND PLACE.			
SIGNATURE _____			

Last

First

Initial

Social Security Number

READ CAREFULLY

If you wish to plead guilty to the offense indicated, without going to Court, you may inquire as to the proper procedure at the Sheriff's office in the County in which the alleged offense occurred or at the City Police Department if the arrest was made within the city limits.

BRING THIS SUMMONS WITH YOU

NOTICE

THE COURT WILL ISSUE A WARRANT FOR THE ARREST OF ANY DEFENDANT WHO IS A RESIDENT OF THIS STATE AND WHO HAS FAILED TO APPEAR TO ANSWER A TRAFFIC SUMMONS DULY SERVED UPON HIM AND UPON WHICH A COMPLAINT HAS BEEN FILED.

APPEARANCE PLEA OF GUILTY AND WAIVER

I, the undersigned, do hereby enter my appearance on the complaint of the offense charged on other side of this summons. I have been informed of my right to a trial, that my signature to this plea of guilty will have the same force and effect as a judgment of court, and that this record will be sent to the Licensing Authority of this State (or of the State where I received my license to drive) I do hereby PLEAD GUILTY to said offense as charged and WAIVE my rights to a hearing by court or jury. It is understood that a bail deposit will be forfeited in lieu of fine of court and in full settlement of said violation and further agree to pay the penalty prescribed for my offense.

AMOUNT \$

(Defendant's name)

(Address)

(Receipt No)

(Date)

"ABSTRACT of COURT RECORD for STATE LICENSING AUTHORITY"

CASE No. _____ DOCKET No. _____ PAGE No. _____

Date	COURT ACTION AND OTHER ORDERS
	The within complaint has been examined and there is probable cause for filing the same. Leave is hereby granted to file the complaint. Complaint filed.
	Bail fixed at \$ _____ or cash deposit of \$ _____
	Signature of person giving bail _____
	Signature of person taking bail _____
	Fine in the amount of \$ _____ received as required by court schedule.
	Signature of Clerk _____
	Continuance to _____ Reason _____
	Continuance to _____ Reason _____
	Warrant issued _____
	Warrant served _____
	Trial by Court (Jury) Plea _____
	Defendant Arraigned _____ Waives Trial by Jury _____
	Finding by Court _____
	Finding by Jury _____
	The Court therefore, enters following order:
	Fined \$ _____ Costs \$ _____
	Jailed _____ days in _____
	Traffic School _____
	Probation _____
	Defendant Notified of His Rights _____
	Driver's License <input type="checkbox"/> Suspended for _____ days
	<input type="checkbox"/> Recommended for Suspension _____ days
	Testimony—Judges Notes: (or other Court Orders): _____
	As provided by Law, I hereby certify that the information on this ticket is a true abstract of the record of this court or bureau in this case.
	Signature of Judge or Clerk _____
	Appeal Bond of \$ _____ Filed for _____
	Appeal to _____ Court _____

MAIL TO: STATE LICENSING AUTHORITY

REPORT OF ACTION ON CASE

Date _____

Amt. of Fine Paid \$ _____ Cost \$ _____

COURT ACTION

Date _____ Plea _____

Disposition _____

Amt. of Fine Paid \$ _____ Costs \$ _____

License Action _____

OFFICER'S NOTES FOR TESTIFYING IN COURT

First Noticed _____ Why Noticed _____

Direction of travel _____ on _____

Weaving: Yes _____ No _____ Number of cars passed _____

Traffic Conditions: Light ☐ Heavy ☐ Moderate ☐

Highway Surface: Concrete ☐ Asphalt ☐ Gravel ☐ Other _____

Highway Character: Straight ☐ Level ☐ Incline ☐ Crest ☐ Curve ☐

WITNESSES _____

VEHICLE DEFECTS

SERVICE BRAKE _____

PARKING BRAKE _____

HEADLIGHTS _____

TAIL LIGHTS _____

STOP LIGHT _____

WINDSHIELD WIPER _____

HORN _____

TIRE _____

TURN SIGNALS _____

MIRROR _____

OTHER _____

CASE No. _____ DOCKET No. _____ PAGE No. _____	
Date	COURT ACTION AND OTHER ORDERS
	The within complaint has been examined and there is probable cause for filing the same. Leave is hereby granted to file the complaint. Complaint filed.
	Bail fixed at \$ _____ or cash deposit of \$ _____ Signature of person giving bail _____ Signature of person taking bail _____
	Fine in the amount of \$ _____ received as required by court schedule. Signature of Clerk _____
	Continuance to _____ Reason _____
	Continuance to _____ Reason _____
	Warrant issued _____
	Warrant served _____
	Trial by Court (Jury) Plea _____ Defendant Arraigned _____ Waives Trial by Jury _____ Finding by Court _____ Finding by Jury _____ The Court therefore, enters following order: Fined \$ _____ Costs \$ _____ Jailed _____ days in _____ Traffic School _____ Probation _____ Defendant Notified of His Rights _____ Driver's License { <input type="checkbox"/> Suspended for _____ days <input type="checkbox"/> Recommended for Suspension _____ days Signature of Judge or Clerk _____
	Testimony—Judges Notes: (or other Court Orders): _____
	Appeal Bond of \$ _____ Filed for _____ Appeal to _____ Court _____

FIELD INTERVIEW REPORT

NO. _____ POLICE DEPT. FIELD INTERVIEW REPORT											
Name (last first) middle						Location				RD.	
Residence Address						Res Phone		Date + Time Interviewed			
Driver (X)		Pass (X)		Ped (X)		Nickname					
Sex		Race		Age	Height	Weight	Hair	Eyes	Complex.		
Marks of Identification:						Scars, Tattoos, Etc.					
Dress											
								Opr. or Chauff. Lic. No.			
Year & Make of Car				Type	Lic. No.		Color				

(REVERSE)

Suspects Business Address (if juvenile, name of school)		
List names of all persons with suspect at time of interrogation		
Reason for Interrogation		
Disposition		
Officer(s) Reporting (Name and Badge No.)		Detail

CONTINUED

2 OF 3

FIELD INTERVIEW REPORT

NO. _____ POLICE DEPT. FIELD INTERVIEW REPORT											
Name (last first) middle						Location				RD.	
Residence Address						Res Phone		Date + Time Interviewed			
Driver (X)		Pass (X)		Ped (X)		Nickname					
Sex		Race		Age	Height	Weight	Hair	Eyes	Complex.		
Marks of Identification:						Scars, Tattoos, Etc.					
Dress											
								Opr. or Chauff. Lic. No.			
Year & Make of Car				Type	Lic. No.		Color				

(REVERSE)

Suspects Business Address (if juvenile, name of school)		
List names of all persons with suspect at time of interrogation		
Reason for Interrogation		
Disposition		
Officer(s) Reporting (Name and Badge No.)		Divn
		Detail

ACCIDENT NO.		MOTOR VEHICLE REPORT																																							
2. VEHICLE OWNER		3. RESIDENCE ADDRESS				4. RES. PHONE																																			
5. (CHECK ONE) THEFT <input type="checkbox"/> ATT. THEFT <input type="checkbox"/> INPOUND <input type="checkbox"/> THEFT & RECOVERY <input type="checkbox"/> RECOVERY FOR OTHER JURIS. <input type="checkbox"/>		6. OWNER'S BUSINESS ADDRESS				7. BUS. PHONE																																			
8. TYPE OF VEHICLE (AUTO, TRUCK, MOTOR, ETC.)		9. PREMISES (DRY-W, PK. LOT, ETC.)		10. DATE & TIME CALL RECD.		11. R.D.																																			
12. LOCATION OF OCCURRENCE		STREET		13. DATE & TIME OCCURRED		14. DATE & TIME POLICE ARRIVED																																			
VEHICLE DESCRIPTION		15. YEAR MAKE BODY STYLE		16. LICENSE NO. STATE YEAR		17. VEH. I.D. NO.		18. MOTOR NO.																																	
19. COLORS		20. ACCESSORIES TAPE DECK <input type="checkbox"/> SPOTLIGHT <input type="checkbox"/> RADIO <input type="checkbox"/> FENDER <input type="checkbox"/> A. COND. <input type="checkbox"/>		21. CYLINDERS 4 <input type="checkbox"/> 6 <input type="checkbox"/> 8 <input type="checkbox"/> STAND. <input type="checkbox"/> AUTO. <input type="checkbox"/>		22. TRANSMISSION		23. POWER EQUIP. BRAKES <input type="checkbox"/> STEERING <input type="checkbox"/> WINDOWS <input type="checkbox"/>																																	
24. VALUE		25. INDICATE DAMAGE BY LOCATION YES (DESCRIBE NO BELOW) <input type="checkbox"/>		26. PERSONAL PROP. IN VEH. MILEAGE YES <input type="checkbox"/> NO <input type="checkbox"/>		27. WERE DOORS LOCKED YES <input type="checkbox"/> NO <input type="checkbox"/>		28. IGNITION LOCKED YES <input type="checkbox"/> NO <input type="checkbox"/>																																	
29. TITLE OWNER (IF FINANCED-LANE OF INSTITUTION)		30. ADDRESS		31. BUS. PHONE		32. DATE LAST PMT.																																			
33. NAME OF PERSON LAST DRIVING VEHICLE		34. ADDRESS		35. RES. PHONE		36. BUS. PHONE																																			
37. VEHICLE INSURED BY WHAT COMPANY		ADDRESS		NUMBER		CITY		STATE																																	
38. WHERE WAS PERSON FROM WHOM THE VEHICLE WAS STOLEN, AT THAT TIME		39. SOCIETY OF THIS PERSON SOBER <input type="checkbox"/> H.B.D. <input type="checkbox"/> INTOXIC. <input type="checkbox"/>																																							
40. PREVIOUS THEFT: IF YES GIVE DATE AND LOCATION OF THEFT AND RECOVERY YES <input type="checkbox"/> NO <input type="checkbox"/>																																									
41. BROADCAST AUTHORIZED BY		42. DISPATCHED BY:		43. DATE AND TIME DISPATCHED																																					
44. INFORMATION DISTRIBUTED TO C.F.D. <input type="checkbox"/> D.P.S. <input type="checkbox"/> SHERIFF <input type="checkbox"/> F.B.I. <input type="checkbox"/> RADIO <input type="checkbox"/>																																									
45. NARRATIVE:																																									
<table border="1"> <tr> <td>Report Made by.....</td> <td>Time.....</td> <td>Date.....</td> <td>Indexed.....</td> </tr> <tr> <td>Emp. No.</td> <td></td> <td>Emp. No.</td> <td></td> </tr> <tr> <td>Approved by.....</td> <td></td> <td>Date.....</td> <td>Bulletin.....</td> </tr> <tr> <td>Emp. No.</td> <td></td> <td>Emp. No.</td> <td></td> </tr> <tr> <td>Assigned to.....</td> <td></td> <td>Date.....</td> <td>Recorded.....</td> </tr> <tr> <td>Emp. No.</td> <td></td> <td>Emp. No.</td> <td></td> </tr> <tr> <td>Cleared by: Arrest.....</td> <td>Unfounded.....</td> <td>Inactive.....</td> <td>Excep. Cleared.....</td> </tr> <tr> <td>Emp. No.</td> <td>Emp. No.</td> <td>Emp. No.</td> <td>Emp. No.</td> </tr> </table>										Report Made by.....	Time.....	Date.....	Indexed.....	Emp. No.		Emp. No.		Approved by.....		Date.....	Bulletin.....	Emp. No.		Emp. No.		Assigned to.....		Date.....	Recorded.....	Emp. No.		Emp. No.		Cleared by: Arrest.....	Unfounded.....	Inactive.....	Excep. Cleared.....	Emp. No.	Emp. No.	Emp. No.	Emp. No.
Report Made by.....	Time.....	Date.....	Indexed.....																																						
Emp. No.		Emp. No.																																							
Approved by.....		Date.....	Bulletin.....																																						
Emp. No.		Emp. No.																																							
Assigned to.....		Date.....	Recorded.....																																						
Emp. No.		Emp. No.																																							
Cleared by: Arrest.....	Unfounded.....	Inactive.....	Excep. Cleared.....																																						
Emp. No.	Emp. No.	Emp. No.	Emp. No.																																						

B-20

[illegible]

SUPERVISOR'S DAILY REPORT									
NAME	ON DUTY	OFF DUTY	TOTAL HOURS WORKED	OVERTIME	WATCH	ASSIGNMENT	DATE		
VEHICLE NO.	MILEAGE- START	MILEAGE- FINISH	TOTAL MILES	GAS-NO. GAL.	COST	OIL-NO. QTS.	COST	TOTAL COST	
SIGNED: _____					APPROVED: _____				

POLICE DEPARTMENT
RECORDS SIGN-OUT

[illegible]

WEEKLY REPORT							
PERIOD ENDING _____							
	THIS PERIOD	YEAR TO DATE	LAST YEAR TO DATE	PERCENT OF CHANGE	CURRENT 12 MONTHS	PREVIOUS 12 MONTHS	PERCENT OF CHANGE
MAJOR OFFENSES							
HOMICIDE							
ROBBERY							
AGGRAVATED ASSAULT							
RAPE							
BURGLARY							
THEFT OVER \$50							
AUTO THEFT							
TOTALS							
ARRESTS - ADULT AND JUVENILE							
HOMICIDE							
ROBBERY							
AGGRAVATED ASSAULT							
RAPE							
BURGLARY							
THEFT OVER \$50							
AUTO THEFT							
TOTALS							
OTHER OFFENSES							
B. AND E. - AUTO							
WORTHLESS DOCUMENTS							
THEFT UNDER \$50							
TOTALS							
OTHER ARRESTS							
B. AND E. - AUTO							
WORTHLESS DOCUMENTS							
THEFT UNDER \$50							
LIQUOR LAWS							
MARCOPIES							
SEX OFFENSES							
DRUNK							
D.W.I.							
OTHER ARRESTS							
TOTALS							
TRAFFIC ACCIDENTS							
FATAL							
INJURY							
PROPERTY DAMAGE							
TOTALS							
TRAFFIC CITATIONS							
MOVING CITATIONS							
NON-MOVING CITATIONS							
PARKING CITATIONS							
TOTALS							
JUVENILE ARRESTS							
JUVENILES BOOKED							
CONTACTS							
ADULTS HANDLED							
TOTALS							

CONSOLIDATED MONTHLY REPORT

For Month of _____, 19____

OFFENSES REPORTED					CLASSIFICATION OF OFFENSES	OFFENSES CLEARED				
This Month	Last Month	This yr to date	Last yr to date	% + or - same prd last yr		This Month	Last Month	This yr to date	Last yr to date	% + or - same prd last yr
					Part 1					
					1. Murder					
					2. Neg. Homicide					
					3. Forcible Rape					
					4. Robbery					
					5. Agg. assault					
					6. Burglary					
					7. Theft Over					
					8. Theft Under					
					9. Auto Theft					
					TOTAL Part 1					
					Part 2					
					13. Other assaults					
					14. Forgery & Pass.					
					15. Embezz. Fraud					
					16. Rec. Stolen Prop.					
					17. Weapons Poss. etc.					
					18. Sex Off.					
					19. Prostitution					
					20. Resisting Arrest					
					21. Narcotic laws					
					22. Liquor laws					
					23. Drunkenness					
					24. D.W.I.					
					25. D.W.L.SUSP.					
					26. Disorderly Conduct					
					27. Gambling					
					28. All other Off.					
					29. Susp. Persons					
					TOTAL Part 2					
					TOTAL 1 & 2					
					Part 4 JUVENILE OFFENSES	Part 3 TRAFFIC ANALYSIS				
						30. Speeding				
						31. Drivers license				
						32. Fail to Yield R/W				
						33. Drove left of ctr.				
						34. Imp. Overtaking				
						35. Follow too closely				
						36. Made improper turn				
						37. Inadequate brakes				
						38. Improper lights				
						39. All parking				
						40. Traffic Signal				
						41. Stop Signs				
						42. All Others				
						TOTAL TRAFFIC				
					Part 5 TRAFFIC ACCIDENTS					
					Death					
					Injury					
					Property					
					TOTAL					

END

7 dec/mir.