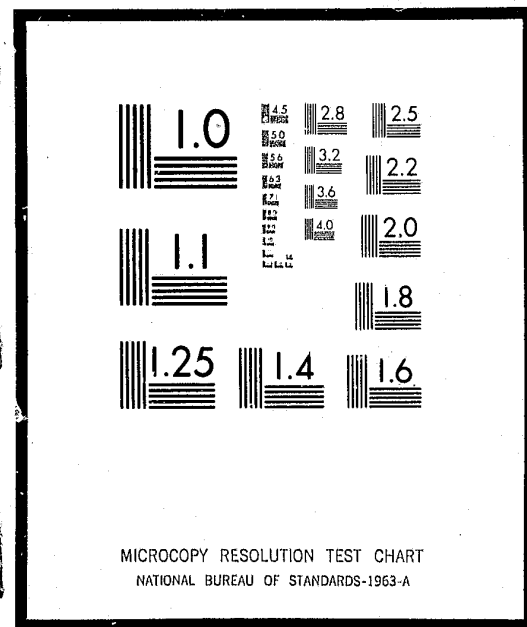


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U.S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
NATIONAL CRIMINAL JUSTICE REFERENCE SERVICE
WASHINGTON, D.C. 20531

12/21/76
Date filmed

POLICE INDIVIDUAL TECHNICAL ASSISTANCE REPORT

In Response to a Request for Technical Assistance

by the
(AK) Juneau, Alaska, Police Department

Handwritten notes and signatures are present in this section.

December 27, 1972

35208

Prepared by:
Public Administration Service
1313 East 60th Street
Chicago, Illinois 60637

(Per Contract J-LEAA-015-72)

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45

35208

DEPARTMENT OF JUSTICE			
INTERNAL ROUTING/ACTION SLIP			
TO	BLDG	ROOM	NAME TITLE/ORGANIZATION
			NCTRS :
			ATTENTION
			GUY BOSTON
			"OLD" Police T.A. REPORT
			① RECORDS SYSTEM STUDY
			② PUBLIC SAFETY BUILDING - ADVICE
			AND DESIGN ASSISTANCE
<div><div><input type="checkbox"/> RECOMMENDATION/COMMENT</div><div><input type="checkbox"/> SEE REMARKS ON REVERSE</div><div><input type="checkbox"/> MAKE COPIES (NO.)</div><div><input type="checkbox"/> RETURN(BY)</div></div> <div><div><input type="checkbox"/> LOG</div><div><input type="checkbox"/> FILE</div><div><input type="checkbox"/> SEE ME</div><div><input type="checkbox"/> CALL ME</div></div> <div><div><input type="checkbox"/> NECESSARY ACTION</div><div><input type="checkbox"/> COORDINATE</div><div><input type="checkbox"/> PER INQUIRY</div><div><input type="checkbox"/> INFORMATION</div></div>			

I. PRELIMINARY INFORMATION

A. Consultant Assigned:

George F. Gorgol
Consultant
Public Administration Service

B. Date Assignment Received:

November 17, 1972

C. Date of Contact with LEAA Regional Coordinator:

November 22, 1972
(W. Lawson, Region 10, Seattle, Washington)

D. Dates of On-Site Consultation:

December 4-9, 1972

E. Individuals Interviewed:

(Juneau, Alaska, Police Department)

R. J. Bacolas
Chief of Police

J. Ciraulo, Captain
Patrol Division

S. Edwards, Lieutenant
Investigation and Services Division

J. Bulkley
Sergeant of Detectives

M. Whistler
Officer Instructor

G. Bulkley
Clerk of the Court

H. Treager
Detective

II. STATEMENT OF THE PROBLEM

A. Problem as per Request for Technical Assistance:

1. Analytical study of the records system with the basic aim of improving those records and filing systems being utilized by the department at this time. Also explore the use of microfilming.
2. Advice and technical assistance for developing plans for a future public safety building to accommodate the police and fire departments.

B. Problems Actually Observed:

1. As stated.
2. Advice and technical assistance in developing plans for a future police facility. The police facility is expected to be located centrally to the projected metropolitan population, which may be outside the City of Juneau and apart from the fire department center of operations.

III. FACTS BEARING ON THE PROBLEM

The City of Juneau is located in southeastern Alaska and is the capital of the State of Alaska. The 1970 city population was 6,360. The city is located in the Borough of Juneau which covers approximately 3,100 square miles and which had a 1970 population of 15,177 persons. The total borough population is expected to increase to 24,000 persons by 1980.

The Juneau Police Department is currently serving the needs of the adjoining cities of Juneau and Douglas, with a combined population of 7,720. The department anticipates early expansion of its area of responsibility to provide law enforcement services to other populated areas in the Borough of Juneau. The expanded scope of activity would cover a populated area of approximately 264 square miles, and would increase the population served by approximately 105 percent. The increase in responsibility would be further expanded by the rural nature of the additional populated area and severe climatic conditions encountered. The Alaska State Police would retain responsibility for police services in the remaining portion of the 3,100 square miles of borough territory.

The anticipated population growth by 1980 would increase police service requirements by an additional 51 percent. Terrain conditions dictate that the population growth would take place to the north and east of the City of Juneau, with the center of the populated area shifting away from the City in those directions.

The Juneau Police Department is currently authorized a total of 27 personnel. The department is housed in approximately 2,500 square feet of leased space in the City of Juneau. Space available is minimal to support the necessary operations of the Juneau Police Department. This is further compounded by the interior configuration of the leased building, which is broken into a series of small unconnected offices and access corridors, requiring poor utilization and separation of related functions. Another city agency occupies adjacent floor space and must pass through the police area for access to washroom facilities. The traffic caused by this situation accents space limitations and provides poor security to police operations and records.

The Juneau Police Department currently uses 17 separate report formats for recording and reporting of police information, criminal and traffic activity, court documentation, and file reference and retrieval. Three of the formats, covering case reporting and arrests, traffic accident investigations, and stolen and recovered property, are required by the State of Alaska. The remaining forms are locally

devised and are used for various record and statistical purposes. A number of forms reflect unique traffic and parking problems of the City of Juneau. Others are required by the activity of the Clerk of the Court, which is a designated function of the Juneau Police Department.

The police department is maintaining a reasonably responsive records system. Upon review, it was determined that the following records operations could be substantially improved:

1. Locally developed forms could be revised to provide increased information, better control, and improved statistical capacity.
2. A number of current reporting forms could be eliminated, where the information is unnecessary or redundant.
3. Methods of filing and index reference to record files could be more efficient and responsive.
4. A system for destruction or retirement of old records is necessary to reduce a critical secondary storage problem, while providing reasonable access to retired records.

To respond to the projected need for expansion and relocation of police facilities, it was determined necessary to:

1. Project a facilities requirement sufficient to cope with the expanded size and scope of police operations in the foreseeable future.
2. To provide a facility design which would efficiently house the Juneau Police Department, provide for the variety of police services and support required, and allow efficient location of related functions.

The Juneau Police Department operates a motorized system for patrol and traffic enforcement, under the control of central dispatch facility. The dispatcher receives complaints via telephone or personal appearance, records the complaints on a Complaint Report, and dispatches to responding field units by means of a single-channel radio system. The dispatcher is also responsible for posting complaint information to a shift commander's report, for preparation and distribution of follow-up reports, and for receiving all telephone calls, both administrative and operational, placed to the police department. During nighttime and weekend shifts,

the dispatcher is also responsible for answering all telephone calls to other city departments. Any additional dispatcher time available is utilized in preparing and filing reports and maintaining index files.

Incidents requiring follow-up investigation on criminal or misdemeanor complaints utilize a State of Alaska ST-2 Investigation Report. The report is prepared by the field officer or the detective initiating the preliminary investigation on a form set consisting of an original and three carbon copies. The original copy is maintained in the department records file, with copies distributed to the investigating officer, the State Department of Public Safety, and to the detective section. The ST-2 form is also used for recording arrest information and is therefore a dual-purpose form.

Traffic accidents are recorded on the state form ST-9, with copies routed to the records file, the State of Alaska Department of Motor Vehicles, and to a police department statistical file.

One additional state designated format, the ST-10 report, is used for recording lost, stolen, missing, or recovered property. The ST-10 report is invariably an attachment to the ST-2 form and is not used for separate reporting purposes. The ST-2, ST-9, and ST-10 forms are required by the State of Alaska for participation in the Alaskan Justice Information System (AJIS).

The Juneau Police Department utilizes locally prepared forms for recording of information on:

- Vehicle moving and parking citations and complaints.
- Abbreviated detail reports (ADR).
- Bad check complaints.
- Vehicle impounding.
- Field interviews.
- Supplementary investigations information.
- Shift commander's report.
- City of Douglas service report.
- Officer's daily activity report.
- Traffic summons.
- Criminal complaint.

In addition to report files, index files are maintained for alphabetic reference to offenders, missing-or-wanted persons, and stolen or lost vehicles. Statistical files are kept for daily activities and for traffic accident information.

The police central records files are the part-time responsibility of a patrolman-instructor, assisted by dispatchers and other available clerical personnel. Access to the records files is normally accomplished through the assigned records supervisor or dispatcher. There is no designated responsibility for retrieval of records information, particularly during off-duty periods, nor a system for recording the location of records which had been removed from the central files.

The Juneau Police Department is organized into three primary divisions: Administration, Patrol, and Investigation and Services. Office facilities for Administration are reasonably located and accessible. The Commander of the Patrol Division is somewhat dislocated from the center of activity of field patrol, traffic, and canine activities. The Commander of the Investigation and Services Division is responsible for police activities which are spread throughout the building facility. In addition to physical dislocation, the department is faced with an acute shortage of space in which to conduct reasonable law enforcement activities. No private space is available for interrogation of suspects or questioning of witnesses. Juvenile activities must be conducted in conjunction with other police operations. Inadequate storage is available for departmental special equipment and weapons and for retired records files. In addition, the required access to police department facilities by personnel from other agencies of city government raises critical questions regarding the security of police operations and records.

IV. DISCUSSION OF POSSIBLE COURSES OF ACTION

The technical assistance visit was concerned with two major problems facing the Juneau Police Department. These were: review analysis and improvement in the police records system; and development of facilities requirements and design necessary to future operations. While these problems appear to be separate and distinct, a substantial interrelationship was found to exist between the efficiency and effectiveness of police records operations and the facilities in which the department was housed. This report, therefore, covers the individual problems of records and facilities and considers their relationships in its recommendations.

Organization of the Juneau Police Department reflects three primary divisions of responsibility:

1. *Administration and Management.* Accomplished by the Chief and one secretary. In addition to normal administrative functions, the Chief of Police also performs as Director of Civil Defense. Fiscal and payroll functions are accomplished by the secretary in addition to routine administrative duties.
2. *Uniformed Patrol.* Under direction of the Police Captain, this division accomplishes uniform patrol, traffic, and canine control functions. In addition, the division is responsible for periodic administrative functions and the development of statistical information governing field operations.
3. *Investigation and Services.* This division, under command of a Police Lieutenant, is responsible for investigations, juvenile activities, community relations, records, and communications. The division is also called upon to perform periodic administrative and support services.

The size of the Juneau Police Department requires that there be a great deal of overlap between divisions in the performance of administrative and supportive functions. It does appear, however, that improvement could be realized from a grouping of homogeneous functions under a single division. For example, the close relationship between patrol, traffic, and investigations would suggest that these functions could be more efficiently performed under single direction. Similarly, gathering of traffic safety statistics seems to relate more closely to the records operation and could best be performed under the Services Division.

The Juneau Police Department records operation consists of the recording, control, firing, and retrieval of the following official records:

1. Calls for service (complaints) and dispatch of responding field units.
2. Preliminary and follow-up reports of investigation on criminal acts and misdemeanors and traffic accidents.
3. Vehicle parking and standing citations and complaints.
4. Citations and complaints for violation of animal control laws.
5. Preparation of criminal and traffic complaints and case files for prosecution and court action.
6. Maintenance of reference files on field interviews, property, and wanted-and-missing persons.
7. Compilation of statistical data on police status and actions.
8. Index references to the files of official police information.

Police action is normally initiated by a telephone or personal call for police service. The request is recorded on a Complaint Report, together with information concerning the dispatch and response of a field unit. The complaint is given a unique record number, which is also utilized for subsequent reports on the same incident. All entries on the Complaint Report are handwritten by the dispatcher, and require reference to a wall clock for entry of time data. When final action is taken by the responding field unit, the information is entered onto the Complaint form by the dispatcher. The responding officer is also required to prepare an Abbreviated Detailed Report (ADR) covering the incident, requiring redundant recording by the dispatcher and the responding officer. It appears that the police record requirement, on any call for service resolved by the responding officer, is sufficiently documented on the Complaint form. The Abbreviated Detailed Report could, therefore, be eliminated.

Dispatch action could be expedited by redesign of the Complaint form to permit electrical date-time stamp imprint of data that is currently handwritten. The form could also be improved with the addition of check-box information covering the nature of action and any follow-up report required.

The dispatcher is currently responsible for handling police administrative calls during normal hours on the same telephone system on which emergency calls are received.

On the first and third watch and on weekends, the police dispatcher is also responsible for accepting telephone calls placed to any other city agency. Handling of administrative calls for the police department and other city agencies could seriously interfere with the dispatchers' ability to respond to urgent requests for service. Consideration should be given to providing a separate telephone line for emergency police service and the handling of police administrative calls by another office of the police department during normal hours. Separate provision should be made for the handling of all city administrative calls during nighttime and weekend hours. These considerations will be increasingly important as the size and scope of Juneau Police Department activities increase.

Forms used in follow-up investigation on criminal and misdemeanor complaints, traffic accidents, and reporting of lost or stolen property are prescribed by the State of Alaska. The formats are required for participation in the Alaska Justice Information System (AJIS). It will be noted that the State Criminal Investigation Report (ST-2) is also used for recording arrests. Where appropriate, the Investigation Report is expanded through the use of a Supplementary Report form, and by attachment of the state-developed Property List (ST-10) or a locally developed Bad Check Complaint form. The state ST-10 form and the local Bad Check Complaint form do not provide space for recording of the complaint number, which is the index and file control reference. To avoid possible separation from the original investigation report and possible loss, it is suggested that this omission might be corrected by typing the appropriate complaint number at the top of each Property List or Bad Check Complaint so that it may be correlated with the basic Investigation Report.

The original copy of the Investigation Report, together with originals of its accompanying documents, are currently routed to the Records Division for file. A color-coded carbon copy is now routed to the Investigation Division for follow-up. It would be of advantage to route the original copy to the Investigation Division, with a color carbon copy as a temporary suspense in the records file. This routing would provide the most legible copy for investigative use. The colored carbon copy in the records file would be readily identifiable as a suspense copy and would permit follow-up on outstanding Investigation Reports.

Original copies of State Motor Vehicle Accident Reports (ST-9) are presently routed to the central records file. A carbon copy is sent to the Patrol Division for gathering of traffic accident statistics. The daily Shift Commander's Report accumulates primary data concerning traffic accidents. Further details on locations, severity, weather conditions, and other vital factors could be captured on a traffic accident

log in the records section. It is suggested that the current shift report, together with the posting of a statistical log by the records section from traffic accident reports, would eliminate the need for a separate file of such reports in the Patrol Division. It would also be more effective to capture this statistical data as each report is processed rather than periodically gathering statistical information from a sheaf of traffic report copies.

Vehicle moving violations and illegal parking or standing are subject to the issuance of a local Uniform Traffic Citation and complaint. The local format is used both for state and local ordinance violations. The police department court clerk section is responsible for determination of registration information and issuance of summons to violators who do not appear in court or otherwise resolve the citations. The responsibility is adequately accomplished for moving violators, where personal registration information is available at time of citation. Registration information is not available, at time of citation, for parking and standing violations. The State Motor Registration Division cannot provide current registration information on recently resold or transferred vehicles. Lack of current registration data renders it literally impossible to resolve unpaid parking or standing citations, where the vehicle has been subject to a recent registration transfer. As a result, the court clerk's section has an increasing volume of unpaid citations on which action cannot be taken because of an absence of current registration information. Urgent action is required to provide current registration information or to otherwise relieve the growing backlog of unpaid citations.

A Shift Commander's Report is prepared for each watch, including detailed information on assigned personnel, complaints, reports, police and traffic activity, and court related matters. This is an excellent device for reporting daily and cumulative police activity and for informing the department personnel of actions taken by the department during the previous 24 hours. It appears, however, that a minor modification of the form where it relates to shift activities could provide a log of police actions and additional detail for statistical purposes.

The department is currently maintaining reference card files for wanted-and-missing persons, and for lost, stolen, and found property. Detailed information represented in these files is also available in an Investigation Report and associated data forms. The Property Index Card could be replaced by an establishment of a file of Property List forms (ST-10). With establishment of a comprehensive general index file as subsequently discussed, there does not appear to be a need for a separate index card file on wanted-and-missing persons. It is, therefore, suggested that a property file be established using copies of the ST-10 form, and that the separate card files on property and persons be eliminated.

The department also maintains a file of reports on Field Interviews. Data regarding persons interviewed by police are recorded on this form, processed through the Investigation Division for information, and are filed in a separate Field Interview file. Three copies of the interview card are prepared. A copy is forwarded to the State Department of Public Safety, and the remaining two copies are routed through Investigation Division to the records file. Because of the delay of returning record copies through the department file, it appears that the two department copies could be initially separated, with the original to the records file and the remaining card copy to the Investigation Division. This would maintain a current original copy file in the records section at all times.

An alphabetic general index file is currently being maintained. This file is only partially complete, since it only includes suspect names and information and does not include moving traffic violators. The general alphabetic name index file should contain information on all suspects, complainants, and witnesses involved in any police action, investigation, or moving traffic offense. Parking and standing violators are specifically excluded. Expansion of the current general index file should include alphabetic reference to all persons and organizations who have had contact with the Juneau Police Department; would provide an effective single index into department records; and would eliminate the necessity for maintaining any additional reference files.

Since the general index file may provide reference to multiple persons in one incident or investigation, it seems feasible to revise the general index format to permit entry of multiple names, relationship to the case, and reference to the numbered record file of detailed information. By inclusion of multiple names on the single index card, multiple carbon copies can be prepared, one for each name, eliminating the preparation of an individual index record for each person involved in an incident. The index form may be substantially simplified by inclusion of only names and file reference numbers. Details of description, case, type and disposition, and other pertinent information can be readily obtained by reference to the document file, which number is indicated on the general index card.

In order to maintain a complete and accurate file of official records, it appears necessary that specific responsibility must be delegated for maintenance of central records; that file access be authorized only to designated persons; and that a notation must be made of any official record removed, its location, the name of the official who removed it, and the date of removal. It is suggested that a department Records Supervisor be designated, to be assisted by such other persons as necessary, to structure and maintain the suggested record files. During other than normal duty

hours, an available police representative, such as the dispatcher, should be designated as the only authorized person to remove records. Finally, a locally devised receipt form should be used to record the removal of any document, together with the date, name of person in possession, and record location. The receipt should be kept in suspense to allow follow-up and return of removed documents.

Old department records, which are only infrequently required, have been placed in secondary storage in a section of space allocated to telephone central equipment. The storage space is filled, is extremely small, and is almost inaccessible. No additional space is available for secondary records storage and therefore all future documents must be stored in the combined communications center—telephone—records room. The secondary storage area is accessible to telephone repair personnel, which impairs security.

The department must initiate a records destruction and retirement program immediately to reduce the volume of records handled and to relieve the critical space problem. Information was not available from the State on procedures for authorizing destruction of outdated records. The police department should, however, continue efforts to obtain destruction authority for those outdated records of no further value. For documents of long-term retention value, such as criminal arrests, investigation and traffic reports, and court complaints and summons, it appears necessary that a microfilm records retirement system be established. The system would require a capacity to microfilm noncurrent records; to maintain such records on microfilm until destruction is authorized; to provide search and retrieval of filmed records when required; and permit hard-copy prints to be prepared from the filmed document when necessary. The following basic microfilm specifications are appropriate to the needs of the Juneau Police Department:

1. Individual document per frame—16 m.m. size preferred.
2. Simplified photographic equipment, suitable for operation by police records personnel.
3. Cartridge or cassette storage of microfilmed records.
4. Reader-printer equipment capacity for indexing to a desired record without extensive search and for producing a legible hard-copy print of desired documents, when desired.
5. Local availability of service, supplies, and technical assistance.

Because of the remote location of the department and the lack of backup equipment, locally available support is essential. The volume of records requiring processing and the possibility of additional police microfilm applications indicate that such a system could be efficiently used solely for the Juneau Police Department.

It would be desirable for the department to establish a records retirement schedule for orderly control of the records operation. In the absence of established criteria, consideration is suggested of the following retirement schedule:

- | | |
|---|--|
| 1. Complaint Reports
Investigation Reports
Traffic Accident Reports
Citations
Field Interviews
Impound Reports
Arrest Reports | Retired to microfilm
after two years in file. |
| 2. Shift Commander's Report
Douglas Service Report
Officer's Activity Report | Retired to microfilm
at end of each year
after preparation of
annual reports. |
| 3. Criminal Histories
Fingerprints
Identification Photos
Court Records
General Index File | Retained in original
record file indefinitely. |

Facilities space presently available to the Juneau Police Department is considered insufficient in size and configuration to support an efficient police operation. Inefficiencies resulting from the current police space assignment are apparent. Among the most significant are the unavailability of witness interview space, requiring the vacating of a working office whenever suspects or witnesses must be interviewed; the separation of command personnel offices from their area of primary activities; inadequate space for the storage and retrieval of active police records; and the nonavailability of any facility for conference and training, equipment storage, or vehicle protection. Anticipated expansion of police responsibility into additional populated areas of the Borough, a requirement for relocation of the police facility reasonably close to the center of population served, and the need for minimal

capacity to support efficient management and operations would dictate the requirement for expanded and well-designed facilities. The precise location and degree of expansion required could not be accurately defined at this time. In light of the projected increase of approximately 210 percent in the population base requiring police services through 1980, and in consideration of minimal facilities required to support an effective police operation, a projected total space requirement of approximately 14,000 square feet was determined. This would consist of approximately 8,000 square feet of primary personnel support facilities and approximately 6,000 square feet for secure storage, maintenance, and secondary support activity.

Design of an effective police facility was concerned with efficient performance of police functions, contiguous location of interdependent units, work flow and records management, and general security of essential police operations. The design was also concerned with maximum space utilization, responsive police service, and supportive facilities essential to the discharge of police responsibilities under severe climatic conditions. A precise architectural design was not attempted, since the location and eventual size and posture of police operations was yet to be determined. A general design was arrived at, however, to provide initial guidance and assistance to the Juneau Police Department in analyzing requirements and establishing budgetary support.

V. RECOMMENDED COURSES OF ACTION

It is recommended that the Juneau Police Department:

1. Examine the departmental organization and distribution of functions, to achieve improved coordination and grouping of related tasks, as a means of realizing more efficient creation, handling, filing, and retrieval of official police records.
2. Revise the Complaint Record in accordance with the format suggested in Attachment 1; procure and utilize electrical date-time stamp equipment to more accurately and rapidly complete the report; and revise procedures to use the Complaint Report as a final record of minor police actions, eliminating the Abbreviated Detail Report (AD-1).
3. Revise that portion of the Shift Commander's Report, covering shift activities, to include added information and to provide additional entry space, as suggested in Attachment 2.
4. Separate the operational telephone system from the administrative system. The dispatcher would be responsible for answering only operational calls for police service. Administration calls would be serviced by other clerical or city personnel during normal duty hours.
5. Establish a procedure for inscribing the applicable Complaint Number at the top of Property Lists (ST-10) and Bad Check Complaints so that they may be correlated with the covering Investigation Report (ST-2).
6. Change routing instructions to provide original copies of Investigation Reports (ST-2) to the detective section, retaining a color-coded copy in Records as a suspense, pending case completion and filing of the original copy in the central records file.
7. Develop a Traffic Statistics Log of required reporting and analysis information, to be posted and accumulated by the records section from individual Traffic Accident Reports. Eliminate the separate statistical file of Traffic Accident Reports.

8. Establish procedures for reducing the backlog of unpaid parking and standing citations by requesting court dismissal of complaints where the State Department of Motor Vehicles cannot provide current registration information within 90 days after issuance of summons. Request state action to accelerate availability of current motor registration information.
9. Revise the distribution of Field Interview Reports to retain the original copy in the records file and forward the card copy to the detective section for information and retention.
10. Modify the alphabetical General Index File to record all suspects, complainants, and witnesses as suggested in Attachment 3. Add data on missing-and-wanted persons to the current index files. Replace the property index card file with file copies of the ST-10 form.
11. Designate a Records Supervisor for maintenance of official police records, and identify shift personnel authorized to enter files and remove records. Establish a simplified receipt suspense record system for all documents removed from the files.
12. Establish a records destruction and retirement program to reduce the volume of secondary storage and to provide an orderly means for reducing current records storage. Coordinate with appropriate state agencies on authorization and procedures for destruction of outdated records. Procure and initiate use of a microfilm system in accordance with basic specifications previously discussed. Determine a retirement schedule, as previously suggested, for microfilming of retired records and for their retrieval in visual and hard copy form.
13. Establish planning and budgetary requirements for development and construction of a police facility, centrally located to the center of population in the expanded area of police responsibility and service demand. Consider the general facility configuration provided in Attachment 4 as a basis for planning and budgetary action. Use the optimal size of 8,000 square feet of primary personnel area and 6,000 square feet of supportive facility as initial planning factors. The facility size would be adjusted in accordance with final determination of staffing levels, scope of activity, and size of area covered by expanded law enforcement responsibilities.

A T T A C H M E N T S

COMPLAINT REPORT

Complaint Received	Complaint No.		Location		Units Assigned		Back in Service	
	Nature of Complaint					<input type="checkbox"/> Adult <input type="checkbox"/> Juvenile <input type="checkbox"/> Animal		
	Complainant		<input type="checkbox"/> Refused	Address		Phone No.		
Date							Date	
Time							Time	
Unit Dispatched							On Scene	
Date	Report		Cleared by Unit		Arrest		Sex	Reviewed
	<input type="checkbox"/> ST-2 <input type="checkbox"/> ST-9 <input type="checkbox"/> Citation <input type="checkbox"/> Interview	<input type="checkbox"/> Unfounded <input type="checkbox"/> Resolved <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> Armed <input type="checkbox"/> Resist	<input type="checkbox"/> M <input type="checkbox"/> F	Date	Init.		
Time							Time	

Note: Single copy, card stock. Same size as present complaint form.

Attachment 1

MODIFIED SHIFT COMMANDER REPORT

Shift Activities

[illegible]

Notes: Modify present shift activities section as above.
Extend shift activities section to allow maximum number of entries.

Attachment 2

GENERAL INDEX FORMAT

Jones, Robert N.	MS	DOB 071131	ST 2
AKA		SSN 000-00-0000	71-1129
Johnson, Bob			
Williams, Clara D.	FC		
Abrams, Claude E.	MW		
Roth, John C.	MW		

S – Suspect

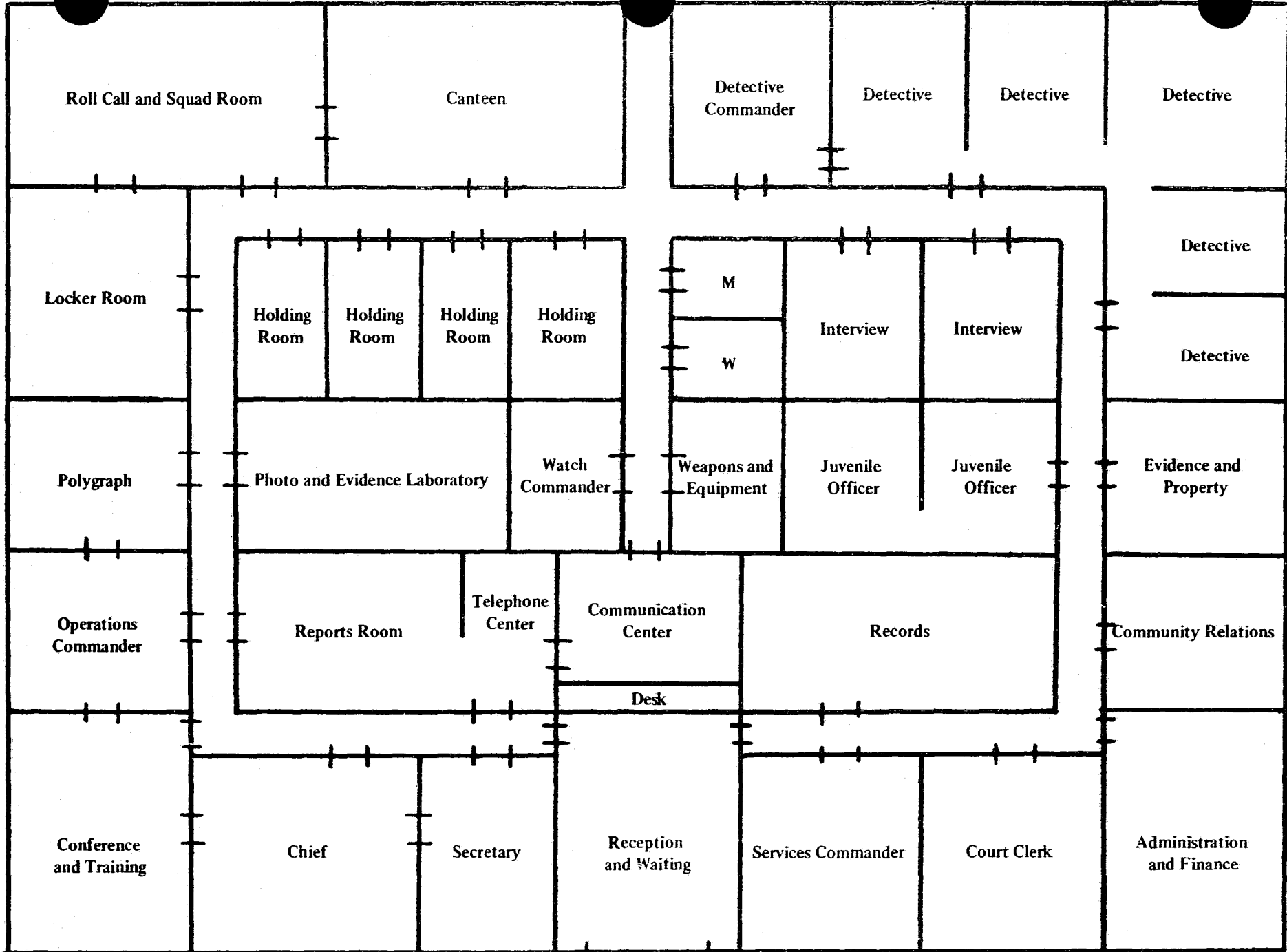
C – Complainant

W – Witness

- Notes:
- 1. Blank paper stock to replace present card form.
 - 2. List all suspects, complainants, and witnesses in complaints, ST-2, ST-9, and moving traffic citations.
 - 3. Multiple carbon copies—one for each name.
 - 4. File one copy under each name in Alpha Index File.
 - 5. Retain present cards in file until purged.
 - 6. DOB and SSN information included to expedite FBI, NCIC search for suspect only.
 - 7. Use report file reference to retrieve case detail.

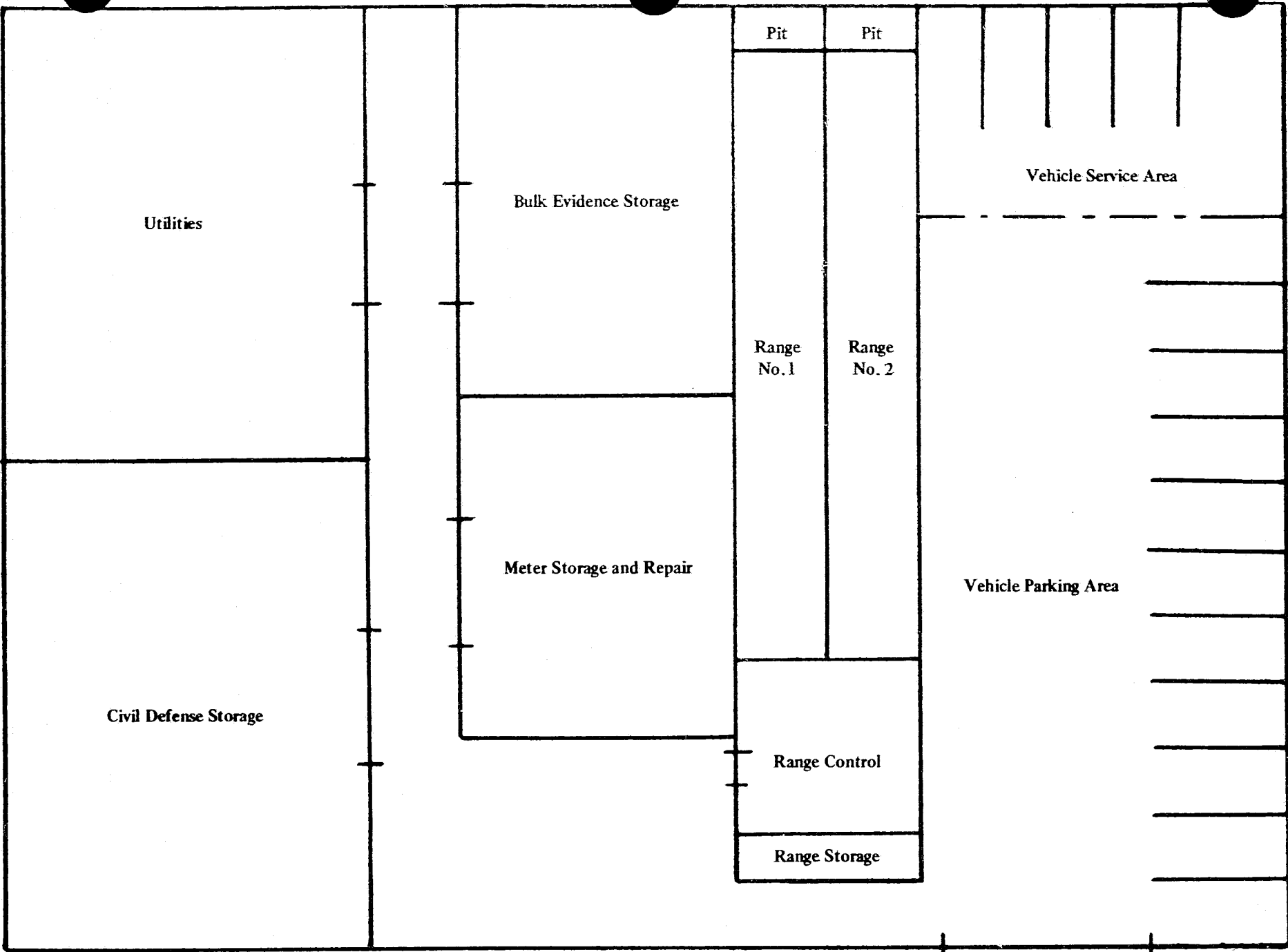
Attachment 3

Attachment 4



JUNEAU POLICE DEPARTMENT FACILITY
FIRST LEVEL

PROPORTIONAL
NOT TO SCALE



JUNEAU POLICE DEPARTMENT FACILITY
BASEMENT

PROPORTIONAL
NOT TO SCALE

END