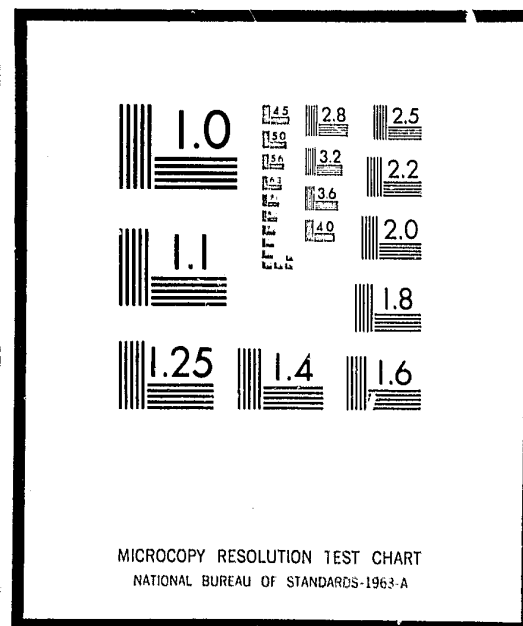


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U.S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
NATIONAL CRIMINAL JUSTICE REFERENCE SERVICE
WASHINGTON, D.C. 20531

3/3/77

Date filmed

LAW ENFORCEMENT ASSISTANCE ADMINISTRATION (LEAA)

POLICE TECHNICAL ASSISTANCE REPORT

SUBJECT: Feasibility of Establishing a Joint Police Records System for the Cities of Batavia, Geneva and St. Charles, Illinois

PROJECT NUMBER: 76-152/085

FOR: City of Batavia, Illinois

Population 10,816

Police Strength
Sworn 17
Civilian 4
Total 21

Square Mile Area 5.5 (est.)

City of Geneva, Illinois

Population 9,146

Police Strength
Sworn 15
Civilian 8
Total 23

Square Mile Area 4.6 (est.)

City of St. Charles, Illinois

Population 15,144

Police Strength
Sworn 31
Civilian 5
Total 36

Square Mile Area 7.9

TRACTOR: Public Administration Service
1776 Massachusetts Avenue, N.W.
Washington, D. C. 20036

NSULTANT: David L. Norrgard

ONTRACT NUMBER: J-LEAA-002-76

DATE: November, 1976

NCJRS

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ACQUISITIONS

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Table of Contents

	<u>Page</u>
I. INTRODUCTION	1
II. STATEMENT OF PROGRAM	3
III. ANALYSIS OF THE PROBLEM	
Police Service in the Tri-Cities.....	4
Joint Communications Center.....	4
Record-Keeping in Batavia.....	11
Record-Keeping in Geneva.....	12
Record-Keeping in St. Charles	14
Investigative Records	15
Data Processing Capability	15
IV. FINDINGS AND CONCLUSIONS.....	16
V. RECOMMENDATIONS	
General Recommendations.....	17
Specific Recommendations.....	18

Exhibits

Table 1 - General Tri-Cities Police Operating Budgets, 1976	5
Table 2 - Tri-Cities Police Personnel, By Rank and Number	6
Table 3 - Comparative Pay Scales for Tri-Cities Police Personnel	7
Table 4 - Reported Part I Offenses, By Type and Rate, 1974 and 1975	8
Table 5 - Origin of Emergency Service Telephone Calls to TriCom	10

Appendix

Appendix I - Sample Field Report Format

I. INTRODUCTION

This report emanates from a study undertaken for the Cities of Batavia, Geneva and St. Charles, Illinois, to determine the feasibility of establishing a joint police records system in conjunction with an already combined emergency communications operation.

The study entailed a general review of existing record-keeping practices and an examination of the information needs and requirements of the three cities.

An on-site survey was conducted on September 1,2,3 and 7, 1976 when a visit was made to each police department and to the joint communication operation known as TriCom. Individuals interviewed during the visit included the following:

Fred Behner
Police Officer/Investigator, Batavia

Jerald R. Bleck
TriCom Supervisor

Scott Brundige
Chief of Police, Geneva

Marjean Byrum
Police Records Clerk, Geneva

Ethel Carlson
Police Records Clerk, St. Charles

Andrew Doyle
Finance Officer, Geneva

Donald Batske
Police Officer/Records Specialist, Batavia

James Kintz
Police Officer/Report Review Officer, St. Charles

Ann Koehling
Police Records Clerk, Geneva

Robert A. Popeck
Chief of Police, Batavia

Donald Rodgers
Chief of Police, St. Charles

Jean Watson
Police Records Clerk, Geneva

At the conclusion of the on-site work, the consultant discussed his general observations and preliminary findings with the Board of Directors of TriCom at one of its regular meetings. The chiefs of police of the three participating cities are members of TriCom's Board.

II. STATEMENT OF THE PROBLEM

The Cities of Batavia, Geneva, and St. Charles, Illinois, jointly created an emergency communication center known as TriCom. The center handles police, fire and ambulance telephone answering and dispatching service for the three communities. At the time of this writing, the center had been in operation for about three months. The initially successful experience with the combined communications effort led the cities to examine the feasibility of a joint police records operation. Specifically, the cities were looking for answers to the following questions.

- Is a jointly-operated records system feasible?
- What types of records are suitable for a joint records system?
- What types of reports should be issued by a joint records system?
- Where should a joint center be located?
- How should a joint center be staffed, financed, and managed?
- What are the potentials for utilization of data processing in a joint center?

III. ANALYSIS OF THE PROBLEM

The following chapter discusses the present record-keeping practices of the three police agencies, describes the operations of the joint communications center, and provides an overview of police services in the Tri-Cities.

Police Service in the Tri-Cities

Each of the three cities provides full-time police service to its residents. Batavia and Geneva maintain police departments of comparable size; St. Charles has a somewhat larger department. Table 1, 2 and 3 provide manpower, pay scale and operating budget comparisons for police services in the three cities. The three communities have more similarities than they do differences.

The three cities are located along the banks of the Fox River, in Kane County which is on the western edge of the Chicago Metropolitan Area. They are contiguous communities with Geneva situated in the center, Batavia to the south, and St. Charles to the north. St. Charles has room for expansion and is growing at a faster rate than the other two communities. Highway 31 and 25 travel north and south along each side of the Fox River, thereby linking the communities. Although each city is served by a separate school system, there is a great deal of interaction and cooperative feeling among the residents. This cooperative atmosphere is reflected in the efforts of the three police agencies, particularly with respect to the operation of the joint communications center which will be discussed below.

Table 4 illustrates reported Part I offenses for the past two years in the Tri-Cities area. As can be seen, reported crime is higher in St. Charles than it is in the other two cities but all three have a lower crime rate than does Kane County. It is difficult to make overall service activity comparisons between the three cities because different types of annual reports are prepared in each city. Nevertheless, it would appear that St. Charles responds to or initiates about 2,000 to 3,000 more police service incidents than either Geneva or Batavia. Activity in the latter two communities, on the other hand, is about equal with each other.

Joint Communications Center

In June of this year, Batavia, Geneva, and St. Charles began the joint operation of a sophisticated communications center known as TriCom. Taking full advantage of the Illinois Intergovernmental Cooperation Act [Chap. 127, Section 741 et. seq., Illinois Revised Statutes (1975)], the three cities launched the joint venture with a formal agreement. The purpose of the agreement was to unite the parties in a cooperative effort to provide communication services for police, fire, and ambulance services.

Table 1

General Tri- Cities Police Operating Budgets
1976^{a/}

	<u>Batavia</u>	<u>Per Cent</u>	<u>Geneva</u>	<u>Per Cent</u> ^{b/}	<u>St. Charles</u>	<u>Per Cent</u>
Personal Services	\$409,600	80.0	\$310,400	76.5	\$647,038	80.2
Contractual Services	54,800	10.7	49,100	12.1	73,300	9.1
Commodities	33,800	6.6	23,250	5.7	41,955	5.2
Capital Outlay	12,700	2.5	22,000	5.4	33,325	4.1
Other	<u>1,200</u>	<u>.2</u>	<u>1,000</u>	<u>.2</u>	<u>11,130</u>	<u>1.4</u>
Total	\$512,100	100.0	\$405,750	99.9	\$806,448	100.0

^{a/} The budget year in Geneva and St. Charles is from May 1st to April 30 whereas in Batavia the budget year runs from January 1st to December 31st.

^{b/} Detail presented is for the 1975-76 budget year. The total authorized budget for 1976-77 is \$454,000 but a detailed breakdown was not available.

Table 2

Tri- Cities Police Personnel, By Rank and Number

<u>Sworn</u>	<u>Batavia</u>	<u>Geneva</u>	<u>St. Charles</u>
Chief of Police	1	1	1
Assistant Chief	-	1	-
Captain	1	-	2
Sergeant	4	4	5
Corporal	-	-	4
Police Officer	$\frac{11}{17}$	$\frac{9}{15}$	$\frac{19}{31}$
<u>Civilian</u>			
Records Clerk	3	3	4
Receptionist	-	4	-
Parking Control	$\frac{1}{4}$	$\frac{1}{8}$	$\frac{1}{5}$
	====	====	====
<u>Grand Total</u>	21	23	36

Table 3

Comparative Pay Scales for
Police Personnel in Tri-Cities

	<u>Batavia</u>	<u>Geneva</u>	<u>St. Charles</u>
Police Officer	12,300-16,000	13,457-16,182	12,941-16,267
Corporal	-	-	16,799
Sergeant	15,100-17,700	17,617-18,158	17,417-18,638
Captain	N/A	-	19,292-20,525
Assistant Chief	-	20,000	-
Chief of Police	N/A	22,680	N/A
Parking Control	-	10,067	10,046-12,438
Records Clerk	6,240- 8,632	7,862- 7,878	7,217-10,129
Receptionist	-	6,760	-

Table 4
Reported Part I Offenses, By Type and Rate
1974 and 1975

City	Year	Population	Rate Per 100,000	Total Crime Index	Murder & Voluntary Manslaughter	Forcible Rape	Robbery	Agrav. Assault & Battery	Burglery	Theft	Motor Vehicle Theft
Batavia	1974	10,816	3,966.3	429	0	2	3	6	133	249	36
	1975	10,816	4,317.7	467	0	5	4	20	144	271	23
% change			+8.9	+8.9	-	+150.0	+33.3	+233.3	+8.3	+8.8	-36.1
Geneva	1974	9,140	4,606.1	421	0	0	1	11	124	246	39
	1975	9,140	2,844.6	260	1	1	4	1	68	176	9
% change			-38.3	-38.3	+100.0	+100.0	+400.0	+1100.0	-45.2	-28.5	-76.9
St. Charles	1974	15,144	4,813.8	729	0	3	10	17	181	449	69
	1975	15,144	5,177.5	775	0	4	3	12	191	504	61
% change			+6.3	+6.3	-	+33.3	-70.0	-29.4	+5.5	+12.2	-11.6
Total, Kane County	1974	264,100	5,292.7	13,978	10	54	359	578	3,917	8,046	1,014
	1975	264,100	5,747.8	15,180	7	47	388	539	4,217	9,166	816
% change			+8.6	+8.6	-30.0	-13.0	+8.1	-6.7	+7.7	+13.9	-19.5

Source: Illinois Uniform Crime Report, Annual 1975/Annual 1974.

TriCom is governed by a Board of Directors consisting of the police chief, fire chief, and one elected official from each participating city. The ambulance service, also a three-city program, has one representative too. The Board has full control over TriCom activities, including budget, staff selection, and related personnel matters. Each of the three cities has agreed that for the first two years of operation, each city will pay an equal one-third share of the center's operating costs. In the second two-year period of the total four-year agreement, operating costs are to be shared on a user basis.

The staff of TriCom consists of one supervisor and nine dispatchers. While these individuals are considered to be employees of TriCom, for purposes of administrative convenience they are linked to the City of Geneva and participate in the city's pay-related benefits program. Interestingly, a number of the dispatchers employed by TriCom previously were dispatchers for the individual cities and became TriCom employees after passing appropriate qualifying examinations. Employees were allowed to carry any accumulated benefits with them.

Table 5 shows the point of origin for all calls entering the TriCom emergency 911 system. As can be seen, during the five week period for which data was available, St. Charles was the point of origin for 37 per cent of the calls and Batavia and Geneva were the sources, for 21 and 23 per cent, respectively. The balance, 18 per cent, cannot be identified as to the specific source although most of those calls probably come from fire protection districts which extend beyond the legal boundaries of the participating cities. Interestingly, no provision was made in the formal agreement to allocate the costs for calls originating from unidentified locations. This remains an unresolved question. Staff estimates suggest that overall about 60 per cent of the calls received are for police assistance and fire and ambulance service requests each represent about 20 per cent of the activity.

A procedures committee was instituted by the TriCom Board to work out a joint communications policy for the three cities. This committee, consisting of police and fire personnel from all the communities, developed a uniform system for handling emergency service calls. Thus, the committee was instrumental in fostering cooperative relationships by developing a single, unified set of procedures rather than attempting to preserve the individual practices employed by the three departments.

The City of Geneva was selected as the site for the joint center, partly because of its central location and partly because some space (with necessary remodeling) was available within its police department. Two LEAA grants, one for \$123,000 and another for \$28,000, provided the funds necessary to initiate the joint center through the acquisition of equipment, remodeling of facilities, and related matters. In order to make space available for the joint center it was necessary for Geneva to re-locate

Table 5

Origin of Emergency Service Telephone
Calls to TriCom Center

<u>Period</u>	<u>Batavia</u>	<u>Per Cent of Total</u>	<u>Geneva</u>	<u>Per Cent of Total</u>	<u>St. Charles</u>	<u>Per Cent of Total</u>	<u>Source Unknown</u>	<u>Per Cent of Total</u>	<u>Total</u>
7-7 to 7-19	107	19.8	122	22.5	140	25.9	172	31.8	541
7-20 to 7-26	128	22.5	154	27.1	207	36.4	80	14.0	569
7-27 to 8-2	97	18.3	119	22.4	241	45.5	73	13.8	530
8-12 to 8-17	94	24.1	79	20.2	147	37.7	70	17.9	390
8-24 to 8-31	136	22.7	132	22.0	249	41.6	82	13.7	599
Total	562	21.4	606	23.0	984	37.4	447	18.1	2,629

some of its police personnel to new quarters, thereby incurring additional costs of about \$20,000. Working conditions are somewhat crowded on the main floor of Geneva's police department, but there is a larger work area available on a lower level. This alternate space is presently being used by the City's Public Works Department for the storage of trucks and other equipment.

TriCom dispatches all police officers in the three cities. The dispatcher uses a pre-numbered complaint card which is color coded for each city. When a request for assistance is received, or when an officer notifies the dispatcher of an officer-initiated action, the appropriate complaint card is time-stamped. The card is stamped again when a unit is dispatched to the scene, when the officer arrives at the scene, and when the officer indicates that action in the field has been completed. Information as to the location and nature of the incident also is noted on the complaint card. A complaint number, unique to each city, is then given to the responding officer as the control number for insertion on any subsequent written report.

An officer status card also is maintained for each individual officer on duty at a particular time. The officer status card is used to keep an accurate account of the time an officer devotes to different activities during the work period. Taken together, the complaint card and officer status card could yield a great deal of valuable management information. At this point, no formal reports are made beyond some statistical summaries prepared by the individual departments.

Record-Keeping in Batavia

The Batavia Police Department's records unit is staffed by one police officer and three clerical support personnel. The records office is open daily from 8:00 a.m. until 12:00 midnight and is located on the ground floor of the police department building.

The principal access file in the Batavia Police Department is a Master Name Index (MNI) File. The MNI consists of 3x5 cards which are color coded to facilitate the filing and retrieval of information. A white index card is used for all Caucasian adults and a green card is used for non-Caucasian adults. A blue index card is used for persons who have been arrested, and juveniles are indexed on salmon colored cards. The names of victims, suspects, or persons arrested are included in the MNI file. MNI cards are completed in triplicate. One copy of the MNI card is placed in an offense file (arranged consistent with the report categories used in a monthly city council report) and a second copy is placed in a location file. The original stays in the MNI file. A new card is made out for each name; additions are not made to existing cards.

A typical card in Batavia contains the following data:

Name	Date of Birth
Address	
Date of Incident	Type of Offense
	Location of Offense
	Complaint Number

A jacket file is created when, in the opinion of an officer, the particular incident is serious enough to require more than a routine field report. There is no firm rule regarding when a jacket file will be established. Generally, if a particular incident might involve litigation (e.g. an injury accident), a jacket file would be established. Once such a file is established, every item of information connected with that incident is placed in the jacket file.

Offense reports are of four principal types, a General Case Report, a Crimes Against Persons Case Report, a Motor Vehicle Incident Case Report and a Miscellaneous Incident Report. The investigative unit receives a xerox copy of each report. Reports are filled out by hand by the investigating officer and then reviewed to some extent by the officer assigned responsibility for records maintenance. The hand-written original is filed in numerical sequence according to the complaint number; copies are made as required. No formal report review process is carried out. A random review of the records revealed some incomplete and unsigned reports.

Record-Keeping in Geneva

Three records clerks, one of whom also serves as secretary to the chief of police, operate the Geneva police department records system. Supporting this staff are four receptionists who maintain a service desk twenty-four hours daily.

Three, 3x5 index cards serve as the basis for access into the Geneva police records system. Index cards are made for the victims, arrested persons (traffic and non-traffic) and criminal suspects. Index cards are color coded by year, and filed in a central name index file, an offense file, and a location of incident file. Traffic accident file cards are not color coded by year. Additions are not made to previously entered index cards; instead, new cards are made for repeat names. A typical card contains the following data:

Name	Date of Birth	Complaint Number
Address	Sex/Race	
Type Offense		Jacket File (if applicable)
		Time/Date of Incident
Location of Offense		
		Disposition

A jacket file is prepared for any individual who has been arrested, or for any person who has been fingerprinted or photographed. Once a jacket file has been established for a particular person, a notation is made on each index card (i.e., name, offense and location) contained in the file system. A copy of every pertinent offense report is placed in the jacket as well as copies of warrants, reports, and such other material as may be related to a particular case or individual. In essence, a jacket file will contain all information known about a particular person by the Geneva police department.

The principal incident report forms used by the Geneva police department (with the exception of color codes) are identical to those used in Batavia, namely the General Case Report and the Crimes Against Persons Case Report, the Motor Vehicle Incident Case Report and the Miscellaneous Incident Report. The responding officer makes out a hand-written copy of the report, it is reviewed by a supervisor, processed by the records staff, and as a final step,

a typed copy of the report is prepared for filing. Report typing is carried out by the receptionists whose positions were created when TriCom was established. Rather than eliminate four staff positions, as Batavia and St. Charles did, Geneva chose instead to re-classify former dispatcher positions into clerical jobs in order to carry out some typing tasks that formerly were not being done.

Record-Keeping in St. Charles

A staff of four records clerks plus one police officer assigned report review tasks constitute the records-keeping team for the St. Charles police department. The central police files are maintained in a room immediately adjacent to the public entrance to the department. The office is open from 8:00 a.m. to 12:00 midnight but supervisory personnel can retrieve records information at any time.

St. Charles is the only police agency included in this survey which has a formal report review process, an undertaking that has been operational only a few months. The police officer, assigned to report review, checks each report submitted by the investigative officer for accuracy and consistency to departmental regulations. If information is missing, or if the form has not been completed in proper fashion, it is returned together with a brief explanatory memorandum to the officer's supervisor. Any corrections will be made on a supplemental report form and attached to the original report for filing.

A Master Name Index file (MNI) is the main organizational scheme used by the department to retrieve information from the record system. The MNI contains only the names of victims and persons arrested; it does not include suspects or witnesses. A new MNI card (3x5) is made out for each new offense with the information organized in the following manner:

Name	Type of Offense	
Address	Beat Location of Offense	
Complaint Number	Date of Offense	Time of Offense
Description of Offense		
Amount of loss, damage, etc.		
(special notation if arrest made and reference to Arrest Report Number)		

Two MNI cards are made, one for the principal file and the second for the yearly summary file. Color codes are limited to two: green for injury accidents and rose for fatal accidents. Field reports are of two key types, a General Report and a Miscellaneous Incident Report. Field reports are completed in triplicate and filed in numerical order according to the complaint number. One copy of each report is placed in the squad room for reference by all police personnel and the second copy is sent to the investigative division for its use.

Jacket files are created when an individual is arrested and all information pertaining to that particular individual is placed in that file. When appropriate, copies rather than original reports are used. Additionally a case file is established for all major felonies. If an arrest is made for the particular incident, all the data contained in the case file is then placed in the jacket file of the person arrested and the case file closed.

Investigative Records

Each of the departments included in this survey maintain an investigative staff — St. Charles has four investigators, Geneva and Batavia have one each. Monthly, all investigative personnel in Kane County meet to exchange information and discuss cases of mutual interest. Other than that exchange, however, there is little formal communication between the various personnel of the departments regarding investigative problems. Investigative files tend to relate to the personnel needs of the investigators and there appears to be no particular pattern in the records maintained. One police official did indicate, however, that as much as 25 per cent of the regular investigative work load involves individuals from outside the particular community of assignment. It was also noted that because of the limited amount of communication between the various agencies, it is likely that leads or relationships between similar crimes in more than one community are not noticed as frequently as would perhaps be desirable.

Data Processing Capability

The City of Batavia and the City of Geneva jointly own a System 3, Model 10 IBM computer and presently are converting their data processing operation from cards to disc. Costs for the operation of the computer services center are shared equally by the two cities. Currently each city pays approximately \$34,000 towards the service center's operations. Conversations with officials responsible for operation of the service center indicate that there is sufficient computer time available to consider the addition of new programs, particularly in the area of police records. The City of St. Charles also has some data processing capability but it is card-oriented, not disc-oriented.

IV. FINDINGS AND CONCLUSIONS

The success of the joint communications center operated by the Cities of Batavia, Geneva, and St. Charles leaves little doubt that it is, not only feasible, but most desirable that the same three communities launch a jointly operated police records center. An effective records system must be linked directly with a communications system because the basic controls necessary for accurate police reports must be instituted by the dispatchers. Under the present system there is a single dispatcher but three separate record systems, none as effective as might be under a joint program.

To implement a joint records center will require the same careful planning that went into the establishment and implementation of TriCom. Some general assumptions about the objectives or controls which a joint records system should embrace are these:

1. Records should be maintained only if they have some specific value to the user or legal requirements mandate their maintenance.
2. Records must be retrievable and functional to all users and the system of retrieval should be easily understood. Retrieval should not be designed upon the skills of one or two individuals.
3. Redundancy in the records system must serve specific purposes; it cannot be justified merely by whim.
4. Filing systems must have sufficient controls to guarantee accuracy and continuity.
5. The degree of sophistication of the records system must relate to the actual needs of the participants; overly complex procedures should be avoided.

V. RECOMMENDATIONS

The recommendations offered below are of two types, general and specific. General recommendations relate to the overall scope and dimension of the joint records center. The specific recommendations relate to particular features which should be considered in the establishment and implementation of a joint records center.

General Recommendations

It is recommended that the Cities of Batavia, Geneva, and St. Charles establish a combined police records center in concert with the present joint communications center, TriCom. Legally speaking, this can be accomplished by amending the TriCom agreement to provide for the addition of a police records component. It is further recommended that the Board of Directors of TriCom establish through its By-Laws, a standing committee to be responsible for the establishment and implementation of the joint police records system. The three chiefs of police should comprise the standing committee. This group could be aided by a working procedures committee similar to the one which developed the communities center procedures.

The existing communication's agreement calls for an equal distribution of the costs of TriCom operations among the three participating cities in the first two-year period with costs share on a user basis in the final two-year period. It is suggested here that a similar arrangement be developed to handle the operating costs of the records center too. Provision should be made, however, for allocating the costs associated with the unidentified service calls discussed earlier in this report.

Management of the records center should become the responsibility of the TriCom supervisor. A chief dispatcher and a chief records clerk would assist the supervisor in the day-to-day management of the system. Overall, a records staff of four (including the chief clerk) should be sufficient to handle the associated records tasks.

The records center should be located in close proximity to the communications center as the two functions are interdependent. Conditions are somewhat crowded in the Geneva police department but ample space would appear to exist, if not on the main floor occupied by the police department, then perhaps on the lower level which is presently being used for equipment storage. Any relocation costs incurred by the City of Geneva, should be reflected in the operating costs of the program. That is, the City of Geneva should not be expected to absorb expenses it otherwise normally would not incur in order to provide housing for the joint programs. These costs should be shared.

Finally, serious consideration should be given to utilizing the data processing capacity of the joint computer service center of the cities of Batavia and Geneva. There is computer processing time available to run police records programs, and programming and other assistance are readily available.

Specific Recommendations

1. Types of Reports. All agencies should use identical forms to record incident data. It is suggested that the overall number of forms be strictly limited in order to keep the system as simple as possible. The following types of reports are suggested:
 - Incident Report—generally all police incidents not requiring the filing of an offense report;
 - Offense Report—prepared on all serious and some non-serious offenses;
 - Arrest Report—prepared on all persons arrested by any of the participating agencies;
 - Traffic Accident Report—prepared on the standard State of Illinois report form;

Traffic and Parking Citations

2. Field Report Format. It is suggested that the three agencies use a standard 8 1/2 x 11 inch multicopy form set for their field reports. Report forms should be well-captioned and designed to ensure all the necessary information is gathered by the investigating officer. An example of this type report style is shown in Appendix I. As can be seen, such a format readily lends itself to a data processing application as well. Field reports should be handwritten by the officer and reviewed and approved by the supervisor. Reports can be batched and delivered to the records center at the end of each shift.
3. Master Name Index. The Master Name Index file for the proposed joint records system should consist of three types of locator cards, one by name, one by type of offense, and one by location. All names mentioned in a report should be placed in the MNI, i.e., witness, suspect, victim or person arrested. Color codes should be limited in their use, perhaps only to delineate major crimes. It is suggested that the same information be contained on each card in essentially this format:

Name	Date of Birth	Complaint No.
Address	Sex/Race	Jacket No. (if any)
Date/Time of Offense		
Type of Offense/Brief Description		
Location of Offense (including beat)		
Disposition/Date (if appropriate)		

These cards are designed to capsule information found in detail in the jacket files or individual offense reports. The MNI also is the principal means by which information can be retrieved from the files. The system should be simple in scope with a minimum of color coding and other devices which may serve to confuse rather than assist an individual in retrieving information.

4. Daily Information Report. A daily information report should be prepared by the records center summarizing in capsule form the previous day's activities, particularly the serious types of offenses. The summary data contained in the MNI file can be used as well for this purpose. Distribution of this report should be to the news media and, particularly, to investigative personnel. In this manner investigative personnel will be aware more quickly of the types, nature and extent of problems in the entire area, not just one particular community.
5. Records Center Hours. There is no particular need to have the records center open twenty-four hours daily. One person could begin at about 6:00 a.m. to process reports submitted by the night shift personnel. Otherwise, two regular eight-hour shifts should be sufficient to meet both police and public needs for records information.

APPENDIX

FIELD REPORT FORMAT

23. PREMISES	Business-A — 003 0 Bank/Savings & Loan 1 Finance Co./Credit U. 2 Medical Offices 3 General Offices 4 Public Building 5 Theater 6 Other 7 Unknown		Store-B — 006 0 Sporting Goods 1 TV/Radio/Appliance 2 Candy 3 Jewelry 4 Small Neighborhood		2. Initial Offense Classification				3. Case Report Number										
	Business-B — 004 0 Bar 1 Car Sales Lot 2 Manufacturing Co. 3 Restaurant/Food 4 Gas Station 5 Warehouse 6 Laundromat 7 Other 8 Unknown		Vehicle — 007 0 Suspect's 1 Victim's 2 Taxi 3 Armored 4 Bus 5 Delivery 6 Truck 7 Vending 8 Other		4. U.C.R. Classification				5. M.I.S. Code				6. Census Tract Number						
	Store-A — 005 0 Clothing 1 Department 2 Drug 3 Gun/Pawnshop 4 Liquor 5 Supermarket 6 Office Supply 7 Other 8 Unknown		Type of Dwelling — 002 0 Apartment/Project 1 Hotel 2 Motel 3 Single Family 4 Duplex/Triplex 5 Other		15. Location of Occurrence				16. Address Code										
					17. Occurred on or btwn and				12. Reported				Mo. Day Year Time						
7. Victim's Name (Last, First, Middle — Firm Name)																			
8. D.O.B.		9. Address				City				10. Telephone									
		Res. _____				Bus. _____													
11. Victim's Occupation				12. Sex		13. Race		14. Age		15. Teletype Number									
19. Type of Property				20. Loss \$				21. Recovered \$											
22. Connecting Case Report Number(s)																			
Codes: V—Victim RP—Reporting Party W—Witness A—Arrestee S—Suspect X—Day Telephone																			
24. WITNESSES	a. Code	b. Name			c. D.O.B.	d. Address			City			e. Telephone							
						Res. _____			Bus. _____										
						Res. _____			Bus. _____										
						Res. _____			Bus. _____										
25. SUSPECTS	a. Code	b. Name If Known			c. D.O.B.	d. Address If Known			City			e. Telephone							
						Res. _____			Bus. _____										
						Res. _____			Bus. _____										
						Res. _____			Bus. _____										
26. SUSPECTS GENERAL	Sex (016)		Age (015)		Height (018)		Build (019)		Hair Color (020)		Eye Color (021)								
	0 0 0 Male 1 1 1 Female 2 2 2 Unknown		0 0 0 Young Child 1 1 1 10 — 13 2 2 2 14 — 17 3 3 3 18 — 25 4 4 4 26 — 35 5 5 5 36 — 45 6 6 6 46 — 55 7 7 7 56 — Over 8 8 8 Unknown		0 0 0 Small Child 1 1 1 Very Short (5/2-Under) 2 2 2 Short (5/3 — 5/6) 3 3 3 Medium (5/7 — 5/9) 4 4 4 Tall (5/10 — 6/1) 5 5 5 Very Tall (6/2 — Over) 6 6 6 Other 7 7 7 Unknown		0 0 0 Very Thin 1 1 1 Thin 2 2 2 Medium 3 3 3 Muscular 4 4 4 Heavy/Stocky 5 5 5 Obese 6 6 6 Other 7 7 7 Unknown		0 0 0 White 1 1 1 Black 2 2 2 Brown 3 3 3 Lt. Brown 4 4 4 Blond 5 5 5 Red 6 6 6 Part Gray 7 7 7 Other 8 8 8 Unknown		0 0 0 Brown 1 1 1 Blue 2 2 2 Hazel 3 3 3 Black 4 4 4 Green 5 5 5 Gray 6 6 6 Other 7 7 7 Unknown								
	Race (017) 0 0 0 Caus 1 1 1 Negro 2 2 2 Spanish 3 3 3 Indian 4 4 4 Oriental 5 5 5 Other 6 6 6 Unknown		Exact _____ (1) (2) (3)		Exact _____ (1) (2) (3)		Exact Wt. _____ (1) (2) (3)		48. Description Provided By Code _____										
27. SUSP. CLOTHES	Hat	Coat	Shirt	Trousers	Skirt	Dress	Shoes	34. Prop/Ev. Dispo—111 0 Released to Coroner 1 Released to Relative 2 Released to Owner 3 Released to Attorney/Agent 4 Destroyed 5 Booked 6 Sold/Donated 7 Other		38. Internal Notifications-115 0 Director 1 SA/C/Field Operations Bur. 2 Patrol Divisions 3 Investigation and Review 4 Intelligence Division 5 Youth Services Division 6 Information Center 7 Special Report 8 Technical Services Section 9 Other									
	1																		
	2																		
	3																		
31. VEHICLE	a. Year	b. Make		c. Model	d. Type		e. Colors—Top/Bottom		f. License Number		g. Year	h. State							
	Interior — 093 0 Bucket Seats 1 Bench Seats 2 Custom 3 Torn 4 Equip. Added 5 Equip. Missing 6 Unique Item 7 Stereo Tape 8 Floor Shift 9 Other		Exterior — 094 0 Painted Inscrip. 1 Sticker/Decal 2 Rust/Primer 3 Vinyl Top 4 Decor. Paint 5 Level Altered 6 Flocked 7 Other 8 Unknown		Modified — 095 0 Front 1 Rear 2 Other 3 Unknown		Body Damage — 096 0 Left Side 1 Right Side 2 Front 3 Rear 4 Top 5 Other 6 Unknown		Wheels — 097 0 Mags 1 Chrome Rims 2 Unique Size 3 Other 4 Unknown		Windows — 098 0 Damage — Rt/Left Side 1 Damage — Front/Rear 2 Tinted 3 Covered 4 Decal/Plaque 5 Other 6 Unknown								
											[] Vehicle Towed								
32. CRT	28a. Agent Signature and Number				28b. Spv. Initials and No.		28c. Reporting Party Signature				29. Page _____ Of _____								

					3. Case Report Number	
30. PERSONAL ODDITIES	Suspect Number (1) (2) (3)		Facial Scars—026 0 0 0 Cheek 1 1 1 Chin 2 2 2 Forehead 3 3 3 Lip 4 4 4 Nose 5 5 5 Ear 6 6 6 Eyebrow 7 7 7 Other 8 8 8 Unknown	Ears—035 (Continued) 4 4 4 Large 5 5 5 Small 6 6 6 Other 7 7 7 Unknown	Hair Fiber—033 0 0 0 Wavy 1 1 1 Kinky 2 2 2 Bushy 3 3 3 Curly 4 4 4 Straight 5 5 5 Other 6 6 6 Unknown	Tattoo Type—025 0 0 0 Insignia 1 1 1 Pictures 2 2 2 Designs 3 3 3 Names 4 4 4 Words 5 5 5 Initials 6 6 6 Numbers 7 7 7 Other 8 8 8 Unknown
	Face Shape—037 0 0 0 Cauc w/Negroid 1 1 1 Negro w/Cauc 2 2 2 High Cheek Bone 3 3 3 Hollow Cheek 4 4 4 Long 5 5 5 Broad 6 6 6 Thin 7 7 7 Round 8 8 8 Other 9 9 9 Unknown		Facial Hair—034 0 0 0 Clean-Shaven 1 1 1 Unshaven 2 2 2 Full Beard/Goatee 3 3 3 Mustache—Heavy 4 4 4 Mustache—Thin 5 5 5 Brows—Heavy 6 6 6 Brows—Thin 7 7 7 Other 8 8 8 Unknown	Nose—036 0 0 0 Crooked 1 1 1 Hooked 2 2 2 Upturned 3 3 3 Long 4 4 4 Broad 5 5 5 Flat 6 6 6 Small 7 7 7 Thin 8 8 8 Other 9 9 9 Unknown	Amputee—022 0 0 0 Leg 1 1 1 Arm 2 2 2 Foot 3 3 3 Hand 4 4 4 Ear 5 5 5 Fingers 6 6 6 Other	Body Scars—029 0 0 0 Leg 1 1 1 Arm 2 2 2 Hand 3 3 3 Wrist 4 4 4 Neck 5 5 5 Torso 6 6 6 Other 7 7 7 Unknown
	Complexion—038 0 0 0 Dark 1 1 1 Sallow 2 2 2 Ruddy 3 3 3 Light/Fair 4 4 4 Medium 5 5 5 Pockmarks 6 6 6 Freckles 7 7 7 Pimples 8 8 8 Other 9 9 9 Unknown		Eyes—031 0 0 0 Contacts 1 1 1 False 2 2 2 Crossed 3 3 3 Sunglasses 4 4 4 Glasses (Plain) 5 5 5 Bulging 6 6 6 Squint/Blink 7 7 7 Irregular 8 8 8 Other 9 9 9 Unknown	Teeth—028 0 0 0 Missing 1 1 1 Gold/Silver 2 2 2 Broken 3 3 3 Stain/Decay 4 4 4 Protruding 5 5 5 Irregular 6 6 6 Other 7 7 7 Unknown	Deformed—023 0 0 0 Leg 1 1 1 Arm 2 2 2 Hand 3 3 3 Torso 4 4 4 Fingers 5 5 5 Foot 6 6 6 Other	Speech—030 0 0 0 Impediment 1 1 1 Accent (U.S.) 2 2 2 Accent (Foreign) 3 3 3 Mumbles 4 4 4 Soft/Low 5 5 5 Refined 6 6 6 Disguised 7 7 7 Other 8 8 8 Unknown
	Facial Oddity—027 0 0 0 Birthmarks 1 1 1 Moles 2 2 2 Lips—Thick 3 3 3 Lips—Thin 4 4 4 Chin—Protruded 5 5 5 Chin—Receded 6 6 6 Other 7 7 7 Unknown		Ears—035 0 0 0 Cauliflower 1 1 1 Pierced 2 2 2 Protruding 3 3 3 Close to Head	Hair Type—032 0 0 0 Dyed 1 1 1 Straightened 2 2 2 Wig/Toupee 3 3 3 Crew Cut 4 4 4 Bald/Thin 5 5 5 Afro 6 6 6 Long 7 7 7 Short 8 8 8 Unknown	Tattoo—024 0 0 0 Arm 1 1 1 Hand 2 2 2 Fingers 3 3 3 Torso 4 4 4 Neck 5 5 5 Legs 6 6 6 Other 7 7 7 Unknown	Dexterity—039 0 0 0 Right Handed 1 1 1 Left Handed 2 2 2 Ambidextrous 3 3 3 Unknown
	31. WEAPON/FORCE	Handgun — 040 0 0 0 Revolver 1 1 1 Automatic 2 2 2 Dorringer 3 3 3 Simulated 4 4 4 Unknown		Handgun Description—043 0 0 0 Unusual Grips 1 1 1 Rusty 2 2 2 Defective 3 3 3 Other 4 4 4 Unknown	Other Gun — 045 0 0 0 Rare/Homemade 1 1 1 Rifle 2 2 2 Shotgun 3 3 3 Sawed Off	Other Force-A — 046 0 0 0 Bodily Force Only 1 1 1 Knife/Switchblade 2 2 2 Blackjack/Club 3 3 3 Liquor/Drugs 4 4 4 Chemical/Poison 5 5 5 Threats 6 6 6 Explosive 7 7 7 Razor 8 8 8 Other
Handgun Type — 041 0 0 0 2 Inch 1 1 1 4 Inch 2 2 2 6 Inch 3 3 3 Other 4 4 4 Unknown		Caliber/Gauge — 044 0 0 0 .22 1 1 1 .25 2 2 2 .32 3 3 3 .38 4 4 4 .45 5 5 5 .410 ga. 6 6 6 20 ga. 7 7 7 12 ga. 8 8 8 Other 9 9 9 Unknown	Carried Gun In — 074 0 0 0 Holster 1 1 1 Bag/Briefcase 2 2 2 Waistband 3 3 3 Newspaper 4 4 4 Pocket 5 5 5 Hands 6 6 6 Other 7 7 7 Unknown	Other Force-C — 048 1 1 1 Axe/Cleaver 2 2 2 Ice Pick 3 3 3 Scissors/Fork 9 9 9 Other	Other Force-E — 050 0 0 0 Cut/Stabbed 1 1 1 Choked 2 2 2 Kicked 3 3 3 Hit 4 4 4 Rolled 5 5 5 Threaten Victim	
Handgun Color — 042 0 0 0 Blue Steel 1 1 1 Nickel Plate 2 2 2 Other 3 3 3 Unknown						
32. TRADEMARKS	Suspect Wore-A — 054 0 0 0 Costume 1 1 1 Handkerchief/Scarf on Face 2 2 2 Bag/Cloth w/Eyeholes 3 3 3 Ski Mask 4 4 4 Stocking Mask 5 5 5 Other Mask 6 6 6 Clothes of Opposite Sex 7 7 7 Make Up (Males Only) 8 8 8 Gloves 9 9 9 Other		Suspect's Action-A — 058 0 0 0 Used Note 1 1 1 Hid In Building 2 2 2 Demand Money From Safe 3 3 3 Jumped Counter 4 4 4 Demand Jewelry 5 5 5 Used Lookout 6 6 6 Used Driver 7 7 7 Hot Prowl		Evidence-A — 065 0 0 0 Left Note 1 1 1 Avoid/Remove Print 2 2 2 Fingerprints 3 3 3 Smudged Print 4 4 4 Footprints 5 5 5 Fabric Imprints 6 6 6 Blood 7 7 7 Toolmarks 8 8 8 Other 9 9 9 Unknown	Victim Forced To — 070 0 0 0 Disrobe 1 1 1 Enter Vehicle Trunk 2 2 2 Enter Walk-in Cooler 3 3 3 Rear of Building 4 4 4 Open Safe 5 5 5 Enter Rest Room 6 6 6 Lie on Floor 7 7 7 Open Register 8 8 8 Other 9 9 9 Unknown
	Suspect Wore-B — 055 0 0 0 Unusual Clothes 1 1 1 No Shoes 2 2 2 Nude 3 3 3 Partially Nude 4 4 4 Other 5 5 5 Unknown		Suspect's Actions-B — 059 0 0 0 Barricaded Entrance 1 1 1 Armed 2 2 2 Malicious Act 3 3 3 Arson or Attempt 4 4 4 Prepared Exit 5 5 5 Selective In Loot 6 6 6 Took Loot in Victim's Suitcase/Pillowcase 7 7 7 Altered Window Cover 8 8 8 Ate/Drank on Premise 9 9 9 Used Toilet		Evidence-B — 066 0 0 0 Vehicle Tracks 1 1 1 Hair 2 2 2 Semen 3 3 3 Handwriting 4 4 4 Debris/Trash 5 5 5 Tools/Instruments 6 6 6 Vehicle 7 7 7 Photographs 8 8 8 Other 9 9 9 Unknown	Statements — 073 0 0 0 Apologetic 1 1 1 Extraordinary 2 2 2 Nervous 3 3 3 Incoherent/Drunken 4 4 4 Remorseful 5 5 5 Obscene 6 6 6 Sadistic 7 7 7 Other 8 8 8 Unknown
	Pretended To Be-A — 056 0 0 0 Police 1 1 1 Aiding Victim 2 2 2 Blind/Infirmary 3 3 3 Seeking Someone 4 4 4 Renting 5 5 5 Repair/Deliveryman		Telephone — 064 0 0 0 Contacted By 1 1 1 Pull/Cut/Disconnect Wire (Inside Building) 2 2 2 Pull/Cut/Disconnect Wire (Outside Building) 3 3 3 Tore from Wall 4 4 4 Tapped 5 5 5 Obscene/Threat Call 6 6 6 Other 7 7 7 Unknown		Shots Fired — 067 0 0 0 At Victim 1 1 1 Warning 2 2 2 At Police 3 3 3 Accidental 4 4 4 At Inhabitant Dwelling 5 5 5 At Moving Vehicle 6 6 6 Other 7 7 7 Unknown	Victim Was — 075 0 0 0 Opening/Closing 6 6 6 Other 7 7 7 Unknown
	Pretended To Be-B — 057 0 0 0 Inspector(Fire/Health) 1 1 1 Return Stolen Property 2 2 2 Salesman 3 3 3 Involved in Traffic Acc. 4 4 4 Sent By Owner 5 5 5 Doctor 7 7 7 Other					
CERT	28a. Agent Signature and Number		28b. Supervisor Initials and Number		29. _____ of _____ Page _____ of _____	

END

7. 10/10/1911