

LAW ENFORCEMENT ASSISTANCE ADMINISTRATION  
POLICE TECHNICAL ASSISTANCE REPORT

SUBJECT: San Diego, California; Records Systems Analysis  
REPORT NUMBER: 76-06  
FOR: San Diego, California, Police Department  
City Population: 757,000  
Police Strength (Sworn): 1,200  
City Area: 322.9 square miles

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CONTRACT NUMBER: J-LEAA-003-76  
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## TABLE OF CONTENTS

	<u>Page</u>
Foreward.....	iv
1. Introduction.....	1-1
2. Understanding of the Problem.....	2-1
3. Analysis and Discussion of the Problem.....	3-1
3.1 General.....	3-1
3.1.1 Computer-aided Disptach (CAD).....	3-1
3.1.2 Flow Process Analysis.....	3-2
3.1.3 Automated Regional Justice Information System (ARJIS).....	3-2
3.2 Incident Reporting.....	3-3
3.2.1 Case Number Control.....	3-4
3.2.2 Vehicle Thefts.....	3-6
3.2.3 Crime Classification.....	3-6
3.3 Arrests and Warrants.....	3-7
3.3.1 Arrests.....	3-7
3.3.2 Warrants.....	3-8
3.4 Traffic.....	3-9
3.4.1 Accident Reports.....	3-9
3.4.2 Notify Warrants on Hit-and-Runs.....	3-10
3.4.3 Enforcement and Related Items.....	3-10
3.5 Field Interrogation Report.....	3-11
3.6 Impounds.....	3-13
3.7 Miscellaneous.....	3-14
3.8 Files.....	3-14
3.8.1 File Equipment.....	3-15
3.8.2 File Contents.....	3-16
4. Recommendations.....	4-1

## APPENDICES

A. "153" Reports that should have Received Case Numbers.....	A-1
B. San Diego Police Department Records Section -- Report Desk..	B-1
C. San Diego Police Department Records Section -- Crime Complaint Log.....	C-1
D. San Diego Police Department Records Section -- Distribution Guidelines.....	D-1

LIST OF ILLUSTRATIONS

	<u>Page</u>
3-1 Mechanical Reproduction of Index Cards.....	4-7
3-2 Arrest Report.....	4-8
3-3 Arrest Report.....	4-9
3-4 Vehicle Report.....	4-11
3-5 Incident Report.....	4-12
3-6 Offense Report and Multi-Purpose Report Form.....	4-14
3-7 Uniform Offense Report.....	4-16
3-8 Crime Against Person Report.....	4-17

## FOREWORD

This request for Technical Assistance was made by the San Diego, California, Police Department as a result of a recommendation by Mr. C. L. R. Anderson, Consultant, that improvements in the Department's records processing would benefit the crime analysis function.

Requesting Agency:

San Diego, California Police Department,  
Chief of Police W. B. Kolender; Mr. George  
Sullivan, Director of Crime Analysis

## 1. INTRODUCTION

San Diego had a reported 1973 population of 757,000, an 8.6 percent increase over the 1970 census of 697,000, and covers 322.9 square miles.\* The Police Department has 1,200 sworn personnel.

Analyses conducted during this study, and the resultant conclusions and recommendations were based on observations of operating procedures, interviews with operating supervisory and command personnel, flow process charts prepared in conjunction with a workload study by the City Finance Department and an interview with the analyst performing the study, review of work documents and reports, and a review of records currently in use.

The following persons were interviewed:

- Inspector Kenneth Fortier, Development and Finance.
- Inspector Ralph Davis, Support Services.
- George Sullivan, Director, Crime Analysis.
- Captain A. L. Harris, Laboratory, Records and Property.
- Lt. David Spisack, Development and Finance.
- Lt. William Bond, Records and Property.
- Sgt. Robert Peters, Communications.
- Ms. Carol Wright, Principal Clerk, Assistant Records Supervisor.
- Ms. Mary Jarrell, Senior Clerk, Case Record Section.
- Ms. Pat Perrins, Analyst, City Finance Department.
- Various Clerks.

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\*The Municipal Year Book -- 1976, International City Management Association, Washington, D.C.: 1976, page 10.

## 2. UNDERSTANDING OF THE PROBLEM

The San Diego Police Department is implementing a Career Criminal Project that is focused on the crimes and perpetrators of robbery, rape, child molest, commercial burglary, and burglary hot prowls. In conjunction with this program, the Department's Crime/Incident Report and Arrest/Juvenile Contact Report forms are being revised. The new forms were undergoing field test at the time of the survey. The Career Criminal Project is dependent upon receipt of all crime and arrest reports for comprehensive analysis of the crime problems. The existing reporting system allows an unknown percentage of crimes to drop out of the normal crime report sequence.

The San Diego Police Department conducted several projects over the past few years that involved rather sophisticated information processing; however, all of the projects apparently either assumed adequate records processing or specified particular processing needs that were implemented by the Records Section without necessarily integrating the new procedures with the old. A recent change in command of Records and Property initiated a critical review of the records processing that, in conjunction with the Career Criminal Project, resulted in the request for Technical Assistance for the purpose of improving the records flow and responsiveness of the Records Section to overall Department needs.

### 3. ANALYSIS AND DISCUSSION OF THE PROBLEM

#### 3.1 General

Several developments within the San Diego Police Department affect the analysis as discussed herein.

##### 3.1.1 Computer-Aided Dispatch (CAD)

A computer-aided-dispatch system was implemented recently. The dispatch center is located several blocks from police headquarters and serves both the Police and Fire Departments. The City is moving toward 911 in the near future. The CAD system is standard for a city the size of San Diego, using separate positions for complaint clerks and dispatchers. The dispatch record, input by the complaint clerk, is transferred to the appropriate dispatcher by the computer, which also generates a dispatch control number, reinitiated at "1" for each day. Upon completion of the assignment by the field officer, at the time the disposition is entered into the computer, a "DR" number is generated, which is sequential for the year in chronological order by "time completed." The DR number was designed into the system in anticipation that it might later be used for report/case control.

- Comments -- The DR number can be used for case control, but there is a short time interval between the time the patrol unit returns to service and the time the computer generates the number that could interfere with efficient dispatch operations if the number is given to the unit over the air. The Consultant was advised that the system could be modified to generate the number at time of dispatch, which would make it available at the time of disposition. It would be necessary to also provide DR numbers via telephone for nondispatch situations in which a case report is prepared.
- The CAD logs all dispatch transactions on tapes that are forwarded each weekday morning to the City Data Processing Department for production of various statistical reports. For reporting control purposes, it is possible to execute a program at that point for matching dispatch records that require reports to reports received at Records and entered on-line into the computer.

### 3.1.2 Flow Process Analysis

The City Finance Department has expended considerable effort on a Flow Process Analysis, the purpose of which is to determine the appropriate staffing for the Records Section. The various operations have been charted and comments included where appropriate. The analysis documentation was very helpful to the Consultant in quickly identifying problem areas.

The Department anticipates that substantial improvements could result from this survey.

- Comment -- Changes recommended in this report would significantly alter some flow processes, requiring updating of the survey.

### 3.1.3 Automated Regional Justice Information System (ARJIS)

Under consideration since 1972, ARJIS is intended to automate most records processing operations. Several sites were visited in conjunction with planning for ARJIS. ARJIS will be built around two data bases, one location-oriented and the other person-oriented, which together will be the Master Operations Index. The original activity priorities for implementation were:

- Field Interrogation.
- Arrest.
- Expanded Property.
- Crime Case.
- Worthless Document.
- Personnel
- Master Operations Indexing.
- Crime Analysis.
- Manpower Resource Allocation.

Work has generally proceeded in the above order, however, time tables are flexible. The present schedule calls for completion of the Field Interrogation and Master Operations Indexing components by August 15, 1978. The Crime Case component is not expected to be completed for two to



three years.

- Comment -- The most pressing issues for Records are how to survive while improving the quality of services until automation is realized and, at the same time, assure a minimum of conflict between the improvements in the present system, which is basically manual, and the later automated systems. The balance of this report attempts to consider these issues.

### 3.2 Incident Reporting

Five forms are used for incident reporting: Crime Report Form, PD-330 (Rev. 8-74); Crime/Incident Report, unnumbered; Vehicle Report, PD-143 (Rev. 2-75); Officer's Report, PD-153 (7-72); and, for narcotics cases, a copy of the Arrest Report. The unnumbered Crime/Incident Report is a revision of the PD-330 Crime Report Form developed in conjunction with the Career Criminal Project. The revised form provides more structure to the preliminary investigation reporting process, facilitating its use in crime analysis as well as serving as a more comprehensive guide to the preliminary investigator.

Officers have three basic choices in reporting the disposition of crime dispatches. There is an alphabetic disposition code list, which is as follows:

- A Arrest made -- report to be submitted.
- B Arrest by misdemeanor citation.
- C Arrest by warrant -- report to be submitted.
- G Controlled report to be submitted -- used when a report will be assigned a number (i.e., case or accident report number).
- H Uncontrolled report to be submitted -- 153, interoffice, hold pending, etc..
- I Recovered/Impounded vehicle -- report to be submitted.
- J Follow-up to prior case -- disposition provided previously, self-initiated follow-up work.
- K No report made, dispatch record only -- used where the situation is handled at the time and no follow-up or reports are made, but where the call was not founded.

L Unfounded call -- in the judgment of the field officer the call was without merit.

P Transported to medical facility -- 11-41 or 11-48 disposition, patient(s) only.

Q Turned over to another law enforcement agency.

T Covered outside law enforcement agency.

Dispositions, J, K, L, Q, and T do not require reports. Disposition P may require a 153 sick or injury report. Dispositions A, C, G, H, and I each require that a report be submitted. Disposition H, an uncontrolled report, is the source of inaccurate crime reporting. Dispositions A, C, and G generate either a Crime Report or a Vehicle Report except for narcotics arrests, in which case a copy of the Arrest Report is used for the Crime Report. The processing of classifying a disposition as a 153 -- uncontrolled report -- results in some cases being processed improperly.

Sick and Injury Reports may require billing for transportation services. The bills are prepared by the Records Section. The reports themselves are indexed in the Victim File and filed in the miscellaneous (153) file.

#### 3.2.1. Case Number Control

Case number control is the responsibility of the Records Section and is accomplished by maintaining a Crime Complaint Log. Controlled reports are received regularly by the Records Section and entered onto the Crime Complaint Log. At that time, the case number, which is sequential, is recorded on both the Log and the Crime Report. If a report is received at the operations level that has 153 entered in the Case No. Box, then the report is handled as a non-crime report, even though a "Type of Crime" entry has been made that would otherwise call for a UCR classification. Crime classification is, therefore, a de facto function of the operations personnel. Records personnel report that they do not exercise any control.

- Comments -- The use of the 153 disposition code introduces confusion into the crime reporting system with apparently inadvertent misrouting of some crime reports. Examination of a "light" day's processing at the 153 Desk revealed four crime reports classified as 153s that should have been assigned case numbers and included in the crime statistics reporting. Because they were given the 153 classification, they would not have

been routed to the Career Criminal Project group for analysis, which should have happened. Copies of the reports are contained in Appendix A.

- It appears that one of the confusing factors is that the 153 classification can be used when an officer has some question about whether a report may be reclassified or unfounded and wants to maintain it in pending status until there is a follow-up on it. It is recommended that the 153 disposition of dispatches requiring reports be handled with the Crime/Incident Report, except when the Arrest Report is adequate to record the facts of the incident (i.e., narcotics arrests). The Form PD-153 should only be used as a continuation, supplementary, or nondispatch information report form.
- Another practice that is inconsistent with good record keeping is the procedure whereby "unprocessible" (inaccurate or incomplete) reports are returned to the originating officer without further processing by the Records Section. They are not logged in or assigned a case number. As a consequence, the Records Section has no record of the report ever being created or received. Much like the use of the 153 classification, this permits loss of reports. Consistent with the recommendation for use of the DR number as the case number, there would be a control of reports even though it was not possible to continue the normal processing until a corrected report was received. Originals should not be returned; once received by the Records Section, they should be retained and a copy returned to the original officer with a cover sheet identifying the problem(s). Records should maintain a tickler for follow-up to assure prompt submission of the corrected report. The same potential problem is found with 153 murder cases in which the original and all copies are forwarded to Central Homicide. As the central repository of crime, arrest, traffic, and related documents, it would appear absolutely essential that either the original or copy of *all* such reports be retained by the Records Section. Procedures should provide for controlled changes, cancellations, unfoundings, and so on, to the

records without ever totally relinquishing control over the documents.

### 3.2.2 Vehicle Thefts

The Vehicle Form provides for recording data that are unique to the crime of vehicle theft, as well as recovery and impound data. The form is adequate for the purpose and does not require change. Vehicle thefts are handled differently than other crime reports to verify that the vehicle was not repossessed or impounded and to facilitate entry into the automated files. The dispatcher initiates checks through the on-line system and, if there is no record of impound or repossession, dispatches an officer. When the officer takes the theft report, he contacts the Records Section which prepares an abbreviated theft report and assigns the case number. The abbreviated theft report is used to double check the impound records, verify ownership, notify the Auto Theft Unit and, if appropriate, enter the record into the stolen vehicle file.

- Comment -- The existing system facilitates the verification and entry of the stolen record. The only change would be in the assignment of the case number, in that the investigating officer would have to obtain it from the dispatcher rather than the Records Section. This would be a slight inconvenience to the officer but it would maintain the integrity of the DR/case number system.

### 3.2.3 Crime Classification

As indicated, the classification of crimes is a de facto function of the reporting units. This responsibility properly belongs in a services unit that has an independent concern for the accuracy of classifications, commonly called objectivity. The classification should be based solely on the contents of the incident report. Changes or cancellations (e.g., closures, unfoundeds) should require a supplementary report with sufficient information for the classification clerks to independently conclude that the change or cancellation is valid. The most frequent objection to having clerks responsible for crime classification is that they don't have the background required for such decisions. This objection is valid only for operational decisions to suspend or inactivate a case (i.e., place it in a pending status because there does not appear to be sufficient information available to continue the investigation). Given good incident reports the UCR guidelines are adequate for clerical handling of all but the most unique cases, and in those few situations, sworn personnel are available within the Support Services Bureau for making the judgmental decisions. Furthermore,

placing the responsibility in the Records Section provides a control point to assure that reports are prepared adequately so that they can be classified according to established standards.

### 3.3 Arrests and Warrants

#### 3.3.1 Arrests

An Arrest Report is prepared whenever a prisoner is booked into the County Jail. Except for narcotics arrests, a Crime Report or supplementary report (153) is also prepared. For narcotics arrests, a copy of the Arrest Report is used for the Crime Report. A copy of the County Jail Booking Log is received by the Records Section. In addition, a "pink" copy of the arrest is received regularly from the Jail, which is used for control. If the Booking Log, original Arrest Report, and pinks do not match (i.e., any missing), a tracer is sent out to either the Jail or the arresting officer.

Arrest processing is broken down into distinct areas:

- Booking Log.
- Arrest Report.
- New Arrests.
- Repeat Arrests.
- Make over (old record on microfilm).
- Change of Charge.
- RAP Sheets.
- Dispositions.
- Sealing Orders.
- Purging Narcotics Arrests.
- Purging and Filming Arrests.
- Comments -- The procedures for each of the above are comprehensive, have been documented and need not be repeated here. However, there are some changes that could improve the basic records system. Copies of both the Jail Booking Log (computer produced) and

Arrest Reports are distributed to the Investigations units. Copies of the Booking Log are also sent to other Departmental units (e.g., Chief's office, Patrol Division). The use of the Booking Log and the Arrest Reports should be examined to see if the Booking Log might be sufficient for the use of the Investigative units. Moreover, because the Booking Log is produced from a computer, the possibility of having the Sheriff's Office provide a listing of only the San Diego Police Department arrests should be considered. In the event this is not desirable because other arrests are of interest to San Diego officers, then the possibility of transferring a magnetic record of only San Diego Police Department arrests should be considered. Through computer editing and use of an error listing, only additions or corrections would have to be entered by the keypunch operators, which would save considerable personnel time. In one example, December 13, 1976, the Booking Log was 13 pages. Only 7 of 17 entries on the first page were San Diego Police Department arrests. It appears that the only data element missing in the booking program was the San Diego Police Department arrest number. This should not be too difficult to add at the booking point, and certainly would be easily added through an interactive video terminal at the Police Department, which had the capability to call-up a record on either name or booking number. If felonies are the only records desired, the charges could be used as a control for automated deletion of misdemeanor records.

- Classification of fingerprints of arrestees by the San Diego Police Department was discontinued recently. This was done previously by the ID Technicians to assure positive match to prior records. The extent to which there are mismatches in the Criminal History files is unknown. Even the Sacramento or FBI RAP Sheet returns, which contain fingerprint classification, are only casually used to match to other records. It is recommended that a sample of Criminal History files be reviewed to assure that the present system is not resulting in misfilings.

### 3.3.2 Warrants

*Notify Warrants* are actually copies of requests for warrants initiated by officers. They may fail under varying processing

categories such as traffic or crime. The Arrest Report form is used without assigning a booking number. The Notify Warrants are filed in the history jacket if there is a prior record or in a separate file by crime type. The retention period is current year plus one.

*Warrented Warrants* are 3- by 5-inch yellow cards received from the Marshall's Office indicating that a warrant has been issued. The cards are photocopies, the copy being forwarded to the unit that initiated the warrant request. If there is a prior record, the warrant information is entered onto the RAP Sheet. The card is filed in the arrest index file. When a warrant is cancelled, either by arrest or recall, the same sequence is followed in notifying the issuing unit and updating the files. Cancelled cards are filed in a separate archival box.

### 3.4 Traffic

Traffic processing includes:

- Accidents.
  - Property Damages.
  - Injuries.
  - Fatalities.
  - Hit-and-Runs.
  - Felonies.
  - Police Equipment.
- Notify Warrants.
- Hit-and-Run Cancellations
- Traffic Enforcement and Related Items.
  - Warnings.
  - Citations.
  - Arrests.
  - Field Interrogations with Vehicle Information.
- Driver Index (keypunching).

#### 3.4.1 Accident Reports

Accident Reports are sorted into categories by the Traffic Division and assigned number. Several number series are used. There is a general series for accidents that occur on public property and another for those that occur on private property. The public

property accidents are tallied for statistical reporting but the private property accidents are not tallied. Two additional number series are assigned for Hit-and-Run and death or felony accidents. The Traffic Division handles all coding and initial sorting, separating from the others all Accident Reports involving Hit-and-Run, Felony, Fatality, and Police Equipment. Logs are prepared for all accidents as a method of control and general notification of occurrences for concerned units of the Department. They also prepare and number file jackets for the reports, which are then all delivered to the Records Section. (A copy of each Hit-and-Run is delivered directly to the Hit-and-Run Section.)

The Records Section makes copies of the log and Accident Reports and distributes them according to the distribution assigned by the Traffic Division. Injury and fatality logs are prepared by the Records Section for internal search purposes. A 3- by 5-inch "fatality" card is typed for searching and updating the criminal history records. The manila file folder prepared by the Traffic Division is not used by the Records Section for fatalities; a new white jacket is prepared and a yellow "flag" card is prepared and attached to the white jacket to facilitate purging. Some changes are made in numbers (on review of public/private property accidents).

#### 3.4.2 Notify Warrants on Hit-and-Runs

Notify Warrants (applications for warrants) on Hit-and-Runs are used for adding driver information to the original Accident Report. Copies of the file are then returned to the Traffic Division for forwarding to the Prosecutor. Hit-and-Run cancellations are made on the basis of information regarding drivers received from the investigating officer. This information is also put onto the original Accident Report.

#### 3.4.3 Enforcement and Related Items

Enforcement and related items are processed through keypunch (as are Accident Reports) for statistical reporting. Tabulation cards produced by keypunch on Accident Reports are used by the Records Section to index the Accident Reports (Driver Index).

- Comments -- The traffic records processing was not observed in-depth, but there are some recommendations that appear to be in order based upon available documentation. Many police departments use number sequences for accidents separate from the basic incident/crime report number sequence. However, the accident numbering system in San Diego



suffers from the same control problem as the crime/incident system. Assignment of the accident numbers is controlled at the Traffic Division and is dependent upon receipt of an Accident Report at the Traffic Division. By generating the Accident Report number at the dispatch position, basic reporting control would be established. Although the DR numbers could be used, this might be too confusing. The alternative would be to program the CAD to assign a special number sequence for accidents; however, this may cause practical problems since often it would not be known for certain whether a dispatch of an accident until after the officer completed his handling of the assignment. Whatever number system is used, the matching process (listing of missing reports) could be done automatically in the same way as the crime/incident control matching.

- Although there are not a great many traffic fatalities, the duplication of jacket preparation, is indicative of coordination problems the Consultant observed. It would appear that the original jacket for fatalities prepared by the Traffic Division could just as well be white, eliminating the need for the Records Section to redo the jacket.
- The time used to type the 3- by 5-inch fatality card for search of criminal history records seems to be a duplication of the Fatality Log previously identified as used to facilitate internal retrieval of records. Consideration should be given to using a copy of the Fatality Log or perhaps the keypunch photocopy of the Fatality Accident Report (which is destroyed after keypunch is finished with it) as the source document for updating the criminal history files. Use of a copy of the Fatality Accident Report has the advantage that the copy of the Report can be placed into the history jacket to document the circumstances of the death.

### 3.5 Field Interrogation Report

Field Interrogation (FI) Reports are handled according to five

classifications:

- Adult.
- Juvenile
- Shore Patrol (sailors).
- Vehicle Information.
- Detoxification.

Vehicle information contained on FI Reports is keypunched for entry into the computer. Adult FIs are filed alphabetically for 6 months at which time they are purged. They are not microfilmed. There is no routing analysis conducted with them (attempts to match to crime occurrences) and they serve only as leads when an investigator initiates a search of the file.

Juvenile FIs are forwarded to the Juvenile Division. Their use of the FI was not reviewed. Shore Patrol FIs are batched during the month and processed through keypunch once or twice a month. This processing is primarily for statistical counts.

To supplement the files, which are maintained alphabetically, a log is maintained on a daily basis. The log lists the FIs by name and location of contact. This is the primary document used by investigators who are searching for possible contacts in the vicinity of crime scenes.

Detoxification FIs are used as a reference record for "Detox" processing. They are also filed alphabetically in a separate file and not processed in any other way.

Stop Notices are used by investigators to notify the Records Section in writing that an individual should be stopped for interrogation and the reason for the stop. These notices are posted to the arrest and crime files and a yellow card is placed in the arrest index card file.

- Comment -- Without implementing an elaborate data processing application the only practical use of the FIs beyond the present processing might be at Crime Analysis. For that purpose, the analysts would need to read each FI and attempt to recall from memory any recurring patterns of individuals contacted that might

be correlated to crime occurrences.

### 3.6 Impounds

The San Diego Police Department maintains records on four types of vehicle tows:

- Private privates -- A citizen has a car towed because it is parked illegally in a private posted space. A parking lot has a car towed 24 hours after its claim check has expired and no one has claimed the car.
- Police privates -- Requests made by officers at the scenes of accidents or crimes. Driver may be arrested or hospitalized. Owners are given tow stubs by officers if no convenient parking spot or auto undrivable.
- Police impounds: regular and abandoned -- Autos have been abandoned or involved in crimes (regular) and are being held for evidence.
- Repossessions -- When a lending agency has a car repossessed, they must notify the police within 24 hours.

For "Private privates," "Police privates," and "Repossessions," all contacts are with the Teletype operators who verify the license and VIN and check for stolen. If the vehicle has not been stolen, the record is entered into the automated system for future reference. Records are purged on a 30-day basis. Possibly abandoned vehicles are marked by an officer and rechecked between 3 and 10 days later. The Traffic Division maintains the control tickler card until notified that a vehicle is not abandoned or that it has been towed. Once the vehicle is towed, an impound report is prepared, which is sent to Teletype. The tow company also notifies Teletype. Teletype follows up sending copies of the impound report to Auto Theft and Investigations. Teletype is responsible for initiating various search procedures to identify the owner, including notification to Auto Theft within 24 hours if the owner has not been identified. When the owners (both registered and legal) have been identified, Teletype notifies them, as well as Traffic, Sacramento, and the towing company. Unclaimed vehicles are sold after 60 days, and sold auto and claimed auto records are updated by Teletype. Releases of vehicles impounded for investigations require approval of the investigating officer. Any relocations of vehicles while in custody are updated in the files.

- Comment -- The listed procedures are exhaustive of the potential methods of complying with reasonable attempts to identify and notify owners of vehicles in police custody.

### 3.7 Miscellaneous

There are several relatively standard functions that are performed by the Records Section. *Pawns* are processed for entry into the automated Property System (serialized only) and the batched property files (all property), *Gun Sales* are required by law (200 to 300 per month), and *Gun Registrations* are optional. *Permits to carry firearms* are issued by the County Sheriff's Department. *Narcotics and Sex Offenders* are required to register with the police in their city of residence. Police applicants and other police employees are processed for prior record checks and creation or deletion of employee files. Other functions performed are: *Card Room Permits*; *Clearance Letters* for travel in foreign countries; *Public Fingerprinting* for bar applicants, government employment, and aliens; *Shoplifter records checks* for selected businesses; acceptance of *Missing Juveniles Located* reports when Juvenile Division is closed; and, processing of *Drivers of taxi-cabs and other vehicles for hire*.

- Comment -- All of the above, except pawns processing, are handled by the ID Technicians assigned to the Records Section. The ID Technicians also handle requests by citizens to review their own criminal history records. The process requires that the requesting individual be fingerprinted for positive identification. There is a standard wait of 24 to 48 hours so that the verification process will not interfere too much with other responsibilities of the ID Technicians.

### 3.8 Files

As mentioned in Section 3.1.3, the San Diego Police Department is moving toward a more fully automated records processing storage, and retrieval system. The experience of the San Diego Police Department with previous programs for automation has demonstrated that the best approach is modular; therefore, there will be a phased implementation of "full automation." Another factor to be addressed is the need for maintenance of manually retrievable paper copies of many of the records maintained presently by the Records Section. By timely purging and microfilming of files, the Section is able to maintain itself in the

available space, although the microfilming and some archival storage is located in the unused hold-over area. The filing equipment varies from old standard cabinets to mechanized rotary card files. Crime Reports are filed in standard cabinets and criminal history files are stored on open shelving.

### 3.8.1 File Equipment

Recommendations for changes in filing procedures and file documents are dependent upon upgrading of the filing equipment. There are approximately 1,300 feet of open shelves containing about 145,000 criminal history file jackets. The files are not secure (except for restricted access to the Records Section), and the fixed shelving restricts the height of the shelves to a reasonable arms-reach length of an average-sized person. A step stool would be needed by short persons. These files fill upwards of one-third of the floor space in the main records room.

"Current" Case Report files (about 63,000 numbers) are maintained in file cabinets at the counter. At the time of the survey these files spanned about 10 months. The earlier Case Reports are stored in the archival area until purging and microfilming (3 years.) Other file cabinets are used for 153 Reports, Accident Reports, and the like.

There are two primary name indexes: Arrest and Victim. The Arrest Index is maintained in the mechanized card file (Rotary File) and consists of about 640,000 cards. The Victim Index file is maintained in 3- by 5-inch card cabinets. There are 140 drawers containing about 322,000 Victim Index cards.

- Comment -- It can be expected that with automation of the Master Operations Indexing component of ARJIS there will be a reduction in the required amount of paper files; however, it is expected to be *at least* another year before that is accomplished. Even then it would be necessary to maintain back-up files as well as current working files. The back-up files could very well be microfilmed but the current working files would have to be photocopied. It is recommended that the future file requirements be estimated as soon as possible and additional mechanized files in capacity equal to the estimated future needs be procured as quickly as possible where justifiable to improve the existing records system. At the minimum, it is probable that one more rotary file would be needed, which can be used for the Victim Index (perhaps merged with the Arrest Index).

Specifications of a nationally available mechanized file, which can handle 8 1/2-by 11-inch documents, provide 1,404 inches of filing space for each device that is 10-feet tall. The 8-foot device provides, 1,092 inches of filing space. The existing criminal history files occupy about 15,700 inches of shelves. It would require about 12 units to store the existing criminal history jackets. Each 10-foot unit would cost \$7,000 to \$8,000. Each mechanized unit (1,404 inches of file space) occupies 27.8 square feet. The equivalent number of shelving inches of the present open shelves occupy less than 20 square feet.\* The advantages of the mechanized files, therefore, would appear to be in providing greater security of the files and possible convenience in accessing multiple files from a fixed work station. Access to the files is random, eliminating the fixed work station advantage when considering that there would be about 12 file units. In fact, there could be some conflict when two or more persons need access to jackets in the same unit. The issue of security may justify acquisition of mechanized letter-sized files that can be locked; however, the security procedures regarding access to the Records Section itself provides reasonable control over access to the criminal history files without incurring costs of about \$84,000. Improved lighting and shelves painted a lighter color (rather than the present industrial dark green) would do much to improve the work situation.

### 3.8.2 File Contents

For the most part, the Records Section files have been described previously. The Victim Index file, however, requires further discussion. The indexing procedures require that for each crime or

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\*Space savings of the mechanized files are usually projected against standard filing cabinet space requirements. In the case of letter-sized, four-drawer filing cabinets, 41.48 square feet of floor space are required for 1,404 filing inches.

miscellaneous report a clerk search the Victim Index for previous cards on the same names. If previous cards are found, they are removed from the index file and placed with the reports for updating.

New Victim Index cards are prepared for names for which previous cards were not located. If a previous card was found for a particular name, the new index information is entered onto the previous card (i.e., nature of report, address, date, time, etc.) A single card may contain references under several different addresses. A limited sample indicated about 40 percent of the cards have multiple entries.

- Comments -- Although this system of updating existing name index cards is encountered infrequently, it is efficient in conserving file space. It is, however, inefficient in use of personnel resources. The time taken in searching the index file for previous cards is more than would be required for creation of new cards. (The only data that would be added to the typing load is the name.) It is recommended that additional file space be obtained (another rotary file) and that retrieval and additions to previous cards be discontinued. A new card should be created for each "Victim" and filed. Consideration should be given to merging the Arrest Index and the Victim Index files. In this way, only a single index file reference would be required for a given inquiry.
- Further improvement in processing efficiency could be realized if the Crime/Incident and Arrest Reports are redesigned so that the index information is recorded in the upper right-hand corner of the report in a blocked three-by-five inch area. There are two options for processing the report that would eliminate the need for typing the index cards. One way is to have the index card as one copy of a multi-part form. With the change to the two-sided Crime/Incident Report, in which all copies will be created on a duplicator, this would not be practical. The other alternative is to use perforated card stock for copying. Three reports are usually copied at a time, creating one index card for each report. The index cards are merely separated at the perforations and are ready for

#### 4. RECOMMENDATIONS

Specific recommendations were made in many instances in Section 3 to provide a measure of continuity to the reader. This Section synthesizes the major recommendations contained therein.

- CAD

- The "DR" number should be used as the Case Number for case control.
- If the short interval between the time the patrol unit returns to service and the time the computer generates the DR number should interfere with efficient dispatch operations, the system could be modified to generate the number at time of dispatch that would make it immediately available at the time of disposition.
- Provide DR numbers via telephone for non-dispatch situations in which a case report is prepared.
- For report control purposes each weekday morning, when CAD forwards all taped dispatch transactions to the City Data Processing Department, it is possible to execute a program at that point for matching dispatch records that require reports to reports received at the Records Section entered on-line into the computer.

- Flow Process Analysis -- Recommended changes contained herein will alter some flow processes, requiring updating of the survey.

- Incident Reporting

- Case Number Control

- Discontinue the 153 disposition for dispatches.
- All dispatch dispositions requiring reports should be handled with the Crime/ Incident Report, except when the Arrest



Report is adequate to record the facts of the incident (i.e., narcotics arrests).

- The Form PD-153 should only be used as a continuation, supplementary or non-dispatch information report form.
- In the case of "unprocessible" (inaccurate or incomplete) reports the Records Section should not return the original of the report to the originating officer for correction, but instead should send a copy of the report with a cover sheet identifying the problem(s).
- The Records Section should maintain the original report copy and a tickler for follow-up to assure prompt submission of the corrected report.
- Either the original or copy of the 153 murder cases should be retained within the Records Section instead of forwarding both the original and copies to Central Homicide.
- Vehicle Thefts -- Consistent with the use of the DR number as the Case Number, the investigating officer should obtain the Case Number from the dispatcher rather than from the Records Section.

● Arrests

- Copies of both the Jail Booking Log and Arrest Reports are distributed to the Investigations units. The use of the Booking Log and the Arrest Reports should be examined to see if the Booking Log might be sufficient for the use of the Investigative units.
- Because the Booking Log is produced from a computer, the possibility of having the Sheriff's Office provide a listing of only the San Diego Police Department arrests should be considered.

- If having the Sheriff's Office provide a listing of only the San Diego Police Department arrests is not desirable because other arrests are of interest to San Diego officers, then the possibility of transferring a magnetic record of only San Diego Police Department arrests for computer processing should be considered. Through computer editing and use of an error listing, only additions or corrections would have to be entered by the keypunch operators which would save considerable personnel time.
  - The only data element missing in the booking program is the San Diego Police Department Arrest Number. This should not be too difficult to add at the booking point, and certainly would be easily added through an interactive video terminal at the Police Department which had the capability to call-up a record on either name or booking number.
  - If felonies are the only automated records desired, the charges could be used as a control for automated deletion of misdemeanor records.
  - It is recommended that a sample of Criminal History files be reviewed to assure that the present system of not using fingerprint classification for matching is not resulting in misfilings.
- Traffic
- The Accident Report number should be generated at the dispatch position thereby establishing basic reporting control.
  - If use of the DR numbers is considered too confusing, another alternative might be to program the CAD to assign a special number sequence for accidents, but this may have practical problems in that often it would not be known for certain whether a dispatch was an accident until after the officer has completed his handling of the assignment.

- Whatever number system is used, the matching process (listing of missing reports) could be done automatically in the same way as the crime/incident control matching.
- The original jacket prepared for fatalities by the Traffic Division could just as well be white, eliminating the need for the Records Section to redo the jacket.
- Consideration should be given to discontinuing the typing of the 3- by 5-inch fatality card for search of criminal history records. Either a copy of the Fatality Log or perhaps the keypunch xerox of the Fatality Accident Report (which is destroyed after keypunch is finished with it) could be used as the source document for updating the criminal history files. Use of a copy of the Fatality Accident Report has the advantage that the copy of the Report could be placed into the history jacket to document the circumstances of the death.
- Field Interrogation Report -- Without implementing an elaborate data processing application, the only practical use of the FIs beyond the present processing might be at Crime Analysis. For that purpose, the analysts would need to read each FI and attempt to recall from memory any recurring patterns of individuals contacted that might be correlated to crime occurrences.
- File Equipment
  - It is recommended that the future file requirements be estimated as soon as possible and additional mechanized files in capacity equal to the estimated future needs be procured as quickly as possible where justifiable to improve the existing records system. At a minimum, it is probable that one more rotary file would be needed, which can be used for the Victim Index.
  - The issue of security may justify acquisition of mechanized files which can be locked; however, the security procedures regarding access

to the Records Section itself provide reasonable control over access to the criminal history files without incurring costs of about \$84,000.

- Improved lighting and shelves painted a lighter color (rather than the present industrial dark green) would do much to improve the work situation.

- File Contents

- It is recommended that retrieval and additions to previously existing index cards be discontinued.
- A new card should be created for each "Victim" and filed.
- Consideration should be given to merging the Arrest Index and the Victim Index files. In this way only a single index file reference is required for a given inquiry.
- Further improvement in processing efficiency can be realized if the Crime/Incident and Arrest Reports are redesigned so that the index information is recorded in the upper right-hand corner of the report in a blocked 3- by 5-inch area.
- Processing the report to avoid typing of the index card can be handled in one of two ways. One, have the index card as one copy of the multi-part form. With the change to the two-sided Crime/Incident Report, in which all copies will be created on a duplicator, this would not be practical. Two, use perforated card stock for copying. Three reports are usually copied at a time, creating one index card for each report. The index cards are merely separated at the perforations and are ready for filing.

filing. The Consultant is not aware of any duplicator other than Xerox that has the capability of handling the card stock.

Figure 3-1 shows how the reports are "laid-up" on the duplicator copy three at a time. The reports overlap, number three being placed first, number two being placed second, and number one being placed third. The card stock is perforated to match the image positions of the index blocks of the three reports. The side view illustrates how the reports overlap. Small "stops" are affixed to the glass on the right-hand side to facilitate the placement of the report originals. The top view shows the positioning of the index blocks as viewed from the back side of the reports. Examples of forms designed for such duplication are contained in Figures 3-2 through 3-8.

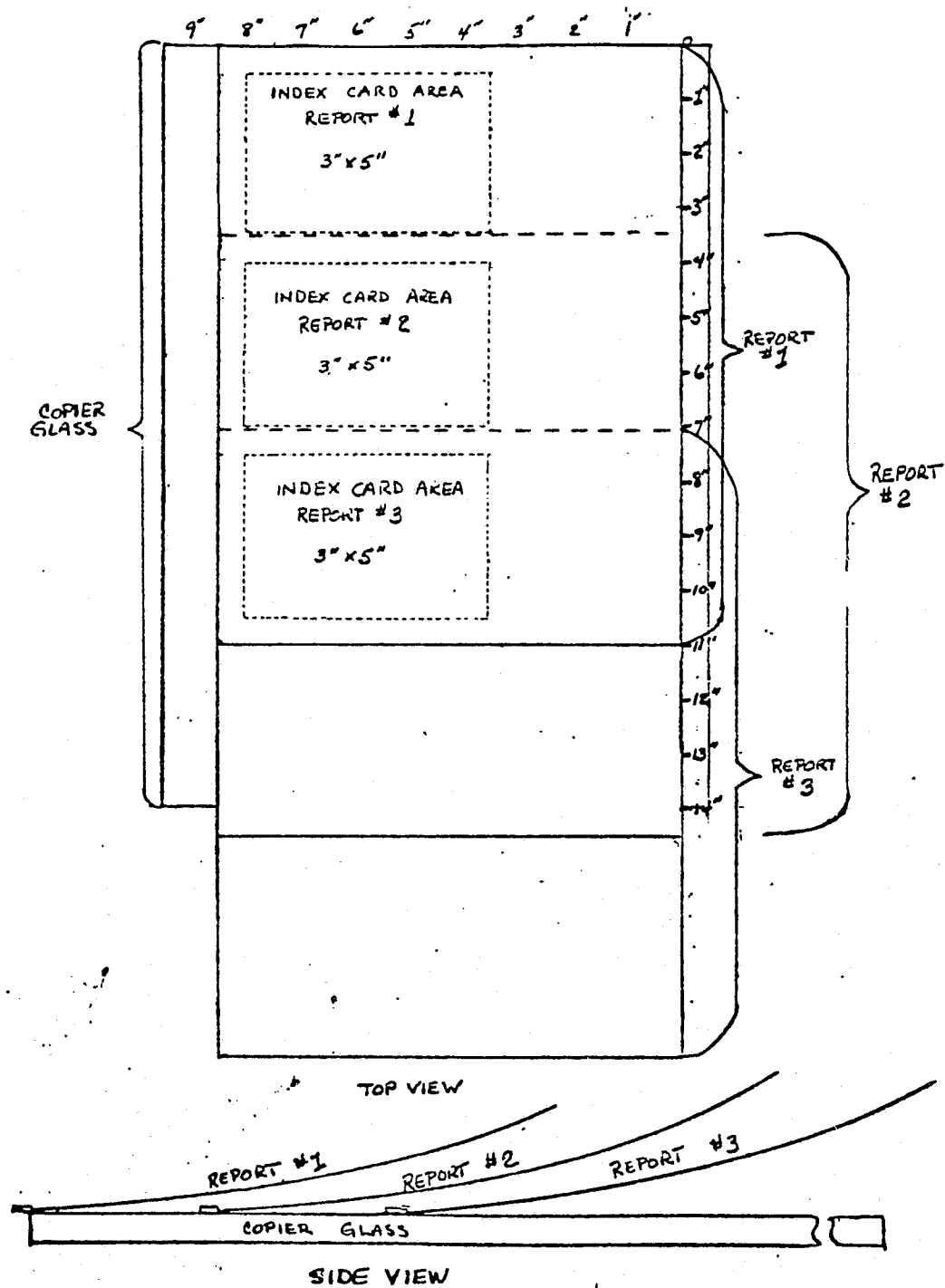


Figure 3-1. Mechanical Reproduction of Index Cards

# IACP ARREST REPORT

19. REP. AREA				1. DEFENDANT'S NAME (LAST, FIRST, MIDDLE)				2. COMPLAINT NO.			
16. UNIT	17. BEAT	18. DIST.	20. WATCH	3. DEFENDANT'S ADDRESS				4. ARREST NO.			
51. LOCATION OF ARREST (ADDRESS)				5. SEX	RACE	D.O.B.	HT.	WT.	HAIR	EYES	6. IDENT. NO.
52. DESCRIBE TYPE PREMISES				7. ALIAS OR NICKNAME				8. WARRANT NO.		9. PLACE OF BIRTH	
53. DATE AND TIME ARRESTED				10. SOCIAL SECURITY NO.				11. DATE CHARGED		12. RIGHT INDEX	
54. SOBRIETY		55. OBSERVED DRINKING <input type="checkbox"/> YES <input type="checkbox"/> NO		13. CHARGE							
56. RESIST <input type="checkbox"/> YES <input type="checkbox"/> NO	57. DRUGS <input type="checkbox"/> YES <input type="checkbox"/> NO	58. ARMED <input type="checkbox"/> YES <input type="checkbox"/> NO	14. JUDGE		TRIAL DATE	FINE	COST				
59. WEAPON (DESCRIBE)			15. DISPOSITION								
60. WHERE DEFENDANT EMPLOYED OR SCHOOL				31. OCCUPATION				32. RES. PHONE		33. BUS. PHONE	
61. VEHICLE INVOLVED LIC. NO. STATE YEAR				YEAR	MAKE	BODY	COLOR	34. DEP. OPERA. LIC. NO.—STATE			
62. HOLD PLACED ON VEHICLE <input type="checkbox"/> YES <input type="checkbox"/> NO				VEHICLE TOWED TO				37. MV INVENTORY NO.			
63. NAMES	FATHER			ADDRESS				CITY	RES. PHONE		BUS. PHONE
	MOTHER (MAIDEN)										
	GUARDIAN OR NEXT OF KIN										
	COMPLAINANT										
	WITNESS										
64. NAME OF PARENT/GUARDIAN/NEXT OF KIN — NOTIFIED											
DATE/TIME OFFICER NO.											
ITEM NO. 65. NARRATIVE: (1) IDENTIFY CO-DEFENDANTS BY NAME-SEX-RACE-AGE. (2) IDENTIFY ADDITIONAL WITNESSES (3) BRIEFLY INDICATE FACTS OF CASE											
66. TRANSPORTING OFFICER NO.				67. ARRESTING OFFICER NO.				68. DEFENDANT'S MONEY			
TRANSPORTING OFFICER NO.				ARRESTING OFFICER NO.				OFFICE USE ONLY			
69. BOOKING OFFICER NO.				70. SEARCHED BY NO.				71. DATE/TIME TYPED NO.		72. REPRODUCED BY NO.	
73. DATE/TIME BOOKED				74. SUPERVISOR APPROVING NO.				75. UNIT REFERRED TO:		76. UCR DISPOSITION	
77. COURT NO.		78. NOTATIONS RE COURT - BOND - DISPOSITION - HOLD						79. REVIEWER NO.		PAGE NO.	
										OF	

31. COMPLAINT NO.

Figure 3-2. Arrest Report

R-77-110

BIRMINGHAM POLICE DEPARTMENT

# ARREST REPORT

1. NO. COPIES				16. PRECINCT				17. BEAT				UNIT NO.			
18. LOCATION OF ARREST (Add. or Block No.)															
19. DESCRIBE TYPE PREMISES															
20. DATE/TIME ARRESTED								21. SOMER a. POS. b. NEG.							
22. HAD BEEN DRINKING a. POS. b. NEG.								23. RESIST a. POS. b. NEG.							
24. NARCOTIC a. POS. b. NEG.				25. ARMED a. POS. b. NEG.				26. WEAPON (Describe)							
27. WHERE DEFENDANT EMPLOYED OR SCHOOL CITY STATE															
28. OCCUPATION								29. RESIDENCE PHONE				30. BUSINESS PHONE			
31. VEHICLE REG. NO. STATE YEAR MAKE YEAR MODEL COLOR(S)															
32. DEF'S OPERATOR'S LIC. NO. - STATE															
33. HOLD PLACED ON VEHICLE - TOWED TO: a. POS. b. NEG.															
34. V. I. N.															
35. PARENT/GUARDIAN NOTIFIED BY BADGE NO. DATE/TIME NOTIFIED															
CODE - C-complainant W-witness P-parent or guardian S-spouse															
36. NAME CODE RESIDENCE ADDRESS CITY RESIDENCE PHONE BUSINESS PHONE															
37. NARRATIVE: (1) IDENTIFY CO-DEFENDANTS BY NAME-SEX-DESCENT-AGE (2) IDENTIFY ADDITIONAL WITNESSES BY ITEMS IN BLOCK #36 (3) BRIEFLY INDICATE FACTS OF CASE															
38. JUVENILE a. POS. b. NEG.															
39. DISPOSITION OF JUVENILE a. PLACED IN JUVENILE COURT b. RELEASED TO PARENTS c. WARNED AND DISMISSED															
40. TRANSPORTING OFFICER NO.								41. SUPERVISOR APPROVING NAME							
42. ARRESTING OFFICER NO.								43. SECOND OFFICER NO.							
44. DATE, TIME BOOKED								45. BOOKING OFFICER NO.				46. SEARCHED BY NO.			
47. COURT a. CENTRAL b. ENLEY c. NIGHT								48. COURT DATE TIME A.M. P.M.				49. TYPE OF CHARGE a. FELONY b. MISDEMEANOR			
50. DISPOSITION OF ADULT a. RELEASED b. JAILFD								51. REVIEWER NO.							

POLICE FORM 205 rev. 5-75

Figure 3-3. Arrest Report (front)

R-77-110  
4-9



(SECTION-1)

CASE NUMBER \_\_\_\_\_

CITY OF BIRMINGHAM  
VS.

Name: \_\_\_\_\_

Alias: \_\_\_\_\_

Driver's License Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Color (M) (N) Sex (M) (F) Age \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Place of Employment \_\_\_\_\_

CHARGE

Count 1. \_\_\_\_\_

Count 2. \_\_\_\_\_

Count 3. \_\_\_\_\_

Count 4. \_\_\_\_\_

COURT

a. Misdemeanor b. Traffic c. Enslay

d. Night e. Bonded f. Jailed

Set for Trial \_\_\_\_\_ Time \_\_\_\_\_

Attorney for Defendant: \_\_\_\_\_

Trial Date \_\_\_\_\_

Comes the defendant, in his own proper person.

Defendant pleads \_\_\_\_\_ guilty. On hearing the

evidence the court is of the opinion that defendant

is \_\_\_\_\_ guilty. It is ordered and

adjudged by the court that the defendant is

\_\_\_\_\_ guilty, and is fined \_\_\_\_\_

\_\_\_\_\_ dollars, and \_\_\_\_\_ dollars costs,

and is sentenced to \_\_\_\_\_ days (suspended)

extra at hard labor for the City of Birmingham.

The fine and costs not being presently paid,

defendant is sentenced to be imprisoned at hard

labor for the City of Birmingham \_\_\_\_\_ days

to pay fine and \_\_\_\_\_ days to pay costs.

Fee \_\_\_\_\_ Recorder

Cost \_\_\_\_\_

Cost \_\_\_\_\_

Cost \_\_\_\_\_

Cost \_\_\_\_\_

(SECTION-2)

APPEARANCE BOND

NOTICE: This bond must be signed with ink, and will not be approved if signatures are made with pencil.

TEHWANT M. SMALLWOOD JR., Presiding Judge

THE STATE OF ALABAMA—CITY OF BIRMINGHAM

We, \_\_\_\_\_, Defendant, and

, Sureties, agree to pay the City of Birmingham \_\_\_\_\_ DOLLARS

unless the said Defendant appears on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, at 9:00 A.M. ENSLEY

division of the Recorder's Court of Birmingham and from time to time thereafter until discharged by law, to

answer to a criminal prosecution for the offense of \_\_\_\_\_

7:30 P.M. MISDEMEANOR

And we hereby waive all rights of compliance under the Constitution and laws of the State of Alabama respecting property from levy and sale

under execution or other process for the collection of debts. We hereby certify severally and jointly that we have property over and above all

debts and liabilities to the full amount of the above bond.

Name \_\_\_\_\_ (L.S.) Address \_\_\_\_\_

Name \_\_\_\_\_ (L.S.) Address \_\_\_\_\_

Name \_\_\_\_\_ (L.S.) Address \_\_\_\_\_

Name \_\_\_\_\_ (L.S.) Address \_\_\_\_\_

Name \_\_\_\_\_ (L.S.) Address \_\_\_\_\_

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, \_\_\_\_\_ Police Officer

WITNESSES

PROSECUTION NAME ADDRESS PHONE NO.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DEFENDANT

\_\_\_\_\_

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Figure 3-3. Arrest Report (reverse)

R-77-110

4-10

**IACP  
VEHICLE REPORT**

<input type="checkbox"/> THEFT <input type="checkbox"/> RECOVERY		<input type="checkbox"/> LOCATE <input type="checkbox"/> IMPOUND		31. REP. AREA	1. REG. OWNER'S NAME (LAST, FIRST, MIDDLE)      SEX - RACE - AGE	4. COMPLAINT NO.
10. UNIT	11. PLAT	10 DISTRICT	12. WATCH	3. REG. OWNER'S ADDRESS	CITY	4. STATE, YR. LIC. NO.
13. COMP'S OCCUPAT.	14. HOURS OF EMP.	15. SOBR.		7. MAKE - YEAR - BODY - COLOR(S)	8. IDENTIFICATION NO.	
16. DESCRIBE LOC. OF OFFENSE OR TYPE OF PREMISE				7. LOCATION (ADDRESS)		8. M.V. INV. NO.
17. OTHER VEHICLE USED BY SUSPECT	LIC. NO.	STATE	YR.	9. REPORTING PERSON'S NAME		10. REP. PERSON'S RES. PHONE
YEAR	MAKE	BODY	COLOR(S)	11. REPORTING PERSON'S ADDRESS		12. OTHER PHONE
13. IDENTIFYING CHARACTERISTICS OF OTHER VEHICLE				13. DATE/TIME STOLEN/TOWED		14. DATE/TIME REPORTED
15. IDENTIFYING CHARACTERISTICS OF STOLEN VEHICLE				15. CRIME OR INCIDENT		16. DATE/TIME RECOVERED
				17. CLASSIF.		
WITNESS (PARENT OR GUARDIAN)	30. NAME		AGE	RESIDENCE ADDRESS		CITY
31. IDENTIFY SUSPECTS BY NO. (NAME-ADDRESS-SEX-RACE-AGE-HT.-WT.-EYES-HAIR-COMPLEX-CLOTHING. IDENTIFYING CHARACTERISTICS IF ARRESTED, INCLUDE ARREST NO. AND CHARGE)						
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Figure 3-4. Vehicle Report

BIRMINGHAM POLICE DEPARTMENT																																							
INCIDENT REPORT																																							
(NO. COPIES)		PRECINCT	BEAT																																				
UNIT NO.																																							
IF YES, DESCRIBE IN NARRATIVE OR APPROPRIATE SECTION BELOW. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>YES</td> <td>NO</td> <td>UNK</td> </tr> <tr> <td>WAS ARREST MADE? HOW MANY? ( )</td> <td></td> <td></td> </tr> <tr> <td>WAS THERE A WITNESS TO THE CRIME?</td> <td></td> <td></td> </tr> <tr> <td>CAN A SUSPECT BE NAMED?</td> <td></td> <td></td> </tr> <tr> <td>CAN A SUSPECT BE LOCATED?</td> <td></td> <td></td> </tr> <tr> <td>CAN A SUSPECT BE DESCRIBED?</td> <td></td> <td></td> </tr> <tr> <td>CAN A SUSPECT BE IDENTIFIED?</td> <td></td> <td></td> </tr> <tr> <td>CAN SUSPECT VEHICLE BE IDENTIFIED?</td> <td></td> <td></td> </tr> <tr> <td>IS THE STOLEN PROPERTY TRACEABLE?</td> <td></td> <td></td> </tr> <tr> <td>IS PHYSICAL EVIDENCE PRESENT?</td> <td></td> <td></td> </tr> <tr> <td>IS A SIGNIFICANT M.O. PRESENT?</td> <td></td> <td></td> </tr> <tr> <td>WAS EVIDENCE TECH BEEN CALLED?</td> <td></td> <td></td> </tr> </table>				YES	NO	UNK	WAS ARREST MADE? HOW MANY? ( )			WAS THERE A WITNESS TO THE CRIME?			CAN A SUSPECT BE NAMED?			CAN A SUSPECT BE LOCATED?			CAN A SUSPECT BE DESCRIBED?			CAN A SUSPECT BE IDENTIFIED?			CAN SUSPECT VEHICLE BE IDENTIFIED?			IS THE STOLEN PROPERTY TRACEABLE?			IS PHYSICAL EVIDENCE PRESENT?			IS A SIGNIFICANT M.O. PRESENT?			WAS EVIDENCE TECH BEEN CALLED?		
YES	NO	UNK																																					
WAS ARREST MADE? HOW MANY? ( )																																							
WAS THERE A WITNESS TO THE CRIME?																																							
CAN A SUSPECT BE NAMED?																																							
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CAN SUSPECT VEHICLE BE IDENTIFIED?																																							
IS THE STOLEN PROPERTY TRACEABLE?																																							
IS PHYSICAL EVIDENCE PRESENT?																																							
IS A SIGNIFICANT M.O. PRESENT?																																							
WAS EVIDENCE TECH BEEN CALLED?																																							
WEATHER (circle letter) a. CLEAR    b. CLOUDY    c. RAIN    d. FOG    e. SNOW-SLEET    f. HAIL    g. UNKNOWN																																							
1. POINT OF ENTRY		2. LOCATION OF VICTIMS PROPERTY																																					
3. VICTIMS CONDITION (circle letter) a. SOBER    b. DRUNK    c. HAD BEEN DRINKING																																							
4. REPORTING PERSON'S NAME (Last, First, Middle)		5. SOCIAL SECURITY NO.																																					
6. ADDRESS    CITY    STATE		7. RESIDENCE PHONE    8. BUSINESS PHONE																																					
9. METHOD USED TO COMMIT CRIME		10. TOOL USED (BURGLARY) a. CHURCH    b. SCHOOL    c. OTHER																																					
11. WEAPON USED (For crimes against PERSONS ONLY) (circle letter)    DESCRIPTION OF WEAPON a. FIREARM    b. KNIFE OR CUT. INSTR.    c. OTHER WEAPON    d. HANDS ETC.																																							
12. TAG NO.    STATE    YEAR    COLOR(S)		13. V. I. N. (Do not fill in with ZEROS)																																					
14. VEH. YR.    15. VEH. MAKE		16. VEH. MODEL    17. VEH. STYLE    18. VEH. COLOR(S)																																					
19. ACIC CHECKED a. YES    b. NO		20. ACIC HIT a. POS.    b. NEG.																																					
21. NAME (Last, First, Middle)		22. ARREST ORD. NO.																																					
23. ADDRESS    CITY    STATE		24. COMPLEXION    25. HEIGHT    26. WEIGHT    27. HAIR    28. EYES																																					
29. DESCRIBE CLOTHING		30. MARKS AND SCARS																																					
31. NAME (Last, First, Middle)		32. ADDRESS																																					
33. RES. PHONE		34. EMPLOYER																																					
35. BUSINESS PHONE																																							
3. NARRATIVE																																							
IS THERE A SIGNIFICANT REASON TO BELIEVE THAT THE CRIME MAY BE SOLVED WITH A REASONABLE AMOUNT OF INVESTIGATIVE EFFORT?    YES <input type="checkbox"/> NO <input type="checkbox"/>																																							
1. REPORT PREPARED BY    NUMBER		4. CASE STATUS (circle number) 1. OPEN    2. SUSPENDED    3. CLOSED																																					
2. SECOND OFFICER    NUMBER		5. CASE DISPOSITION (circle number) 3. CLEARED    4. EX. CLEARED    5. UNFOUNDED																																					
3. SUPERVISOR APPROVING    NAME		6. DATE-TIME OF REPORT																																					
		7. REVIEWER NUMBER																																					
		8. PAGE NO.    of																																					

Figure 3-5. Incident Report (front)



# OFFENSE REPORT AND MULTI-PURPOSE REPORT FORM

ST. LOUIS, MO.

R-77-110  
4-14

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Figure 3-6. Offense Report and Multi-Purpose Report Form (reverse)

**LAKE COUNTY — INDIANA  
UNIFORM OFFENSE  
REPORT**

(NAME OF DEPT. TO BE FILLED IN BY OFFICER)		1. VICTIM'S NAME (LAST, FIRST, MIDDLE)		2. COMPLAINT NO.	
<b>POLICE DEPARTMENT</b>		3. VICTIM'S ADDRESS		4. RES. PHONE	
		5. VICTIM'S PLACE OF EMPLOYMENT OR SCHOOL		6. BUS. PHONE	
<input type="checkbox"/> ORIGINAL (BOXES CONTAINING THE BOLD MARK " " MUST BE COMPLETED ON BOTH ORIGINAL AND FOLLOW-UP REPORTS) <input type="checkbox"/> FOLLOW-UP		7. VICTIM'S SEX, RACE, AGE		8. LOCATION OF OFFENSE (ADDRESS)	
17. UNIT	18. BEAT	19. DIST.	20. REP. AREA	21. WATCH	9. REPORTING PERSON'S NAME
22. VICT. OCCUPATION	23. HOURS OF EMPLOYMENT	24. SOBRIETY	11. REPORTING PERSON'S ADDRESS		10. RES. PHONE
25. REQUESTED CORONER <input type="checkbox"/> AMB. <input type="checkbox"/> TOW <input type="checkbox"/> NCIC CK <input type="checkbox"/> APB RADIO <input type="checkbox"/> T. TYPE <input type="checkbox"/> OTHER <input type="checkbox"/>			12. DATE AND TIME OCCURRED OR DISCOVERED		14. DATE AND TIME REPORTED
			13. CRIME OR ACCIDENT		16. CLASSIFICATION
<b>VEHICLE</b>		26. <input type="checkbox"/> STOLEN <input type="checkbox"/> RECOY <input type="checkbox"/> LY SCENE <input type="checkbox"/> USED BY CRIM <input type="checkbox"/> IN CUST. <input type="checkbox"/> OTHER		27. LICENSE, STATE, NUMBER	28. PLATE TYPE YEAR (EXP)
		29. VEHICLE MAKE, YEAR		31. MODEL	32. STYLE
		33. COLOR (TOP, BOTTOM)		34. INSURANCE CO.	
		35. OWNERS NAME		36. OWNERS ADDRESS	
<b>PERSON</b>		39. NAME (LAST, FIRST, MIDDLE)		40. BOOKING NO.	41. ALIAS
		42. ADDRESS		44. SEX <input type="checkbox"/> M <input type="checkbox"/> F	45. RACE
		46. AGE		47. DOB	48. HEIGHT
		49. SPECIAL CHARACTERISTICS OR DESCRIPTION (INCLUDING CLOTHING)		50. WEIGHT	51. BUILD
<b>PROPERTY</b>		54. SERIAL NO. OR IDENT. NO.		55. TYPE OF PROPERTY	56. BRAND NAME, DESCRIP. MODEL
		57. VALUE		58. UCR CLASS	59. RECOY
		60. UNUSUAL EVENT AT TIME OF OCCURRENCE (FUNERAL, SPORT, ETC.)		61. MEANS OF ATTACK (TOOLS, WEAPONS & HOW USED)	
		62. OBJECT BEING ATTACKED (CAMERAS, GRUDGES, ETC.)		63. WEATHER	
<b>INVESTIGATIONS</b>		64. LIGHTING (DAYLIGHT, DUSK, NIGHT, ETC.)		65. NEIGHBORHOOD	
		66. TYPE OF BLDG. (BUS., RESID., GAE., OTHER)		67. PLACE OF ENTRY (FRONT, REAR, SIDE/DOOR, WINDOW, ROOF, ETC.)	
		68. TRANSPORTATION OF SUSPECTS (CAR, FOOT, MGT, ETC.)			
		69. UNUSUAL ACTIONS AND STATEMENTS OF PERPETRATOR			
70. ADDITIONAL INFORMATION					
71. STATUS <input type="checkbox"/> UNFOUNDED <input type="checkbox"/> INACTIVE <input type="checkbox"/> ARREST <input type="checkbox"/> UNDER 18 <input type="checkbox"/> EXCEPT CE		72. REPORTING OFFICER'S SIGNATURE		73. REPORTING OFFICER'S ID	74. PARTNER'S ID
75. SIGNATURE PATROL SUPERVISOR		76. PAT. SUP. ID	77. SIGNATURE DUTY SUPERVISOR		PAGE OF

Figure 3-7. Uniform Offense Report





APPENDIX A

"153" Reports That Should Have  
Received Case Numbers

VICTIM INDEMNIFICATION NOTICE REQUIRED: YES ☐ NO ☒  
 SAN DIEGO POLICE DEPARTMENT CRIME REPORT

153

LEAVE ANY SPACE NOT APPLICABLE TO SPECIFIC CRIME BLANK) TYPE OF CRIME (ONE OFFENSE ONLY)  
 211 PC (Purse Snatch)  
 DATE AND TIME REPORTED 4/5/77 1000 FIRM NAME, IF COMMERCIAL CRIME LOCATION OF OCCURRENCE (OR ADDRESS)  
 3500 National Ave.

OCCURRENCE DAYLIGHT ☒ DARKNESS ☐ UNKNOWN ☐ TYPE OF LOCATION  
 Shopping Center Parking Lot.

DATE 1 77 Friday 1500  
 VICTIM'S NAME WISEY, Mary Ann RESIDENCE ADDRESS 215 Southlook RESIDENCE PHONE 264-5184 BUSINESS PHONE EXT.  
 VICTIM'S OCCUPATION, BUSINESS NAME, AND ADDRESS VICTIM ADVISED TO CONTACT DETECTIVES ☒ YES ☐ NO VICTIM'S CONDITION uninjured RACE N SEX F AGE 44  
 Welfare recipient PERSON REPORTING CRIME TO POLICE DEPT. RESIDENCE ADDRESS RESIDENCE PHONE BUSINESS PHONE EXT.  
 Victim PERSON WHO SECURED PREMISES RESIDENCE ADDRESS RESIDENCE PHONE BUSINESS PHONE EXT.  
 PERSON WHO DISCOVERED CRIME RESIDENCE ADDRESS RESIDENCE PHONE BUSINESS PHONE EXT.  
 WITNESS' NAME (OTHER THAN ABOVE) RESIDENCE ADDRESS RESIDENCE PHONE BUSINESS PHONE EXT.  
 RESIDENCE ADDRESS RESIDENCE PHONE BUSINESS PHONE EXT.

POINT WHERE ENTRANCE WAS MADE INVESTIGATIVE OR LAB PERSONNEL NOTIFIED (NAME) COPHER VALUE OF PROPERTY  
 CASH, NOTES \$230.00  
 JEWELRY, PREC. MET. \$  
 FURS \$  
 CLOTHING \$  
 OFFICE EQUIPT. \$  
 TV, RADIOS, CAMERAS \$  
 FIREARMS \$  
 HOUSEHOLD GOODS \$  
 CONSUMABLE GOODS \$  
 LIVESTOCK \$  
 MISC. \$ 3.00  
 TOTAL \$233.00  
 DETAILS: DESCRIBE EVIDENCE: SUMMARIZE DETAILS NOT GIVEN ABOVE: ITEMIZE AND DESCRIBE ANY PROPERTY OBTAINED, INCLUDING SERIAL NUMBER AND VALUE: UNDERLINE PROPERTY WITH SERIAL NUMBER.  
 THIS REPORT CONTAINS PROPERTY WITH SERIAL NUMBERS: ☐ YES ☒ NO

Victim reports she received her Welfare Check in the mail, immediately walked to the Check cashing store at Otto square and cashed it. She paid her gas and electric and Telephone bills when left the store. As she walking westbound in front of the businesses someone ran up from behind her and grabbed her purse off her left shoulder and knocked her down. She feels it was a black male bec use she didn't see any white people in the area. The victim had left her ID at home and just had misc. papers and the receipts from her bills in the purse along with the money from the check she had just cashed. Victim states she has a card at the check cashing business and does not need ID.

LOCATION WHERE REPORT TAKEN H. A. 36 EVIDENCE OR PROPERTY IMPOUNDED ☐ YES ☒ NO PROPERTY TAG NUMBER(S)  
 INVESTIGATING OFFICER(S) SAUCE 1197 DIV. Rob APPROPRIATE 12 DETECTIVE(S) ASSIGNED COPHER  
 USE FORM PD-153 FOR ADDITIONAL INFORMATION IF NEEDED ADDITIONAL FORM USED: YES ☐ NO ☒ TYPE OF CRIME

VICTIM INDEMNIFICATION NOTICE REQUIRED: YES ☐ NO ☒  
SAN DIEGO POLICE DEPARTMENT CRIME REPORT

CASE NO. 153

(LEAVE ANY SPACE NOT APPLICABLE TO SPECIFIC CRIME BLANK) TYPE OF CRIME (ONLY OFFENSES ONLY)  
211 PC ARMED ROBBERY - GUN  
DATE AND TIME REPORTED: MARCH 30, 77 1410  
FIRM NAME, IF COMMERCIAL CRIME  
LOCATION OF OCCURRENCE (OR ADDRESS): 4447 38TH ST

OCCURRENCE DATE: MARCH 30 77 WED 1405  
DAYLIGHT ☒ DARKNESS ☐ UNKNOWN ☐  
TYPE OF LOCATION: RESIDENTIAL HOUSE

VICTIM'S NAME: KAHAN, LEONARD  
RESIDENCE ADDRESS: 4447 38TH ST  
RESIDENCE PHONE: 281-1255  
BUSINESS PHONE: SAME  
EXT.:

DATE OF BIRTH: [blank]  
MUSICIAN PLAYS TROMBONE  
VICTIM ADVISED TO CONTACT DETECTIVES: ☐ YES ☒ NO  
VICTIM'S CONDITION: UPSET  
RACE: W SEX: M AGE: 29

PERSON REPORTING CRIME TO POLICE DEPT.: [blank]  
RESIDENCE ADDRESS: [blank]  
RESIDENCE PHONE: [blank]  
BUSINESS PHONE: [blank]  
EXT.:

VICTIM: [blank]  
PERSON WHO SECURED PREMISES: [blank]  
RESIDENCE ADDRESS: [blank]  
RESIDENCE PHONE: [blank]  
BUSINESS PHONE: [blank]  
EXT.:

VICTIM: [blank]  
PERSON WHO DISCOVERED CRIME: [blank]  
RESIDENCE ADDRESS: [blank]  
RESIDENCE PHONE: [blank]  
BUSINESS PHONE: [blank]  
EXT.:

WITNESS NAME (OTHER THAN ABOVE): [blank]  
RESIDENCE ADDRESS: [blank]  
RESIDENCE PHONE: [blank]  
BUSINESS PHONE: [blank]  
EXT.:

RESIDENCE ADDRESS: [blank]  
RESIDENCE PHONE: [blank]  
BUSINESS PHONE: [blank]  
EXT.:

POINT WHERE ENTRANCE WAS MADE: FRONT DOOR  
INVESTIGATIVE OR LAB PERSONNEL NOTIFIED (NAME): COPER  
VALUE OF PROPERTY: CASH, NOTES \$1100.00

MEANS USED TO GAIN ENTRANCE: OPEN SCREEN DOOR  
EXACT WORDS USED BY SUSPECT: [blank]  
JEWELRY, PREC. MET.: \$

TOOLS, WEAPON, OR FORCE USED: (EXPLAIN) HAND AND GUNS  
WHERE WERE OCCUPANTS AT TIME OF OFFENSE? AT HOME  
FURS: \$

EXACT LOCATION OF PROPERTY WHEN STOLEN: BEDROOM DRESSER DRAWER  
CLOTHING: \$

APPROXIMATE TYPE OF PROPERTY TAKEN OR OBTAINED: ROBBERY - MONEY  
TRADESMAN OF SUSPECT(S) ACTIONS OR CONVERSATIONS: FORCE WAY IN, GRAB SUS. NECK AND POINT GUN, COCK IT, ASK FOR DEPT. MONEY  
OFFICE EQUIP.: \$

VEHICLE USED BY SUSPECT(S) - YEAR, MAKE, BODY TYPE, COLOR, LICENSE NUMBER, AND ANY OTHER IDENTIFYING MARKS: NONE OBSERVED  
TV, RAD JS, CAMERAS: \$

IDENTIFY SUSPECTS ARRESTED BY NAME, BOOKING NUMBER AND CHARGE(S): [blank]  
LIST OTHER SUSPECTS HERE ONLY IF ARREST WARRANTED, OTHERWISE LIST BELOW: SEE BODY  
FIREARMS: \$

DETAILS: DESCRIBE EVIDENCE: SUMMARIZE DETAILS NOT GIVEN ABOVE; ITEMIZE AND DESCRIBE ANY PROPERTY OBTAINED, INCLUDING SERIAL NUMBER AND VALUE; UNDERLINE PROPERTY WITH SERIAL NUMBER.  
HOUSEHOLD GOODS: \$

THIS REPORT CONTAINS PROPERTY WITH SERIAL NUMBERS: ☐ YES ☒ NO  
MISC.: \$

TOTAL: \$1100.00

SUSPECT #1 W/F 5-0 SLIM BROWN HAIR TO MID BACK GRN-BLUE EYES  
"SUSAN" LONG SLIM FACE BLUE JACKET AND LEVIS 20YRS

SUSPECT #2 W/M 6-2 MID 20'S 160 DARK HAIR IN A PONYTAIL  
TO SHOULDER BLADES MUSTACHE - FULL JUST PAST  
THE CORNER OF HIS MOUTH HORIZONTAL STRIPE SHIRT  
LEVIS AND A LEVI JACKET CURLY SIDE BURNS TO  
BOTTOM OF EAR  
BLUE REVOLVER 6"

SECTION WHERE REPORT TAKEN: AT SCENE  
EVIDENCE OR PROPERTY IMPROBES: ☐ YES ☒ NO  
PROPERTY TAG NUMBER(S): [blank]

REPORTING OFFICER(S): MONEY VANDIVER  
RANK: 2117  
DIV: P-1  
APPROVED: Sgt. [blank]  
EXT. OF D.C.: 45  
DETECTIVE(S) ASSIGNED: Coper, Collins

USC FORM PD-157 FOR ADDITIONAL INFORMATION IF NEEDED  
ADDITIONAL FORM USED: YES ☒ NO ☐  
TYPE OF CRIME: 211 PC ARMED ROBBERY GUN

R-77-110  
A-3

SAN DIEGO POLICE DEPARTMENT  
OFFICER'S REPORT

DATE (occure.): MARCH 30, 77

153

TIME (occure.): 1405 HRS

LOCATION: 4447 38TH ST

SUBJECT: 211 PC

VICTIM KAHAN

SUSPECT #3 W/M 5-10 6-0 CLEAN SHAVEN MID 20'S  
SHORT DARK HAIR ABOVE COLLAR WEARING  
BLUE LONG BILL PAINTERS CAP - CLOTH  
DARK PLASTIC FRAME TINTED GLASSES  
BLUE CLOTH JACKET AND LEVIS

KAHAN STATES THAT SUZIE CALLED HIM AT 1345 HRS AND  
STATED SHE HAD SOME PERSONAL PROBLEMS SHE WANTED TO  
COME OVER AND DISCUSS WITH HIM. AT 1400 HRS HE  
SAW HER WALK UP ON THE PORCH HE OPENED THE  
DOOR AND SHE OPENED THE SCREEN SUSPECTS #1 AND #2  
RUSHED IN THE DOOR SUSPECT #1 GRABBED BY THE  
NECK WITH HIS LEFT HAND AND POINTED THE GUN  
AT HIS FACE. SUSPECT #2 ALSO HAD HIS GUN DRAWN.  
SUSPECT #1 "GIVE ME ALL YOUR DOPE AND MONEY"  
KAHAN "I DON'T HAVE ANY MORE DOPE OR MONEY"  
SUSAN "I KNOW HE'S GOT ATLEAST ONE HUNDRED  
DOLLARS IN HIS ROOM"  
SUSPECT #1 "LETS GO" AND COCKED THE GUN

THEY ALL WALKED BACK TO KAHAN'S ROOM.  
KAHAN OPENED THE TOP DRESSER DRAWER AND GAVE  
SUSPECT #1 ONE HUNDRED DOLLARS. (5-10'S 10-5'S)

Reporting Officer: ROONEY VANOVER Badge 2117 Division 631A Collins

• Date of this report MARCH 30, 77 Time \_\_\_\_\_

SAN DIEGO POLICE DEPARTMENT  
OFFICER'S REPORT

DATE (occ.): MARCH 30, 77

153

TIME (occ.): 1405 HRS

LOCATION: 4447 38TH

SUBJECT: 211 PC VICTIM KAHAN

SUSPECT #1 "WHERE'S THE REST OF IT?"

KAHAN "THERE IS NO MORE"

SUSPECT #1 THEN OPENED THE SECOND DRESSER  
DRAWER AND REMOVED APPROXIMATELY ELEVEN ONE  
THOUSAND MORE DOLLARS (200 3 \$50'S, 8 TO 900  
DOLLARS IN 20'S, \$200 IN 10'S AND 5'S)

SUSPECT #1 THEN STATED "LET'S GO". SUSAN  
AND #1 WALKED OUT THE BEDROOM DOOR AND INTO  
THE LIVING ROOM WHERE #1 CUT THE PHONE CORD.  
SUSPECT #2 BACKED OUT WITH HIS GUN POINTED  
AT KAHAN SAYING "STAY WHERE I CAN SEE YOU!"

SUSPECT #1 BACKED UP TO THE FRONT DOOR.  
HE TOLD #2 TO PUT HIS GUN AWAY. SUSPECT #2  
WALKED OUT THE DOOR AFTER PUTTING HIS GUN  
AWAY. SUSPECT #1 PUT HIS GUN AWAY, WENT OUT  
THE DOOR AND THEY ALL RAN SOUTH ON 38TH ST.

Reporting Officer: RODNEY VANDIVER

Badge 2117

Division Pt. 1st

Date of this report MARCH 30, 77

Time \_\_\_\_\_

VICTIM INDEMNIFICATION NOTICE REQUIRED: YES ☐ NO ☒  
 SAN DIEGO POLICE DEPARTMENT CRIME REPORT

CASE NO. 153

(LEAVE ANY SPACE NOT APPLICABLE TO SPECIFIC CRIME BLANK)		TYPE OF CRIME (USE OFFENSE ONLY)	
DATE AND TIME REPORTED APR 1, 1977 2:35		487 P.C. GRAND THEFT	
FIRM NAME, IF COMMERCIAL CRIME		LOCATION OF OCCURRENCE (OR ADDRESS)	
APR 1 77 FRI 2:15		RESIDENTIAL HOUSE	
VICTIM'S NAME MILLER, Robert H.		TTS, LEGAL HOLD CAMP, P.O. BOX 120	
VICTIM'S ADDRESS USMC PVT 335-56-266-8		VICTIM'S CONDITION Normal	
PERSON REPORTING CRIME TO POLICE DEPT. VICTIM		RACE SEX AGE W M 19	
PERSON WHO SECURED PREMISES		RESIDENCE PHONE BUSINESS PHONE EXT.	
PERSON WHO DISCOVERED CRIME VICTIM		RESIDENCE PHONE BUSINESS PHONE EXT.	
WITNESS NAME (OTHER THAN ABOVE)		RESIDENCE PHONE BUSINESS PHONE EXT.	
POINT WHERE ENTRANCE WAS MADE LEFT COAT POCKET		INVESTIGATIVE OR LAB PERSONNEL NOTIFIED (NAME)	
METHOD USED TO GAIN ENTRANCE		REACT WORDS USED BY SUSPECT	
TOOL, WEAPON, OR FORCE USED (EXPLAIN) Hands		WHERE WERE OCCUPANTS AT TIME OF OFFENSE BATHROOM	
EXACT LOCATION OF PROPERTY WHEN STOLEN LEFT COAT POCKET		TRADEMARK OF SUSPECT(S) - ACTIONS OR CONVERSATIONS Told's Victim Money when He Entered Bath	
APPROXIMATE TYPE OF PROPERTY TAKEN OR OBTAINED Money, Wallet		VEHICLE USED BY SUSPECT(S) - YEAR, MAKE, BODY TYPE, COLOR, LICENSE NUMBER, AND ANY OTHER IDENTIFYING MARKS 3	
ARRESTED SUSPECTS (LIST BY NAME, BOOKING NUMBER AND CHARGE(S)) APR 4		LIST OTHER SUSPECTS HERE OR IF SUSPECTS WANTED MISACCHO, DOB 10-2-180 5-8 INCHES TALL, 160 LBS ITS, LEGAL HOLD CAMP, P.O. BOX 120	
DETAILS: DESCRIBE EVIDENCE; SUMMARIZE DETAILS NOT GIVEN ABOVE; ITEMIZE AND DESCRIBE ANY PROPERTY OBTAINED, INCLUDING SERIAL NUMBER AND VALUE; UNDERLINE PROPERTY WITH SERIAL NUMBER.		VALUE OF PROPERTY CASH, NOTES \$485.00 JEWELRY, PREC. MET. \$ FURS \$ CLOTHING \$ OFFICE EQUIP. \$ TV, RAL OS, CAMERAS \$ FIREARMS \$ HOUSEHOLD GOODS \$ CONSUMABLE GOODS \$ LIVESTOCK \$ MISC. \$ TOTAL \$485.00	
THIS REPORT CONTAINS PROPERTY WITH SERIAL NUMBERS: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
<p>The victim was visited with the suspect who is stationed with him at an unknown location near the downtown. The victim visited a girl friend of the suspect under the victim's name. The victim went to use the bathroom and when he returned the suspect was gone from the house. Money from the victim's coat pocket was taken on the coat was his wallet (black &amp; white calf skin) containing a bill \$485.00 and the victim's military identification card. The unknown girl was still at the house and said she knew nothing. She gave the victim a ride to the downtown area where he contacted this officer. The victim was advised to contact the police the next morning.</p>			
INTERVIEWING OFFICER L.W. WOODEN		PROPERTY TAG NUMBER(S)	
SARNO 2033		PROPERTY TAG NUMBER(S)	
MAY P-2		PROPERTY TAG NUMBER(S)	
APPROVED 51		PROPERTY TAG NUMBER(S)	
USE FORM PD-153 OR ADDITIONAL INFORMATION IF NEEDED		ADDITIONAL FORM USED: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
		TYPE OF CRIME 487 P.C. GRAND THEFT	

VICTIM INDEMNIFICATION NOTICE REQUIRED: YES ☐ NO ☒ **NO**  
 SAN DIEGO POLICE DEPARTMENT CRIME REPORT

CASE NO. **153**

(LEAVE ANY SPACE NOT APPLICABLE TO SPECIFIC CRIME BLANK)

DATE AND TIME OF OFFENSE: **APR 5 77 0130** TYPE OF CRIME: **BATTERY** LOCATION OF OCCURRENCE: **38th & K (APPROX.)**

PERPETRATOR NAME: **UNKNOWN** TYPE OF LOCATION: **CITY INTERSECTION**

VICTIM NAME: **BULLARD, CHARLES** RESIDENCE ADDRESS: **395 28th** RESIDENCE PHONE: **736-7696** BUSINESS PHONE: **-** EXT.: **-**

VICTIM OCCUPATION: **UNEMPLOYED** VICTIM RUSTED TO CONTACT RETROACTIVES: **YES** VICTIM'S CONDITION: **INJURED** RACE: **N** SEX: **M** AGE: **22**

PERSON REPORTING CRIME TO POLICE: **VICTIM** RESIDENCE ADDRESS: **-** RESIDENCE PHONE: **-** BUSINESS PHONE: **-** EXT.: **-**

PERSON WHO DISCOVERED CRIME: **-** RESIDENCE ADDRESS: **-** RESIDENCE PHONE: **-** BUSINESS PHONE: **-** EXT.: **-**

OTHER NAME (OTHER THAN ABOVE): **-** RESIDENCE ADDRESS: **-** RESIDENCE PHONE: **-** BUSINESS PHONE: **-** EXT.: **-**

POINT WHERE ENTRANCE WAS MADE: **-** INVESTIGATIVE OR LAB PERSONNEL NOTIFIED (NAME): **-** VALUE OF PROPERTY: **-**

METHOD USED TO GAIN ENTRANCE: **-** EXACT WORDS USED BY SUSPECT: **-** CASH: **0** NOTES: **0**

TOOLS, WEAPON, OR FORCE USED: (EXPLAIN) **FISTS** JEWELRY: **0** PREC. MET.: **0**

EXACT LOCATION OF PROPERTY WHEN STOLEN: **-** WHERE WERE OCCUPANTS AT TIME OF OFFENSE: **-** FURS: **0**

APPROXIMATE MOTIVE - TYPE OF PROPERTY TAKEN OR OBTAINED: **INJURY** TRADEMARK OF SUSPECT(S) - ACTIONS OR CONVERSATIONS: **-** CLOTHING: **0**

VEHICLE USED BY SUSPECT(S) - YEAR, MAKE, BODY TYPE, COLOR, LICENSE NUMBER, AND ANY OTHER IDENTIFYING MARKS: **-** OFFICE EQUIP.: **0** TV, RADIOS, CAMERAS: **0** FIREARMS: **0**

IDENTIFY SUSPECTS ARRESTED BY NAME, BOOKING NUMBER AND CHARGE(S): **(4) FOUR M/V'S NFD** LIST OTHER SUSPECTS HERE ONLY IF ARREST WARRANTED... **-** HOUSEHOLD GOODS: **0** CONSUMABLE GOODS: **0** LIVESTOCK: **0**

DETAILS: DESCRIBE EVIDENCE: SUMMARIZE DETAILS NOT GIVEN ABOVE: ITEMIZE AND DESCRIBE ANY PROPERTY OBTAINED, INCLUDING SERIAL NUMBER AND VALUE: UNDERLINE PROPERTY WITH SERIAL NUMBER. **-** MISC.: **0** TOTAL: **0**

THIS REPORT CONTAINS PROPERTY WITH SERIAL NUMBERS: ☐ YES ☒ NO

**BULLARD SAID HE WAS WALKING HOME FROM THE DELPHIN INN. HE IS NOT SURE OF THE EXACT LOCATION BUT SOMEWHERE AROUND 38th & K. FOUR M/V'S NFD JUMPED OUT OF THE BUSHES AND BEAT HIM WITH THEIR FISTS. HE SUSTAINED NUMEROUS CUTS AND BRUISES ABOUT HIS HEAD AND FACE. HE WAS TREATED & REWARDED FROM UNIVERSITY HOSPITAL.**

REPORTING OFFICER: **UNDEPUTED HIRSH** EVIDENCE OR PROPERTY IMPROVED: **YES** PROPERTY TAG NUMBER(S): **-**

REPORTING OFFICER: **PAUL DILLON** DATE: **APR 5 77** APPROVED: **[Signature]** EXT. OF DEC.: **11** DETECTIVE(S) ASSIGNED: **-**

FORM (REV. 5-74) U.S. (HMM PD-15) FOR ADDITIONAL INFORMATION IF NEEDED: **YES** ☐ **NO** ☒ TYPE OF CRIME: **BATTERY**

APPENDIX B

San Diego Police Department  
Record Section  
Report Desk



## REPORT DESK

**JOB DESCRIPTION:** The Report Desk is responsible for this initial processing of all SDPD crime reports. This includes case number assignment, copy distribution, maintaining a log, and related clerical work.

**NOTE:** The report desk is manned 24 hours a day.

### I PROCESSING CRIME REPORTS

1. Time stamp report.
2. Check report for completeness.
3. Assign case number.
4. Mark routing code-lower left corner.
5. Copy and distribute 2 complete copies of each case to follow-up unit.

#### FACTORS WHICH DETERMINE ROUTING

- a. ALL 187 cases to Central Homicide
  - b. ALL 261, att 261, and 220 cases to Central Sex Crimes
  - c. ALL Stolen bike cases to Central Juvenile
  - d. Beat of Occurance
  - e. Suspect information
  - f. All Central 487 Grand Theft Purse Snatch cases to Central Robbery
  - g. Original and All attached copies of 153's re: Murders to Central Homicide.
6. Type complaint log entry.
  7. Make and distribute additional copies per the distribution sheet.
  8. Pull, type, and refile victim cards (2nd and 3rd watches Monday-Friday; All watches Saturdays, Sundays, and Holidays).
  9. "Close" the complaint log (3rd watch only)
    - a. Log closed approximately 0200 hours daily
    - b. Process all 2nd watchcases from Report Room
    - c. Process all bike reports
    - d. Copy and distribute complaint log

### II TELEPHONIC CASE NUMBER ASSIGNMENT

1. Stolen vehicles-All units form.
  - a. Check license information thru teletype
  - b. Fill out all units
  - c. Yellow copy of all units to teletype
  - d. Type log entry
  - e. White copy of all units to Auto Theft
2. Northern and Southern Detectives-All Crimes.
3. Field Officers- Latent Prints.

**NOTE:** All information listed on the "All units" and "in house" forms must be obtained before issuing a case number. When typing the log entry, the name and ID # of the officer requesting the case number must be indicated in the far right column.

### III COMPLAINT LOG

1. The Complaint log is a listing of crime information in case number order.
2. Only essential information is typed on the log.
3. Specialized entries to be indicated
  - a. Residential burglary 459R
  - b. Commercial burglary 459C
  - c. Burglary room prowl 459rp
  - d. Burglary hot prowl 459hp
  - e. Burglary garage prowl 459gp
  - f. Adult suspect (s) in custody SIC (#)
  - g. Juvenile suspect (s) in custody JIC (#)
  - h. Adult suspect (s) S (#)
  - i. Juvenile suspect (s) J (#)
  - j. Telephonic case number assignment-  
Officer's name and ID number
  - k. Strong arm robbery 211SA
  - l. Armed robbery 211arm
  - m. Run and Cancel Stolen Vehicle S/V r&c
  - n. Petty theft car prowl 488cp
  - o. Petty theft shop lift 488s/l
  - p. Attempted crime (e.g. Attempt burglary) 459att
4. Both the firm name and owner's name are to be listed on the log if both are listed on the report.
5. Both "Board of Education" and the school name are to be listed on the log for all school crimes. In addition, if the stolen items belong to a student, the student's name is to be listed..... also.
6. Both the individual victim's name and firm name are to be listed on the log for "person crimes" e.g., if Yellow Cab is listed as the victim of a robbery, list both Yellow Cab and the cab driver.
7. Clerk's initials are to be typed after the 1st entry on her shift and at the bottom of each log page she completes.

### IV PHONES

1. Answer phones promptly.
2. Provide only case number information to the public.
3. Provide requested information to Law Enforcement Officers.

APPENDIX C

San Diego Police Department  
Records Section  
Crime Complaint Log

## CRIME COMPLAINT LOG

[illegible]

R-77-110  
C-2

APPENDIX D

San Diego Police Department  
Records Section  
Distribution Guidelines

ROUTING INFORMATION FOR RETOP/ DESK

1. Sex Crimes --- All beats: NCR copies to Central Homicide
2. Arsons --- All beats: NCR copies to Central Burglary
3. Stolen Vehicles --- All beats: NCR copies to Teletypes
4. Murders (Cases) --- All beats: NCR copies to Central Homicide
5. Murders (153's) --- All beats: Original & all copies to Central Homicide with time stamp
6. Bike cases --- All beats: NCR copies to Central Juvenile
7. Crime reports with errors: Original and all copies time stamped; no case number; entire package to concerned Detail
8. Missing Persons
  - A. Juvenile - Central beats: Time stamp; original & all copies to Central Juvenile
  - B. Juvenile - Northern beats: Time stamp; original & all copies to Northern
  - C. Juvenile - Southern beats: Time stamp; original & all copies to Southern
  - D. Adult - All beats: NCR copies to central Homicide
9. Cases with Central beat, location of occurrence at Juvenile facility (School, recreation Center, etc): NCR copies to Central Juvenile
10. Rapes, Assault with intent to commit rape --- All beats: NCR copies to Central Homicide
11. FI's: Pink copy in inter-office envelope (Report Desk drawer) to be forwarded to Sheriff's Office each Monday morning by R-1 Clerk.  
All other copies to Arrest Section supervisor
12. Property tags: Yellow copy to concerned Detail with case number  
Pink copy to Property Room with case number

CRIME REPORTS FROM OTHER AGENCIES

SAN DIEGO STATE UNIVERSITY REPORTS -- NO TELEPHONIC CASE NUMBER ASSIGNMENTS

1. Time stamp
2. Assign case # ONLY when "Original" is indicated at the top of the report with the Crime Section Supervisor's initials. If this marking does not appear, leave the report in the Crime Section Supervisor's bin.
3. After case # assignment, forward 1 xerox copy to Central Burglary to be used as their "work copy."
4. Process "original" as usual.

UCSD REPORTS -- NO TELEPHONIC CASE NUMBER ASSIGNMENTS

1. No case number assigned.
2. Time stamp; place in 153 bin.

HARBOR POLICE REPORTS -- NO TELEPHONIC CASE NUMBER ASSIGNMENTS

1. Time stamp.
2. Forward original and all copies to Central Burglary.
3. Assign case # ONLY on request from a Detective at the counter.

BOARD OF EDUCATION CASES -- NO TELEPHONIC CASE NUMBER ASSIGNMENTS

1. Time stamp.
2. Assign case number.
3. Forward NCR copies to Central Juvenile
4. Process original as usual.

COMPLAINT LOG DISTRIBUTION

PRESS - 1 (end of ss. pg.)	AUTO THEFT - 1
BURGLARY - 1	SOUTHERN - 1
HOMICIDE - 1	NORTHERN - 2
JUVENILE - 1	KEY PUNCH - 1

TOTAL TO BE RUN AFTER LOG IS CLOSED OUT - 8

R-77-110

D-2

**XEROX COPY DISTRIBUTION**

Central

	# COPIES	CII	211	EQ. RM.	PATROL ADMIN	FENCING	PRESE	C. WRIGHT	PER
<u>FFNAL CODE</u>									
148	2	-	-	1	-	-	1	-	-
182	3	1	-	1	-	-	1	-	-
187	3	1	-	1	-	-	1	-	-
192	3	1	-	1	-	-	1	-	-
195	3	1	-	1	-	-	1	-	-
203 M	3	1	-	1	-	-	1	-	-
207	3	1	-	1	-	-	1	-	-
211	6	1	1	1	1	-	1	-	1
217	3	1	-	1	-	-	1	-	-
220	4	1	-	1	1	-	1	-	-
240	3	1	-	1	-	-	1	-	-
241	4	1	-	1	-	-	1	1	-
242	2	-	-	1	-	-	1	-	-
243	4	1	-	1	-	-	1	1	-
244	3	1	-	1	-	-	1	-	-
245	3	1	-	1	-	-	1	-	-
246	3	1	-	1	-	-	1	-	-
261	4	1	-	1	1	-	1	-	-
272	3	1	-	1	-	-	1	-	-
273	3	1	-	1	-	-	1	-	-
275	3	1	-	1	-	-	1	-	-
278	3	1	-	1	-	-	1	-	-
285	3	1	-	1	-	-	1	-	-
288	3	1	-	1	-	-	1	-	-
288a	3	1	-	1	-	-	1	-	-
290	3	1	-	1	-	-	1	-	-
311	3	1	-	1	-	-	1	-	-
314.1	3	1	-	1	-	-	1	-	-
337a	3	1	-	1	-	-	1	-	-
415	2	-	-	1	-	-	1	-	-
447a	3	1	-	1	-	-	1	-	-
449a	3	1	-	1	-	-	1	-	-
451a	3	1	-	1	-	-	1	-	-
459	5	1	-	1	1	-	1	-	1
470	3	1	-	1	-	-	1	-	-
476	3	1	-	1	-	-	1	-	-
476 a,b	2	-	-	1	-	-	1	-	-
488	2	-	-	1	-	-	1	-	-
487	3	1	-	1	-	-	1	-	-
487.3	3	1	-	1	-	-	1	-	-
496.1	3	1	-	1	-	-	1	-	-
503	3	1	-	1	-	-	1	-	-
537	2	-	-	1	-	-	1	-	-
594b	3	1	-	1	-	-	1	-	-
594c	2	-	-	1	-	-	1	-	-
647 a,b	3	1	-	1	-	-	1	-	-
3056	3	1	-	1	-	-	1	-	-
12020	3	1	-	1	-	-	1	-	-
12021	3	1	-	1	-	-	1	-	-
12025	2	-	-	1	-	-	1	-	-
<u>BUSINESS &amp; PROFESSIONAL CODE</u>									
25664	3	1	-	1	-	-	1	-	-
25666	2	-	-	1	-	-	1	-	-
<u>VEHICLE CODE</u>									
10851	1	1	-	1	1	-	1	-	-
10852	2	-	-	1	-	-	1	-	-
20001	3	1	-	1	-	-	1	-	-
23101	3	1	-	1	-	-	1	-	-
23105	3	1	-	1	-	-	1	-	-

# XEROX COPY DISTRIBUTION

## Northern and Southern

	# COPIES	CIT	211	SO. RM.	PATROL ADMIN	FENCING	PRESS	C. WRIGHT	P&R
<u>PENAL CODE</u>									
148	1	-	-	-	-	-	1	-	-
162	2	1	-	-	-	-	1	-	-
187	2	1	-	-	-	-	1	-	-
192	2	1	-	-	-	-	1	-	-
195	2	1	-	-	-	-	1	-	-
203 M	2	1	-	-	-	-	1	-	-
207	2	1	-	-	-	-	1	-	-
211	5	1	1	-	-	1	1	-	1
217	2	1	-	-	-	-	1	-	-
220	3	1	-	-	1	-	1	-	-
240	2	1	-	-	-	-	1	-	-
241	3	1	-	-	-	-	1	1	-
242	1	-	-	-	-	-	1	-	-
243	3	1	-	-	-	-	1	1	-
244	2	1	-	-	-	-	1	-	-
245	2	1	-	-	-	-	1	-	-
246	2	1	-	-	-	-	1	-	-
261	3	1	-	-	1	-	1	-	-
272	2	1	-	-	-	-	1	-	-
273	2	1	-	-	-	-	1	-	-
275	2	1	-	-	-	-	1	-	-
278	2	1	-	-	-	-	1	-	-
285	2	1	-	-	-	-	1	-	-
288	2	1	-	-	-	-	1	-	-
288a	2	1	-	-	-	-	1	-	-
290	2	1	-	-	-	-	1	-	-
311	2	1	-	-	-	-	1	-	-
314.1	2	1	-	-	-	-	1	-	-
337a	2	1	-	-	-	-	1	-	-
415	1	-	-	-	-	-	1	-	-
447a	2	1	-	-	-	-	1	-	-
449c	2	1	-	-	-	-	1	-	-
451a	2	1	-	-	-	-	1	-	-
459	4	1	-	-	-	1	1	-	1
470	2	1	-	-	-	-	1	-	-
476	2	1	-	-	-	-	1	-	-
476 a,b	1	-	-	-	-	-	1	-	-
480	1	-	-	-	-	-	1	-	-
487	3	1	-	-	-	1	1	-	-
487.3	3	1	-	-	-	1	1	-	-
496.1	2	1	-	-	-	-	1	-	-
503	2	1	-	-	-	-	1	-	-
537	1	-	-	-	-	-	1	-	-
594b	2	1	-	-	-	-	1	-	-
594c	1	-	-	-	-	-	1	-	-
647 a,b	2	1	-	-	-	-	1	-	-
1056	2	1	-	-	-	-	1	-	-
12020	2	1	-	-	-	-	1	-	-
12021	2	1	-	-	-	-	1	-	-
12025	1	-	-	-	-	-	1	-	-
<u>BUSINESS &amp; PROFESSIONAL CODE</u>									
25664	2	1	-	-	-	-	1	-	-
25666	1	-	-	-	-	-	1	-	-
<u>VEHICLE CODE</u>									
10851	3	1	-	-	1	-	1	-	-
10852	1	-	-	-	-	-	1	-	-
20001	2	1	-	-	-	-	1	-	-
23101	2	1	-	-	-	-	1	-	-
23105	2	1	-	-	-	-	1	-	-





**END**