



LAW ENFORCEMENT ASSISTANCE ADMINISTRATION (LEAA)

POLICE TECHNICAL ASSISTANCE REPORT

SUBJECT: Examination of the Records System,  
Including a Plan of Action for Change

REPORT NUMBER: 77-064-157

FOR: Bismarck, North Dakota, Police Department

Population	41,500 (est.)
Police Strength	
(Sworn)	44
(Civilian)	18
Total	<u>62</u>
Square Mile Area	22

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

CONSULTANT: Bernard L. Garmire

CONTRACT NUMBER: J-LEAA-002-76

DATE: September, 1977

NCJRS

NOV 29 1977

ACQUISITIONS

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## I. INTRODUCTION

This report was prepared in response to a request for technical assistance from the Bismarck, North Dakota, Police Department in connection with an examination of its records system in order to set up a plan of action for phased change starting with immediate action and extending to an eventual conversion to an automated system. The consultant assigned was Mr. Bernard L. Garmire, and the following were also involved in processing the request:

Requesting Agency: Dr. Vern L. Folley  
Chief of Police  
Bismarck, N.D.

State Planning Agency: Mr. Virgil Mueller  
Police Specialist  
North Dakota Combined Law Enforcement  
Council

Approving Agency: Mr. James G. Vetter  
Police Specialist  
LEAA Region VIII (Denver)

Mr. Robert O. Heck  
Police Specialist  
LEAA Office of Regional Operations

The on-site phase of the study was carried out August 1-5, 1977, and the following persons were interviewed at that time:

Mayor Robert Heskin  
Commissioner Harry Pearce  
Commissioner William Kunz  
City Auditor Tom Baker  
Personnel Director Erv Weisenburger  
Director of Planning William Wocken  
A. W. (Doc) Hill, Executive Director,  
Chamber of Commerce  
Bismarck Police Department personnel:  
Chief Vern L. Folley  
Capt. Duane Kisse  
Insp. Bernard Krebsbach  
Capt. Charles Anderson  
Paula Kemnitz, Chief's Secretary  
Sgt. Darrell Neas  
Sgt. John Pearcy  
Sandra Vollmer, Records Clerk  
Deborah Divers, Records Clerk

Pam Hoffman, Records  
Jennifer Makelke, Records  
Lana Olson, Desk Clerk  
Lt. Richard Poppe  
Lt. Robert Matzke  
Lt. Jerold Hoirup  
Sgt. Fred Frohlich

Lt. Col. Jerry Theisen  
Burleigh County Sheriff's Department

After reviewing and analyzing the department's records and reporting procedures during the first part of the on-site visit, the consultant met with the Chief of Police and the Commissioners of Public Safety to discuss the focus of the project. It was determined that because the current system 1) was so inadequate, 2) did not meet the department's needs, and 3) was not compatible with planned data processing applications, this study of the records system should be as broadbased as possible, leaving in-depth recommendations to be made in conjunction with the move to the new police building which is to be constructed within the next 18 months. Changes to be proposed at this time are thus largely rudimentary and will seek to pinpoint the department's basic records problem.

## II. ANALYSIS OF THE PROBLEM

The capital of North Dakota, Bismarck is a rapidly developing city. Its estimated population of 41,500 represents a rate of increase of more than 50 per cent since 1960, and much of this development has taken place within the last few years. In addition to the agricultural activity of the area, oil fields have been developed, and there has been a great effort started in coal gasefication, exploiting large areas being strip-mined. The many additional millions of dollars to be spent will increase the pressure to expand on Bismarck, and the atmosphere in and around the city is one of progress, as it appears that Bismarck will at least double in size by 1985. It will take a dynamic city administration to keep pace with these pressures, and many of the city departments have kept pace and are delivering the required services while planning for the future. The police department has not been among those departments.

The goal of the city commissioners late in 1976 when they set out to replace the retiring Chief of Police was to conduct a nationwide search for someone capable of bringing the police department into the mainstream of the city's expansion and progress. When Dr. Vern L. Folley was selected to assumed the position at the end of the year, he found that he had inherited a number of problems. His first priority was a reorganization of the department to give it a workable table of organization staffed with young, capable people. Improving communications was next on the priority list, and with LEAA assistance, Chief Folley arranged for a study of the communications system to be conducted. When he prepared his first budget, he discovered there were no available records that would enable him to determine the magnitude of the workload confronting the department. He could not answer the simple question of how many calls for service were received or answered during any given period of time, since only calls which the commander on duty perceived as being important were written up; others were answered but no report was made. The only way to determine where and when calls for service were originating was to listen to the tape recordings made of all telephone calls and radio dispatches. This technical assistance project dealing with records resulted from Chief Folley's third priority.

The new law enforcement building presents a further complication, in that it will house not only the Bismarck Police Department but the Burleigh County Sheriff's Department and the district office of the North Dakota Highway Patrol as well, and a centralized approach to communications, records, and other functions is planned. Such an approach lends itself to computerization, and it became apparent to the consultant and those in Bismarck with whom he talked that the new building should include a computer system that would handle the records as well as computer-assisted dispatching.

### III. FINDINGS AND CONCLUSIONS

The Bismarck Police Department over the years has taken the traditional approach of developing a new form whenever a new problem appears. The result is that the department is currently using 22 basic report forms, most of which involve the street police officer. Several forms must be used in order for the records bureau personnel to locate a report once it has been filed, and retrieving pertinent information on a specific situation or incident is a laborious and time-consuming procedure.

As new forms have been developed, redundancy has been created and continuity ignored. With the exception of a minor innovation involving a 3x5 time control card, designed to determine how much time elapsed in dispatching procedures, no revision of records control has taken place since February, 1974, at which time the North Dakota Bureau of Criminal Investigation designed a report form to provide a uniform approach to the reporting of incidents by all police agencies within the state. The Bismarck Police Department cooperated and adopted the Investigation Report which heads the list of 22 report forms that follows:

1. Investigation Report
2. Followup/Continuation Report
3. State of North Dakota Motor Vehicle Crash Report
4. Officer's Accident Diagram
5. Arrest Record
6. Vehicle Inventory Impoundment Report
7. Motor Vehicle Theft Report
8. Juvenile Citation
9. Complaint and Promise to Appear
10. Detoxification or Lodger Report
11. Animal Impoundment and Disposition Sheet
12. House Check Report
13. Case History Sheet
14. Arrest and Recovery of Property
15. Offense Report
16. Citations Summary
17. Case Disposition
18. Miscellaneous File
19. Stolen Property File
20. Warning of Traffic Violation
21. Monthly Activity Sheet
22. Time Control Card

The foregoing forms, samples of which are included as Appendix A to this report, provide--if properly used--for adequate reporting of incidents handled by Bismarck police officers. They do not provide for an orderly

retrieval process. For example, the only control numbers used are assigned by records personnel to documents controlled by the court such as traffic citations, once they reach the records bureau. There it is sometimes necessary to consult two or more files or logs in order to locate all pertinent information on a single business, person, or location.

In the communications area, a running account known as the sergeant's log is maintained. Every incident requiring police action is noted in this log, which consists of ordinary 8 1/2"x11" paper. These notations are extremely brief and contain only enough information to comply with Federal Communications Commission requirements. The log is made available to representatives of the press each day as a record of activity over the preceding 24 hours. To learn what actually happened with regard to an incident, however, it is necessary to either contact the officer involved or to seek out any reports that might have been written. One other source of information is the recording device whose 24-hour capacity tape is connected to both the police radio and telephone, recording all calls, conversations, and dispatches. These tapes are held for 30 days, then erased and reused.

All complaints coming into the department that involve a classified crime result in at least a superficial report of the incident, whether the source is a walk-in, a sighting, or a response to a telephone call. Such cases on which a preliminary report is made automatically go to the criminal investigation section for followup, regardless of the offense. As a result, this section is overburdened with minutiae. It has little or no hope of solving the unsolvable, which create an inflated case load, detract from investigative effectiveness, and make for unfavorable public reaction because, under the circumstances, adequate attention is not paid to those cases which could possibly be closed by arrest and recovery.

However important such results seem, they are minor in comparison to the effects of the lack of management information. For the proper preparation of budget requests, deployment of personnel, meeting shifting trends in calls for service, and keeping in touch with the dynamics of the community, certain planning and management information must be available. Such is not the case for the Chief of Police of Bismarck and his staff. Their planning and their response to requests must be based on memory, on intuition, or all too often on the volume of unreasonable demands made by a vociferous minority or neighborhood. At such times, the department is defenseless because of its lack of data on which to base a response or a plan.

On the horizon is the new law enforcement building, whose site has been secured, whose architectural design is in the working drawing stage, and whose completion is anticipated within 18 months. Among the modern innovations to be included in the new building are both a computerized records system and computer-aided dispatch (CAD). These developments will dictate a redesign of the department's record-keeping approach, under which present records will be microfilmed and made available through data-processing techniques.

In the meantime, a complete revision of all forms and procedures in order to make them viable while retaining the manual approach would be both time-consuming and expensive. The best that could be expected would be about one year's use of the new manual system before it would be converted to the data processing system to be incorporated in the new building. Thus the recommendations that follow will address only those fundamental controls needed to provide immediate access to information essential to management decision-making and necessary for compliance with state and Federal requirements.

#### IV. RECOMMENDATIONS

As part of the move to the new building, it is anticipated that the records and communications systems of the Bismarck Police Department and the Burleigh County Sheriff's Department will be consolidated. From this consolidation should evolve an information management system that will serve both the managerial functions and the hour-by-hour operations of the line services. Recognizing that the interim revision of records procedures for one of these departments at this time would represent a fragmented and costly approach, the following general recommendation for a long-range plan of action is made: The services of a qualified data processing organization should be secured as soon as feasible to analyze the future needs of the departments concerned with the goal of combining their present records and communications procedures into a single new program that will be adaptable to data processing and computer-aided dispatch. In addition, the following specific recommendations, both short and long range are proposed:

1. A geographical location control system should be instituted that would pinpoint the location of every call for service, reported crime, or on-site activity of the departments. Commonly referred to as geocoding, it involves dividing the jurisdiction into manageable areas consisting of from 1/10 to 1/4 of a square mile and assigning each area a control number. Because of the probable consolidation of the police and Sheriff's departments, the entire county should be geocoded.
2. To provide the departments with the information on manpower distribution needed for proactive policing, it is recommended that a "168-hour clock" be implemented. A week includes 168 hours in its seven 24-hour days; in the police service, each day is broken down into three 8-hour shifts (or watches). Each of these hours should be broken down into quarter-hour segments, and each incident involving police service should be noted within the applicable segment of the clock, thereby pinpointing each day's calls for service by the quarter-hour. This control device should be maintained by the dispatcher. Because the police workload could fluctuate according to each of Bismarck's four distinct seasons, it is recommended that a full year's experience be compiled before relying on this data to reassign personnel by hour or area.
3. The present procedure of maintaining a sergeant's log should be discontinued. It is redundant with regard to fulfilling FCC requirements for a 30-day record of radio communications, which are being tape recorded.

4. Every call for police service by telephone, walk-in complaint, or mail as well as every on-site action by an officer on the street should be recorded and adequate history maintained and made readily retrievable for future use. Such a procedure can start with a complaint card that contains a minimum of information and that is controlled by a system of inviolable sequential numbers. This time control card currently in use is close to this concept but falls short with regard to volume control. The recommended dispatch or complaint control card should be designed to fit on what is commonly referred to an IBM card.
5. It is recommended that a system of volume control or complaint control numbering be instituted immediately. At 0001 hours on January 1 of each year, the numbers would start with a 1 plus the last two numbers of the year; 1-78 would thus be the first complaint acted on in 1978. All police actions must bear this control number, and the procedure must be inviolable in that all numbers are accounted for. In the event no action is necessary or the complaint proves unfounded, this fact must be recorded in order to maintain the integrity of the number control system and give a true picture of the magnitude of service.
6. It is recommended that copies of all dispatch cards be made available to the press.
7. At present there is no positive way of determining exact times of receipt of complaints, of dispatch, arrival, or back in service. The attempt to note such times in long hand is of questionable value. It is therefore recommended that a time stamp clock be secured and used to record pertinent times on the IBM time control card. Examples of times to be stamped are the time the complaint is received, time the dispatch is made, time the unit arrives at the scene, and time it is cleared for service.
8. The present 22 report forms shown in Appendix A are more than sufficient, and revision and consolidation are in order in some areas, e.g., the time control card. The monthly activity sheet should be revised, since it is confusing in some areas and redundant in others. Most police departments using an activity report want a daily accounting, and in no instance should an activity account report extend beyond one week. The vehicle inventory impoundment report and the motor vehicle theft report are overlapping and could be consolidated.
9. The present system of microfilming should be continued.

APPENDIX A

Copies of Forms Currently in Use by the  
Bismarck Police Department

**INVESTIGATION REPORT**  
 Bismarck Police Department  
 BISMARCK, NORTH DAKOTA 58501

CASE NO. \_\_\_\_\_

FILE NO. \_\_\_\_\_

OFFENSE/INCIDENT	LOCATION OF OCCURRENCE
------------------	------------------------

PERSON REPORTING INCIDENT (LAST, FIRST, MIDDLE)	D.O.B.	BUSINESS PHONE
	S.S. NO.	HOME PHONE

ADDRESS (STREET)	(CITY)	(STATE)
------------------	--------	---------

DATE REPORTED	TIME REPORTED
---------------	---------------

DATE COMMITTED	TIME COMMITTED
----------------	----------------

VICTIM/COMPLAINANT (IF FIRM, NAME OF FIRM AND NAME OF PROP.)	BUSINESS PHONE
	HOME PHONE

ADDRESS (STREET)	(CITY)	(STATE)	ZIP CODE)
------------------	--------	---------	-----------

IF VICTIM IS A PERSON	RACE	WT.	SEX	D.O.B.	HT.	OCCUPATION	WEAPON USED
						S.S. NO.	

REPORTED TO	INVESTIGATING OFFICERS
-------------	------------------------

LOSS: Complete & Detailed Description of Property

NO.	ITEM	BRAND	MODEL	SERIAL NO.	SIZE	COLOR	IDENTIFIABLE MARKS	VALUE
1								
2								
3								
4								
5								

DISPOSITION: Unfounded <input type="checkbox"/> Cleared by arrest <input type="checkbox"/> Exc. Clrd. <input type="checkbox"/> Ref. other agency <input type="checkbox"/> Inactive <input type="checkbox"/> Other <input type="checkbox"/>	TOTAL LOSS
--	------------

OFFICER'S SIGNATURE	SUPERVISOR'S SIGNATURE
---------------------	------------------------

FOLLOW UP/CONTINUATION REPORT

Bismarck Police Department  
BISMARCK, NORTH DAKOTA 58501

CASE NO. \_\_\_\_\_

FILE NO. \_\_\_\_\_

Type of Offense \_\_\_\_\_

Complaint \_\_\_\_\_

SIGNED ..... DATE .....  
Investigating Officer

SIGNED ..... DATE .....  
Supervisor

# STATE OF NORTH DAKOTA MOTOR VEHICLE CRASH REPORT

INSTRUCTIONS: 1. IF DOES NOT APPLY ENTER N. 2. EXPLAIN \* IN NARRATIVE. 3. IF ANSWER UNKNOWN, ENTER X.

DAY OF COLLISION:  
1-Sun 2-M 3-T 4-W 5-Th 6-F 7-Sat

LOCATION: 1-Roadway 2-Off Roadway

LOCATION TYPE:  
0-Other  
1-Intersection  
2-Bridges  
3-Ramp  
4-Interchange  
Crossroad  
5-R.R. Crossing

TYPE OF COLLISION:  
1-Overturning  
2-Other Noncollision  
3-Pedestrian  
4-MV on Same Roadway  
5-MV on Other Roadway  
6-Parked MV  
7-Train  
8-Pedalcyclist  
9-Animal  
10-Fixed Object  
11-Other Object\*  
12-Unknown

ROAD DEFECTS:  
0-None  
1-Under Construction, Repair  
2-Soft/Defective Shoulder  
3-Obstruction -- No Warning  
4-Debris on Road  
5-Reduced Road Width  
6-Holes, Ruts, Bumps  
7-Loose Material Surface  
8-Other\*

SURFACE:  
1-Dry  
2-Wet  
3-Muddy  
4-Snow/Ice  
5-Slush  
6-Other\*

WEATHER:  
1-Clear  
2-Cloudy  
3-Rain  
4-Snow  
5-Sleet/Hail/Freezing Rain  
6-Fog/Smoke  
7-Other\*

LIGHT:  
1-Daylight  
2-Dawn  
3-Dusk  
4-Dark (St. Lighting)  
5-Dark (No St. Lights)  
6-Other\*

OBJECT STRUCK:  
0-None  
1-Official Sign\*  
2-Advertising Sign  
3-Guide Post or Delineator  
4-Guard Rail  
5-Light Standard  
6-Bridge  
7-Drainage Structure  
8-Utility Pole or Fixture  
9-Tree  
10-Rocks  
11-Roadway Slope  
12-Fence  
13-Animal  
14-Hydrant  
15-Approach  
16-Other Object &/or Property Damage\*

TOTAL VEHICLE & PROPERTY DAMAGE:  
1-\$0-\$300  
2-\$300-\$500  
3-\$500-\$1000  
4-\$1000-\$2000  
5-\$2000-\$4000  
6-Over \$4000

PEDESTRIAN ACTION:  
1-X-ing at Intersection  
2-X-ing not at Intersection  
3-Walking with Traffic  
4-Walking against Traffic  
5-Standing on Roadway  
6-Stepped into Path of Vehicle  
7-Working on Roadway  
8-Playing on Roadway  
9-Lying/Sitting on Roadway  
10-Not on Roadway\*  
11-Other Action on Roadway\*

CLOTHING COLOR:  
1-Light  
2-Dark  
3-Reflective

DRIVER ACTION:  
1-Going Straight  
2-Turning Left  
3-Turning Right  
4-U-Turn  
5-Slowing/Stopping  
6-Merging  
7-Diverging  
8-Starting in Traffic  
9-Entering Parked Position  
10-Leaving Parked Position  
11-Stopped  
12-Backing  
13-Passing  
14-Driverless Moving Veh.  
15-Other\*

PHYSICAL DEFICIENCY:  
0-None  
1-Alcohol  
2-Sick  
3-Fatigue  
4-Asleep  
5-Eyesight  
6-Hearing  
7-Missing or Artificial Limb  
8-Other\*

VISUAL OBSTRUCTION:  
0-None  
1-Rain or Snow on Windshield  
2-Trees, Crops, Sign  
3-Building  
4-Embankment  
5-Hillcrest  
6-Parked MV  
7-MV in Rdwy.  
8-Glare  
9-Fog/Smoke/Dust  
10-Other\*

TRAFFIC CONTROL:  
0-None  
1-Stop Sign  
2-No Passing Zone  
3-Warning Flasher  
4-RR Gates/Sign/Signals  
5-Police Officer  
6-Traffic Signal  
7-Yield Sign  
8-Barricade  
9-Control not Visible/Broken  
10-Other\*

SCREEN TEST:  
0-None  
1-Refused  
2-Positive  
3-Negative

ALCOHOL TEST:  
0-None  
1-Refused  
2-Blood  
3-Breath

TYPE EQUIPMENT:  
1-Pass Car  
2-Pickup  
3-Truck-Truck Tractor  
4-Truck-Semi Trailer  
5-Taxi  
6-Bus  
7-School Bus  
8-Motorcycle  
9-Bicycle  
10-Constr. Equipment  
11-Snowmobile  
12-Emerg. Veh.  
13-Train  
14-Motor Home/Rec. Veh.  
15-Farm Equip.  
16-Other\*

ATTACHMENTS:  
0-None  
1-Single Trailer  
2-Double Trailer  
3-Farm Trailer  
4-Camping Trailer  
5-Towed Vehicle  
6-Boat Trailer  
7-Utility Trailer  
8-Mobile Home  
9-Other\*

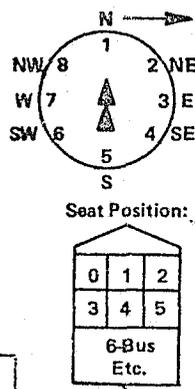
VEHICLE DEFECT:  
0-None  
1-Brakes  
2-Headlight  
3-Tail Light  
4-Steering  
5-Tire Failed  
6-Altered Susp.  
7-Worn Smth. Tires  
8-Stalled Engine  
9-Turn Signals  
10-Wipers  
11-Glass  
12-Other\*

DAMAGE SEVERITY:  
0-None  
1-Non-Disabling  
2-Disabling

DIRECTION OF TRAVEL:  
INJURY CLASSIFICATION:  
0-None  
1-Fatal  
2-Disabling  
3-Non-Disabling (Evident)  
4-Possible

SAFETY EQUIPMENT-RESTRAINTS:  
0-Non-Installed  
1-Not in Use  
2-Lap Only  
3-Lap & Shoulder  
4-Equip. Failed  
5-Helmet  
6-Other\*

EJECTED:  
0-Not Ejected  
1-Partial Ejection  
2-Total Ejection



"O" = Occupant  
"W" = Witness

**THE STATE CODES ARE AS FOLLOWS:**

AL	Alabama	MT	Montana
AK	Alaska	NB	Nebraska
AZ	Arizona	NV	Nevada
AR	Arkansas	NH	New Hampshire
CA	California	NJ	New Jersey
CN	Canada	NM	New Mexico
CO	Colorado	NY	New York
CT	Connecticut	NC	North Carolina
DE	Delaware	ND	North Dakota
DC	District of Columbia	OH	Ohio
FL	Florida	OK	Oklahoma
GA	Georgia	OR	Oregon
GU	Guam	PA	Pennsylvania
HI	Hawaii	PR	Puerto Rico
ID	Idaho	RI	Rhode Island
IL	Illinois	SC	South Carolina
IN	Indiana	SD	South Dakota
IA	Iowa	TN	Tennessee
KS	Kansas	TX	Texas
KY	Kentucky	UT	Utah
LA	Louisiana	VT	Vermont
ME	Maine	VA	Virginia
MD	Maryland	VI	Virgin Islands
MA	Massachusetts	WA	Washington
MX	Mexico	WV	West Virginia
MI	Michigan	WI	Wisconsin
MN	Minnesota	WY	Wyoming
MS	Mississippi	OF	Other Foreign Countries
MO	Missouri	US	US Government

**THE CANADIAN PROVINCES (Note: Use 3-letter code)**

ALB	Alberta	ONT	Ontario
BCX	British Columbia	PEI	Prince Edward Island
MAN	Manitoba	QUE	Quebec
NBX	New Brunswick	SAS	Saskatchewan
NFX	Newfoundland	NWT	Northwest Territories
NSX	Nova Scotia	YUK	Yukon





4

# OFFICER'S ACCIDENT DIAGRAM

AGENCY REPORT NO. \_\_\_\_\_

Accident [ ] Violation [ ]

Crash Date: Mo. \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Time (24hours) \_\_\_\_\_

Location: On \_\_\_\_\_ At \_\_\_\_\_ In \_\_\_\_\_  
(Street or Road) (Intersection or Distance From) (City, County)

Officer: \_\_\_\_\_ Assisted by: \_\_\_\_\_

Driver 1: \_\_\_\_\_ Driver 2: \_\_\_\_\_

Driver 3: \_\_\_\_\_ Driver 4: \_\_\_\_\_

Indicate North by Arrow





ARREST RECORD  
POLICE DEPARTMENT  
BISMARCK, NORTH DAKOTA

No 27201 \_\_\_\_\_, 19\_\_\_\_  
at \_\_\_\_\_ o'clock \_\_\_\_\_ M.

M. Name \_\_\_\_\_ Bond  
Alias \_\_\_\_\_  
Arrested by Officer \_\_\_\_\_  
Charged with \_\_\_\_\_  
at Residence: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Race \_\_\_\_\_ Weight \_\_\_\_\_ Hair \_\_\_\_\_ Eyes \_\_\_\_\_ M. on \$  
Age \_\_\_\_\_ Sex \_\_\_\_\_ Height \_\_\_\_\_ Comp. \_\_\_\_\_  
Nationality \_\_\_\_\_ Build \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Place of Birth \_\_\_\_\_  
Marital Status \_\_\_\_\_ at  
Articles Taken from Prisoner: Money \$ \_\_\_\_\_  
Remarks: \_\_\_\_\_  
Complaint Report Number \_\_\_\_\_  
Time Arraigned Brought Before Police Magistrate \_\_\_\_\_, 19\_\_\_\_  
at \_\_\_\_\_ o'clock \_\_\_\_\_ M. Released  
Plea: \_\_\_\_\_  
Sentence \_\_\_\_\_  
Discharged \_\_\_\_\_, 19\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_ M.  
Reason \_\_\_\_\_





MOTOR VEHICLE THEFT REPORT  
Bismarck Police Department

- 7 -

Case No. \_\_\_\_\_

File No. \_\_\_\_\_

\*\*\*\*\*

Date \_\_\_\_\_ Time \_\_\_\_\_ Officer \_\_\_\_\_ Officers State No. \_\_\_\_\_

Person Reporting \_\_\_\_\_ DOB \_\_\_\_\_ Address \_\_\_\_\_

Phone No. \_\_\_\_\_

\*\*\*\*\*

Stolen From \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Color \_\_\_\_\_ Year \_\_\_\_\_ Make \_\_\_\_\_ Body Style \_\_\_\_\_

Lic. State \_\_\_\_\_ Lic. Year \_\_\_\_\_ Lic. No. \_\_\_\_\_

Vin. No. \_\_\_\_\_ Registered Owner \_\_\_\_\_

DOB \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

\*\*\*\*\*

Was Veh. Locked \_\_\_\_\_ Location of Keys \_\_\_\_\_ Amount of Gas in Veh. \_\_\_\_\_

Milage \_\_\_\_\_ Special Equipment on Veh. \_\_\_\_\_

Prior Damage \_\_\_\_\_

Personal Items in Veh. \_\_\_\_\_

Who is Permitted to Use Veh. \_\_\_\_\_ Conditions \_\_\_\_\_

Are You Absolute Owner \_\_\_\_\_ Ins. Co. \_\_\_\_\_ Veh. Value \_\_\_\_\_

Will you Prosecute \_\_\_\_\_ Suspects \_\_\_\_\_

I hereby certify that the foregoing statement is true and correct:

Signed \_\_\_\_\_

\*\*\*\*\*

Enter NCIC Date \_\_\_\_\_ NCIC No. \_\_\_\_\_ Date NCIC Canceled \_\_\_\_\_

Date Recovered \_\_\_\_\_ Time \_\_\_\_\_ Recovered By \_\_\_\_\_

Where Recovered \_\_\_\_\_

Veh. Impounded at \_\_\_\_\_ Owner notified \_\_\_\_\_ Date \_\_\_\_\_

Investigated By \_\_\_\_\_ Disposition of Case \_\_\_\_\_

\*\*\*\*\*

Details \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ No. \_\_\_\_\_  
 Case: \_\_\_\_\_  
 To: \_\_\_\_\_ Parents/Guardians  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ Phone \_\_\_\_\_  
 Juv. \_\_\_\_\_ DOB \_\_\_\_\_  
 School \_\_\_\_\_ Sex \_\_\_\_\_  
 Race \_\_\_\_\_

You are hereby required to appear when notified by the Bismarck Burleigh Police Youth Bureau with your son/daughter due to below circumstances.

Description of offense or incident:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Officer: \_\_\_\_\_

I promise to appear when notified:  
 \_\_\_\_\_  
 Signature: Juvenile or Parent

White Copy to: Police Youth Bureau  
 Pink Copy to: Juvenile or Parent  
 Green Copy to: Records

N<sup>o</sup> 19226  
 -9-

**Complaint and Promise to Appear**

*u o s l*

In Municipal Court C. R. No. \_\_\_\_\_  
 Before \_\_\_\_\_ Municipal Judge  
 The undersigned, being duly sworn, says that, at \_\_\_\_\_ hours on \_\_\_\_\_, the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_

**COMPLAINT AND PROMISE TO APPEAR**

State of North Dakota  
 County of Burleigh )  
 City of Bismarck )ss

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Did unlawfully operate a motor vehicle within the City of Bismarck, and did then and there commit the offense of: \_\_\_\_\_ as follows

In violation of City Ordinance No. \_\_\_\_\_ of the City of Bismarck. \_\_\_\_\_ Complainant

Accident Involved Yes \_\_\_\_\_ No \_\_\_\_\_ Off. No. \_\_\_\_\_

Subscribed and Sworn to Before me this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ Municipal Judge

**DESCRIPTION OF DEFENDANT AND VEHICLE**

Mo. \_\_\_\_\_ Day \_\_\_\_\_ Yr. \_\_\_\_\_ Dr. Lic.: State \_\_\_\_\_  
Birth Date

Motor Vehicle: Make \_\_\_\_\_ Reg. No. \_\_\_\_\_ State \_\_\_\_\_ Yr. \_\_\_\_\_

**PROMISE TO APPEAR**

I hereby consent and promise to appear before the Bismarck Municipal Court at \_\_\_\_\_ (TIME) (MONTH) (DAY) (YEAR) and hereby acknowledge receipt of a copy of this Complaint and Promise to Appear, and expressly waive earlier hearing on the charge set forth above.



DEFENDANT \_\_\_\_\_

**COURT COPY**

# DETOXIFICATION OR LODGER REPORT

POLICE DEPARTMENT  
BISMARCK, NORTH DAKOTA

CASE NO. \_\_\_\_\_

- 10 -

FILE NO. \_\_\_\_\_

OFFENSE CLASS: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ BOD \_\_\_\_\_

SS NO. \_\_\_\_\_ RACE: \_\_\_\_\_ SEX: \_\_\_\_\_ Hgt.: \_\_\_\_\_ Wgt.: \_\_\_\_\_ EYES: \_\_\_\_\_ HAIR: \_\_\_\_\_

PHYSICAL DESCRIPTION AND CONDITION: \_\_\_\_\_

CELL NO. \_\_\_\_\_ PROPERTY INVENTORY: \_\_\_\_\_

PERSON REPORTING: \_\_\_\_\_

PLACE OF OCCURRENCE: \_\_\_\_\_

\_\_\_\_\_  
(Officer's Signature)

\_\_\_\_\_  
(Supervisor's Signature)

## RELEASE INFORMATION

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ PROPERTY RETURNED: \_\_\_\_\_

\_\_\_\_\_  
(Officer's Signature)

\_\_\_\_\_  
(Person's Signature)

BPD Form No. 480

 COMMERCIAL PRINTING CO.

- 11 -

## ANIMAL IMPOUNDMENT AND DISPOSITION SHEET

POLICE DEPARTMENT  
BISMARCK, N. DAK.

Case No. \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Officer \_\_\_\_\_

Description of Animal Sex \_\_\_\_\_ Breed \_\_\_\_\_ Color \_\_\_\_\_

Rabies No. \_\_\_\_\_ Lic. No. \_\_\_\_\_

Remarks \_\_\_\_\_

## DISPOSITION OF RELEASE

Date \_\_\_\_\_ Time \_\_\_\_\_ Officer or Agent \_\_\_\_\_

Authority of Release Complaint \_\_\_\_\_ Health Officer \_\_\_\_\_

Method of Disposition \_\_\_\_\_

Pickup Fees \$ \_\_\_\_\_ Board Fees \$ \_\_\_\_\_ Signed \_\_\_\_\_

OWNER

of

ANIMAL

Name \_\_\_\_\_

D.O.B. \_\_\_\_\_

Address \_\_\_\_\_

BPD Form No. 501

 COMMERCIAL PRINTING CO.

# HOUSE CHECK REPORT

CASE NO. \_\_\_\_\_

POLICE DEPARTMENT  
BISMARCK, NORTH DAKOTA

FILE NO. \_\_\_\_\_

REQUESTED BY \_\_\_\_\_ DOB \_\_\_\_\_ TELE. NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

DATE OF DEPARTURE \_\_\_\_\_ DATE OF RETURN \_\_\_\_\_

PERSON TO CONTACT \_\_\_\_\_ TELE. NO. \_\_\_\_\_

REMARKS OR SPECIAL INSTRUCTION \_\_\_\_\_

DATE CANCELED \_\_\_\_\_ CANCELED BY \_\_\_\_\_

(Signature of Person Taking Report)

(Supervisor's Signature)

BPD Form No. 570



## ARREST AND RECOVERY OF PROPERTY

CASE NO. - 104

RECORD TYPE 'B'

OFFENSE CODE \_\_\_\_\_

### LOCALE OF RECOVERY OF STOLEN PROPERTY

Stolen Locally, Recovered Locally	41
Stolen Locally, Recovered other Jurisdic.	42
Stolen Out-of-Town, Recovered Locally	43

### PROPERTY RECOVERED

Currency, Notes, etc.	70
Jewelry & Precious Metals	71
Clothing and Furs	72
Locally Stolen Vehicles	73
Office Equipment	74
TV, Radios, Cameras, etc.	75
Firearms	76
Household Goods	77
Consumable Goods	78
Miscellaneous	79

### CASE CLEARED BY

Arrest	81
Unfounded	82
Other Case Arrest	83
Juv. Released to Par.	84
No Arrest, Cleared	85
No Arrest, Not Cleared	86

### RACE

MALE	FEMALE	AGE	1-W	2-N	3-I	4-C	5-J	6-O
61	62							
61	62							
61	62							
61	62							
61	62							

BISMARCK, NORTH DAKOTA  
POLICE DEPARTMENT CASE HISTORY SHEET

NAME \_\_\_\_\_

SOCIAL SECURITY NO. \_\_\_\_\_

ALIASES \_\_\_\_\_

RESIDENCE \_\_\_\_\_

PLACE OF BIRTH \_\_\_\_\_

NATIONALITY \_\_\_\_\_

OCCUPATION \_\_\_\_\_

AGE \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

HEIGHT \_\_\_\_\_ COMPLEXION \_\_\_\_\_ HAIR \_\_\_\_\_

WEIGHT \_\_\_\_\_ EYES \_\_\_\_\_ BUILD \_\_\_\_\_

SCARS, MARKS OR TATTOOS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

COMPLAINT NO. \_\_\_\_\_ RECORD NO. \_\_\_\_\_

DATE OF ARREST \_\_\_\_\_ TIME \_\_\_\_\_

LOCATION OF ARREST \_\_\_\_\_

ARRESTED BY \_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_

CHARGE \_\_\_\_\_

EDUCATION \_\_\_\_\_

RELATIVES \_\_\_\_\_

ADDRESS \_\_\_\_\_

PECULIARITIES \_\_\_\_\_

MISC. INFORMATION \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

-15-

CASE NO. \_\_\_\_\_

OFFENSE CODE \_\_\_\_\_

LOCATION

Address-Block				
Street				

CONDITIONS

Nite 6pm-6am	31	
Day 6am-6pm	32	
Unknown	33	

PROPERTY STOLEN

VALUE

Currency, Notes, Etc.	10								
Jewelry, Precious Metals	11								
Clothing & Furs	12								
Locally Stolen Vehicles	13								
Office Equipment	14								
TV, Radios, Cameras, Etc.	15								
Firearms	16								
Household Goods	17								
Consumable Goods	18								
Miscellaneous	19								

PLACE OF OFFENSE

Street or Alley	51	
Commercial House	52	
Gas/Service Sta.	53	
Chain Store	54	
Residence	55	
Bank	56	
Miscellaneous	57	

DAY OF WEEK

Sunday	21	
Monday	22	
Tuesday	23	
Wednesday	24	
Thursday	25	
Friday	26	
Saturday	27	
Unknown	28	

-16-

CITY OF BISMARCK CITATIONS SUMMARY

CIT. NO. \_\_\_\_\_

CR. NO. \_\_\_\_\_

DAY OF WEEK

Sunday	1	
Monday	2	
Tuesday	3	
Wednesday	4	
Thursday	5	
Friday	6	
Saturday	7	

AGE

2 Digit No.		
-------------	--	--

ACCIDENT

Yes	
-----	--

SEX

Male	1	
Female	2	

REPORTING OFFICER

2 Digit No.		
-------------	--	--

RESIDENCE

Local Resident	1	
Residing in St.	2	
Non-Resident	3	

STREET OR AVENUE

Code-Block			
Code-St. or Ave.			

TRAFFIC ARRESTS

Taken into Cust.	1	
Warrant Served	2	

ORDINANCE NO.

3-Digit No.			
-------------	--	--	--

TIME ISSUED

Hand. Hours		
-------------	--	--

CASE DISPOSITION

-17-

Name \_\_\_\_\_ DOB: \_\_\_\_\_ File No. \_\_\_\_\_

Case No. \_\_\_\_\_ Charge \_\_\_\_\_

Date of Arrest \_\_\_\_\_ Appearance Date \_\_\_\_\_

Disposition \_\_\_\_\_

-18-

MISCELLANEOUS FILE  
Police Dept., Bismarck, N. Dak.

FOUND ARTICLE \_\_\_\_\_

DATE \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE No. \_\_\_\_\_ C. R. No. \_\_\_\_\_

REMARKS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5859 1M-4-63

-19-

STOLEN PROPERTY FILE  
Police Dept., Bismarck, N. Dak.

ARTICLE CASE No. \_\_\_\_\_

DESCRIPTION \_\_\_\_\_

\_\_\_\_\_

PLACE STOLEN \_\_\_\_\_

DATE \_\_\_\_\_ TIME \_\_\_\_\_

OWNER \_\_\_\_\_

ADDRESS \_\_\_\_\_

RECOVERED BY \_\_\_\_\_ DATE \_\_\_\_\_

18332 2M-4-77

Bismarck Police Department

TO SERVE AND TO PROTECT

**Warning of  
TRAFFIC VIOLATION**

Improper Equipment \_\_\_\_\_  
(DESCRIBE)

Overtime Parking \_\_\_\_\_

Improper Parking No 10826

Other \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Loc. \_\_\_\_\_

Name \_\_\_\_\_

DOB \_\_\_\_\_

Address \_\_\_\_\_

Dr's. Lic. No. \_\_\_\_\_

Veh. Lic. No. \_\_\_\_\_ State \_\_\_\_\_

You are directed to correct the above listed defect within 5 days and return this warning to the Bismarck Police Department.

Please Drive With Care and Respect Your Fellow Citizen!

Officer's Signature \_\_\_\_\_

CARD NO.	DATE	TIME	TIME RCVD.	TIME SENT
		- 22 -		
COMPLAINANT			TIME 10-23	TIME 10-21
ADDRESS			BEAT OF OCCURENCE	
COMPLAINT AS REPORTED			UNIT DISPATCHED	OFFICER
LOCATION OF COMPLAINT			UNIT LOCATION	
REMARKS			REMARKS	
RECEPTIONIST			DISPATCHER	

NOTE: Time must be in minutes and seconds

MONTH OF \_\_\_\_\_

Day	1	2	3	4	5	6	7	8	Shift
1									
2									
3									
4									
5									
6									
7									
8									
9									
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31									

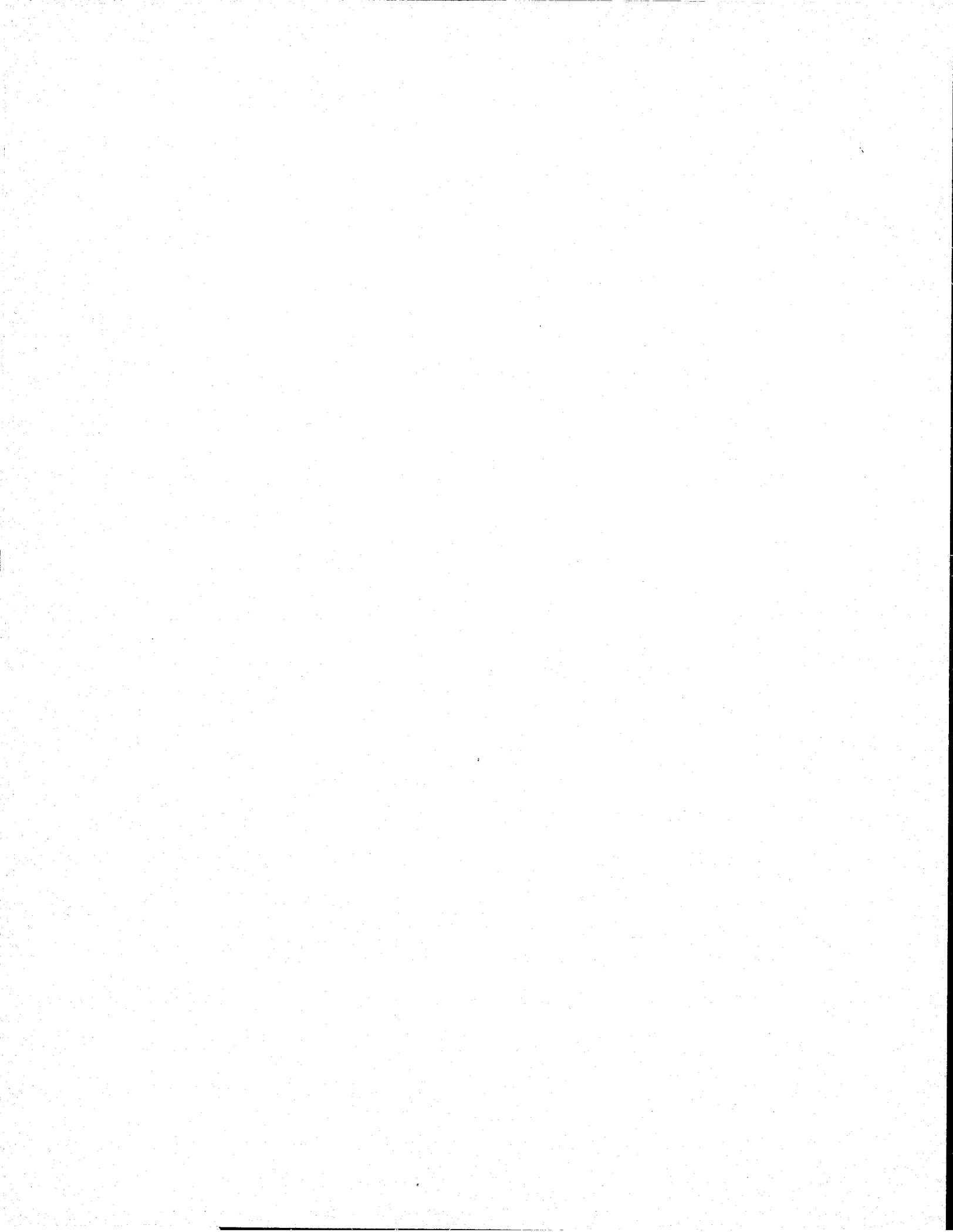
A. PATROL)      C. ACC. # )      E. W.T.)      G. 10-59)      I. Cit.)      K. (Office Time)  
B. CR )      D. MISC. )      F. Follow Up)      H. 10-31)      J. (101)

# BISMARCK POLICE DEPARTMENT LOG OF OFFICER'S DAILY ACTIVITY

Month \_\_\_\_\_ Officers Name \_\_\_\_\_

DAY	CIT.	ARR.	A.I.	T.T.	W.T.	CALLS	HOUSE CHECKS	MILES	10.31	ESCORT	MISC.	TOTAL CONTACT MADE
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
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26												
27												
28												
29												
30												
31												
TOTALS												

Days Worked \_\_\_\_\_ Days Off \_\_\_\_\_ Shift Commander \_\_\_\_\_  
 Overtime \_\_\_\_\_ Leave \_\_\_\_\_



**END**