

R-76-217

LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
POLICE TECHNICAL ASSISTANCE REPORT

SUBJECT Racine County, Wisconsin; Standardized Criminal
Records System Study

REPORT NUMBER: 76-217

FOR: Racine County, Wisconsin
Population: 190,000
Police Strength (17 Agencies): 374 full time
39 part time

Area: Total 413
337 square miles

NCJRS

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ACQUISITIONS

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CONTRACT NUMBER: J-LEAA-003-76

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Foreword

This request for Technical Assistance was made by the Racine County, Wisconsin, Sheriff's Department and the City of Racine, Wisconsin, Police Department on behalf of the 17 law enforcement agencies in the County. The requested assistance was concerned with reviewing the existing criminal records systems with the intent of developing an effective and efficient standardized countywide manual records and reporting system.

Requesting Agency: Racine County Sheriff's Department, Sheriff
Leland Wittke; City of Racine Police Department,
Chief of Police Mel Hagopian

State Planning Agency: Wisconsin Council on Criminal Justice,
Mr. Charles M. Hill, Sr., Executive Director

Approving Agency: LEAA Region V (Chicago), Mr. Terry Dougherty,
Police Specialist

1. INTRODUCTION

Racine County, Wisconsin, is located approximately 30 miles south of Milwaukee on the shoreline of Lake Michigan. The City of Racine is the County Seat. Law enforcement agencies and personnel in the County are as shown in Table 1-1.

Based upon the data contained in Table 1-1, it is apparent that the primary agencies to benefit from a standardized system are the City of Racine and the Racine County Sheriff's Office. Although any new system must emphasize the needs of these two agencies, consideration must be also given to the needs and available records personnel of the 15 other law enforcement agencies in the County.

Analyses conducted during this study and the resultant conclusions and recommendations were based upon interviews with concerned law enforcement personnel, observations of recordkeeping procedures, and a review of work documents and reports used by the principal law enforcement agencies.

While onsite, the Consultant and the following individuals met in conference to discuss the study.

- Jean Botting, Director of Records, Racine Police Department.
- Chief of Police Adrian Elfe, Norway Township.
- Captain Herbert Goldschmidt, City of Burlington Police Department.
- Inspector Larry Hagman, Racine Police Department.
- Sergeant Al Hoffman, Racine Police Department.
- Lieutenant James Litwin, Racine County Sheriff's Office.
- Patrolman John Schanning, Waterford Village Police Department.
- Sheriff Leland Wittke, Racine County.

In addition to persons indicated previously, the following persons were interviewed:

TABLE 1-1

Law Enforcement Agencies/Personnel -- Racine County, Wisconsin

	<u>Fulltime Personnel</u>	<u>Parttime Personnel</u>
City of Burlington	22	0
Town of Burlington	6	4
Caledonia	14	0
Dover	0	4
Elmwood Park	0	10
Mt. Pleasant	2	11
Norway	1	1
City of Racine	207	0
Sheriff's Office	110	0
Raymond	0	1
Rochester	0	1
Sturtevant	5	0
Union Grove	5	0
Town of Waterford	0	4
Village of Waterford	2	0
Windpoint	0	4
Yorkville	0	1

- Deputy Sheriff Nat Cacciotti, Racine County.
- Chief of Police Walt Gabriel, Burlington City.
- Chief of Police Mel Hagopian, Racine Police Department.
- Barbara Helmes, Police Planner, Southeast Wisconsin Criminal Justice Planning Council.
- George Kopecky, Chairman, Caledonia Town Board.
- Chief Deputy Donald Nelson, Racine County Sheriff's Office.
- Deputy Sheriff G. L. Poindexter, Racine County Sheriff's Office.
- Mrs. Elenor Robinson, Clerk, Racine Police Department.
- Chief of Police Frank Tomachek, Caledonia.
- Frank R. Uzicka, Chief Administrative Assistant, Racine County District Attorney's Office.

Site visits were made to the Racine County Sheriff's Office headquarters, and the Racine, Burlington City, and Caledonia Police Departments.

Data collected and reviewed by the Consultant included report forms, files, and records procedures from the following:

- Racine County Sheriff's Office.
- Racine Police Department.
- Burlington City Police Department.
- Caledonia Police Department.

2. UNDERSTANDING OF THE PROBLEM

In recognition of the potential benefits of standardizing report forms in order to simplify transfer of information from one agency to another and to develop a common data gathering system to take advantage of computerized operations, members of law enforcement agencies in Racine County requested Technical Assistance. In addition, the Racine County Sheriff's Office and the Racine Police Department expressed dissatisfaction with their current recordkeeping systems; therefore, concurrent with the request to study report standardization, Technical Assistance was requested to assist in improving the efficiency of these two systems. For the purpose of avoiding duplication in presentation, the recommended standardized report forms are presented as part of the recommended recordkeeping system.

3. ANALYSIS OF THE PROBLEM

3.1 Current Status

At present, little uniformity exists among the various reporting and records system employed by law enforcement agencies in Racine County. This is unfortunate since there are many advantages to be gained from a common pool of information. Such a pool can exist in the absence of standardization, but the process of extracting data is made much more difficult if each agency gathers, records, and files its information differently.

At present, there is no single system in Racine County that would be appropriate for countywide adoption. Some departments use only the most basic forms for reporting incidents, while other departments have developed highly specialized individual report forms; so specialized that they may tend to make more difficult the very tasks they seek to simplify. In many cases, incident (offense) reports are too simple, thus placing an unfair burden upon the reporting officer in having to remember the specifics to be asked. This, of course, tends to handicap any attempt at meaningful crime analysis. In other cases, report forms are designed so that the use of a "Supplementary Report" is usually mandatory, making department files bulky and voluminous. There is almost complete uniformity in the failure to utilize an officer's daily report of his activities; a daily summary of significant events, or a chronological ledger of reported incidents; all rather standard administrative reports.

3.2 Numbering Systems

Numbering systems have not always been well developed; in one instance, eight different numbering systems were identified. This indiscriminant utilization of different numbering systems merely makes the task of maintaining records more laborious and the problem of locating information more difficult. One department uses previously assigned Case Numbers as "confidential numbers" for other incidents (primarily narcotics investigations), which does tend to provide security; however, in the long run, this introduces a serious element of confusion into the system.

3.3 Files

In several instances, an excessive variety of names are indexed and filed in Master Name Files (e.g., victim, person reporting, witnesses, suspects). This results in a master file that has generally lost its usefulness due to volume, and an over-worked clerical staff.

In most cases, a person's total arrest history (details of the arrest as reported on arrest reports, citation and complaint forms, etc.) cannot be reviewed without extensive work by the records staff because arrest-related documents are commonly filed by individual case or arrest number and consequently are scattered chronologically throughout the system. In one instance, the names of arrestees are indexed (appropriately) in a Master Name Index File, and then duplicated (unnecessarily) in a separate Arrest Name File. Furthermore, Field Interview Reports are not generally used; and when they are used, they are filed in a manner not conducive to the most efficient use. One additional negative factor is the frequency of using extremely detailed indexing systems. One agency files a work copy of a preliminary dispatching document (Form 100) by 58 categories; after a 1-year retention period, the copy is discarded. Another agency has developed a stolen property file wherein stolen property is filed by the type of original crime, then by the specific type of property. The file has approximately 214 subdivisions. It is the Consultant's opinion that such complex files are seldom justified and/or efficient in terms of development, maintenance, or usage.

4. FINDINGS AND CONCLUSIONS

It is the Consultant's opinion that the law enforcement recordkeeping systems presently in operation in Racine County do not effectively provide a desirable and appropriate level of service. Although it would be possible to adjust and modify each individual system to bring it to a greater level of efficiency (as well as uniformity), a more appropriate solution would be to implement a new system that embodies an efficient set of reporting forms and procedures. With this in mind, an appropriate system for Racine County law enforcement agencies is described in Section 6. Report forms suitable for use with this system are depicted in Appendix A.

5. RECORDS MANAGEMENT

As indicated in Section 4, Section 6 is devoted primarily to a description of a police records system appropriate for law enforcement agencies in Racine County. However, it would be beneficial to discuss initially some general concepts associated with records management.

Records management is the systematic control of records from creation, through storage and maintenance, to final disposition.

The proposed records management system described in this report has a basic, systematic structure designed to meet the records maintenance and information requirements of local law enforcement agencies in Racine County. The system is not intended to be the complete or only solution to every agency's needs; rather, it is designed to be flexible enough to meet the requirements of most agencies and, at the same time, encourage uniformity in records management throughout the law enforcement community. It is anticipated that agencies that use this basic system will amend and/or modify it to suit their particular needs. Of course, computer resources will modify the system outlined herein; however, any agency contemplating computerization should first put its existing manual system in proper working order since computerization per se will not cure the ills of an inefficient, outmoded system. Once an efficient manual system is in operation, transition to computerization is simplified. Both the system and forms described herein are suitable (with appropriate modification) for use in systems using high-speed data processing equipment.

In order to avoid confusing the reader with the presentation of additional concepts not specifically related to basic records management, the report form exemplars do not provide for determining and/or scoring so-called "solvability factors." For agencies contemplating or presently using a system embodying solvability factors and early case closure, only minor modifications would be necessary to make the system and report forms compatible.

To properly satisfy the demands made on a police records system, the system must have:

- An efficient staff with adequate equipment, working in satisfactory facilities.
- A centralized records system, to simplify coordination and control.
- Complete and effective reporting procedures.
- Systematized report review, tabulation, and filing.
- Analysis, summarization, and dissemination of system data to appropriate users.

Information must be reported, processed, stored, and retrieved efficiently. Each file or record put into the system must have a purpose, and controls must be established to ensure a proper disposition when that purpose has been served. Regular audit is essential to ensure integrity and the proper classification. In addition to serving as the agency's official memory, police records ensure that pertinent information is available to other concerned agency members. Moreover, supervisors must guide their subordinates in investigative matters; in order to do so, they must review the actions taken in field situations, as evidenced by the reports completed by involved personnel. Reports also serve as protective devices in that they can refute unwarranted accusations that improper police action was taken, or, in a particular instance, that nothing was done.

5.1 Preparation of Reports

Police reporting methods vary from handwritten reports prepared in the field by an officer, to telephonic or portable recorder dictation systems that require subsequent typing, to direct computer entry. In selecting a reporting method, it must be kept in mind that the primary purpose of a police report is simply to record information.

For many years in many departments, the accepted practice has been to type police reports. This practice is usually based upon one of the following systems:

- The report is typed by the reporting officer from notes or a rough handwritten draft.
- An officer dictates a report to a typist.
- A typist transcribes the officer's recorded information.
- The report is typed by a clerk from information contained in the officer's handwritten report or notes.

These methods are all somewhat inefficient since information is completed and reproduced in a different form at least two or more times -- a costly and unnecessary expenditure of labor. When an officer has to type his own reports, he is unavailable for street duty; in addition, he usually has minimum typing skills. While it is true that the dictation system results in more legible reports, and the individual officer spends less time in finished report preparation, the advantages are offset by the inherent delay in report transcribing and the expense of the officer's time spent in dictating the report. Police reports do not have to be typed. Officers' time that can be better devoted to field duties should not be squandered on report preparation.

Many law enforcement agencies, unwilling to accept the backlog of reports that is almost inevitable when reports have to be typed, have begun using handwritten reports. Experience over the years has generally proven that handwritten reports have definite advantages over dictated and typed reports. If a report is legible and printed or written neatly, it serves its purpose.

Some of the advantages of handwritten police reports are:

- Prompt availability of finished police reports for supervisory review, further processing, and routing.
- Reduction in the number of report errors inherent in a copying or transcribing system.
- Reduction in reporting equipment costs.
- Reduction in clerical costs.
- Increased validity in court.

The primary disadvantages of handwritten police reports are:

- Slightly increased use of officer time in preparing the actual report.
- Increased emphasis on officer writing ability.
- Decreased officer satisfaction with the reporting system.

It is recognized that there are times when typewritten reports are necessary and appropriate. However, it is important that a specific determination be made regarding which reports must be handwritten or typed. For instance, a policy could be initiated that allows exceptionally long or detailed reports to be dictated and typed; however, such a policy should be designed to restrict the number of reports that will be handled in this manner. Reports should be typed only when a definite savings in personnel time and salary will result, or when the seriousness of the event merits exceptional processing.

If a policy is adopted that allows some reports to be typed, typing priorities established, report backlog problems should be anticipated. It should be noted that a substantial majority of all reports made are never cleared or seen outside the originating agency. The practice of having these reports typed results in little, if any, benefit to the agency.

As a general rule, handwritten reports should be completed at the scene of the incident in order to expedite the return of the officer to service. In some instances, it would be necessary for the officer to complete a report at the station; but such situations should be closely controlled. Officers should complete accurate and legible reports before going off duty in only the most exceptional circumstances should an officer be allowed to complete his tour of duty without completing all of his reports.

5.2 Integrity of Records

Integrity of the records system is vital to effective operations. In its true sense, this refers not only to intentional improper disclosure of confidential information to unauthorized persons, but also to accidental disclosure of such information and, equally important, misfiling, misplacing, and losing work documents. System integrity, in all three instances, requires that physical access to records be limited to only personnel assigned specifically to the records function. All other persons (e.g., investigators, supervisors, news media representatives, city officials) should be denied physical access to records system reports, indices, files, and the like. This does not mean that appropriate information should not be given to authorized persons. However, it does mean that physical barriers to the records office should be established (and reinforced by written departmental policy) in order to limit entry to only assigned personnel. All other persons who have a legitimate interest in information contained in records files should be served at a counter outside the records office. Original copies of documents should not be allowed to leave the confines of the records office without a court order. Aside from these exceptions, photocopies should be provided. Since it is often necessary for an investigator to review records (e.g., an arrest package) at length, provision should be made for such review in or adjacent to the records office to minimize the loss of work documents. The release of information over the telephone should be permitted only under prescribed conditions, and with adequate safeguards to ensure the authenticity of the caller's request and identity.

5.3 Juvenile Records

Two major areas of controversy relate to juvenile records: Maintaining separate juvenile records, and fingerprinting and photographing juvenile arrestees. Since there is little commonality of opinion from the courts in terms of establishing standard guidelines, local policies must reflect the local situation. As a general rule, however, separation should be limited to juvenile and adult arrest records; offense reports, traffic accident reports, and the like involving juveniles should receive no special processing and should be routinely incorporated into agency master files. Juvenile arrest records should still be maintained in the records office, but in separate files. In order to satisfy a particular

court, some jurisdictions have moved away from the term *arrest* by substituting the word *custody*. As a result, juvenile arrest reports have been similarly modified. In all other respects Custody Reports and Arrest Reports are identical. This is satisfactory as long as juvenile and adult reports are processed and filed in the same manner; of course, juvenile and adult arrest packages should be maintained separately. With regard to index card files being cross-referenced to juvenile arrest reports, some courts maintain that such files are not "records of arrest" per se, and therefore, need not be maintained separately; in other instances, courts insist upon physical separation of even index cards relating to juvenile arrests. Again, local policies must reflect the local situation.

With regard to photographing and fingerprinting juvenile arrestees, the best policy is to routinely fingerprint and photograph *all* arrestees (i.e., adult and juvenile) regardless of the offense. Some modification of this policy is appropriate for such offenses as drunkenness where repeated violations by the same individual are not uncommon. For these, a *repeater file* could be established which would only require the repeater to be fingerprinted and photographed every 2 or 3 years. However, any deviations from the standard policy should be formally specified.

5.4 Basic Concepts

There are very few fixed rules for developing an efficient records system, but the simplest system is probably the best. This means that: The number of different report forms should be kept to a minimum, consistent with actual department needs; as much as possible, all reports of field incidents should be processed, filed, indexed, and so on in the same manner; all records personnel should share jointly in the tasks to be performed (i.e., in contrast to one clerk processing only traffic accident reports, another clerk processing only crime reports, etc.); when available, communications and/or desk personnel should perform clerical tasks (particularly in smaller departments where dispatching and/or reception activities do not amount to fulltime activities); and detailed *forced-choice*-type reports completed by investigating officers (not clerical personnel) should be used.

All law enforcement agencies, regardless of size, need certain basic, fundamental reports, records, files, and indices. Report volume does not enter into this basic consideration, since the basic purpose of all departments is to provide a public service (e.g., providing a victim with a copy of his incident report for court or insurance purposes would fall within this definition). Furthermore, basic reports are essential to administrative control of departmental operations in that adequate reporting devices are needed in order to determine and/or verify how well the agency is operating. Proper reports and records are equally important

in helping to substantiate budget requests and expenditures, as well as to provide a measure of protection against unwarranted criticism and assist in satisfying requests for information about agency operations.

Therefore, a sound basic system should incorporate the following factors:

- The system must be complete as possible, using as few different types of report forms as are actually needed.
- Files must be combined wherever possible, with limited but adequate crossreferencing capabilities.
- Information stored in files must be readily accessible and available at all times.
- The system should be centralized, with actual file access limited to only those who are responsible for their maintenance.
- Only the most essential numbering systems should be used -- A single numbering system should be used for offenses, noncriminal incidents, and traffic accidents; a dual numbering system should be used for arrests (an Arrest Number for each arrest of a particular individual, and a Permanent Number to identify a particular individual within a system); and a standard citation numbering system should suffice for most agencies.
- Files and indices should not be created and maintained to satisfy occasional requests for statistical information for which a simple tally sheet could be substituted. Therefore, many agencies would only require an alphabetical Master Name Index File, a Primary File that contains all reports of field incidents filed by an assigned number, an Arrest Package File that contains an alphabetically filed package of arrest-related documents for each arrestee, and perhaps a Field Interview Card File. A Property File (stolen and "booked") might be added if volume would justify it. If requests for such information warrant, a file of incidents by location might be maintained, but the work involved in satisfying such requests, and the frequency of the requests must be weighed against the work involved in creating, maintaining, and purging such a file.

- The system should be flexible so that modification of reporting procedures could be made without overhauling the entire system.

5.5 Report Indexing

An efficient means of retrieving a record is fundamental to an effective records system. For the most part, the most efficient locator is a single, alphabetical Master Name File that contains the name(s) of the individual(s) involved in all reported incidents, cross-referenced to the report number. The use of a single file, cross-referenced to all reported incidents, eliminates the possibility of a name card being misfiled. Some agencies, in an attempt to provide a complete cross-file, index all names appearing on reports; other agencies limit the names indexed to some extent, but still index such categories as Person Reporting (not necessarily victim, but the person who called the police), witnesses, and suspects. There is a serious question about whether these categories materially improve the overall system. First, the most common and appropriate index to police files is the victim's name (or the principal person involved). Seldom is that name not known to the inquirer (e.g., investigator, insurance company representative, attorney). If the victim's name is not known, and cannot be obtained, other crossreference potentials are available. In most cases, investigators (the greatest potential users of files) will be able to provide either the victim's name or the identifying number of the report. Other names indexed into the system greatly increase the clerical workload and tend to make files unnecessarily bulky and unwieldy. Suspects' names should not be entered in a Master Name File because, unfortunately, policemen do not always exercise the best of judgment. As a consequence, an officer may list a person as a suspect on a report when no legal cause for arrest and/or detention exists; or a records clerk, who may not have a complete understanding of the legal issues, may index an individual as a suspect when no legal cause for action exists. When subsequent inquiry is made, an officer may be told that a person is a suspect and is wanted in connection with a burglary. If the suspect attempts to flee from a querying officer, the officer might shoot who he thought was a fleeing felon. The possibility of injuring or killing an innocent person, and being confronted with attendant civil suits, is evidence for excluding suspects from Master Name Files.

Therefore, Master Name files should include only names of victims (or principal persons involved), arrestees, and drivers and persons injured in traffic accidents.

There are two basic methods of preparing index cards: The Single Entry system and the Dossier system. Under the Single Entry system, a separate index card is prepared and filed for each event. Under the Dossier system, the file is searched for an existing card on the person or firm

involved; if a card is found, information about the new incident is entered and the card is refiled; if no card is found, one is made and filed. Each system has advantages and disadvantages. The disadvantages under the Dossier system is that time is spent searching for existing cards in file, and it is somewhat difficult to indicate the status of purged reports if many reports held for varying time periods are listed on the same card. On the other hand, the Single Entry system tends to make files voluminous since each entry requires a new card, and more time per entry is required since descriptive information must be entered on each card filed. Since either system is acceptable, each agency must determine its own availability of clerical personnel versus storage space.

Three- by five-inch index cards are the most satisfactory size. Since the purpose of a particular card is to lead to a particular report, the index card need not contain a synopsis of the incident; to do so unnecessarily duplicates the Primary File and increases the clerical workload. A simple entry of name; address (or Social Security number), for positive identification in relation to other cards for persons with similar names; date, type, and location of the incident; and the incident number provide sufficient information to identify the incident and the person involved for expedient extraction of reports from the Primary or Arrest Files. If the incident involved the theft or loss of property, a description of the property should also be included. If a Single Entry system is used, several copies of the same card could be prepared simultaneously (by using NCR paper, carbon paper, or a duplicating machine) for use in stolen property, location, and "type of incident" files, as well as the basic Master Name File.

The Master Name File is the basic file, which is valuable to even the smallest agency. If volume is sufficient and clerical assistance is available, the first file to be added to the system should be a Stolen Property File. When developing a Stolen Property File, care should be taken so that State and National property files are not duplicated unnecessarily. NCIC files, and most State computerized criminal information files, contain appropriate information regarding stolen property that bear serial numbers; therefore, there is little value in maintaining duplicate information. However, if adequate teletype or computer interface with NCIC or State-maintained files is not available, duplication may be necessary. The guiding premise should be to avoid indexing and storing information that is available from another source.

Where the volume of requests warrants and clerical assistance is available, two additional indices are of value: A Location of Incident File and a Type of Incident File. The Location File facilitates efficient extraction of crime data from within a geographic area for enhancing

strategic and/or tactical planning with regard to deployment, deterrence, and the like. This file also permits timely identification of problem areas, as well as provides a cross-reference to the Primary File by location of the incident. The Incident File simplifies determination of the number of specific incidents that occur in the jurisdiction for any specified time period. In a rudimentary manner, it also provides a cross-reference to a Primary File by type of incident. It should be stressed that both location and incident files are merely supplemental files. In most agencies with 50-75 personnel or less, such files are usually not cost effective; hand searches of other sources are less expensive to satisfy the occasional demand for such information.

5.6 Modifying Existing Systems

Records management is traditionally the responsibility of clerical personnel or disabled or semi-retired officers. The system in use was often developed over many years by an untrained individual who added, expanded, created, modified, and developed as various officials requested, or as fancy dictated. Moreover, untrained persons frequently attain the seniority and tenure at which point they consider any suggestion for significant change to be a personal affront and, thus, resist it. As a consequence, files are maintained, indices are updated (but seldom purged), lists are kept, and voluminous reports are prepared for which there is no real current use and for which, in many cases, the original purpose cannot be identified. It, sometimes, seems the phrase, "I don't know why, but that's the way we've always done it" was invented by a records supervisor justifying an outmoded system. A records system review must be made critically, and statements such as the above should alert the reviewer that there is potential for improvement.

Police administrators are particularly prone to develop and maintain voluminous files of data for which there is seldom any request. The theory seems to be that someone, someday, might ask a question that, in the absence of such a file, could not be answered (at least promptly). Although police agencies are, and should be, service-oriented, the service provided still can only be consistent with efficient and effective use of personnel and facilities. Therefore, files and reports that have outlived their usefulness, or that require a disproportionate expenditure of facilities and work effort to maintain them, in terms of potential value and/or usage, do not *have* to be kept indefinitely. Furthermore, since all records and reports cannot be kept, a calculated decision must be made regarding what is essential and what is superfluous -- the superfluous must be eliminated.

As a final point, police administrators are somewhat reluctant to consider modifying their records system because of the inherent necessity of making changes and the fear of creating confusion. The simple fact of

the matter is that a records system cannot be improved *without* change; and if changes are made, a period of confusion is to be expected. However, this should not serve as a deterrent because there are considerable benefits to be gained from improving an antiquated or inadequate system in terms of cost, efficiency, and employee morale.

6. RECOMMENDED RECORDS SYSTEM FOR RACINE COUNTY LAW ENFORCEMENT AGENCIES

In general, this is a case-oriented rather than a person-oriented system. As such, data entry and extraction related to a particular incident are expedited by using one assigned Incident Number. Except for arrests, police activities are primarily case-oriented with crossreferences to person-oriented indices. Police incidents are generally reviewed, investigated, and processed individually without reference to other police incidents (except where a common perpetrator is known or suspected); however, the desirability of examining an individual's total local criminal history with minimum effort dictates the necessity of filing all of his arrest and related reports in a single package or folder. By use of this procedure, an officer seeking information about a particular individual would not need to spend lengthy periods of time waiting for records to be extracted from several different files. In addition, a record clerk must neither search through a multitude of files and drawers to compile an individual's total arrest history, nor laboriously refile such information after examination.

This system is comprised of the following basic parts:

- Reports
 - Offense -- Criminal incidents.
 - Miscellaneous Incident -- Noncriminal incidents of significance.
 - Vehicle -- Stolen, recovered, impounded.
 - Property -- Receipt into departmental custody.
 - Supplemental -- Supplementary to any other report.
 - Traffic Accident -- Vehicle accidents.
 - Arrest -- Physical arrest and incarceration.
 - Traffic Citation -- Traffic offenses.
 - Field Interview -- Field contact with suspicious persons.

- Ledgers
 - Incident -- Assignment of permanent identifying numbers.
 - Arrest -- "Jail Blotter."
 - Property -- Record property received into departmental custody.
- Files
 - Master Name (Index) -- Central alphabetical cross-reference index.
 - Primary -- Numerical file of original copies of reported incidents.
 - Arrest Package -- All arrest-related documents pertaining to a particular person.
- Numbering System
 - Incident -- All reported incidents, both criminal and noncriminal.
 - Arrest -- Identification of individual arrested.

The following additional work documents are either necessary or highly desirable:

- Dispatch Card -- Radio operator activity record.
- Daily Report -- "Newsletter" of significant occurrences.
- Officer's Daily Report -- Recapitulation of activities.
- Investigator's Activity Report -- Recapitulation of activities.
- Supervisor's Daily Report -- Recapitulation of activities.
- Administrative Report -- Statistical summaries.

The relationships of these components are illustrated in Figure 6-1.

System Components

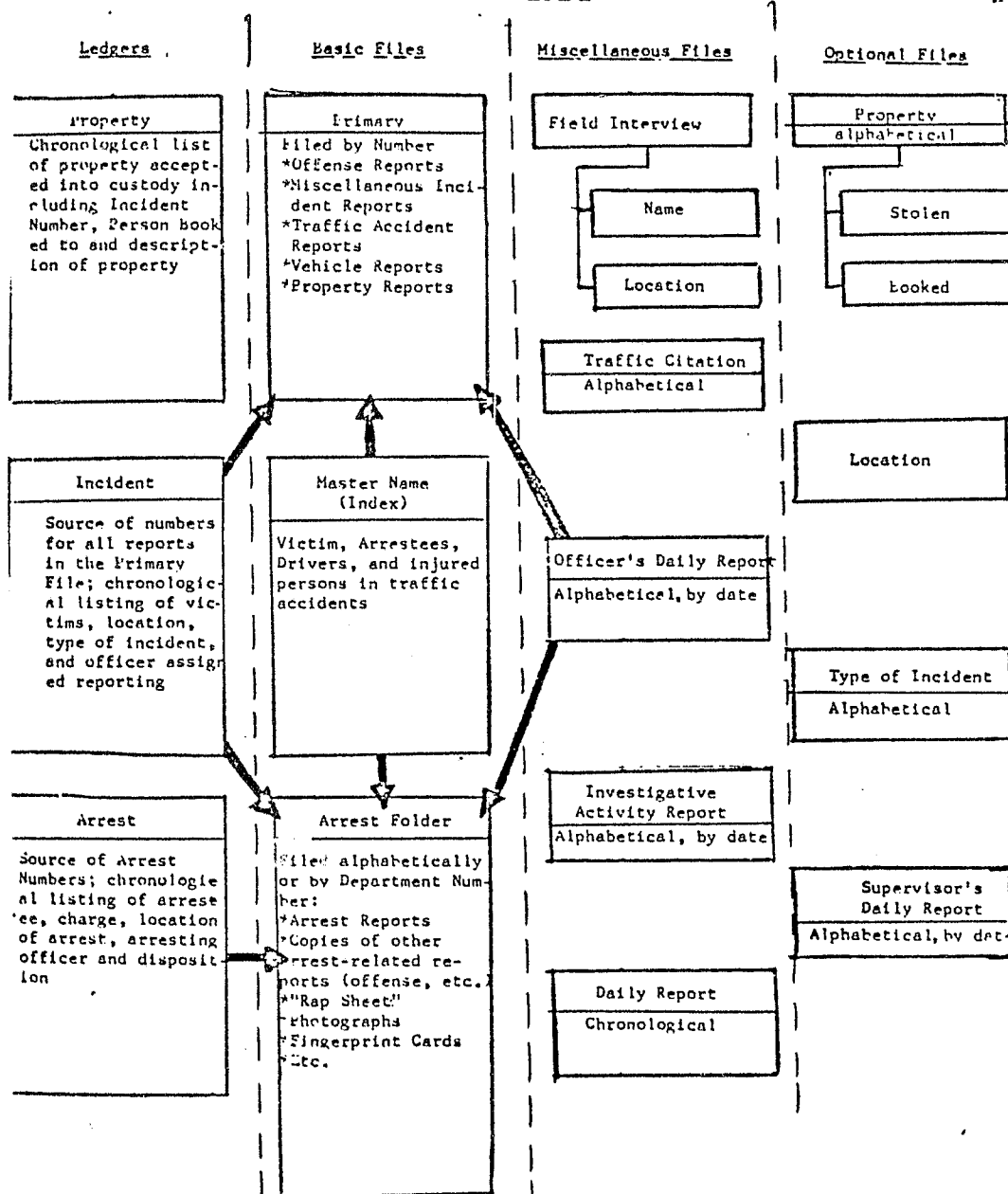


Figure 6-1. Records System Components

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Exemplar report forms suitable for use by Racine County law enforcement agencies in conjunction with this system are contained in Appendix A. The Traffic Accident Report and Traffic Citation form exemplars were excluded since the State of Wisconsin prescribes specific forms for such purposes. Crime Against Person and Crime Against Property form exemplars were also excluded; with minor modification, the Offense Report exemplar could be adapted to these designs if desired. If volume justifies, the Sheriff's Office and Racine Police Department may desire to use more specialized report forms. Therefore, Appendix A also contains the following report form exemplars:

- Bicycle Report.
- Worthless Document Report.

The procedures for preparing, processing, and filing, all forms are identical to those recommended for the Offense Report. Except for the Field Interview report and ledger pages, all reports should be a single, standard, one-sided, 8-1/2 by 11-inch form. This will simplify report processing, filing, and storage operations. Files should be large enough so that reports do not have to be folded; folding is unnecessarily time-consuming and inefficient.

It will be noted that this system is somewhat flexible, allowing for expansion or contraction based upon each agency's size and needs. The most critical aspect of this system is the field reporting function. Forms have been designed and operating procedures devised based upon the concept that field officers know why reports are submitted, how they are to be used, and what pertinent data are to be included. To this extent the system not only assumes that officers are well trained in the field reporting function but supports this concept through forms design that combines uniformity and complete documentation in reporting procedures.

Levels of review are proposed to provide the essential involvement of management in report writing, the number of review levels will depend upon the size of the adopting agency. It is essential that report originators receive positive feedback on the results of the review. This will serve to further upgrade report writing capabilities of field officers.

6.1 Report Form Preparation and Use

6.1.1 Dispatch Card

The standard Dispatch Card is a 3- by 7-inch, prenumbered card used by the dispatcher to record all calls for police services. It must also be completed by the dispatcher when field personnel inform the dispatcher

that they have initiated action independently of a radio-assigned call. The Administrative Dispatch Card is similar in format and is used to record activities that are primarily administrative in nature (e.g., unit reporting out of service for court, reporting of street defects). The two forms may be color-coded to simplify handling.

The Model Records System provides for a high level of interaction between field officers and dispatchers. All field activity should be accompanied by the recording of a Dispatch Card. An officer should never stop a car, question a person, or leave his car without notifying the dispatcher. The status of all officers on duty should be known at all times. By recording all field activity, the Dispatch Card provides a measure of protection for the officer, in addition to being a basis for workload analysis and resource allocation.

The Dispatch Cards are designed to simplify the recording of most pertinent information by checking the appropriate boxes. The use of a time stamp for recording times of call receipt, unit dispatch, unit arrival, and call completed facilitates completion of the forms.

Dispatch Cards serve several important functions. They:

- Provide a standardized record of all incidents requiring the dispatch of a police unit and/or incidents originated by field units.
- Provide a standardized record of the location of a unit while the unit is out of service.
- Provide a means for records personnel to conduct a daily audit to ensure that required reports have been completed and forwarded.
- Serve as a basis for compilation of a daily report of field incidents.

The Dispatch Card provides for only the most rudimentary disposition information. Detailed disposition information is reported either in related reports or in the Officer's Daily Report. This factor serves to reduce the unnecessary use of radio time while, at the same time, eliminate the possibility of error resulting from radio transmission from field unit to dispatcher.

After Dispatch Cards have been reviewed for audit purposes, reviewed in preparation of a daily report, and routed to the appropriate location for extraction of data pertaining to workload studies, manpower allocation, statistical reporting, and so on, the Cards are stored numerically for approximately 1 year and then destroyed. The Cards should be filed as follows:

- The number assigned to the Card is not a "Case Number" and is not cross-referenced to other numbers assigned to reports. The number's sole purpose is to facilitate sorting into a generally chronological sequence should later review be necessary.
- Cards should not be filed in and among other reports related to the incident; the dimensions of the form make such storage unwieldy, and the volume adds unnecessary bulk. When selecting suitable storage for the Cards, it should be considered that, in almost all instances, the Cards will never be reexamined.

6.1.2 Incident Ledger

The Incident Ledger serves as an agency's primary chronological record of reported field incidents, as well as report audit source. In addition, it serves as a chronological, geographical location, and "type of incident" cross-file to all reported incidents. In these latter respects, the Ledger is not as efficient as regular index card cross-files, but it does not require the work (and space) to maintain or purge. This is particularly important for agencies that do not have sufficient clerical personnel to maintain voluminous cross-files.

All Incident Ledger entries should be numbered sequentially. Upon completion of an Offense, Vehicle, Miscellaneous Incident, Traffic Accident, or Property Report, the reporting officer should obtain an Incident Number from the person who maintains the Incident Ledger. This may be a dispatcher or records clerk, depending upon the size and organizational complexity of the agency. The Incident Number should not be obtained by radio in order to conserve air-time for more important needs. Multiple incidents arising from the same occurrence require only one Incident Number. In general, this Number should be assigned to the most serious reported incident or the incident that occurs first in a span of time. Incidents not reported on the specific forms listed above should not be assigned a Number from the Incident Ledger.

The following identifying information should be entered in the Incident Ledger:

- Date and time of occurrence.
- Type of occurrence.
- Location.
- Victim or if none, principal person involved.
- Officer reporting.
- Other reports made under the same Incident Number.

There are perhaps as many different types of numbering systems as there are law enforcement agencies. One of the most effective systems is one that merely starts with the number one each January 1, with the number preceded by the last two digits of the year (e.g., 78-00001); if desired, Traffic Accident Report Numbers can be distinguished by adding the letter "T" (e.g., 78-00002-T). This system provides for a swift determination of the number of reports completed at any point during the year, as well as automatically indicating the total for the year. At the same time, the system is simple in operation while readily identifying each specific incident.

In certain cases, such as some narcotics investigations, in which Incident Numbers are required but which confidentiality must be maintained until the matter has been investigated and action has been taken, a *Confidential Number* should be obtained by providing only the name of the requesting officer to the person keeping the Incident Ledger. This Number should be the next unassigned number in the Incident Ledger. Identifying information (e.g., date and time of occurrence) should be withheld until the matter has been disposed. At that time, the officer who requested the number initially should provide the remaining information for complete Ledger entry.

Where report volume is low, the Incident Ledger may suffice for Dispatch Cards. However, if the two types of information are recorded on a single ledger form, care must be taken to ensure that Incident Numbers are assigned to only those incidents that require reporting on one or more of the prescribed forms. It is also possible to use an FCC Log to record all transmissions. Since FCC records requirements only call for signatures of dispatchers on each shift, and signatures of equipment repairmen when maintenance or repair is necessary, a very simple form that provides only for entering this specific information suffices for an FCC Log. However, if all radio transmissions are recorded on paper (in contrast to tape), the log may serve as a combined record of the Incident Ledger and Dispatch Cards, as a combination of only the Dispatch Card information and those signatures required by the FCC, or of all three. However, care must be taken to ensure that Incident Numbers are assigned only to those incidents reported on prescribed forms, and that consolidation of these forms is practical only when there is low volume of radio traffic and reportable incidents.

6.1.3 Daily Report

The Daily Report serves as an intra-agency "newsletter" of significant occurrences. Small agencies may wish to list every call dispatched; agencies with considerable call volume will, by necessity, need to be somewhat selective in the types of incidents to be listed, or else the size of the report will reduce its value. In general, the report should include all criminal and noncriminal incidents of major police interest that occur during a designated 24-hour period. The report is intended primarily to brief personnel on matters of police interest. The Daily Report should be compiled by either the dispatcher or records personnel.

The primary sources of information for the Daily Report are selected Dispatch Cards and Incident Ledger entries. If the same person is not responsible for both of those tasks, it will be necessary to coordinate the entry of information from both sources. Incidents that do not routinely come to the attention of the person compiling the Daily Report, but that should be included, must be reported for inclusion by the officer handling the incident (e.g., an arrest by investigative personnel or completion of an Offense Report not related to a radio transmission).

The following should be included for each entry in the Daily Report:

- Time of occurrence.
- Type of incident.
- Location.
- Officer or unit assigned.
- Remarks.
 - This entry need be only a very brief explanation of why an entry was made (e.g., "\$20,000 in jewelry taken" or "arrestee is school principal's brother").
 - Incidents for which an Incident and/or Arrest Number is used to report the occurrence should be identified by including the number (e.g., "School principal's brother, Arrest #4753-78" or "Offense Report #78-014785"). By so doing, interested personnel can easily locate the pertinent reports for more details.

Pertinent information from the Daily Report should be presented at roll call to personnel coming on duty. Any additional distribution is a matter for internal determination. The original copy should be filed by date for approximately 1 year, and then destroyed.

The Daily Report should be audited daily by records personnel to ensure that all appropriate incidents have been formally reported, and that appropriate reports have been completed and submitted.

Where incident volume is low, the Incident Ledger and the Daily Report may also be combined. If this is done, however, care must be taken to ensure that Incident Numbers are assigned to only those entries that require reporting on one of the prescribed report forms. In these cases, the "Remarks" column would more appropriately be entitled "Disposition."

6.1.4 Offense Report

The Offense Report is used to record the circumstances of all criminal offenses that come to the attention of the police regardless of the value of property taken, extent of injury, or likelihood of successful prosecution except for:

- Vehicle thefts (reported on the Vehicle Report).
- Traffic and other citable violations disposed of by means of citation.
- Offenses that do not involve a crime against property or specific persons for which an arrest is made (e.g., carrying concealed weapons, possession of narcotics, prostitution).

Incident Numbers should be assigned as described in Section 6.1.2. The original report should be filed by Incident Number in the Primary File; and additional copies and their distribution should be determined by agency needs, such as:

- Chief of Police.
- Investigative Division.
- Arrest Package (attached to copy of related Arrest Report).
- Officer's Information File.
- Crime Analysis Unit.

The following index files are either necessary or may be desirable with respect to the Offense Report:

- Master Name File -- filed alphabetically by name of victim or principal person involved.
- Property File (optional) -- Other than the Master Name File, this is the most important index file in terms of potential benefit. However, the volume of reported offenses must present a clear and pressing need for the file in terms of usage. It should be divided into two categories:
 - Property accepted into agency custody as found, evidence, or for safekeeping. (If the volume of property accepted does not justify a file, the Property Ledger described in Section 6.1.11 may suffice.)
 - Reported stolen property, which is identifiable, *but which is not appropriate for entry in State or NCIC files*. If stolen property is of a class suitable for entry in State or National computer files, and is so entered, there is little value in creating a duplicate entry in a local file.

Within each category, index cards should be filed by type of item, by date. Further subdivisions by type of crime, serial number, inscription, and so on, are unnecessary since in almost all cases a search will commence with the type of item.

- Location File (optional) -- Filed by street address or if none, by other identifying factors, by date. A clear and continuing need should exist before a location file is established. The additional work of creating, maintaining, and purging the file must be weighed against the frequency and value of use in relation to the frequency and work involved in developing similar information by means of a hand tally from the Incident Ledger or the Primary File.
- Type of Incident File (optional) -- Although this is a commonly maintained file, it is seldom of significant value in any but the largest agencies (whose records are not computerized.) The standard justification is to assist in preparing monthly statistical

reports for both internal and State and Federal agency use. Data compilation for such reports can be prepared more easily by establishing a tally position in the report processing operation and recording the desired information by hand tally. Clerical labor is reduced and the necessity of maintaining another voluminous file is eliminated.

6.1.5 Miscellaneous Incident Report

The Miscellaneous Incident Report is used to officially and permanently record actions of officers and/or incidents not reported on either the Offense, Traffic Accident, Vehicle, or Property Report. Usage is limited to noncriminal situations of such importance that a detailed official record is desirable. For example:

- Industrial injuries.
- Missing person.
- Dog bite.
- Rabid animal destroyed by officer.
- Lost property reported.
- Dangerous excavation.
- Suicide or attempted suicide (even if considered to be a crime).

Incident Numbers should be assigned as described in Section 6.1.2.

Additional copies and their distribution should be determined by needs, such as:

- Chief of Police.
- Investigative Division.
- Officer's Information File.

The following index files are either necessary or may be desirable with respect to the Miscellaneous Incident Report:

- Master Name File -- Filed alphabetically by name of victim or principal person involved.

- Location file (optional) -- Same as for Offense Report (see Section 6.1.4.)
- Type of Incident File (optional) -- Same as for Offense Report (see Section 6.1.4.)

6.1.6 Vehicle Report

The Vehicle Report is used to report incidents of stolen, recovered and impounded vehicles. Incident Numbers should be assigned as as described in Section 6.1.2. However, a report involving a recovered vehicle that was stolen locally should be reported under the Incident Number assigned to the original Stolen Vehicle Report.

The original copy should be filed as follows:

- Recovered Vehicles -- If stolen locally, file attached to the related Stolen Vehicle Report in the Primary File, otherwise by Incident Number in the Primary File.
- Stolen and/or Impounded Vehicles -- Filed by Incident Number in the Primary File.

Additional copies and their distribution should be determined by agency needs, such as:

- Chief of Police.
- Investigative Division.
- Arrest Package (attached to copy of related Arrest Report.)
- Officer's Information File.
- Crime Analysis Unit.

The following index files are either necessary or may be desirable with respect to the Vehicle Report:

- Master Name File -- Filed alphabetically by name of owner; include vehicle license number.
- Property File -- Filed by vehicle make, by license number. The index card should indicate whether the vehicle was stolen or impounded. (Cards need not be prepared for recovered vehicles because recovery eliminates the

necessity of maintaining a "stolen" card in file; the "stolen" card should be marked "recovered" and/or destroyed when the vehicle is released to the owner.)

Where volume is very low, the Offense Report may be used in lieu of a Vehicle Report, and the Stolen and Impounded Vehicle index cards may be eliminated if a simple list of stolen and impounded vehicles is maintained.

6.1.7 Specialized Reports for Specific Offenses

If volume warrants, agencies may wish to use additional specialized offense reports (e.g., Bicycle, Worthless Document, Crime Against Person, Crime Against Property Reports.) In all cases, the numbering, filing, and indexing processes should be identical to those outlined for Offense, Miscellaneous Incident, and Vehicle Reports. The contents of specialized reports should generally follow the same format as the Offense Report, and should be 8 1/2- by 11-inches in size.

6.1.8 Supplemental Report

The Supplemental Report is used as a continuation for any other report when additional space is needed, to add additional information to a previously reported incident, to record progress of a continuing investigation, and/or to close an investigation. Supplemental Report Incident Numbers and report distribution should be the same as the original report; the original copy of the Supplemental Report should be attached to the original copy of the related report in the Primary File.

Records personnel must be alert to the fact that receipt of a Supplemental Report may require a change in index cards and/or the Incident Ledger (e.g., change of location of incident, property stolen) prepared previously.

Where volume is very low, this form may be combined with the Offense Report if suitably identified when so used as a Supplemental to an original report.

6.1.9 Traffic Accident Report

The Traffic Accident Report should be completed for all reported traffic accidents that occur on the highway (except those involving only minor damages) and all private property traffic accidents that involve death, injury, or a violation of law (Wisconsin State Statutes may modify this recommended usage.) Incident Numbers should be assigned as described in Section 6.1.2.

The original copy should be filed by Incident Number in the Primary

File. If separate files for traffic accidents are considered to be mandatory, a separate block of Incident Numbers from the Incident Ledger should be used in order to preserve the sequential integrity of the numbering system.

Additional copies and their distribution should be determined by agency needs, such as:

- Chief of Police.
- Investigative, or Traffic Division if an offense is involved.
- Arrest Package (attached to copy of related Arrest Report.)
- Crime Analysis Unit.

The following index files are either necessary or may be desired with respect to the Traffic Accident Report:

- Master Name File -- Filed alphabetically by names of parties to the accident and persons killed or injured.
- Location File -- Filed by street address or other identifying factors, by date. There is probably more justification for a traffic accident location file than any other type of location file. However, prior to its establishment, the frequency of usage and the labor involved in developing, maintaining, and purging such a file should be weighed carefully against the labor involved in preparing hand tallies by location when needed.

6.1.10 Property Report

The Property Report should be used to record the following receipts of property taken into agency custody:

- Evidence.
- Found Property.
- Safekeeping -- This category should be used only when the owner or custodian is known and the property is not of evidential value.

This report should not be used to record a prisoner's personal property. Incident Numbers should be assigned as described in Section 6.1.2 unless the property is related to another incident to which an Incident Number has or will be assigned; in such cases, the Property Report should bear the Incident Number assigned to the numbered incident.

The original report should be filed by Incident Number in the Primary File; additional copies and their distribution should be determined by agency needs, such as:

- One copy (as a property tag) should accompany the property.
- Investigative Division.
- Arrest Package, if related to an arrest.

Property taken into custody should also be described in related reports.

The following index files are either necessary or may be desirable with respect to the Property Report:

- Master Name File -- Filed alphabetically by the name of the person to whom the property was booked.
- Property File (optional) -- Filed by type of item. As stated previously the volume of property accepted into the custody may not be sufficient to justify the labor of creating, maintaining, and purging such a file, if so, the Property Ledger described in Section 6.1.11 may suffice.

Where the volume of property received is low, a 3 by 5 inch Property Tag attached to the property may suffice for the Property Report. Due to the importance of maintaining accountability of property in police custody, however, a Property Ledger should still be maintained, appropriate index cards should be made, and property should still be described in related reports.

6.1.11 Property Ledger

The Property Ledger is one of three ledgers necessary for efficient operations. It is maintained in order to provide effective control of property accepted into agency custody; to allow for swift, accurate inventory of stored property; and to serve as a chronological cross-reference to property in agency custody.

Each item of property *booked* into custody should be entered in the Ledger, and appropriate notations should be made concerning the Incident Number, Data Booked, Person Booked To, Received By, Bin or Shelf Number used for storage, and details of the final disposition of the property. All evidence should be booked to the arrestee, victim, or the officer finding, in that order. If the case involves only found property, the property should be booked to the actual finder. Safekeeping property is booked to the owner or custodian of the property.

6.1.12 Arrest Report

The Arrest Report should be used to record identifying information and arrest details of all persons taken into custody and incarcerated in the jail system. This report serves as a permanent agency record of the officer's legal cause for arrest, his actions, the arrestee's actions and statements, and any other details of the arrest. It should be so complete that, in most cases, a judge could make a determination of guilt or innocence without further information.

All arrests should be entered in an Arrest Ledger Section 6.1.13 by an Arrest number identifying that particular arrest. The Arrest Number should be listed in related reports for cross-reference purposes.

The original copy should be filed in arrestee's Arrest Package, which should be created at the time a person is first arrested by the Agency. Copies of all arrest-related documents pertaining to a particular arrestee should be filed in his Arrest Package. These include copies of related. Offense, Traffic Accident Vehicle, Miscellaneous Incident, and Property Reports; a current photograph, fingerprint cards, "Rap Sheets" and so on. In this manner, the arrestee's complete local criminal history is available at a moments notice to any officer conducting an investigation.

Arrest Packages should be maintained in the Records Unit, filed alphabetically. If volume and name similarities create identification problems, a permanent "Department Number" should be assigned to each arrestee at the time of the first arrest. This Department Number, cross-referenced to the arrestee's fingerprint classification, serves to identify an individual; an Arrest Number serves to identify a particular arrest of an individual. If Department Numbers are used, Arrest Packages can be filed by that number and the number entered on the related Master Name File index card for cross-reference purposes.

Additional copies and their distribution should be determined by agency needs, such as:

- Chief of Police.
- Investigative Division.

- Officer's Information File.

The following index files are necessary or may be desirable with respect to the Arrest Report:

- Master Name File -- Filed alphabetically.
- Location File (optional) -- Same as for Offense Report (see Section 6.1.4), filed by street address or other identifying factors, by date.

If a department uses a citation form of arrest (such as the Uniform Summons and Complaint) in lieu of physical arrest for minor nontraffic criminal offenses, the "Arrest Citation" should be affixed to a blank 8 1/2 by 11 inch sheet of paper and processed, indexed, and filed in the same manner as an Arrest Report. It is the Consultant's opinion, however, that the present Uniform Summons and Complaint is suitable only for citable offenses. In such cases, the form should be prenumbered and processed similarly to traffic and parking citations. In the event of a physical arrest, the recommended Arrest Report is a more appropriate report form on which to describe the circumstances of the arrest, both in terms of legal considerations and later extraction of arrest data for administrative or crime analysis purposes. This actually involved little additional effort, since presently it is necessary to record the bulk of such information on a Supplemental Report attached to the Uniform Summons and Complaint.

6.1.13 Arrest Ledger ("Police Blotter")

The Arrest Ledger serves as the primary chronological record of all agency arrests, as well as bookings into the agency's jail system of prisoners arrested by other agencies. The Arrest Ledger should be maintained in the Jail Office (preferably) or in the Records Unit.

The following identifying information should be entered in the Ledger:

- Arrest Number.
- Date and time of arrest.
- Date and time booked.
- Charge.

- Name.
- Location of arrest.
- Arresting officer.
- Arrestee's Department Number (if used) and disposition.

A separate and distinct Arrest Number should be used for each arrest. Each January, the numbering sequence should start with the number one, followed by the last two digits of the year (i.e., the first arrest of 1978 would be 00001-78.) This system provides a stable number system and, at the same time, provides a simple tally of the number of persons arrested during the current year.

As described previously a permanent Department Number may also be desirable due to volume and/or name similarities, (see Section 6.1.12.)

Citation Arrests in lieu of physical arrests for nontraffic criminal offenses should be entered, numbered, and so forth in the Arrest Ledger with the special notation, "Citation," added. Traffic citations should not be entered in the Arrest Ledger, due to the volume and lack of potential value of such information.

The existing booking system of the Racine County Sheriff's Office was found to be particularly complex. Therefore, it is the Consultant's recommendation that the following modifications be made:

- Use the recommended Arrest Report for physical arrests, with perhaps a modified form for juvenile arrests.
- Enter the circumstances of each arrest in only the Arrest Ledger described herein and abolish the existing Jail Register Ledger.
 - Assign a single identifying number (as described herein) to each arrest and use that number only on all documents related to that particular arrest.
 - Continue use of the Fingerprint and Mug Book, but use the assigned Arrest Number for identification.
- Continue to use the Adult Jail Register form as a

booking slip and file the form by the preprinted number. Enter the Arrest Number on the form for crossreference purposes. This form thus serves to satisfy State requirements but does not otherwise affect the system.

- Do not use the Jail Register Number on any other documents; use only the Arrest Number.
- The 5 by 9 inch *Locator Card* should incorporate only the Arrest Number; when the arrestee is released, the card should be destroyed.
- The 3 by 5 inch *Booking Card* and the *Notice of Detention* should be combined into a 3-by 5-inch index card to serve as a single alphabetical jail roster file. When the subject is released, the card should be filed in an inactive file in the jail for approximately 1 year and then destroyed. There is little value in forwarding the Booking Card to the Records Unit since the receipt of the information by the Records Unit from this source is not timely; index cards, packages, and the like related to an arrest should be prepared as soon as a copy of an Arrest Report reaches the Records Unit, not when the subject is released.

6.1.14 Traffic Citation

Since Wisconsin State Statutes direct the format, size, number, and distribution of traffic citation copies it may be necessary to modify the procedure set forth below. However, every effort should be made to simplify and standardize traffic citation procedures in line with the following.

The Traffic Citation should be used for traffic offenses other than those that require physical arrest. (A traffic citation need not be completed when an arrest is made since the circumstances are reported on an Arrest Report.)

The original citation should be forwarded to the concerned court and a copy should be given to the violator. Any additional copies and their distribution should be determined by agency needs, such as:

- State Motor Vehicle Department.
- Citation File -- Filed alphabetically by violator's name for approximately 1 year, then destroyed.
- Book Copy-- To remain in a citation book as a permanent record in order to maintain a high degree of integrity, through citation control.

There is little value in maintaining a file of "Officer's Copies" of citations, and the issuing officer should not be given a personal copy. The only valid reason an officer might have for later use of a citation copy is to refresh his memory for court appearance. In such cases, he has access to the Citation File.

Traffic citation information should not be entered in the Arrest Ledger, Arrest Packages, or the Master Name File due to the volume, labor involved, and the limited time that such information has significance. State-maintained computer files of statewide traffic violator histories make agency files of such information duplicative and of limited value. In the event that efficient State computer service is unavailable, the alphabetical Citation File provides the most information for the least effort.

No mention has been made of parking citations because, most appropriately, parking citations should not be a police function. Police involvement should be limited to service of warrants for unpaid citations. In instances where the department must be involved, parking citations should be processed like traffic citations, except a department parking citation file need not be maintained.

6.1.15 Field Interview Report

The Field Interview Report is a 3-by 5-inch form used to report and identify for possible future investigative purposes, suspicious persons encountered during the normal performance of field duties against whom there is no specific charge at that time. The report is also used to establish a record that a person was warned regarding specified prohibited conduct. At times, a Field Interview Report may be completed even if the person is arrested since, frequently, a review by investigators at a later date can be very helpful in establishing the presence of a particular individual at a particular place, at a particular time.

The Field Interview Report should be completed in duplicate and filed in the Records Unit: One copy should be filed alphabetically by name of the person interviewed; one copy should be filed by the location of interview.

Due to the specific investigative purposes of this form it is necessary to maintain files that are separate and distinct from the Master Name and Location Files.

6.1.16 Officer's Daily Report

Completion of an Officer's Daily Report by the patrol officer serves several purposes. Of primary importance is the fact that it is necessary for patrol supervisors to have some system of evaluation. Many such

systems rely almost exclusively on nothing more than a comparison of cumulative totals of activities between officers and/or the same officer from one time period to another. It is obvious that such a system fails to take into consideration such factors as quality, selective enforcement, time utilization, and so on. The Officer's Daily Report affords the patrol supervisor the opportunity to evaluate his subordinates on a daily basis. He can, for example, determine the time span used by an officer for given types of calls or activities, or for all of the officer's activities; and he can determine how long the officer remained out of service on specific activities.

This report also serves as a device for forwarding workload data in a concise form to those involved in analysis. These data can be useful in such matters as supervisory control, manpower usage, budget requests, answering public inquiries, and so forth. In addition, by using this form to provide a permanent record of minor calls and associated activities in condensed form, both the dispatching and recordkeeping functions are relieved from voluminous report production, processing, indexing, and filing. If a separate form or document (e.g., a Dispatch Card) was used for each and every call; the result would be voluminous paper work to be processed and filed, as well as the fragmentation of an officer's daily performance into many different forms scattered through similar forms associated with the reported activities of other officers on the same shift.

Furthermore, the Officer's Daily Report provides a measure of protection to personnel who might be unjustly accused of derilections of duty in the field. In summary, the Officer's Daily Report is vital for effective operation since it:

- Contains details and dispositions of all activities that occur during a tour of duty, including those minor incidents that are not the subject of a formal report and are not routinely included in the Daily Report or the Incident Ledger.
- Provides a record of the daily accomplishments of each officer for supervisory as well as statistical purposes.
- Provides a record for measuring workload factors.
- Provides a source of data for manpower usage, budget requests, response to public inquiries, and so on.
- Reduces dispatching and recordkeeping tasks and volume associated with generating, processing, indexing, and filing of reports of minor incidents.

- Provides a safeguard for field personnel against unjust accusations.

The field officer needs to prepare only one copy of the report. After supervisory review, that copy should be filed by officer's name, by date.

Exemplars for two variations of the same basic Officer's Daily Report are depicted in Appendix A.

6.1.17 Investigative Activity Report

The Investigative Activity Report fulfills the same function for investigative personnel that the Officer's Daily Report does for patrol personnel. Although the contents necessarily differ, justification for use of the form is substantially the same. Based on workload, this report can be completed on a weekly or monthly basis, with a summary report either monthly, quarterly, or annually.

As with the Officer's Daily Report, one copy should be prepared; after review by a superior, that copy should be filed by investigator's name, by date.

6.1.18 Supervisor's Daily Report

This report is optional; however, if used, it should be completed by field supervisors for each tour of duty and should contain a resume of activities (i.e., Personnel matters and observations, criminal matters and recommendations, other police problems, training needs observed) for that time.

Again, one copy of the report should be prepared; and after review by a superior officer, that copy should be filed by supervisor's name, by date.

6.1.19 Records Sign Out

Adequate security provisions require that original report copies, once filed in the records unit, never be removed except on court order. However, it should be recognized that situations arise that call for an exception to the rule. In such instances, original records removed from the confines of the records unit should be identified in the file by substituting a brightly colored card of similar size, which contains the following:

- Incident Number.
- Officer taking custody.

- Date removed.
- Purpose.
- Date returned.
- Records clerk's initials (or employee number.)

After a report has been returned, the entry on the Records Sign-Out form should be lined out and the form stored close at hand for reuse.

6.1.20 Periodic Statistical Summary Report

Every department periodically needs to review crimes, arrests, calls, and the like; however, without some logical format, such review is seriously restricted. (The form exemplars depicted in Appendix A are but two of many satisfactory formats.)

Such reports can be prepared monthly, quarterly, or annually by records and/or analytical personnel from daily tally sheets.

6.1.21 Index Cards

In order to swiftly and efficiently retrieve a report from the files or to make specific reference to a victim or offender, it is necessary to index such information, for which 3- by 5-inch index cards are appropriate. Appendix A contains two types of index cards: One suitable for a "single-entry" system and one for a "dossier" system. It will be noted that the single-entry system card lends itself well to use in a "Type of Incident," "Location," or "Property" file by merely circling or otherwise marking the specific type of entry for which the card is intended to serve. This would allow for preparation of only a single index card and the necessary number of duplicates to provide for all indexing needs. It should be stressed that simplicity and economy of effort are best served by using a standard index card for all incidents.

6.1.22 Special Request Log

Due to awakening public concern, coupled with the development of specific security and privacy policies, it is advisable to maintain a log of requests for information made by other agencies, in order to document the appropriateness of the request at a later time. This log, which appropriately can be in the form of a bound ledger, should include the following information:

- Date of the request.
- Name of the requesting person.

- Requesting agency.
- Type of information requested and name of individual involved.
- Reason for the request.
- Clerk processing the request.

6.1.23 Use of State/NCIC Systems

Selected warrants, stolen vehicles, and property should be entered into the State/NCIC system. It is assumed that the agency staff is familiar with these systems and will interact accordingly, and be responsible for ensuring input, update, and clearance of the agency's records. Inquiries should always be run at the time an individual is arrested. Reports of stolen and recovered vehicles and stolen property should be relayed without delay.

APPENDIX A

Exemplar Report Forms

STANDARD DISPATCH CARD				
NATURE OF INCIDENT <input type="checkbox"/> BELOW <input type="checkbox"/> IN PROGRESS		<div style="display: flex; justify-content: space-around; font-size: 0.8em;"> <div>REC'D.</div> <div>DISP.</div> <div>ARR.</div> <div>COMP.</div> </div>	NUMBER	
LOCATION			RECEIVED BY: _____ DISPATCHER _____	
COMPLAINANT'S NAME <input type="checkbox"/> REFUSED TELE. NO. _____			<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 10px; margin-right: 10px; text-align: center;"> UNIT ASSIGN. </div> <div> ACTION TAKEN: <input type="checkbox"/> TRAF. ACC. RPT. <input type="checkbox"/> REPORT <input type="checkbox"/> CIVIL <input type="checkbox"/> ARREST <input type="checkbox"/> GOA <input type="checkbox"/> TRAF. VIOLATION <input type="checkbox"/> UNFOUNDED <input type="checkbox"/> RESTORED PEACE <input type="checkbox"/> ADVISED </div> </div>	
ADDRESS <input type="checkbox"/> SAME AS LOCATION				
DISTURBANCE: <input type="checkbox"/> FAMILY <input type="checkbox"/> JUVENILE <input type="checkbox"/> FIGHTING <input type="checkbox"/> VEHICLES ACCIDENT: <input type="checkbox"/> PER. INJ. <input type="checkbox"/> PROP. DAM. <input type="checkbox"/> HIT & RUN <input type="checkbox"/> PRIVATE PROP. PERSON: <input type="checkbox"/> INJURED <input type="checkbox"/> MISSING <input type="checkbox"/> SUSPICIOUS <input type="checkbox"/> DEATH ALARM: <input type="checkbox"/> FIRE <input type="checkbox"/> HOLD UP <input type="checkbox"/> BURGLARY <input type="checkbox"/> SILENT OTHER: <input type="checkbox"/> LARCENY <input type="checkbox"/> BURGLARY <input type="checkbox"/> STO. AUTO <input type="checkbox"/> MAL MIS <input type="checkbox"/> AMBULANCE <input type="checkbox"/> UNKNOWN <input type="checkbox"/> SHOTS <input type="checkbox"/> ASSISTANCE				
REMARKS:		OTHER:		

PERSONS								<div style="display: flex; justify-content: space-around; font-size: 0.8em;"> <div>DESCRIPT.</div> <div>B'CAST.</div> </div>	NOTIFICATIONS <input type="checkbox"/> AMBULANCE <input type="checkbox"/> FIRE DEPT	
NO. 1	SEX	DESCENT	AGE	HGT.	WGT.	HAIR	EYES		<input type="checkbox"/> WRECKER	
	COMP.		GLASSES	CLOTHING					NAME	
NO. 2	SEX	DESCENT	AGE	HGT.	WGT.	HAIR	EYES		TELEPHONE NO. BASIS <input type="checkbox"/> OWNER'S REQUEST	
	COMP.		GLASSES	CLOTHING					<input type="checkbox"/> ROTATION <input type="checkbox"/> NEAREST AVAIL	
DIRECTION OF FLIGHT ON _____								DEPT. MEMBERS NOTIFIED: TITLE, NAME, TIME		
<div style="display: flex;"> <div style="border: 1px solid black; padding: 5px; margin-right: 5px;"> VEHICLE MAKE MODEL YEAR BODY STYLE COLOR LIC. NO. LIC. YR. STATE LIC. TYPE </div> <div style="border: 1px solid black; padding: 5px;"> OTHER IDENTIFYING INFORMATION </div> </div>								ADDITIONAL INFORMATION <div style="height: 100px; border: 1px solid black;"></div>		
								NOTIFIED BY <input type="checkbox"/> DISPATCHER		

ADMINISTRATIVE DISPATCH CARD

UNIT NO.		LOCATION		REVERSE USED <input type="checkbox"/>		NUMBER				
TELEPHONE NO.		PERSON NOTIFIED OR TO BE CONTACTED		REC'D	DISP.	ARR.	COMP.			
								DISPATCHER		<input type="checkbox"/> SUBJECT TO CALL
EXTERNAL								INTERNAL		
<input type="checkbox"/> CONDITION <input type="checkbox"/> STREET LIGHT OUT <input type="checkbox"/> STREET DEFECT <input type="checkbox"/> TRAFFIC LIGHT OUT OTHER _____ _____ NOTIFIED: <input type="checkbox"/> PERSON ABOVE <input type="checkbox"/> FIRE DEPT. <input type="checkbox"/> STREET DEPT. <input type="checkbox"/> TRAFFIC DEPT. <input type="checkbox"/> PARK DEPT. <input type="checkbox"/> OTHER _____ _____ _____								<input type="checkbox"/> BREAK <input type="checkbox"/> REPAIRS <input type="checkbox"/> SERVICE <input type="checkbox"/> FOLLOW-UP <input type="checkbox"/> RADIO SERVICE <input type="checkbox"/> TRAFFIC CIT. <input type="checkbox"/> RETURN TO STATION <input type="checkbox"/> TRANSPORT. <input type="checkbox"/> PATROLLING ON FOOT <input type="checkbox"/> COURT <input type="checkbox"/> MEET UNIT _____ OTHER: _____ <input type="checkbox"/> CALL STATION <input type="checkbox"/> CALL NO. ABOVE REMARKS: _____ _____		

FILE CHECKS		SEARCHED BY:										SERIAL	
VEHICLE					PERSON					PROPERTY			
<input type="checkbox"/> WANTED ONLY <input type="checkbox"/> REGISTRATION AND WANTED					<input type="checkbox"/> WANTED ONLY <input type="checkbox"/> OPR'S LICENSE					SERIAL NO.			
YEAR	STATE	LIC. NO.	TYPE		NAME (LAST, FIRST, MIDDLE)					DESCRIPTION:			
MAKE	MODEL		YEAR	ADDRESS									
BODY STYLE	COLOR	IDENT. NO.		DOB		OPR'S LIC. NO.							
LISTED TO				SEX	DESCENT	AGE	HGT.	WGT.	BUILD				
ADDRESS				COMP.	HAIR	EYES	BEARD, MUST, ETC.						
VEHICLE IF DIFFERENT FROM ABOVE:													
<input type="checkbox"/> NOT WANTED <input type="checkbox"/> NOT IN FILE <input type="checkbox"/> NO RECORD					STOLEN OR WANTED FOR COMPLAINT NO. OR AUTHORITY								

INCIDENT LEDGER

PAGE _____

[illegible]

Date _____

[illegible]

1. INCIDENT NO.		OFFENSE REPORT									
2. VICTIM'S NAME (Firm name if business)		3. ADDRESS				4. RES. PHONE		5. BUS. PHONE			
6. OFFENSE		7. LOCATION NUMBER		STREET		APT.		B. R.D.		9. CONNECTED REPORTS AND NUMBERS	
10. DATE AND TIME OCCURRED		11. DAY OF WEEK		12. WEATHER CONDITIONS		13. DATE AND TIME REPORTED					
14. PERSON REPORTING CRIME TO POLICE		15. RESIDENCE ADDRESS				16. RES. PHONE		17. BUS. PHONE			
18. PERSON DISCOVERING CRIME		19. RESIDENCE ADDRESS				20. RES. PHONE		21. BUS. PHONE			
22. WITNESS: NAME (A)		SEX	DESCENT	AGE	23. RESIDENCE ADDRESS		24. RES. PHONE		25. BUS. PHONE		
(B)											
(C)											
26. VICTIM'S OCCUPATION				27. TYPE OF PREMISES OF CRIME		28. WHERE WAS VICTIM?					
29. WHAT WAS VICTIM DOING?		30. VICTIM'S CONDITION				31. LOCATION OF PROPERTY STOLEN					
		SOBER <input type="checkbox"/> HBD <input type="checkbox"/> INFLUENCE <input type="checkbox"/> INTOX. <input type="checkbox"/> DRUGS <input type="checkbox"/> UNK. <input type="checkbox"/>									
32. TOOL, WEAPON OR MEANS USED		33. METHOD USED TO COMMIT CRIME				34. OBJECT OF ATTACK OR PROPERTY STOLEN					
35. VALUE OF PROP.		36. TRADEMARK OR UNUSUAL EVENT				37. POINT OF ENTRY		38. NO. SUSPECTS		SEX	DESCENT
										AGE	
39. VEHICLE FROM WHICH THEFT OCCURRED		YEAR		COLORS		YR., STATE, LIC.		OTHER IDENTIFYING MARKS			
MAKE		MODEL		BODY STYLE							
40. SUSPECT		SEX	DESCENT	AGE	HEIGHT	WEIGHT	BUILD	COMPLEXION	EYES	HAIR	BEARD, MUSTACHE, SIDEBURNS
41. SCARS, MARKS, DEFORMITIES		42. GLASSES (Describe)		43. CLOTHING WORN							
44. SPEECH CHARACTERISTICS		45. WHAT DID SUSPECT SAY?								46. ARRESTED? YES <input type="checkbox"/> NO <input type="checkbox"/>	
47. VEHICLE USED BY SUSPECT		BODY STYLE		YEAR		COLORS		YR., STATE, LIC.		OTHER IDENTIFYING MARKS	
MAKE		MODEL									
48. KIND OF PROPERTY RECOVERED		49. VALUE		50. NAME OF INVESTIGATOR NOTIFIED				51. DATE AND TIME			
52. NARRATIVE: Include description of evidence obtained and disposition, detailed description of property taken, general resume of crime, etc. Describe additional suspects and/or witnesses, arrest number and charge.											
53. REPORT MADE BY		EMPLOYEE NO.				54. INDEXED BY		DATE			
55. APPROVED BY		EMPLOYEE NO.				56. BULLETIN BY		DATE			
57. ASSIGNED TO		EMPLOYEE NO.				58. NCIC ENTRY BY		DATE			
59. CLEARED BY (Name)		ARREST <input type="checkbox"/> UNFOUNDED <input type="checkbox"/> INACTIVE <input type="checkbox"/> EXCEPTIONAL <input type="checkbox"/>				60. CLEARANCE APPROVED BY					

MISCELLANEOUS INCIDENT REPORT													
1. INCIDENT NO.													
2. PERSON INVOLVED (primary)				3. ADDRESS				4. RES. PHONE			5. BUS. PHONE		
6. TYPE OF INCIDENT				7. LOCATION: NUMBER STREET APT.				8. R.D.		9. CONNECTED REPORTS AND NUMBERS			
10. DATE AND TIME OCCURRED				11. DATE AND TIME REPORTED				12. PERSON(S) NOTIFIED					
13. PERSON REPORTING				14. RESIDENCE ADDRESS				15. RES. PHONE			16. BUS. PHONE		
17. WITNESS: NAME				18. RESIDENCE ADDRESS				19. RES. PHONE			20. BUS. PHONE		
21. EXTENT OF INJURY				22. CAUSE				23. TRANSPORTED TO			24. TRANSPORTED BY		
INJURY													
MISSING PERSON				25. LAST SEEN (location, date, time)				26. IN COMPANY OF					
27. CAUSE OF ABSENCE				28. VEHICLE USED? YES <input type="checkbox"/> NO <input type="checkbox"/>				29. OCCUPATION			30. BUS. ADDRESS		
(If so, describe below)													
31. SEX	DESCENT	AGE	HEIGHT	WEIGHT	BUILD	COMPLEXION	EYES	HAIR	BEARD, MUSTACHE, SIDEBURNS	32. PHYSICAL CONDITION	33. MENTAL CONDITION		
34. SCARS, MARKS, DEFORMITIES				35. GLASSES (describe)				36. CLOTHING WORN					
37. PROBABLE DESTINATION				38. MISSING PREVIOUSLY YES <input type="checkbox"/> NO <input type="checkbox"/>				39. IF SO, DATE			40. IF SO, WHERE LOCATED		
ANIMAL (If person injured, also complete "injury" section)				41. DESCRIPTION OF ANIMAL				42. DISPOSITION					
43. OWNER				44. RESIDENCE ADDRESS				45. RES. PHONE			46. BUS. PHONE		
OTHER INCIDENT				47. DESCRIBE:									
48. DETAILS:													
<div style="height: 200px; border: 1px solid black;"></div>													
49. REPORT MADE BY				EMPLOYEE NO.				50. INDEXED BY			DATE		
51. APPROVED BY				EMPLOYEE NO.				52. BULLETIN BY			DATE		
53. ASSIGNED TO				EMPLOYEE NO.				54. NCIC ENTRY BY			DATE		

1. INCIDENT NO.		VEHICLE REPORT					
2. VEHICLE OWNER		3. RES. ADDRESS		4. RES. PHONE		5. BUS. PHONE	
6. THEFT <input type="checkbox"/> THEFT AND RECOVERY <input type="checkbox"/> RECOVERY FOR OTHER JURIS. <input type="checkbox"/> IMPOUND <input type="checkbox"/>		7. LOCATION OF OCCURENCE:					8. R.D.
9. DATE AND TIME OCCURRED		10. DAY OF WEEK		11. WEATHER CONDITIONS		12. DATE AND TIME REPORTED	
13. TYPE OF PREMISES		14. VEHICLE DESCRIPTION		BODY STYLE		YR	COLORS
15. VIN. NO.		16. OTHER IDENTIFYING MARKS		17. DECALS			
18. ACCESSORIES HEATER <input type="checkbox"/> SPOTLIGHT <input type="checkbox"/>		19. CYLINDERS		20. TRANSMISSION		21. POWER EQUIP. SEAT <input type="checkbox"/>	
RADIO <input type="checkbox"/> TAPE DECK <input type="checkbox"/> AIR COND. <input type="checkbox"/>		4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>		STAND. <input type="checkbox"/> AUTO <input type="checkbox"/>		WINDOWS <input type="checkbox"/> BRAKES <input type="checkbox"/> STEERING <input type="checkbox"/>	
23. INDICATE DAMAGE BY LOCATION		24. PERSONAL PROP. IN VEH.		25. MILEAGE		26. IGNITION LOCKED?	
YES <input type="checkbox"/> (describe below) NO <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>	
28. TITLE HOLDER (If financed-name of institution)		29. ADDRESS		30. PHONE		31. DATE LAST PAYMENT	
32. PERSON LAST DRIVING VEHICLE		33. ADDRESS		34. RES. PHONE		35. BUS. PHONE	
36. VEHICLE INSURED BY WHAT COMPANY		37. ADDRESS		38. ANYONE GIVEN PERMISSION TO DRIVE?		YES <input type="checkbox"/> (describe below) NO <input type="checkbox"/>	
39. WHERE WAS PERSON LAST DRIVING AT TIME OF THEFT?		40. SOBRIETY OF THAT PERSON					
		SOBER <input type="checkbox"/> HBD <input type="checkbox"/> INTOX. <input type="checkbox"/> UNK. <input type="checkbox"/>					
41. IF RECOVERED/IMPOUNDED, STATE DISPOSITION		42. PREVIOUS THEFT? IF YES, DATE AND LOCATION OF THEFT AND RECOVERY					
		YES <input type="checkbox"/> NO <input type="checkbox"/>					
43. BROADCAST AUTHORIZED BY:		44. BROADCAST BY:		45. DATE AND TIME BROADCAST			
46. INFORMATION TO:		47. HOLD FOR:		48. REASON:			
C.I.D. <input type="checkbox"/> D.P.S. <input type="checkbox"/> SHERIFF <input type="checkbox"/> RADIO <input type="checkbox"/>							
49. NARRATIVE: INCLUDE WITNESSES NAMES, ADDRESSES, TELEPHONE NUMBERS; DESCRIBE PERSONAL EFFECTS IN VEHICLE, SUSPECTS, EVIDENCE OF STRIPPING, HOW STOLEN (keys, hot-wire, unfair, etc.)							
50. SIGNATURE OF PERSON REPORTING STOLEN							
51. REPORT MADE BY		EMPLOYEE NO.		52. INDEXED BY		DATE	
53. APPROVED BY		EMPLOYEE NO.		54. BULLETIN BY		DATE	
55. ASSIGNED TO		EMPLOYEE NO.		56. NCIC ENTRY BY		DATE	
57. CLEARED BY (initials)		ARREST <input type="checkbox"/> UNFOUNDED <input type="checkbox"/> INACTIVE <input type="checkbox"/> EXCEPTIONAL <input type="checkbox"/>				58. CLEARNCE APPROVED BY	

WORTHLESS DOCUMENT REPORT													
1. INCIDENT NO.													
2. VICTIM'S NAME (full name if business)				3. ADDRESS				4. RES. PHONE		5. BUS. PHONE			
6. OFFENSE			7. LOCATION		NUMBER		STREET		APT.		8. R.D.		
9. CONNECTED REPORTS AND NUMBERS													
10. DATE AND TIME OCCURRED				11. DAY OF WEEK		12. WAS DOCUMENT POSTDATED <input type="checkbox"/> HOLD <input type="checkbox"/>			13. AMOUNT OF LOSS		14. DATE AND TIME REPORTED		
15. PERSON REPORTING CRIME TO POLICE					16. RESIDENCE ADDRESS					17. RES. PHONE		18. BUS. PHONE	
19. PERSON ACCEPTING			AGE		DESCENT		SEX		20. RESIDENCE ADDRESS			21. RES. PHONE	
22. BUS. PHONE			23. WITNESS NAME		24. RESIDENCE ADDRESS		25. RES. PHONE			26. BUS. PHONE			
27. VICTIM'S OCCUPATION					28. CAN I.D. OFFENDER YES <input type="checkbox"/> NO <input type="checkbox"/> TENTATIVELY <input type="checkbox"/>					29. TYPE PROPERTY OR SERVICE OBTAINED			
30. WRITING ON DOCUMENT DONE BY OTHER THAN PASSER								31. PASSER ACCOMPANIED BY (describe)				32. TYPE OF DOCUMENT	
33. I.D. USED (Dr. lic., credit card no., etc.)					34. DATE ON DOCUMENT			35. DOCUMENT I.D. NO.			36. AMOUNT OF CHECK		
37. SUSPECT PREPARED CHECK IN VICTIM'S PRESENCE?					38. METHOD OF PREPARATION (hand, typed, stamped, etc.)					39. REASON NOT HONORED			
YES <input type="checkbox"/> NO <input type="checkbox"/> ENDORSED: YES <input type="checkbox"/> NO <input type="checkbox"/>													
40. TYPE PREMISES (bank, grocery, etc.)					41. NAME OF BANK ON CHECK					42. SIGNATURE ON FACE OF DOCUMENT			
43. OTHER PRINTED NAMES ON DOCUMENT					44. DOCUMENT PAYABLE TO					45. NAMES ENDORSED ON BACK			
46. RECEIPT GIVEN FOR DOCUMENT					47. DISPOSITION OF DOCUMENT								
YES <input type="checkbox"/> NO <input type="checkbox"/> BY:													
48. SUSPECT		SEX		DESCENT		AGE		HEIGHT		WEIGHT		BUILD	
COMPLEXION		EYES		HAIR		BEARD, MUSTACHE, SIDEBURNS							
49. SCARS, MARKS, DEFORMITIES					50. GLASSES (describe)					51. CLOTHING WORN			
52. SPEECH CHARACTERISTICS					53. WHAT DID SUSPECT SAY?					54. ARRESTED YES <input type="checkbox"/> NO <input type="checkbox"/>			
55. VEHICLE USED BY SUSPECT					56. YEAR					BODY STYLE		COLORS	
57. MAKE					58. MODEL					YEAR-1-LIC		OTHER IDENTIFYING MARKS	
59. NARRATIVE (INCLUDE DETAILED DESCRIPTION OF PROPERTY OBTAINED, GENERAL RESUME OF CRIME, ETC. DESCRIBE ADDITIONAL SUSPECTS AND/OR WITNESSES, ARREST NUMBER AND CHARGE)													
57. REPORT MADE BY						58. INDEXED BY						DATE	
59. APPROVED BY						60. BULLETIN BY						DATE	
61. ASSIGNED TO						62. NCIC ENTRY BY						DATE	
63. CLEARED BY (NAME)						ARREST <input type="checkbox"/> UNFOUNDED <input type="checkbox"/> INACTIVE <input type="checkbox"/> EXCEPTIONAL <input type="checkbox"/>						64. CLEARANCE APPROVED BY	

1. INCIDENT NO.		BICYCLE REPORT											
2. VICTIM'S NAME (Print name if business)		3. ADDRESS				4. RES. PHONE		5. BUS. PHONE					
6. STOLEN <input type="checkbox"/> RECOVERED <input type="checkbox"/> LOST <input type="checkbox"/> FOUND <input type="checkbox"/>		7. LOCATION: NUMBER STREET				8. APT.		9. R.D.		9. CONNECTED REPORTS AND NUMBERS			
10. DATE AND TIME OCCURRED		11. DAY OF WEEK		12. WEATHER CONDITIONS				13. DATE AND TIME REPORTED					
14. PERSON REPORTING CRIME TO POLICE		15. RESIDENCE ADDRESS				16. RES. PHONE		17. BUS. PHONE					
18. PERSON DISCOVERING CRIME		19. RESIDENCE ADDRESS				20. RES. PHONE		21. BUS. PHONE					
22. WITNESS: NAME (A)		SEX	DESCENT	AGE	23. RESIDENCE ADDRESS		24. RES. PHONE		25. BUS. PHONE				
(B)													
26. VICTIM'S OCCUPATION		27. TYPE OF PREMISES OF CRIME				28. WHERE WAS VICTIM?							
29. VALUE		30. MAKE		31. LIC. NO.		32. SERIAL NO.		33. NO. OF SUSPECTS		SEX	DESCENT	AGE	
34. BOY'S <input type="checkbox"/> GIRL'S <input type="checkbox"/>		35. WHEEL SIZE 20" <input type="checkbox"/> 24" <input type="checkbox"/> 26" <input type="checkbox"/> OTHER <input type="checkbox"/>		36. RIMS CHROME <input type="checkbox"/> PAINTED (Color)				37. SEAT					
38. BRAKE HAND <input type="checkbox"/> FOOT <input type="checkbox"/>		39. FENDERS FRONT <input type="checkbox"/> REAR <input type="checkbox"/> NONE <input type="checkbox"/>		40. COLOR		41. TRIM COLOR		42. EQUIPMENT LIGHT <input type="checkbox"/> BASKET <input type="checkbox"/> HORN <input type="checkbox"/> BAGS <input type="checkbox"/>					
43. EQUIP. - CONTINUED SPEEDOMETER <input type="checkbox"/> REFLECTOR <input type="checkbox"/> TAILLIGHT <input type="checkbox"/> PUMP <input type="checkbox"/> WATER BOTTLE <input type="checkbox"/> OTHER													
44. VEHICLE USED BY SUSPECT BODY STYLE YEAR COLOR YR., STATE, LIC. OTHER IDENTIFYING MARKS													
45. SUSPECT SLX DESCENT AGE HEIGHT WEIGHT BUILD COMPLEXION EYES HAIR BEARD, MUSTACHE, SIDEBURNS													
46. SCARS, MARKS, DEFORMITIES				47. GLASSES (Describe)				48. CLOTHING WORN					
49. SPEECH CHARACTERISTICS				50. WHAT DID SUSPECT SAY?						51. ARRESTED? YES <input type="checkbox"/> NO <input type="checkbox"/>			
52. NARRATIVE: Include general resume of crime; describe additional suspects and/or witnesses, arrest number and charge.													
53. REPORT MADE BY				EMPLOYEE NO.				54. INDEXED BY				DATE	
55. APPROVED BY				EMPLOYEE NO.				56. BULLETIN BY				DATE	
57. ASSIGNED TO				EMPLOYEE NO.				58. NCIC ENTRY BY				DATE	
59. CLEARED BY (Name)				ARREST <input type="checkbox"/> UNFOUNDED <input type="checkbox"/> INACTIVE <input type="checkbox"/> EXCEPTIONAL <input type="checkbox"/>				60. CLEARANCE APPROVED BY					

SUPPLEMENTARY REPORT

1. INCIDENT NO.					
2. CONTINUATION <input type="checkbox"/> SUPPLEMENTARY <input type="checkbox"/>		3. TYPE OF REPORT (ORIGINAL)	4. VICTIM OR PRINCIPAL PERSON INVOLVED (ORIGINAL REPORT)	5. DATE (ORIGINAL INCIDENT)	
6. DATE AND TIME REPORTED		3a. TYPE OF REPORT (RECLASSIFIED)	4a. VICTIM OR PRINCIPAL PERSON INVOLVED (RECLASSIFIED)	5a. DATE ORIGINAL INCIDENT (RECLASSIFIED)	
7. CONTACTED COMPLAINANT, NO ADDITIONAL INFORMATION <input type="checkbox"/> _____ DATE AND TIME		8. CONTACTED WITNESS(S) LISTED, NO ADDITIONAL INFORMATION <input type="checkbox"/> _____ DATE AND TIME		9. UNABLE TO CONTACT COMPLAINANT <input type="checkbox"/> UNABLE TO CONTACT LISTED WITNESSES <input type="checkbox"/>	
10. REPORT MADE BY		EMPLOYEE NO.		11. INDEXED BY	
				DATE	
12. APPROVED BY		EMPLOYEE NO.		13. BULLETIN BY	
				DATE	
14. STATUS AS OF THIS DATE				15. NCIC ENTRY BY	
OPEN <input type="checkbox"/> SUSPENDED <input type="checkbox"/> CLOSED <input type="checkbox"/>				DATE	

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PAGE

[illegible]

PROPERTY TAG		
EVIDENCE <input type="checkbox"/>	FOUND PROP. <input type="checkbox"/>	SAFEKEEPING <input type="checkbox"/>
BOOKED TO		INCIDENT NO.
DATE/TIME BOOKED	RECEIVED BY (PROPERTY OFFICER)	
DESCRIPTION		
BIN/SHELF NUMBER		

CHAIN OF CONTINUITY (SIGNATURES REQUIRED)			
NAME	TO	NAME	DATE/TIME

ARREST LEDGER

PAGE _____

ARREST NUMBER	DATE AND TIME ARRESTED	DATE AND TIME BOOKED	CHARGE	NAME	LOCATION OF ARREST	ARRESTING OFFICER	DEPT. NO. AND DISPOSITION

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FIELD INTERVIEW REPORT

1. LOCATION:				2. DATE		3. TIME	
4. NAME: (LAST NAME FIRST)				5. NICKNAME		6. R.D.	
7. ADDRESS:						8. PHONE	
9. SEX	DESCENT	AGE	HEIGHT	WEIGHT	BUILD	COMPLEXION	
10. DOB / POB			HAIR	EYES	MARKS OR SCARS		
11. SOCIAL SECURITY NO. / /			12. DRIVERS LICENSE NO.		STATE	TYPE	
13. CLOTHING WORN				14. DRIV.(X)	PASS.(X)	PED.(X)	
15. MAKE OF CAR		MODEL	BODY STYLE	YR.	COLORS	YR. STATE-LIC.	
OTHER IDENTIFYING MARKS (VEHICLE)							
OCCUPATION AND EMPLOYER (NAME & ADDRESS) OR SCHOOL ATTENDING AND GRADE							

17. ASSOCIATES WITH SUBJECT	
18. REASON FOR INTERROGATION	
19. DISPOSITION	
20. OFFICER(S) REPORTING	
	21. ARRESTED (CHARGE):

OFFICER'S DAILY REPORT

1. OFFICER'S NAME			2. BADGE NO.		3. ASSIGNMENT		4. WATCH		5. ON DUTY		6. OFF DUTY		7. TOTAL HRS WORKED		8. OVERTIME		9. DATE																																				
1A. OFFICER'S NAME			2A. BADGE NO.		3A. ASSIGNMENT		4A. WATCH		5A. ON DUTY		6A. OFF DUTY		7A. TOTAL HRS WORKED		8A. OVERTIME		10. DAY OF WEEK																																				
11. VEHICLE NO.			12. MILEAGE START		13. MILEAGE FINISH		14. TOTAL MILES		15. GASOLINE - NO. GAL.		16. COST		17. OIL - NO. QTS.		18. COST		19. TOTAL COST																																				
20. ACTIVITY RECAPITULATION												21. TIME RECAPITULATION (MINUTES)																																									
<table border="1"> <tr> <td>FELONY ARRESTS</td> <td>MISDEMEANOR TRAFFIC ARRESTS</td> <td>FELONY ARRESTS OTHER</td> <td>MISDEMEANOR ARRESTS OTHER</td> <td>DRUNK ARRESTS</td> <td>TOTAL MOVING CITATIONS</td> <td>RADAR CITATIONS</td> <td>NONMOVING CITATIONS</td> <td>PARKING CITATIONS</td> <td>WARNING CITATIONS</td> <td>FIELD INTERROGATIONS AUTO</td> <td>FIELD INTERROGATIONS PEDESTRIAN</td> <td>TRAFFIC ACCIDENT INVESTIGATIONS</td> <td>TRAFFIC ACCIDENT REPORTS COMPLETED</td> <td>OFFENSE REPORTS COMPLETED</td> <td>ARREST REPORTS COMPLETED</td> <td>OTHER REPORTS COMPLETED</td> <td>RADIO CALLS</td> <td>CITIZEN CALLS</td> <td>CITATION CALLS</td> <td>OBSERVATION CALLS</td> </tr> </table>												FELONY ARRESTS	MISDEMEANOR TRAFFIC ARRESTS	FELONY ARRESTS OTHER	MISDEMEANOR ARRESTS OTHER	DRUNK ARRESTS	TOTAL MOVING CITATIONS	RADAR CITATIONS	NONMOVING CITATIONS	PARKING CITATIONS	WARNING CITATIONS	FIELD INTERROGATIONS AUTO	FIELD INTERROGATIONS PEDESTRIAN	TRAFFIC ACCIDENT INVESTIGATIONS	TRAFFIC ACCIDENT REPORTS COMPLETED	OFFENSE REPORTS COMPLETED	ARREST REPORTS COMPLETED	OTHER REPORTS COMPLETED	RADIO CALLS	CITIZEN CALLS	CITATION CALLS	OBSERVATION CALLS	<table border="1"> <tr> <td>SPEC. ACT.</td> <td>TRAFFIC ARRESTS</td> <td>OTHER ARRESTS</td> <td>DRUNK ARRESTS</td> <td>CITATIONS</td> <td>FIELD INTERROGATIONS</td> <td>TRAFFIC ACCIDENT INVESTIGATIONS</td> <td>TRAFFIC ACCIDENT REPORTS</td> <td>OFFENSE INVESTIGATIONS</td> <td>OFFENSE REPORTS</td> <td>ARREST REPORTS</td> <td>ESCORTS & FUNERALS</td> <td>HOURLY PATROL</td> </tr> </table>								SPEC. ACT.	TRAFFIC ARRESTS	OTHER ARRESTS	DRUNK ARRESTS	CITATIONS	FIELD INTERROGATIONS	TRAFFIC ACCIDENT INVESTIGATIONS	TRAFFIC ACCIDENT REPORTS	OFFENSE INVESTIGATIONS	OFFENSE REPORTS	ARREST REPORTS	ESCORTS & FUNERALS	HOURLY PATROL
FELONY ARRESTS	MISDEMEANOR TRAFFIC ARRESTS	FELONY ARRESTS OTHER	MISDEMEANOR ARRESTS OTHER	DRUNK ARRESTS	TOTAL MOVING CITATIONS	RADAR CITATIONS	NONMOVING CITATIONS	PARKING CITATIONS	WARNING CITATIONS	FIELD INTERROGATIONS AUTO	FIELD INTERROGATIONS PEDESTRIAN	TRAFFIC ACCIDENT INVESTIGATIONS	TRAFFIC ACCIDENT REPORTS COMPLETED	OFFENSE REPORTS COMPLETED	ARREST REPORTS COMPLETED	OTHER REPORTS COMPLETED	RADIO CALLS	CITIZEN CALLS	CITATION CALLS	OBSERVATION CALLS																																	
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22. TIME STARTED		TIME ENDED		TOTAL TIME		23. SOURCE R.D.		24. LOCATION OF ACTIVITY		25. TYPE OF ACTIVITY		26. DISPOSITION		27. ARREST, CITATION, AND OR INCIDENT NO.																																							
28. OFFICER(S) SIGNATURE												29. SUPERVISOR APPROVING																																									

INVESTIGATIVE ACTIVITY REPORT

Investigator's Name:				Rank		Organizational Element				Report for: (Enter Time Period)			
Number Days Worked		Annual Leave Taken (Hours)		Sick Leave Taken (Hours)		Court Attendance	On Duty	Off Duty	Warrants	Search	Arrest		
Overtime Earned		Assignment:				Number of Times			Applied For				
Holidays Worked		Holiday:				Total Hrs.			Executed				
FELONY ASSIGNMENTS				MISDEMEANOR ASSIGNMENTS				MISC. INVESTIGATIONS OR COMPLAINTS					
No. Received	No. Closed	No. Prior Closed:		No. Received	No. Closed	No. Prior Closed:		No. Received	Hours:				
TYPE OF ASSIGNMENTS													
Number Assignments Received													
Personal Arrests													
Arrests for You by Others													
Arrests by You for Others													
Property Involved	Amount Reported on Assignments: \$		Amount Recovered on Assignments: \$		Total Hours Report Writing			Supervisor Approving: _____					
LIST ALL ASSIGNMENTS (INCLUDE PRIOR ASSIGNMENTS CLOSED)													
Incident Number	Date Assigned	Name of Victim			Offense	How Closed	Hours Involved	Number Arrested	Value Property Recovered				

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

RECORDS SIGN-OUT[illegible]

NAME AND ADDRESS		INCIDENT OR ARREST NO.
TYPE OF INCIDENT	IF ARREST, CHARGE:	
LOCATION		
PROPERTY		

Single Entry-Type Index Card

NAME AND ADDRESS			DEPARTMENT NO.
DATE	TYPE OF INCIDENT	LOCATION	INCIDENT OR ARREST NO.

Dossier-Type Index Card

END