II. THE FIRST THREE

A. Cynthia Cadieux

The last time anyone saw 16-year-old Cynthia Rae Cadieux alive in her home town of Roseville, Michigan, was at about 8:30 p.m. on the night of January 15, 1976. Her nude body was found by the side of Franklin Road in Bloomfield Township by a passing motorist at 1:05 a.m. the next morning, her skull crushed by a blunt instrument. She had been raped and sodomized, possibly by more than one person. Her clothing was never found, but there were unconfirmed reports from informer channels that she had been abducted by four hoodlums, violated, murdered, and dumped along the roadside. Her clothing may have been for a time in the possession of a girlfriend of one of the killers, but this report also was unconfirmed. The Cadieux case has been assessed by investigators as an unsolved sex-related murder having no connection with the four child killings in the Woodward Cooridor.

B. Sheila Srock

The second young victim to die was Sheila Srock, a chunky 14-year-old orphan who lived with her older brother in Birmingham, Michigan, an attractive and affluent community near the northern end of the corridor. Sheila was babysitting in an upstairs room of a house at 1772 Villa Street early on the evening of January 19, 1976, when she was surprised about 8:20 p.m. by a man who had just come from breaking into three other houses in the neighborhood, using a prybar and a screwdriver. Her assailant, described by a witness as a thin, young, white male, 18-25 years old, 5'10" to 6' tall with a sparse beard, prominent nose, and pointed chin, removed her clothing, raped her, sodomized her, and, as a horrified neighbor watched from a nearby roof from which he was shoveling snow, killed her with a series of shots from his small-caliber, semi-automatic pistol. Taking with him what loot he could find, including a .38 revolver and some jewelry, he mingled with the crowd attracted to the house by the shots, asked several people what was happening, calmly got into a 1967 Cadillac parked along the street, and drove away. Despite the description of the man and the car, he has never been apprehended.

C. Jane Allan

Jane Louise Allan of Royal Oak, Michigan, was the third fatality involving a young girl that has been erroneously linked by media coverage to the four southern Oakland County crimes. A well-developed girl of nearly 14 years, she was last seen in her Royal Oak home on Saturday, August 7, 1976, about 12:30 p.m. Sometime later that afternoon she hitchhiked 17 miles to visit her boyfriend, Tony Galassi, in Auburn Heights, Michigan. Tony reprimanded her for hitching, and she left his house shortly thereafter, presumably to catch a ride home, for she was a confirmed hitchhiker who had remained away from home several times during the preceding year without telling her mother of her whereabouts. Four days later, the decomposed body of a girl thought to be about 17 years old was found floating in the Miami River, near Miamisburg, Ohio, her hands tied behind her back with pieces of white tee-shirt. Clothing, jewelry, and a recently sutured cut on the wrist led to the eventual identification of the body as that of the missing Jane Allan. The Ohio coroner's office believed Jane was dead before she was thrown into the river, possibly from carbon monoxide poisoning; it was impossible to tell if she had been assaulted. Police informants in Ohio linked Jane to a young girl seen with members of a motorcycle gang, the Dayton Outlaws, but no solid evidence ever tied her death to the circumstances of the report. It seems more probable that she was picked up while hitchhiking and either deliberately or accidentally killed by the motorist, who then disposed of her body in the river.

III. THE FINAL FOUR

A. Mark Stebbins

On February 15, 1976, at about 1:30 p.m., a 12-year-old boy--Mark Douglas Stebbins--left the Ferndale, Michigan, American Legion Hall to head for his home at 429 E. Saratoga Street in Ferndale to watch a movie on television. His mother, who spoke with him just before he left the hall, called the Ferndale Police Department that night at 11:00 p.m. to report that he had not yet returned home and that she was concerned, since he had never done anything like this before. He was, she told the police dispatcher, wearing a blue, hooded parka, blue jeans, a red sweatshirt, and black rubber boots.

The missing person report filed by Mrs. Stebbins was of little help in finding her son, whom she described as being 4'8" tall, weighing 100 pounds, with reddish-blond hair and blue eyes. However, four days later, at 11:45 a.m. on February 19, a businessman named Mark Boetigheimer left his office at 15660 W. Ten Mile Road in Southfield, Michigan, to walk over to the drugstore at New Orleans Mall. Along his route, he glanced toward the northeast corner of the parking lot he was crossing and noticed what he thought might be a mannikin or dummy dressed in a blue jacket and jeans. As he came closer, he saw that it was the body of a young boy; he immediately returned to his office and called the Southfield Police Department.

The body, which would soon be identified as that of Mark Stebbins, was removed to the department's security garage where it was checked for injuries and possible cause of death. The autopsy, when performed by Dr. Thomas J. Pentinga, noted that death was due to asphyxia caused by smothering and added that there were also two small crusted lacerations of the scalp on the left rear of the head, that there were discolorations of the wrists and ankles that might be rope marks, and that the anal orifice was widely distended with obvious but superficial lacerations.

In the light of the fact that Mark's body was found just before noon on the 19th, the story told to Southfield police by Mack M. Gallop, another

occupant of the building housing Boetigheimer's office is of interst. Gallop said that at about 9:30 that morning he had walked his Schnauzer along the edge of the parking lot. He believed that if the body had been there at that time, the dog, who was on a 20-foot leash, would have smelled it and gone over to investigate, thereby leading to its discovery. Thus, there was some evidence that the body was placed near the building after 9:30 a.m.

The murder of Mark Stebbins was the first of four interrelated crimes against children in the Woodward Cooridor; more than 10 months would pass before another would be reported.

B. Jill Robinson

Late in the afternoon of December 22, 1976, 12-year-old Jill Robinson had an argument with her mother, Karol Robinson, with whom she lived in Royal Oak, Michigan. Their dispute involved some household chores Jill had failed to do, and at its climax, Jill's mother told her to get out until she could become part of the family. Jill went to her bedroom, packed some clothes and a blue and green plaid blanket into her denim backpack and, dressed in blue jeans, shirt, snow boots, bright orange winter jacket, and blue knit cap with a yellow design in its border, walked out the door. She hadn't returned by early evening as her mother expected her to do, and at 11:30 p.m. that night, Jill's father, who is divorced from her mother and living in Birmingham, Michigan, reported her missing. She was not seen alive again. Her body was found about 8:45 a.m. on December 26, alongside Route I-75 just north of Sixteen Mile Road in Troy, Michigan; her killer had laid her down on her back on the snowy shoulder of the road and blown the top of her head off with a 12-gauge shotgun. She was wearing her backpack, which still contained the plaid blanket.

The autopsy report on Jill Robinson was prepared by Dr. Robert F. Sillery, chief pathologist for the Oakland County Medical Examiner's Office; it said she had died from shock and hemorrhage due to a shotgun wound of the head. There were no signs of sexual molestation or penetration, and her hymen was intact; a lightly stained tampon was in her vagina (it had come from a box which she had purchased herself and which her mother later discovered).

Despite the many reports that were telephoned to police of seeing a girl Jill's age in cars or along I-75, no valid leads were developed, and there is little or no real information regarding her disappearance, whereabouts for four days, or who her murderer might be. The police know what kind of shotgun shell was used and what size shot; it is a common variety, easily obtainable in a number of local gun and hardware stores. One unexplained aspect of the case: Jill's bike was found by a neighborhood boy on the afternoon of December 27 behind the Valenti and Lieberman offices on N. Main Street in Royal Oak; no one knows whether she rode it there on the 22nd when she disappeared or whether it was placed there later.

C. Kristine Mihelich

Just one week after Jill Robinson was found in the snow along a busy highway, Mrs. Deborah Ascroft called the Berkley, Michigan, Police Department at 6:00 p.m. on January 2, 1977, to report that her 10-year-old daughter, Kristine Mihelich (usually called Kris) had gone to the 7-11 Store at Twelve Mile Road and Oakshire at 3:00 p.m. that afternoon and had not returned. The clerk at that store remembered selling a teenage movie magazine to a young girl about 3:00 p.m.; she was able to tentatively identify the girl as Kris after being shown a photograph. By noon the next day, every police department in the area had a copy of that photo, and Detroit-area radio and TV stations were broadcasting information about the missing girl. Again, despite many telephone calls purporting to give clues or tips--including several calls from a 14-year-old girl pretending to be Kris--nothing of a useful nature was received by the police.

On the 19th day after her disappearance, Kris Mihelich was found. A U.S. Postal Service mailman, Jerome Wozny of Walled Lake, Michigan was delivering mail on Bruce Lane, a dead-end street west of Telegraph Road in Franklin Village, Michigan, when he spotted something in the snow-filled ditch alongside the road; the time was about 11:45 a.m. Something of a scavenger of items he noticed it as he drove along in his mail truck. Wozny stopped, backed up, got out, and walked over to a "blue something" in the snow. When he saw an arm and a hand as he got closer, he realized he had found a body. Getting

back in his truck, he drove immediately to the Franklin Village Police Department to report his finding.

Dr. Sillerly's autopsy report and subsequent comments were interesting if not enlightening. The cause of death was asphyxia caused by smothering. Also, the body was not frozen through; it had been exposed in the snow for less than 24 hours, in all probability. There was no gross evidence of sexual molestation or penetration in either vagina or anus, yet Dr. Sillery told a startled group of state crime lab technicians he had found sperm in both vagina and rectum. He could not account for how they had gotten there, despite some unique theories about the forcefulness of ejaculation. The fact that another pathologist and two State Police laboratory technicians were subsequently unable to detect sperm in the tissue slides he prepared perhaps explains things adequately--there were no sperm, and Kristine, like Jill, had not been violated.

Dr. Sillery also expressed the view that Kris had dressed herself; her clothes were neat and clean, including her underwear, although she had been away from home 19 days. Deborah Ascroft, Kris' mother, commented that two things made her think Kris had been dressed by someone else, probably after she was killed; her blouse was tied in front, not in back as she normally tied it, and her pants were tucked into her boots, a thing she never did.

During the nearly three weeks between the day Kris disappeared from somewhere along her presumed route between the 7-11 Store and the bowling alley where her mother tended bar, the task force concept of looking for the kidnapper first took shape. Lt. Jerry Simmons of the Southfield Police Department set up a meeting for all police departments with an interest in the recent Robinson homicide and the Mihelich disappearance. The officers present discussed the use of a computer for handling the information being accumulated by the departments in question, in order to avoid duplication of investigative effort, since the same names were coming in more than once or twice. They also talked about setting up a group of officers consisting of one or two from each department involved in the disappearances of the children; the group could be called on to assist as new information to be

investigated came in or they would be available as a knowledgeable group if they were needed. The Oakland County Task Force had its beginnings at this meeting.

D. Timothy King

Police departments in Oakland County were still looking for the killer of Kris Mihelich when, on March 16, 1977, another child disappeared. Timothy King, a slim, attractive 11-year-old boy who lived at 1509 Yorkshire Street in Birmingham, Michigan, was last seen by a member of his family at about 7:40 p.m., when his older sister, Catherine, gave him 30 cents to buy candy at a nearby store. Catherine was going into Detroit that evening to see a stage show with some girl friends from her high school; Tim's two older brothers were out of the house, one babysitting for a neighbor's youngster and the other practicing with the cast of a school play; his parents were having dinner at a Birmingham restaurant. As Tim left, he asked Catherine to leave the front door ajar so that he could get back into the house, and when the Kings returned home at 9:00 p.m. they found the door still ajar and Tim missing. After looking for him in the neighborhood and phoning the houses of friends where they thought he might have gone, they called the Birmingham Police Department. By 9:15 the next morning, the embryonic task force working in Southfield knew the King boy was missing, and Birmingham Police Chief Rollin (Jerry) Tobin had asked for full task force involvement in the case. By afternoon on March 17, a new task force headquarters was set up in the Adams Fire House in Birmingham and was hard at work processing the many reports that concerned citizens were phoning in.

Routine investigative procedures established that the salesgirl at the Hunter/Maple drug store where Tim was to have bought his candy did recall seeing Tim King; he had made the purchase. Further, in an important break, a woman witness came forth to report that at about 8:30 p.m. on the night Tim disappeared she had been loading groceries into her car parked on the lot near the drug store. She remembered seeing a small boy in a red jacket with emblems on it (a good description of Tim's red nylon Birmingham Hockey Association jacket) talking to a man standing by a car some two car-lengths

from her. She was able to describe the man well enough for a police artist to produce a composite sketch of him; further, she thought his car was dark-blue Gremlin with a white, upswept stripe (called a "hockey stick" stripe) along its side. The sketch of the suspect and a photo of a similar car were sent to all local police departments and were available to all members of the task force, now rapidly growing in size as more local detectives were assigned to the case.

Even as investigative activity accelerated, the report that many detectives had grimly anticipated was received. At 11:15 p.m. on March 22, the Livonia, Michigan, Police Department sent a car in response to a call from three witnesses who had discovered a body lying in a ditch on the west side of Gill Street, a tenth of a mile south of Eight Mile Road. The body was that of a boy approximately 10 years old, wearing a red nylon jacket with a BHA crest, denim shirt, green trousers, and white tennis shoes with blue and red stripes. Tim King had been found. Ten feet away from his body was the orange skateboard that he took with him to the store.

On the death certificate prepared by Dr. John Smialek and Dr. Werner Spitz of the Wayne County Medical Examiner's Office, the cause of death was listed as "smothered." Dr. Spitz's opinion, when he first examined the boy's body at 2:00 a.m. on March 23 was that Tim had been dead from six to eight hours and had been placed along Gill Road about three hours before he was found. The autopsy report showed that he had eaten a meal of fowl about an hour before he was killed. His wrists carried marks that might have been caused by binding, but his body was very clean, including fingernails and toe-nails. He had been sexually assaulted, the anal region showing clear signs of some form of abuse.

E. Patterns

In their analysis of the four Oakland County murders, the investigating officers noted certain similarities in the crimes that supported the theory that they were interrelated, that is committed by a single killer or small group of killers:

1. All four victims were alone when abducted; also, they were all taken from business areas, in or near parking lots.

2. Two victims were abducted on a Sunday afternoon, two on a Wednesday evening.

3. Victims were held captive, for periods ranging from 3 to 19 days.

4. Victims appeared to have been well fed while held and not subjected to weather or other exposure.

5. The victims were well cared for during their period of captivity, including caring for their normal biological needs. All the bodies were clean, and Tim King's body was described as clinically clean (his finger and toe nails had been scraped).

6. All four victims were dressed in their own clothing (possibly by someone else) just before or after death.

7. All four bodies were deposited along roadsides where they would be readily found.

8. There was no evidence of sexual molestation of either girl; both boys showed obvious anal dilation.

9. Apparently little if any force was used in the abductions; no commotions were reported in this regard.

On the other hand, there are certain differences that tend to make the interrelationship of the crimes less positive. For example, Jill Robinson was killed along the edge of a highway with a shotgun, a noisy and attention-getting method, while the other three were smothered, probably by holding a hand over their mouths and pinching their nostrils shut. Students of the pathology of sex would probably point to the probable lack of interest in pre-adolescent girls on the part of a homosexual assailant of young boys. And, the killer's timing was inconsistent; the Stebbins boy was murdered in February, 1976; the next victim was seized at the end of December, 1976, followed by one in January and one in March. Also, the victims were kept for varying lengths of time: 3½, 4, 6, and 19 days. There are other contradictory aspects as well; the cleanliness of the victims has been seen by investigators as a largely successful attempt on the part of the killer to destroy possible evidence--scrapings from under fingernails, dirt from clothing, or handprints on skin. These procedures, on the other hand, could have been part of the compulsive cleanliness of a far-from-normal individual. Perspective takes on special significance when making judgments on such details.

IV. THE OAKLAND COUNTY SPECIAL TASK FORCE

A. Genesis

The successful formation of a cooperative major crime task force in southern Oakland County north of Detroit speaks for the enormity of the crimes being investigated and the pressure on the police to solve them--pressure both from the public in demanding an end to this threat to children and from themselves as frustrated professionals faced with a cunning and careful criminal. There are more than 70 different police forces in the Detroit area, varying greatly in size from Franklin Village with 5 personnel to Livonia with 180 and to Detroit itself with over 5,300 and exhibiting different degrees of territorial jealousy. In each murder, the abduction took place in one jurisdiction, and the body was found in another. Nonetheless, the task force was formed, funded, and has operated effectively in making inroads in the accumulation of 11,000 tips and leads that confronted the detectives in April 1977.

B. Impetus For Mobilization

As noted earlier, the Task Force originally began working out of the Intelligence Office of the Southfield Police Department after Lt. Simmons of the department had called a meeting of the police departments concerned with the Kris Mihelich disappearance. That meeting was held on January 12, 1977, and there was still a nucleus of investigators working on the Mihelich case when Chief Tobin of Birmingham asked for assistance in dealing with Tim King's abduction. By afternoon on March 17, a new Task Force headquarters had been set up at the Adams Fire Station in Birmingham, and within a very short period of time as many as 180 to 200 detectives were working out of that office, including investigators from some 51 communities in the area as well as the Detroit Police Department, the Oakland County Sheriff's Department, and the Michigan State Police.

Because the fire station quarters were inadequate for a group that size, on March 24 the Task Force was moved to Valley Wood School at 32605 Bellvine Trail in Beverly Hill, just outside Birmingham. An elementary school that had been closed because of a dwindling student population, Valley Wood

was ideal for the round-the-clock Task Force operation, in that it had a large kitchen, a public address system, and a parking lot. A number of phone lines were put in so that the hundreds of calls coming in every day could be handled, and although they have the disadvantage of being single lines without a controlling switchboard or panel, time was the overriding factor. The phone set-up works because the public address system permits investigators to be called to the phone.

As the workload of investigating leads continued to grow after Tim King's body was found, it became necessary to make some plans for continuing the Task Force, whose costs were becoming an increasingly heavy burden on the budgets of the many police departments that had sent volunteer detectives (in late March there were still as many as 134 detectives on the day shift--plus 18 Michigan State Police officers running the tip room). By March 31, efforts were underway to seek Law Enforcement Assistance Administration funds in order to allow the Task Force to continue operations for up to six months. Chief Tobin was the spearhead of this effort, working with Dr. Noel Bufe and Don Jackson of the Michigan Office of Criminal Justice Programs and James Rhodes, coordinator of the Oakland County Criminal Justice Program, in preparing the preliminary request for grant aid. On April 12, Robert O. Heck of the LEAA Office of Regional Operations and Tom Tubbs of LEAA Region V in Chicago met with the Michigan state planners, Chief Tobin, and Michigan State Police officials. The final grant requests were worked out at that time, with LEAA assistance being predicated not only on the need to continue the investigative task force but also on the desire to document the incidents and the investigative activity in a process-evaluative manner so that future such major investigative efforts could derive the benefit and guidance of Michigan's experience.

C. The Grants

As approved, the grants for the Task Force were as follows:

Grant I, funded through the State Office of Criminal Justice Programs, was broken down like this: $306,888 in Federal funds channeled through the Michigan OCJP; $17,049 in state funds; and $17,050 in local funds ($2,131 apiece for the eight communities involved), for a total of $341,987.

Grant II totaled $295,675, including $133,675 to cover crime analysis personnel, support equipment, and management personnel (consisting of seven Michigan State Police officers, to be used as coordinators, field supervisors, and evidence technicians); $60,000 for 200 man-days of technical assistance, if needed; and $100,000 in technology transfer funds that include the development of a manual for handling similar major investigative efforts.

D. Organization

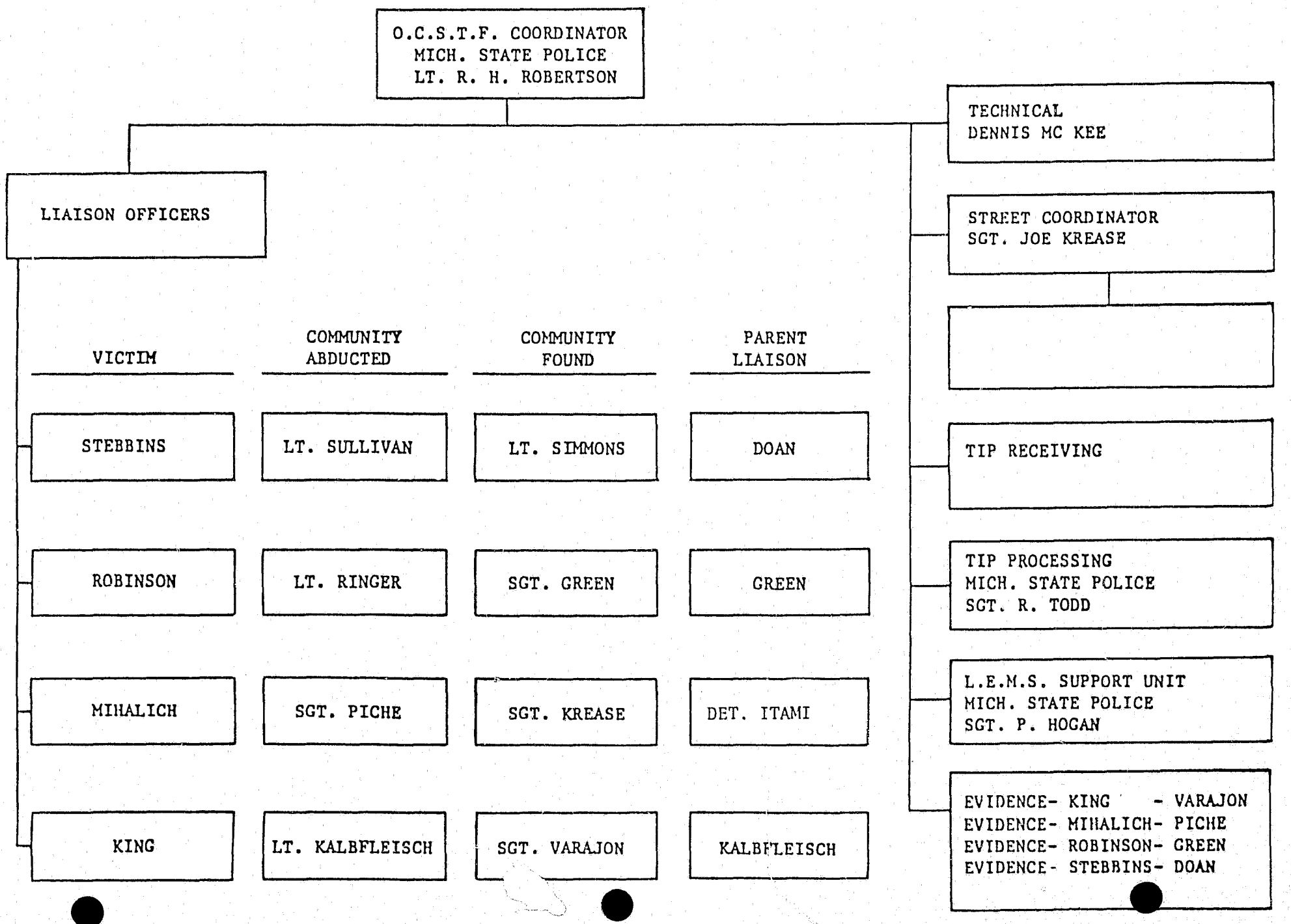
The Task Force organization, as structured for the six-month extended investigations phase, includes State Police 1st Lt. Robert H. Robertson as Coordinator, with State Police Det. Sgt. Joe Krease as his assistant as well as Street Coordinator. There are two detectives from each of the eight communities involved (the four from which victims disappeared--Ferndale, Royal Oak, Berkley, and Birmingham, and the four where they were found--Southfield, Troy, Franklin, and Livonia), plus two apiece from the Oakland County Prosecutor's Office and the Oakland County Sheriff's Department (Sheriff Johannes Spreen has assigned additional deputies to the case, working both with the Task Force and independently), and three Michigan State Police computer and tip room personnel. The Detroit Police Department has also kept four detective volunteers on hand to check out leads in the city.

In addition to these 25 professional investigators and specialists, four clerical personnel were authorized as well as two additional civilians two work with the computers and the LEIN (Law Enforcement Information Network). An organizational chart of the Task Force follows as Chart I.

E. Operations

Task Force operations have settled down to investigative checking out of the more than 11,000 accumulated leads or tips that were phoned or written in during the days of Tim King's disappearance and the following weeks, plus current leads and reports as they are received. The tips have been computerized, as will be discussed below, to improve handling procedures, prevent duplication of effort, and provide for record-keeping. The Task Force ran two shifts through April, then went on a one-shift operation on May 1.

OAKLAND COUNTY SPECIAL TASK FORCE



The tip system has, of course, been a major part of the investigative operation. All calls and letters received are transcribed, condensed or otherwise put into the Michigan State Police Tip Form (see Appendix A, a copy of the blank form). The forms themselves are filed in the tip room in portable file drawers after the names involved and the report number have been fed into the computer. Before being assigned, the tips are given a priority--High, Medium, or Low--based on the supervisor's assessment of the source and the information. High priority leads are checked out as soon as possible; medium priority tips are worked when no high priority ones are backlogged; low priority tips will eventually be worked.

In the early days of the Task Force in late March, it quickly became apparent that the handling of the tips would have to be automated if they were to be an effective investigative tool. By the time State Police Det. Sgt. Phil Hogan was asked to set up a system, 5,000 tips had already been received and recorded on the MSP Tip Form (DD-27). Using minicomputers, he put the tips into an automated system by entering tip number, subject's name, address, and vehicle license number (if any). The system thus is not a data base but a data management system. In checking out a high priority tip, detectives first use their CRT and keyboard to check the system to see if the subject's name has previously been reported. If the CRT indicates a record, the detective checks that tip form and other cross-references to his tip subject, thus often saving additional or duplicative investigative work. Sgt. Hogan has also added to the original tip file a surveillance file (for cars reported near abduction sites and others), a suspect file for previously identified child molesters in the area, and an additional suspect file that contains known travel patterns (e.g., home to work to recreation to home). The victimization files being compiled include information from various Oakland County police departments on 1,200 complaints of children being molested or accosted (information consists of case number, the recording department, type of complaint, location, and data). In addition, the school questionnaire forms are another source of victim reports; all school children in the area are, with the help of their teachers, filling out incident forms (see Appendix B) regarding attempts by strangers to give them rides, offer candy or other bribes, take their picture, or ask for help or information. A localization file is being worked up from these various reports, seeking to construct a pattern of contacts.

In addition, links are set up to check with the Oakland County computerized crime files, the FBI listing of wanted male Caucasian child molesters, and a list of sex offenders from other states, paroled and living in Michigan.

While Tim King was still missing, a major stop-and-search operation was run on Sunday, March 20, in the hope of intercepting the abductor on the road that night. The office of L. Brooks Patterson, the County Prosecutor, authorized the operation and set forth general rules for the guidance of the participating officers. The prosecutor's memo and the Task Force guidance are attached as Appendix C.

With the assistance of several criminologists, psychiatrists, psychologists, forensic pathologists, and experienced police officers, the Task Force developed a suspect profile which was distributed to local police departments and to all officers working the streets or in episodes such as the stop-and-search operation. It is included as Appendix D.

Utilizing the witness to what may well have been the abductor's initial approach to Tim King in the drugstore parking lot, the Task Force arranged for an artist to prepare a sketch of the suspect which along with a picture of a car believed to resemble the suspect's was widely disseminated in Oakland County. It is attached as Appendix E.

In an imaginative effort staged early in Task Force operations, three Michigan State Police detectives flew to Joliet, Illinois, on March 29 to talk with a convicted distributor of child pornography doing time in Stateville Prison. Their approach was that if the abducted children had been used to make pornographic motion pictures or still photos while they were held by their abductors, the police would like to know where and how such material would be marketed. The convict gave them his opinion on where such films, if they had been made, would be marketed--through New York City--and who the probable dealers would be; however, he doubted that the murderer, whom he described as a psychotic, would be interested in such a venture. In addition, he felt there was too much heat on child pornography to find any market at this time. He had a number of other views as well, including the opinion that the Oakland County killer is going to continue: "He is going to keep it up. Just

why in the hell does he do it all in one locality except he is screaming for you to catch him."

F. The Fringe

In one way or another, a group of people with unique skills, knowledge, or techniques became involved in the work of the Task Force. A dedicated "police buff" who is currently attending a local police academy at his own expense in order to be better able to work with the police, Detroit psychiatrist Dr. Bruce L. Danto developed a number of theories regarding the murders, starting with the Robinson case, and because of his colorful opinions, he was good copy for the newspapers and television. One of his ideas was that the killer was paying attention to everything that was said and written about him and that he was highly suggestible. To exploit this, at the request of the Task Force he made a television broadcast in which he referred to the killer several times as an unpredictable "squirrel." Following through, police then closely watched Squirrel Road, a north-south-running road that is north of Birmingham and east of Bloomfield Hills, as a logical drop-off point, if the suggestion took hold. Apparently it didn't.

Brought into the case early in April was Frank Sass, a retired employee of the Federal Bureau of Investigations who for a number of years had taught at the FBI Academy in Quantico, Virginia, where one of his specialities was a one-week program on sexual deviation and sex-related crimes. The Royal Oak Tribune paid his air fare to Detroit plus a consultant's fee, and although Sass made some unfortunate post-arrival remarks at the airport to the effect that "... the situation ... is a real mess from what I've heard," he became an enthusiastic supporter of the Task Force. Before leaving, he reaffirmed the suspect profile and praised the computerized tip-handling system.

Highly useful with several witnesses was Dr. Donald Rossi, a psychologist who has in the past worked with the Michigan State Police. A skilled hypnotist, he was able to hypnotize the witnesses and elicit from them additional details that their conscious minds had forgotten.

In addition to these legitimate practitioners, a large number of psychics, dream interpreters, dowsers, and other pseudoscientific experts have contacted the investigators. P. O. Jerry Tobias, juvenile officer for the

Southfield Police Department and possessor of a doctorate in psychology, handles such matters as a member of the Task Force, evaluating them and making the decision as to further contact.

An additional source of tips has been the "Secret Witness" feature run by the Detroit News. Its readers are encouraged to send in information they possess on crimes, including the child killings in Oakland County, under the protection of anonymity, since they can be identified only by a self-selected six-digit number written on the report and on a lower corner which is then torn off and retained so that if the informant ever wants to come forward, he can prove that he was the source of the information that led to the arrest.

V. RESULTS

The killer (or killers) of the four Oakland County children is still at large as of this writing. A number of possible suspects have been identified, many of whom have been questioned (including, in some cases, polygraph examinations) and who will be questioned again. Additional information continues to come in and is duly investigated, building up the body of facts that will, hopefully, lead to the murderer. One by-product of the tip system has been the identification of scores of heretofore unsuspected child molesters and homosexuals, particularly among clergymen and teachers, although none have been linked to the crimes in question. Many of these identifications have come about through "Operation Lure," the massive attempt to get from Oakland County school children any possible recollection of past or recent attempts to accost or approach them under suspicious circumstances (the School Incident Form used for this purpose can be seen as Appendix B). Available to all elementary school teachers, this form is also a very useful educational device, in that it makes children aware--in very realistic terms--of the presence of molesters and other people who have the potential to do them harm.

As to the future, things are uncertain. A suspect could confess tomorrow (surprisingly, only two false confessors have come forward, and their claims to guilt were demolished easily by the facts), or an investigation of a telephone tip may lead to the killer. On the other hand, some hard-bitten street detectives are almost convinced that they have probably already talked to the killer and that he is laughing at them while the Task Force's six months of life slip away. They feel that he may wait until early winter before leaving another smothered, despoiled body along some Michigan road to mock their efforts.

DD-27 (Rev. 8-73)

APPENDIX A

White —MASTER
Yellow—WORKSHEET
Card —FILE

PRIORITY EVALUATION

-Low | Medium | High

SUBJECT TIP NO._____

Name:Last | First | Middle

Address | City

Direction to Locate (Hangouts, girlfriends, etc.)

Born | Ht. | Wt. | Eyes | Hair

Veh. Make | Style | Color | Yr. | Lic. No.

Works | City | Occupation

Home Phone | Other Phone

Associates

INFORMANT TIP NO._____

Name:Last | First | Middle

Address | City

Can be Contacted At

Home Phone | Office Phone

Informant was Contacted At

INFORMATION REFERENCE SUBJECT

	Yes	No		Yes	No		Yes	No
Criminal Record Obtained (IB)	☐	☐	Sex Motivated Crime File Check	☐	☐	Handwriting Specimen Obtained	☐	☐
Record Section Checked	☐	☐	Intelligence Check	☐	☐	Hair Specimen Obtained	☐	☐
Photo Available	☐	☐	Operator's License Check	☐	☐	Written Statement Obtained	☐	☐
LEIN Checked	☐	☐	Fingerprints Obtained	☐	☐	Recorded Statement Obtained	☐	☐
Gun File Check	☐	☐	Palmprints Obtained	☐	☐	Updated Photo Obtained	☐	☐

DETAILS OF TIP

REPORT

Received by | Date | Time

Assigned to | Date | Time

Analyzed/Closed by | Date

☐ **Subject Not Cleared**

Subject Cleared by:

☐ Witnesses ☐ Was Working ☐ Polygraph

SCHOOL INCIDENT FORM

SCHOOL: _____

COMPLAINT NUMBER: _____

VOICE: 1-Loud ____ 2-Soft ____ 3-Clear ____ 4-Unclear ____ 5-Accent ____

6-Deaf/Dumb ____ 7-Doesn't Speak English ____ 8-Other _____

LOCATION: (Cross Streets) _____ 1-Bus ____ 2-Res ____ 3-Other ____

DATE OCCURRED: Month _____ Day _____ Year _____ Time Occurred: _____

SCHOOL SITE: (Cross Streets) _____

NUMBER OF SUSPECTS: (1) ____ (2) ____ (3) ____ (More) ____

VICTIM INFORMATION: Residence (Cross Streets) _____

RACE: 1-White ____ 2-Black ____ 3-Other ____

SEX: 1-Male ____ 2-Female ____

AGE: _____

SUSPECT INFORMATION: Residence _____

Cross Streets _____

HEIGHT: Ft. ____ In. ____ GLASSES: 1-Yes ____ 2-No ____

BUILD: 1-Heavy ____ 2-Medium ____ 3-Slender ____

AGE: (1) 20-30 ____ (2) 30-40 ____ (3) 40-50 ____

SEX: 1-Male ____ 2-Female ____

RACE: 1-White ____ 2-Black ____ 3-Other ____

HAIR COLOR: 1-Black ____ 2-Brn ____ 3-Blnd ____ 4-Gray ____ 5-Other ____

M.O. LURE: 1-Coercion ____ 2-Asks Aid ____ 3-Offers Aid ____ 4-Bribe ____

5-Takes Picture ____ 6-Hitchhiking ____ 7-Other _____

VEHICLE INFORMATION: Make: _____

Model: 1-Two Door ____ 2-Foor Door ____ 3-Van ____

4-Sta Wag ____ 5-Other ____

Base Color: _____

Plate Number: _____

Age: (1) 74-77 ____ (2) 70-73 ____ (3) Older ____

Interior Description: (1) Yes ____ (2) No ____

SUSPICIOUS CIRCUMSTANCE: (Brief) _____

_____

_____

_____

_____

CONFIDENTIAL

TO: AREA CHIEFS

FROM: TASK FORCE

The following information is restricted to Roll Call use only. Public release of this data may result in the dealth of the victim.

This material has been derived from a compilation of information from the past homicide incidents in Oakland County.

BACKGROUND:

1. With one exception, all bodies have been dropped within four (4) days of the abduction.

2. Time of drop has been between 12 midnight and 6 a.m.

3. All bodies have been dropped within plain view from the roadway.

4. Bodies have been placed on a North/South Street (no guarantee that this will continue).

5. In one instance, tire tracks suggest intermediate-size vehicle (However, don't exclude the possibility of another car).

6. Use Caution - in one instance, a shot gun was used on one of the victims.

REQUESTED ACTION:

1. Observe movement of traffic during "Drop" hours.

2. Stop and Search all vehicles and occupants that may fit the profile or suspicious to the officer. The search should include trunk and cargo areas.

3. Record all identification information on vehicle and subjects and forward same to the Task Force within twenty-four (24) hours.

4. Instill within each patrol officer that it may be his stop that will lead to the apprehension of the offender and solution of these abductions. His role is vital to the success of the Task Force operation.

March 18, 1977

Memorandum

To: Law Enforcement Officers Assisting In the Investigation of Missing Boy, Timothy King

From: Oakland County Prosecutor's Office

The Oakland County Prosecutor's Office has authorized all local law enforcement agencies assisting in the investigation of the missing boy, Timothy King, to conduct the stop and search as is requested in the confidential memo to area chiefs from the Task Force. The purpose of the stop and search is to possibly save the life of the missing boy, Timothy King, and apprehend his abductor. In performing the stop and search pursuant to the requested action, police officers should conduct themselves in accordance with the following general rules:

1. If the stop is being made solely pursuant to the requested action of the Task Force, the vehicle stopped may be searched only to the extent necessary to determine if the perpetrator or victim is present in the vehicle and such search shall be made as soon as possible after the stop.

2. Officers should detain a person only for the length of time necessary to obtain or verify the person's identification or an account of the person's presence or conduct and to conduct the necessary search or otherwise determine if the person should be arrested or released.

3. Officers shall act with as much restraint and courtesy toward the person stopped as is possible under the circumstances. The officer making the stop shall identify himself as a law enforcement officer as soon as practical after making the stop if he is not in uniform. At some point during the stop the officer should give the person stopped an explanation of the purpose of the stop.

4. Refusal to answer questions or to produce identification does not by itself establish probable cause to arrest, but such refusal may be considered along with other facts as an element adding to probable cause if under the circumstances an innocent person could reasonably be expected not to refuse. Such refusal in cause for a further investigation of the circumstances surrounding the stop.

5. Every officer who conducts a stop and search must be prepared to cite those specific factors which lead him to conclude that "reasonable suspicion" existed in accordance with the information contained in the confidential memo to Area Chiefs from the Task Force.

L. Brooks Patterson
Prosecuting Attorney

Richard Thompson
Chief Assistant Prosecutor

APPENDIX D

Complaint 27-270-77 File 0900-1 Date: March 16, 1977

Oakland County Special Task Force

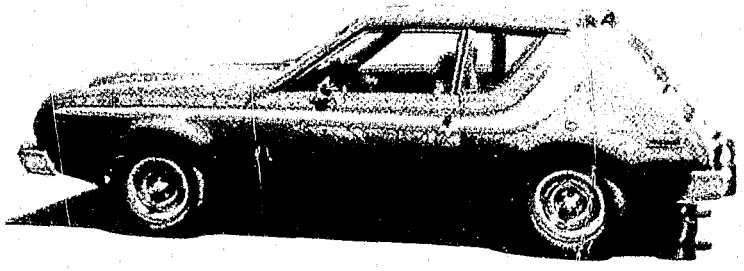
SUSPECT PROFILE

1. Male - Possibly two males involved.
2. Age 20 to 30 years.
3. Above average Education.
4. Above average Intelligence
5. Caucasian.
6. Has capacity to store or keep victim for at least 18 days.
7. Homosexual. Plus - other mental problems.
8. Has a compulsion for cleanliness, to the point of being a fanatic.
9. No substance abuse involved such as drugs or alcohol.
10. Different - (strange ranger).
11. Work - schedule.
12. December - January, vacation off work.
13. Super neat, clean car - house.
14. Single dwelling - attached garage, cost above $30,000.
15. Prior contact with Police.
16. Seeing Psychiatrist.
17. White collar job, 9-5.
18. Area of South Oakland County.
19. Wants body found.

—WANTED—

CITIZEN COOPERATION URGENTLY NEEDED

SEVERAL ABDUCTION-MURDERS HAVE TAKEN PLACE IN SOUTH OAKLAND COUNTY INVOLVING YOUNGSTERS. THIS CRIMINAL APPARENTLY PRESENTS A VERY CONVINCING STORY TO THE CHILD. BE AWARE, AND ALERT YOUR CHILD THAT THIS PERSON COULD BE POSING IN SUCH TRUSTWORTHY POSITIONS AS A POLICE OFFICER, A DOCTOR, A CLERGYMAN OR EVEN AS A FRIEND OF A FAMILY MEMBER.



THE ABOVE COMPOSITE DRAWING OF THE SUSPECTED ABDUCTOR-MURDERER IS AN UPDATE BASED ON THE LATEST INFORMATION RECEIVED BY THE OAKLAND COUNTY TASK FORCE. THE VICTIMS HAVE BEEN KEPT FOR THE FOLLOWING PERIODS OF TIME:

- **MARCH 16, 1977 to MARCH 22, 1977**
- **JANUARY 2, 1977 to JANUARY 21, 1977**
- **DECEMBER 22, 1976 to DECEMBER 26, 1976**
- **FEBRUARY 15, 1976 to FEBRUARY 19, 1976**

THE ABDUCTOR(S) WAS LAST SEEN STANDING NEAR A BLUE AMC GREMLIN AUTOMOBILE PARKED BEHIND CHATHAM'S SUPERMARKET LOCATED ON MAPLE ROAD IN BIRMINGHAM, MICHIGAN ON MARCH 16, 1977 AT THE TIME OF TIMOTHY KING'S DISAPPEARANCE. THE SUSPECT'S IDENTITY IS UNKNOWN.

THE FOLLOWING PROFILE INFORMATION HAS BEEN DEVELOPED BY THE TASK FORCE:

- **HE IS A WHITE MALE; 25-30 YEARS OF AGE; 5'8" TO 5'10"; 150 TO 170 POUNDS WITH AN ATHLETIC BUILD.**
- **HE MAY BE LIVING OR ASSOCIATING CLOSELY WITH ANOTHER PERSON.**
- **HE IS AQUAINTED WITH OAKLAND COUNTY AND MAY WORK, LIVE OR SOCIALIZE IN THE AREA.**
- **HE HAS AN EMPLOYMENT SITUATION WHICH ALLOWS HIM FREEDOM OF MOVEMENT.**
- **HE MAY RESIDE IN AN AREA WHICH PROVIDES HIM AN OPPORTUNITY TO KEEP SOMEONE WITHOUT CREATING SUSPICION IN THE NEIGHBORHOOD OR COMMUNITY.**
- **HE MAY HAVE ALTERED HIS PHYSICAL APPEARANCE (E.G., CHANGE IN HAIRSTYLE, GLASSES, ETC.)**

If you have any information on the above crimes, please call the Oakland County Task Force at 644-0400, The Detroit News Secret Witness (P.O. Box 1333, Detroit, MI 48231), or your local police, nearest state police or sheriff's office. Reward payable upon arrest and conviction.

$100,000 Reward

MAJOR CASE TEAM MANUAL

This Program is presented by the Michigan Department of State Police through a grant award from the Michigan Office of Criminal Justice Programs.

1978

LAW ENFORCEMENT ASSISTANCE ADMINISTRATION (LEAA)

POLICE TECHNICAL ASSISTANCE REPORT

SUBJECT:	A Major Case Team Manual
REPORT NUMBER:	77-034-143 (Part III)
FOR:	Office of Regional Operations (LEAA), and Michigan Office of Criminal Justice Programs
CONTRACTOR:	Public Administration Service 1776 Massachusetts Avenue, N. W. Washington, D. C. 20036
CONSULTANT:	Fred Newton and Claud H. Corrigan
CONTRACT NUMBER:	J-LEAA-002-76
DATE:	August, 1977

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FOREWORD

This manual dealing with Major Case Team operations was prepared in response to a request for technical assistance in connection with the Oakland County Special Task Force, which was formed in March, 1977, to investigate a series of child murders that involved eight different local jurisdictions within the county. The manual, which has applications for Michigan in particular but for all other states in general, is the third part of the response by the Public Administration Service to this technical assistance request. The first two parts were a data narrative of the task force's activities and a technical assistance needs assessment.

Consultants assigned by PAS to this project were Mr. Fred Newton and Mr. Claud H. Corrigan. Appendix G, which provides details of Computer Room operations, was prepared by an additional consultant, Sgt. Philip Hogan of the Michigan State Police. Others involved in processing the request were:

Requesting Agency:	Chief R. G. Tobin Birmingham Police Department Birmingham, Michigan
State Planning Agency:	Mr. Don Jackson Michigan Office of Criminal Justice Programs Lansing, Michigan
Approving Agencies:	Mr. V. Allen Adams Regional Administrator LEAA Region V (Chicago)
	Mr. Robert O. Heck Police Specialist LEAA Central Office of Regional Operations

I. INTRODUCTION

There are occasions in police work that call for massive, coordinated efforts to find the perpetrator of a crime or series of crimes that cross jurisdictional boundaries and that for a variety of reasons--complexity, viciousness, or public outcry--require a unique mobilization of investigative resources. Such an occasion was the series of sex-related child murders in Oakland County, Michigan, that led to the formation of the Oakland County Special Task Force in March, 1977. The task force effort there involved detectives from 10 different jurisdictions who worked under the coordinating direction of Michigan State Police command officers.[1/] With the assistance of grant funds from the Michigan Office of Criminal Justice Programs and the Law Enforcement Assistance Administration of the U. S. Department of Justice, the task force was able to operate at a high level of effectiveness for a six-month period. A number of valuable lessons were learned during this operational period, details of which are set forth in two other Public Administration Service reports under Technical Assistance Project 77-034-143, of which this document is also part.

In order that other Michigan communities, police officials, and administrators (as well as organizations and executives in other states that could someday face a similar problem) can benefit from the experiences of the communities in Oakland County, this manual has been prepared. It discusses the purposes and goals of a Major Case Team--the term chosen to replace "task force," describes the organizational structure, the legal background, the duties and necessary qualifications of the personnel to be assigned, and provides information on how the various components of a Major Case Team function, including the Tip Room and the use of minicomputers to avoid wasteful duplication of effort by detectives and others. Other procedures that were proved to be workable and useful in Oakland County are also noted.

There has been no attempt here to set forth hard and fast rules on how to run an MCT operations, since each case and locality will face different problems and conditions, and local groupings of participants will formulate the rules and regulations they believe will best fit their situations. Thus, no detailed instructions are laid down--only general principles that can be modified as necessary and that cover organizational, functional, and personnel factors.

A series of appendixes will provide examples of items needed in the physical plant (the MCT headquarters), security procedures, radio communications, a telephone operators manual, Tip Sheets and the operation of a Tip Room, computer programing, internal information systems, and sample forms of various kinds.

1/ See Appendix F for the opinion of the Attorney General of Michigan on this aspect of assembling the task force.

II. THE MAJOR CASE TEAM CONCEPT

Cooperative police arrangements to share or "pool" services of various kinds are neither new nor unusual; neighboring police and sheriff's departments enter into such agreements regularly. The formation of a Major Case Team, however, implies a good deal more than that. The term "Major Case" denotes the main distinction; the purpose of forming such a team is to deal with a serious crime problem, either a series of related or similar crimes involving the same individual or group as perpetrators, or a single crime of proportions that are impressive because of their enormity and the accompanying effect on the general public. A team has the further advantage of being able to apply a significant force of fully trained manpower that has an excellent chance of solving the crime if it is able to go to work immediately. As for the "team" aspect, more than one police jurisdiction must be involved, either because the crime crosses jurisdictional boundaries or because the department having jurisdiction needs outside help in dealing with the problem.

Other advantages of the team approach to a major case are readily identified. It provides an influx of trained, qualified investigators to be concentrated against a particular crime problem, and by virtue of its systematic approach to the problem it avoids the duplication of effort and the organizational confusion that might ordinarily be part of such a situation. The disadvantages are less obvious and generally involve either politics or money, or both. If the team effort is to be funded locally, the division of expenses can be a source of trouble; e.g., one jurisdiction may refuse to pay its share of the costs, or expenditures could get out of hand, exhausting departmental overtime or emergency funds in short order. The political side has to do with local pride and prestige, plus the questions of who is to be in charge, where headquarters are to be located, and whether there are lingering residues of past grievances or old feuds between departments.

Typically, Major Case Teams are forced to deal with an immediately pressing situation, and the resulting ad hoc arrangements and structuring can be very wasteful of time and resources. Such problems can be avoided by making plans for the contingency and even providing training, so that when the multijurisdiction team is formed, the problems it will face in administration, procedure, and function will not be new and unfamiliar. No one can be certain, of course, which jurisdictions will be working together in a future team operation, but by providing for preoperational organization, planning, and training, neighboring jurisdictions can prepare for the eventuality. Departments contemplating possible participation in a Major Case Team should seek answers to the following questions:

- Do the participating agencies wish to formalize the organization by giving it an official legal status?
- Should the organization have a formal charter?

- Once the MCT is organized, should new members be accepted?
- If new members are to be accepted, how will this be accomplished?
- Should the organization have the authority to expel or suspend a jurisdiction from membership?
- If expelling or suspending a member is permitted, what will the criteria be and what are the appeal procedures, if any?
- Should an officer be elected or appointed to make management decisions or should there be a Board of Directors? If the latter, how would they be selected?
- Who should have the authority to call out the participants of the MCT?
- What are the criteria for a call-out of the MCT?
- How will decisions be made as to when to terminate the MCT operation?
- What type of training is needed?
- How frequently should training be held, and how long should it last?
- How will officers be selected from each agency, and how long will they participate? Until the operation is over? Or will they be rotated onto the team for a specified period of time?

III. ORGANIZING THE MAJOR CASE TEAM

A cooperative effort such as a Major Case Team should have a solid legal basis for existence. To that end, the participating departments should prepare a joint memorandum of understanding or a joint powers agreement which defines the team's objectives and goals as well as commitments of manpower, discusses levels and degrees of responsibility for funding, agrees on management and control factors, and sets a maximum duration for the team to function. Legal barriers to the team's operation would be surfaced, and, if necessary, aid of the courts sought. If outside funding, e.g., from the state criminal justice planning agency, will be necessary, preparations for requesting a grant should be made. Contributions of equipment in addition to manpower allocations should be arranged at this time, before the team is physically set up.

Structure

A Major Case Team should have a relatively simple structure that provides an uncluttered command link and that separates investigative and support duties. As shown in Figure 1, there are three organizational entities: the Command Post, Field Operations, and Support Services.

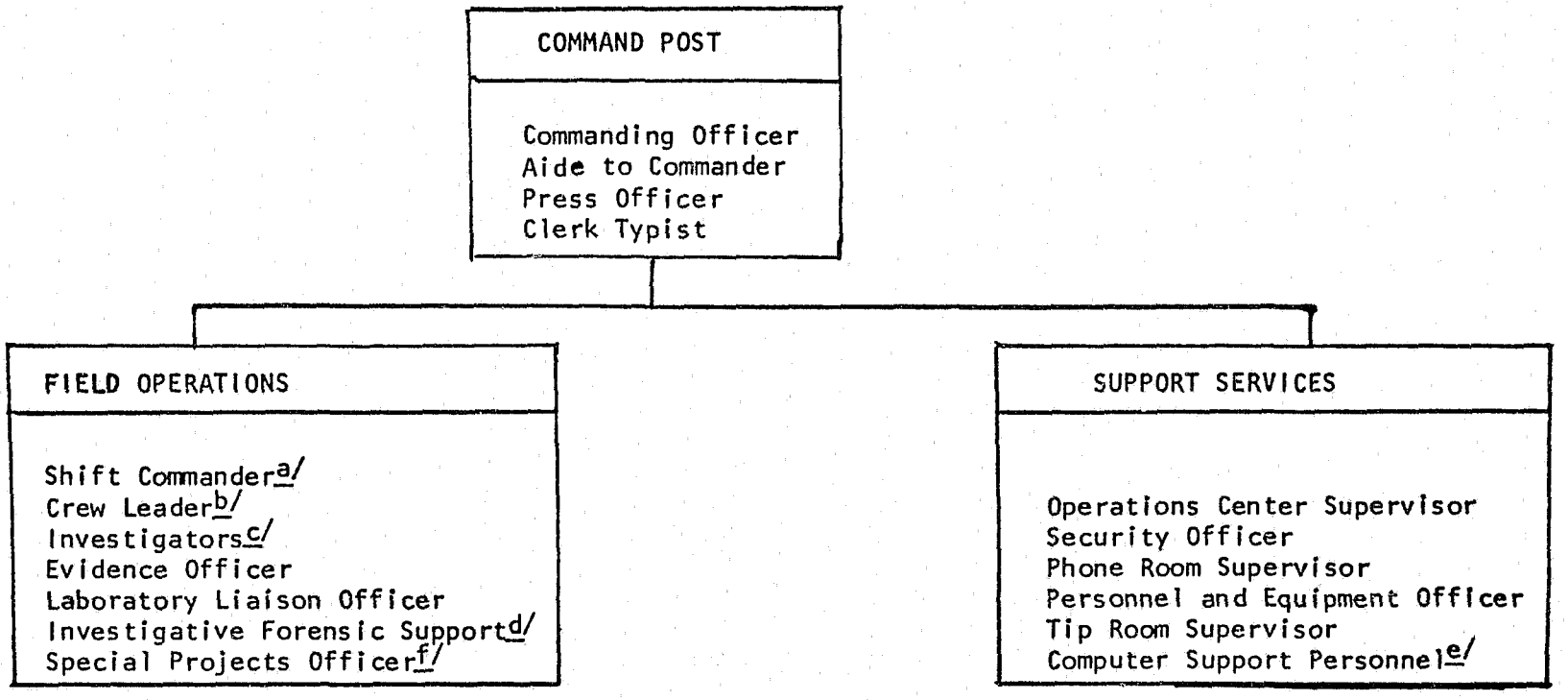
The Command Post contains only the Commanding Officer, his aide, the press officer, and necessary clerical help. Field Operations encompasses the investigators, headed by a shift commander for each shift being run; when more than eight investigators are used on a shift, they are divided into crews with a crew leader in the chain of command. Also assigned to Operations would be an evidence specialist, a laboratory liaison officer, and, when needed, an investigative forensic support officer. Support Services would have an Operation Center supervisor, a security officer, a telephone room supervisor, a personnel and equipment officer, a Tip Room supervisor, and whatever computer personnel are needed.

The functions and personnel (including required traits and duties to be assigned) for these groups are set forth in detail below.

The Command Post

The Command Post is the administrative headquarters for the task force operation. It should be established in the geographical locale of the major thrust of investigative effort, since closeness to the investigation site reduces travel time and is easily accessible to potential informants. The relative nearness is, of course, dependent on the availability of suitable facilities to house the operation. (See Appendix A for a description of the key elements of headquarters location.)

Figure 1 - MCT Organizational Structure



a/ If sufficient manpower is available to run two or three shifts, each should have a commander assigned
b/ When there are more than eight teams of investigators, each team should have a crew leader
c/ As needed
d/ As needed, probably not a permanent position
e/ As needed
f/ As needed

Personnel

The Commanding Officer should be the head of the law enforcement agency that has jurisdiction and that requested the task force to respond. The requesting officer may relinquish his command of the task force to another officer with the agreement of the chiefs of other participating law enforcement agencies. Should the investigation require participating law enforcement agencies to investigate a crime outside their jurisdiction, the Michigan State Police (or a similar organization, in other states) must be requested to command and participate in the investigation.[2/]

The following traits should be possessed by the Commanding Officer:

- Be of command rank.
- Have a comprehensive investigative background.
- Be capable of working in harmony with participating agencies.
- Have, or be able to develop, a productive working relationship with the prosecutor having jurisdiction.
- Have, or be capable of developing, trust and respect of heads of other participating departments and of MCT personnel.

The Commanding Officer will have the following duties:

- Absolute responsibility for supervision of all members of the team (see Appendix D for description of a MCT handbook).
- Arrange for quartering of the MCT.
- Provide equipment needed for the investigation, including office supplies, reproduction, photography, vehicle maintenance, fuel, and messing facilities.
- Coordinate the use and maintenance of vehicles and communications.
- Establish liaison with appropriate federal agencies, enforcement jurisdictions not participating, laboratories, and private firms assisting.
- Make preparations needed to support planned MCT operations.

2/ Again, see Appendix F.

- Provide investigators with appropriate identification.
- Maintain work records for pay and other administrative purposes.
- Direct the focus of investigation.
- Insure maintenance of investigative records.
- Support prosecution in preparation of case once the suspect is charged.
- Maintain order and discipline among MCT participants

The Aide to the Commander should be a law enforcement officer with experience in investigations and the organization of tactical operations. The Aide to the Commander is the deputy or second in command and has authority to act for the Commander when directed. The position should be filled by an officer selected by the Commanding Officer.

The following traits should be possessed by the Aide to the Commander:

- A closely trusted working relationship with the Commanding Officer.
- A thorough understanding of the MCT concept and operational requirements.
- Capability of maintaining working relationships with all major staff officers.

Duties of the Aide to the Commander are:

- Assist the Commanding Officer in the dispatch of his duties.
- Supervise clerical support personnel in the Office of the Commander.
- Assist in the preparation of written orders, briefings, and other communications from the Office of the Commander.
- Schedule the Commanding Officer's time and assist in the coordination of his appointments.
- Screen visitors and calls for the Commanding Officer.
- Act as the Field Operations Commander when more than one shift is working.

The Press Officer should be a law enforcement officer who is not investigating the case. No press release will be made independently by the

Press Officer but will be made only with the approval of the Commanding Officer. The Press Officer should organize press conferences at a location other than the Command Post so that the press does not interfere with operations.

When the press is not satisfied with official press releases and insists on making "investigative inquiries" of the participating chiefs of police, the Press Officer may elect to make releases through a chief who is willing to represent the MCT or through the team's Commanding Officer.

Most investigations seeking the identity of a suspect are dependent on leads provided by citizens to detectives. If the suspect is identified, information on his location is still of great value. Unless the community understands what the investigators are seeking, they will not be able to provide responsive information. Professional journalists who are not briefed officially may seek information independently. The results of the journalistic inquiry may produce only partial information that if published could reduce the efficiency of the investigation. For these reasons, the Press Officer plays the crucial role of stimulating the community environment to support the investigation.

The following traits should be possessed by the Press Officer:

- Have the trust of the Commanding Officer.
- Be credible to the press and public.
- Have experience in press interviews.
- Have an in-depth understanding of the investigative process being applied by the MCT.

The duties of the Press Officer are:

- Write, submit for approval, and release statements to the press concerning the investigation.
- Coordinate any press visits to the Command Post.
- Coordinate press support of investigations through any press-supported "secret witness" programs.
- Provide access to media photographs, films, or tapes which may aid the investigation.

Field Operations

Field Operations is composed of the personnel who are charged with the actual investigation and solution of the crime. The size of Field Operations is dependent both on manpower resources available and the in-

vestigative task at hand. Should the force of investigators be greater than eight investigators working on one shift, personnel should be divided into crews of investigators with a crew leader. No crew should exceed eight investigators, including the crew leader.

Field Operations is responsible for:

- Receiving investigative leads.
- Soliciting investigative leads.
- Investigating leads.
- Collection of evidence.
- Conduct of interviews.
- Processing the crime scene.
- Initiating and obtaining legal warrants.
- Identification, elimination, or arrest of suspects.
- Support of the prosecutor's office in case preparation.

Personnel

Field Operations is staffed by the following personnel:

- Shift Commander
- Crew Leader
- Investigators

In addition to the above personnel, there are several special duty positions which may be assigned as an exclusive duty position or as an extra duty:

- Evidence Officer
- Laboratory Liaison
- Investigative Forensic Support
- Special Projects Officer

The Shift Commander is the command officer in charge of one group of investigators working the same segment of time. The shift may last either 8 or 12 hours, depending on the judgment of the Shift Commander, who is

responsible for providing direction and control of the investigation. He will report directly to the Commanding Officer.

The Shift Commander should possess the following traits:

- Be of supervisory or command rank.
- Be an experienced investigator.
- Be an experienced supervisor of investigators.

The Shift Commander will be responsible for:

- The conduct of the investigation by officers assigned to his shift.
- The reports, both investigative and administrative, produced by his assigned investigators.
- Coordination of all support services requested by his investigators, either within or outside the MCT staff.
- Briefing the Commanding Officer, the other shift commanders, and appropriate support personnel such as the prosecutor's office, regarding relevant activities occurring during his tour of duty.
- Obtaining equipment needed to support investigators on his shift.
- Providing professional advice, guidance, and direction to the investigators.

The Crew Leader is the supervisor responsible for a group of investigators, not to exceed seven in number. The Crew Leader will make case assignments, provide advice and direction, review reports, and report to the Shift Commander.

The Crew Leader should possess the following traits:

- Be an experienced investigator.
- Be of supervisory rank.

The Crew Leader will perform the following duties:

- Receive instructions and guidance from the Shift Commander.
- Be responsible for receiving and assigning leads and tips to the investigators he supervises.

- Advise investigators on questions concerning the conduct of the investigation.
- Coordinate with other crew leaders and his Shift Commander on any information of mutual interest.
- Review and approve investigative and administrative reports.
- Coordinate with the Shift Commander any requests or identified needs for support of the investigation.
- Be responsible for work schedules of investigators assigned to his crew.
- Work as an investigator with a partner when not performing supervisory duties.

Each Investigator is a sworn officer assigned to participate in the investigation (he is thus present for duty with the knowledge and approval of his department or parent organization).

The Investigator should possess the following traits:

- Be a sworn officer having jurisdiction (in Michigan investigators working for the County Prosecutor are not sworn officers but nonetheless can be included in the MCT as investigators).
- Be a knowledgeable investigator.

The Investigator will perform the following duties:

- Work as one investigator of a two-man team.
- Complete assignments received from his Crew Leader with appropriate report documentation.
- Provide the Crew Leader with all administrative reports requested.
- Keep the Crew Leader advised of any significant events concerning the investigation.
- Regardless of rank will subordinate himself to his assigned Crew Leader.

Support Duties

The following duties are necessary for efficient support of the MCT investigations field operation. The duties may be assigned to an individual

as his only duty or given to an individual as an extra duty. The decision to assign them is a management decision based on the estimated time commitment for each of the support duties.

The Evidence Officer is responsible for personally receiving and administratively processing physical evidence for submission. The duty reduces the number of officers who may be subpoenaed for court testimony on evidence; it also improves the planned chain of custody to strengthen the weight or admissibility of physical evidence.

The Evidence Officer should posses the following traits:

- Have a thorough knowledge of procedures for administratively submitting evidence.
- Have a thorough knowledge of legal rules of evidence in the jurisdiction where he is working.
- Have a background of experience in courtroom testimony involving cross-examination on evidence rules.

The Evidence Officer will perform the following duties:

- Accompany any MCT officer in the execution of search warrants.
- Receive in the field possible physical evidence for administrative processing and submission as evidence.
- Notify his agency prior to acceptance of the duty of the expected requirement of extended court appearances as the result of the duty.
- Coordinate knowledge of evidence with the Shift Commander and Laboratory Liaison Officer.
- Be on call during the MCT operation and ready to respond to the scene of evidence collection activities.
- Prepare all police reports to document the collection of evidence for court.

The Laboratory Liaison Officer will carry out liaison between any agency providing forensic laboratory support to analyze physical evidence and the MCT Commander. This duty will provide coordinated and timely information to the Commanding Officer concerning the results of analysis of physical evidence submitted for testing.

The Laboratory Liaison Officer should possess the following traits:

- Have a knowledge of laboratory procedures and an understanding of terminology frequently used.
- Have a working relationship, or the capability of developing a working relationship, with laboratory and coroner's personnel.

The Laboratory Liaison Officer will perform the following duties:

- Be familiar with all items of evidence submitted for analysis.
- Have frequent contact with the office performing analysis on evidence in order to audit progress of analysis.
- Be responsible for inclusion of laboratory reports in the report of investigation of the crime.

Investigative Forensic Support describes a group of professional specialists who are not required to be part of MCT permanent personnel. These specialists will, however, be available to the team on an on-call basis during the duration of the operation.

This identified group should cover but not be limited to:

- Photography
- Polygraph
- Crime scene search
- Coroner or Forensic Pathologist

The Special Projects Officer will initiate and complete special projects as assigned by the Commanding Officer.

The Special Projects Officer should possess the following traits:

- Have the absolute trust of the Commanding Officer.
- Be self-directed and capable of work with no supervision.
- Be capable of organizing and writing reports for the Commanding Officer.
- Have an extremely good educational background and a functional research capability.

The Special Projects Officer will perform the following tasks:

- Research assigned topics for presentation to the Commanding Officer.
- Maintain information and files as assigned by the Commanding Officer.
- Identify occupational or special interest groups which may aid in the investigation and coordinate their support activities.

Examples of various special projects that were assigned as part of the Oakland County Special Task Force are included as Appendix J.

Support Services

The Support Services unit provides the MCT operation with logistical and administrative support so that the bulk of the team's manpower resources and time can be committed to the investigation. Following are descriptions of typical Support Services activities.

The Operations Center supports the MCT operation by receiving and processing incoming calls from citizens desiring to provide information as well as calls of an administrative nature. Additionally, the Operations Center provides security for the facility.

The Operations Center should be located away from noisy activities like the assembly room, Commander's office, radio communications room, or reproduction machines. It is imperative that persons answering phones be provided an environment relatively free from distractions.

Personnel of the Operations Center should be screened and limited to volunteers whose background is known or to responsible professionals. The center should make maximum use of volunteers in order to reduce utilization of sworn officers in a support role.

The Operations Center Commander should be a sworn officer who has a background in investigations and can organize and work well with civilian volunteers.

The Security Officer should be a sworn officer, either auxiliary or regular. He should be courteous and capable of polite but firm responses to citizens and press and should be capable of quickly learning how to install simple electrical equipment.

Phone operators should be volunteers, preferably family or close friends of officers or off-duty telephone operators. The reason for desiring this degree of familiarity is the extreme sensitivity of the information provided the MCT by citizens. The compromise of the information could destroy public confidence in the team permanently, while the disclosure of sensitive

personal information and the identity of the person reporting it could cause harm to come to the reporting party.

Activity

Proper building security is necessary to provide an unhampered work environment for investigators and support personnel and to prevent press and other unauthorized personnel from gaining access to sensitive documents. The building should also be properly secured during those times that it is unoccupied.

Access to the MCT operation should be limited to as few entry ways as possible. An ideal situation is to reduce entrances to one and to employ a positive system for identification of persons entering the site (Appendix B outlines a security system utilizing identification badges).

During unoccupied periods, the MCT headquarters should be secured and protected by an alarm system against fire or intrusion. (Appendix B describes an alarm and building security system.)

In addition to the above duties, the acquisition of fire extinguishing equipment and appropriate marking of exits is the responsibility of the Security Office.

The Phone Operations unit is necessary to provide telephone support to the MCT operation. The operation may have a considerable level of public interest, and when an appeal has been made for public assistance in the investigation, many calls will be received.

Phone operations are designed to receive those calls and, when appropriate, complete the required paperwork so that the reported "tip" can be investigated. (The actual procedure for completion of a tip sheet and the administration of the form is contained in Appendix E.)

The phone operations room requires that a manual be provided to instruct phone operators in the proper discharge of their duties. Such a manual is a must, since volunteers will change frequently and oral briefings may not be remembered in full detail. The manual should be divided into two sections, one dealing with permanent operations policy and the other with special instructions of a temporary nature. (A sample telephone operator's manual is included as Appendix C.)

An automatic telephone answering and message recording machine should be provided so that persons calling the "tip line" during hours when the Operations Center is not manned will have an opportunity to leave a message. If possible, additional recording instruments should be purchased to record all conversations on tip lines. The length of time tapes will be stored is a decision to be made by the MCT participants.

The Tip Room supports MCT operations by receiving tip sheets that create a record of the tip and by forwarding the tip to the appropriate command personnel. The Tip Room is also the repository for the report of the subsequent investigation conducted by the team's investigators. The Tip Room should be in a securable location separate from any other activity. Since it contains the physical record of the investigation, it should be protected against intrusion during off-duty hours and against fire. There should be only one entry way to the Tip Room, which should be off limits to all personnel except for assigned workers and command officers having business there.

Personnel of the Tip Room should be sworn officers and currently employed law enforcement records clerks. The Tip Room Supervisor will have decision-making influence in assigning priorities to newly received tip information and responsibility for coordinating information that will assist the field shift commanders in the efficient assignment of tips to be worked. The Tip Room Supervisor should be a sworn officer of supervisory or command rank who is an experienced investigator. Clerical records support personnel should be regular law enforcement employees so that their access to the sensitive information is unquestioned and so that they will be subject to the same disciplinary procedures as the rest of the team. Additionally, clerical records personnel will be familiar with records filing procedures.

Administration of tip sheets is performed in the Tip Room, whose supervisor reads tip sheets as they are submitted from the Operations Center and assigns a priority to them. The priority designates the urgency or importance to be reflected in the order of investigations assignment. That is, high priority tips will be investigated at once, medium priority as soon as possible, and low priority when investigative time is available The Tip Room will order by priority of case, geographical location, enforcement jurisdiction, and special areas of interest the tips to be assigned so that shift commanders can more easily assign them. Tips that have been worked will then be returned to the tip room for filing. (Appendix E contains a complete description of the administration and use of the tip sheet.)

Reviewing mail is another duty of the Tip Room Supervisor, since major case investigations frequently bring in large amounts of mail from citizens offering theories or information. The mail should be reviewed and when information it contains is regarded as a clue, a tip sheet will be completed on the basis of the letter. Mail not deserving assignment of a tip sheet will be indexed on a tip sheet for the record in order to index the sender's name. The letters will be filed for reference. (This procedure is outlined in Appendix E.)

Review of the quality of reports submitted on tips investigated is also the responsibility of the Tip Room Supervisor. Although the investigated tip will be returned to the Shift Commander for his review and comments, the Tip Room Supervisor will perform a report review function for

quality of the investigator's report.

Liaison will be required with law enforcement agencies providing reports of similar crimes, identical MO or other suspect information. This liaison activity will be performed by the Tip Room Supervisor, as he has the time and access to records to effectively evaluate the information.

Maintenance of all case records and other case-related documents is the responsibility of the Tip Room Supervisor. The personnel assigned to the MCT will be instructed not to throw away any documents, including notes that relate to the case. The Tip Room Supervisor will daily collect all scrap paper by activity area and store the documents in marked containers.

The Personnel and Equipment Officer supports MCT operations by administering pay records of all employed members of the team and providing each jurisdiction with the needed records for pay purposes. Additionally, this officer maintains an inventory of all equipment used in the investigation and procures additional needed equipment at the request of the Commanding Officer. The Personnel and Equipment Officer should be a sworn officer who is experienced in administration of personnel records and who has an understanding of inventory procedures.

His duties include the following:

- Provide administrative support of all MCT personnel records of attendance for work.
- Provide participating agencies with appropriate records of work for pay purposes.
- Prepare inventory of all equipment.
- Account for issue and return at the termination of the operation of all issued equipment.
- At the direction of the Commanding Officer, procure needed equipment.
- Appoint a building caretaker who will be responsible for coordination of heating, electric power, air conditioning, plumbing, and janitor services.

Additional Duty Assignments

In MCT operations conducted on a smaller scale, it may be necessary to assign some of the subordinate supervisory positions or responsibilities to major office incumbents. The following major offices lend themselves to the additional duty marked with an X in the across columns, as shown below. The extra duty assignment depends the size of the MCT operation

and the availability of personnel to occupy the additional duty positions.

ADDITIONAL DUTY	MAJOR OFFICE			
	Commanding Officer	Aide to Commander	Operations Center Commander	Shift Commande
Tip Room Supervisor	X	X	X	
Press Officer	X	X	X	
Crew Leader	X			X
Phone Room Supervisor		X	X	
Evidence Officer				x
Laboratory Liaison Officer	x	x	x	x
Personnel and Equipment Officer	X	X	X	X
Security Officer	X	X	X	
Special Projects Officer		X	X	

IV. EVALUATING THE OPERATION

Part of the purpose of keeping complete records and other data derived from the case is their potential use in the postoperational evaluation, which normally will be in the form of a written report from the team's Commanding Officer. Whether or not the MCT has been successful in its investigative goals, the results of the operation must also be analyzed in terms of tips received, man-hours of investigation, persons interviewed, and leads followed. Problem areas that developed should be identified and causes for them attributed; suggestions for a more effective operation will be helpful when and if the team is reconstituted or when additional training is undertaken. The State criminal justice planning agency will receive a copy of the evaluation report (as will the heads of all participating police agencies) and will be responsible for putting suggested changes into effect when an MCT is again mobilized in the state.

The Prosecutor's Office, which will probably have been closely watching the conduct of the MCT operation, should have a major input to the evaluation. Statements from all major officers should be included and should cover not only investigative and headquarters operations but such significant facets as press relations, community reactions, and interjurisdictional cooperation as well. State planning agency views should also be solicited.

APPENDIX A

Headquarters Physical Plant

Although the actual investigation will take place throughout the community or communities involved, the selection of a headquarters location has a large impact on the effective and efficient conduct of the investigation. Selection must, therefore, be made after careful consideration of these factors:

Geographical Compatability - The headquarters site should be a reasonable distance from the major geographical focus of the investigation in terms of travel time. Other considerations with regard to travel time are the location of the lot on which police vehicles are stored and the closeness of the fueling facility.

Size - The facility should be capable of furnishing separate locations for tip room, computer room, commanding officer, interview rooms, telephone room, and operations center. Additionally, the facility should have a room large enough for briefings of the total complement of investigators.

Parking - The headquarters should have an abundance of parking space with easy access.

Security - Both location (isolated or in town) and ability of the Security Officer to make the building secure are important (size, number of entrances and windows, and adaptability to alarm systems are key factors).

Many police agencies currently have a facility which could be easily converted to a headquarters for a multiple-jurisdiction Major Case Team. Departments electing to utilize their police facilities are cautioned to separate MCT operations from routine police activity. In addition, in some situations involving local politics a neutral headquarters not located in a police department building will serve to avoid close identification of the MCT with a particular department or agency.

Tip Room - This room should be the most securable. Easy access from unprotected areas should be reduced by site selection to preclude the need for extravagant physical security measures. The room should have one access or have the capability of reducing the regular access points to one. The room should be large enough to store all records and tips used in the investigation as well as to provide a work area for clerks and the tip room supervisor.

Computer Room - The room should also be securable and have adequate electrical outlets. The room should be of sufficient size to accommodate

needed equipment, accompanying files, and data entry clerks.

Commanding Officer - He should have an office not too close to the entrance of the MCT building. If his office is close to the entrance, persons reporting for duty or seeking information will stop there.

Interview Room - This should be quiet and meet the requirements of regular interview conditions, away from the phone room, operations center, or investigative assembly and briefing areas.

Phone Room - Should be of sufficient size to allow operators' work space and a seating distance adequate to reduce noise interference between operators.

Operations Center - Should be near the entrance so that it can screen persons entering the building. The Operations Center should also be large enough to provide a facility for radio and dispatch equipment.

Briefing or Assembly Room - Should be large enough to accommodate a seated briefing for all investigators involved in the investigation.

Lavatory - Adequate facilities for both men and women should be provided.

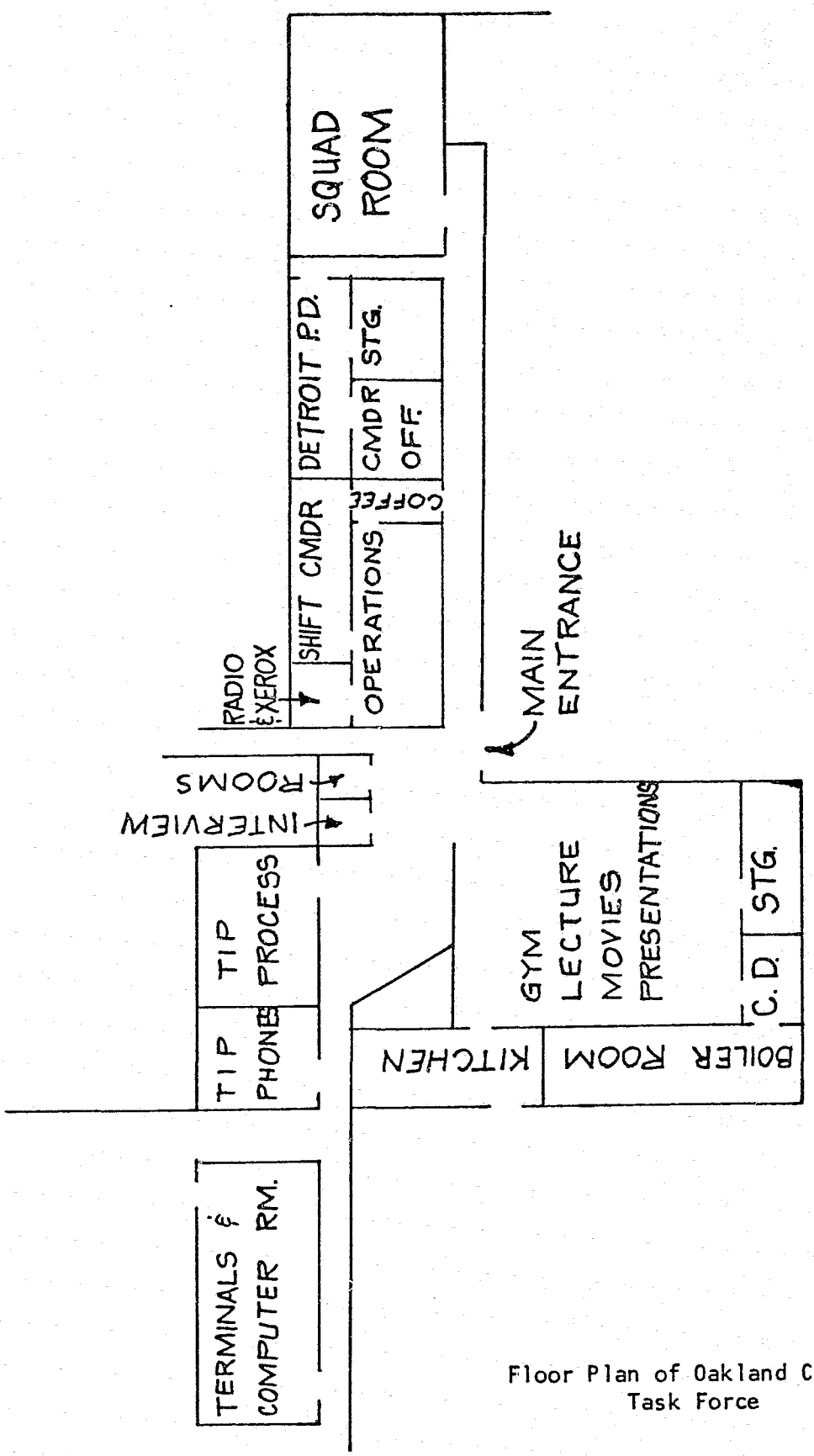
Jurisdictions contemplating an MCT operation should formulate a plan to identify an adequate headquarters site and a potential alternate. Also advance contact should be made with the telephone company servicing those jurisdictions. There may be some buildings or areas of the communities involved that are easier than others for the telephone company to install needed lines promptly.

The following facilities are listed to provide examples of possible headquarters:

- Police or fire training academies
- Abandoned schools (public or private)
- University or college campus buildings not in use
- Lodge or fraternal organization halls
- Church or Sunday school buildings
- American Legion or V.F.W. halls
- National Guard or reserve armories
- City auditoriums
- Fire stations

Once a jurisdiction has selected a headquarters location, the plan for occupancy should include furniture, typewriters, forms, and other needed office supply support. The plan should be reviewed annually for continued relevancy.

Because of the MCT's investment in equipment, adequate fire, theft, and general comprehensive insurance should be taken out on the building and its equipment for the duration of the team's activities. Insurance coverage of the personnel should also be examined to determine if their accident and liability insurance covers them when they are assigned to a joint operation such as the MCT.



Floor Plan of Oakland County Special Task Force

APPENDIX B

Security of Personnel and Building

PERSONNEL

During the conduct of a multiple-jurisdiction Major Case Team investigation, the investigation will be supported by numerous individuals who are not known to each other. Upon implementation of an MCT, there is a natural sense of urgency and an accompanying flurry of activity by persons reporting to the headquarters either on assignment or as volunteers.

A personnel security program utilizing forms similar to those that follow should be implemented to provide the following support:

- Provide administration with a roster of persons participating for pay and accountability purposes.
- Provide a unique identification number to be used on all MCT reports of investigation and administrative reports.
- Provide a positive visual identification of status of persons in the MCT headquarters.
- Provide investigators with a unique MCT identification to present with their own jurisdiction-issued credentials.
- Provide administrators with a photo record of participants.
- Provide a quick records access to needed contact information, i.e., addresses, home phone, etc.
- Provide a positive screen of persons having access to sensitive information.

The MCT operations should be supported by a photo badge maker. There should be two photos taken, one for use by the participants to be worn on the exterior of clothing while in the MCT headquarters and the second to go to the Personnel Officer for filing.

The background for the badge photo should be color coded to represent work status:

- Sworn Officer, Command
- Sworn Officer, Supervisor
- Sworn Officer
- Civilian

- Civilian Volunteer
- Distinguished Visitor

There should be numerous badges made with no picture for temporary visits by persons who are not staff or permanent observers. These badges should be color coded to distinguish between sworn visitors and visitors.

The purpose of the color coding is to provide immediate recognition of the status of each individual. It may be that an agency Chief of Police could be an investigator on the MCT working for a sergeant. The color coded badges reduce confusion of titles carried by members assisting in the investigation.

The Security Officer for the MCT operation should provide for a sworn officer to greet all persons entering the team's building. Those persons who have been processed and registered will display their MCT badges; persons who have not been processed and are reporting for permanent duty will be processed for a badge. Other persons who are visitors will be provided with a visitor's badge and required to sign in with the Security Officer (see Register Form, following). When leaving the MCT area, visitors will return their badges and sign out.

PHYSICAL PLANT

An MCT headquarters cannot always be established in a facility which lends itself to positive security without supplementing the existing security features. The conduct of an MCT operation will attract a great deal of attention from the media, and the result could be probes by the curious, mentally ill, or the suspect into building and particularly the records of the MCT.

The headquarters is sensitive because the loss of records or the exposure of information pertaining to the investigation could cause a legal compromise or create an atmosphere of distrust by witnesses, potential witnesses, or informants. It is, therefore, of great importance that the MCT records be protected from an intruder or fire.

Once the headquarters site is selected, the Security Officer should conduct a survey of the facility to estimate the vulnerability of the site and the state of repair of existing security features.

The Security Officer should initiate repair, if needed, to existing security features and initiate hardening of vulnerable areas of the building. The Security Officer should also change all locks on access doors and initiate a positive key control program.

The Security Officer should prepare and maintain a lock check log to record person and time of check when the site is closed till the next work assignment arrives.

MCT ASSIGNED PERSONNEL

MCT - I.D. # _____

Name: _____ Date of Birth: _____

Agency: _____ SSN: _____

Position with Agency: _____ Business Phone: _____

Immediate Supervisor: _____ Home Phone: _____

Home Address: _____

City: _____ State: _____ Zip: _____

MCT ASSIGNMENT

Position: _____ Duty Hours: _____
Date of Assignment: _____ Date of Status Change: _____
Status Change to: _____

Position: _____ Duty Hours: _____
Date of Assignment: _____ Date of Status Change: _____
Status Change to: _____

Position: _____ Duty Hours: _____
Date of Assignment: _____ Date of Status Change: _____
Status Change to: _____

Position: _____ Duty Hours: _____
Date of Assignment: _____ Date of Status Change: _____
Status Change to: _____

Position: _____ Duty Hours: _____
Date of Assignment: _____ Date of Status Change: _____
Status Change to: _____

CIVILIAN VOLUNTEER

MCT - I.D. #_____

Name:_____ Date of Birth:_____

Maiden Name:_____

Name if previously married:_____

Home Address:_____ Home Phone:_____

City:_____ State:_____ Zip:_____

Business Occupation

Name of Business:_____ Business Phone:_____
Address of Business:_____
City:_____ State:_____ Zip:_____
Name of Immediate Supervisor:_____

References

Name:_____ Occupation:_____
Relationship to Applicant:_____
Business Address:_____ Business Phone:_____
City:_____ State:_____ Zip:_____

Name:_____ Occupation:_____
Relationship to Applicant:_____
Business Address:_____ Business Phone:_____
City:_____ State:_____ Zip:_____

MCT Assignment

Position:_____ Duty Hours:_____
Date of Assignment:_____ Date of Status Change:_____
Status Change to:_____

Position:_____ Duty Hours:_____
Date of Assignment:_____ Date of Status Change:_____
Status Change to:_____

BUILDING SECURITY REGISTER

Date: _____

Security Officer	Name	Badge No.	In	Out	Security Officer

If contract janitorial service is utilized during non-duty hours, the Security Officer is responsible for their supervision and control as it relates to access to sensitive material.

The Security Officer is responsible for inspection of the building's fire extinguishing equipment, a fire plan, an evacuation plan, and posting of fire department phone numbers conspicuously in each room.

Should the physical plant not lend itself to security because of architectural problems or the sharing of a facility with another operation, the MCT Commanding Officer may elect to supplement the security with an alarm system. Depending on the availability of funds, this may be done by contracting with an alarm company or by purchasing a radio-activated alarm system. There are numerous dependable portable alarm systems which may be purchased by the law enforcement agency that lend themselves to building security with the employment of the appropriate sensors. The ideal system is one utilizing both intrusion and fire detection sensors. The Security Officer is responsible for an alarm response plan and the provision of a call list of MCT personnel to respond with a key for a building search.

APPENDIX C

Telephone Operator's Guide

The conduct of a multiple-jurisdiction major case could be completely dependent on information obtained from citizen informants. To reduce the possibility of lost messages and uncoordinated response, a single number for MCT tips should be established and continually publicized.

Selection and training of persons answering these telephones is important to the effective and efficient conduct of the investigation. The telephone clerk is exposed in such a sensitive position that a manual of operations should be provided. Telephone clerks may be volunteers, but professional telephone operators are a frequently called upon trained resource. Many work split shifts and will arrive at all hours; others are housewives and auxiliary or reserve police. Because of the unplanned and individual arrivals, the phone room supervisor would be continually briefing arrivals. Regardless of the thoroughness of the briefing, the telephone clerk would miss some points. It is therefore necessary to provide each telephone clerk with a written manual of instructions.

The manual should be divided into two sections: Operational Procedures and Special Instructions. The Operational Procedures should be permanent instructions defining job activity. The Special Instructions should be information needed by telephone clerks on a daily basis.

The Operational Procedures should be agreed upon prior to implementation of the team and prepared for issue upon activation. Points that should be covered are:

- Operation of the telephone equipment.
- How to answer the phone.
- How to complete necessary forms.
- Responsibilities of major MCT components and their phone numbers.
- How to take administrative messages.
- Information on rewards for clues.
- How to handle confessions.
- How to handle obscene calls
- How to handle callers who are reluctant to provide information.

- How to handle inquiries from the media.

The manual should also explain the need for discretion and secrecy concerning information received. The appropriate state law should be quoted so that the telephone clerk clearly understands the legal aspects of compromising the investigation through unauthorized release of information.

The Special Instructions should be updated as needed by the Phone Room Supervisor. The update may include any message that should be communicated to the telephone clerks. Examples are:

- Messages from investigators expecting calls.
- Identity of mentally ill persons who routinely call to confess or provide information.
- Names of persons or places that have particular significance to the investigation.

Each telephone clerk assuming duty should be issued a complete manual. Each telephone clerk could be provided with a notepad fed from a roller, and these notes would be given to the Phone Room Supervisor at the end of the tour of duty. The Phone Room Supervisor will store the notes by date, and when investigators ask for details from persons taking a tip, the notes may aid the telephone clerk in remembering the conversation.

The Phone Room Supervisor could also acquire a 30-minute tape, self erasing, for each phone in the phone room. If that capability cannot be obtained, each phone should have immediate access to a manually activated tape recorder to record calls which are defined in the Operations Manual as being significant.

A third suggestion to the Phone Room Supervisor is to provide the telephone clerks with a break room. Since the phone room must be kept quiet and free of personal conversations, the break room will provide a place to vent personal needs to talk.

APPENDIX D

Major Case Team Handbook

Multiple-jurisdiction Major Case Teams are by definition composed of officers from different jurisdictions, and each officer assigned comes from a different administrative environment. In order to provide effective control of the MCT operation, a single MCT administrative handbook must be adopted and issued to each participant early in the team's development.

Such a handbook should be divided into four sections: Organization and Administration; General Orders; Special Orders; and Procedural Instructions.

Organization and Administration

Describing the statutory authority of the MCT, this section includes legal agreements between participating jurisdictions and citations of appropriate state statutes. The proposed MCT chain of command and organiation should be outlined, each job title defined, job qualifications described, and duties and responsibilities listed. To be included in this section is a description of how and under what circumstances a Major Case Team could be initiated, along with how and under what circumstances the MCT could be terminated. This section should also list the Rules of Conduct, which outline the behavior expected of all members of the MCT.

General Orders

General Orders are written communications issued for the purpose of announcing the adoption of revision of policy or procedure applicable throughout the team.

These General Orders will remain unchanged from operation to operation unless rescinded or superseded; they should be approved by all participating jurisdictions.

Special Orders

Special Orders are written communications issued for the purpose of announcing policy or procedure in regard to a specific circumstance or event, or policies or procedures that are self-cancelling or of a temporary nature, or which have applicability only to a specific segment or activity of the MCT operation.

Special Orders should be issued by the MCT Commanding Officer for the purpose of providing specific direction to the operation.

Procedural Instructions

Procedural Instructions are written communications issued for the purpose of providing detailed procedures to be followed to accomplish a major

task or carry out MCT policy. Procedural Instructions should be written and approved by all of the jurisdictions participating in the major crime team. The MCT Commanding Officer, however, may arbitrarily change a Procedural Instruction to accommodate a special situation encountered during an operation.

Jurisdictions willing to participate in an MCT operation should preplan and, prior to implementation, assemble Major Case Team handbooks.

Each member, sworn or civilian, should be issued a book, and the participating jurisdictions may ask each member to sign a statement of understanding of its contents. The handbook may be used as the focus of training for members during regularly scheduled MCT training exercises.

APPENDIX E

Tip Room Operations

The conduct of an efficient and effective MCT investigation is dependent on the information flow from informants to investigators and the control therafter of the quality of the investigation. The utilization of a Tip Sheet system as instituted by the Michigan State Police provides the string of continuity and control needed in an investigation of magnitude. This appendix is a description of the use of the Michigan State Police Tip Sheet Form DD-27 (Rev. 8-73). This appendix does not, however, follow exactly the recommended procedures for form format, completion, and distribution.

Initiation of Tip Sheet

Tip sheets are initiated when information is received concerning the investigation from a citizen, another law enforcement agency, or any new lead developed as a result of work on a current lead. The person completing the tip sheet will enter information as described by referencing the number appearing in the appropriate blank of the sample tip sheet attached.

White –MASTER
Yellow–WORKSHEET
Card –FILE

PRIORITY EVALUATION
27
Low | Medium | High

SUBJECT TIP NO. 28

Name: Last | First | Middle
1

Address | City
2

Direction to Locate (Hangouts, girlfriends, etc.)
3

Born	Ht.	Wt.	Eyes	Hair
4	5	6	7	8

Veh. Make	Style	Color	Yr.	Lic. No.
9	10	11	12	13

Works | City | Occupation
14 | | 15

Home Phone | Other Phone
16 | 17

Associates
18

INFORMANT TIP NO.

Name: Last | First | Middle
19

Address | City
20

Can be Contacted At
21

Home Phone | Office Phone
22 | 23

Informant was Contacted At
24

INFORMATION REFERENCE SUBJECT
29

	Yes	No		Yes	No		Yes	No
Criminal Record Obtained (IB)	☐	☐	Sex Motivated Crime File Check	☐	☐	Handwriting Specimen Obtained	☐	☐
Record Section Checked	☐	☐	Intelligence Check	☐	☐	Hair Specimen Obtained	☐	☐
Photo Available	☐	☐	Operator's License Check	☐	☐	Written Statement Obtained	☐	☐
LEIN Checked	☐	☐	Fingerprints Obtained	☐	☐	Recorded Statement Obtained	☐	☐
Gun File Check	☐	☐	Palmprints Obtained	☐	☐	Updated Photo Obtained	☐	☐

DETAILS OF TIP
25

REPORT
31

Received by | Date | Time
26

Assigned to | Date | Time
30

Analyzed/Closed by | Date
34

☐ Subject Not Cleared
32

Subject Cleared by:
33
☐ Witnesses ☐ Was Working ☐ Polygraph

1. Print last name, first name, and middle name of person who is the subject of the tip. If the subject of the tip is known by an alias or nickname, indicate that it is an alias or AKA in the name field. If the subject is female, indicate a Miss or Mrs., if known.

2. Print room number, apartment number, trailer space number, rural route number, then street number and name with appropriate designation of court, circle, drive, street, boulevard, etc. Print city and state.

3. Print any information that may assist the investigator in locating the subject. List only information obtained from informant, not personal conjecture or logical inference.

4. Print date of birth, month, day, and year. If no exact date of birth is known, print approximate or estimated age with the abbreviation yrs. after the number.

5. Print subject's height in feet and inches. After the number of feet abbreviate ft. and after the number of inches abbreviate in. For estimates print EST.

6. Print subject's weight in pounds and after the number abbreviate lbs. For estimates print EST.

7. Print color of eyes in full.

8. Print color of hair, if known, in full. If subject wears a wig, print wig. If subject is predominantly bald, list hair color as bald.

9. Print the manufacturer's trade name--Chevrolet, Buick, Ford, etc.

10. Print the name given to the vehicle by the manufacturer--Impala, Cutlass, LTD, etc. If the vehicle is a van, pickup, 4-wheel recreational vehicle or other vehicle whose manufacturer's name is not commonly known, print the style name and describe the class of vehicle, van, pickup, panel truck, etc.

11. Print color of vehicle; do not abbreviate. When vehicle has two colors, print color on top first, then print bottom color, separated by a slant line (e.g., white/black). If the vehicle has a unique color scheme, design, or writing, indicate in item 25 Details of Tip section. Should the vehicle have damage or unique identifying accessories, indicate them in item 25.

12. Print the estimated or known year of the vehicle make. If the year is an estimate, follow number by EST.

13. Print abbreviation for state, then the license number. If the state is unknown, print UNK. If the license number is a partial license number print PART. If the state is unknown, but the informant remembers the color scheme, indicate in item 25.

14. Print employer of subject by company name or description of work activity location, including city.

15. Print occupation of subject. If subject has more than one occupation, include others in item 25.

16. Print area code and number of telephone at location where subject resides.

17. Print area code and number of telephone at location other than residence where subject may be called. Print the type of location, bar, friend's house, or work. If blank is not large enough, use item 25.

18. Print name, age, race, sex, and other descriptors of associates of the subject. If no specific personal descriptors are available, but occupation and geographical area of contact are known, include in associates blank.

19. Print last name, first name, middle name of person calling or providing the information. If informant refused to be identified, print sex, race if speech indicates, and approximate age. If contacted in person, write physical description. If informant is a confidential informant, indicate on tip, and in space 21 indicate officer who works the informant. If tip comes from a "secret witness" program, put the code in the blank 19 and in blank 21 indicate "secret witness."

20. Print room number, apartment number, trailer space number, rural route number, then street number and name with the appropriate designation of court, circle, drive, street, boulevard, etc. Print city and state.

21. Ask informant where he or she would prefer to be contacted. Use that location or if the informant wishes to be called for an appointment, so indicate.

22. Print the area code and home phone number.

23. Print the area code and business phone number including name of business.

24. Print location of informant contact or phone call to what agency. If the informant is an official of a criminal justice agency, write agency name in this block.

25. Print details of the tip. The details should be complete as possible. If more space is needed, continue into report blank. If a recording is made of phone tip, so indicate in this space.

26. Print name and agency of the person receiving the tip if other than the MCT. Print the date and time the tip was received.

Once the above-listed blanks are completed, the tip is kept at the phone position by the phone clerk for pickup by the Phone Room Supervisor or his representative. If the tip is of an obviously urgent priority, follow procedures described in the telephone clerk's manual for the administration and distribution of the tip.

Tips will be periodically collected by the Phone Room Supervisor and transported to the Tip Room to the Tip Room Supervisor.

The Tip Room Supervisor will read each tip and assign a priority in blank 27. Once a priority has been assigned, the tip is assigned a Tip Number in blank 28. The Tip Number will only be assigned in the Tip Room. The number may come from a list of numbers or a number stamp machine.

The tip will then be processed by Tip Room personnel who will conduct file checks of persons and property or evidence submitted in the tip. The appropriate blank will be checked for file checks conducted in blank 29.

The tip will then be placed in a file to be collected by the appropriate investigations supervisor for case assignment. The Tip Room will order the tips for assignment as directed by the Commanding Officer. In most cases, tips will be collated by geographical area of tip.

The investigations supervisor will give the investigator the whit or original copy and return the yellow and card copy to the Tip Room.

The yellow copy will be filed numerically by tip number in an investigation pending file. The investigation pending file is used by the investigations supervisor to aid in case management.

The hard copy card will be filed in an alphabetical file by name of subject. This file will be used as a check to reduce duplication in the investigation and to cross index the informant.

Once the investigator has completed his investigation, he will complete item 31 on the tip sheet. The investigator will outline his activity in the gather of information, successful or unsuccessful. The tip sheet will then be submitted to his investigations supervisor.

The investigations supervisor will review the report in item 31 and determine if the investigation clears the subject. If the subject is not cleared, and there is a probability that the continued investigation would

clear the subject, the investigation will be returned to the investigator or be reassigned. If the continued investigation would not reveal facts clearing the subject, the investigations supervisor will mark the not cleared item 32.

If the investigator's report states facts that clear the subject of suspicion, the investigations supervisor will check the appropriate blank in item 33.

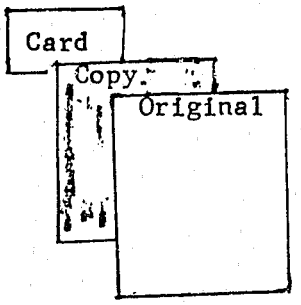
Once the tip sheet has been reviewed completely by the investigations supervisor, the supervisor will sign his name and the date in item 34.

The original copy would then be submitted to the Tip Room where it would be filed numerically by tip number. The copy would be removed from the investigation pending file and from the tip filing system.

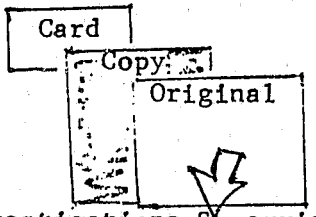
It should be noted that once the tip is issued to the investigations supervisor, there is no record of the tip in the file system. If it should be misplaced, there is no way to retrieve the information lost. Persons utilizing the system described in this appendix should be aware of the sensitive nature of the period of no file backup when the tip leaves the Tip Room with the investigations supervisor.

A tip flow chart is attached.

TIP FLOW CHART



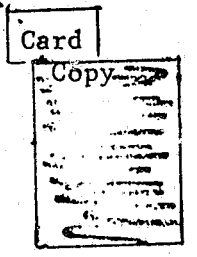
Completed by person receiving information by phone or in person



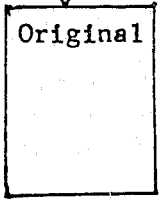
All three are then sent to Tip Room Supervisor who checks files, sends all three to Investigations Supervisor

Investigations Supervisor gives original to assigned investigator, sends card and copy back to Tip Room with record of assignment

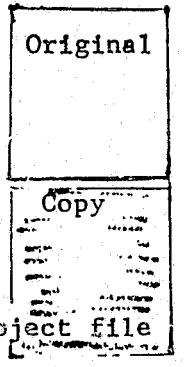
Investigator completes investigation, returns original to Investigations Supervisor



Tip Room files Copy by Tip Number in Pending File, files card alphabetically by last name of subject



Investigations Supervisor completes original, signs and dates it, forwards to Tip Room



Tip Room files original in Tip File by case number

Tip Room removes Copy from Pending File and from active file system

Stays in subject file

DD-27 (Rev. 8-73)

41

White –MASTER
Yellow–WORKSHEET
Card –FILE

PRIORITY EVALUATION

Low | Medium | High

SUBJECT TIP NO. _____

Name: Last | First | Middle

Address | City

Direction to Locate (Hangouts, girlfriends, etc.)

Born	Ht.	Wt.	Eyes	Hair

Veh. Make	Style	Color	Yr.	Lic. No.

Works | City | Occupation

Home Phone | Other Phone

Associates

INFORMANT TIP NO. _____

Name: Last | First | Middle

Address | City

Can be Contacted At

Home Phone | Office Phone

Informant was Contacted At

INFORMATION REFERENCE SUBJECT

	Yes	No		Yes	No		Yes	No
Criminal Record Obtained (IB)	☐	☐	Sex Motivated Crime File Check	☐	☐	Handwriting Specimen Obtained	☐	☐
Record Section Checked	☐	☐	Intelligence Check	☐	☐	Hair Specimen Obtained	☐	☐
Photo Available	☐	☐	Operator's License Check	☐	☐	Written Statement Obtained	☐	☐
LEIN Checked	☐	☐	Fingerprints Obtained	☐	☐	Recorded Statement Obtained	☐	☐
Gun File Check	☐	☐	Palmprints Obtained	☐	☐	Updated Photo Obtained	☐	☐

DETAILS OF TIP

REPORT

Received by | Date | Time

gned to | Date | Time

Analyzed/Closed by | Date

☐ Subject Not Cleared

Subject Cleared by:

☐ Witnesses ☐ Was Working ☐ Polygraph

APPENDIX F

STATE OF MICHIGAN

FRANK J. KELLEY, ATTORNEY GENERAL

STATE POLICE: Enforcement of state laws in conjunction with local peace officers

PEACE OFFICERS: Enforcement of state laws outside jurisdictional boundaries in conjunction with state police

ATTORNEY GENERAL: Legal services for local peace officers

WORDS & PHRASES: "in conjunction with"

A local peace officer may exercise peace officer powers outside his own jurisdiction when enforcing state laws in conjunction with the state police. The phrase "in conjunction with" in this context means that the responsibility for performing police functions is shared and neither the state police officer nor the local peace officer is in charge of the other.

Where, pursuant to the statute, the director of the Michigan state police puts into effect a cooperative plan for the purpose of the prevention and discovery of crime and the apprehension of criminals, it is not necessary for a state police officer to be present in order for a local peace officer to exercise peace powers outside the jurisdiction of the local peace officer.

The state assumes no financial responsibility in connection with a civil suit arising from the actions of a local peace officer. The Attorney General is not obligated to provide any defense to a local peace officer for actions arising out of his conduct in the performance of his duties.

Opinion No. 5031

Col. George L. Halverson
Department of State Police
714 S. Harrison Road
East Lansing, Michigan

I am in receipt of your inquiry which poses the following questions regarding the authority of local officers when working outside their jurisdictions and any liability that may result therefrom. I will address the questions listed below seriatim.

> 1. Relating to 1927 PA 175, S 2a; MCLA 764.2a; MSA 28.861(1) "does 'in conjunction with the Michigan state police' mean actual physical presence of a Michigan state police officer?"

2. "Could a municipal police officer exercise his authority and power outside his normal jurisdiction where he is supervised by a Michigan state police officer who may not be physically present?"

3. "Could a municipal police officer exercise his authority and powers outside his normal jurisdiction when engaged in a joint operation with the Michigan State Police, but where Michigan State Police officers are not present and do not supervise the operation?"

4. "Does the Director of the Michigan State Police have legal authority to grant such power and authority to a local police officer where Michigan state police officers are neither present or supervising the activity?"

5. "In the event of a civil suit arising from actions taken by the task force, would the Attorney General's office provide counsel to the local officers?"

6. "In the above instance, would the state assume any financial liability which may result in such actions?"

The statute to which you refer states as follows:

"A peace officer of a county, city, village or township of this state may exercise authority and powers outside his own county, city, village, or township, when he is enforcing the laws of this state in conjunction with the Michigan state police, or in conjunction with a peace officer of the county, city, village, or township in which he may be, the same as if he were in his own county, city, village or township." MCLA 764.2a; MSA 28.861(1).

The provision has been previously addressed by this office in OAG, 1917-1918, No. 712, p. 608 (April 27, 1948). The opinion concerns the authority of a city police officer to make an arrest for a misdemeanor outside city limits, and in another county, at the request of the Michigan State Police. Thre the statutory provision was interpreted to give the city police authority to cross the county line to make the arrest and the actual presence of a state police officer was not required for city police to exercise peace powers outside their jurisdiction. It was considered legally sufficient that state police had requested the aid of the city police. Yet a caveat was given:

CONTINUED

1 OF 3

> ". . . In this connection, however, it might be well to add that the rule covering the arrest for a misdemeanor applies and the officer would not be warranted in making an arrest without a warrant unless the offense was committed in his presence." OAC, 1947-1948, No 712, p 608 (April 27, 1948).

The result reached in OAC, 1947-1948, No 712, p 608 (April 27, 1948) is consistent with judicial definitions made of "in conjunction with" by courts of other jurisdictions. In re Clark's Estate stated:

> "'The primary definition of the word "conjunction" is a joining or meeting of individuals or of distinct things; union; connection; combination; association . . . '" 74 Abs 460; 141 NE2d 259, 263 (1955); See also Highland v Empire National Bank of Clarksburgh, 141 W Va 473, 483; 172 SE 544, 549 (1933).

This defintion does not stipulate that working in conjunction means that people have to be in the actual presence of one another. It is therefore my opinion that "in conjunction with the Michigan state police" does not demand the actual phusical presence of a Michigan state police officer.

Prior to responding to any further questions, it is essential that the terminology used in your questions be clarified. Some of the questions concern what happens in various situations where the local police are or are not "supervised" by the state police. Using the word "supervised" is improper and misleading. There is no authority for the Michigan State Police to "supervise" the local police officer's actions. "Supervise" is defined in Continental Casualty Co v Borthwick, 177 So2d 687, 689 (Fla, 1965):

> "'To oversee for direction; to superintend; to inspect with authority.'"

The definition of "supervise" is also set forth in Saxton v St. Louis Stair Co, 410 SW2d 369, 377 (Mo App, 1966):

> " 'To coordinate, direct, and inspect continuously and at first hand the accomplishment of another or to oversee with the powers of direction and decision the implementation of one's own or another's intentions.' "

The statutes that are of present concern give local police officers the authority to work "in conjunction with" another peace officer, such as the Michigan State Police. This is quite different from working under the "supervision" of another peace officer.

When one is working under the "supervision" of another, the person who is supervising is in control, and is therefore responsible for the actions of those being supervised. On the other hand, when one is working "in conjunction with" another, the control and responsibility is shared as there is a joining or combining of forces. Hence, the parts of the questions that pertain to "supervision" will not be considered.

Accordingly, questions two and three may be answered by stating that 1927 PA 175, S 2a, supra, allows a local peace officer to exercise peace officer powers outside his jurisdiction. But these powers relate only to enforcement of "the laws of this state in conjunction with the Michigan state police, or in conjunction with a peace officer of the county, city, village or twonship in which he may be."

Regarding question four, 1935 PA 59, S 6; MCLA 28.6; MSA 4.436, which delineates the powers and duties of the director of the Michigan State Police, states:

> "The /director/ shall have authority, upon the order of the governor, to call upon any sheriff or other police officer of any county, city, township or village, within the limits of their respective jurisdictions, for aid and assistance in the performance of any duty imposed by this act and, upon being notified or called upon for such aid and assistance, it shall be the duty of the officer concerned to comply with such order to the extent requested. Refusal or neglect to comply therewith shall be deemed misfeasance in office and shall subject the officer so refusing or neglecting to removal from office.
>
> "The said /director/ shall formulate and put into effect plans and means of cooperating with the local police and peace officers throughout the state for the purpose of the prevention and discovery of crimes and the apprehension of criminals; and it shall be the duty of all such local police and peace officers to cooperate with such /director/ in such plans and means . . ." /emphasis added/

This statutory provision, in my opinion, authorizes the director of the Michigan State Police to allow a local peace officer to exercise peace officer powers outside his jurisdiction even when Michigan state police officers are not present. The provision, however, does not vest state police officers with supervisory powers over local peace officers.

1964 PA 170, § 8; MCLA 691.1408; MSA 3.996 (108), relates to questions five and six:

> "Whenever any claim is made or any civil action is commenced against any officer or employee of any governmental agency for injuries to persons or

> property caused by negligence of the officer or employee while in the course of his employment and while acting within the scope of his authority, the governmental agency is authorized, but not required, to pay for or engage or furnish services of an attorney to advise the officer or employee as to the claim and to appear for and represent the officer or employee in the action and the governmental agency may compromise, settle and pay such claim before or after the commencement of any civil action. Whenever any judgment for damages is awarded against any officer or employee of any governmental agency as a result of any civil action for personal injuries or property damage caused by the officer or employee while in the course of his employment and while acting within the scope of his authority, the government agency is authorized, but not required, indemnify the officer or employee or pay, settle, or compromise the judgement . . ." /emphasis added/

This statute, in my opinion, leaves it to the discretion of the governmental agency which has employed the officer to decide whether it will defend such person and whether it will indemnify the officer or employee or pay, settle or compromise if a judgment for damages is awarded against that person.

Traditionally, the Attorney General determines on a case by case basis whether to defend an officer or employee who is being sued. Since the Michigan State Police are given authority to work "in conjunction with", as opposed to exercising any control over or "supervising" the local police, it is evident that the Attorney General need not defend a civil suit arising from actions of local peace officers. Hence, the Attorney General will not provide counsel for the local police officers nor does the state assume financial liability resulting from their action.

In summary, it is my opinion that 1) when local police officers work in conjunction with state police officers, the local police officers maintain their authority and powers when outside their jurisdiction whether or not the state police officers are actually present. (2) The director of the Michigan State Police has legal authority to grant such powers and authority to a local police officer when Michigan State Police have exercised a plan under 1935 PA 59, § 6, supra. (3) It is within the discretion of the governmental agency that has employed the officer or employee as to whether it will defend and indemnify such person for suits against that person. The state assumes no financial responsibility in connection with a civil suit arising from the actions of local peace officers.

/s/ Frank J. Kelley
Attorney General

APPENDIX G

COMPUTER ROOM OPERATIONS

INTRODUCTION

The information in this appendix was compiled to serve as an operational guide in the development of an automated information system for use in a Major Case Team investigation. Generalized descriptions of the computer room and its operations appear elsewhere in this MCT Manual. The initial effort by the Michigan State Police for the Oakland County Special Task Force resulted in the development of an automated tip file to assist in handling the large volume of tips that came into the task force following the fourth sex-related murder of a child in the county, and this file has subsequently been expanded to meet the informational needs of the entire investigation.

The consultant assigned to prepare this appendix was Sgt. Philip L. Hogan of the Michigan State Police. Messrs. George Willoughby and Robert Dumas, both involved in the development of the system, have also contributed to this effort.

I. OVERVIEW

The automated computerized system being used at the Oakland County Special Task Force is probably the only system of its kind in actual use. The system itself is merely a tool for investigators to use in any major investigation. While it can never replace good investigators, it does save a tremendous amount of time and shoe leather.

A tool is only as good as the person who is using it, and that truism applies to this system. The fact is we really do not know the limitations of the system, because we are just beginning to learn how to make this new tool work for law enforcement. The only limitation we have found so far is the user's imagination.

The system has provided the investigator with the ability to immediately access a wealth of information in a matter of seconds. The following brief overview of the system provides a much better idea of how it can be used.

The system is made up of four separate data bases or files, as follows:

1 - TIP FILE

A. 13,154 total entries.

B. Provides instantaneous recovery of any tip on file.

C. Eliminates duplicate investigations.

D. Any tip can be recovered by querying the data base using any one of the 20 bits of information captured by the computer. (In essence you have the ability to access from 20 different card files within the major data base within seconds.)

E. All investigators operate the terminals and query the data base using 10 automated programs, which were developed in order to make the operation simple enough so that any officer with 15 minutes of training could query the data base himself.

F. BMF A (sub-file)

1. Identifies all subjects who have been investigated but not cleared.

2. 100 are ready to be loaded.

G. BMF B

1. Identifies persons who have been investigated

but not cleared and who are to be investigated further.

2. Usually these persons will be entered in the composite file.

H. Surveillance

1. Identifies about 1,500 persons who were seen at either the funeral or drop site of Timothy King.

I. A query into the Tip File will give the following information:

1. Multiple tips containing the same information.

a. Name

b. Address

c. Vehicle license number

d. Informant

2. Multiple sources of information

a. Informant

b. Informant and surveillance

c. Informant, surveillance and can't be cleared

J. Multiple Reporting Capability

1. Reports can be programmed to display information in any format desired by the investigator.

a. Listed by Tip Number

b. Listed by License Number

c. Alphabetical order by Last Name

d. Alphabetical order by Street Name

2. *Reports will only display the desired information.

   a. Last, First and Middle Name, Tip Number, Status, and Priority

   b. Last, First, and Middle Name, Address, Tip Number, and Status

   c. List all Tips from a specific city, street, or police department.

   d. Total number of tips on specific persons, vehicles, vehicle color, or cleared by investigation

* The primary purpose of reports is to locate and identify specific tips. To obtain all the information on a tip, the investigator must pull the Tip Sheet.

II - VICTIMIZATION FILE

This file was established under the assumption that the person responsible for these homicides was not 100% successful in every abduction he may have attempted.

A. Contains 1,260 incidents reported to 30 police departments in southeastern Oakland County from January 1, 1975, to present.

B. Contains 559 incidents reported by school children from December, 1976, to present.

   1. These reports were obtained after a special request to students attending schools in the target area.

C. Provides the ability to compare information obtained by a number of police jurisdictions.

   1. Suspect vs. victim

   2. Occurrence day of week

   3. Suspect vehicles

   4. Similar crimes

D. The information can be sorted in as many different combinations of information available that the human mind can imagine. (The data base contains the answers. The problem is to discover the correct combination of questions to ask).

E. Displaying information.

   1. Maps

      a. To-scale drawings of the target area.

      b. Pinpointing the location of each incident.

Maps are generated by use of a digitizing pad which acts on an X-Y Grid Base. By locating the incident on a map which is placed over the digitizing pad the X-Y coordinates can be stored in the computer for reproduction at a later date.

   2. Bar Graphs

      a. Identifies the highest

         1) Occurrence time

2) Occurrence day of week

3) Color of vehicle

4) Vehicle make

5) Victim sex, age

6) Suspect build, age, hair color

III - CHECK FILE

This file was established to provide the investigator with as much information as possible about a subject prior to initiating an investigation.

A. Contains 1,300 names of individuals who had been listed on a tip from the homicides prior to Timmy King.

B. 375 names of persons wanted for sex crimes across the country by the FBI.

C. 6,912 names of persons who have prior record of sex-related offenses and are living in Michigan.

IV - COMPOSITE FILE

This file has not been established at this time; however, many of the functions of this file will provide a more satisfactory means of comparing known information.

A. Will contain a total profile on

1. Suspects (Only persons with very high suspicion or known circumstances connecting them with the case will be entered).

a. Recreational activity

b. Occupation

c. Travel patterns

d. Hang outs

e. Acquaintances

2. Victims - same as suspect

3. Vehicle

a. Make

b. Style

c. Damage

d. Interior description

e. Tire size, tread

f. Wheel base

4. Complaint

a. Evidence

b. Drop site

c. Pick up location

d. Weather

e. Times, dates

II. THE TIP FILE

The purpose of this file is to provide both management and investigative tools for a Major Case Team (MCT) operation involving the accumulation of a large amount of information. It is designed for use both by staff and operational people in an on-line mode, with updating occurring as rapidly as desired.

As a management tool, it effectively logs all tip entries coming into the MCT. With a high volume of tips being called in, it becomes necessary to assign blocks of tip numbers to the telephone operators, as well as the clerical staff accepting tips from other police agencies. After the initial rush, it is possible to go through the entire tip file and clean up the missing or duplicated numbers and organize the hardcopy filing system.

The tip file also serves as a very effective means of updating and correcting the tip system. As the various tips are investigated, new or corrected information has to be added not only to the specific tip being worked on, but also all other tips on file associated with it. The tip file serves as a means of gathering together all tips relating to a specific person or incident, even though they may have accumulated over time by different individuals and are, in fact, scattered through the hardcopy file in numeric sequence.

The clearance of investigated tips is also critical in a large-scale MCT investigation. It is normal for numerous tips to be received regarding one individual matching a composite or displaying suspicious behavior. The tip file enables a processed tip to be cleared and all new tips checked prior to assignment to ensure that the new information has not already been investigated and cleared. However, the fact that multiple tips are received regarding the conduct of one individual is of interest in itself and may warrant additional investigation, even though the original tip has been cleared. If a vehicle is involved, it becomes essential that the registration plates are noted as cleared in the state Law Enforcement Information Network (LEIN) to avoid the driver being continually stopped as the investigation continues. With the automated tip file, it is possible to generate a cleared vehicle list for entry into the LEIN system on a regular basis.

When a number of investigative teams are used, it becomes necessary to group tips geographically to minimize travel time. With the automated system, this is possible, based on either the suspect's or informant's address. As the teams report for assignment, they receive a package of new tips assembed by the MCT staff.

This technique not only minimizes time spent in travel but also allows the MCT Commander to direct the investigation of the large number of tips on a geographical basis if it appears that the suspect's or informant's residence might be critical to the investigation.

If a pririty system is used grading the tips regarding urgency of a follow-up investigation, it becomes essential that high-priority tips are assigned first. The automated tip file again allows grouping of tips based on priority so they can be given out as rapidly as possible. This may be coupled with geographic grouping as described above. In this manner, the daily activities of a team may be controlled.

In a large-scale MCT investigation covering a wide geographical area, numerous investigative teams from various police jurisdictions and a large degree of public input confront the Commander with a number of problems: "How efficient are the individual teams? Am I making any headway investigating the incoming tips? Am I receiving the input from the public in the area I am concerned with? Is my media coverage soliciting information from the area of interest? Do I have enough men to investigate the tip information I have and plan on receiving? When can I start reducing the number of teams and by how many men? How long is the large-scale coordinated effort going to last?" And there are many others. The overall management purpose of the automated tip file is to provide the answers to these questions as well as other in a rapid fashion.

The tip file meets these needs by loading basic data regarding each tip into an interactive file format called a data base management system (DBMS). Traditionally, law enforcement has made a series of index card files, one of each of the data items considered essential, such as vehicle color, suspect's name, informant's name, etc. The automated tip file is, in essence, a series of card files for each data item entered. When using the file, it is of value to think of it in this manner. You may ask any question of the tip file that you could answer through the use of multiple index card files. You may also do basic mathematical manipulations with the file.

The tip file also serves the investigatory side of the MCT. It enables an investigator to search through all tips relating to a specific individual and glean additional bits of information. For example, it is possible that the tip he has received contains only a suspect's name. However, elsewhere in the file is a tip regarding the same individual that contains the address or perhaps a vehicle. Through a search of the tip file, the investigator can gather all known information regarding the suspect prior to conducting the actual investigation. In this manner he can avoid unnecessary steps during the actual investigation.

After an investigation, the officer can confirm or dispute various bits of information offered by the suspect. For example, if a suspect denies being in a certain location at a given time, it is possible to go through the data base and locate the informant claiming his presence.

Another example of the investigative use of the tip file stems from an unidentified caller claiming involvement in the crime. A wire tap only revealed the telephone exchange area from which the suspect was calling. Using the tip file, it is possible to generate a list of all tips originating within that telephone exchange area. This is done by identifying all streets within the exchange area and searching the tip file for all informants and suspects residing within that area. It is then possible to send an investigative team into the area in an effort to uncover the caller or additional information.

It is not necessary to have all particular bits of information in question. A situation arose where an attempted abduction in one town yielded a partial license plate number and description of the vehicle. A few hours later the same event occurred in another town with the victim again getting a partial license plate number and vehicle description -- the same as in the earlier event. The tip file was searched based on the vehicle description and the two parts of the plate number. The end result was a list of possible vehicles and their respective owners that was turned over to an investigative team for follow-up.

The same technique may be used with any of the data elements. Again, this is the "Yellow Pages" effect wherein the tip file is able to either complete missing information, provide a list of possible areas of investigation, or store partial data for future completion from a tip or investigative lead.

The tip file may also be used to generate listings of information, such as suspect names or vehicles, to be checked through the normal law enforcement information systems, such as CCH or LEIN, for possible criminal involvement prior to sending an investigation team in for the initial contact. Many of the suspects appearing in such a file have a prior police record. In this manner it is possible to alert investigators prior to a mishap occurring in the course of an investigation.

It is also possible to monitor informants who are contributing information on the task force. Any unusual patterns may be brought to light upon examination of the tip file. This is essential, for the file is created by many individuals over a span of time, and it is possible for the investigator to miss a pattern being established by fradulent input or perhaps by the perpetrator himself.

The investigative teams have found a search of the tip file valuable in the course of an investigation to check suspect's relationships with each other. This may be based on similar or nearby addresses or mentioned names or vehicles. It is also possible for the investigator to call in and quickly check on the presence of an individual in the tip file should the new name come up in the course

of his investigation. If the new name is present, additional information may be gained from the file. If it is not, a new tip can be processed.

As with the management aspect of an automated tip file, the investigative aspect is limited only by the ability of the investigator to ask the question. A majority of the answers can be obtained on the terminal screen with no hardcopy printout necessary. The simplicity of the system allows regular clerical staff to query the tip file at the task force headquarters in response to a telephone call fron an investigator. In this manner, the file is available to the field investigator within moments to confirm or deny a statement made during the course of an interview with a suspect regarding any of the data elements contained within the tip file. It is also available within the squad room for the investigator to sit down and query regarding his tip assignments, new or old suspects, or possible vehicles, depending on the course of his part of the investigation at the moment.

The sources of information for the tip file are not limited to calls from the public, even though this sector may be the largest single source. Another source is the vehicle registration plates obtained through covert efforts at various scenes of the crime such as obduction site, body drop site, or victim's residence. Covert surveillance efforts at the funeral or other crime-related locations also yield a source of input for the tip file. The vehicle registration number is processed through the state registration system, thereby obtaining a vehicle make and owner. This data can then be entered into the file using an informant code to indicate the location of sighting and reporting unit, as well as any other data deemed necessary. A unique numbering sequence should be used to differentiate the various sources of data.

A third source originates from the input of information received from road patrols of various police agencies surrounding the area of concern. This input comes from routine traffic stops occurring prior to the crime and then a concentrated effort for a period of time after the crime. Again, the input is on the standard tip sheet with the informant area coded to indicate the reporting jurisdiction and location of the contact.

A fourth source of input stems from knowledge gleaned from investigators in police agencies within the area of investigation. Information thought to be related to the particular crime type being investigated should be solicited from various agencies and again entered on the standard tip sheet with the informant area used to designate the contributing officer and the agency he is with for future follow-up if necessary. A unique numbering sequence should be used in all of the above cases.

TIP SHEET

The tip sheet used was the standard reporting format used in earlier manual systems. The entire form is not entered into the data base; only those items indicated with a line on the attached form have been entered. This limitation was imposed by the large volume of tips and the limited disk space available. It is entirely possible to load all of the information, including the desired narrative information. In this manner the automated file could serve as a complete recall device. The only modification to the file would be the addition of the new portions desired.

The tip file as designed is intended to serve as a "Yellow Page" of information guiding the user to the proper hardcopy for additional information. It has been found, with few exceptions, that this has been adequate. To further expand the number of data elements entered would not only increase storage requirements, but more important, the amount of time required for data entry.

DD-27 (Rev. 8-73)

White —MASTER
Yellow—WORKSHEET
Card —FILE

PRIORITY EVALUATION

Low | Medium | High

SUBJECT TIP NO.

Name: Last | First | Middle

Address | City

Direction to Locate (Hangouts, girlfriends, etc.)

Born | Ht. | Wt. | Eyes | Hair

Veh. Make | Style | Color | Yr. | Lic. No.

Works | City | Occupation

Home Phone | Other Phone

Associates

INFORMANT TIP NO.

Name: Last | First | Middle

Address | City

Can be Contacted At

Home Phone | Office Phone

Informant was Contacted At

INFORMATION REFERENCE SUBJECT

	Yes	No		Yes	No		Yes	No
Criminal Record Obtained (IB)	☐	☐	Sex Motivated Crime File Check	☐	☐	Handwriting Specimen Obtained	☐	☐
Record Section Checked	☐	☐	Intelligence Check	☐	☐	Hair Specimen Obtained	☐	☐
Photo Available	☐	☐	Operator's License Check	☐	☐	Written Statement Obtained	☐	☐
LEIN Checked	☐	☐	Fingerprints Obtained	☐	☐	Recorded Statement Obtained	☐	☐
Gun File Check	☐	☐	Palmprints Obtained	☐	☐	Updated Photo Obtained	☐	☐

DETAILS OF TIP

REPORT

Received by | Date | Time

Assigned to | Date | Time

Analyzed/Closed by | Date

☐ **Subject Not Cleared**

Subject Cleared by:

☐ Witnesses ☐ Was Working ☐ Polygraph

```
BEGIN DATA BASE TIPS;

LEVELS:
          15   BOSS;

ITEMS:
          T-INITIAL        U2;
          TIP#             R2;
          S-LAST-NAME      U20;
          S-FIRST-NAME     U10;
          S-MIDDLE-NAME    U10;
          S-STREET-NO      U20;
          S-STREET-NAME    U10;
          S-CITY           U10;
          S-CLEARED        U6;
          VEH-MAKE         U6;
          VEH-STYLE        U10;
          VEH-COLOR        U6;
          VEH-YEAR         I1;
          VEH-LIC-NO       U8;
          I-LAST-NAME      U20;
          I-FIRST-NAME     U10;
          I-MIDDLE-NAME    U10;
          I-HOME-PHONE     U12;
          I-OFFICE-PHONE   U12;

NAME:  TIPIN, AUTOMATIC;

  ENTRY:
          T-INITIAL(2);

    CAPACITY: 20000;

NAME:  TIPNO, AUTOMATIC;

  ENTRY:
          TIP#(2);

    CAPACITY: 20000;

NAME:  SLNAME,AUTOMATIC;

  ENTRY:
          S-LAST-NAME(1);

    CAPACITY: 20000;

NAME:  ILNAME, AUTOMATIC;

  ENTRY:
          I-LAST-NAME(1);

    CAPACITY: 20000;

NAME:   SUBJECT, DETAIL;

  ENTRY:
          T-INITIAL(TIPIN),TIP#(TIPNO),S-LAST-NAME(SLNAME),S-FIRST-NAME,
          S-MIDDLE-NAME,S-STREET-NO,S-STREET-NAME,S-CITY,VEH-MAKE,VEH-STYLE
          VEH-COLOR,VEH-YEAR,VEH-LIC-NO,S-CLEARED;
```

COLOR CODES

```
BLACK  = BLK
BLUE   = BLU
BROWN  = BRN
BEIGE  = BGE
DARK   = DRK
GREEN  = GRN
GRAY   = GRY
GOLD   = GLD
LIGHT  = LHT
ORANGE= ORG
PINK   = PNK
PURPLE= PRP
RED    = RED
SILVER= SLV
TAN    = TAN
WHITE  = WHT
YELLOW= YEL
```

Any color that is not listed above, enter as ... OTH

All vehicle makes will be entered by using the first four letters of the vehicle's name. (i.e. Pontiac = PONT)

The style of the vehicle will be 2 or 4 for 2dr or 4dr

```
    CAPACITY: 20000;

NAME:   INFORMANT, DETAIL;

  ENTRY:
          T-INITIAL(TIPNO),TIP#(TIPNO),I-LAST-NAME(ILNAME),I-FIRST-NAME,
          I-MIDDLE-NAME,I-HOME-PHONE,I-OFFICE-PHONE;

    CAPACITY: 20000;

END.
```

SET NAME:
LICNO, AUTOMATIC

ITEMS:
VEH-LIC-NO, U12 <<KEY ITEM>>

CAPACITY: 7499 ENTRIES: 4188

SET NAME:
TIPNO, AUTOMATIC

ITEMS:
TIP#, R2 <<KEY ITEM>>

CAPACITY: 14503 ENTRIES: 11937

SET NAME:
SLNAME, AUTOMATIC

ITEMS:
S-LAST-NAME, U20 <<KEY ITEM>>

CAPACITY: 9749 ENTRIES: 6138

SET NAME:
ILNAME, AUTOMATIC

ITEMS:
I-LAST-NAME, U20 <<KEY ITEM>>

CAPACITY: 8999 ENTRIES: 5461

SET NAME:
CARMAKE, AUTOMATIC

ITEMS:
VEH-MAKE, U4 <<KEY ITEM>>

CAPACITY: 199 ENTRIES: 187

SET NAME:
STRNAME, AUTOMATIC

ITEMS:
S-STREET-NAME, U20 <<KEY ITEM>>

CAPACITY: 7499 ENTRIES: 4334

SET NAME:

IHPHONE, AUTOMATIC

ITEMS:

I-HOME-PHONE,	U12	<<KEY ITEM>>

CAPACITY: 8999 ENTRIES: 5208

SET NAME:
SFNAME, AUTOMATIC

ITEMS:

S-FIRST-NAME,	U10	<<KEY ITEM>>

CAPACITY: 7499 ENTRIES: 1561

SET NAME:
SUBJECT, DETAIL

ITEMS:

PRIORITY,	U4	
T-INITIAL,	U2	
TIP#,	R2	<<SEARCH ITEM>>
S-LAST-NAME,	U20	<<SEARCH ITEM>>
S-FIRST-NAME,	U10	<<SEARCH ITEM>>
S-MIDDLE-NAME,	U10	
S-STREET-NO,	U10	
S-STREET-NAME,	U20	<<SEARCH ITEM>>
S-CITY,	U20	
VEH-MAKE,	U4	<<SEARCH ITEM>>
VEH-STYLE,	I1	
VEH-COLOR,	U6	
VEH-YEAR,	I1	
VEH-LIC-NO,	U12	<<SEARCH ITEM>>
S-CLEARED,	U4	
I-LAST-NAME,	U20	<<SEARCH ITEM>>
I-FIRST-NAME,	U10	
I-MIDDLE-NAME,	U10	
I-HOME-PHONE,	U12	<<SEARCH ITEM>>
I-OFFICE-PHONE,	U12	

CAPACITY: 15000 ENTRIES: 13154

PATH IDENTIFYING INFORMATION

MASTER SET NAME	ASSOCIATED DETAIL SET NAME	SEARCH ITEM NAME	SORT ITEM NAME
LICNO	SUBJECT	VEH-LIC-NO	
PNO	SUBJECT	TIP#	
SLNAME	SUBJECT	S-LAST-NAME	

PATH IDENTIFYING INFORMATION (cont.)

ILNAME	SUBJECT	I-LAST-NAME
CARMAKE	SUBJECT	VEH-MAKE
STRNAME	SUBJECT	S-STREET-NAME
IHPHONE	SUBJECT	I-HOME-PHONE
SFNAME	SUBJECT	S-FIRST-NAME

DETAIL SET NAME	SEARCH ITEM NAME	SORT ITEM NAME	ASSOCIATED MASTER SET NAME
SUBJECT	TIP#		TIPNO
	S-LAST-NAME		SLNAME
	S-FIRST-NAME		SFNAME
	S-STREET-NAME		STRNAME
	VEH-MAKE		CARMAKE
	VEH-LIC-NO		LICNO
	I-LAST-NAME		ILNAME
	I-HOME-PHONE		IHPHONE

ENTERING INFORMATION INTO DATA BASE

To make sure that all information is entered the same way by all terminal operators the following rules were established for the entering of information in the Data Base.

GENERAL:

1. No abbreviation of city names.
2. Enter all information as it appears on the Tip Sheet.
3. If you have any doubt about how any information is to be entered, ASK, DO NOT THINK ON YOUR OWN.

TIP NUMBER

1. If Tip Number is missing - return tip to the Tip Room and have a number assigned.
2. If Tip Number is used twice on the same subject: Enter Both.
3. If Tip Number is used twice on different subjects: Enter one and have a new number assigned to the other prior to entering.

SUBJECT

1. Several tips on same subject: Enter all tips.
2. More than one spelling of subject's name: enter each spelling separately using the same Tip Number.
3. If Subject Name gives a husband and wife combination: Enter husband's name only.
4. If an alias or nickname is given: Enter the tip twice using the alias on one and the subject's correct name on the other.
5. If the Subject name is a business: Enter the name as it appears. Example: American Credit Corporation. American goes in the Subject Last Name, Credit goes in Subject First Name and Corporation goes in Subject Middle Name.
6. If Subject has a title (Dr., Father, Reverend, Sgt., etc.): Enter the title in Subject Middle Name.
7. Do not space, dash, or hyphen name. Example: McFall, not Mc Fall.

ADDRESS

1. If Subject lives out of state: Enter the City and State in subject city.
2. Only enter the street name, do not include St., Ave., Blvd., Crt., and etc.
3. Spell out all Mile Roads, Do Not Use Numbers.

VEHICLE

1. Color - Only the following abbreviations and colors are accepted. Only enter one color. (If Brn over Blu enter as Blu)

Black	=	BLK	Light	=	LHT
Blue	=	BLU	Orange	=	ORG
Brown	=	BRN	Pink	=	PNK
Beige	=	BGE	Purple	=	PRP
Dark	=	DRK	Red	=	RED
Green	=	GRN	Silver	=	SLV
Gray	=	GRY	Tan	=	TAN
Gold	=	GLD	White	=	WHT
			Yellow	=	YEL

ANY OTHER COLOR = OTH

2. Make - Only enter the first four letters of the Make:
   Examples: Plymouth = PLYM, Chevrolet = CHEV

3. Style - The following codes will be used:
   2 = Two Door
   3 = Van
   4 = Four Door
   5 = Station Wagon
   6 = Other

4. If two license plate numbers are given: Enter tip twice - once for each license plate number.

5. If two vehicles with same plate numer: Enter twice - once for each vehicle.

6. If the license number is out of state: Enter the license number and first three letters of state in vehicle license number.

7. Do Not Hyphen, Space, or Dash License Numbers.
   Example: DSH431, NOT DSH 431

UPDATING THE DATA BASE

1.) All new information received on a tip is updated when the information is received.

2.) System checks are made to find any typographical errors which are corrected when found.

3.) An automated error correction is run weekly to merge subject names, license numbers, and remove periods, dashes, and etc. from the Data Base.

4.) Tips that are cleared are given a code of "CLR" in the Cleared Section, once the tip is investigated and closed.

** THIS IS THE PROCEDURE FOR SIGNING ONTO THE COMPUTER.

1. MAKE SURE THE TERMINAL AND MODEM ARE TURNED ON.

2. CALL THE COMPUTER AT 476-6110.

3. PUT THE PHONE IN THE MODEM WHEN YOU A HIGH PITCHED TONE.

4. HIT THE CARRIAGE RETURN KEY UNTIL YOU GET A (:).

** YOU TYPE IN THE COMMANDS THAT ARE HIGHLIGHTED. THE PARTS THAT
**ARE NOT HIGHLIGHTED ARE THE RESPONCES THE COMPUTER WILL MAKE.

** AFTER YOU HAVE TYPED IN THE COMMAND AS IT APPEARS HIT THE RETUN KEY

:HELLO WILLO,LEMS.MSP;TERM=4 (IF YOUR USING A TELRAY TYPE IN 'HELLO WILLO,LEMS.M
ACCT PASSWORD?
FIRESTON
SESSION NUMBER = #S64
WED, JAN 25, 1978, 4:58 PM
HP32002A.01.02

&dB WELCOME TO THE FARMINGTON HILLS HP3000 &d@

:RUN QUERY.PUB.SYS

HP32216A.03.04 QUERY/3000 WED, JAN 25, 1978, 4:58 PM

QUERY/3000 READY

>X TIPXEQ

BASE=TIPS
PASSWORD = ;
MODE = 5
SETS=SUBJECT
PROC=TIPREP
END OF XEQ FILE

>

** YOU ARE NOW IN THE TIP DATA BASE AND CAN DO FIND OR
** REPORT COMMANDS THAT YOU NEED.

QUERYING THE DATA BASE

Twenty items of Information were entered in the Computer from the Tip Sheet. A tip can be retrieved by using one item of information or any combination of items.

Ten of the items in the Data Base were programmed as Automatic Finds. This was done to make it easier for the investigators to query the computer themselves.

The following is a list of the Information Items that were entered in the Computer. (Capitalized entries signify the Automated Finds).

Priority	=	Priority Rating
T-Initial	=	Tip Initial
TIP#	=	TIP NUMBER
S-LAST-NAME	=	SUBJECT-LAST-NAME
S-FIRST-NAME	=	SUBJECT-FIRST-NAME
S-Middle-Name	=	Subject-Middle-Name
S-Street-No	=	Subject-Street-Number
S-STREET-NAME	=	SUBJECT-STREET-NAME
S-City	=	Subject-City
VEH-MAKE	=	VEHICLE-MAKE
Veh-Style	=	Vehicle-Style
Veh-Color	=	Vehicle-Color
Veh-Year	=	Vehicle-Year
VEH-LIC-No	=	VEHICLE-LICENSE-NUMBER
S-Cleared	=	Subject-Cleared
I-LAST-NAME	=	INFORMANT-LAST-NAME
I-FIRST-NAME	=	INFORMANT-FIRST-NAME
I-Middle-Name	=	Informant-Middle-Name
I-HOME-PHONE	=	INFORMANT-HOME-PHONE
I-OFFICE-PHONE	=	INFORMANT-OFFICE-PHONE

The following Querying Code Sheet was developed for the investigators to refer to when querying the Computer.

Q U E R Y I N G C O D E S H E E T

SUBJECT INFORMATION

F-CODE	INFORMATION SEARCHING FOR:
F1	Subject by LAST name only.
F2	Subject by FIRST name only.
F3	Subject by LAST & FIRST Name.
F12	Subject by LAST, FIRST, & MIDDLE Name.
F14	Subject by STREET Name.

INFORMANT INFORMATION

F-CODE	INFORMATION SEARCHING FOR:
F-4	Informant by LAST name only.
F-15	Informant by FIRST name only.
F-5	Informant by LAST & FIRST name.
F-6	Informant by HOME phone.
F-7	Informant by OFFICE phone.

VEHICLE INFORMATION

F-CODE	INFORMATION SEARCHING FOR:
F8	Vehicle by MAKE.
F9	Vehicle by LICENSE PLATE NUMBER.
F13	Vehicle by MAKE, LICENSE & COLOR.

TIP NUMBER INFORMATION

F-CODE	INFORMATION SEARCHING FOR:
F10	Tip Number WITHOUT initial.
F11	Tip Number WITH initial.

To run the Computer, the Investigator would type:

"Find F1" and then hit the Carriage Return.

The Computer would then ask:

"What is the value of S-LAST-NAME"

The Investigator would then type in the last name of the subject they wanted checked and hit the Carriage Return.

The Computer would then respond with the number of entries which qualified.

If the Investigator was looking for information that was not programmed as an Automatic Find, he would have to do a Manual Find.

To do this, the Investigator would have to ask for each item he was looking for.

Example: Investigator would type:

"Find Veh-Color is BLU and Veh-Style is 2"

He would then hit Carriage Return

Computer would then respond with the number of blue cars with two doors.

The Manual Find requires the Investigator to ask for information exactly as it appears in the Data Base.

When asking for information all spaces, dashes and abbreviations must be entered or the request will be rejected by the Computer.

REPORTS

Reports are developed to fit the needs of the investigator. A report can be programmed to display from one piece of information to all information stored in the Data Base.

The following reports were generated:

1.) SUBTIP - This report displays the subject's Last, First and Middle Names; Tip Number, Cleared Status, and Priority. This report displays each tip alphabetically by Last Name.

Example:

LAST NAME	FIRST	MID.	PRIORITY	STATUS	TIP#
DOE	JOHN	M.	HIGH	CLEAR	1431

2.) SUBADD - This report displays the Subject's Last, First, and Middle Name, Address, Status, and Tip Number. This displays the tips alphabetically by Last Name.

Example:

LAST NAME	FIRST	MID.	ADDRESS
DOE	JOHN	M.	1323 Adams
Hig	1431		Detroit

3.) SUBADDST - This report is the same as the SUBADD report except the tips are displayed by street name in alphabetical order.

4.) LICREP - This report list tips with registration numbers in alphabetical order of the registration numbers. The report displays the subject's Last, First and Middle Names, Status, License Number, and Tip Number.

Example:

LAST NAME	FIRST	MID.	STATUS	LIC. #	TIP#
DOE	JOHN	M.	CLR	DCH123	1431

5.) TIP # - This report displays the tip number in numerical order. The report displays the Status of the Tip also.

Example:

Status	Tip#
CLR	1431
	1432
CLR	1433

It should be noted that the primary purpose of these reports is to assist in locating specific tips. Once located the Investigator must pull the Tip Sheet and read it to obtain all the information he may need.

The Investigator can obtain these reports by Typing "R Subtip" and hitting the Return Key.

A report can only be produced after a Find Command has been completed. Once the Tips have been found, the report will display only the tips which qualified.

```
 FIND F1
WHAT IS THE VALUE OF - S-LAST-NAMI
>>HOGAN
3  ENTRIES QUALIFIED
>


 FIND F2
WHAT IS THE VALUE OF - S-FIRST-NAME
>>PATRICK
44  ENTRIES QUALIFIED
>


 FIND F3
WHAT IS THE VALUE OF - S-LAST-NAME
>>HOGAN
WHAT IS THE VALUE OF - S-FIRST-NAME
>>PARTRICK
2  ENTRIES QUALIFIED
>


 FIND F&12
WHAT IS THE VALUE OF - S-LAST-NAME
>>HOGAN
WHAT IS THE VALUE OF - S-FIRST-NAME
>>PATRICK
WHAT IS THE VALUE OF - S-MIDDLE-NAME
>>M
0  ENTRIES QUALIFIED
>


 FIND F12
WHAT IS THE VALUE OF - S-LAST-NAME
>>HOGAN
WHAT IS THE VALUE OF - S-FIRST-NAME
>>PATRICK
WHAT IS THE VALUE OF - S-MIDDLE-NAME
>>S
1  ENTRIES QUALIFIED
>


 FIND 14
PROCEDURE NAME NOT FOUND
>


 FIND F14
WHAT IS THE VALUE OF - S-STREET-NAME
>>PONTIAC LAKE
1  ENTRIES QUALIFIED
>
```

```
WHAT IS THE VALUE OF - I-LAST-NAME
>>CONSIDINE
1  ENTRIES QUALIFIED
>


 FIND F5
WHAT IS THE VALUE OF - I-LAST-NAME
>>CONSIDINE
WHAT IS THE VALUE OF - I-FIRST-NAME
>>A
1  ENTRIES QUALIFIED
>


 FIND F6
WHAT IS THE VALUE OF - I-HOME-PHONE
>>4569871
NO ENTRY

0  ENTRIES QUALIFIED
>FIND F7
WHAT IS THE VALUE OF - I-OFFICE-PHONE
>>6426297
USING SERIAL READ
1  ENTRIES QUALIFIED
>


 FIND F8
WHAT IS THE VALUE OF - VEH-MAKE
>>PONT
233  ENTRIES QUALIFIED
>




 FIND F13
WHAT IS THE VALUE OF - VEH-MAKE
>>GREM
WHAT IS THE VALUE OF - VEH-LIC-NO
>>KHC423
WHAT IS THE VALUE OF - VEH-COLOR
>>BLU
1  ENTRIES QUALIFIED
>


 FIND F10
WHAT IS THE VALUE OF - TIP#
>>492
1  ENTRIES QUALIFIED
>
```

```
 FIND FIL
WHAT IS THE VALUE OF - TIP#
>>497
WHAT IS THE VALUE OF - T-INITIAL
>>TK
1  ENTRIES QUALIFIED
>
```

```
 FIND FIL
WHAT IS THE VALUE OF - TIP#
>>497TK
NON-NUMERIC IN REAL VALUE
>
```

TIP REPORTS

```
)FIND F1
WHAT IS THE VALUE OF - S-LAST-NAME
))HOGAN
3 ENTRIES QUALIFIED
)R SUBADD
```

SUBJECT ADDRESS REPORT

LAST NAME	FIRST	ADDRESS
HOGAN	JOHN	19745 SAN JUAN
3722.00 TK	LOW	DETROIT
HOGAN	PATRICK	9720 COMMERCE
CLR 3772.00 TK	LOW	UNION LAKE
HOGAN	PATRICK	8200 PONTIAC LAKE
CLR 492.000 TK	LOW	WATERFORD TWP.

```
)R TIP #

            492.000 TK
            3722.00 TK
            3772.00 TK


R LICREP

HOGAN          PATRICK          CLR          A          492.000
HOGAN          PATRICK          CLR          KHC423     3772.00
HOGAN          JOHN                          NCS171     3722.00
```

```
  TORITY            =LOW
   NITIAL           =TK
TIP#                = 492.000
S-LAST-NAME         =HOGAN
S-FIRST-NAME        =PATRICK
S-MIDDLE-NAME       =S
S-STREET-NO         =8200
S-STREET-NAME       =PONTIAC LAKE
S-CITY              =WATERFORD TWP
VEH-MAKE            =GREM
VEH-STYLE           =2
VEH-COLOR           =
VEH-YEAR            =76
VEH-LIC-NO          =A
S-CLEARED           =CLR
I-LAST-NAME         =CONSIDINE
I-FIRST-NAME        =A
I-MIDDLE-NAME       =
I-HOME-PHONE        =A
I-OFFICE-PHONE      =6426297


PRIORITY            =LOW
T-INITIAL           =TK
TIP#                = 3772.00
 LAST-NAME          =HOGAN
  IRST-NAME         =PATRICK
 MIDDLE-NAME        =
S-STREET-NO         =9270
S-STREET-NAME       =COMMERCE
S-CITY              =UNION LAKE
VEH-MAKE            =GREM
VEH-STYLE           =2
VEH-COLOR           =BLU
VEH-YEAR            =76
VEH-LIC-NO          =KHC423
S-CLEARED           =CLR
I-LAST-NAME         =MONLEY
I-FIRST-NAME        =CHRIS
I-MIDDLE-NAME       =A
I-HOME-PHONE        =
I-OFFICE-PHONE      =


PRIORITY            =LOW
T-INITIAL           =TK
TIP#                = 3722.00
S-LAST-NAME         =HOGAN
S-FIRST-NAME        =JOHN
S-MIDDLE-NAME       =M
S-STREET-NO         =19745
  STREET-NAME       =SAN JUAN
 CITY               =DETROIT
VEH-MAKE            =AMC
VEH-STYLE           =0
VEH-COLOR           =BLU
VEH-YEAR            =0
VEH-LIC-NO          =NCS171
```

```
WHAT IS THE VALUE OF - S-LAST-NAME
>>SMITH
68  ENTRIES QUALIFIED
>FIND F1
WHAT IS THE VALUE OF - S-LAST-NAME
>>HOGAN
3  ENTRIES QUALIFIED
>REPORT SUBTIP

                                SUBJECT TIP REPORT                    DATE  05/26/77

     LAST NAME                  FIRST NAME    MIDDLE NAME      CLEARED      TIP NO.

     HOGAN                      JOHN          M                LOW          3722.00
     HOGAN                      PATRICK                        LOW  CLR     3772.00
     HOGAN                      PATRICK       S                LOW  CLR     492.000
>

>REPORT ALL

PRIORITY          =LOW
T-INITIAL         =TK
TIP#              = 3722.00
S-LAST-NAME       =HOGAN
S-FIRST-NAME      =JOHN
S-MIDDLE-NAME     =M
S-STREET-NO       =19745
S-STREET-NAME     =SAN JUAN
S-CITY            =DETROIT
VEH-MAKE          =AMC
VEH-STYLE         =0
VEH-COLOR         =BLU
VEH-YEAR          =0
VEH-LIC-NO        =NCS171
S-CLEARED         =
I-LAST-NAME       =RONK
I-FIRST-NAME      =ROBERT
I-MIDDLE-NAME     =
I-HOME-PHONE      =654-6740
I-OFFICE-PHONE    =

PRIORITY          =LOW
T-INITIAL         =TK
TIP#              = 3772.00
S-LAST-NAME       =HOGAN
S-FIRST-NAME      =PATRICK
S-MIDDLE-NAME     =
S-STREET-NO       =9270
```

```
VEH-MAKE          =GRFM
VEH-STYLE         =2
VEH-COLOR         =BLU
VEH-YEAR          =76
VEH-LIC-NO        =KHC423
 CLEARED          =CLR
 AST-NAME         =MONLEY
 FIRST-NAME       =CHRIS
I-MIDDLE-NAME     =A
I-HOME-PHONE      =
I-OFFICE-PHONE    =


PRIORITY          =LOW
T-INITTAL         =TK
TIP#              = 492.000
S-LAST-NAME       =HOGAN
S-FIRST-NAME      =PATRICK
S-MIDDLE-NAME     =S
S-STREET-NO       =8200
S-STREET-NAME     =PONTIAC LAKE
S-CITY            =WATERFORD TWP
VEH-MAKE          =GREM
VEH-STYLE         =2
VEH-COLOR         =
VEH-YEAR          =76
VEH-LIC-NO        =A
S-CLEARED         =CLR


T-LAST-NAME       =CONSIDINE
  IRST-NAME       =A
 MIDDLE-NAME      =
I-HOME-PHONE      =A
I-OFFICE-PHONE    =6426297

>
```

IV. BMF FILE

The purpose of the BMF file is to provide a means of tracking suspects once they have been processed through the tip file and identified as warranting further investigation. This file is broken into two levels.

The first level, the BMF A, simply opens the file on an individual and loads physical features, occupation, and vehicle information pertaining to him. The second level, the BMF B, is used to add further information regarding a suspect's travel patterns and areas of geographical interest to the suspect, such as hangouts, recreational locations, land holdings, and others. The digitizing tablet is used to enter the X,Y coordinates ot the various sites identified on the BMF form, as well as paths of travel among the various sites. This data can then be coupled with times of travel and used to locate prime suspects in relation to occurrence sites of the crime being investigated. This technique is essential in a crime of this nature when the task force is faced with the necessity of restructuring sexual molestations of children for two years prior to the last homicide within the target area. It now becomes possible to compare two patterns - that of a suspect and that of the problem - to try and determine a relationship between the two that warrants further investigation.

Priority: L M (H) 82

SUBJECT

BMF # (assigned by LEMS)_____

Alt:_____

First:_____

Middle:_____

City:_____

Eyes:_____

Occupation:_____

Veh.Make:_____

OFFICER

Last:_____

First:_____

P.D.:_____

Address:_____

D/O/B:_____ Ht._____ Wt._____

Hair:_____ Sex:_____ Race:_____

Scars:_____ Build:_____

Style:_____ Color:_____ Yr.:_____ Lic.No._____

TRAVEL PATTERN (Max.#)	Common Place Name	Address	City
Residence (1)			
Shopping (5)			
Hangout (5)			
Church (2)			
Service Grps(5)			
Recreation (5)			
Land Holding (5)			
Building Holding(5)			
Work (2)			

FOR ADDITIONAL INFORMATION USE REVERSE SIDE

```
BEGIN DATA BASE BMF;
LEVELS:
15 BOSS;
 ITEMS:
PRIORITY, U4;
   ?E, R2;
  , U20;
OFFICER, U20;
S-LAST-NAME, U20;
S-FIRST-NAME, U10;
S-MIDDLE-NAME, U10;
S-STREET, U20;
S-CITY, U20;
S-SEX, I1;
S-RACE, I1;
S-SCARS, I1;
S-BUILD, I1;
S-BORN-MO, I1;
S-BORN-DAY, I1;
S-BORN-YR, I1;
S-HEIGHT, I1;
S-EYE-COLOR, U10;
S-HAIR-COLOR, U10;
VEH-MAKE, U4;
VEH-STYLE, I1;
VEH-COLOR, U6;
VEH-YR, I1;
VEH-LIC-NO, U12;
S-OCCUPATION, I1;
VOR, I1;
   IDENCE, U20;
 .SIDENCE-X, I1;
RESIDENCE-Y, I1;
SHOP, U20;
SHOP-X, I1;
SHOP-Y, I1;
HANGOUT, U20;
HANGOUT-X, I1;
HANGOUT-Y, I1;
CHURCH, U20;
CHURCH-X, I1;
CHURCH-Y, I1;
SERVE, U20;
SERVE-X, I1;
SERVE-Y, I1;
RECREATION, U20;
RECRE-X, I1;
RECRE-Y, I1;
LAND, U20;
LAND-X, I1;
LAND-Y, I1;
BUILD, U20;
BUILD-X, I1;
BUILD-Y, I1;
SETS:
   ME: TIP,A;
 . .TRY: TIP#(8);
CAPACITY: 300;
 WORK-X,  I1;
 WORK-Y,  I1;
 NAME:  DEPT,AUTOMATIC;
```

```
CAPACITY: 50;
NAME: LAST,A;
ENTRY: S-LAST-NAME(0);
CAPACITY: 300;
NAME: FIRST,A;
   TRY: S-FIRST-NAME(1);
  PACITY: 300;
NAME: STREET,A;
ENTRY: S-STREET(1);
CAPACITY: 300;
NAME: CITY,A;
ENTRY: S-CITY(1);
CAPACITY: 100;
NAME: MAKE,A;
ENTRY: VEH-MAKE(1);
CAPACITY: 150;
NAME: LICENSE,A;
ENTRY: VEH-LIC-NO(1);
CAPACITY: 300;

NAME: DMF,DETAIL;
ENTRY: PRIORITY, TIP#(TIP), PD(DEPT), OFFICER, S-LAST-NAME(LAST),
S-FIRST-NAME(FIRST), S-MIDDLE-NAME, S-STREET(STREET),
S-CITY(CITY), S-SEX, S-RACE, S-SCARS, S-BUILD, S-BORN-MO,
S-BORN-DAY, S-BORN-YR, S-HEIGHT, S-EYE-COLOR,
S-HAIR-COLOR, VEH-MAKE(MAKE), VEH-STYLE, VEH-COLOR,
VEH-YR, VEH-LIC-NO(LICENSE), RESIDENCE, RESIDENCE-X,
RESIDENCE-Y,
S-OCCUPATION, VOR;
CAPACITY: 300;

  ME: SHOPPING,DETAIL;
ENTRY: TIP#(TIP),S-LAST-NAME(LAST),SHOP,SHOP-X,SHOP-Y;
CAPACITY: 1200;

NAME: HANGOUTS,D;
ENTRY: TIP#(TIP),S-LAST-NAME(LAST),HANGOUT,HANGOUT-X,HANGOUT-Y;
CAPACITY: 1200;

NAME: CHURCHS,D;
ENTRY: TIP#(TIP),S-LAST-NAME(LAST),CHURCH,CHURCH-X,CHURCH-Y;
CAPACITY: 600;

NAME: SERVICES,D;
ENTRY: TIP#(TIP),S-LAST-NAME(LAST),SERVE,SERVE-X,SERVE-Y;
CAPACITY: 900;

NAME: RECREATE,D;
ENTRY: TIP#(TIP),S-LAST-NAME(LAST),RECREATION,RECRE-X,RECRE-Y;
CAPACITY: 1200;

NAME: LANDHOLD,D;
ENTRY: TIP#(TIP),S-LAST-NAME(LAST),LAND,LAND-X,LAND-Y;
CAPACITY: 900;

  ME: BUILDING,D;
  TRY: TIP#(TIP),S-LAST-NAME(LAST),BUILD,BUILD-X,BUILD-Y;
CAPACITY: 900;
```

IV. VICTIMIZATION FILE

The primary purpose of the Victimization File is to establish a central file of all reported sex crimes involving children in southeastern Oakland County. About 30 police departments were asked to complete a victimization sheet for all sex crimes involving children that had been received since January 1, 1975, to date. With the establishment of this file, it is now possible to look at the geographical area of southeastern Oakland County without the restraints of police jurisdictions. The file can be searched to find similar circumstances surrounding specific types of crimes, which, in essence, is pattern analysis that could not be done without a central file of surrounding police jurisdictions.

ENTERING INFORMATION INTO DATA BASE

There are no names entered in this file, therefore there is very little use of Alpha Numerics. The only need for a Alpha Numeric Field is for Vehicle-Information. The following rules for entry of Vehicle Information were established.

1. Vehicle Make will be entered by using the first four letters of the proper spelling of the make.

2. Vehicle Colors will be entered by using the following color codes. If more than one color is used, only enter one color (If Brown over Blue, enter as Blue.)

BLACK	=	BLK	LIGHT	=	LHT
BLUE	=	BLU	ORANGE	=	ORG
BROWN	=	BRN	PINK	=	PNK
BEIGE	=	BGE	PURPLE	=	PRP
DARK	=	DRK	RED	=	RED
GREEN	=	GRN	SILVER	=	SLV
GRAY	=	GRY	TAN	=	TAN
GOLD	=	GLD	WHITE	=	WHT
			YELLOW	=	YEL
			ANY COLOR NOT LISTED	=	OTH

3. Do not hyphen, space, or dash License Numbers. (Example: SSH431, not SSH-431)

4. If more than one License Number, enter incident twice, but only digitize once

5. All other entry codes were obtained from the victimization sheet (attached).

All location information is entered by using a digitizing pad, which is nothing more than an electronic board with several thousand wires running horizontally and vertically. By placing a map over the pad, any point on the map can be pin-pointed by using X-Y coordinates.

QUERYING THE VICTIMIZATION DATA BASE

There are 42 bits of information stored in the victimization data base. They are as follows:

JURIS #	=	Department's LEIN Number
COMP #	=	Complaint Number
CRIME	=	Type of Crime Reported
OCC-SITE	=	Occurrence Site
OCC-TIME	=	Occurrence Time
DROP-DOW	=	Drop Day of Week
DROP-TIME	=	Drop Time
DROP-MON	=	Drop Month
DROP-DAY	=	Drop Day
DROP-YR	=	Drop Year
V-Race	=	Victim's Race
V-Age	=	Victim's Age
S-Height	=	Subject's Height
S-Build	=	Subject's Build
S-Glasses	=	Subject's Glasses (Yes or No)
S-Age	=	Subject's Age
S-Sex	=	Subject's Sex
S-Race	=	Subject's Race
S-Hair	=	Subject's Hair
MO-Lure	=	Type of Lure Used
Veh-Make	=	Vehicle Make
Veh-Style	=	Vehicle Style
Veh-Color	=	Vehicle Color
Veh-Lic-No	=	Vehicle License Number
Veh-Int-Desc.	=	Vehicle Interior Description
Incid-X-Coor	=	Incident "X" Coordinate
Incid-Y-Coor	=	Incident "Y" Coordinate
Drop-X-Coor	=	Drop "X" Coordinate
Drop-Y-Coor	=	Drop "Y" Coordinate
V-Res-X-Coor	=	Victim Residence "X" Coordinate
V-Res-Y-Coor	=	Victim Residence "Y" Coordinate
S-Res-X-Coor	=	Subject Residence "X" Coordinate
S-Res-Y-Coor	=	Subject Residence "Y" Coordinate

Because of the unlimited number of information bits that can be used to query this Data Base, only a few automatic finds were established. They are as follows:

V1 = Vehicle License Number
V2 = Vehicle by Make and Color
V3 = Suspect by Hair Color, Age and Build

To run these finds, the Investigator would type: "F V1" and hit Return. The computer then asks: "What is the Value of Veh-Lic-No." The Investigator then types in the License Number and hits the Return Key. The computer then replies How many - if any - entries qualify.

REPORTS

Only two reports have been automated for the Investigators. They are the Victim Report (VICREP) and Suspect Report (SUSREP). The Victim Report gives all the information on victims and the Suspect Report gives all the information on suspects.

VICTIMIZATION FILE

POLICE DEPARTMENT: _____ ____

COMPLAINT NUMBER: _____

TYPE OF CRIME: 1-RAPE ____ 2-SODOMY ____ 3-BOTH ____ 4-MOLEST ____ 5-ACCOST ____

6-IND.LIB. ____ 7-IND. EXP. ____ 8-SUSP. PERSON ____

LOCATION: (Cross Streets) _____ 1-Bus.____ 2-Res.____ 3-Other____

DATE OCCURRED: Month:____ Day:____ Year:____ TIME OCCURRED: _____

DROP SITE: (Cross Streets) _____ 1-Bus.____ 2-Res.____ 3-Other____

DATE DROPPED: Month:____ Day:____ Year:____ TIME DROPPED: _____

VICTIM INFORMATION: Residence (Cross Streets) _____

RACE: 1-White ____ 2-Black ____ 3-Other ____

SEX: 1-MALE ____ 2-FEMALE ____

AGE: _____

SUSPECT INFORMATION: Residence _____

_____

HEIGHT: Ft. ____ In. ____ Glasses: 1-Yes____ 2-No____

BUILD: 1-Heavy ____ 2-Medium____ 3-Slender ____

AGE: (1) 20-30 ____ (2) 30-40 ____ (3) 40-50 ____

SEX: 1-MALE ____ 2-FEMALE ____

RACE: 1-White ____ 2-Black ____ 3-Other ____

HAIR COLOR: 1-Black ____ 2-Brn ____ 3-Blnd ____ 4-Gray ____ 5-Other ____

M.O. LURE: 1-Coercion ____ 2-Asks Aid ____ 3-Offers Aid ____ 4-Bribe ____

5-Goes Willingly ____ 6-Hitchhiking____ 7-Other ____

VEHICLE INFORMATION: Make: _____

Model: 1-Two Door ____ 2-Four Door____ 3-Van ____

4-Sta.Wag.____ 5-Other ____

Base Color: _____

Plate Number: _____

AGE: (1) 74-77 ____ (2) 70-73 ____ (3) Older ____

INTERIOR DESCRIPTION: (1) Yes ____ (2) No ____

SCHOOL INCIDENT FORM

SCHOOL:_____

COMPLAINT NUMBER:_____

VOICE: 1-Loud____ 2-Soft____ 3-Clear____ 4-Unclear____ 5-Accent____

6-Deaf/Dumb____ 7-Doesn't Speak English____ 8-Other_____

LOCATION:(Cross Streets)_____ 1-Bus___ 2-Res___ 3-Other___

DATE OCCURRED: Month_____ Day_____ Year_____ Time Occurred:_____

SCHOOL SITE:(Cross Streets)_____

NUMBER OF SUSPECTS: (1)____ (2)____ (3)____ (More)____

VICTIM INFORMATION: Residence (Cross Streets)_____

RACE: 1-White____ 2-Black____ 3-Other____

SEX: 1-Male____ 2-Female____

AGE:_____

SUSPECT INFORMATION: Residence_____

Cross Streets_____

HEIGHT: Ft._____ In._____ GLASSES: 1-Yes____ 2-No____

BUILD: 1-Heavy____ 2-Medium____ 3-Slender____

AGE: (1) 20-30____ (2) 30-40____ (3) 40-50____

SEX: 1-Male____ 2-Female____

RACE: 1-White____ 2-Black____ 3-Other____

HAIR COLOR: 1-Black____ 2-Brn____ 3-Blnd____ 4-Gray____ 5-Other____

M.O. LURE: 1-Coercion____ 2-Asks Aid____ 3-Offers Aid____ 4-Bribe____

5-Takes Picture____ 6-Hitchhiking____ 7-Other_____

VEHICLE INFORMATION: Make:_____

Model: 1-Two Door____ 2-Four Door____ 3-Van____

4-Sta.Wag____ 5-Other_____

Base Color:_____

Plate Number:_____

Age: (1)74-77____ (2)70-73____ (3)Older_____

Interior Description: (1) Yes____ (2)No_____

SUSPICIOUS CIRCUMSTANCE: (Brief)_____

```
BEGIN DATA BASE VICTIM;
   LEVELS:
      15  ;
ITEMS:
  JURIS, I1;
    H,  U6;
    F,  I1;
OCC-SITE,    I1;
OCC-TIME,    I1;
OCC-DOW   ,  U4;
OCC-MON,     I1;
OCC-DAY,     I1;
OCC-YR,    I1;
DROP-SITE,  I1;
DROP-TIME,   I1;
DROP-DOW,    U4;
DROP-MON,  I1;
DROP-DAY,  I1;
DROP-YR,  I1;
V-RACE,  I1;
V-SEX,  I1;
V-AGE,  I1;
S-HEIGHT,  I1;
S-BUILD,   I1;
S-GLASSES,  I1;
S-AGE,  I1;
S-SEX,     I1;
S-RACE,  I1;
S-HAIR,  I1;
MO-LURE,  I1;
    MAKE,  U4;
    STYLE,  I1;
VEH-COLOR,  U4;
VEH-LIC-NO,  U10;
VEH-AGE,  I1;
VEH-INT-DESC,  I1;
INCID-X-COOR,  I1;
INCID-Y-COOR,  I1;
DROP-X-COOR,  I1;
DROP-Y-COOR,  I1;
V-RES-X-COOR,  I1;
V-RES-Y-COOR,  I1;
S-RES-X-COOR,  I1;
S-RES-Y-COOR,  I1;

SETS:

NAME:  JURISH,AUTOMATIC;
ENTRY:  JURIS(1);
CAPACITY:  50;
NAME:  COMP,AUTOMATIC;
ENTRY:  COMPH(1);
CAPACITY:  3000;
NAME:  CRIMET,AUTOMATIC;
ENTRY:  CRIME(1);
    ACITY:  10;
    F:  TOO,AUTOMATIC;
ENTRY:  OCC-TIME(1);
```

```
NAME: DOW,AUTOMATIC;
ENTRY: OCC-DOW(1);
CAPACITY: 8;
NAME: AGES,AUTOMATIC;
ENTRY: S-AGE(1);
CAPACITY: 5;
: NO,A;
ENTRY: MO-LURE(1);
CAPACITY: 10;
NAME: CMAKE,A;
ENTRY: VEH-MAKE(1);
CAPACITY: 200;
NAME: CCOLOR,A;
ENTRY: VEH-COLOR(1);
CAPACITY: 30;
NAME: LICENSE,A;
ENTRY: VEH-LIC-NO(1);
CAPACITY: 3000;

NAME: VICTIM,DETAIL;
ENTRY: JURIS(JURISH), COMP#(COMP), CRIME(CRIMET),
OCC-SITE, OCC-TIME(TOO), OCC-DOW(DOO),
OCC-MON, OCC-DAY, OCC-YR, DROP-SITE, DROP-TIME,
DROP-DOW, DROP-MON, DROP-DAY, DROP-YR, V-RACE,
V-SEX, V-AGE, S-HEIGHT, S-BUILD, S-GLASSES, S-AGE(AGES), S-SEX,
S-RACE, S-HAIR, MO-LURE(MO), VEH-MAKE(CMAKE),
VEH-STYLE, VEH-COLOR(CCOLOR), VEH-LIC-NO(LICENSE)
VEH-AGE, VEH-INT-DESC, INCID-X-COOR, INCID-Y-COOR
DROP-X-COOR, DROP-Y-COOR, V-RES-X-COOR, V-RES-Y-COOR,
S-RES-X-COOR, S-RES-Y-COOR;
CAPACITY: 3000;
```

DATA BASE: VICTIM FRI, AUG 5, 1977, 10:17 AM

SET NAME:
JURISH,AUTOMATIC

ITEMS:
JURIS, I1 <<KEY ITEM>>

CAPACITY: 50 ENTRIES: 30

SET NAME:
COMP,AUTOMATIC

ITEMS:
COMP#, U6 <<KEY ITEM>>

CAPACITY: 3000 ENTRIES: 1215

SET NAME:
CRIMET,AUTOMATIC

ITEMS:
CRIME, I1 <<KEY ITEM>>

CAPACITY: 10 ENTRIES: 9

NAME:
TOD,AUTOMATIC

ITEMS:
OCC-TIME, I1 <<KEY ITEM>>

CAPACITY: 1500 ENTRIES: 388

SET NAME:
DOD,AUTOMATIC

ITEMS:
OCC-DOW, U4 <<KEY ITEM>>

CAPACITY: 8 ENTRIES: 8

SET NAME:
AGES,AUTOMATIC

ITEMS:
S-AGE, I1 <<KEY ITEM>>

CAPACITY: 5 ENTRIES: 5

SET NAME:

```
    ITEMS:
        NO-LURE,                I1              <<KEY ITEM>>

    CAPACITY: 10                ENTRIES: 8


SET NAME:
    CMAKE,AUTOMATIC

    ITEMS:
        VEH-MAKE,               U4              <<KEY ITEM>>

    CAPACITY: 200               ENTRIES: 41


SET NAME:
    CCOLOR,AUTOMATIC

    ITEMS:
        VEH-COLOR,              U4              <<KEY ITEM>>

    CAPACITY: 30                ENTRIES: 21


SET NAME:
    LICENSE,AUTOMATIC

    ITEMS:
        VEH-LIC-NO,             U10             <<KEY ITEM>>

    CAPACITY: 3000              ENTRIES: 324


SET NAME:
    VICTIM,DETAIL

    ITEMS:
        JURIS,                  I1              <<SEARCH ITEM>>
        COMP#,                  U6              <<SEARCH ITEM>>
        CRIME,                  I1              <<SEARCH ITEM>>
        OCC-SITE,               I1
        OCC-TIME,               I1              <<SEARCH ITEM>>
        OCC-DOW,                U4              <<SEARCH ITEM>>
        OCC-MON,                I1
        OCC-DAY,                I1
        OCC-YR,                 I1
        DROP-SITE,              I1
        DROP-TIME,              I1
        DROP-DOW,               U4
        DROP-MON,               I1
        DROP-DAY,               I1
        DROP-YR,                I1
        V-RACE,                 I1
        V-SEX,                  I1
        V-AGE,                  I1
        S-HEIGHT,               I1
        S-BUILD,                I1
        S-GLASSES,              I1
```

S-SEX,	I1	
S-RACE,	I1	
S-HAIR,	I1	
MO-LURE,	I1	<<SEARCH ITEM>>
VEH-MAKE,	U4	<<SEARCH ITEM>>
VEH-STYLE,	I1	
VEH-COLOR,	U4	<<SEARCH ITEM>>
VEH-LIC-NO,	U10	<<SEARCH ITEM>>
VEH-AGE,	I1	
VEH-INT-DESC,	I1	
INCID-X-COOR,	I1	
INCID-Y-COOR,	I1	
DROP-X-COOR,	I1	
DROP-Y-COOR,	I1	
V-RES-X-COOR,	I1	
V-RES-Y-COOR,	I1	
S-RES-X-COOR,	I1	
S-RES-Y-COOR,	I1	

CAPACITY: 3000 ENTRIES: 2034

PATH IDENTIFYING INFORMATION

TER SET NAME	ASSOCIATED DETAIL SET NAME	SEARCH ITEM NAME	SORT ITEM NAME
JURIS#	VICTIM	JURIS	
COMP	VICTIM	COMP#	
CRIME	VICTIM	CRIME	
TOO	VICTIM	OCC-TIME	
DOO	VICTIM	OCC-DOW	
AGES	VICTIM	S-AGE	
MO	VICTIM	MO-LURE	
CMAKE	VICTIM	VEH-MAKE	
CCOLOR	VICTIM	VEH-COLOR	
LICENSE	VICTIM	VEH-LIC-NO	

AIL SET NAME	SEARCH ITEM NAME	SORT ITEM NAME	ASSOCIATED MASTER SET NAME
VICTIM	!JURIS COMP#		JURIS# COMP

DETAIL SET NAME	SEARCH ITEM NAME	SORT ITEM NAME	ASSOCIATED MASTER SET NAME
TIM	!JURTS		JURIS#
	COMF#		COMF
	CRIME		CRIMET
	OCC-TIME		TOO
	OCC-DOW		DOO
	S-AGE		AGES
	MO-LURE		MO
	VEH-MAKE		CMAKE
	VEH-COLOR		CCOLOR
	VEH-LIC-NO		LICENSE

VICTIMIZATION FINDS

All of the automatic finds have been preset to search for victims between the ages of 8 and 15 and all cities within the target area.

The automatic finds are:

1. SAGE = Suspect's Age
2. LURE = MO-Lure
3. COLOR = Vehicle Color
4. CRIME = Type of Crime
5. VEHCOLOR = Vehicle Make & Color
6. SUSPECT = Retrieves All Information on Suspect
7. SUSPECTT = Suspect Theory, asks 12 questions about suspect, time, vehicle, etc.
8. VEHCRIME = Vehicle Crime, matches vehicles used in specific crime types.
9. CRLU = Crime Lure, matches crimes with lures.
10. SAVA = Suspect Age; Victim Age, matches age.
11. MOLEXP = Molest & Indecent Exposure Crimes Only
12. DOW = Day of Week
13. DOWTIME = Day of Week and Time Occurred
14. VEHICLE = Finds Vehicle Make
15. OCCMONTH = OCC-MONTH by Date
16. OCCDAY = OCC-DAY by Date
17. VEHICLET = Vehicle Total, all information on vehicle
18. SHAIR = Suspect Hair Color
19. S-BUILD = Suspect Build
20. S-HEIGHT = Suspect Height (range check)

```
FILE V2
WHAT IS THE VALUE OF - VEH-COLOR
>>BLU
WHAT IS THE VALUE OF - VEH-MAKE
>>OLDS
WHAT IS THE VALUE OF - VEH-LIC-NO
>>000000
3  ENTRIES QUALIFIED
>R VICREP
```

VICTIM FILE
Vehicle Report

VICTIM REPORT

JUR	COMP#	VEH	COL	LUR	V-AGE	S	R	CR	TIME	DOW
714	010460	OLDS	BLU	7	13	2	1	4	0	
999	000035	OLDS	BLU	7	10	1	1	2	1300	
999	000083	OLDS	BLU	7	11	1	1	0	2030	SUN

```
BASE=VICTIM
PASSWORD = *
MODE = 5
DATA-SET-VICTIM
   (-FILE-S
    OF XEQ FILE

>FIND V1
WHAT IS THE VALUE OF - S-BUILD
>>2
WHAT IS THE VALUE OF - S-AGE
>>1
WHAT IS THE VALUE OF - S-HAIR
>>2
WHAT IS THE VALUE OF - S-HEIGHT
>>509
WHAT IS THE VALUE OF - S-HEIGHT
>>600
60  ENTRIES QUALIFIED
>R_SUSREP
```

VICTIM FILE
Suspect Report

SUSPECT REPORT

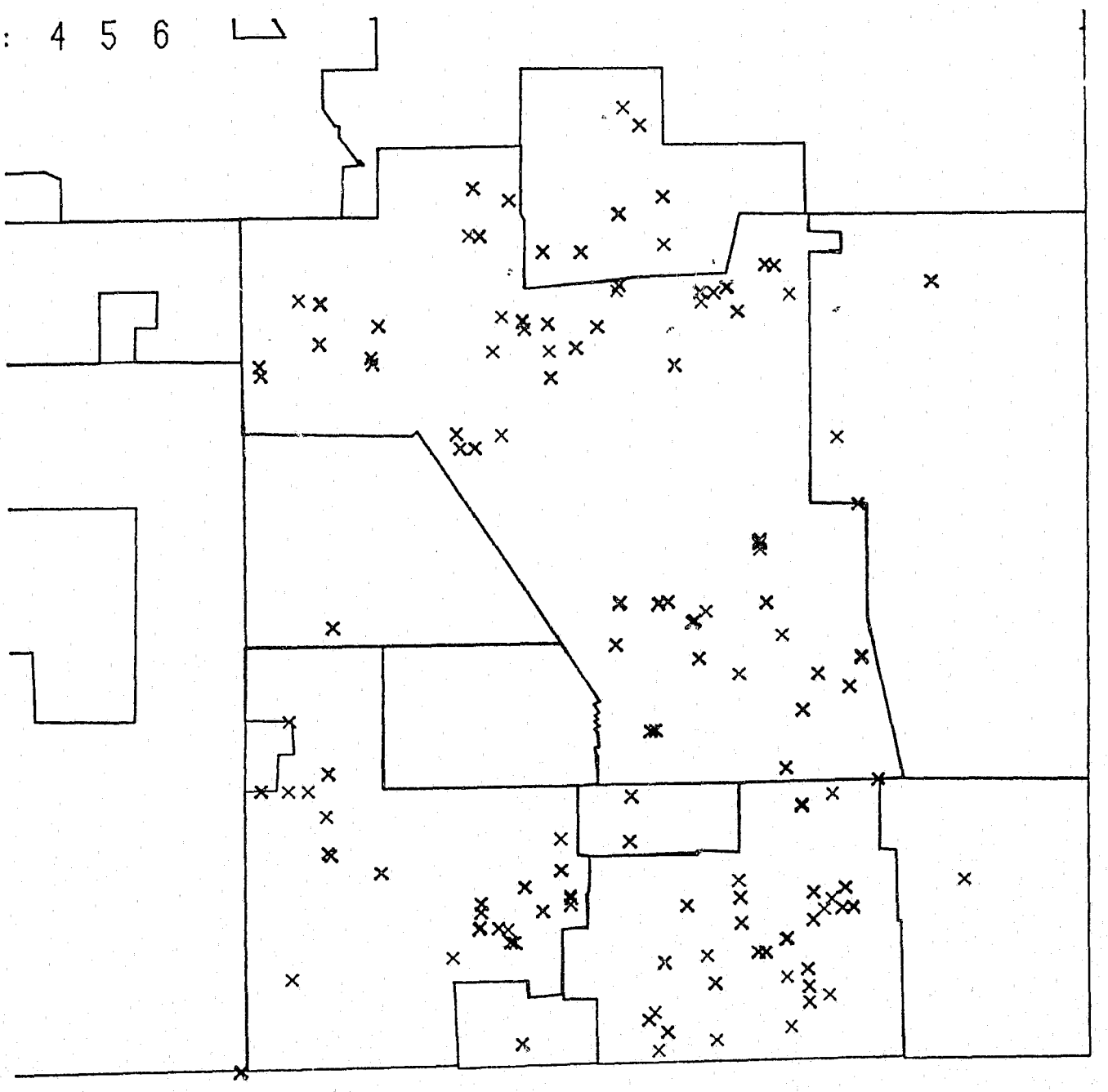
JUR	COMP#	S-AGE	HGT	BLD	HC	CCOL	CR	DOW	TIME	LUR	VAGE	LICNO
261	750018	1	509	2	2	ORG	7	FRI	1315	6	14	000000
262	752316	1	600	2	2	000	6	SAT	1515	7	4	000000
389	511879	1	510	2	2	000	1	SAT	300	0	17	000000
534	004621	1	509	2	2	000	4	SUN	1935	7	14	000000
534	010252	1	600	2	2	000	7	TUES	2127	7	20	000000
534	022434	1	600	2	2	RED	4	MON	2147	0	17	000000
534	024031	1	510	2	2	000	7	TUES	1950	7	21	000000
538	612240	1	600	2	2	000	4	WED	1730	1	5	000000
538	612401	1	600	2	2	000	1	WED	1715	1	6	000000
538	613584	1	600	2	2	000	1	FRI	2100	7	13	000000
627	004416	1	511	2	2	RED	6	TUES	2350	5	0	KRZ720
627	765385	1	510	2	2	OTH	6	WED	2320	7	0	RWZ086
628	024690	1	509	2	2	000	1	MON	331	7	28	000000
673	406200	1	509	2	2	OTH	1	WED	2132	7	16	HCG356
673	626420	1	509	2	2	000	7	FRI	849	7	0	000000
692	011876	1	510	2	2	PRP	7	THUR	1648	0	15	DPH509
693	201186	1	510	2	2	PRP	7	THUR	1648	0	15	DPH509
714	778591	1	600	2	2	BLU	5		1730	3	11	000000
765	000137	1	600	2	2	000	1	SAT	1545	5	13	000000
765	001431	1	600	2	2	000	4	WED	2000	7	21	000000
765	002757	1	510	2	2	000	1	THUR	0	5	15	000000
765	003372	1	510	2	2	000	4	TUES	1330	7	21	000000
765	004373	1	509	2	2	BRN	8	FRI	38	7	24	RLZ863
765	006775	1	510	2	2	000	4	THUR	2350	7	24	000000
765	006908	1	510	2	2	000	6	THUR	2015	2	12	000000
765	007697	1	600	2	2	YEL	1	FRI	2330	1	22	000000
765	008963	1	600	2	2	GRN	4	SUN	140	6	17	000000
765	015839	1	509	2	2	000	5	SAT	1145	0	11	000000
765	017121	1	509	2	2	WHT	1	THUR	2330	1	22	000000
784	001431	1	600	2	2	000	4	WED	1930	7	21	000000
784	007206	1	509	2	2	000	4	SAT	1600	0	11	000000
784												

S. E. OAKLAND CO. BY CRIME TYPE: 4 5 6

INCIDENT LOCATION

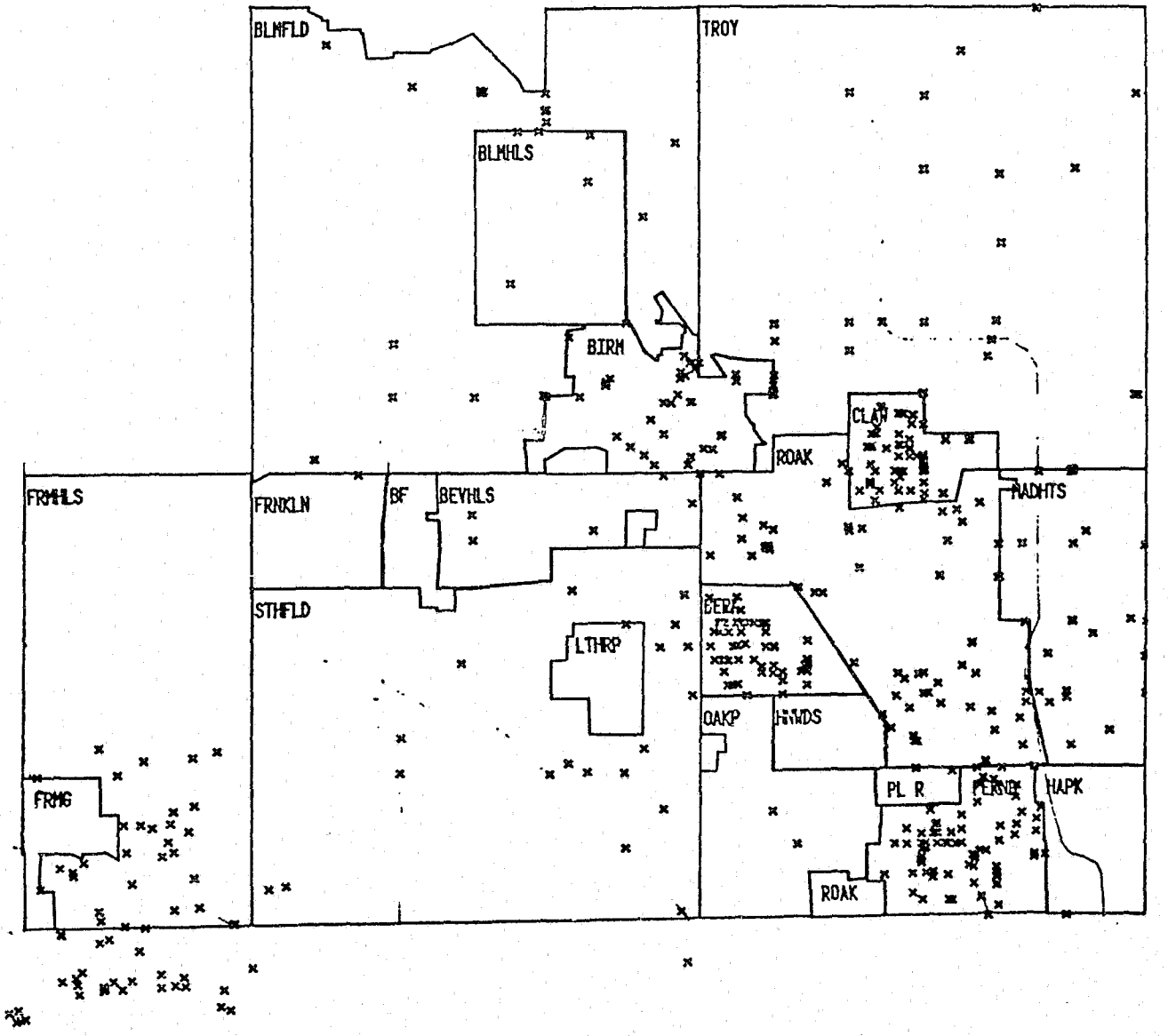
SUSPECT RESIDENCE

VICTIM RESIDENCE



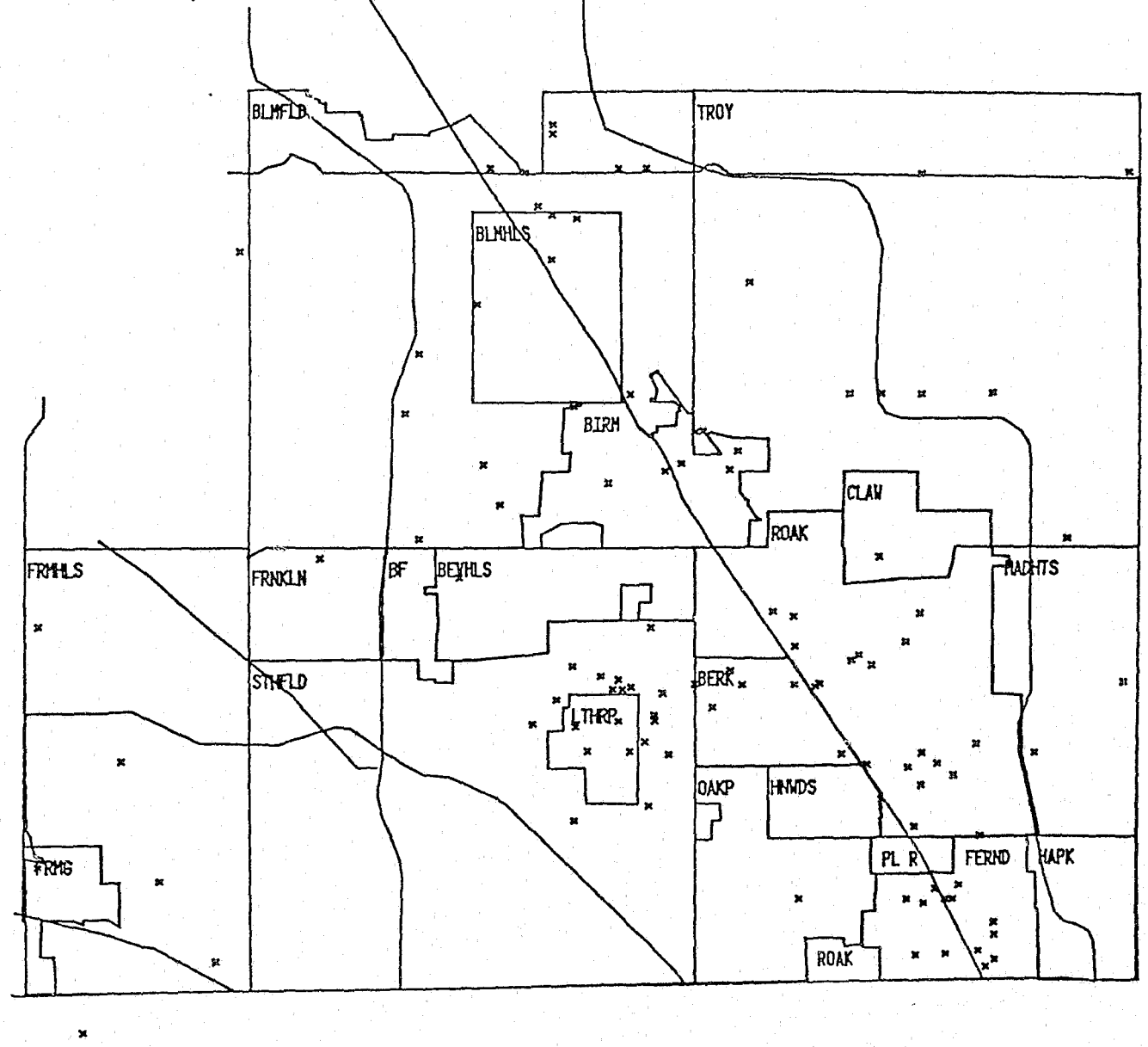
ALL REPORTED CRIMES AS OF MAY 11,1977 (467 QUALIFIED)

INCIDENT LOCATION



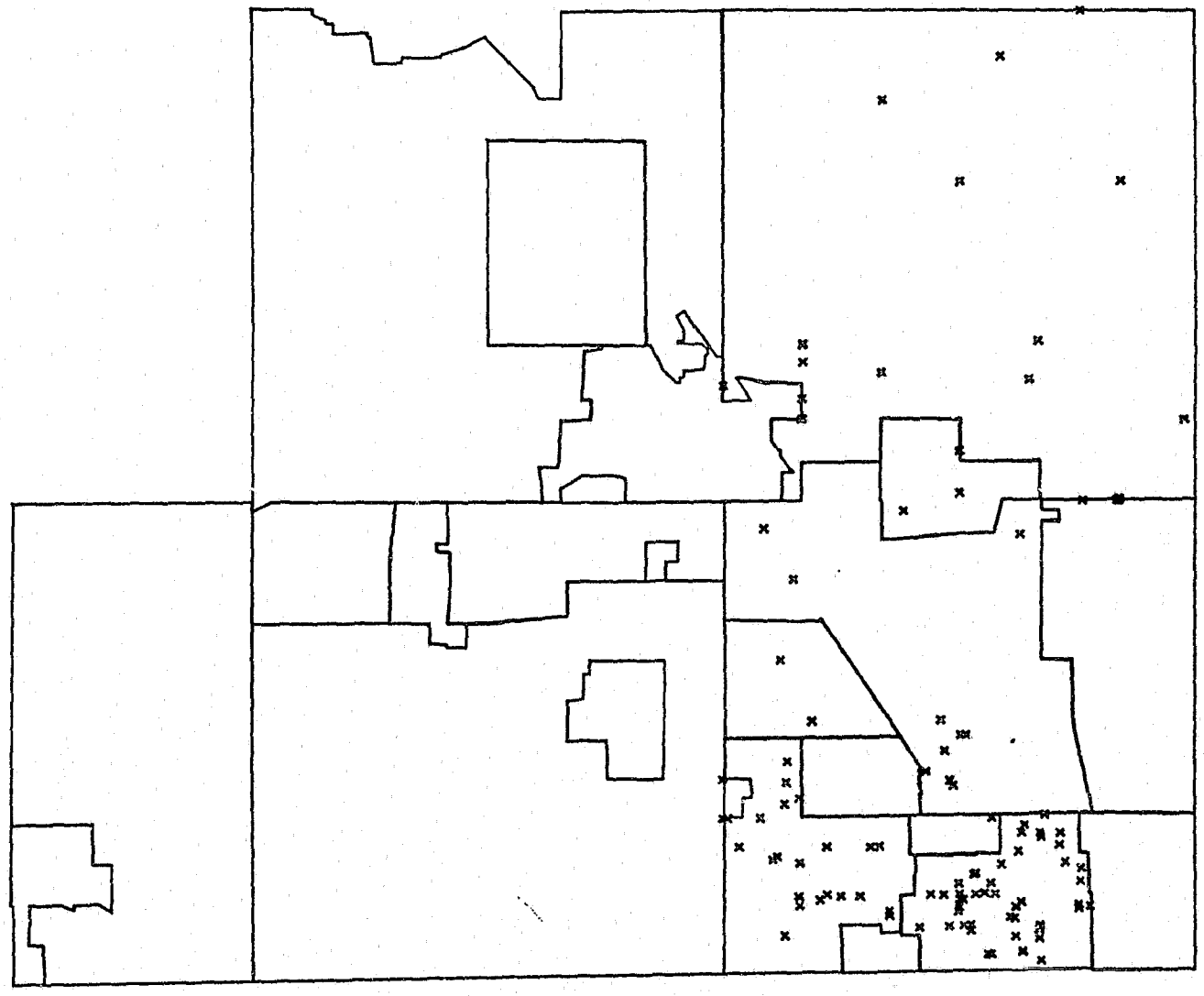
ALL INCIDENTS INVOLVING SUBJECT AGE 20-30,MED BLD,BRN HAIR. (205)

INCIDENT LOCATION



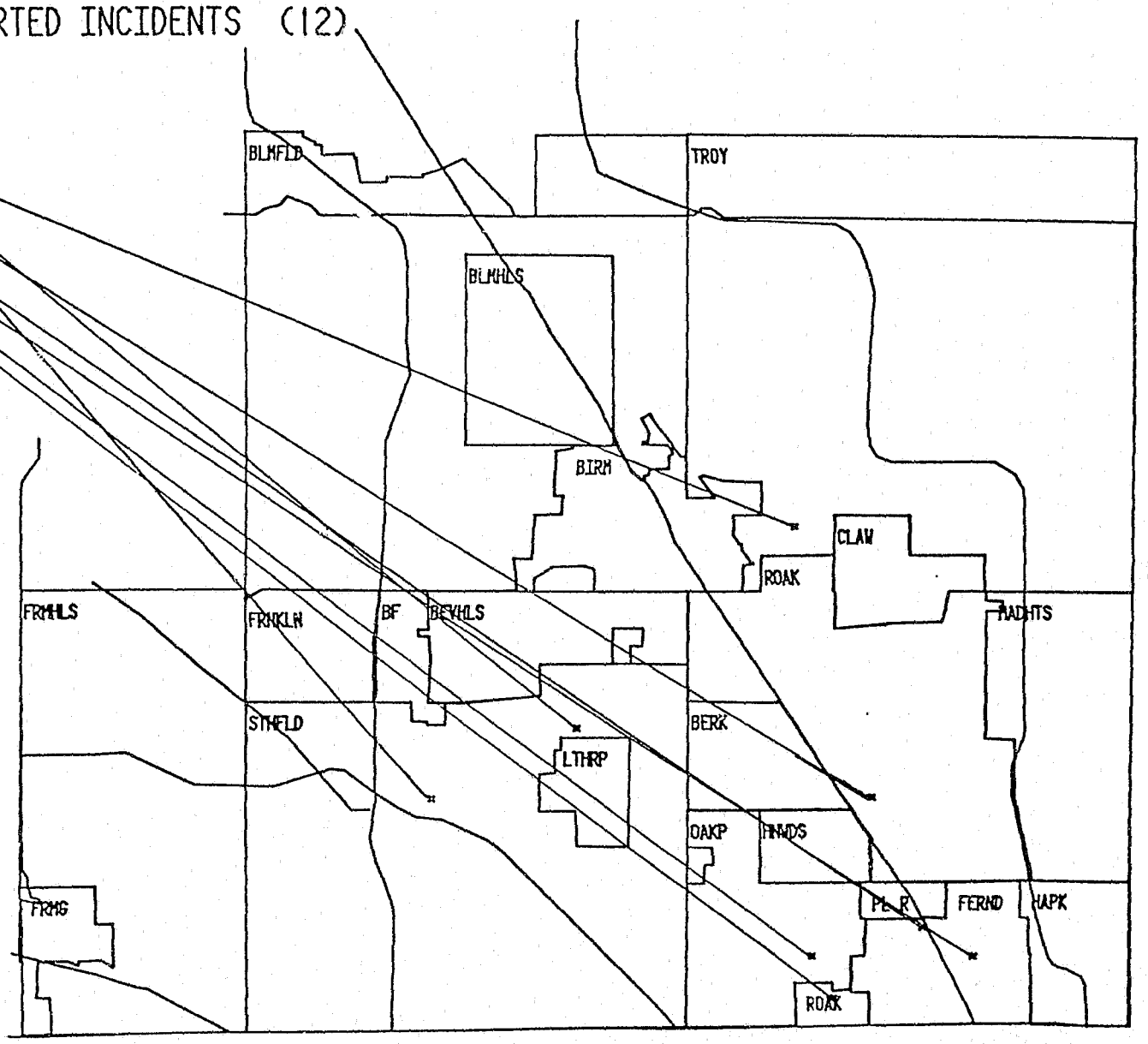
ALL INDECENT EXPOSURE

INCIDENT LOCATION



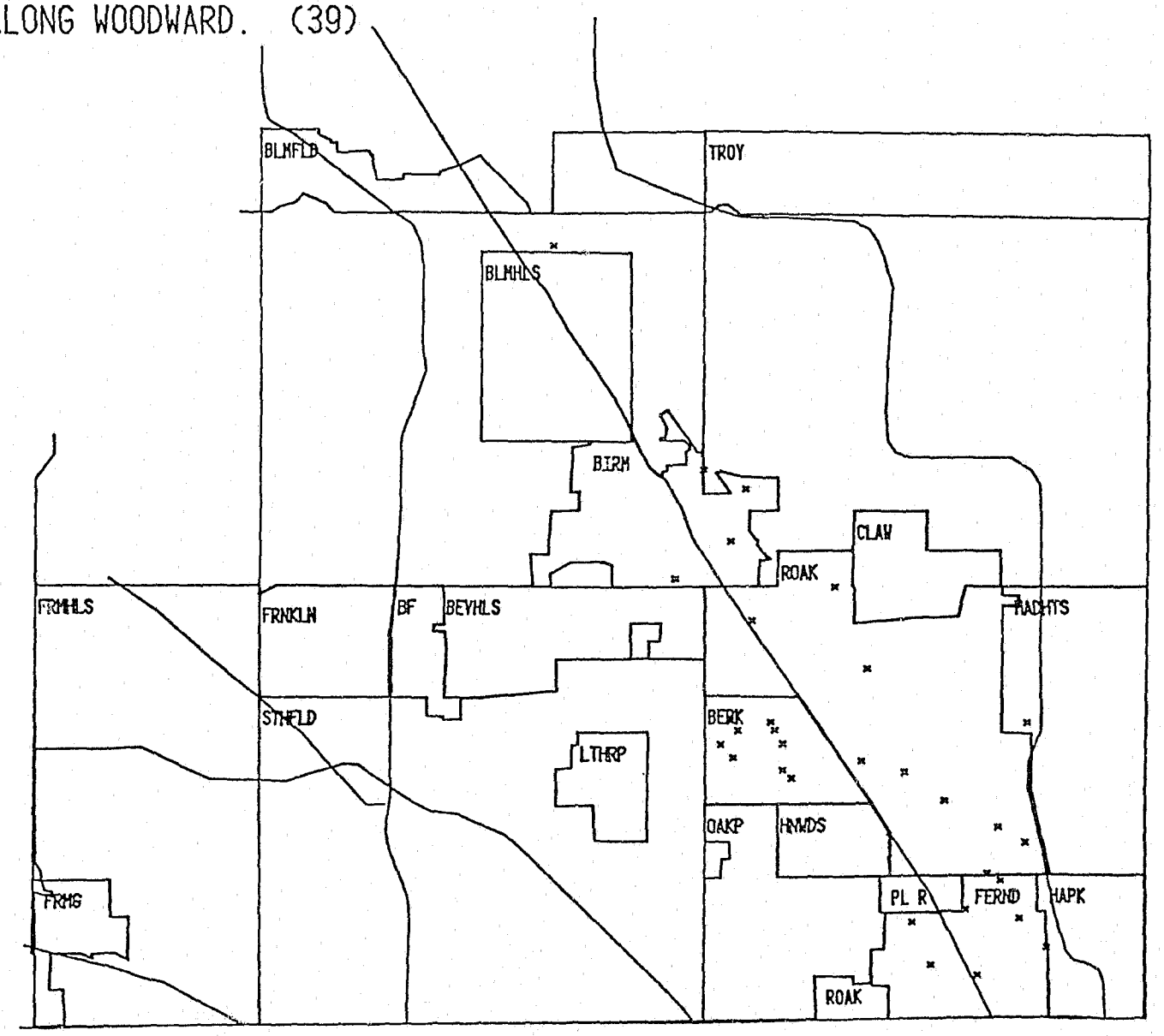
WHITE VANS REPORTED AND UNREPORTED INCIDENTS (12)

INCIDENT LOCATION MAKE	COLOR	STYLE	LICENSE#	JURIS	DOW
0000	WHT	3	000000	316	WED
0000	WHT	3	000000	251	WED
FORD	WHT	3	000000	000	
0000	WHT	3	000000	000	
CHEV	WHT	3	000000	394	THUR
CHEV	WHT	3	000000	000	
0000	WHT	3	000000	394	TUES
0000	WHT	3	000000	000	
0000	WHT	3	RTL328	627	SUN
CHEV	WHT	3	2035FX	394	WED
CHEV	WHT	3	2035FX	394	WED
0000	WHT	3	238SKJ	394	WED



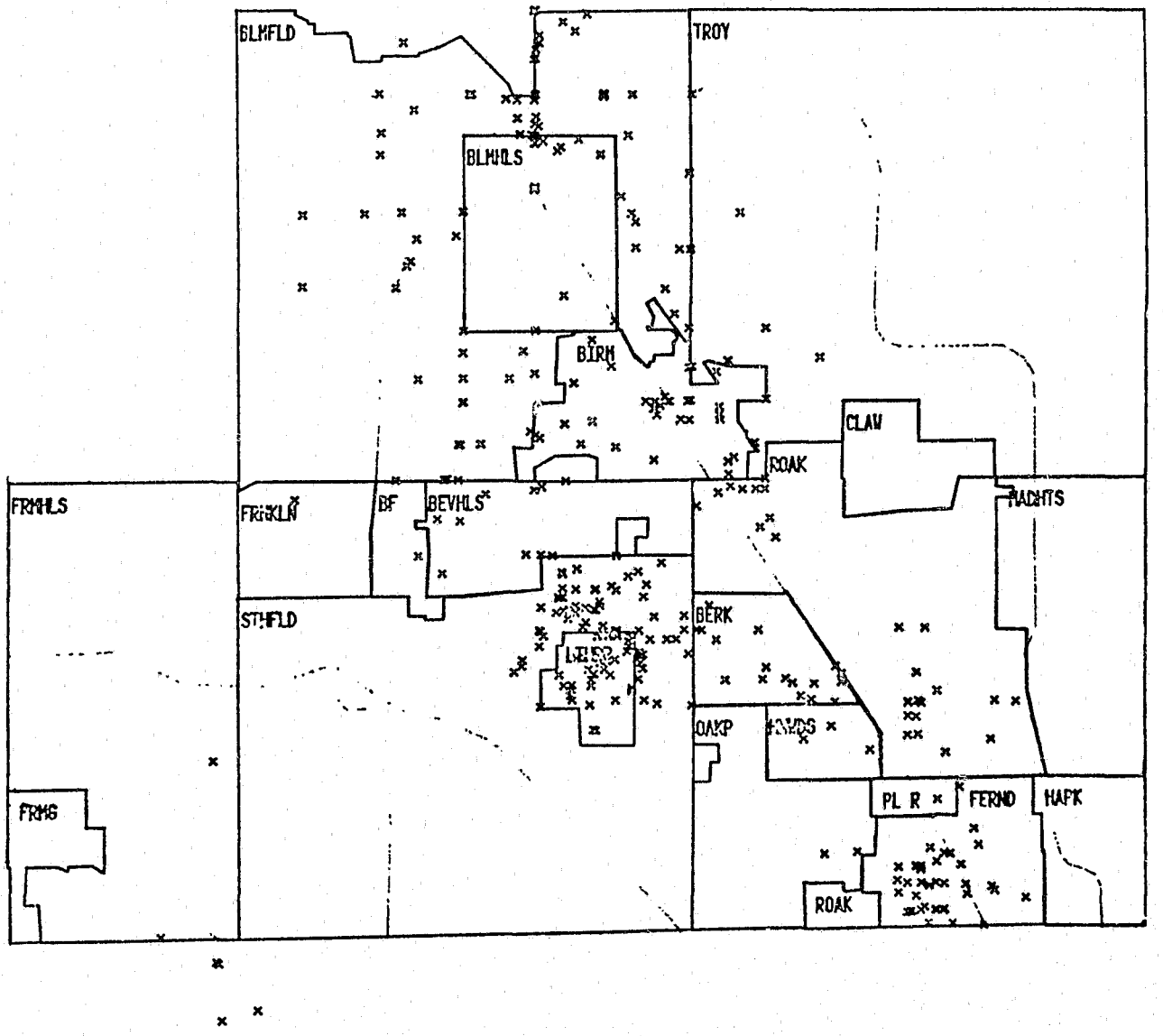
BLUE CARS REPORTED TO POLICE ALONG WOODWARD. (39)

INCIDENT LOCATION					
MAKE	COLOR	STYLE	LICENSE#	JURIS	DOW
8388	BLU	1	888888	261	WED
FORD	BLU	1	888888	259	MON
OLDS	BLU	8	MBR827	259	THUR
FORD	BLU	1	888888	259	WED
8888	BLU	8	888888	259	THUR
MOPC	BLU	8	NNY731	714	MON
OLDS	BLU	1	888888	714	
PONT	BLU	4	JSZ838	714	TUES
8838	BLU	8	888888	251	THUR
8138	BLU	8	RDC917	251	MON
8888	BLU	3	28L5FV	714	
8888	BLU	8	888888	251	TUES
DODG	BLU	8	NVP588	251	TUES
8868	BLU	8	888888	251	TUES
FORD	BLU	4	888888	251	WED
CHEV	BLU	8	888888	251	MON
DODG	BLU	2	RMK781	714	TUES
8888	BLU	8	888888	251	TUES
CHEV	BLU	1	JTL467	714	THUR
FORD	BLU	1	888888	251	MON
FORD	BLU	1	888888	251	MON
CHEV	BLU	2	TXJ874	714	FRI
FORD	BLU	1	888888	714	FRI
FORD	BLU	5	1388EN	714	MON
PONT	BLU	8	888888	394	TUES
CHEV	BLU	2	888888	394	WED
FORD	BLU	8	888888	394	WED
CHEV	BLU	1	888888	394	SUN
FORD	BLU	1	888888	394	SAT
PLYM	BLU	8	888888	394	WED
8888	BLU	8	888888	394	FRI
8888	BLU	8	KTW318	394	MON
OLDS	BLU	8	MBR827	259	THUR
8885	BLU	1	JYR59	714	
GREM	BLU	1	888888	714	
PONT	BLU	4	JSZ838	714	TUES
FORD	BLU	5	1388EN	714	MON
GREM	BLU	1	888888	714	TUES
8888	BLU	8	888888	251	WED



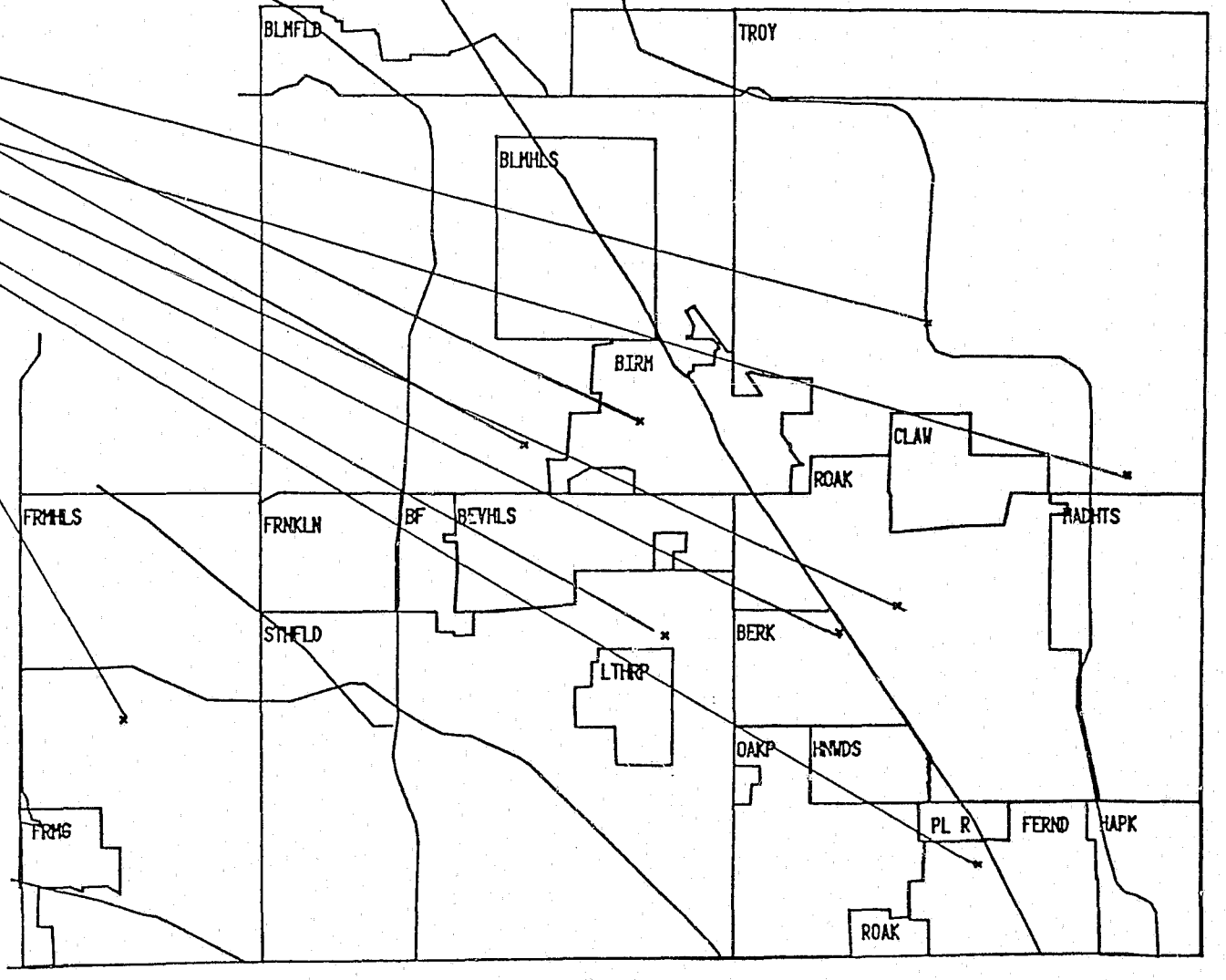
;LL UNREPORTED INCIDENTS

:NCIDENT LOCATION



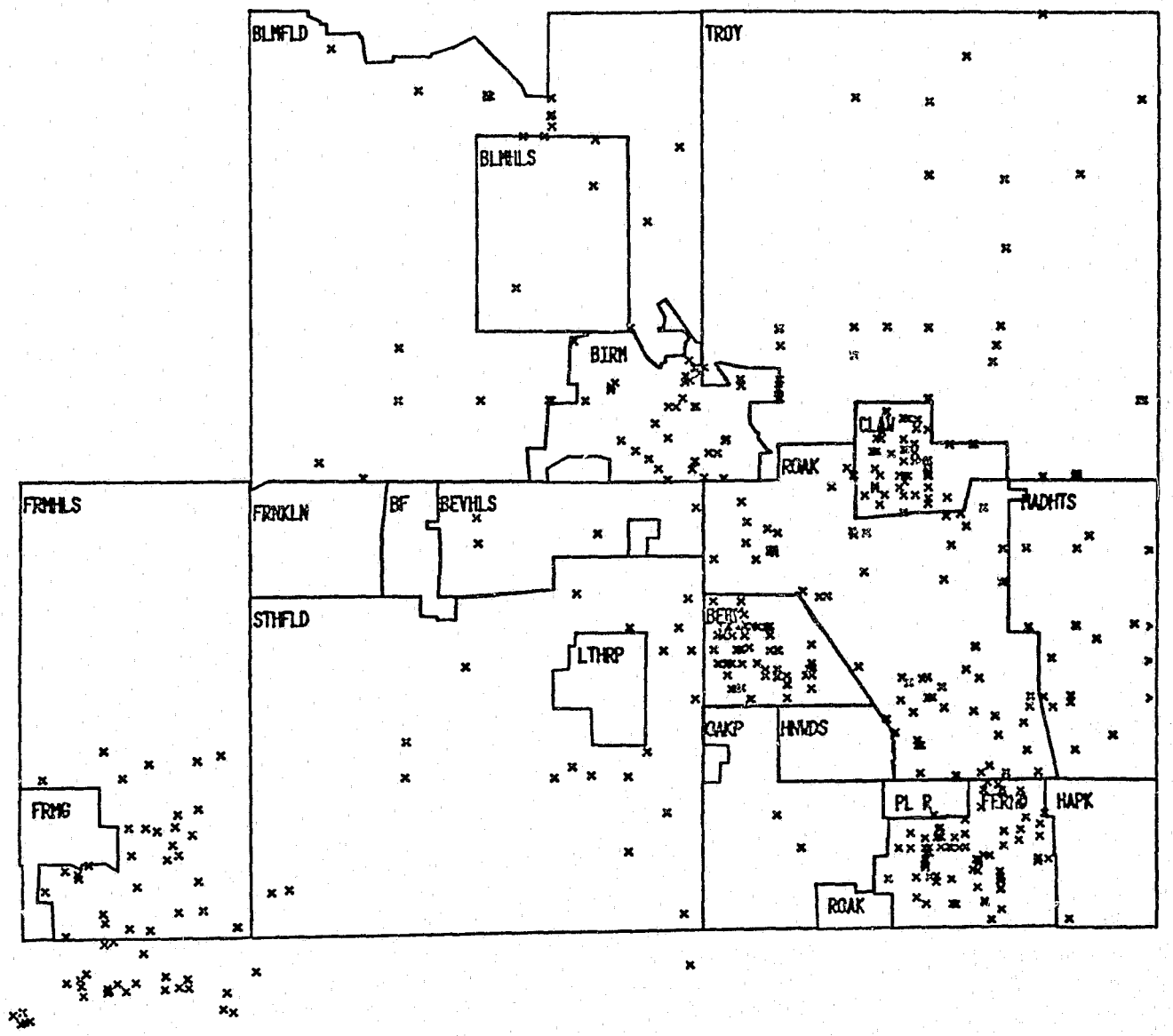
GREEN CARS DRIVEN BY SUBJECT AGE 20-30, BROWN HAIR, MED. BLD. (12)

INCIDENT LOCATION MAKE	COLOR	STYLE	LICENSE#	JURIS	DOW
PONT	GRN	1	000000	784	SUN
PLYM	GRN	1	000000	000	
0000	GRN	2	000000	000	WED
CHEV	GRN	1	TTJ425	784	WED
0000	GRN	1	000000	000	
CHEV	GRN	5	000000	000	
CHEV	GRN	0	000000	000	
PONT	GRN	0	000000	000	
0000	GRN	1	000000	394	FRI
CHEV	GRN	0	TTJ425	765	WED
PONT	GRN	1	000000	765	SUN
MERC	GRN	1	000000	000	SAT



ALL REPORTED INCIDENTS (467 WITH COORIDATES)

INCIDENT LOCATION



V. CHECK FILE

This file is used as a "Yellow Pages" for subjects who have been a tip on the other homicides, arrested for a sex crime, or are presently wanted for a sex crime. The information in this file was obtained for existing computer tapes from the FBI and CLEMIS system.

QUERYING THE CHECK FILE:

Only two Find Commands are needed for this file:

1. C1 = Subject by Last Name
2. C2 = Subject by First and Last Name

The Investigator types in "F C1" and hits Return Key and the computer asks: "What is the Value of Subject-Last-Name". The Investigator types in the Last Name and hits the Return Key. The computer then responds with the number of entries which qualify.

REPORTS

Only one report is needed for this file and that is the Check Report (CHKREP). This report provides the Subject's Name, File Code and ID#.

```
LEVELS:
15  ;
ITEMS:
LEINH,              U10;
S-LAST-NAME,        U20;
  FIRST-NAME,       U10;
  ADDRESS,          U20;
STATUS,             U2;
FILE-TYPE,          U4;
ID#,                U10;
SETS:
NAME: LAST,A;
ENTRY: S-LAST-NAME(1);
CAPACITY: 5400;
NAME: FIRST,A;
ENTRY: S-FIRST-NAME(1);
CAPACITY: 4600;
NAME: LEIN,A;
ENTRY: LEINH(1);
CAPACITY: 250;
NAME: ID,A;
ENTRY: ID#(1);
CAPACITY: 7300;
NAME: PERSONS,D;
ENTRY: LEINH(LEIN),S-LAST-NAME(LAST),S-FIRST-NAME(FIRST),
       S-ADDRESS,STATUS,FILE-TYPE,ID#(ID);
CAPACITY: 0600;
END.
```

DATA BASE: CHECK FRI, AUG 5, 1977, 10:25 AM

SET NAME:
LAST,AUTOMATIC

ITEMS:
S-LAST-NAME, U20 <<KEY ITEM>>

CAPACITY: 5400 ENTRIES: 5323

SET NAME:
FIRST,AUTOMATIC

ITEMS:
S-FIRST-NAME, U10 <<KEY ITEM>>

CAPACITY: 4600 ENTRIES: 4470

SET NAME:
LEIN,AUTOMATIC

ITEMS:
LEIN#, U10 <<KEY ITEM>>

CAPACITY: 250 ENTRIES: 195

SET NAME:
ID,AUTOMATIC

ITEMS:
ID#, U10 <<KEY ITEM>>

CAPACITY: 7300 ENTRIES: 7243

SET NAME:
PERSONS,DETAIL

ITEMS:

LEIN#,	U10	<<SEARCH ITEM>>
S-LAST-NAME,	U20	<<SEARCH ITEM>>
S-FIRST-NAME,	U10	<<SEARCH ITEM>>
S-ADDRESS,	U20	
STATUS,	U2	
FILE-TYPE,	U4	
ID#,	U10	<<SEARCH ITEM>>

CAPACITY: 8603 ENTRIES: 8436

PATH IDENTIFYING INFORMATION

MASTER SET NAME	ASSOCIATED DETAIL SET NAME	SEARCH ITEM NAME	SORT ITEM NAME
LAST	PERSONS	S-LAST-NAME	
FIRST	PERSONS	S-FIRST-NAME	
LEIN	PERSONS	LEIN#	
ID	PERSONS	ID#	

DETAIL SET NAME	SEARCH ITEM NAME	SORT ITEM NAME	ASSOCIATED MASTER SET NAME
PERSONS	LEIN#		LEIN
	S-LAST-NAME		LAST
	S-FIRST-NAME		FIRST
	ID#		ID

```
BASE=CHECK
PASSWORD = *
MODE = 5
SETS=PERSONS
     =CHK
OF 2 FILE

>FIND C1
WHAT IS THE VALUE OF - S-LAST-NAME
>>BELL
9  ENTRIES QUALIFIED
>REPORT CHECK
INVALID COMMAND
>R CHECK
```

CHECK FILE REPORT

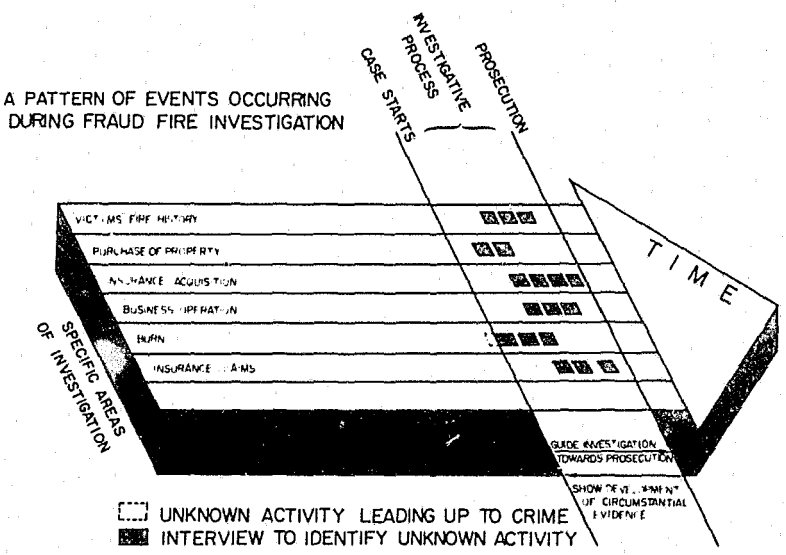
check file report date 05/26/77

last name	first	status	file-type	id#
BELL	DAVID WIL		CCH	917927H
BELL	EDWIN ALE		CCH	1931263
BELL	HOWARD WA		CCH	262877J5
BELL	IRA MITCH		CCH	135390E
BELL	JAMES		CCH	682321P1
BELL	JERRY LEE		CCH	809905E
BELL	MORRIS CL		CCH	827263P3
BELL	ROGER HOW		CCH	161640J1
BELL	THOMAS DE		CCH	325708N2

OVERVIEW

This system was designed to aid the trained investigator in piecing together information which eventually results in the identification, location, and prosecution of the offender.

To better understand the system, we must identify what actually takes place during an investigation. Over a period of time, events occur which result in the commission of a crime. Usually the investigator has no idea what these events are until after the crime is committed. The only thing the investigator knows is that a crime occurred because of the facts presented at the scene.



One concept used in the development of this system was that all information is obtained from interviews. Investigators first observe and do somewhat of a preliminary crime scene search. This process in and of itself is the same as an interview, only you are not talking to a person.

Second, the investigator interviews witnesses, neighbors, friends, and relatives of the victim. In the case of crimes such as robbery and fraud the victim himself may be interviewed. During these interviews, the investigator is really searching for the unknown events which resulted in the crime. In other words, the investigator must identify the relationships each interviewee has in regard to the crime being investigated. When we really identify the relationships, people must fall in one of the following categories:

1. Witnesses - saw something

2. Neighbor - may have seen or heard something

3. Friend, Acquaintance, or Relative - provide background information about the victim's friends, activities, etc.

4. Police Officer - one who is working the case or who may have additional information

5. Victim

Each interview can be classified as one of these types:

1. More information is obtained which needs further investigation, which we call a SOURCE.

2. The person is considered a possible suspect = SUSPECT.

3. Nothing is obtained from the interview = SUBJECT.

This is what established the linking or piecing together of information.

This system is designed to assist the trained investigator piece together the bits of information required for the successful completion of an investigation. To complete an investigation, the investigator must collect all the information and evidence necessary to locate, identify, arrest, and finally prosecute the offender.

The system was designed based upon the following four concepts.

1. ALL INFORMATION IS OBTAINED THROUGH INTERVIEWS AND OBSERVATION WHICH CAN BE TREATED AS AN INTERVIEW. Granted, an officer who is observing a crime scene does not talk to physical objects, however, he does supply the information he obtained through observation by talking to another officer or writing his observations in the police report which has the same effect as an interview.

2. ALL PHYSICAL EVIDENCE, OBJECTS OR ACTIVITIES MUST BE CONNECTED TO A PERSON. Any physical object such as clothing, vehicles, blood, hair, etc., must somehow be connected to a person. Either the person owned the object or used it or was involved in the activity.

3. EVERYONE INTERVIEWED MUST BE RELATED TO THE CASE IN SOME MANNER. A person must be a witness to the crime, a possible witness, a friend, an acquaintance, a relative, or a police officer working on the case. All persons interviewed will fall into one of these categories.

4. EVERYONE WHO MIGHT HAVE INFORMATION REGARDING THE CASE SHOULD BE INTERVIEWED, AND YOU MUST SHOW HOW YOU IDENTIFIED EACH PERSON. You must be able to show how you arrived at the decision to interview each person.

From these basic theories, the necessary links can be established in the data base, however, all links have not been established. Prior to actually designing the system, we asked exactly what information would be needed to solve most crimes.

First, we looked at people and asked, "What do we need to know about people?" We concluded that we must know their name, age, address, and physical description. From here we went further and added information such as their occupation, whether they are interviewed or just a person who needed to be interviewed, their relationship to the case, and if the information provided was related to the scene, victim, or some other key point in the investigation.

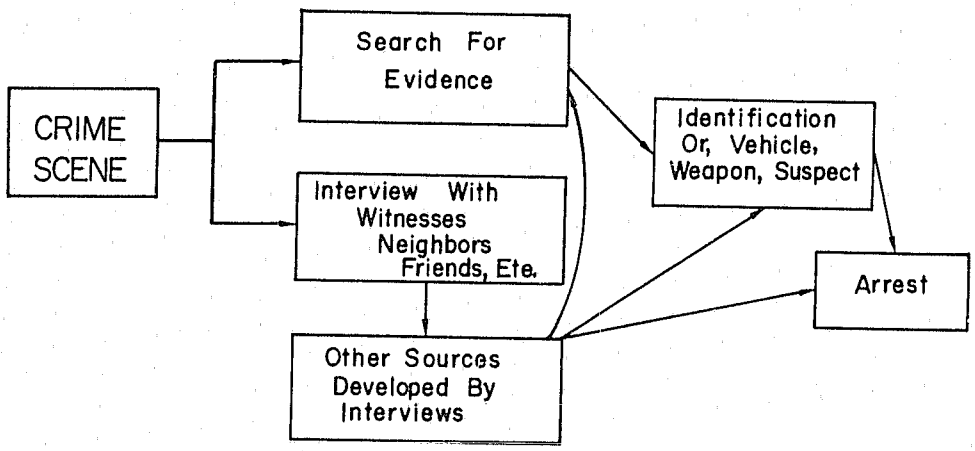
Second, we looked at clothing and divided clothing into the following categories: TOP, BOTTOM, OUTER, SHOES, and MISCELLANEOUS.

Thirdly, we looked at vehicles and determined that we needed to know make, color, year, registration number, State registration,damage and its location, special features, time seen, and date seen.

Fourth, we considered having the ability to provide for a narrative synopsis of each interview, person, clothing, and vehicle mentioned in the case, and did provide for a free text in each category.

By reviewing the attached form, you can see all 81 bits of information contained in each entry that is made in the computer. Remember, you can get any record or entry from the computer by any one of the 81 bits of information stored in the computer.

Now let's put this all together. In an investigation, you are confronted with a crime scene or a point from where you start your investigation. From the crime scene, two events take place almost simultaneously, 1) the search for evidence and 2) interviewing of people. Both activities expand from the starting point, but must be brought back together prior to the completion of the investigation. The following diagram should better depict the investigation process:



With the system, you can produce reports giving the names, addresses, and case numbers of each person interviewed. By reviewing this report, you select all names that appear in more than one case and look at each complete record searching for like data elements (out of the 81 provided) in order to locate additional information by using a different data element. The problem in any investigation is unknown information. With this system, you can link information together by using several different courses of pursuit. For example, once you have names of people, you may find they drive green Chevys with a loud muffler. You could then ask for all green Chevys with loud mufflers that are in data base.

Step 1
Sort by name

Step 2
Review all 81 data elements of Step 1 records

Step 3
Sort on city
Sort on clothing
Sort on text
Sort on physical

ANALYSIS

The linking or grouping of information together in a manner that permits the user to easily identify patterns. There are two basic types of approach to effectively identify any patterns, and both should be employed to assure all avenues of thought are covered.

First, there is the "blind" assessment of information contained in the data base. This is done by simply grouping information together, disregarding any information known because of the current investigation. Usually this is done without input from the investigators.

Second, there is the "theory checking" assessment of information. As the name implies, information known or believed to be true is used and how it is displayed. The investigator plays a very important role in this type of analysis.

The blind analysis of information is nothing more than identifying all identical or similar information contained in the data base. The first step in this type of analysis is to get alphabetical listings of interviewees and their names, and a listing of vehicles by registration number. By obtaining these listings, it is easy to identify persons who are mentioned in more than one case or those who are referred to by more than one person. By comparing the two lists of names, it is also easy to identify who remains to be interviewed. The listing of vehicles by registration number identifies vehicles that are connected in more than one case.

Once you have identified the duplicate entries, you begin to establish other links by using different data elements other than names. For example, you could use known physical information to locate persons seen at the crime scene, or known vehicle colors to identify vehicles observed at the crime scene. The system allows you to obtain any record by using any one or any combination of the 81 data elements. By studying the 81 data elements of the duplicate records, it is possible to use several different data elements to locate other records that may match the records you have already retrieved.

If you are not successful in obtaining duplicate records in the first pass, then you do grouping of vehicles, persons, and clothing and attempt to develop composits of individuals and vehicles. Often this will result in a description of one or more persons of the same description driving the same type of vehicle who are unknown but have been mentioned or observed in several locations, and an effort should be made to locate and identify the individuals. You should match these findings with known information to determine any additional links.

The theory checking method uses the investigator's knowledge and experience to determine what data elements will be used when querying the data base. This could also be called the "M.O. Checking" method. The only problem with this method is getting the investigators to express their thoughts. The success of this method depends upon the investigators and computer operators ability to communicate. It is best to train one or two investigators in the operation of the computer so they can do their own report generation. Many times this method will often involve searching the free text data elements to locate descriptions of people or vehicles.

INTERVIEW GUIDE

INFORMANT

VOL	CASE NO.	DATE	TIME	OFFICER ONE	OFFICER TWO	DEPT.

AGE	LOCATION CODE	RELATIONSHIP	TYPE

FIRST NAME	MIDDLE NAME	LAST NAME	STREET NO.	STREET NAME

CITY	STATE	ZIP	( )HOME PHONE	( )OFFICE PHONE	OCCUPATION

INTERVIEW TEXT

PERSON

FIRST NAME	MIDDLE NAME	LAST NAME	STREET NO.	STREET NAME

CITY	STATE	ZIP	( )HOME PHONE	( )OFFICE PHONE	HT.	WT.	HAIR

EYES	COMPL	AGE	DOB	BUILD	MARKS	MARKS LOCAT	RACE	SEX

UNUSUAL	TIME	DATE	PAGE	PERSON TEXT

TOP CLOTHES	COLOR	CONDITION	BOTTOM CLOTHES	COLOR	CONDITION

OUTER CLOTHES	COLOR	CONDITION	SHOES	COLOR	CONDITION

MISC-1 CLOTHES	COLOR	CONDITION	MISC-2 CLOTHES	COLOR	CONDITION

CLOTHING TEXT

VEH-MAKE	STYLE	TOP COLOR	BTM-COLOR	YEAR	LICENSE #	STATE	DAMAGE

DAMAGE LOCATION	SPECIAL FEATURES	VEHICLE TIME	VEHICLE DATE

VEHICLE TEXT

TO USE THE FORM AS A TIP DOCUMENT.

1. INSERT CARBON PAPER.

2. RECORD INFORMATION ABOUT THE PERSON CALLING OR INTERVIEWED IN THE "INFORMANT" PORTION.

3. RECORD INFORMATION THEY GIVE YOU ABOUT PEOPLE, WHAT THEY DO, CLOTHING OR VEHICLES IN THE APPROPRIATE PORTIONS.

   NOTE: IF INFORMATION ABOUT MULTIPLE PEOPLE, CARS, TEC., IS RECEIVED USE ADDITIONAL FORMS.

4. ASSIGN FOLLOW UP TO AN OFFICER AND PLACE HIS (THEIR) LAST NAME (s) IN THE OFFICER ONE (TWO) BOX (s). ALSO INDICATE THE DEPARTMENT OF OFFICER ONE IN THE "DEPARTMENT" BOX.

5. RETAIN THE ORIGINAL IN A MASTER FILE. GIVE THE COPY TO THE INVESTIGATING OFFICER.

6. THE INVESTIGATING OFFICER WILL FILL IN THE ADDITIONAL INFORMATION HE OBTAINS IN THE APPROPRIATE AREAS.

7. THE OFFICER'S WORKING COPY WILL BE RETURNED AND ATTACHED TO THE ORIGINAL IN THE MASTER FILE.

INSTRUCTIONS FOR COMPLETING THE INTERVIEW REPORT FORM

VOL

Enter volume number the information is contained in. (Note completed in field).

CASE NO.

Enter the first-middle-last initial of the victim. (If the case involves a man and woman, use the man's initials.)

DATE

Enter date the interview took place.

OFFICER ONE

Enter the last name of the officer obtaining the information/ or conducting the interview.

OFFICER TWO

Enter the last name of the second officer.

DEPARTMENT

Enter the name of the department the officer is from (If you have two officers from different departments, enter the department officer one is from.)

PAGE

Enter the page number information is contained on. (Not for field application.)

LOCATION CODE

Enter the location the information is about. Example: Crime Scene, Neighborhood, Beaver Mall.

RELATIONSHIP

Enter the relationship of the informant providing the information to the victim. Use the following codes:

RELATIVE	--	Includes all relatives
FRIEND	--	Close friends
NEIGHBOR	--	From immediate neighborhood of victim
AQUAINT	--	Person who knew victim by name
WITNESS	--	Any person who saw something but are not a friend, neighbor, relative
OFFICER	--	Officer providing information

TYPE

Enter one of the following:

SOURCE -- If the person interviewed gives you any information that could result in further investigation.

SUBJECT -- If the person interviewed gives you nothing to follow up on.

SUSPECT -- If the person interviewed is considered to be a suspect.

FIRST NAME

Enter the first name of the person being interviewed.

MIDDLE NAME

Enter the middle name of person interviewed.

LAST NAME

Enter the last name of the person interviewed.

STREET NUMBER

Enter the number of the street the person interviewed lives on.

STREET NAME

Enter only the name of the street the person interviewed lives on.

CITY

Enter the name of the city the person interviewed lives on.

STATE

Enter the name of the state the person interviewed lives in.

ZIP

Enter zip code for the interviewed persons address.

HOME-PHONE

Enter the home phone number of the person interviewed. (Include the area code)

OFFICE-PHONE

Enter the office phone number of the person interviewed (Include area code)

HEIGHT

Enter the height of person. Example: 5'11"=511, 6'=600; 6'2"=602; 72"=600.

WEIGHT

Enter weight of person.

HAIR

Enter the hair color of the person.

EYES

Enter the eye color of the person.

COMPLEXION

Enter the complexion description of the person. Example: Light, Dark, Ruddy, Pocked

AGE

Enter age of person

DOB

Enter the date of birth of person.

BUILD

Enter the person's build. Example: Large, Medium, Small.

MARKS

Enter the kind of mark the person has. Example: Bruise, Cut, Tatoo, Scar.

MARKS LOCATION

Enter where the person's marks are. Example: Left Thigh, Right Art, Chest, Etc.

RACE

Enter person's race.

SEX

Enter person's sex.

UNUSUAL

Enter a YES. To identify the person has something unusual about them. Example: Limps, Speech Problem, Hair Lip, etc. (The actual unusual characteristic is entered in person text).

TIME

Enter the time the person observed or noted an activity.

DATE

Enter the date the activity occurred on that the person noted.

PERSON PG#

Enter the page number the person appears on. (Not on field application)

PERSON TEXT

Enter a brief synopsis of what information you have on the individual I.D. in PERSON.

TOP CLOTHES

Enter any clothing that is worn on the top portion of the body. Examples: Shirt, Blouse, Sweater, Bra, etc.

COLOR

Enter the color of top clothing.

CONDITION

Enter the condition of top clothing. Example: New, Clean, Soiled, Bloody, Torn.

BOTTOM CLOTHES

Enter any clothing that is worn on the bottom half of the body. Example: Slacks, Pants, Skirt, Briefs, etc.

COLOR

Enter the color of bottom clothing.

CONDITION

Enter the condition of bottom clothing. Example: New, Clean, Soiled, Bloody, Torn.

OUTER CLOTHES

Enter clothing that is normally worn over other clothing. Example: Coat, Jacket, etc.

COLOR

Enter color of outer clothing.

CONDITION

Enter the condition of outer clothing. Example: New, Clean, Soiled, Bloody, Torn.

MISC-1-CLOTHING

Enter any clothing that does not fit the top, bottom, or outer clothing category. Example: Hat, Scarf, Bandana, jewlery, etc.

COLOR

Enter color of misc-1 clothing.

CONDITION

Enter the condition of misc-1 clothing. Example: New, Clean, Soiled, Bloody, Torn, etc.

MISC-2-CLOTHING

See Misc-1 for description.

COLOR

Enter color of misc.-2 clothing.

CONDITION

Enter condition of misc-2 clothing. Example, New, Clean, Soiled, Bloody, Torn, etc.

CLOTHING TEXT

Enter a brief description of clothing and its significance. Example: Red Bandana worn by suspect. Bloody T-shirt was on victim's body.

VEH-MAKE

Enter the make of vehicle.

TOP COLOR

Enter top color of vehicle or if only one color enter the one color in top color.

BOTTOM COLOR

Enter bottom color of vehicle.

YEAR

Enter the year of vehicle.

LICENSE #

Enter the vehicle license number.

STATE

Enter the state the vehicle is registered in.

DAMAGE

Enter YES if the vehicle is damaged. (Actual damage goes in vehicle text.

DAMAGE LOCATION

Enter where the damage is located.

SPECIAL FEATURES

Enter the Model of the vehicle. If the vehicle has something special, enter a "Y" next to the model. Example: Nova (Y), Gremlin (Y)

VEHICLE TIME

Enter the time the vehicle was seen.

VEHICLE DATE

Enter the date the vehicle was seen.

VEHICLE TEXT

Enter a brief synopsis about the information you have on the vehicle.

DATA BASE DESIGN

This is the data base design into which the information obtained from the interview guide is entered. It is structured in the following manner:

1. Data Items
   Item Name Definition Read/Write Security Key Designation

2. Data Sets
   Set Name Type of Set
   Entry Source
   Capacity

3. Detail Data Set Design

Page 1

```
ITEMS:

      THE FOLLOWING DEFINES INTERVIEWEE INFORMATION
    CASE-NO, U4(/10,15):                [[KEY ]]
    VOL-NO, U2(/10,15);
    I-DATE, U6(/10,15);                 [[YEAR,MO,DAY ]]
    I-TIME, U4(/10,15);
    OFFICER-1, U20(/10,15);
    OFFICER-2, U20(/10,15);
    DEPT, U16(/10,15);
    I-PAGE-NO, U4(/10,15);
    LOCATION-CODE, U30(/10,15);         [[KEY ]]
                                [[LOCATION OF INFORMATION IE. SCENE,
                                DROP SITE,FUNERAL,ETC. ]]
    RELATIONSHIP, U10(/10,15);          [[KEY ]]
    TYPE, U8(/10,15);                   [[KEY ]]
                                [[SOURCE,SUBJECT,SUSPECT ]]
    I-FIRST-NAME, U10(/10,15);
    I-MIDDLE-NAME, U10(/10,15);
    I-LAST-NAME, U20(/10,15);           [[KEY ]]
    I-STREET-NO, U10(/10,15);
    I-STREET-NAME, U20(/10,15);
    I-CITY, U20(/10,15);
    I-STATE, U2(/10,15);
    I-ZIP, U6(/10,15);
    I-HOME-PHONE, U12(/10,15);
    I-OFFICE-PHONE, U12(/10,15);
    OCCUPATION, U20(/10,15);
    I-TEXT, U76(/10,15);


[[THE FOLLOWING DEFINES PEOPLE INFORMATION]]
    P-PAGE-NO, U4(/10,15);
    P-FIRST-NAME, U10(/10,15);          [[KEY]]
    P-MIDDLE-NAME, U10(/10,15);
    P-LAST-NAME, U20(/10,15);           [[KEY]]
    P-STREET-NO, U10(/10,15);
    P-STREET-NAME, U20(/10,15);
    P-CITY, U20(/10,15);
    P-STATE, U2(/10,15);
    P-ZIP, U6(/10,15);
    P-HOME-PHONE, U12)/10,15);
    P-OFFICE-PHONE, U12(/10,15);
    HEIGHT, U4(/10,15);
    WEIGHT, U4(/10,15);
    HAIR, U4(/10,15);
    EYES, U4(/10,15);
    COMPLEXION, U8(/10,15);
```

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```
56          AGE, U4(/10,15);
57          DOB, U6(/10,15);                    [[MO,DAY,YR.]]
58          BUILD, U6(/10,15);                  [[KEY]]
59          MARKS, U10(/10,15);
60          MARKS-LOC, U10(/10,15);
61          RACE, U10(/10,15);
62          SEX, U2(/10,15);
63          UNUSUAL, U2(/10,15);
64          P-TIME, U4(/10,15);                 [[KEY]]
65          P-DATE, U6(/10,15);                 [[YEAR,MONTH,DAY]]
66          P-TEXT, U76(/10,15);
67          TOP-CLOTHING, U10(/10,15);
68          TOP-COLOR, U4(/10,15);              [[KEY]]
69          TOP-CONDITION, U8(/10,15);
70          BOTTOM-CLOTHING, U10(/10,15);
71          BOTTOM-COLOR, U4(/10,15);           [[KEY]]
72          BOTTOM-CONDITION, U8(/10,15);
73          OUTER-CLOTHING, U10(/10,15);
74          OUTER-COLOR, U4(/10,15);            [[KEY]]
75          OUTER-CONDITION, U8(/10,15);
76          SHOES-CLOTHING, U10(/10,15);
77          SHOES-COLOR, U4(/10,15);
78          SHOES-CONDITION, U8(/10,15);
79          MISC1-CLOTHING, U10, (/10,15);
80          MISC1-COLOR, U4(/10,15);
81          MISC1-CONDITION, U8(/10,15);
82          MISC2-CLOTHING, U10(/10,15);
83          MISC2-COLOR, U4(/10,15);
84          MISC2-CONDITION, U8(/10,15);
85          C-TEXT, U76(/10,15);
86      [[THE FOLLOWING DEFINES VEHICLE INFORMATION]]
87          VEH-MAKE, U4(/10,15);               [[KEY]]
88          VEH-STYLE, U4(/10,15);
89          VEH-COLOR-TOP, U4(/10,15);          [[KEY]]
90          VEH-COLOR-BOTTOM, U4(/10,15);
91          VEH-YEAR, U4(/10,15);
92          VEH-LIC-NO, U8(/10,15);             [[KEY]]
93          VEH-STATE, U2(/10,15);
94          VEH-DAMAGE, U2(/10,15);
95          VEH-DAMAGE-LOC, U2(/10,15);
96          VEH-SPECIAL, U8(/10,15);
97          VEH-TIME, U4(/10,15);               [[KEY
98          VEH-DATE, U6(/10,15);               [[YEAR, MONTH, DATE]]
99          VEH-TEXT, U76(/10,15);
100     DEFINITION,U20(/10,15);
101     U-TEXT,U70(/10,15);
102     SEARCH-ITEM,U16(/10,15);
103     TYPE-SEARCH,U8(/10,15);
104     SORT-NO,I(10/15);
105
106
107
108     SETS:
109
110
111     NAME:  M-CASE-NO,MANUAL(10/15);
```

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```
112     ENTRY:CASE-NO(1),
113     DEFINITION;
114     CAPACITY:  79;
115
116     NAME: M-LOCATION-CODE,AUTOMATIC;
117     ENTRY: LOCATION-CODE(1);
118     CAPACITY:401;
119
120     NAME: M-RELATIONSHIP,MANUAL(10/15);
121     ENTRY:RELATIONSHIP(1),
122     DEFINTION;
123     CAPACITY: 17;
124
125     NAME: M-TYPE,MANUAL(10/15);
126     ENTRY: TYPE(1),
127     DEFINITION;
128     CAPACITY: 79;
129
130     NAME: M-I-LAST-NAME,AUTOMATIC;
131     ENTRY: I-LAST-NAME(1);
132     CAPACITY: 10007;
133
134     NAME: M-P-FIRST-NAME,AUTOMATIC;
135     ENTRY: P-FIRST-NAME(1);
136     CAPACITY: 997;
137
138     NAME: M-P-LAST-NAME,AUTOMATIC;
139     ENTRY: P-LAST-NAME(1);
140     CAPACITY: 10007;
141
142     NAME: M-BUILD,MANUAL(10/15);
143     ENTRY:BUILD(1),
144     DEFINITION;
145     CAPACITY: 11;
146
147     NAME: M-P-TIME, AUTOMATIC;
148     ENTRY: P-TIME(1);
149     CAPACITY: 1201;            [[HALF OF ALL POSSIBLE TIMES]]
150
151     NAME: N-TOP-COLOR,MANUAL(10/15);
152     ENTRY: TOP-COLOR(1);
153     CAPACITY : 53;
154
155     NAME: M-BOTTOM-COLOR,MANUAL(10/15);
156     ENTRY: BOTTOM-COLOR(1);
157     CAPACITY: 53;
158
159     NAME: M-OUTER-COLOR,MANUAL(10/15);
160     ENTRY: OUTER-COLOR(1);
161     CAPACITY: 53;
162
163     NAME: M-VEH-MAKE,MANUAL(10/15)
164     ENTRY:VEH-MAKE(1),
165     DEFINITION;
166     CAPACITY: 199;
167
```

CONTINUED

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168     NAME: M-VEH-COLOR-TOP, MANUAL(10/15);
169     ENTRY: VEH-COLOR-TOP(1);
170     CAPACITY: 53;
171
172     NAME: M-VEH-LIC-NO,AUTOMATIC;
173     ENTRY: VEH-LIC-NO(1);
174     CAPACITY: 8009;
175
176     NAME: M-VEH-TIME,AUTOMATIC;
177     ENTRY- VEH-TIME(1);
178     CAPACITY: 1201; [[HALF OF ALL POSSIBLE TIMES]]
179
180     NAME: SMITH,DETAIL(/10,15);
181     ENTRY:
182     CASE-NO(M-CASE-NO),
183     VOL-NO,
184     I-DATE,
185     I-TIME,
186     OFFICER-1,
187     OFFICER-2,
188     DEPT,
189     I-PAGE-NO,
190     LOCATION-CODE(M-LOCATION-CODE),
191     RELATIONSHIP(M-RELATIONSHIP),
192     TYPE(M-TYPE),
193     I-FIRST-NAME,
194     I-MIDDLE-NAME,
195     I-LAST-NAME(!M-I-LAST-NAME),
196     I-STREET-NO,
197     I-STREET-NAME,
198     I-CITY,
199     I-STATE,
200     I-ZIP,
201     I-HOME-PHONE,
202     I-OFFICE-PHONE,
203     OCCUPATION,
204     I-TEXT,
205     P-PAGE-NO,
206     P-FIRST-NAME(M-P-FIRST-NAME),
207     P-MIDDLE-NAME,
208     P-LAST-NAME(M-P-LAST-NAME),
209     P-STREET-NO,
210     P-STREET-NAME,
211     P-CITY,
212     P-STATE,
213     P-ZIP,
214     P-HOME-PHONE,
215     P-OFFICE-PHONE,
216     HEIGHT,
217     WEIGHT,
218     HAIR,
219     EYES,
220     COMPLEXION,
221     AGE,
222     DOB,
223     BUILD(M-BUILD),
```

```
224      MARKS,
225      MARKS-LOC,
226      RACE,
227      SEX,
228      UNUSUAL,
229      P-TIME(M-P-TIME),
230      P-DATE,
231      P-TEXT,
232      TOP-CLOTHING,
233      TOP-COLOR(M-TOP-COLOR),
234      TOP-CONDITION,
235      BOTTOM-CLOTHING,
236      BOTTOM-COLOR(M-BOTTOM-COLOR),
237      BOTTOM-CONDITION,
238      OUTER-CLOTHING,
239      OUTER-COLOR(M-OUTER-COLOR),
240      OUTER-CONDITION,
241      SHOES-CLOTHING,
242      SHOES-COLOR,
243      SHOES-CONDITION,
244      MISC1-CLOTHING,
245      MISC1-COLOR,
246      MISC1-CONDITION,
247      MISC2-CLOTHING,
248      MISC2-COLOR,
249      MISC2-CONDITION,
250      C-TEXT,
251      VEH-MAKE(M-VEH-MAKE),
252      VEH-STYLE,
253      VEH-COLOR-TOP(M-VEH-COLOR-TOP),
254      VEH-COLOR-BOTTOM,
255      VEH-YEAR,
256      VEH-LIC-NO(M-VEH-LIC-NO),
257      VEH-STATE,
258      VEH-DAMAGE,
259      VEH-DAMAGE-LOC,
260      VEH-SPECIAL,
261      VEH-TIME(M-VEH-TIME),
262      VEH-DATE,
263      VEH-TEXT,
264      SORT-NO,
265      SEARCH-ITEM,
266      TYPE-SEARCH,
267      U-TEXT,
268      CAPACITY: 8000;
269      END.
```

DATA ENTRY TERMINALS

The terminals required for data entry are of the intelligent type. They should contain a 128 character set, display enhancements, line drawing capability and a minimum of 8K Random Access Memory. The terminals must also have modern type communication capabilities.

The data entry screens designed for the application should incorporate the complete capabilities of the display stations. Due to the large size of the form, an additional 8K a Random Access Memory is necessary to store the entire form in the terminal.

The form is generated by combining the line drawing set, protected formating, various video display modes, and alpha/numeric field checking capabilities of the CRT. It was originally created in four distinct stages 1) outline the form and define protected/unprotected fields 2) detailed form 3) assigned field checking 4) merge completed form in data entry application.

The Display Stations properly check each entry field of the form for variety of conditions. Each character entered into a field is checked to determine whether it is of an alpha or numeric type. If the character entered is of the incorrect type, the terminal produces an audible alarm and forces the character to be corrected before data entry may continue. Each entry filled on the screen is programmed to accept a specific number of characters. When the field is full, the display station forces the cursor to jump in a sequential manner to the first character space of the next writeable field.

After the data has been entered, depressing the ENTER KEY forces the data to be transmitted to the mini and logged in the data base. It is important to note that our data is initially entered directly to and maintained in the CRT. Before depressing enter, the data can be manipulated and altered by the user before transmission to the computer.

SIGNING TERMINALS ONTO THE COMPUTER FOR ENTERING DATA

In order to sign the terminals onto the computer to enter new data into the data base, you follow the following steps:

1. Make sure the modem and terminal are connected and turned down. The modem will say on and the terminal will say terminal ready.
2. Make sure the Remote and Caps Lock keys are down on the terminal.
3. The Baud Rate switch should be set at 1200 on the terminal.
4. The terminal Duplex switch should be set at half.
5. The Parody switch on the terminal should be set at none.
6. Make sure the Red Data switch on the modem phone is off and call the number to the computer.
7. When the computer answers with a high pitched tone, press the Red Data button down on the phone and hang up.
8. Depress the Carriage Return key on the terminal until you get a colon on the screen. If you do not get a colon, depress the Reset Terminal key twice rapidly and hit Carriage Return (if you still do not get a colon, go back to Step 1 and try again).
9. After the colon, type in HELLO YOUR NAME,LEMS.MSP;TERM=10 and press Carriage Return. Example: HELLO GEORGE,LEMS.MSP;TERM=10 Return
10. The computer responds account password quickly press the (ESC) Escape key and then Semicolon key and type the word KREASE (you will not see the word on the screen) and press Carriage Return.
11. The computer responds with:
    Session Number = #SXX
    Day Date and Time
    :

    Press (ESC) the Escape key and then press the Colon key. After the colon, type RUN GEN FORM and press Carriage Return.
12. The computer will then cause the terminal to beep and then the entry form will be drawn on the screen. When the form is completed, the cursor will be in the box named case number.
13. You are now ready to enter information into the data base.

POSSIBLE ERRORS WHILE ENTERING DATA

The computer has been programmed to make certain checks on the information that you are entering into the data base. This has been done to reduce as many errors as possible as you are entering information.

There are nine fields that will only accept data that has been programmed. The nine fields are as follows:

1. CASE-NO or Case Number - This field will only accept the following initials: JAF for the Feeney Case, JHW for the Weinman Case, RXH for the Hyde Case, JJS for the Shelkons Case, DJC for the Capiola, SER for the Rush Case and WEA for the Adams Case.
2. Relationship - This field will only accept the following: Officer, Witness, Relative, Neighbor, Friend, Victim, Suspect, and Acquaint for Acquaintance.
3. Type - This field will only accept the following: Suspect, Source, and Subject.
4. Build - This field will only accept the following: MED for Medium, SM for Small, and LG for Large.
5. Top-Color - refers to the color of clothing worn at the top of the body. This field will only accept the following codes: RED for red, LHT for light, PNK for pink, BLK for black, BAL for bald, GRN for green, BGE for beige, ONG for orange, SIL for silver, BLN for blond, TRQ for turquoise, LBL for light blue, GRY for gray, DBL for dark blue, BRZ for bronze, CRM for cream, TAN for Tan, HAZ for hazel, DRK for dark, CPR for copper, LAV for lavender, BLU for blue, WHI for white, GLD for gold, PLE for Purple, BRO for brown, SDY for Sandy, LGR for light green, DGR for dark green, MAR for maroon, and YEL for yellow.
   Bottom-Color and Outer-Color and Veh-Color-Top - Color codes are the same as those that were just listed for top-color.
6. Veh-Make - This field will only accept the following: TRIO for Triumph, OPEL for Opel, MG for MG, PONT for Pontiac, FIAT for Fiat, FORD for Ford, BMW for BMW Motercycle, HD for Honda, MERZ for Mercedes, VOLK for Volkswagon, HODA for Honda, CHEV for Chevy, PLYM for Plymouth, PORS for Porsche, SUZI for Suzuki, RAMB for Rambler, GMC for GMC, JEEP for Jeep, SAAB for Saab, CADI for Cadillac, LINC for Lincoln, AMER for American Motors, OLDS for Oldsmobile, YAMA for Yamaha, TOYT for Toyota, DODG for Dodge, FERR for Ferrari, JAGU for Jaguar, DATS for Datsun, BUIC for Buick, CHRY for Chrysler, KAWK for Kawasaki, MAZD for Mazda, MERC for Mercury, HOND for Honda.

If you make any mistakes in any of those fields, the computer will give you an error at the bottom of the screen. The last part of the error message will give you a path number. The path number that the computer displays defines exactly where your error was made. Path One is the case number. Path Three is the relationship. Path Four is the type. Path Eight is the build. Path Ten is clothing top color. Path Eleven is clothing bottom color. Path Twelve is clothing outer color. Path Thirteen is Vehicle Make. Path Fourteen is Vehicle Color Top. By looking which path number it is you can immediately go to where you error is made, correct the mistake and press the Enter key and the computer should accept your data.

PATHS

* 1. Case Number
  2. Location Code
* 3. Relationship
* 4. Type
  5. I-Last Name
  6. People 1st Name
  7. People Last Name
* 8. Build
  9. People Time
*10. Top Color
*11. Bottom Color
*12 Outer Color
*13. Vehicle Make
*14. Vehicle Color Top
 15. Vehicle License #
 16. Vehicle Time

DATA ITEMS

RELATIONSHIP

The purpose of this item is to establish the relationship of the interviewee to the victim.

The closest relationship will be used.

RELATIVE: Blood or in-law
FRIEND: Close social relationship
ACQUAINT (Acquaintance): Knowledge of; work, church, etc.
NEIGHBOR: Living in general area, sharing common vehicular traffic, etc.
WITNESS: Those meeting none of the above
SUSPECT: Those with the finger of suspicion upon them.
OFFICER: Investigating officers

USE

By keying on this item it is possible to review all information coming from:

(Relative) The family environment
(Friend) The social environment
(Acquaint) Expanded social environment
(Neighbor) The immediate geographical area

As well as establish the interviewee's relationship to the crime.

LOCATION

The purpose of this item is to establish critical scenes in each case. Examples:

Washington Plaza - Victim last seen
Hyde Home - Crime scene
Hyde Drive - Mrs. Hyde's body
Matos Truck - Tools disturbed

Once a phrase (Hyde Home) has been assigned to a particular scene it will remain constant in all future references to that specific scene.

Additional locations may be assigned at any time.

A list of the phrases (Hyde Home) and its description must be maintained.

USE

By keying on this item it is possible to review all information relating to any critical scene in the case.

STATE

PA - Pennsylvania
OH - Ohio
W.V. - West Virginia

AUTOMOBILES

American Motors	AMER
Cadillac	CADI
Chevrolet	CHEV
Chrysler	CHRYS
Citroen	CITR
Dodge	DODG
Ferrari	FERR
Fiat	FIAT
Ford	FORD
Honda	HOND
Jaguar	JAGU
Jeep	JEEP
Karmann-Ghia	KARG
Lincoln	LINC
Mazda	MAZD
Mercedes-Benz	MERZ
Mercury	MERC
MG	MG
Oldsmobile	OLDS
Opel	OPEL
Peugeot	PEUG
Plymouth	PLYM
Pontiac	PONT
Porsche	PORS
Rambler	RAMB
Renault	RENA
Saab	SAAB
Toyota	TOYT
Triumph	TRIU
Volkswagen	VOLK
Buick	BUIC

TRUCKS

GMC	GMC
Chevrolet	
Ford	
Dodge	

MOTORCYCLES

B.M.W.	BMW
Bultaco	BULT
Cushman	CUSH
Harley Davidson	HD
Hodaka	HODA
Honda	HOND
Husqvarna	HUSQ
Kawasaki	KAWK
Moto Guzzi	MOGU
Puch	PUCH
Reconstructed	RECO
Sears	SEAR
Suzuki	SUZI
Triumph	TRIU
Vespa	VESP
Yamaha	YAMA

COLORS (EYES - HAIR - VEHICLES)

LIGHT	LHT
DARK	DRK
BALD	BAL
BEIGE	BGE
BLACK	BLK
BLONDE	BLN
BLUE	BLU
BLUE, DARK	DBL
BLUE, LIGHT	LBL
BRONZE	BRZ
BROWN	BRO
BURGANDY	MAR
COPPER	CPR
CREAM or (IVORY)	CRM
GOLD	GLD
GREEN	GRN
GREEN, DARK	DGR
GREEN, LIGHT	LGR
GRAY	GRY
HAZEL	HAZ
LAVENDER	LAV
MAROON	MAR
ORANGE	ONG
PINK	PNK
PURPLE	PLE
RED	RED
SANDY	SDY
SILVER (ALUMINUM or STAINLESS STEEL)	SIL
TAN	TAN
TURQUOISE	TRQ
WHITE	WHI
YELLOW	YEL

MARKS

Scars
Tattoos
Wound
Bruise
Pocked

MARKS LOCATION: Free Text

SKIN TONE (COMPLEXION)

LIGHT
FAIR
RUDDY
DARK

HEIGHT

Express in feet and inches respectively.
e.g. 5'11"; 511
6' ; 600 (Round off to the nearest inch)
70"; 510

WEIGHT

Express in pounds.
e.g. 94 lbs.; 094
186 lbs.; 186 (Round off to the nearest lb.)

BODY BUILD

LARGE	LG
MEDIUM	MED
SMALL	SM

RACE CODES

WHITE
BLACK
ORIENTAL
LATIN (Puerto Rician, Mexican)
OTHER

CLOTHING CONDITION

NEW
OLD
TORN
SOILED
PATCHED
BLOODY

VEHICLE STYLES

2 DOOR	2
4 DOOR	4
CONVERTIBLE	1
HATCHBACK	3
STATION WAGON	5
VAN	6
PICKUP	7
TRUCK	8
MOTORCYCLE	9

ABBREVIATIONS	PROPER NAMES
MGR	Manager
AMGR	Assistant Manager
PSP	PA. State Police
ACP	Allegheny County Police
DA	District Attorney's Office
PSPBF	PA State Police Beaver Falls
PSPCAR	PA State Police Carnegie
P.O.B.	Post Office Box
FP	Fingerprints
FTPR	Footprints
PSPBWSH	PA State Police Washington
TWP	Township
CO	County
DET	Detective
DETS	Detectives
TPR	Trooper
SGT	Sergeant
LT	Lieutenant
OCC	Occupant or occupants
DEP	Deputy
DEPS	Deputies
PD	Police Department
COR	Coroner
PATH	Pathologist
RES	Residence
HOM	Homicide
HOMS	Homicides
OFF	Officer
OFFS	Officers
HUSB	Husband
FATH	Father
MOTH	Mother
AMB	Ambulance
ATTENT	Attendant
DESC	Describe & Description
PERS	Personnel
KIT	Kitchen
LR	Living Room
DR	Dining Room
BATHR	Bathroom
BR	Bedroom
FAMR	Family Room
LAUNR	Laundry Room
BSMT	Basement
EVID	Evidence
OBSERV	Observe, Observation
VICT	Victim
INVEST	Investigate, Investigation
WIT	Witness
TECH	Technician
ESTIM	Estimated
UNK	Unknown
SUBSTNS	Substance
SUSP	Suspect
SUBJ	Subject

SIGNING TERMINALS ONTO THE COMPUTER FOR QUERY IN ONLY

To get the terminals running in an operation with the computer, you must follow these steps:

1. Make sure the modem and terminal are connected and are turned on. The terminal screen will say terminal ready if its on and the modem will have a light saying on, on the front of it.
2. Make sure the Remote and Caps Lock keys are down on the terminal.
3. Check the Baud Rate switch on the terminal and make sure to set at 1200 baud.
4. Check the Duplex switch on the terminal and set it at half.
5. Check the Parity switch and set it at none.
6. Call the number for the computer on the modem phone. Make sure the Red Data button is not depressed.
7. When the computer answers with a high pitched tone, press the Red Data button on the phone and hang up.
8. Depress the Carriage Return key on the terminal until you get a colon on the screen. If you do not get a colon, press the Reset Terminal key twice rapidly and press the Return key again (if you still do not get a colon, go back to Step 1 and try again).
9. After the colon, type HELLO YOUR NAME,LEMS.MSEP:TERM=10 then press the carriage return.
10. The computer will respond account password you then press (ESC) Escape key, press the Semicolon key and then type in KREASE and press Return (you will not be able to see the word KREASE as you type it).
11. The computer will respond with:

    Session Number = #SXX
    Date and Time
    :

    You then press (ESC) the Escape key and then press the Colon key. After the colon, type the information necessary to query and hit the Carriage Return.
12. The computer responds with a query formatted prompt.
13. You are now into Query and can find and report information from the data base.

UNDERSTANDING THE DATA BASE

Before anyone can obtain information from a data base, they first must understand exactly what is stored in the data base. The following is a list of the data elements that are stored in the computer for this particular data base.

NAME OF THE DATA ELEMENT RECOGNIZED BY THE COMPUTER	DEFINITION OF DATA ELEMENT
CASE-NO	Case Number
VOL-NO	Volume Number
I-DATE	Interview Date
I-TIME	Interview Time
OFFICER-1	First Officer Conducting Interview
OFFICER-2	Second Officer Conducting Interview
DEPT	Department
I-PAGE-NO	Interview Page Number
LOCATION-CODE	Location the Information came from
RELATIONSHIP	Relationship of the Person to the Victim
TYPE	Type (Source, Subject, Suspect)
I-FIRST-NAME	Interviewee's First Name
I-MIDDLE-NAME	Interviewee's Middle Name
I-LAST-NAME	Interviewee's Last Name
I-STREET-NO	Interviewee's Street Number
I-STREET-NAME	Interviewee's Street Name
I-CITY	Interviewee's City
I-STATE	Interviewee's State
I-ZIP	Interviewee's Zip Code
I-HOME-PHONE	Interviewee's Home Phone Number
I-OFFICE-PHONE	Interviewee's Office Phone Number
OCCUPATION	Occupation (the Person's Occupation)
I-TEXT	Interviewee Text
P-PAGE-NO	Person Page Number
P-FIRST-NAME	Person First Name
P-MIDDLE-NAME	Person Middle Name
P-LAST-NAME	Person Last Name
P-STREET-NO	Person Street Number
P-STREET-NAME	Person Street Name
P-CITY	Person City
P-STATE	Person State
P-ZIP	Person Zip Code
P-HOME-PHONE	Person Home Phone Number
P-OFFICE-PHONE	Person Office Phone Number
HEIGHT	Person Height
WEIGHT	Person Weight
HAIR	Person Hair Color
EYES	Person Eye Color

NAME OF THE DATA ELEMENT RECOGNIZED BY THE COMPUTER	DEFINITION OF DATA ELEMENT
COMPLEXION	Person Complexion
AGE	Person Age
DOB	Person Date of Birth
BUILD	Person Build
MARKS	Person Marks (if they have any)
MARKS-LOC	Person Mark Locations
RACE	Person Race
SEX	Person Sex
UNUSUAL	Anything unusual about the Person
P-TIME	Person Time
P-DATE	Person Date
P-TEXT	Person Text
TOP-CLOTHING	Clothing Worn on the Top of the Body
TOP-COLOR	Color of Top Clothing
TOP-CONDITION	Condition of the Top Clothing
BOTTOM-CLOTHING	Clothing Worn on the Bottom of the Body
BOTTOM-COLOR	Color of Bottom Clothing
BOTTOM-CONDITION	Condition of Bottom Clothing
OUTER-CLOTHING	Outer Clothing (Coat, Jacket, Sweater, Etc.)
OUTER-COLOR	Color of Outer Clothing
OUTER-CONDITION	Condition of Outer Clothing
SHOES-CLOTHING	Shoes
SHOES-COLOR	Color of Shoes
SHOES-CONDITION	Condition of Shoes
MISC1-CLOTHING	Miscellaneous Clothing 1
MISC1-COLOR	Color of Miscellaneous Clothing 1
MISC1-CONDITION	Condition of Miscellaneous Clothing 1
MISC2-CLOTHING	Miscellaneous Clothing 2
MISC2-COLOR	Color of Miscellaneous Clothing 2
MISC2-CONDITION	Condition of Miscellaneous Clothing 2
C-TEXT	Clothing Text
VEH-MAKE	Vehicle Make
VEH-STYLE	Vehicle Style
VEH-COLOR-TOP	Vehicle Color Top
VEH-COLOR-BOTTOM	Vehicle Color Bottom
VEH-YEAR	Vehicle Year
VEH-LIC-NO	Vehicle License Number
VEH-STATE	Vehicle State
VEH-DAMAGE	Vehicle Damage
VEH-DAMAGE-LOC	Vehicle Damage Location
VEH-SPECIAL	Vehicle Features
VEH-TIME	Vehicle Time
VEH-DATE	Vehicle Date
VEH-TEXT	Vehicle Text

There is grand total of 82 different data elements contained in this particular data base. You can retrieve information using one or several of the different data elements listed in the left hand column. Whenever

you are looking for information from the data base, you must type in the name of the data element exactly the way it appears in the left hand column.

When structuring a data base, several of the data elements are described as being master data items. This simply means that you can retrieve this information much more rapidly than the others. The following are known as master or key data elements:

1. CASE-NO
2. LOCATION-CODE
3. RELATIONSHIP
4. TYPE
5. I-LAST-NAME
6. P-FIRST-NAME
7. P-LAST-NAME
8. BUILD
9. P-TIME
10. TOP-COLOR
11. BOTTOM-COLOR
12. OUTER-COLOR
13. VEH-MAKE
14. VEH-COLOR-TOP
15. VEH-LIC-NO
16. VEH-TIME

By using any of the above data elements, you will find that the computer retrieves information much faster, and it is recommended that whenever possible you use one of these search items to query the data base.

FINDING INFORMATION IN THE COMPUTER

There are several different ways in which you can find or Query information from the computer. The easiest is to use the automated find commands. You have an automated find command coding sheet which gives you all of the automated finds, example: F1 would be for case number, by typing in simply F F1. The computer will then respond what is the value of case number and you only have to type in RXH for the Richard Hyde case. These are the simpliest find commands to use, however, they are not always going to meet your needs. There are several different types of find commands you can use. First, there is the simple find command. The simple find command is done by typing in an F which means find SPACE the name of the data element that you are looking for SPACE IS SPACE and whatever the value is. Example: F CASE-NO IS RXH Carriage Return. This simple command would also give you the Case Number of all the cases that are entered under RXH the same as the F1 command will do for you. The simple find command is made up of three parts: 1) the name of the data element which would be Case Number, Type, Relationship, Officer-1, etc. 2) Then there is the relational operator. In a relational operators that can be used are as follows: IS which means equal to, LT which means less than, GT which means greater than, IB which means inbetween, NE which means not equal to 3) The value that you are looking for, for example if you are looking for a Chevy, you would type in CHEV.

AUTOMATIC FIND COMMAND

GENERAL

COMMAND	RESULTS
F1	Case Number
F2	Officer-1 Last Name
F3	Officer-2 Last Name
F4	Interview Date

INTERVIEWS

COMMAND	RESULTS
F5	Interviewee Last Name
F6	Interviewee Last & First Name
F7	Interviewee Street Name
F8	Interviewee Home Telephone
F9	Interviewee Office Telephone
F26	Interviewee Occupation

PERSON'S

COMMAND	RESULTS
F10	Person Last Name
F11	Person First Name
F12	Person Last & First Name
F13	Person Street Name
F14	Person Home Telephone
F15	Person Office Telephone
F16	Person Hair
F17	Person Build
F18	Person Height
F19	Person Weight

VEHICLE

COMMAND	RESULTS
F20	Vehicle License Number
F21	Vehicle Make
F22	Vehicle Top-Color
F23	Vehicle Year
F24	Vehicle Style
F25	Vehicle Make & Color

SAMPLE FIND COMMANDS

SIMPLE FINDS

```
F  VEH-MAKE IS CHEV  (RETURN)
F  I-LAST-NAME IS SMITH (RETURN)
F  OCCUPATION IS OFFICER (RETURN)
F  TYPE IS SUBJECT (RETURN)
F  VEH-TIME IB 2200,2359 (RETURN)
```

MULTIPLE FINDS

```
F  VEH-MAKE IS CHEV AND VEH-COLOR BLU &
AND HEIGHT IB 511,601 AND WEIGHT IB 180, 200 &
AND VEH-TIME IB 2200,2359,OR VEH-TIME IB 0001,0200 (RETURN)
```

The above command would find all blue Chevys driven by a person between 5'11" and 6'11" weighing between 180 and 200 pounds and were seen driving between 10 P.M. and 2:00 A.M.

```
F  I-LAST-NAME IS SMITH AND I-STREET-NAME IS NORTH,SOUTH,&
EAST, WEST, HARRISON, CRITZ, CHAMBERS AND I-CITY IS
MONROEVILLE.  (RETURN)
```

This command would find all interviewed people by the last name of Smith who lived on North, South, East, West, Harrison, Critz, or Chambers Street in Monroeville.

```
F I-TEST NE "" AND I-LAST-NAME IS JONES, SMITH, DOE &
"MCNIGHT", "O'RILEY" AND CASE-NO IS RXH (RETURN)
```

The above command would find all interviewed persons by the last name of Jones, Smith, Doe, McNight or O'Riley from the Hyde case that have contents in the interview text.

```
F P-LAST NAME IS JONES,SMITH,DOE AND VEH-MAKE NE"" &
AND VEH-LIC-NO NE "" AND HEIGHT IB 511,602
AND WEIGHT IB 180,200 (RETURN)
```

This command will find all persons by the last name of Jones, Smith, or Doe who have a vehicle with the license number entered in the computer. All persons will be between 5'11" and weigh between 180 & 200 pounds.

```
F VEH-MAKE IS FORD,CHEV,CHRY,MERC,DODG,CADI &
AND VEH-COLOR-TOP IS WHI,LHT,LBL,LGR, &
ONG,SIL OR VEH-COLOR-BOTTOM IS WHI,LHT,LBL, &
LGR,ONG,SILV AND VEH-LIC-NO NE " ",UNK
```

This command will find all White, Light, Light Blue, Light Green, Orange, or Silver Fords, Chevys, Mercuries, Dodges, and Cadillacs in the system that have license numbers.

RANGE FINDS

```
F HEIGHT LT 600
```

Will find all persons less than 6 feet tall.

```
F HEIGHT 6T 511 AND WEIGHT IB 160,190
```

Will find all persons taller than 5'11" and weigh between 160 and 190 pounds.

```
F I-LAST-NAME IB AN,AS
```

This will find all interviewee's with the last name that begin with AN to AS.

```
F DEH-LIC-NO IB 123-768,124-647
```

This will find any license number from 123-769 and 124-646.

```
F VEH-TIME IB 2200,2359 OR VEH-TIME IB 0001,0200
```

This would find all vehicles seen between 10:00 P.M. and 2:00 A.M.

REPORTS

Reports are used to display meaningful parts of each record that has been entered in the computer. It is a rare occasion that you would want to look at all 81 data elements of a record.

Reports also provide the ability to sort information in a logical order, thus enabling you to see more easily what has been accomplished in the investigation, plus putting all similar information together, regardless of what case the information came from.

You must remember that the contents of a specific report will depend on the accuracy of the find command you used to obtain the information you are reporting. Unknown data should be eliminated in the find command. A report full of blank or unknown information really doesn't help much.

The following reports have been programmed for you. If you have a need for more reports or you want information displayed in a different manner, contact the Task Force in the Jones Law Building.

It is important for each operator to know what information is contained in each report and how the information is sorted.

INTERVIEWEE ADDRESS REPORT

This report provides an alphabetical listing of all persons that have been interviewed. As its name implies, the address and phone number of each is listed, along with what case volume and page number the person's name is found in the master files. The report also tells the names of people that the interviewee provided.

The report is used to 1) identify who has been interviewed, 2) obtain the address and phone number of person's interviewed, 3) identify people who have been interviewed in more than one case, 4) find the location in the master files of a particular person, and 5) identify what interview lead to another person.

It is important to remember that this report, as well as all of the other reports, can be used with any find command. You may only want the people who are salesment in your report. In order to get salesmen, you would ask for all interviewees whose occupation is salesman.

INTERVIEW ADDRESS REPORT

THIS REPORT PROVIDES AN ALPHABETICAL LISTING OF THE NAMES PEOPLE INTERVIEWED. THE ADDRESS AND PHONE NUMBERS ARE ALSO LISTED. THE NAMES OF PERSONS THE INTERVIEWEE GAVE ARE LISTED AT THE END OF EACH RECORD.

LAST NAME FIRST NAME ADDRESS

***BYERSON
CITY: UPPER ST CLAIR STATE: PA ZIP:
HOME PHONE: OFFICE PHONE:
CASE INITIALS: BLR VOLUME NUMBER: 01 PAGE NUMBER: 06
PERSONS NAME GIVEN: WILLIAM FLETCHER

***COOPER
CITY: STATE: ZIP:
HOME PHONE: OFFICE PHONE:
CASE INITIALS: WEA VOLUME NUMBER: 01 PAGE NUMBER: 116
PERSONS NAME GIVEN: THOMAS COOK

***WAS MONTOUR FARM
CITY: STATE: PA ZIP:
HOME PHONE: OFFICE PHONE:
CASE INITIALS: BLR VOLUME NUMBER: 01 PAGE NUMBER: 21
PERSONS NAME GIVEN: PHILIP SCHERILLI

***SHAFFER DAVID BOX 570 RD 2
CITY: EIGHTY FOUR STATE: PA ZIP: 15330
HOME PHONE: 225-0829 OFFICE PHONE:
CASE INITIALS: BLR VOLUME NUMBER: 01 PAGE NUMBER: 16
PERSONS NAME GIVEN: DAVID SHAFFER

***KEENAN FRANCIS
CITY: STATE: ZIP:
HOME PHONE: OFFICE PHONE:
CASE INITIALS: WEA VOLUME NUMBER: 01 PAGE NUMBER: 84
PERSONS NAME GIVEN: CLARAE PUGH

***KEENAN FRANCIS
CITY: STATE: ZIP:
HOME PHONE: OFFICE PHONE:
CASE INITIALS: WEA VOLUME NUMBER: 01 PAGE NUMBER: 84
PERSONS NAME GIVEN: JAMES HARDEN

***JOHNSON FRUITY
CITY: KISKIMERE STATE: PA ZIP:
HOME PHONE: OFFICE PHONE:
CASE INITIALS: WEA VOLUME NUMBER: 01 PAGE NUMBER: 105
PERSONS NAME GIVEN: JACK COLE

***GREGG GLENDA RD"2 BOX 456
CITY: WASHINGTON STATE: PA ZIP:

VEHICLE REPORT

This report was created to permit the officers to identify vehicles of the same make and color that have been reported in more than one case.

The make, color, and license number of the vehicle, as well as the date and time the vehicle was seen is provided.

VEHICLE REPORT

THIS REPORT PROVIDES A LISTING OF VEHICLES OF THE SAME MAKE AND COLOR. THE REPORT PERMITS AN OFFICER TO SEE EASILY WHEN VEHICLES OF THE SAME MAKE AND COLOR WERE SEEN. THE REPORT ALSO PROVIDES THE DATE AND TIME THE VEHICLE WAS SEEN. WHAT CASE, VOLUME, AND PAGE NUMBER THE VEHICLE APPEARS IN IS LISTED FOR LOCATING THE VEHICLE IN THE MASTER FILES.

MAKE	TCOLOR	BCOLOR	LICENSE#	DATE SEEN	TIME	VOL	PAGE	CASE
AMER	LBL	LBL		11/25/76	0545	01	84	SER
BUIC	GRN	GRN	3S7869	/ /		01	15	SER
CADI	WHI	TAN		/ /		01	49	BLR
CHEV	BLU	BLU		/ /		01	43	WEA
CHEV	BLU			/ /		01	114	WEA
CHEV	BLU			/ /		01	114	WEA
CHEV	BLU			/ /		01	84	WEA
CHEV	BLU			/ /		01	84	WEA
CHEV	BLU			/ /		01	105	WEA
CHEV	DBL		0292089	/ /		01	06	BLR
CHEV	GRN			/ /		01	13	BLR
CHEV	RED			/ /		01	16	BLR
FORD	BLU	WHI	16303C	/ /		01	116	WEA
FORD	LGR	LGR	CS-50931	/ /		01	48	BLR
FORD	UNK	UNK		/ /		01	22	BLR
FORD	WHI	BLU	16303C	/ /		01	83	WEA
MERC	YEL			/ /		01	114	WEA
OLDS	LGR			/ /		01	14	BLR
PONT	BLK	YEL		/ /		01	21	BLR
PONT	BLK	GRN	788-330	/ /		01	48	BLR
PONT	MAR	MAR	385-386	/ /		01	58	WEA
VOLK	RED	RED	33A191	/ /		01	79	SER

VEHICLE LICENSE COMPARISON

This report provides a listing of vehicles by license number. The purpose is to identify vehicles that have been reported in different cases or several times in one case.

The report provides the license number, make, and color of each vehicle, along with the case, volume, and page number that each vehicle is located in the master files.

VEHICLE LICENSE COMPARISON

THIS REPORT SORTS VEHICLES BY LICENSE NUMBER. THE PURPOSE OF THE REPORT IS TO EASILY IDENTIFY VEHICLES THAT HAVE BEEN REPORTED IN ONE OR MORE CASES. THE CASE NUMBER, VOLUME, AND PAGE NUMBER ARE PROVIDED FOR ACCESSING THE MASTER FILES.

LICENSE NUMBER	VEHICLE MAKE	VEHICLE TOP COLOR	CASE NUMBER	VOLUME NUMBER	PAGE NUMBER
	OLDS	LGR	BLR	01	14
	FORD	UNK	BLR	01	22
	CADI	WHI	BLR	01	49
	CHEV	GRN	BLR	01	13
	CHEV	RED	BLR	01	16
	PONT	BLK	BLR	01	21
	AMER	LBL	SER	01	84
	CHEV	BLU	WEA	01	105
	CHEV	BLU	WEA	01	84
	CHEV	BLU	WEA	01	84
	CHEV	BLU	WEA	01	114
	CHEV	BLU	WEA	01	114
	MERC	YEL	WEA	01	114
	CHEV	BLU	WEA	01	43
0292089	CHEV	DBL	BLR	01	06
16303C	FORD	BLU	WEA	01	116
16303C	FORD	WHI	WEA	01	83
33A191	VOLK	RED	SER	01	79
385-386	PONT	MAR	WEA	01	58
3S7869	BUIC	GRN	SER	01	15
788-330	PONT	BLK	BLR	01	48
CS-50931	FORD	LGR	BLR	01	48

TOTAL VEHICLES IN THIS REPORT IS: 22

PERSON ADDRESS REPORT

This report provides information regarding persons. (Remember, persons to the computer are people who have been mentioned in an interview.) The report contains the person's name, address, phone number, and vehicle description. The case, volume, and page number are provided so the information can be located in the master files.

The report is used for the same reasons as the interviewee address report. By reviewing the interviewee and person address reports, you can determine who remains to be interviewed in each case. This report can also be used to get the name and address of the owner of a specific vehicle or type of vehicle.

ADDRESS REPORT FOR PERSONS

THIS REPORT PROVIDES AND ALPHABETICAL LISTING OF PERSONS BY LAST NAME. THE REPORT CONTAINS THE ADDRESS AND PHONE NUMBERS OF THE PERSON. THE CASE, VOLUME, AND PAGE NUMBERS ARE PROVIDED FOR ACCESS TO THE MASTER FILES.

LAST NAME FIRST NAME ADDRESS

***BARBSON WAYNE RD3BOX195
CITY: ALIQUIPPA STATE: PA ZIP: 15001
HOME PHONE: OFFICE PHONE:
VEHICLE MAKE: FORD VEHICLE TOP COLOR: WHI
VEHICLE COLOR BOTTOM: BLU LICENSE NUMBER: 16303C
RECEIVED FROM: ROBERT MEIGHEN
CASE INITIALS: WEA VOLUME NUMBER: 01 PAGE NUMBER: 83

***BERDINE RON
CITY: STATE: ZIP:
HOME PHONE: OFFICE PHONE:
VEHICLE MAKE: OLDS VEHICLE TOP COLOR: LGR
VEHICLE COLOR BOTTOM: LICENSE NUMBER:
RECEIVED FROM: LARRY BONAZZA
CASE INITIALS: BLR VOLUME NUMBER: 01 PAGE NUMBER: 14

***COLE JACK
CITY: STATE: ZIP:
HOME PHONE: OFFICE PHONE:
VEHICLE MAKE: CHEV VEHICLE TOP COLOR: BLU
VEHICLE COLOR BOTTOM: LICENSE NUMBER:
RECEIVED FROM: FRUITY JOHNSON
CASE INITIALS: WEA VOLUME NUMBER: 01 PAGE NUMBER: 105

***COOK THOMAS BARBSON RD
CITY: MIDWAY STATE: PA ZIP:
HOME PHONE: OFFICE PHONE:
VEHICLE MAKE: FORD VEHICLE TOP COLOR: BLU
VEHICLE COLOR BOTTOM: WHI LICENSE NUMBER: 16303C
RECEIVED FROM: COOPER
CASE INITIALS: WEA VOLUME NUMBER: 01 PAGE NUMBER: 116

***DOERFLER ROBERT
CITY: STATE: ZIP:
HOME PHONE: OFFICE PHONE:
VEHICLE MAKE: FORD VEHICLE TOP COLOR: UNK
VEHICLE COLOR BOTTOM: UNK LICENSE NUMBER:
RECEIVED FROM: GLENDA GREGG
CASE INITIALS: BLR VOLUME NUMBER: 01 PAGE NUMBER: 22

PERSON REPORT

This report was created to permit the officers to group persons of the same height, hair color, age, race, and sex in an orderly fashion. The report will often assist in determining who should be interviewed next.

For example, if the suspect is described as a W/M, between 5'8" and 5'11", brown hair, and about 22-28 years old, this report will provide a listing of all persons meeting that description.

PERSON REPORT

THIS REPORT IS ARRANGED TO PERMIT THE OFFICER TO GROUP PERSONS OF THE SAME RACE AND SEX. THE REPORT THEN LISTS EACH PERSON BY HEIGHT, HAIR COLOR, AND AGE. WHICH ALLOWS THE OFFICER TO EASILY SEE PERSONS OF SIMIALR HEIGHT, HAIR COLOR, AND AGE. THE PERSONS LAST NAME, CASE, VOL, AND PAGE NUMBER ARE LISTED TO PERMIT EASY ACCESS TO THE MASTER FILES. ***CAUTION*** THIS REPORT WILL SHOW THE AVERAGE ADULT DESCRIPTION IF ALL PERSONS ARE LISTED.

RACE	SEX	HEIGHT	HAIR	AGE	BUILD	PERSON LAST NAME	CASE	VOL	PAGE
						REAGAN	WEA	01	114
						KANASKIE	WEA	01	114
						COLE	WEA	01	105
						TRURY	BLR	01	13
						COOK	WEA	01	116
						KIGER	BLR	01	48
						DOERFLER	BLR	01	22
						BARBSON	WEA	01	83
						STUDENROTH	WEA	01	114
						BERDINE	BLR	01	14
						SCHERILLI	BLR	01	21
						KOSTELNIK	BLR	01	48
				37		SHAFFER	BLR	01	16
	F					HARRIS	SER	01	84
	M					HAUGHT	SER	01	79
	M	510				FLETCHER	BLR	01	06
BLACK	M			47		MONTGOMERY	BLR	01	49
WHITE	M				UNK	RAK	WEA	01	43
WHITE	M					PUGH	WEA	01	84
WHITE	M					HARDEN	WEA	01	84
WHITE	M					WILSON	WEA	01	58
WHITE	M	508	BLK	26		TOMARO	SER	01	15

INTERVIEWEE REPORT

This report provides an alphabetical listing of interviews. The report also provides the date and time of the interview and the information provided by the person interviewed.

This report is used to identify who said what when. Many times a person will forget something or change their story completely at a later date. This report helps to identify this problem.

INTERVIEWEE REPORT

THIS REPORT PROVIDES A ALPHABETICAL LISTING BY LAST NAME OF THE PEOPLE WHO HAVE BEEN INTERVIEWED. THE DATE AND TIME OF THE INTERVIEW IS LISTED AS WELL AS WHAT INFORMATION WAS OBTAINED DURING THE INTERVIEW. THE CASE,VOLUME,AND PAGE NUMBER IS LISTED FOR EASY ACCESS TO THE MASTER FILES.

DATE INTERVIEWED: 05/20/77
TIME INTERVIEWED: :
PERSON INTERVIEWED: LARRY BONAZZA
CASE: BLR
VOLUME: 01
PAGE: 14
SUSPICIOUS OF RON BERDINE REL KILLING VICT.HAS GRN OLDS & KNEW VICT HABITS

DATE INTERVIEWED: 05/19/77
TIME INTERVIEWED: :
PERSON INTERVIEWED: BYERSON
CASE: BLR
VOLUME: 01
PAGE: 06
CLD REL WILLIAM FLETCHER,OPR 1971 CHEV,DKBLU,PA(TEMP)0292089,S HILL VILLAGE

DATE INTERVIEWED: 12/20/77
TIME INTERVIEWED: :
PERSON INTERVIEWED: COOPER
CASE: WEA
VOLUME: 01
PAGE: 116
122077 CHIEF,MIDWAY PD REF THOMAS DAVID COOK&BLU/WHI FORD VAN 16303C

DATE INTERVIEWED: 05/20/77
TIME INTERVIEWED: :
PERSON INTERVIEWED: GLENDA GREGG
CASE: BLR
VOLUME: 01
PAGE: 22
BOYFRIEND & I(ROBERT DOERFLER)WENT MITCHELL RD WED NITE.SAW SMALL PINTO PKED

DATE INTERVIEWED: 05/22/77
TIME INTERVIEWED: :
PERSON INTERVIEWED: PAUL HARRIS
CASE: BLR
VOLUME: 01
PAGE: 48
JACK KIGER & SON RICHARD RUN BLACKSMITH SHOP.DRVS LGR FORD TRK-REG/CS-50931

DATE INTERVIEWED: 01/14/77
TIME INTERVIEWED: :
PERSON INTERVIEWED: IDA HUFF
CASE: SER
VOLUME: 01
PAGE: 84
MET HUSBAND THROUGH KIM HARRIS

DATE INTERVIEWED: 12/29/77
TIME INTERVIEWED: :
PERSON INTERVIEWED: FRUITY JOHNSON

CREATING REPORTS

To create a new report you must understand the report statements the computer will accept. There are 6 report statements that can be used. However, you will only be using three (3) which are as follows:

Prior to making reports you must know there are 80 columns per line of information. In any report statement except sort statements you must tell the computer what column you want the information in. The column number you give is where the last character will be printed.

1. HEADER

The header statement is recognized by an "H" which tells the computer you are going to give it a Header Statement. You must also tell what line you want the statement to appear in. You do this by placing the number 1-9 after the H.

EXAMPLES: H1 --Means a Header Statement will appear in the first line of the report.

H2 --Would mean the second line of the report.

A comma follows the H1,. You must put in the comma or your statement will not be accepted.

Then you put your statement in in " ".

EXAMPLE: "PERSON ADDRESS REPORT"

After the statement you must insert a comma and the column you want the LAST character to appear in.

EXAMPLE: H1, "PERSON ADDRESS REPORT", 47.

This statement would make the computer print person address report on the first line of each page.

You can then give your second header statement H2,"THIS REPORT PROVIDES AN ALPHABETICAL LISTING OF, 57

You then continue with the necessary header statements you need to complete your report.

2. SORT STATEMENTS

Sort statements are used to arrange the information you are reporting in the order you want it to appear in.

For example you want a listing of all persons interviewed arranged in alphabetical order of their last name and then you would need an alphabetical the first name so all John Smith's would appear before the Tom Smith's. The sort commands would be:

```
S1, I-FIRST-NAME
S2, I-LAST-NAME
```

Notice the higher the number after the S is the first sort that is made. In otherwords, S2 is done before S1 is.

You can only sort up to five data elements per report. You must use the name of the data element as it appears in the schema and no column number is necessary on sort statements. Do not put the data element in quotes.

3. DISPLAY STATEMENTS

Display statements are used to display information. You can either display a data element or have a title printed with a display statement.

EXAMPLE: D1, I-LAST NAME,25 WOULD MAKE THE COMPUTER PRINT THE INTERVIEWEE'S LAST NAME IN COLUMNS 5-25.

D1,"INTERVIEWEE LAST NAME: ",28 WOULD MAKE THE COMPUTER PRINT INTERVIEWEE LAST NAME

If you want a display statement to print a title you put what you want printed in quotation marks. You can only display data elements that are contained in the data base.

You can have a maximum of 9 lines of detail statements.

To display more than one data element per line you simpley make several D1 statements.

EXAMPLE:
```
D1, I-LAST NAME,25
D1, I-FIRST-NAME,40
D1, I-STREET-NUMBER,55
D1, I-STREET-NAME,76
```

This would make the last name, first name, street number, and street name appear in the first display line of the report.

(SEE EXAMPLE REPORT ONE)

You must allow as many columns for a data element to print as assigned to it in the schema. (SEE SCHEMA)

VI. GLOSSARY

The intent of this section is to present a definition of terms used in the data base organization.

1. DATA BASE

An IMAGE data base consists of one or more data sets which have some logical relationship to one another. A data set consists of one or more fixed length data entries (logical records). A data entry consists of one or more data items (fields).

2. DATA ITEM

The smallest unit of data accessible to the user in a data base is the data item. A data item consists of a name (known as the attribute) and a value. The attribute of the data item, the type of internal representation, and the security level for reading and writing the item are defined in the data schema.

A data item may consist of a numeric value or a character string. Numeric values are either integers one computer word long, or two computer words long in the form of a real value. The range of values for the integer type is $\pm$ 32767, for the real, $\pm 10^{+38}$ to $\pm 10^{-38}$. A character string value may be from 1 to 126 characters long. Numeric data may also be stored as a character string. This may be necessary if more than six significant digits are needed.

3. DATA ENTRY

A data entry consists of one or more data items. The data entry contains only the values of the data items, stored in the order defined in the data schema (the attributes of the data items are stored in the root file for the particular data base).

A data entry exists internally as a logical record consisting of the item values (data record) and system overhead made up of pointers and header words (media record). The size in computer words of a data entry varies from data set to data set depending upon the number and size of data items and the number of words in the media record.

4. DATA SET

A data set is a named collection of data entries.

5. DATA BASE STRUCTURE

The most basic data base used consists of a data base root file and a detailed data set.

6. ROOT FILES

The input to the Data Base Definition System (DBDS) is a schema which is a complete description of a data base. The output of DBDS is a table which contains such information as the number of data sets in the data base, the names of the various data sets, the relationships between master data sets and detail data sets, and the format of the entries in each data set. DBDS stores the table in a file which was created by DBDS. This disc file is known as the root file for the particular data base.

7. DATA PATHS

One of the things which is defined in the data base schema is the relationship between detail data sets and master data sets. This relationship is called a data path. A data path is established when a key item is defined in both a master and a detail data set. The item is given a different attribute name but the same format specification in each set. Data paths provide an efficient means of accessing detail data entries.

8. DATA CHAINS

In many applications, data entries within a detail data set can be grouped according to the value of a particular data item. For example, in a detail data set containing entries for orders received, the entries could be grouped according to customer number. With IMAGE, this is accomplished by declaring certain items to be key items.

When a data path has been defined between a master data set and a detail data set, all entries in the detail data set which contain the same value for a particular key item are automatically linked to one another by IMAGE to form a data chain. For each data path, one such data chain exists for every unique key item value.

9. DETAIL DATA SETS

A detail data set is the heart of the data base. It consists of fixed-length records (data entries) which contain the actual data item values. The entries in any given detail data set all have the same record format and can be accessed sequentially, by relative record number, or through the use of a chain read.

10. MASTER DATA SETS

Each master data set entry points to the first data entry containing the same key value in a related detail data set (i.e., to the head of a data chain). An entry in a master data set may point to more than one data chain.

11. AUTOMATIC MASTERS

Each entry in an automatic master data set consists of a key item only (plus the media record). No other data items are allowed. If a data path exists between a detail data set and an automatic master, a new data entry is automatically made in the master whenever a data entry containing a new key value is added to the detail data set by the user.

APPENDIX H

Radio Communications

Because the investigation of crime is dynamic, the commanding officer must be capable of contacting those under his command and they must be able to reach him. The assembly of officers from multiple jurisdictions guarantees that radio frequencies used will be different.

Some local units of government and some states have anticipated an emergency requiring officers from different jurisdictions to communicate on a common radio frequency and have established a network to be activated by simply switching a channel selector on the radio and transmitting. Should a jurisdiction not have that capability, there are some alternatives that will provide the MCT with a common radio frequency or enable it to keep in contact with investigators on separate frequencies.

Separate Frequency Solution - Each investigator will utilize the radio normally assigned and will receive any radio messages from the MCT through the regular police dispatcher for that jurisdiction. Should the investigator wish to contact the MCT headquarters, he will have his dispatcher relay the message.

This solution is only valid if the investigators do not travel beyond the range of the department base station which normally services the unit. The Shift Commander should keep this in mind when briefing his Crew Leader in making assignments.

Supplement Solution - Should a participating jurisdiction have a frequency available, adequate repeaters for broadcast and reception, and extra handheld radios, the MCT could borrow them for issue. Also, should MCT operations be supported by a common radio frequency, a base station should be set up to accommodate the investigators.

Common Frequency Solution - Should the radio equipment being utilized have a common frequency band, a frequency belonging to a powerful area station which the using agency will release for the MCT investigation should be identified, crystals for that frequency should be obtained and either pre-installed or stored for immediate installation in the event of an MCT operation.

Again, when utilizing a common frequency, a base station should be established.

Assignment of radio numbers by the MCT Commanding Officer will be dependent on the system utilized for radio communication. Should the investigators remain on their own frequencies, with messages being relayed through the regular dispatch operation, no purpose would be served by assigning MCT

radio numbers. Should the MCT achieve common frequency support for the operation, there could be confusion with units maintaining their agency assigned numbers since there could be many duplicate numbers. Under these conditions, the Commanding Officer should assign each team of investigators a separate radio number.

The Commanding Officer should also issue a procedural instruction on how to contact the dispatcher. The teams may be required to monitor the frequency and, when out of radio contact, notify the dispatcher or simply check in when they have been away from the radio.

The Commanding Officer will also need to issue a procedural instruction on how investigators are to obtain criminal history or other information. They could phone their individual jurisdictions or the appropriate number at the MCT headquarters. However, when it is not possible for the investigator to use the telephone, the MCT radio dispatcher must be capable of providing needed information to the field.

The State of Michigan has implemented a program which provides a common frequency solution through the Michigan Emergency Public Safety System. A copy of the description of MEPSS and a listing of current locations is attached.

3.5 Statewide Mobile Plan, MEPSS (Michigan Emergency Public Safety System)

The radio frequency of 155.865 MHz will be used as a mobile emergency channel for mutual aid purposes. Base stations will be strategically located throughout the State of Michigan for emergency contact for any mobile unit equipped with the MEPSS frequency. Base stations shall be installed and operated only as approved and recommended by the Michigan Public Safety Frequency Advisory Committee.

The purpose of the MEPSS System is to implement a uniform, statewide frequency that will insure direct communications with all elements working together in an emergency situation. The system is intended to transform area police departments from a loose collection of independent units into a cohesive, coordinated team.

The MEPSS frequency will not be used within the licensee's normal service area for day-to-day operation. Inclusion of other local government users such as fire departments, civil defense units, and public works departments shall be as recommended by the Michigan Public Safety Frequency Advisory Committee.

Regulation of MEPSS

Section I - Requirements of Prime Station Locations

1. 24-hour, 7-day established dispatching service.
2. Personnel dedicated to radio dispatching on every shift.
3. Point-to-point communications facilities, either LEIN, radio or both.

Section II - Operating Requirements

1. All established base stations in the MEPSS System shall continuously monitor the MEPSS channel at all times.
2. The MEPSS System shall not be used within a licensee's normal service area for day-to-day operations.
3. Mobile originated traffic shall be confined to intra-agency coordination.
4. Base station originated traffic shall be confined to coordination of mobile units.
5. The MEPSS System shall not be used as an alternate for facilities presently available.
6. Plain language rather than 10 codes shall be used when operating on the MEPSS System.

Section III - Technical Requirements

1. Prime system stations shall be equipped with a discreet received on the MEPSS channel. A scanner-type or dual, front-end receiver will not be accepted.

2. Tone squelch will not be used in this system.

3. The base station locations have been selected on the assumption of 90-100 watt transmitters with 3 db gain antennas located 100' AGL.

4. System calculations are based on mobile units with standard, 1/4 wave antennas and receivers with .5 uv sensitivity.

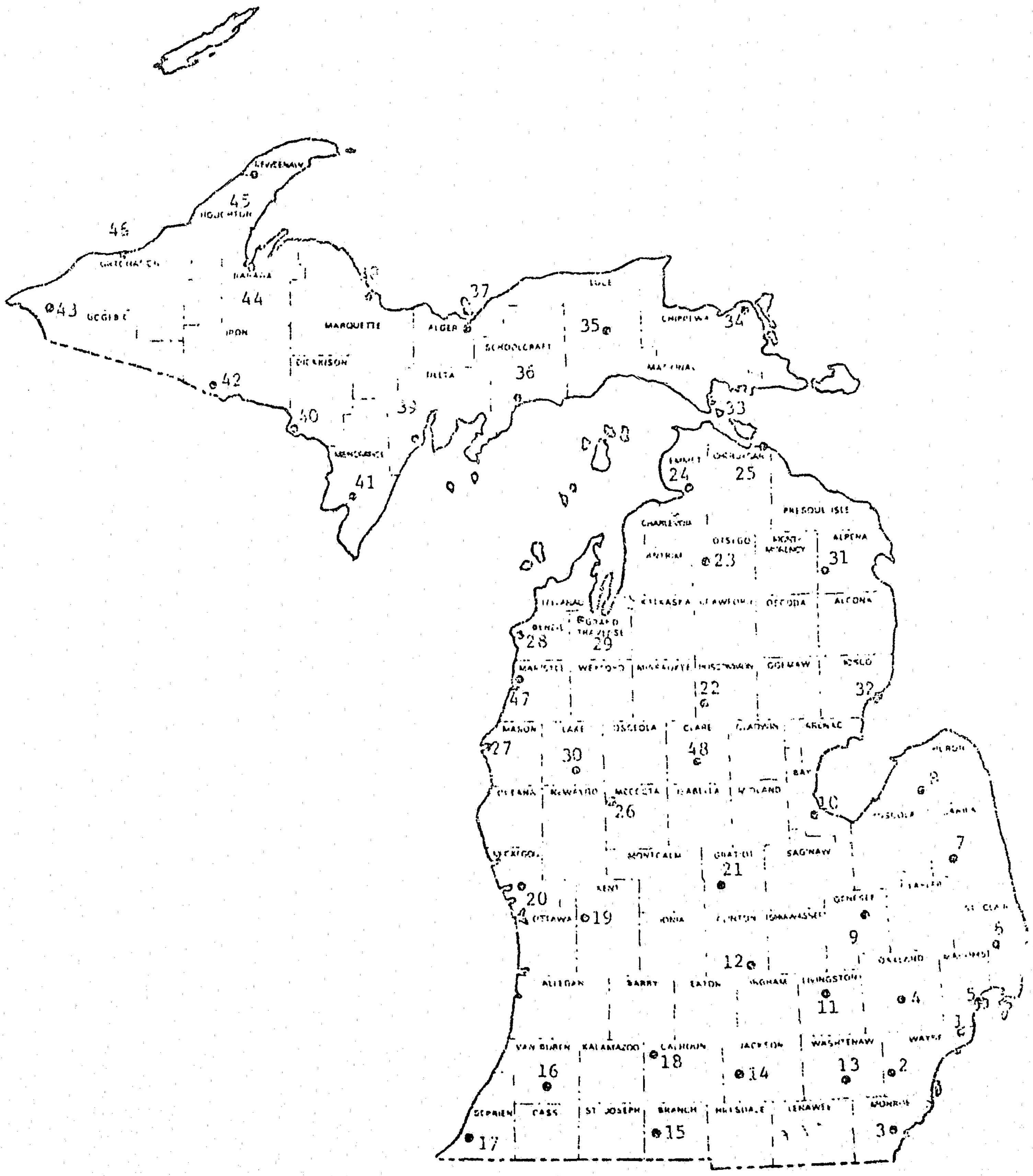
Section IV - Station Locations

1. Appendix I contains a list of base station locations and a map with the station and projected coverage plotted.

2. Base stations for mobile command posts, civil defense emergency operating centers, and temporary locations shall be coordinated by the Michigan Public Safety Frequency Advisory Committee.

LIST OF MEPSS BASE STATION LOCATIONS (BY AGENCY)

1. Detroit Police Department
2. Wayne County Sheriff
3. Monroe County Sheriff
4. Oakland County Sheriff
5. Macomb County Sheriff
6. St. Clair County Sheriff/ Port Huron Police Dept.
7. Sandusky MSP
8. Huron County Sheriff
9. Genesee County Communications Center
10. Bay City MSP
11. Livingston County Sheriff
12. East Lansing MSP (Dispatch)
13. Ann Arbor Police Dept.
14. Jackson County Sheriff
15. Branch County Sheriff
16. Paw Paw MSP
17. Berrien County Sheriff
18. Battle Creek Police Dept.
19. Kent County Sheriff
20. Muskegon County Central Dispatch
21. Ithaca MSP
22. Houghton Lake MSP
23. Gaylord MSP
24. Petoskey MSP
25. Cheboygan MSP
26. Mecosta County Sheriff
27. Mason County Sheriff
28. Benzie County Sheriff (at Beulah)
29. Traverse City MSP
30. Lake County Sheriff (at Baldwin)
31. Alpena MSP
32. East Tawas MSP
33. St. Ignace MSP
34. Sault Ste. Marie MSP
35. Newberry MSP
36. Manistique MSP
37. Munising MSP
38. Negaunee MSP
39. Gladstone MSP
40. Dickinson County Sheriff (at Iron Mountain
41. Stephenson MSP
42. Iron River MSP
43. Wakefield MSP
44. L'Anse MSP
45. Calumet MSP
46. Ontonagon County Sheriff (at Ontonagon)
47. Manistee MSP
48. Clare County Sheriff


KEWEENAW
HOUGHTON
BARAGA
ONTONAGON
GOGEBIC
IRON
MARQUETTE
ALGER
DICKINSON
DELTA
SCHOOLCRAFT
MENOMINEE
LUCE
CHIPPEWA
MACKINAC
EMMET
CHEBOYGAN
PRESQUE ISLE
CHARLEVOIX
OTSEGO
MONTMORENCY
ALPENA
ANTRIM
KALKASKA
CRAWFORD
OSCODA
ALCONA
LEELANAU
GRAND TRAVERSE
BENZIE
MANISTEE
WEXFORD
MISSAUKEE
ROSCOMMON
OGEMAW
IOSCO
MASON
LAKE
OSCEOLA
CLARE
GLADWIN
ARENAC
BAY
HURON
OCEANA
NEWAYGO
MECOSTA
ISABELLA
MIDLAND
TUSCOLA
SANILAC
MUSKEGON
MONTCALM
GRATIOT
SAGINAW
KENT
LAPEER
GENESEE
ST. CLAIR
OTTAWA
IONIA
CLINTON
SHIAWASSEE
OAKLAND
MACOMB
ALLEGAN
BARRY
EATON
INGHAM
LIVINGSTON
VAN BUREN
KALAMAZOO
CALHOUN
JACKSON
WASHTENAW
WAYNE
BERRIEN
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BRANCH
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APPENDIX I

Internal Information Systems

Although the tip sheet system has been described in detail, there are numerous other information collection and dissemination processes that should be utilized for the efficient support of an MCT operation.

A system must be developed for informing all investigators working the case of activities and findings by the investigators who worked the previous shift. In addition, there should be a formal system for information exchanges between the Commanding Officer and lower echelon supervisors as well as a system that fulfills the requirements set forth in the organization plan for relaying management decision during an MCT Operation. Consideration should be given to informing law enforcement agencies not participating in the investigation either on request or as a means of general information solicitation by the MCT.

Investigator Debriefing/Briefing - In order to insure that the investigators are aware of the continuity of the investigation, they must be kept informed of the past shift's work activities and of new developments. The traditional roll call-type briefing seems to be the most efficient method and should be given when the investigators assemble to receive assignments of new tips from shift commanders or squad leaders.

The most serious logistical problems are encountered when there is more than one shift working. With multiple shifts, there must be a way for the information from the evening shift activities to be transmitted to the day shift. Additionally, the shifts must be scheduled in a manner that best supports investigative needs. A system must be developed which provides a positive transfer of information from the shift on the street to their supervisor so that it can be collated and prepared for a briefing.

The specific problems to be addressed are:

- How to get information from late shift to early shift.
- How to get information from the early shift to the evening shift.
- How to get information from the investigators to their supervisors.
- How to plan a work schedule.

The transfer of information from the late shift to the early shift can be accomplished two ways--either a note or written report system or an information transfer by a knowledgeable person.

Note or Written Report - This system does not require an exceptionally long work day accompanied by a short rest period. It is accomplished by having the shift commander or his representative write a report, a series of notes, a log, or copies of investigators' reports for the morning shift commander to read and prepare a briefing for his shift.

Problems with this system can arise from the inadequacy of the written word as it is transmitted by police officers to police officers. At briefings, inevitable questions will be asked about items that were not covered in the notes. Information on "feelings" and other subjective inputs would not be available. The briefer would be limited by the quality of the written briefing that was prepared for him.

Transfer by Knowledgeable Person - This is an improvement over the written word because it provides the opportunity to ask questions and the capability to interpret the answers for the next day's briefing. The knowledgeable person should be either the MCT Commander or his aide, thereby eliminating communication problems that could be encountered by lower ranking officers.

An additional problem is involved in utilizing a person to transmit information, since he must be present until the evening shift is over and return the next morning prior to arrival of investigators to prepare the briefing. This activity is best assigned to a ranking officer who is expected to work shifts involving hardship. The MCT Commander and his aide may alternate days working the long shifts. Having these two perform the briefing function allows them, as decision makers, to be exposed to the information without it being "filtered" though another individual. It also provides the presence of one of the two top leaders each night without fragmenting the two into a permanent day-night schedule.

The transfer of information from the early shift to the late shift is best accomplished by having the shifts overlap so that the old shift returns to the headquarters for debriefing as the new shift arrives for briefing. The entire procedure takes place in the same room, so that each shift is aware of the other's activities.

The advantages of this system are:

- Each shift has the opportunity to hear firsthand what the other has to say.
- Individual investigators can ask questions of other investigators directly.
- It lends itself to a better logistic arrangement in that the same vehicles and equipment can be used by each shift.

The disadvantages of this system are:

- Work time is reduced because two meetings must be held with the early shift.

- Loss of efficiency in that investigations might have to be cut short so that the investigators could attend the debriefing.

- Lack of continuity at the briefing/debriefing sessions because the involvement of investigators in an interview or distant lead may prevent their attendance.

A second method of transmitting information from the early shift to the late shift is for the shift commander to keep informed and, as new information is acquired, revise the briefing until the evening shift arrives. (Methods for keeping the shift commander informed are covered in detail below.)

The advantages of the shift commander update of the briefing are:

- It reduces time spent by investigators in noninvestigative activities.

- It maximizes efficiency of the investigators by not forcing them to be overly conscious of time factors when attendance at a meeting is required.

Disadvantages of the shift commander update are:

- Only hot information is immediately transmitted to the shift commander. Therefore, the new briefing information is limited in scope.

- Most briefing information will be, at best, secondhand.

- Officers will not have daily face-to-face contact with the other shift and this could lead to a reduction in team spirt.

- For investigations with limited logistical support, the equipment requirements are greater than with a shift overlap.

The reporting of investigators to their immediate supervisors when significant information is acquired is crucial to productivity and should be a topic of a General Order and, if necessary, a Procedural Instruction. Investigators must be impressed with the spirit of team cooperation and with a sense of urgency regarding the transmittal of information to their supervisor. The importance of prompt notification should be stressed in training and emphasized daily by squad leaders or shift commanders.

Planning a work schedule is difficult at best. The schedule must lend itself to the greatest productivity in the conduct of the investigation and in the utilization of available logistical support.

Organizing available manpower has the advantages of:

- Reduced need for logistical support, vehicles, personal radios.
- Facility in coordinating information.
- Maintenance of a "team" effort.
- Reduced need for supervisor, personnel, and operations support services.
- Greater control by Commanding Officer.

The single shift has the disadvantages of:

- Limiting the investigation to an eight-hour period or requiring extensive overtime.
- Reducing effectiveness by requiring tired investigators to continue work after eight hours on the job.

These disadvantages can be overcome by constructing a work schedule that allows investigators time to interview during the day as well as during a period when many people are at home, 12:00 noon to 8:00 p.m. Should there be a need to investigate earlier or later, an entire day shift may be scheduled early or late one or two days a week to accommodate the needs of the investigators.

Supervisors' Administrative Briefing - The Commanding Officer will require a regularly scheduled meeting with his supervisors to resolve administrative problems and provide the supervisors with command guidance. The scheduling of these meetings will avert the predictable scramble to the boss' office whenever a problem arises, and it also provides the commander with an opportunity to resolve the problems without time lost in separate meetings.

Major Case Team Participant Meetings - The Commanding Officer should make conscientious efforts to keep the top administrative officer of each participating agency informed of the progress of the investigation and of any serious administrative problems. To accomplish this, a regularly scheduled meeting at a time convenient for the majority of agencies should be arranged.

Information to Outside Persons

Law Enforcement Agencies

Mass dissemination of information should be provided interested law enforcement agencies in the area. No more information should be disseminated than is given to the press, since information bulletins are frequently compromised. The press frequently releases only partial information, so there is a need for a package to be disseminated separately from press releases. An example of an MCT information bulletin is attached.

Specific communication may be conducted on a need-to-know basis at the discretion of the commanding officer by whatever means he decides is most appropriate.

Briefings to Political Figures and Community Groups

The handling of public information issues can be of immense value in obtaining community support. No information should be released that has not been released to the press; emphasis should always be placed on investigative techniques rather than specific facts of the investigation.

Should the investigation require the assistance of a specific community group, briefings and, if appropriate, a "tour" could be given. Most community groups should be furnished only that information necessary to facilitate cooperation.

SAMPLE INFORMATION BULLETIN

STATE OF MICHIGAN

WILLIAM G. MILLIKEN, GOVERNOR

DEPARTMENT OF STATE POLICE

COL. GEORGE L. HALVERSON, DIRECTOR

42145 W. Seven Mile Road, Northville, MI 48167

Oakland County, Michigan, Law Enforcement authorities have experienced four child kidnap murders since February 15th, 1976.

Comparisons of the circumstances surrounding these cases has revealed striking similarities. An intensive intra-jurisdictional investigative effort has been initiated to identify the person or persons responsible for these crimes.

Cooperating Law Enforcement agencies involved in these investigations would appreciate your review of the attached fact sheets concerning the individual incidents and noted similarities.

Upon review of this information, it is requested that you check the records of your jurisdiction for any similar incidents, solved or unsolved, and reply with significant details.

Departments with information on persons in their areas or who have been in their area that maybe capable of commiting this type of crime, please forward all information for our review.

We thank you in advance for any cooperation you may extend as a result of this request.

Sincerely yours,

Robert Robertson

F/Lt. Robert H. Robertson,
Assistant District Commander
Second District Headquarters

RHR:vm

THE FOUR VICTIMS ARE LISTED IN CHRONOLOGICAL ORDER OF CRIME.

Victim: MARK STEBBINS - M, W, age 12

Height: 4'8"
Weight: 100 lbs.
Hair: Red/Blond
Eyes: Blue
Skin: Fair
Last Seen Wearing: Blue hooded parka, blue jeans, red sweatshirt and black rubber boots.
Last Seen: 2-15-76 (Sunday) 12:20 P.M.
Found: 2-19-76 (Thursday) 12:00 P.M.
Missing: 4 days
Cause of Death: Suffocation
Family Data: Parents divorced

Victim: JILL ROBINSON - F, W, age 12

Height: 5'
Weight: 100 lbs.
Hair: Brown
Eyes: Hazel
Skin: Fair
Last Seen Wearing: Orange parka, blue knit cap, blue jumper, black boots.
Last Seen: 12-22-76 (Wednesday) 7:30 P.M.
Found: 12-26-76 (Sunday) 8:45 A.M.
Missing: 3½ days
Cause of Death: Shotgun blast to face
Family Data: Parents divorced

Victim: KRISTINE MIHELICH - F, W, age 10

Height: 4'8"
Weight: 80 lbs.
Hair: Brown
Eyes: Blue
Skin: Fair
Last Seen Wearing: Blue parka, gray jeans and brown boots
Last Seen: 1-2-77 (Sunday) 3:00 P.M.
Found: 1-21-77 (Friday) 7:00 A.M.
Missing: 19 days
Cause of Death: Suffocation
Family Data: Parents divorced

Victim: TIMOTHY KING - M, W, age 11

Height: 4'
Weight: 63 lbs.
Hair: Brown
Eyes: Brown
Skin: Fair
Last Seen Wearing: Red jacket, green pants and white tennis shoes

Victim: TIMOTHY KING (Continued)

Last Seen: 3-16-77 (Wednesday) 8:30 P.M.
Found: 3-22-77 (Tuesday) 11:00 P.M.
Missing: 6 days
Cause of Death: Suffocation
Family Data: Living with parents

NOTED SIMILARITIES ARE AS FOLLOWS:

1. All four victims were alone and abducted from business areas (in or near parking lots.)

2. Two of the victims were abducted on Sunday afternoons and two were abducted on Wednesday evenings.

3. Victims were held in captivity from three to nineteen days.

4. Victims appeared to have been well fed and not subjected to weather exposure.

5. All victims were redressed in their own clothes before or after death.

6. The bodies of all four victims were deposited on roadsides where they were easily found.

7. There was no indication of sexual molestation on the female victims, but both boys had anal dilation.

8. The bodies were very clean including scraping of fingernails and toe nails.

9. There was no forced used in the abductions or at least there was no commotion reported.

Complaint 27-270-77 File 0900-1 Date: March 16, 1977

Oakland County Special Task Force

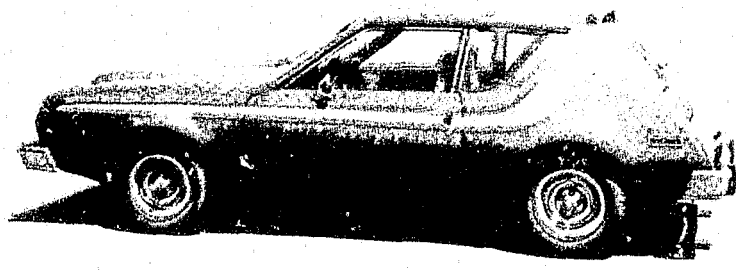
SUSPECT PROFILE

1. Male - Possible two males involved.
2. Age 20 to 30 years.
3. Above average Education.
4. Above average Intelligence.
5. Caucasian.
6. Has capacity to store or keep victim for at least 18 days.
7. Homosexual. Plus - other mental problems.
8. Has a compulsion for cleanliness, to the point of being a fanatic.
9. No substance abuse involved such as drugs or alcohol.
10. Different - (strange ranger).
11. Work - schedule
12. December - January, vacation off work.
13. Super neat, clean car - house.
14. Single dwelling - attached garage, cost above $30,000.
15. Prior contact with Police.
16. Seeing Psychiatrist.
17. White collar job, 9-5.
18. Area of South Oakland County.
19. Wants body found.

—WANTED—

CITIZEN COOPERATION URGENTLY NEEDED

SEVERAL ABDUCTION-MURDERS HAVE TAKEN PLACE IN SOUTH OAKLAND COUNTY INVOLVING YOUNGSTERS. THIS CRIMINAL APPARENTLY PRESENTS A VERY CONVINCING STORY TO THE CHILD. BE AWARE, AND ALERT YOUR CHILD THAT THIS PERSON COULD BE POSING IN SUCH TRUSTWORTHY POSITIONS AS A POLICE OFFICER, A DOCTOR, A CLERGYMAN OR EVEN AS A FRIEND OF A FAMILY MEMBER.



THE ABOVE COMPOSITE DRAWING OF THE SUSPECTED ABDUCTOR-MURDERER IS AN UPDATE BASED ON THE LATEST INFORMATION RECEIVED BY THE OAKLAND COUNTY TASK FORCE. THE VICTIMS HAVE BEEN KEPT FOR THE FOLLOWING PERIODS OF TIME:

- **MARCH 16, 1977 to MARCH 22, 1977**
- **JANUARY 2, 1977 to JANUARY 21, 1977**
- **DECEMBER 22, 1976 to DECEMBER 26, 1976**
- **FEBRUARY 15, 1976 to FEBRUARY 19, 1976**

THE ABDUCTOR(S) WAS LAST SEEN STANDING NEAR A BLUE AMC GREMLIN AUTOMOBILE PARKED BEHIND CHATHAM'S SUPERMARKET LOCATED ON MAPLE ROAD IN BIRMINGHAM, MICHIGAN ON MARCH 16, 1977 AT THE TIME OF TIMOTHY KING'S DISAPPEARANCE. THE SUSPECT'S IDENTITY IS UNKNOWN.

THE FOLLOWING PROFILE INFORMATION HAS BEEN DEVELOPED BY THE TASK FORCE:

- **HE IS A WHITE MALE; 25-30 YEARS OF AGE; 5'8" TO 5'10"; 150 TO 170 POUNDS WITH AN ATHLETIC BUILD.**
- **HE MAY BE LIVING OR ASSOCIATING CLOSELY WITH ANOTHER PERSON.**
- **HE IS AQUAINTED WITH OAKLAND COUNTY AND MAY WORK, LIVE OR SOCIALIZE IN THE AREA.**
- **HE HAS AN EMPLOYMENT SITUATION WHICH ALLOWS HIM FREEDOM OF MOVEMENT.**
- **HE MAY RESIDE IN AN AREA WHICH PROVIDES HIM AN OPPORTUNITY TO KEEP SOMEONE WITHOUT CREATING SUSPICION IN THE NEIGHBORHOOD OR COMMUNITY.**
- **HE MAY HAVE ALTERED HIS PHYSICAL APPEARANCE (E.G., CHANGE IN HAIRSTYLE, GLASSES, ETC.)**

If you have any information on the above crimes, please call the Oakland County Task Force at 644-0400, The Detroit News Secret Witness (P.O. Box 1333, Detroit, MI 48231), or your local police, nearest state police or sheriff's office. Reward payable upon arrest and conviction.

$100,000 Reward

JUNE 1, 1978

APPENDIX J

A Summary of Special Projects Carried Out by The Oakland County Special Task Force in 1977

Prepared by

1st Lt. Robert H. Robertson, Michigan State Police, Commander of the Oakland County Special Task Force

and

Jerry J. Tobias, Youth Officer for the Southfield Township, Michigan, Police Department, and Special Projects Officer for the Oakland County Special Task Force

Homicide investigations are, at best, difficult to work on and the Oakland County child murders are certainly no exception. The seemingly meaningless taking of these young lives and the lack of witnesses to the abductions make the investigator's plight both tedious and frustrating.

The main thrust of the present investigation centers on thousands of routine "tips" called or written in by interested citizens and law enforcement personnel offering information on individuals whose behavior would suggest, according to the tipster, that they be investigated. Each of these tips requires hours, sometimes days, and often weeks of intensive follow-up work. It is not uncommon for tip information to come in at such a rate that investigators are unable to keep up with it.

Thus, with the investigators busily involved in tip follow-up work, the Command Staff put into operation a number of special projects which they felt would both generate additional significant information and, at the same time, support the investigators in their efforts.

The Special Projects

To date, eight projects have been put into operation. Each has been given a special name to identify its purpose. These include: (1) Operation Observation; (2) Operation Victimization; (3) Operation Lure; (4) Operation Family Background; (5) The Investigator's Interview Guide; (6) Operation Unsolved Homicides-Nationwide and Worldwide; (7) Operation Burial Ritual; and (8) Operation Back-Up and Support.

For greater clarity, each of these projects will be described in terms of its specific purpose, background, and the methods and/or procedures used.

OPERATION OBSERVATION

Purpose

Operation Observation was initiated shortly after March 17, 1977, to encourage specific groups to be alert to both the profile of the alleged offender and the picture of the witness or suspect as described by those witnesses who observed him at the scene of the last abduction. Originally, the data included a picture and description of the missing youth; however, after his death it was modified to include only the profile and picture as described above. It was hoped that in presenting this data to these groups it might further the investigative efforts of the Oakland County Task Force.

Background

It was decided that the operation could best be accomplished by utilizing those groups of people who come in close contact with the public and were able to observe them on a daily basis in the southeastern Michigan area. This included such organizations as: 1) United States Postal Service employees, 2) meter readers; 3) utility repairman, 4) bank tellers, and 5) real estate people.

real estate people.

On March 18, 1977, contact was made with officials of the U.S. Post Office in Royal Oak, Michigan. When told of the project and its purpose, they agreed to participate in the program. A similar meeting was held at the Birmingham City Hall on March 21, 1977, with utility company representatives, and they, too, agreed to join the project. Subseqently, all the groups mentioned became involved in the effort.

Method

Each group was asked to distribute a flyer to its employees describing the profile of the alleged offender with a composite drawing of the latter or a witness seen in the area, with instructions as to how to deal with the situation should they observe the subject.

For the most part, the profile was presented in the following manner:

"The community needs your help. The Oakland County Special Task Force is looking for a person who has committed several child murders. You may have come in contact with this subject it is the Task Force's feeling that he has the following profile. He is:

- A male and may be living with another male;
- Between 20 to 35 years;
- Caucasian;
- Has the capacity to store or keep his victim for at least 18 days;
- He has kept the victim during the following periods of time:

  1) March 16, 1977 - March 23, 1977;
  2) January 2, 1977 - January 20, 1977;
  3) December 22, 1976 - December 26, 1976;
  4) February 15, 1976 - February 19, 1976;

- He has freedom of movement;
- He has problems in his sexual adjustment, he may have difficulty relating to members of the opposite sex and adults;
- He relates well to young people; and
- He could be someone that may have come in contact with you.

A picture of the alleged offender or witness accompanied the profile and a brief statement, as follows:

"This is a composite drawing and description of the man thought to be involved in the recent abduction and murder of an 11-year-old youth in Birmingham."

At the bottom of each flyer was an action statement indicating what was to be done if anyone had any information about the subject.

"If you have any information, please notify your Local Police, Sheriff, or State Police Post or call collect, (313) 644-3400, Birmingham Police Department, 151 Martin Street, Birmingham, Michigan 48011."

OPERATION VICTIMIZATION

Purpose

Project Victimization began on March 1, 1977. It was aimed at locating the various sexual offenses committed and reported to local police agencies in the southern Oakland County community. It was hoped that by making this inquiry, information might be obtained about the offender's unsuccessful activities or prior contacts with the police. In so doing, this data, when analyzed, might shed greater insight into the offender's actions and his identity.

Background

It was decided that such an undertaking could best be achieved by reviewing police department records in South Oakland County. This included: 1) Berkeley, 2) Beverly Hills, 3) Birmingham, 4) Bloomfield Hills, 5) Bloomfield Township, 6) Clawson, 7) Farmington Hills, 8) Ferndale, 9) Franklin Village, 10) Lincoln Park, 11) Madison Heights, 12) Oak Park, 13) Royal Oak, 14) Shelby Township, 15) Southfield, 16) Troy, and 17) West Bloomfield Township.

The project was temporarily interrupted on March 16, 1977, when another young subject was abducted. However, during the next few days, at a Chiefs' meeting held to discuss the situation, the project was presented and discussed with the Chiefs of Police. They immediately approved it, and the victimization questionnaire was prepared and disseminated to the above departments.

Method

Each police agency was asked to review its records from January 1, 1975, dealing with sexual crimes and/or suspicious circumstances that might relate to same. They were then asked to fill out a special questionnaire with regard to each incident. They further were requested to do this for any current incidents that were reported to them that seemed significant with regard to the present homicides.

The questionnaire employed in this project was as follows:

Operation Victimization
Questionnaire

POLICE DEPARTMENT:_____

COMPLAINT NUMBER:_____

TYPE OF CRIME: 1-RAPE___ 2-SODOMY___ 3-BOTH___ 4-MOLEST____

5-ACCOST____ 6-IND.LIB___ 7-IND.EXP___ 8-SUS. PERSON___

LOCATION: (Cross Streets)_____1-Bus.___ 2-Res___ 3-Other___

OPERATION VICTIMIZATION Questionnaire
(Continued)

DATE OCCURRED: Month___Day:___Year:____TIME OCCURRED:_____

DROP SITE: (Cross Streets)_____1-Bus.___2-Res.___3-Other___

DATE DROPPED: Month:___Day:___Year:_____TIME DROPPED:_____

VICTIM INFORMATION: Residence (Cross Streets)_____

RACE: 1-White___2-Black___3-Other___

SEX: 1-Male___ 2-Female___

AGE:_____

SUSPECT INFORMATION: Residence_____

HEIGHT: Ft.____In.____ Glasses: 1-Yes___2-No___

BUILD: 1-Heavy___2-Medium___3-Slender___

AGE: (1) 20-30___ (2) 30-40___ (3) 40-50___

SEX: 1-Male___ 2-Female___

RACE: 1-White___ 2-Black___ 3-Other___

HAIR COLOR: 1-Black___2-Brown___3-Blnd___4-Gray___5-Other___

M.O. LURE: 1-Coercion____2-Asks Aid___3-Offers Aid___4-Bribe____

5-Goes Willingly___ 6-Hitchhiking___7-Other_____

VEHICLE INFORMATION: Make:_____

Model: 1-Two Door____2-Four Door___3-Van____

4-Sta.Wag.___ 5-Other___

Base Color:_____

Plate Number:_____

AGE: (1) 74-77____ (2) 70-73____(3) Older____

INTERIOR DESCRIPTION: (1) Yes___(2) No___

Other Comments: (Brief)_____

_____

The information from each of the questionnaires was then fed into the Hewlett Packard 3000 computer system for storage and retrieval purposes.

OPERATION LURE

Purpose

Project Lure was initiated on April 12, 1977, to locate those young people along the Woodward Avenue corridor who may have been contacted by the offender. It was based upon the belief that the latter had probably made a number of unsuccessful attempts to pick up local youngsters. In so doing, it was hoped that the data collected would enhance the investigative efforts of the Oakland County Task Force and perhaps shed greater insight on the offender's method of luring young people away from their activity.

Background

It was decided that such an effort could best be accomplished by conducting the program through the school districts that bordered the Woodward corridor. This included an area bounded on the south by Eight Mile Road, on the north by Eighteen Mile Road, on the west by Franklin Road, and on the east by John R. Road. This consisted of the following school districts: Birmingham, Berkeley, Ferndale, Royal Oak, Madison Heights, Troy, and several private schools.

On April 15, 1977, a meeting was held with the school superintendents and/or their representatives from Birmingam, Berkeley, Ferndale, Royal Oak, and the local Catholic schools at the Task Force Headquarters. They were told about the project and its purpose, and all agreed to proceed with the program. Subsequently, the Troy and Madison Heights School Districts joined the project.

Method

Each District Representative was asked to make contact with their schools and request that they appoint a special administrative counselor or teacher to act as a contact person with their students. Their job was to contact their students requesting that they reflect over the past year and consider any suspicious incident that may have occurred during this period of time. It was hoped that the student would then report the incident to the contact person. To assist them in their presentation to the classes, the following material was supplied to each presenter:

> "Boys and Girls--Sometimes you may be approached by a person who asks directions, a question, takes a picture, offers you a ride, talks of a job, or suggests that you show him a particular place. He or she may be an older person or someone young; he or she may be white, black or dark skinned; he or she may be American or foreign; he or she may be

really nice to talk with. So nice that it would appear natural and you paid no attention to it and forgot about it. If anything like this has happened to you, we would like you to stop in and tell Mr. (the presenter) about it. This is really important, so think carefully."

It was further suggested that each school consider making this presentation to grades 4 through 9 and, in each case where a student reported a contact, request the youngster to privately make contact with the special person. The latter was encouraged to talk with each youngster at length and record the data on a special form supplied to the school by the Task Force. The questionnaire included such information as: 1) The suspicious circumstances; 2) location of incident; 3) date of occurrence; 4) number of suspects; 5) suspect information; 6) vehicle information; 7) the lure; and 8) information about the victim. At no time was a youngster identified by name; the school was asked to retain this information should any additional data be required.

OPERATION FAMILY BACKGROUND

Purpose

Operation Family Background commenced on approximately March 21, 1977, and was designed to compare the background history of each of the victims. It sought to collect data from varying areas and times in their respective lives that, when compared, might shed light upon the perpetrator of these crimes.

Background

On March 24, 1977, a group meeting was held at a suburban police department with the mothers of three of the victims. Present were officers of the Task Force, who had planned to ask a series of pilot questions. However, before this meeting took place, the staff decided that it might not be in the best interests of objectivity to meet as a group since there were a number of questions that, when proposed "groupwise", might prove uncomfortable to the respondents. Consequently, it was decided to present a questionnaire to the families on an individual basis.

On April 12, 1977, the Task Force Commander authorized the preparation of a questionnaire to elicit significant data from each of the victim's families and the instrument was completed on April 14, 1977. During the next few weeks, each family was contacted by a Task Force Officer and asked to complete the questionnaire.

The questionnaire was completed on April 22, 1977.

Methods

Each family member was interviewed individually with one exception, and this family completed their own questionnaire.

The 22-page questionnaire itself was basically a "fill in" document with sections provided for the following information: 1) personal information about the victim; 2) data regarding the parents; 3) information about the siblings; 4) medical data concerning the victim; 5) school history; 6) church affiliation and involvement; 7) interests and leisure time activities of the victim; 8) recreational and sporting activities of the victim; 9) transportation activities; 10) friends of the victim; 11) adult friends of the victim; 12) social activities of the victim and family; 13) routine activities of the victim, 14) people who provide services to the family; 15) places where the family goes for services; 16) suspicious subjects or incidents in the life of the victim; and 17) any other comments thought to be significant by the family.

Upon receipt of the completed questionnaires, they were carefully compared for any similarities. Common teachers, doctors, shopping areas, sporting activities, etc, were sought.

THE INVESTIGATOR'S INTERVIEW GUIDE

Purpose

The Investigator's Interview Guide was initiated on May 20, 1977, to assist the field investigator with his interview. It was designed to insure that asking of certain key questions and, at the same time, provide uniformity to the interviewing process.

Background

With over 11,000 tips coming into the Oakland County Task Force, and with the ever-increasing possibility that this investigation might go on for some years, it became necessary to insure the collection of maximum data in a uniform manner so that both present staff and future investigators might benefit from the information received.

On May 21, 1977, a meeting was held with the Task Force Commander at the Task Force Headquarters to discuss the feasibility of such a guide. After several revisions, it was submitted to Task Force personnel at a briefing session for their comments and recommendations. Again, it was revised, and on May 23, 1977, a final draft was submitted to Task Force personnel.

Method

Both the profile of the killer and the trace evidence were carefully examined as well as other factual data relating to all four of the homicides. From this, a series of related questions was prepared. In addition, other

key questions were inserted to insure their being asked. As a result, 30 questions were devised for the questionnaire with the thought that any of the questions could be changed at any time and additional significant questions added.

Five major areas were selected for the first Interview Guide and these include: 1) living arrangements; 2) interests and leisure time activities; 3) religious affiliation; 4) marital status and dating patterns; and 5) miscellaneous questions of significance.

It was also decided to add a cover letter to the questionnaire explaining its purpose and how it was to be used. The letter read:

> "The Investigator's Interview Guide is <u>not</u> meant to be a complete questionnaire; quite the contrary. It is a very flexible instrument that is designed to assist the investigator in interviewing tip subjects.
>
> It is hoped that the document will aid in gathering and standardizing information that corresponds to the profile of the killer as well as the known trace evidence.
>
> One should keep in mind that the questions can be changed at any time and additional significant questions can be added, while others may be deleted.
>
> The instrument should be used when interviewing a subject whose actions and background appear questionable to the investigator. Once having completed the Guide, the following procedures will be utilized:
>
> 1. Investigators should attach the Guide to the tip sheet and submit same to their crew chiefs.
>
> 2. After reviewing each one, the Crew Chief will turn the form over to the tip room.
>
> 3. The Tip Room supervisor will separate the Guides from the tip sheets and send them to the Computer which in turn, will place the significant data into the computer.
>
> 4. The forms will then be returned to the Tip Room where they will be attached to the tip sheets and stored.

It is the hope of the Command Staff that the use of the Interview Guide will add additional data that will significantly add to the present investigation. We would encourage your cooperation in the use of this instrument."

OPERATION UNSOLVED HOMICIDES-- NATIONWIDE AND WORLDWIDE

Purpose

Operation Unsolved Homicides--Nationwide and Worldwide began on April 26, 1977, to ascertain if other child homicides had occurred in other cities throughout the United States. It has hoped that through this inquiry, data might be gathered that would reveal the alleged offender's mobility. This was based upon the belief that the offender might only be in the southern Oakland County area during certain months of the year as witnessed by the present homicides under investigation. Consequently, other child killings in the United States might reveal his movement and thereby shed greater light on the subject identity and whereabouts.

Background

A decision was made to make contact with police agencies throughout the United States and request any information they might have on homicides involving young people.

On April 25, 1977, a meeting was held with the Task Force Commander at the Task Force Headquarters to discuss the merits of such as undertaking, at which time he approved the project.

On April 26, 1977, the first teletype was sent out through the Michigan State Police Emergency Services, and this was followed with a second teletype on May 6, 1977.

The teletypes read as follows:

"Please send an administrative message from M.S.P. to all agencies nationwide who have unsolved child killings with the following method of operation.

1. White male or female victim.
2. 10-13 years old.
3. Body washed or cleaned.
4. Body redressed.
5. Victim left on the side of the road where it could be easily found.
6. Male victims sexually molested.
7. Female victims not determined if sexually molested.
8. Victims kept alive from four to eighteen days before being disposed of.

Any information will be appreciated. Please indicate the person to contact in your department so that the Task Force can communicate with your department."

At the same time, contact was made with INTERPOL and they were requested to send the aforementioned data to their 126 member agencies.

Method

The following procedures were to be adhered to upon receipt of data regarding child homicides:

1. Any information received from other departments regarding the unsolved homicides will be given to the Command Office secretary.

2. A copy of the document will then be presented to the Special Projects Officer.

3. If necessary, the Special Projects Officer will make personal contact by telephone.

4. The Special Projects Officer will obtain, analyze, chart and retain all documents from other Police Departments.

Further, all information was to be evaluated on a 10-point scale. If 6 out of the 10 points were met, the information was to be pursued in depth. The points to consider were:

	Criteria Met	
	Yes	No
1. Abducted from street or parking lot areas;		
2. Age range 9-13;		
3. Caucasian;		
4. Little or no physical abuse;		
5. Well cared for during period of captivity;		
6. Cause of death;		
7. Cleansing of body prior to or after death;		
8. Fully clothed;		
9. Body laid near roadway so readily found;		
10. Sexual abuse (male subject)		

The objective, of course, was to attempt to find those homicides that were similar to the ones experienced in southern Oakland County. Whenever

a response was received, the Task Force was to forward a summary of the present homicides for the responding department's information.

OPERATION BURIAL RITUAL

Purpose

Operation Burial Ritual commenced on May 9, 1977, to check into the possibility of the burial rite revealing something about the perpetrator of the present crimes. This was based on the belief that the ways in which the bodies were dressed, laid out, and cleaned might reveal the ethnic origin, cultural background and/or other vocational experiences of the killer.

Background

On May 10, 1977, contact was made with a Professor of Anthropology at the University of Michigan who specializes in Mortuary Science. He indicated that he would review the deaths and see if there was any ritual associated with them.

The Special Projects Officer visited with the professor in Ann Arbor on May 16, 1977. On-site pictures of each of the victims were shown to him and both the similarities and differences associated with each case were reviewed with him.

On May 18, 1977, The Task Force Commander suggested that we contact different authorities for their opinions.

Method

Each of the books containing pictures of the victims at their drop site was shown to each expert.

Accompanying this was a list of pertinent facts about the four victims and noted similarities associated with each case, as follows:

Victim: 1 W/M Age 12

Height: 4'8"
Weight: 100 lbs.
Hair: Red/Blonde
Eyes: Blue
Skin: Fair
Last Seen Wearing: Blue hooded parka, blue jeans, red sweatshirt, and black rubber boots

Last Seen: 2-15-76 (Sunday) 12:20 p.m.
Found: 2-19-76 (Thursday) 12:00 p.m.
Missing: 4 days
Cause of Death: Suffocation
Family Data: Parents divorced

Victim: 2 W/F Age 12

Height: 5'
Weight: 100 lbs.
Hair: Brown
Eyes: Hazel
Skin: Fair
Last Seen Wearing: Orange parka, blue knit cap, blue jumper, black boots.
Last Seen: 12-22-76 (Wednesday) 7:30 p.m.
Found: 12-26-76 (Sunday) 8:45 a.m.
Missing: 3 1/2 days
Cause of Death: Shotgun blast to face
Family Data: Parents divorced

Victim: 3 W/F Age 10

Height: 4'8"
Weight: 80 lbs.
Hair: Brown
Eyes: Blue
Skin: Fair
Last Seen Wearing: Blue parka, gray jeans, and brown boots
Last Seen: 1-2-77 (Sunday) 3:00 p.m.
Found: 1-21-77 (Friday) 7:00 a.m.
Missing: 19 days
Cause of Death: Suffocation
Family Data: Parents divorced

Victim: 4 W/M Age 11

Heights: 4'
Weight: 63 lbs.
Hair: Brown
Eyes: Brown
Skin: Fair
Last Seen Wearing: Red jacket, green pants, and white tennis shoes
Last Seen: 3-16-77 (Wednesday) 8:30 p.m.
Found: 3-22-77 (Tuesday) 11:00 p.m.
Missing: 6 days
Cause of Death: Suffocation
Family Data: Living with parents

NOTED SIMILARITIES ARE AS FOLLOWS:

1. All four victims were alone and abducted from business areas (in or near parking lots).

2. Two of the victims were abducted on Sunday afternoons and two were abducted on Wednesday evening.

3. Victims were held in captivity from 3 to 19 days.

4. Victims appeared to have been well fed and not subjected to weather exposure.

5. All victims were redressed in their own cloths before or after death.

6. The bodies of all four victims were deposited on roadsides where they were easily found.

7. There was no indication of sexual molestation on the female victims, but both boys had anal dilation.

8. The bodies were very clean including scraping of fingernails and toenails.

9. There was no force used in the abductions or at least there was no commotion reported.

OPERATION BACK-UP AND SUPPORT

Purpose

Operation Back-Up and Support was initiated on July 7, 1977, to back up and support the field investigator in his/her investigations. It was designed to take the responsibility of low priority tips, which often take a great deal of investigative time, away from the field investigator so that he would be free to follow up and concentrate on medium and high priority items.

Background

Currently, the Oakland County Task Force has received over 11,800 tips, and this number has continued to increase each week by approximately 50 additional tips. The field investigators close many of these each week; however, despite their efforts, incoming tips make it difficult to make any meaningful gain in the tip pool. Consequently, it has become necessary to find additional personnel to back up and support the field investigators in their investigative efforts, so as to maintain a productive work force.

Method

In order to accomplish such a supportive effort, it was decided to seek out regular and/or auxiliary or reserve officers from local departments whose background with their department would qualify them for this project. Their involvement would be for investigative experience only and there would be no monetary compensation for their efforts. It was hoped that each individual agency would recognize these volunteers for their contribution and this would be placed in their personnel records as both training experience and as a contribution to their community.

In addition to the above, the following requirements were established for back-up and support personnel: 1) they must be members of a police agency and a certified police officer; 2) they must have permission of departmental supervisory personnel to participate; and 3) they must be approved by the Task Force Command Staff. Further, the following special requirements will have to be complied with: 1) the Back-up and support force will consist of from 6 to 10 officers; 2) they will be expected to to work from 4 to 8 hours per week (they may work more if they desire to do so); 3) they will work in civilian clothes; 4) they will have to provide their own transportation (it is hoped that each department might allow them the use of a vehicle); 5) they will go through a special training program at the Task Force prior to becoming involved in their investigative efforts; 6) they will handle only those tips as assigned them by supervisory personnel; and 7) they will be expected to conduct themselves according to the rules and regulations laid down by their respective agencies. All personnel will work with the Special Projects area of the Task Force under the direction of the Special Projects Officer.

IN SUMMARY

The writers are of the opinion that the present special projects certainly don't exhaust the possible operations that might be employed in such an effort. However, they do give some idea of the kinds of things that currently are being done in addition to following up tip information to apprehend the Oakland County child killer. It is our hope that by presenting the aforementioned operations we have 1) illustrated for our fellow professionals some of the special projects being done by the Task Force; 2) helped to stimulate thinking on the kinds of projects that can be undertaken in a situation such as this; 3) offered some actual operational pilot examples for professional examination as to their workability; 4) added to the methodology utilized for the investigation of serious crimes; and 5) furthered the growth of law enforcement.

END