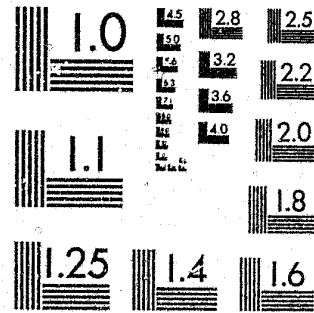


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# SCRS IMPLEMENTATION CRITERIA

Work performed under Law Enforcement Assistance Administration Grant No. 76-SS-99-6033

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## INTRODUCTION

SCRS test agencies must devise a careful plan for the review of their present systems and the development of new SCRS procedures. Perhaps the best plan is one that includes a set of criteria against which to measure the system. For without some type of standardized approach, it would be difficult to implement and, later, evaluate the SCRS test. At the very beginning, there must be a clear understanding of the basic components of the SCRS system, a knowledge of the fundamentals of good systems design, and an identification of the essential ingredients--both manpower and equipment--that, properly blended, comprise a complete crime reporting system.

SCRS implementation criteria have been developed to be applicable in any law enforcement agency with a crime reporting function. They were designed to limit the quantity and improve the quality of criminal justice information. The availability of a set of criteria should increase the effectiveness of test site project management decisions and suggest an appropriate course of action when test site problems are analyzed and solutions are attempted.

The SCRS implementation criteria were developed using SGI Technical Report #9 as a basic source document. They were further refined through knowledge gained from an extensive literature review, from practitioners in the field, from ideas presented by SCRS committee members and from attendance by SCRS staff at seminars and workshops. The criteria adhere closely to UCR standards.

The criteria are presented under the same three major headings as the three modules designed for the presentation of SCRS in SGI Technical Report #9; i.e., data capture, system management and control, and data utilization.

The following two pages contain a listing of the 19 criteria, each written as a condition required of SCRS test sites. Starting on Page five there is a discussion of each criterion. Each criterion is presented as a statement which sets up and establishes a model or example for the implementation of some segment of SCRS. Some criteria are followed by recommendations and/or notes. A recommendation is a course of action or suggestion that is not mandatory, but is worthy of acceptance or trial. A note may further explain the criterion or recommendation, or is a cross-reference to other criteria.

A list of references can be found at the end of this document. These references are sources of information from which useful facts or information about the criteria can be obtained, or which contain the authority, custom or general consent on which the criteria are based.

## LISTING OF IMPLEMENTATION CRITERIA

The following criteria must be incorporated into each SCRS system.

Further  
Discussed  
on Page:

### I. DATA CAPTURE

- A. COMPLAINT-DISPATCH FORM - police agencies must provide the means to capture data about their observed/reported crime. 5
- B. CRIME REPORTING FORM - police agencies must provide well designed crime reporting forms to permit the gathering of all required information. 6
- C. CRIME REPORT NUMBERS - each reported crime must have its own unique report number. 7
- D. SCRS DATA ELEMENTS - crime reporting forms must provide for the capture of all SCRS data elements. 8
- E. GEO-CODING - the location of occurrence for a crime must be captured by geographical coding. 17
- F. REPORTING OFFICER IDENTIFIER - the unit or officer completing a crime report must be uniquely identified. 18
- G. REPORT WRITING MANUAL - A report writing manual must be provided for training and field reference that incorporates SCRS report-taking requirements. 19
- H. REPORT WRITING TRAINING - formal classroom training and orientation must be provided to individuals completing crime reports. 22

### II. SYSTEM MANAGEMENT AND CONTROL

- A. SIMPLIFIED PAPER FLOW - written policies must be established to ensure a smooth crime reporting function. 23

Further  
Discussed  
on Page:

- B. REPORT REVIEW - a written report review function must be established. 24
- C. SYSTEM AUDIT - to assure desired performance, an audit system must be established. 25
- D. RETENTION AND PURGING - written retention and purging criteria must be established. 26
- E. PRIVACY AND SECURITY - appropriate privacy and security safeguards must be established. 27
- F. FORMS CONTROL - a written forms control policy must be established. 28
- G. REPORT PROCESSING TRAINING - adequate training and orientation must be provided to processors and users of crime data. 29
- H. REPORT FILES - adequate facilities for the storage and retrieval of reports must be established. 30

III. DATA UTILIZATION

- A. OUTPUT REPORT CONTROL POLICIES - written policies must be developed to ensure adequate management, crime analysis and special need reports. 31
- B. LOCAL, STATE AND FEDERAL REQUIREMENTS - police agencies must satisfy local, state and federal reporting requirements. 32
- C. DATA UTILIZATION TRAINING - adequate training and orientation must be provided to users of crime data. 33

DISCUSSION OF CRITERIA

I. DATA CAPTURE

A. Police agencies must have the ability to capture data about their observed/reported crime. To achieve this, agencies should have a structured form completed in the communications center to capture the following minimum information:

1. Date and time call was received.
2. Date and time call was dispatched.
3. Date and time officer arrived at the scene.
4. Date and time assignment was completed.
5. Complainant's name, address and telephone number.
6. Location of occurrence.
7. Identity of personnel responding to dispatched incident.
8. Incident disposition (g.o.a., unfounded, wrong address).
9. Code violation (code section that best describes incident).
10. Identity of dispatcher.

Recommendation:

In addition to crime reporting activity, all other officer activity (e.g., traffic control, routine patrol, meals) should be accounted for to enable administrators to support management decisions.

I. DATA CAPTURE

B. The forms used in crime reporting must permit the gathering of all required information, be designed for easy use, and consider the needs of all users of police information. Well designed forms would include the following features:

1. The use of as many check-off or fill-in boxes as possible.
2. The arrangement of boxes in logical sequence.
3. The allowance of sufficient space for entries.
4. The numbering of boxes to facilitate training, for reference to the report writing manual and to permit the smooth exchange of information.
5. The placement of all data items to be coded on the front side of the form.
6. Permits the capture of the ABCR attribute descriptors.
7. The consolidation of special use forms whenever possible.

I. DATA CAPTURE

C. Each reported crime must have its own unique report number.

1. Report numbers must run chronologically.
2. All documents associated with a reported crime report must bear the same case number.
3. The report number must be large enough to satisfy case load and EDP needs.

Recommendation:

The majority of police agencies in the U.S. are using a report number prefaced by a two-digit number to reflect the year in which the incident occurred. Although not mandatory for SCRS implementation, this numbering system is recommended.

I. DATA CAPTURE

D. Crime reporting forms must provide for the capture of all SCRS data elements.

NOTE: SCRS data elements are listed on the following pages. It is appropriate for agencies implementing SCRS to add additional data elements to satisfy local needs.

STANDARDIZED CRIME REPORTING SYSTEM DATA ELEMENTS

DATA ELEMENTS	ENTRY	DEFINITION OR EXPLANATION
1. Name	<ul style="list-style-type: none"> <li>• Last name</li> <li>• First name or initial</li> <li>• Middle name or initial</li> <li>• Suffix denoting seniority (e.g., Jr., II, etc.)</li> </ul>	<p>Enter names of reporting persons, complainants, victims, suspects, witnesses, parents or guardians.</p> <p>If complainant/victim is a business enter name of business.</p>
2. AKA, Nickname		<p>For suspects and for other persons involved in the incident who may be easier to locate through their nickname or alias.</p>
3. Address		<p>Enter address of #1 above.</p>
4. Residence telephone		<p>Enter home telephone number of #1 above.</p>
5. Contact telephone number or address		<p>The best telephone or address to reach #1 above.</p>
6. Date of Birth	<ul style="list-style-type: none"> <li>• Month</li> <li>• Day</li> <li>• Year</li> </ul>	<p>Enter date of birth for suspects, complainants, victims, or any other persons involved in the incident whose age may be a factor in the investigation. If date of birth is unknown, enter estimated year of birth.</p>
7. Sex	<ul style="list-style-type: none"> <li>• Male</li> <li>• Female</li> </ul>	
8. Race and Ethnicity	<ul style="list-style-type: none"> <li>• Indian</li> <li>• Asian</li> <li>• Hispanic</li> <li>• Black</li> <li>• White</li> </ul>	<p>Indian includes American Indian or Alaskan native, Asian or Pacific Islander, <u>Hispanic</u> A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture, regardless of race, <u>Black</u>, not of Hispanic origin, <u>White</u>, not of Hispanic origin.</p> <p>While the collection of data is not limited to the categories described above, any required reporting which uses more detail shall be organized in such a way that the additional categories can be aggregated into these basic racial/ethnic categories.</p>
9. Driver's License Number		<p>Reference NCIC Operating Manual.</p>



DATA ELEMENTS	ENTRY	DEFINITION OR EXPLANATION
10. Height		Reference NCIC Operating Manual.
11. Weight		Reference NCIC Operating Manual.
12. Color-Eyes		Reference NCIC Operating Manual.
13. Color-Hair		Reference NCIC Operating Manual.
14. Scars, Marks, Tattoos		Reference NCIC Operating Manual.
15. Clothing and Glasses		Complete description of clothing and glasses worn by the suspect.
16. Suspect's occupation		Principal occupation of suspect, even if unemployed. If the person is in the armed service, indicate branch and rank. Also, indicate if student, housewife, or retired.
17. Victim/suspect relationship	<ul style="list-style-type: none"> <li>• suspect is unknown to victim</li> <li>• unknown relationship</li> <li>• suspect is known:</li> </ul>	Check off boxes to indicate whether suspect is known to victim; if known, how.
18. Under influence drugs/alcohol	<ul style="list-style-type: none"> <li>• Drugs</li> <li>• Alcohol</li> </ul>	For suspects and for any other person involved in the offense whose physical and mental condition may be a factor in the investigation.
19. Suspect: Armed	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	Check off boxes and describe.
20. Suspect: Status in the criminal justice system	<ul style="list-style-type: none"> <li>• Probation</li> <li>• Parole</li> <li>• O.R.</li> <li>• Bail</li> <li>• Prior conviction</li> <li>• Unknown</li> </ul>	Check off boxes and describe.
21. Location of incident	<ul style="list-style-type: none"> <li>• Address</li> <li>• Beat/geo code</li> </ul>	Complete in one of the following ways which are listed in order of preference: (a) exact address including the building, room or apartment number.

DATA ELEMENTS	ENTRY	DEFINITION OR EXPLANATION
		(b) closest street address indicating in front of, adjacent to, rear of, across from, etc. (c) Block number as shown by street sign indicating if location is on the odd- or even-numbered side of the street. (d) distance and direction from a known point.
22. Type of premises	<ul style="list-style-type: none"> <li>• Street (Highway)</li> <li>• Gas Station</li> <li>• Chain-Store</li> <li>• Bank</li> <li>• Other Commerical</li> <li>• Residential</li> <li>• Miscellaneous</li> </ul>	Explain by a word or phrase where event occurred. For example: inside alley front driveway rear garage (private), side carport roof parking lot
23. Nature of Complaint		Complete for robberies only.
24. Priority of field response	<ul style="list-style-type: none"> <li>• Urgent</li> <li>• Routine</li> <li>• As Available</li> </ul>	On complaint/dispatch form, describe nature of complaint being reported, using descriptive phrases.
25. Event status	<ul style="list-style-type: none"> <li>• In progress/Developing</li> <li>• Just occurred/Recent</li> <li>• Cold</li> <li>• Unknown/Incomplete call</li> </ul>	Check off boxes on complaint/dispatch form.
		Complaint/dispatch information: • In progress/Developing: Reporting person can see or hear or otherwise knows that the activity which prompted this call is now taking place or is imminent. • Just Occurred/Recent: The event being reported has just taken place or is so recent that the scene is essentially intact; witnesses may or may not be available; suspect not at scene. • Cold: Incident has taken place; probably no useful clues at scene; report and/or follow-up required. • Unknown/Incomplete Call: Caller requests police assistance but refuses or is not able to describe reason for call.

DATA ELEMENTS	ENTRY	DEFINITION OR EXPLANATION
26. Primary responding unit I.D.		This is the unit responsible for handling the assignment.
27. Support Unit Identification Number		This is the backup unit(s) dispatched to support the primary unit.
28. Hazard factors	<ul style="list-style-type: none"> <li>• Weapons involved</li> <li>• Gang/crowd</li> <li>• Drugs/alcohol</li> <li>• Mental</li> </ul>	Dispatch information for responding unit's information. Check off boxes and describe.
29. How call was received	<ul style="list-style-type: none"> <li>• Phone</li> <li>• Walk in</li> <li>• On view</li> <li>• Other</li> </ul>	Complaint/dispatch information.
30. Last seen heading		Complaint/dispatch information to indicate direction suspect/vehicle was last seen heading.
31. Action initiated	<ul style="list-style-type: none"> <li>• Field response</li> <li>• Office response</li> <li>• No response. Why? _____</li> <li>• Referred to _____</li> </ul>	Complaint/dispatch information.
32. Event/crime report number		A sequential number recorded on the complaint-dispatch form for every called-for service. When a crime report is completed, this number becomes the unique number assigned to the reported crime. All documents associated with a reported crime must bear the same case number.
33. Crime		Enter the name of the crime, followed by the section number, subsection, when applicable, and code abbreviation.
34. Crime classification - theft/larceny	<ul style="list-style-type: none"> <li>• Pocket picking</li> <li>• Purse snatching</li> <li>• Shoplifting</li> <li>• Thefts from motor vehicle (except parts and accessories)</li> <li>• Theft of motor vehicle parts and accessories</li> <li>• Bicycles</li> <li>• From buildings</li> <li>• Coin-operated device</li> <li>• All others</li> </ul>	Check off box and describe.

DATA ELEMENTS	ENTRY	DEFINITION OR EXPLANATION
35. Date and time	<ul style="list-style-type: none"> <li>• Month</li> <li>• Day</li> <li>• Year</li> <li>• Time</li> </ul>	Complaint/dispatch form should indicate date and time: call received, unit dispatched, unit arrived at scene, and unit completed the assignment. Crime report should indicate date and time incident occurred and was reported.  In reporting time, military time should be used.
36. Vehicle description	<ul style="list-style-type: none"> <li>• Year</li> <li>• Make</li> <li>• Model</li> <li>• Body style</li> <li>• Color(s)</li> <li>• License number</li> <li>• VIN</li> <li>• State of license number</li> <li>• Year of license number</li> <li>• Condition of car body</li> </ul>	Reference NCIC Operation Manual.
37. Knowledge of event		Describe what each involved person knows about the incident and to what he/she can testify.
38. Elements of crime		Describe the elements of the reported offense and all other crimes the event can justify. Excluded should be those elements of lesser included crimes.
39. Investigative steps		Narrate steps taken in the preliminary investigation, follow-up investigation, and in an arrest situation for the reported offense (e.g., statements taken, protection of crime scene, broadcast of information and information helpful in apprehending suspects, such as known associates and known haunts).
40. Disposition of persons and property		Describe details of the gathering (or finding), condition, and disposition of any evidence, property, children, pets, vehicles, or injured persons.
41. Suspect apprehension information		Describe details of suspect interrogations, line-ups, co-defendants, and include information about why suspect was arrested for the crime.

DATA ELEMENTS	ENTRY	DEFINITION OR EXPLANATION
42. Search employed		Describe completely any search for evidence, information or suspects in a crime scene search, neighborhood check, suspect search, or in connection with an arrest.
43. Identification number		For operator, dispatcher, officers, approving supervisors, investigating officers, etc.
44. Action taken	<u>Complaint-Dispatch Disposition:</u> Report, type _____ Arrest _____ Citation _____ Gone on arrival _____ Invalid address _____ Unable to locate complainant _____ Void _____ Civil _____ Referred to _____ Adjusted at scene _____  <u>Case Disposition/Arrestee Status:</u> Arrest and prosecution _____ Comp refuses to prosecute _____ Complaint refused by DA _____ Prosecuted for another offense _____ DA citation _____ Unfounded _____ Occurred in other jurisdiction _____ Turned over to other jurisdiction _____ Death of offender _____ Appropriate juvenile disposition _____ Arrestee status _____	Check off boxes and fill in, where needed.
45. Personal injury		Indicate whether death or injury occurred to any of the persons involved in the incident, the extent of the injury, and what action was taken in each case.
46. Stolen property	<ul style="list-style-type: none"> <li>• Currency, notes, etc.</li> <li>• Jewelry &amp; precious metals</li> <li>• Clothing &amp; furs</li> <li>• Office equipment</li> <li>• Televisions, radios, stereos, etc.</li> <li>• Firearms</li> <li>• Household goods</li> <li>• Consumable goods</li> <li>• Livestock</li> <li>• Miscellaneous</li> </ul>	Check off box to indicate category of loss and describe completely using NCIC manual for guidance. Enter value for each item. Enter total value. Description should include quantity of items taken, type and name of each article, make of brand, model number, serial number, registration/license number, color, size, identifying marks, caliber and barrel length of guns.

DATA ELEMENTS	ENTRY	DEFINITION OR EXPLANATION
47. Method of entry/exit	<ul style="list-style-type: none"> <li>• Lawful</li> <li>• Forced</li> <li>• No force</li> <li>• Attempted force</li> </ul>	For entry, check off boxes and describe in narrative. For exit, describe in narrative.
48. Point of entry/exit		Explain in narrative or box.
49. Weapon/force used	<ul style="list-style-type: none"> <li>• Handgun</li> <li>• Other gun</li> <li>• Knife/cutting instrument</li> <li>• Hands/feet</li> <li>• Threat</li> <li>• Other _____</li> </ul>	Check off box and describe.
50. Tool(s) used against property		Explain by word or phrase.
51. Trademark/unusual actions or traits of suspect		Actions taken by the suspect to prepare for or accomplish a crime, or to avoid apprehension that have not been recorded elsewhere in the report. It includes unnecessary or bizarre acts, e.g., "eats food," "changes clothes," "leaves note."
52. Report/distribution data	Other reports submitted _____ Additional distribution _____ Page No. _____	All related documents should be listed, i.e., statements, suicide notes, evidence forms, supplementary forms. Note the number of extra copies needed and a distribution list. Indicate whether the report is complete or whether it is one of several pages, e.g., Page _____ of _____ pages.
53. Notifications	<ul style="list-style-type: none"> <li>• Describe request</li> <li>• Agency/Unit</li> <li>• Date/Time</li> <li>• Officer identification</li> </ul>	Record those requests for immediate service during an officer's preliminary investigation, e.g., for criminal investigators, coroner, ambulance, tow truck. Note requests for NCIC checks, radio APB's, teletypes, etc. Note notifications to parents/guardians of juvenile.
54. Charge(s)	<ul style="list-style-type: none"> <li>• Code section</li> <li>• Name of offense</li> </ul>	
55. Booking number		A number that identifies that particular arrest.

DATA ELEMENTS	ENTRY	DEFINITION OR EXPLANATION
56. Resistance to arrest	<ul style="list-style-type: none"> <li>• Fled</li> <li>• Attacked</li> <li>• Abusive</li> <li>• Passive</li> </ul>	Resistance to arrest should be charged or noted on the arrest/offense report.
57. How arrest was made	<ul style="list-style-type: none"> <li>• On view</li> <li>• Warrant</li> <li>• Citizen</li> <li>• Call (dispatched)</li> <li>• Investigation</li> </ul>	Check off box and explain in narrative.
58. Rights explained	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	Check off box and explain in narrative.
59. Response to rights	<ul style="list-style-type: none"> <li>• Silent</li> <li>• Waived</li> <li>• Understood</li> <li>• Statement</li> </ul>	Check off boxes and explain in narrative.
60. Disposition of vehicle	Towed? Hold? Released to _____ Other _____	Check off box and explain in narrative. Describe if vehicle towed and where, if there is a hold on vehicle, and for whom the hold was placed.
61. Arresting officer/agency	<ul style="list-style-type: none"> <li>• Name</li> <li>• Serial number</li> </ul>	Enter name and identification number of arresting officer. Include name of agency/organizational unit when necessary.
62. Change reported crime and classification to		Fill in change of reported crime, and/or classification when appropriate, to indicate correct type of crime.
63. Revised value of loss	\$ _____	Fill in revised value of loss as needed.
64. Recovered property	<ul style="list-style-type: none"> <li>• Itemize</li> <li>• Describe</li> <li>• Unit value</li> <li>• Total value</li> </ul>	Describe recovered property, give value of each recovered item and the total value.
65. Where property recovered		Fill in location of recovery and address.
66. M.O. additions and changes		Fill in any additions or changes in M.O. that may be different from the original report.

I. DATA CAPTURE

E. The location of occurrence for a crime and/or arrest must be captured by appropriate geographical coding, i.e., reporting districts, census tracts or geographical base files.

I. DATA CAPTURE

- G. A report writing manual must be developed for use in training and for field reference. The contents of such a manual should include:
1. Basic instructions on when and how to complete appropriate SCRS forms.
  2. Standardized instructions for entering data on SCRS forms:
    - a. the information requested,
    - b. the word "none,"
    - c. the word "unknown" abbreviated "unk,"
    - d. the word "refused" abbreviated "ref," or
    - e. a short dash (-) to indicate "not applicable."
  3. A list of approved abbreviations:
    - a. NCIC abbreviations, and
    - b. SCRS II Committee approved abbreviations.
  4. Criteria for offense classifications if the agency requires the person completing the report to make the crime classification.
  5. Criteria for property valuation. (Standardized within individual agencies)

Recommendation:

A properly designed field manual can become, next to safety equipment, an officer's most valuable tool. It will refresh the officer's memory on conducting a proper investigation and contain useful information and resource material to make the officer's job easier. Such a manual would have the following characteristics:

1. A design that incorporates the following features:
  - a. Loose leaf so that additions and revisions can be easily made.

- b. Numbered and dated pages to identify the most current information.
- c. Use of color coding or index tabs to indicate appropriate sections.
- d. Table of contents for a reference guide.
- e. A lightweight plastic cover, smooth so that it can be used as a writing surface, and imprinted with lists of the most commonly misspelled words in police report writing.

2. Additional information helpful to the field officer may include:

- a. Beat maps;
- b. List of buildings and landmarks and their locations; e.g., Flatiron Building, Tower Apartments;
- c. Agency and city (or county) telephone numbers;
- d. List of all neighboring law enforcement agencies, social agencies, hospitals and other agencies the officer may need to contact, with their addresses and telephone numbers;
- e. Matrices to show which report forms to make, where extra copies should go, and appropriate notifications for unusual or infrequent situations such as child abuse cases, bomb threats, poisonings, types of traffic accidents;
- f. Matrix to show how to process different types of juveniles and dispositions, e.g., runaways, neglected, dependant, baby, felony arrest;
- g. Copy of NATA Handbook insert showing where the VIN is located on various makes and years of vehicles;

- h. Reproductions from ATF Handbook which illustrate commonly used guns;
- i. One page chart of first aid techniques;
- j. List of common local ordinances;
- k. List of common vehicle code violations and local traffic ordinances;
- l. List of common penal code sections;
- m. A guide to using the proper report form;

## I. DATA CAPTURE

H. An adequate formal classroom training and orientation program must be provided to those personnel who complete crime reports. Characteristics of such a training program should be:

1. Instruction using formal course outlines, exams, and critiques which address:
  - a. SCRS standardized information including SCRS background, purpose and procedures,
  - b. Compliance with agency and state report writing requirements,
  - c. Use of the report writing manual,
  - d. Evaluation Criteria.
2. Periodic retraining as needed.

### Recommendation:

To further the acceptance of SCRS, information about the program should be provided to all agency personnel.

NOTE: Training for processors of data is required in Criteria II, G., and for users of data in Criteria III, C.

## II. SYSTEM MANAGEMENT AND CONTROL

A. A simplified paper flow, essential to the smooth functioning of SCRS, must be established. This can best be accomplished in a system featuring:

1. written policies to control the entire crime report flow that will cover system supervision, report copy control, personnel and training, and system evaluation,
2. the physical positioning of report deposit receptacles, report reproducing section, the files, and all other essential equipment and work areas for the convenience of report takers, processors and users,
3. regulations to prevent delays in report processing caused by the failure of report takers to submit reports properly, by the report review or audit process, or through equipment breakdowns,
4. written procedures which include:
  - a. a distribution list for all report copies,
  - b. provisions for the physical distribution of reports,
  - c. responsibilities for adequate stocks of paper and supplies and for the maintenance of equipment.

## II. SYSTEM MANAGEMENT AND CONTROL

B. Responsibilities for report review and approval must be clearly defined in writing. Such a review function will permit the examination of submitted reports for accuracy and completeness, permit the return of reports to the reporting officer for correction, and yet not unduly delay the movement of report forms in the report processing system.

1. The procedures must provide a way to communicate deficiencies in report writing to the reporting officer.
2. Space must be provided on crime reporting forms for approving signatures.

## II. SYSTEM MANAGEMENT AND CONTROL

C. To assure that the Standardized Crime Reporting System is in fact operating at the desired level of performance and is producing high quality information, the system must be periodically audited. The audit system should have the following characteristics:

1. The audit policy and procedures must be in formal written form.
2. The complaint dispatch form must be used as a source document to include as many potential police responses as possible in the audit process.
3. The complete police response must be audited, from complaint receipt to event disposition.
4. The audit system must permit the reconciliation of differences between deficiencies noted by the auditors and the supervisors and reporting officers involved.

### Recommendation:

The audit should be performed by an independent agency. The procedures should provide for the auditors to make recommendations for system improvement or personnel training.

NOTE: The IACP/UCR Audit Guide is available for any agency that wishes to use it.



II. SYSTEM MANAGEMENT AND CONTROL

D. Written criteria for the retention and purging of crime reporting documents are an essential part of SCRS. Such criteria must:

1. Conform with federal, state, and local requirements.
2. Consider agency space limitations.

II. SYSTEM MANAGEMENT AND CONTROL

E. Appropriate privacy and security safeguards must be installed in any SCRS program. At a minimum, these safeguards must include:

1. Knowledge and enforcement of appropriate Federal and state laws,
2. Compliance with applicable requirements of LEAA Criminal Justice Information Systems Regulations (28 CFR Part 20) and LEAA Regulations on the Confidentiality of Research and Statistical Information (28 CFR Part 22).

II. SYSTEM MANAGEMENT AND CONTROL

F. A written forms control policy for SCRS must be established to accomplish the following:

1. Avoid unnecessary duplication of crime reporting forms.
2. Prevent unauthorized crime reporting forms revision.
3. Insure that adequate supplies of crime reporting forms are maintained.
4. Maintenance of sample crime reporting forms in a single file, a history of forms, and a forms numbering control.

Recommendation:

Forms control should be the responsibility of a single unit. A periodic review should be made to determine the need for forms.

II. SYSTEM MANAGEMENT AND CONTROL

G. Adequate training and orientation must be provided for processors and users of crime data. The instruction must include:

1. Pertinent written policies and procedures,
2. Restrictions on unauthorized system deviations,
3. Privacy and security regulations.

Recommendation:

Periodic retraining should be provided when there are system revisions or new equipment and as insurance against unauthorized system deviations. It would also be helpful to provide an employees' suggestion system to solicit ideas for improvement.

NOTE: Training for report takers is required in Criteria I, H., and for users of data in Criteria III, C.

II. SYSTEM MANAGEMENT AND CONTROL

H. Agencies implementing SCRS must arrange for facilities for the storage and retrieval of reports. Such facilities must include adequate index and case files, and sufficient space for easy access and for expansion.

III. DATA UTILIZATION

- A. Written policies must be developed to insure that the requirements for SCRS management, crime analysis and special need reports are met. Such policies must include:
1. Justification for all reports,
  2. Establishment of approval mechanisms for interim and special reports,
  3. Output control mechanisms, including a requirement for keeping a sample collection of all output reports for periodic evaluation, review, and modification or discontinuance where warranted.

III. DATA UTILIZATION

B. There must be provisions in the SCRS specifications for a variety of reporting requirements. At a minimum, specifications must include:

1. Local, state and federal reporting requirements, and
2. Provisions for adhering to UCR guidelines for reporting deadlines, arrest information, classification and scoring of crimes, and clearance reporting.

III. DATA UTILIZATION

C. Adequate training and orientation must be provided for users of crime data. The instructions must include such subjects as:

1. How to read the reports,
2. How to analyze the data,
3. How to effectively use the data, and
4. How to critique output reports.

NOTE: Training for report takers is required in Criteria I, H, and for report processors in Criteria II, G.

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