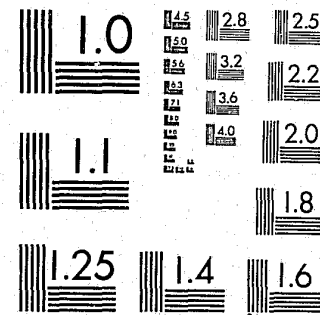


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RECORDS SYSTEM PROCEDURES MANUAL

for the
Youth Services Division
of the
New Haven Police Department

ber 1969
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Frederick P. Ostby, Jr.
Frank J. Leahy, Jr.
Robert F. Robotham

THE TRAVELERS RESEARCH CORPORATION

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1.0 INTRODUCTION

This manual describes operating procedures and forms to be used in the implementation of a revised records system for the Youth Services of the New Haven Police Department. Timely, accurate, and easily accessible records are an indispensable part of any police agency that has to deal with a large number of offenders.

Ideally, a juvenile records systems should provide information:

- (1) For the police department to evaluate its performance in dealing with juveniles,
- (2) On police contacts with an individual juvenile to assist in understanding his problem and in rehabilitating him,
- (3) On the sociological influences of the community which contribute to juvenile delinquency,
- (4) To point out subjects requiring emphasis in investigator training programs.

One factor that sets juvenile records systems apart from other police record-keeping activities is the principle of confidentiality of information regarding juvenile offenses. This is for avoiding stigma and improving the juvenile offender's chances to succeed in society. To carry out this objective requires that those who maintain juvenile records: keep a minimum amount of information, destroy records after they are no longer needed (i.e., when the juvenile reaches age 21), and exercise precautions necessary to restrict information to only those with a "need-to know."

2.0 OBJECTIVES AND SCOPE OF THE MANUAL

This manual is intended to serve as a guide for the operation of the Youth Services Division records system. It deals primarily with the preparation, filing, and purging of records on juvenile offenders and is not concerned with general administrative records (payroll, attendance, personnel, etc.). Detailed procedures to be used in the field by investigators in processing juveniles also fall outside the scope of this manual.

The manual is organized to show both the old and the new records systems. Section 3.0 contains an overview of the "old" system including a description of the major elements of the information system and the flow of information in the Youth Services Division. The new records system is described in Section 4.0. Included are formats of new forms and filing procedures. Section 5.0 contains an outline of records systems procedures to be followed. Supervisory and reporting procedures are discussed in Section 6.0 while file reduction and purging routine procedures are spelled out in Section 7.0.

3.0 OVERVIEW OF INFORMATION FLOW IN THE YOUTH SERVICES DIVISION (as of September 1969)

3.1 Introduction

The Youth Services Division (YSD) is concerned primarily with crimes or incidents involving minors (up to 16 years of age). The processing of youths suspected of criminal activity is distinct from the processing of adult offenders. Therefore, the activities and information system of the YSD are separate from the rest of the department. All data on Juveniles are retained by the YSD.

Currently, the two major missions of the YSD are patrolling the city, giving emphasis to locations frequented by young people, and investigating cases referred to the Division. From these two missions, the Division generates most of the data in its files. Additionally, juvenile contacts with other divisions are referred to the YSD for recording and are not generally listed in any other departmental files.

3.2 Description of Major Elements of the Information System

There are 14 different forms and file cards currently being used by the YSD. In this section each form and card is described in terms of its use, flow, storage, and retrieval.

3.2.1 Investigation Report

This is an 8-1/2 X 11 white preprinted form used to record investigations conducted by officers of the YSD. The report is prepared (typed) by an officer following investigation of an incident or complaint.

All reports are reviewed by either the Lieutenant or Sergeant in the YSD. Incomplete or inaccurate reports are returned to the investigating officer for correction or completion. Information from the Investigation Reports is used to complete additional forms depending upon the nature and disposition of the case. All reports are dated and given a number preceded by a two-letter prefix denoting the type of offense.

There are three parts to an Investigation Report Number: (1) month, (2) year, (3) sequential number of this latest report for the particular month and crime type. For example, BE-8-69-23 means that the report refers to a case of Breaking and Entering during the month of August 1969, and that it was the 23rd Breaking and

Entering investigation report to be submitted during August. For retrieval and cross-reference purposes the Investigation Report Number appears on several other forms and file cards including:

- Juvenile Referral Card (2.2)
- Re-investigated Referral Card (2.4)
- Pre-delinquent Card (2.5)
- Warning Card (2.6)
- Complaint Card (2.9)

Investigation Reports are stored in four separate places in the Youth Division:

(1) Incomplete or open investigation reports are kept separate (in an open tray) filed by number for up to a month. If after that time a case is still open and shows little hope of being resolved, it is filed along with other current year cases (see 3 below). Open cases that are still "hot" remain out of the files, e.g., missing persons.

(2) Investigations (not open) for the current month are filed by type of offense and number in a separate file drawer.

(3) Reports for the current year (not including the current month) are filed in a second file drawer first by type of offense, second by month, and third by number.

(4) Investigation Reports for prior years are stored in a seldom used cumulative file apart from the others.

3.2.2 Juvenile Referral Card

The Juvenile Referral Card is a 5 × 8 blue card which serves as a permanent record of all referrals to the Juvenile Court by the Police Department. It is a cumulative record, i.e., each new referral is added to the original card. If a referral is made by another division, a Referral Card is prepared by the investigating officer and sent to the Youth Division where it is retyped (in the case of a first referral) or the information is transferred to an existing Referral Card. The Card contains basic information about the youth and a listing of offenses, dates of referral, referring officers, and the dispositions. Under "disposition" the Investigation Report number

and the Complaint Report number are entered. The Youth Division does not receive information about dispositions from the Juvenile Court.

Juvenile Referrals Cards are filed numerically. Each new referral is given a number between 1 and 1,000. When a youth turns 16, his card is removed from the file and his number is assigned to a new referral. This referral number is known as the "red number" and for retrieval and cross-reference purposes it is recorded on the:

- Complaint on Juvenile (2.3)
- Referral Index Card (2.7)
- Actual Persons Card (2.8)
- Referrals for the Entire Department (2.13)

3.2.3 Complaint on Juvenile or Confidential Report to the Juvenile Court

This 8-1/2 × 11 white sheet is used to describe in detail an incident precipitating a referral to the Juvenile Court. The report also contains a statement of the juvenile involved and some background information. Two copies of this report are prepared by the investigating officer; one is sent to the Juvenile Court and the other is retained in the YSD.

Generally, when a Youth Officer refers a juvenile, he attaches a copy of his Investigation Report to the Confidential Report in order to avoid having to retype a description of the incident.

When an officer from another division refers a youth, he must also prepare a Complaint on Juvenile Report in two copies. Both of these along with a Referral Card are then sent to the YSD. Copies of Complaints on Juveniles are hand-carried to the Juvenile Court by a Youth officer.

The copy of the Complaint on Juvenile that is retained in the Youth Division is filed numerically by current month and later transferred to a book which serves as a current year file. In the upper right-hand corner of each new Report the next highest number is recorded. This is actually a page number as well as a running total of referrals for the current year. This number also appears on the youth's referral card as a cross-reference to the Complaint Report Book. A "red number" or referral number is recorded on each Complaint Report.

3.2.4 Reinvestigated Referral Card

A Reinvestigated Referral Card is a 4 × 6 orange form prepared when a youth has been referred to the Juvenile Court on previous occasions but the offense he was picked up for does not warrant another referral to the court. It is prepared by the investigating officer and contains much more background information on a youth than does a referral card. A new card is prepared for each Reinvestigated Referral and they are filed alphabetically in the Youth Division. For additional information, the Investigation Report Number referring to the case is noted on each Reinvestigated Referral Card. A copy of each card is routinely (but not officially) sent to the Chief Probation Officer for his information.

3.2.5 Pre-delinquent Card

The Pre-delinquent form is a 4 × 6 white card used to record first offenses (actual breaking of a law) which for some reason or circumstance do not warrant actual referral to the Juvenile Court. The card contains the same information as a reinvestigated referral card and is also prepared by the investigating officer and filed alphabetically by the offender's name. As with the Reinvestigated Referral card the case Investigation Report Number is noted on the card for additional information needs. Both the Pre-delinquent cards and the Reinvestigated Referrals are purged periodically to remove cards on youths who have reached 16. Additionally, when a youth is actually referred to the Juvenile Court, the Pre-delinquent file is checked and if a card exists for that particular youth it is destroyed. In other words, the youth is no longer a pre-delinquent but is now a delinquent.

The main use of the Pre-delinquent Card is as a reference should the youth become involved with authorities at some future time. When a youth first receives a Pre-delinquent Card a letter is sent to his parents requesting a family conference with youth officers. A yearly tally of Pre-delinquents who have become delinquents is also recorded in the YSD.

3.2.6 Warning Card

A Warning Card is a 3 × 5 file card which is prepared by Youth Officers to record a verbal warning given to a youth involved in a non-serious incident. A Warning Card contains the name, age, and address of a warned youth plus a one-line

description of the incident and the corresponding Investigation Report Number. Additional warnings for the same youth are recorded on the original warning card. The cards are filed alphabetically by the youth's last name. If a warned youth is a Negro, his warning card is salmon colored. If he is white, the card is white. The warning cards are generally discarded after two years.

3.2.7 Referral Index Card

Referral Index Cards are also 3 × 5 file cards and are color coded for Negroes and whites. The index is filed alphabetically by the youth's last name and includes the youth's address and the year he or she was first referred, and the "referred," and the "red" or referral number. The sole purpose of this file is to locate a particular youth in the referral card file which is filed only by number. As with the Referral Card file, a youth's card is removed from the active index file when he or she reaches age 16.

3.2.8 Actual Persons Card

This 3 × 5 color coded card (salmon for Negro and white for white) is used mainly for statistical purposes. It is kept for the current year only and then destroyed. The file provides a running total of "actual persons" referred rather than just a total of referrals.

Each card contains a youth's name, address, "red number," date of referral and the ward and tract number where he resides. Additional referrals during the current year are also noted on each youth's card. Actual Persons cards are filed alphabetically by youth's last names.

3.2.9 Complaint File Card

A record of complaints is kept on 3 × 5 cards filed alphabetically. Cards are retained for a period of two years. Each card contains the name of a complaint, his or her address, a brief summary of the incident, and the corresponding Investigation Report Number.

3.2.10 Nickname Card

A listing of known nicknames of youths in the city is kept in a 3 × 5 color coded file. The nicknames are filed alphabetically and each card contains the youth's real

name, age, address (if known), and a report number. This report number may be from another division if it supplied the nickname.

3.2.11 Dangerous Weapons Card

The purpose of this 3 × 5 card file is to maintain a record of dangerous weapon purchases by city youths. Sellers of weapons are asked to notify police when they sell a weapon to a youth. The Youth Division records the name and address of the youth's parents, the date of purchase, and a description of what was purchased. The name and address of the seller is not recorded. Dangerous Weapons Cards are filed alphabetically by the street of the purchaser.

In addition to preparing a file card, a postcard is sent to the youth's parents notifying them of their child's purchase and advising them of the laws regarding such weapons.

3.2.12 Abstract Book

A large loose-leaf book (similar to some court docket books) is maintained by the Youth Division as a quick reference to specific cases and as a means for cross checking reports to see that all are accounted for. A third purpose of the book is to assist youth officers in their investigations. Scanning the abstract book, a youth officer might come across a past incident that is relevant to his current investigation. Without the abstract book an officer would have to rely on his memory or other records.

The following information is entered horizontally in the Abstract Book:

- Date
- Complaint
- Subject of the complaint (description)
- File Number
- Value (if property is involved)
- Investigating Officer
- Disposition

3.2.13 Juvenile Referrals for the Entire Department

This 8-1/2 × 11 form is prepared each month to keep a record of youth referrals made by the entire department. The monthly form is updated daily and at the end of

the year the 12 monthly reports provide detailed data for annual reports or statistical inquiries from both external and internal sources.

3.2.14 Transfer File

This file is used to store records of youth cases which have been changed from adult offenses by the courts. All records on a transferred case are sent to the Youth Division and kept in the Transfer File. The file is maintained alphabetically by last name but seldom used. The cases in the Transfer File are not integrated into the rest of the Youth records system.

3.3 Information Flow in the Youth Services Division

Action taken by members of the Youth Services Division (YSD) are generally initiated in three different ways. First, those complaints or requests for services that are citizen initiated; secondly, action initiated on-view by officers from other divisions, and lastly, officers from the YSD may directly initiate action against a youth involved in a crime or incident either on-view or as a result of an investigation.

The processing of youthful offenders varies with each of the three possible entry points mentioned above, and also with the nature and disposition of each case. In the following sections information flow and processing is traced from the initiation of the complaint or request for service through the final disposition of the case by the YSD (see Fig. 3-1).

3.3.1 Citizen Initiated Action

A citizen calling Police Headquarters to report a delinquent youth or an incident involving youths may be connected directly to the YSD or the call may be handled by the Central Complaint Bureau (CCB).

In the former case, direct action would be taken by a Youth Officer. In the latter case, the complaint is recorded by the CCB and given to the dispatcher who assigns a YSD car to investigate the incident (if one is available). If the incident warrants immediate attention and no YSD car is available, a Patrol Division car is dispatched to the scene. (Action taken in this case will be discussed in 3.3.2.)

When a YSD car is assigned, the YSD headquarters is not routinely notified. The Division may be advised by CCB or hear the dispatch on the radio monitor in

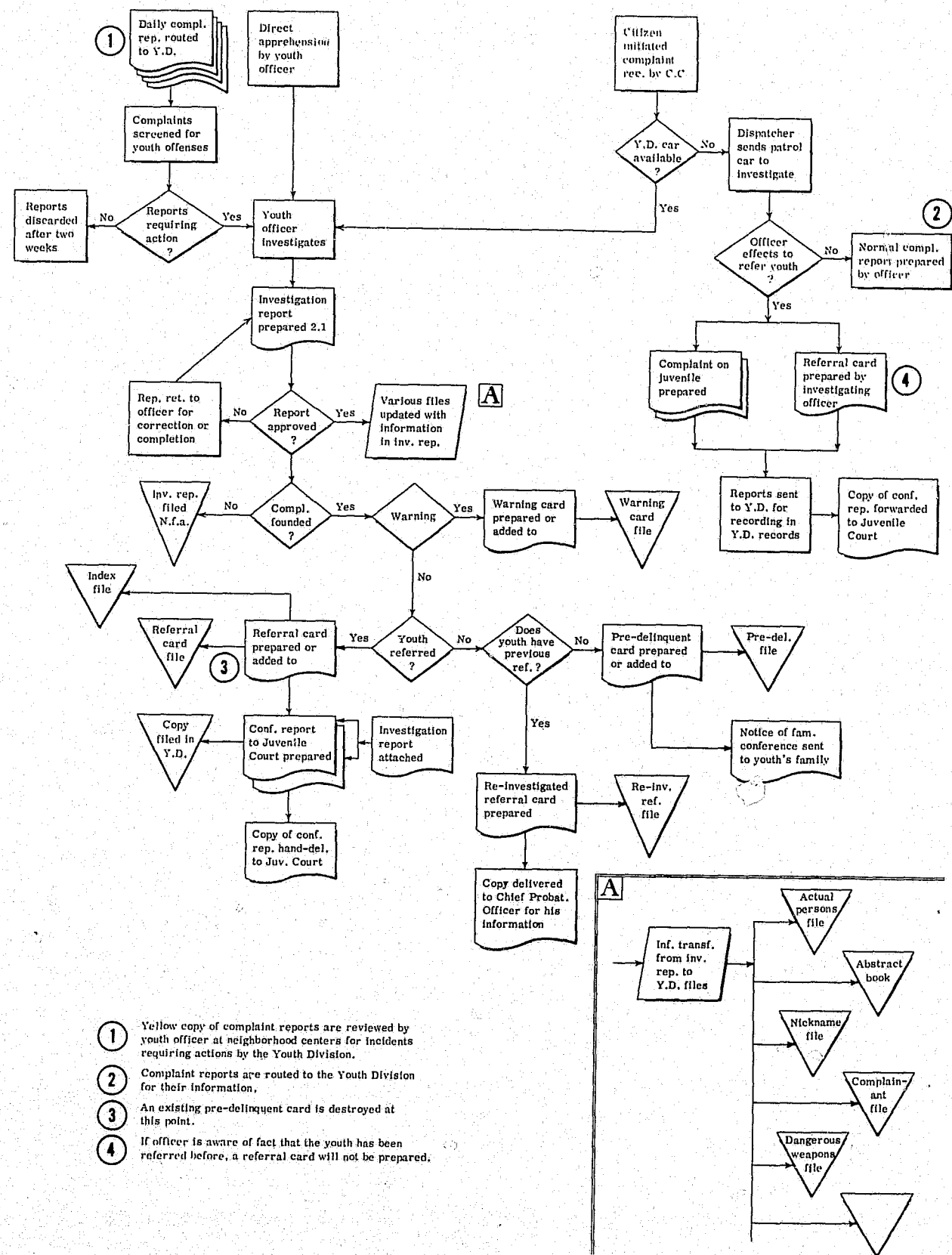


Fig. 3-1. Information flow—Youth Division, New Haven Police Department.

the Division. The only other way the YSD may be advised is if the Youth Officer dispatched to the scene calls in to the YSD to report his location and the action being taken.

3.3.2 Action by Other Divisions

When juvenile complaints are investigated by an officer from another division, the processing of information varies. Generally, the officer has only two options. He may refer the youth or not refer him. Other action would generally have to be taken by the Youth Services Division. If the officer elects not to refer a youth a Uniform Complaint Report is prepared and turned in with other reports at the end of the officer's tour. Copies of Complaint Reports from the entire Department are routed to the Detective Division for screening and then to the YSD. Youth officers screen the complaints for information and for any incident that they feel requires additional investigation. (Complaint Reports are also obtained from the Neighborhood Centers by Youth Officers assigned there.)

If an officer from another Division elects to refer a youth to the Juvenile Court he prepares a Complaint on Juvenile (two copies). These are routed to the YSD for recording in YSD Records. The investigating officer also notifies the Records Division of this referral.

3.3.3 Youth Services Division Action

All complaints and incidents reported to the YSD involving youths are investigated. Youth Officers may also initiate investigations from screening daily Uniform Complaint Reports as mentioned above. Youth Officers submit investigation reports at the end of their daily tours. The information processing from this point differs depending upon the course of action recommended by the investigating officer on the basis of his judgment and experience. In all cases, Investigation Reports are reviewed by the Sergeant or Lieutenant in the YSD.

Each report is dated, check for completeness and accuracy, and given a file number. The disposition of the case is also noted and finally the report is approved (signed) by the Lieutenant or Sergeant.

Selected information from the investigation report is then recorded in the Abstract Book, the referral tally for the entire department and in other files depending on the disposition of the case.*

When a Youth Officer investigates an incident there are several courses of action available to him.

If a complaint on a juvenile is unfounded, an investigation report is prepared and filed and no further action is taken.

If a complaint is legitimate, the least serious action is a verbal warning to the youth involved. This action would also require that the officer check the files for any previous record and finally prepare a Warning Card for the warning card file. If the youth already has a Warning Card, notice of the latest incident is added to the card. If the incident is more serious (actual violation of the law), but not serious enough to warrant a referral, one of two actions may be taken. First, if the youth has no previous referrals a Pre-delinquent card is prepared. Also in this case, a letter is sent to the youth's parents requesting that they come to the Youth Headquarters for a family conference. The second possible action in a case not being referred is that of preparing a Reinvestigated Referral Card. This card is used when a youth who has a previous referral record is involved in an incident which is serious but does not warrant court action.

If a youth is actually referred to Juvenile Court by a Youth Officer, two forms come into use. When a decision to refer is made a Complaint on Juvenile (also known as a Confidential Report to the Juvenile Court) is prepared (two copies) and a Referral Card is filled out. A copy of the officer's Investigation Report is generally attached to the Complaint Report. With the exception of a copy of this Confidential report to the Court which is hand delivered, other forms are retained in the YSD files.

*See A on Flow Chart (Fig. 3-1).

4.0 REVISED RECORDS SYSTEM

4.1 New Procedures and Forms

The old system described in the previous section makes use of fourteen forms or file cards. The new system does away with the need for several of these. Specifically, they are the warning card, pre-delinquent card, juvenile referral card, referral index card, and reinvestigated referral card. This is accomplished by the addition of an alphabetical card file and a case jacket.

4.1.1 The Alphabetical Card File

The "alpha" file contains minimal information on all youths who come in contact with the Youth Services Division: name, address, date of birth, and case jacket number. The 3" x 5" cards are filed alphabetically by last name. By referring to the alpha file, one can quickly locate the individual's case jacket which contains all of the information previously found on the various cards which have been eliminated.

4.1.2 The Case Jacket

The case jacket contains all investigations or incident/case reports and confidential reports on each juvenile who comes in contact with YSD. A case jacket is prepared for pre-delinquent juveniles as well as referrals. To facilitate reference to material in the jacket, a data or "intake form" is maintained in each jacket. This form contains pertinent biographical data and condensed information on each contact and referral relating to that juvenile.

The jackets are labelled and filed by year of birth and numbered sequentially, e.g., 55-1 would be the first juvenile involved who was born in 1955, 55-2 the second juvenile involved born in 1955, etc. As one year's files mature, all file folders for that year are pulled and the corresponding alpha file cards are removed for permanent storage.

If normal file cabinets with drawers approximately 14" across and 28" deep are used, a 10" x 12" file folder would serve as a satisfactory case jacket. An alternative type of jacket would simply be a large-size envelope. If desired, shelves could be used instead of cabinets so that access to the jackets would be from the side rather than from directly in front. Such a filing system is in use in the West Haven Police Department.

4.2 Other Elements of the New System

The remaining elements of the records system are essentially unchanged, with one exception, and that one change originates outside of the YSD. The form involved is the incident/case report form which is to be adopted by all divisions of the Police Department. This means that the YSD Investigation Report form will be discontinued at some future date and be replaced by the incident/case report form.

It should be noted that since a copy of the Confidential Report to the Juvenile Court will be contained in the individual's case jacket in cases of referrals, it will no longer be necessary to maintain a separate file of these reports.

All of the forms making up the new system are described in Table 4-1.

4.3 Special Instructions on Form Preparation

4.3.1 Alphabetical File Card

The "alpha file" card contains the juvenile's name, address, date of birth, and case jacket number. (See Fig. 4-1.) When a juvenile is involved in a case, a check is made of the "alpha file" to see if he has had any prior contact. If not, a card is prepared. A case jacket number is assigned by adding one to the number of the last jacket assigned for his particular year of birth. (If the youth was born in 1956 and the last jacket for that age was 56-75, the number assigned would be 56-76.)

NAME _____ CASE JACKET _____
DATE OF BIRTH _____
ADDRESS _____ _____

Fig. 4-1. Alpha File Card

TABLE 4-1
FILING INFORMATION FOR JUVENILE RECORDS

Name of file or report	Purpose	Information to be included in file	Special filing instructions	How information is filed	Retention and destruction schedule
Incident/Case Report	To record youth investigations conducted by officers	<ul style="list-style-type: none"> Complaint No. Date-time of incident Date-time of report Type of incident Investigator Location of incident Names of involved persons Sex Race and Nationality Age Telephone Address Youth Services Division Investigation Report No. 	<ul style="list-style-type: none"> An additional copy is included in the Case Jacket of each youth involved Another copy may be attached to the Confidential Report to Juvenile Court 	8-1/2" X 11" page(s) Sequentially by offense type and months; e.g. BE-8-69-12 refers to the 12th case of Breaking and Entering during August 1969	Kept in file folder for each type of offense for current month, then transferred to current year file and then to permanent file. Retain for 10 years and then destroy.
Abstract Book	For a quick reference to specific cases	<ul style="list-style-type: none"> Date Complaint Description of complaint Report No. Value of property Officer Disposition 		Sequentially by offense type and month	Permanent retention
Alpha File	Quick reference to Case Jackets	<ul style="list-style-type: none"> Name Address Case Jacket No. Date of Birth 		Alphabetically by name	At the beginning of the year cards are pulled for those who reached the age of 16 during the previous year and moved to temporary file and then destroyed when age 21 reached.
Case Jacket File	To maintain records of a youth in one jacket concerning referrals, pre-delinquent, and re-investigative encounters with the police	<ul style="list-style-type: none"> Intake form Incident/Case Reports Confidential Report to Juvenile Court Previous referral, pre-delinquent, and re-investigative cards from old system 	Intake form includes the following: <ul style="list-style-type: none"> Name and Address Date of Birth Description Complete data on parents Information on each report included 	(9" X 12" expandable vertical file pocket) By year of birth and by order of incidence; e.g., 56-13, refers to the 13th individual born in 1956 who was pre-delinquent or referred	At the beginning of the year jackets are removed for those who reached 16 during the previous year and placed in a temporary file. Contents of jacket should be destroyed when age 21 is reached.
Actual Persons File	To provide a running total of individuals referred rather than total of referrals	<ul style="list-style-type: none"> Name of youth Address Case Jacket No. 	Include only referrals for the current calendar year	(3" X 5" card) Alphabetically by youth's last name	Keep for current year and then destroy
Dangerous Weapons File	To maintain a record of dangerous weapon purchases by city youths	<ul style="list-style-type: none"> Name of youth Address Date of Purchase Description of weapon 		(3" X 5" card) Alphabetically by street	Purge every 5 years

TABLE 4-1 (Continued)

Name of file or report	Purpose	Information to be included in file	Special filing instructions	How information is filed	Retention and destruction schedule
Nickname File	To locate real name from nickname	<ul style="list-style-type: none"> • Nickname • Real name • Address • Age 		(3" X 5" card) Alphabetically by nickname	Destroy when youth reaches age 21
Complainant File	To maintain a reference on complainants	<ul style="list-style-type: none"> • Name of Complainant • Address • Summary of incident • Investigation Report No. 		Alphabetically by complainant	Retain for two years and move to permanent file. Destroy file after 10 years.
Confidential Report to Juvenile Court—Complaint on Juvenile	To refer youth to Juvenile Court	<ul style="list-style-type: none"> • Name • Address • School • Age • Date of Birth • Date of offense • Father's name, address and employer • Mother's name, address and employer • Statement of Child Report of Investigation 	Attached to the incident report and file in the Youth's Case Jacket. Another copy is hand carried to the Juvenile Court by a Youth Officer	Separate file not required	N.A.
Transfer File	To store records of youth cases which have been changed from adult offenses by the Court		Kept separate from other records	Alphabetically	Retain for current year, then move to temporary file. Destroy when youth reaches 21.
Juvenile referrals for the entire Department	To serve as a data base for monthly and annual reports or statistical analyses	<ul style="list-style-type: none"> • Date • Race • Name • Address • Station • Code • Ward and Tract of Residence • Ward and Tract of Offense • Case Jacket No. • Repeater • Sex • A dual person 	Updated daily	(8-1/2" X 11" page) Chronologically by month	Retain indefinitely

4.3.2 Case Jacket and Intake Form

When a case jacket is assigned, as described in Section 4.3.1, an "intake form" is made out (Fig. 4-2). The entries for this form are for the most part self-explanatory. There is space provided for changes of address and school. The column headed "DISPOSITION" would contain such classifications as "pre-delinquent," "referred," "reinvestigated," etc.

4.3.3 Incident/Case Report Form

An incident/case report form will be prepared by the investigating officer. These forms will be typed by the central steno pool in the Records Division. The incident/case report form is shown in Fig. 4-3. The present investigation form will be used until the new reporting system becomes operational.

					CASE JACKET NO.	
NAME			NICKNAME		SEX	DATE OF BIRTH
RACE	NATIONALITY	HEIGHT	WEIGHT	EYES	COMPLEXION	DISTING. FEATS.
ADDRESS (1)				PHONE (1)	SCHOOL (1)	GRADE (1)
ADDRESS (2)				PHONE (2)	SCHOOL (2)	GRADE (2)
ADDRESS (3)				PHONE (3)	SCHOOL (3)	GRADE (3)
LIVES WITH			RELATION	PARENTS' MARITAL STATUS		
FATHER			ADDRESS			EMPLOYER
MOTHER			ADDRESS			EMPLOYER
COMMENTS						
	DATE OF REPORT	DATE OF INCIDENT	OFFENSE	OFFICER	INVESTIGATION REPORT NO.	DISPOSITION
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Fig. 4-2. Intake form to be included in Case Jacket.

INCIDENT/CASE REPORT FORM

COMPLAINT # 1-6	DATE-INCIDENT 7-11	TIME	DATE-REPORT 21-32	TIME 33-34	TYPE OF INCIDENT	CODE 12-15	FOUND	OFFICER	DIVISION	CAR #
STREET # 16-20	STREET NAME			ST. TYPE	INTERSECTING STREET NAME		ST. TYPE	TYPIST		

	Last name 50-64	First name 65-74	MI 75	Sex 76	Race 77	Nation 78	Age 79-80	Telephone #	Address
1									
2									
3									
4									
5									
6									
DETAILS:									

19

Fig. 4-3. Incident/Case Report Form (tentative).

INCIDENT/CASE REPORT FORM SUPPLEMENTARY REPORT

COMPLAINT #	DATE-INCIDENT	TIME	DATE-REPORT	TIME	OFFICER	DIVISION	CAR #	TYPIST
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DETAILS:

Fig. 4-3 (Continued)

5.0 OPERATIONAL EXAMPLES

This section describes records systems procedures to be followed under the three types of situations that can arise in regard to juvenile offenders: pre-delinquent, referral, and reinvestigation. These three cover all situations expected to affect the operations of the Youth Services Division.

5.1 Pre-delinquent

If a youth has no prior referrals and the offense under investigation is judged to be not serious enough to warrant a referral, the disposition will be "pre-delinquent." The Youth Services Division takes the following action:

- (1) Prepare an alpha file card (first offender)
- (2) Add to actual persons file or prepare new card if first contact this year
- (3) Prepare a case jacket and assign number (first offender)
- (4) Complete an intake form (first offender)
- (5) Enter action on intake form
- (6) File incident/case report in investigation report file and in case jacket
- (7) Enter action in abstract book
- (8) If family conference arranged, insert copy of letter in jacket
- (9) Enter action in complaint file

5.2 Referral

If a juvenile is referred, the following steps are taken:

- (1) Prepare an alpha file card (first offender)
- (2) Add to actual persons file or prepare new card if contact is first of year
- (3) Prepare a case jacket and assign number (first offender)
- (4) Complete an intake form (first offender)
- (5) Enter action on intake form
- (6) File incident/case report in investigation report file and in case jacket

(7) Enter action in abstract book

(8) Prepare Confidential Report to Juvenile Court and attach to Investigation Report

(9) Deliver copy of above to Juvenile Court

(10) Enter action in complainant file

5.3 Reinvestigated Referral

This covers situations in which the offense is not serious enough to warrant a subsequent referral, but the juvenile has been referred previously. The steps to be taken are:

(1) Add to actual persons file or prepare new card if contact is first of year

(2) Enter action on intake form

(3) File incident/case report in investigation report file and in case jacket

(4) Enter action in abstract book

(5) If family conference arranged, insert copy of letter in jacket

(6) Enter action in complainant file

6.0 SUPERVISORY AND REPORTING PROCEDURES

A well maintained juvenile records system is an important asset in the development of relevant statistical data. Data on juvenile offenses can be used to analyze the nature, extent, and trend of juvenile delinquency and to formulate effective measures of prevention and control.

The "Juvenile Referrals for the Entire Department" form is used as the basis for most of the statistical analyses that are prepared. These forms are updated daily and summarized by month and for the whole year. Analyses made include:

- Number of referrals by specific charge, age, sex, and race
- A breakdown of the number of youths referred once, twice, etc. for the year, showing a profile of recidivism
- Number of first offenders
- Residence of referrals by ward and tract
- Location of referrals by ward and tract

In addition, the residences of juvenile offenders and the locations of offenses are depicted by the use of pins on two wall maps.

Other analyses and tabulations that are prepared monthly and annually are:

- Number of pre-delinquents by sex and race
- Number of pre-delinquents who are subsequently referred, by sex and race and charge
- Number of investigations conducted by Youth Service Division by investigations, clearances, referrals, warnings, pre-delinquents, and reinvestigations
- Listing of speaking engagements by YSD personnel
- Schools, training programs, and institutes attended.

Suggestions for additional analyses should be deferred until the information needs of the Division become more completely defined after the new system is established and put into operation.

7.0 FILE RETENTION AND PURGING ROUTINE

Each of the different files of police records concerning juvenile cases should be purged at regular intervals by removing records from the files and destroying them. This is necessary first of all for efficient use of the files. Files containing outdated and inactive information can require an excessive inventory of expensive cabinets, take an excessive amount of expensive office floor space, and result in the waste of expensive man-hours when the files must be searched.

Purging these files is also necessary to implement the philosophy of allowing young persons to begin their adult lives with a clean slate. Although statistics are nonexistent, experience indicates that, despite the fact that many adult criminals were juvenile delinquents, only a small percentage of juveniles who have contact with police while growing up actually become criminals. Those who achieve satisfactory social adjustments as adults should not have the shadow of a police record jeopardizing their futures.

The recommended retention and purging schedules contained in Table 3-1 are repeated below:

Incident/Case Report:	Kept in file folder for each type of offense for current month, then transferred to current year file and then to permanent file. Retain for 10 years and then destroy.
Abstract Book:	At the beginning of the year cards are pulled for those who reached the age of 16 during the previous year and moved to temporary file and destroyed when age 21 is reached.
Case Jacket File:	At the beginning of the year jackets are removed for those who reached age 16 during the previous year and placed in a temporary file. Contents of jacket should be destroyed when age 21 is reached.
Actual Persons File:	Keep for current year and then destroy.
Dangerous Weapons File:	Purge every five years.
Nickname File:	Destroy when youth reaches age 21.

Complainant File:

Retain for two years and move to permanent file. Destroy files at end of 10 years.

Transfer File:

Retain for current year then move to temporary file. Destroy when youth reaches 21.

Juvenile Referrals for Entire Department:

Retain indefinitely.

END