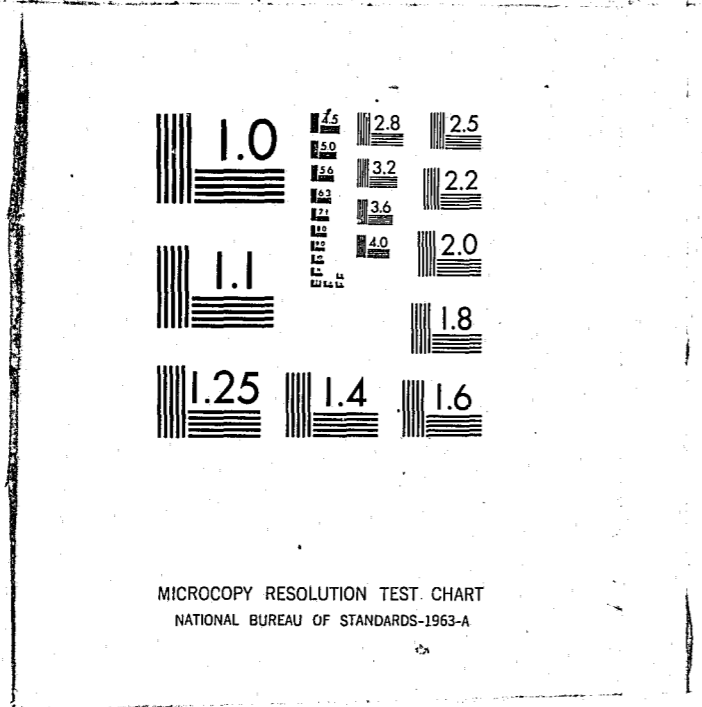


National Criminal Justice Reference Service



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National Institute of Justice
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Washington, D. C. 20531

DATE FILMED
12/01/81

77006

N.C.I.

CRIMINAL
INVESTIGATIONS



M.C.I.

MANAGING CRIMINAL INVESTIGATIONS

U.S. Department of Justice 77006
National Institute of Justice

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SIMI VALLEY
POLICE DEPARTMENT

DONALD E. RUSH • CHIEF OF POLICE

NCJRS

APR 16 1981

ACQUISITIONS

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ACKNOWLEDGEMENTS

Participation is extremely important to the management and philosophy of the Simi Valley Police Department. The rationale is twofold:

Participation from varied positions within the department offers different perceptions and possible problems not always perceived by decision makers.

It is obviously easier to gain acceptance of a new program with participation from diverse positions within the agency.

It is appropriate to note that the results gained through the Case Management Committee formalized procedures that our generalist officers have been routinely, but haphazardly utilizing in various degrees since the agency's inception. With varying minor changes and deviations, the end product validates an already proven viable system.

The intent of the committee was to objectively consider all known similar projects and then with input from as many different internal sources as possible, design the most appropriate method to most effectively manage this department's criminal investigations. The concept developed was tailored to emphasize our generalist system and the role of the patrol officer in a successful investigation and to recognize the need in specific instances for specialization.

This manual represents the efforts of an entire police department. There was input received from numerous sources throughout the department. That input was derived through the efforts of the Case Management Committee. The Case Management Committee was selected with the primary motive to include as many varied and different philosophies and viewpoints as possible.

With that criteria uppermost in mind, sincere appreciation is extended to each of the following members:

Ralph Ioimo, Deputy Chief, Auxiliary Services Division
Alan Wallis, Deputy Chief, Operations Division
Jon Ainsworth, Lieutenant, Patrol Support Unit
Ed Erickson, Lieutenant, Investigative Support Unit
Don Austin, Sergeant, Integrated Criminal Apprehension Program
Jack Edstrom, Sergeant, Patrol Unit
Lanny Harris, Sergeant, Staff Services Unit
James Payne, Sergeant, Youth Services Unit
Randy Aden, Officer, Staff Services Unit
Gary Brazelton, Investigator, Staff Services Unit
Lloyd Frueh, Investigator, Investigative Support Unit
Tony Harper, Investigator, Investigative Support Unit
Arch Morgan, Officer, Patrol Support Unit
Tom Hamilton, Administrative Assistant, Integrated Criminal Apprehension Program

INTRODUCTION

The major purpose of the criminal investigation process is to increase arrests for serious crimes that are prosecutable, ultimately leading to an increased number of convictions. Criminal investigation policies and procedures in a police agency should be directed towards that outcome. Therefore, of significant concern to police executives in recent years is the management of a department's investigative effort. A new tool has emerged to assist in that process to facilitate particularly medium-sized police agencies. That idea has evolved into a concept appropriately termed "Management of Criminal Investigations." Prior to crime analysis, the lack of some reasonably sophisticated method of collecting and analyzing data - particularly data needed by this agency's "generalist" officers was largely unavailable. MCI is a total process beginning with the initial investigation and ends with the successful prosecution of the offender. To successfully manage an investigation one must understand the process completely (Appendix 1).

The most integral tool under which the Management of Criminal Investigations was founded is the "Case Screening" process. One without the other would probably be either ineffective or unworkable.

Case Screening is one of the latest tools to be introduced into the Management of Criminal Investigations. In fact, as stated in the introduction, it is a critical part of the MCI system. However, even though it is a key part of the MCI program, it is only successful when the total case screening decision process is totally linked to the other system components. The administration of the Simi Valley Police Department is anticipating Case Screening as a means by which they can maximize the effectiveness of their investigative and uniformed personnel - a critical need in light of the fiscal constraints most municipalities are now facing.

Case Screening is a mechanism that will facilitate making a decision concerning the continuation of an investigation based upon the existence of sufficient solvability factors obtained at the initial investigation. Restated, it is a set of criteria, based usually on prior validated

experiences, which indicate the probability or potential for case solution and the application of these criteria to the data collected during and prior to the initial investigation phase of the MCI system.

Solvability factors are those elements of information regarding a crime which have, in the past, proven to be important in helping determine the likelihood of solving a crime. Case screening is designed to provide sufficient information about a case at the earliest possible time in the investigative process to permit a decision with respect to the desirability of continuing to invest investigative resources in the case. The outcome will be either early suspension of unpromising cases or a followup investigation of the reported crime. The proper use of the screening procedure enables a police administrator to exercise control over the expenditure and kind of investigative effort to be made. In short, the police administrator will be able to determine whether the facts available warrant investing investigative resources into a particular case.

THE INITIAL INVESTIGATION

THE PATROL OFFICER

Though there is no commonly accepted definition of the criminal investigative process, it may be operationally described as the total police effort to collect facts that lead to the identification, apprehension, and arrest of an offender, and the organization of these facts in a way that presents evidence of guilt so that successful prosecution of the case may occur.

How well the patrol officers develop and report on a case in the initial investigation will greatly affect all subsequent events as the apprehended individual is processed through the criminal justice system. The single most important determinant of whether a case will be solved is the information supplied to the police officer by the victim or witness immediately after the commission of the crime.

The primary responsibility for the initial investigation of most reported offenses rests with the patrol officer. The initial investigation consists of the seeking out of all information pertinent to the investigation and the collection of any physical evidence. The enhanced investigative role of patrol will increase the number of crime categories investigated by uniformed personnel. Only at the watch commander's discretion will cases be referred to the Investigative Support Unit or the Youth Services Unit.

The patrol officer will insure that as part of the initial investigation the following steps are taken if appropriate.

1. The victim is interviewed and a complete statement is taken.
2. The crime scene has been searched and physical evidence has been collected.
3. Witnesses are sought out and interviewed.
4. The suspect's method of operation and/or identifiable property has been teletyped.

5. The suspect is arrested and interviewed.
6. All reports are prepared.

The patrol officer's activities have a basic overriding investigative objective: To collect in a structured, organized manner that information which experience and study have demonstrated is most likely to solve a crime. After the initial investigation, the officer shall recommend that the case be either closed as early as possible or continued. The officer's recommendation is based upon the results of the search for solvability factors conducted during the initial investigation.

Solvability factors are those elements of information regarding a crime which have, in the past, proven to be important in helping determine the likelihood of solving a crime. The following are those solvability factors which are to be checked by the officer when completing his or her crime report.

SOLVABILITY FACTORS:

<input type="checkbox"/> YES	<input type="checkbox"/> NO	1. WITNESS TO CRIME	<input type="checkbox"/> YES	<input type="checkbox"/> NO	7. CRIME SCENE PROCESSED
<input type="checkbox"/> YES	<input type="checkbox"/> NO	2. SUSPECT ARRESTED	<input type="checkbox"/> YES	<input type="checkbox"/> NO	8. SUSPECT CAN BE IDENTIFIED
<input type="checkbox"/> YES	<input type="checkbox"/> NO	3. SUSPECT NAMED	<input type="checkbox"/> YES	<input type="checkbox"/> NO	9. SUSPECT VEHICLE DESCRIBED
<input type="checkbox"/> YES	<input type="checkbox"/> NO	4. SUSPECT DESCRIBED	<input type="checkbox"/> YES	<input type="checkbox"/> NO	10. STOLEN PROPERTY TRACEABLE
<input type="checkbox"/> YES	<input type="checkbox"/> NO	5. SUSPECT CAN BE LOCATED	<input type="checkbox"/> YES	<input type="checkbox"/> NO	11. SIGNIFICANT TRADEMARK PRESENT
<input type="checkbox"/> YES	<input type="checkbox"/> NO	6. FURTHER INVESTIGATION	<input type="checkbox"/> YES	<input type="checkbox"/> NO	12. SIGNIFICANT PHYSICAL EVIDENCE

THE FIELD SUPERVISOR

The primary responsibility of the field supervisor is to ensure that the patrol officer's investigative effort complies with established Departmental Policies and Procedures. He or she must be available to offer advice or expertise when necessary to assist the officer in completing the initial investigation or any subsequent followup investigation. In addition, he or she must coordinate the activities of any number of officers where a particular investigation requires more than one officer. Finally, he or she must constantly report to the watch commander individual officer's investigative strengths or weaknesses so that cases may be screened with optimum information.

CASE SCREENING

THE WATCH COMMANDER

By introducing the patrol officer's recommendation into the investigation process, a simple yet critical procedure begins to emerge as a benefit in management of the process: CASE SCREENING. The recommendation by the patrol officer will contain a judgement that some cases should be pursued or closed; in effect, the officer has provided valuable input into the MCI process.

The patrol officer has the responsibility to collect information, make a judgement about the value of that information, and make a recommendation as to whether the investigation is continued. The watch commander has the responsibility and authority to screen the case and to decide whether or not to continue the investigation based in part on the officer recommendation.

The watch commander will review the crime report to insure that the initial investigation is thorough and complete.

1. All the initial investigative steps have been taken.
2. The report is grammatically correct and complete.
3. The report's narrative is consistent with the available check off information regarding the suspect or the method of operation.
4. All information contained within the report is consistent with the solvability factors.
5. The officer's recommendation is consistent with the solvability factors.

The solvability factors listed on the crime report have been seperated into three catagories based upon their impact upon the overall solvability of the case. These catagories are to serve as guidelines only.

1. Requires followup investigation
 - a. Suspect arrested
 - b. Suspect named

- c. Suspect can be located
 - d. Suspect can be identified

2. Possible followup investigation
 - a. Witness to crime
 - b. Suspect described
 - c. Suspect vehicle described
3. Followup investigation not necessary
 - a. Crime scene processed
 - b. Stolen property traceable
 - c. Significant trademark present
 - d. Significant physical evidence

The decision to continue to investigate a case is left to the discretion of the watch commander. The watch commander will evaluate the probability of solution, the officer's recommendation, the gravity of the offense, and/or the urgency for action and may:

1. Inactivate the investigation.
2. Refer the investigation back to the officer for further followup.
3. Request specific assistance form the Traffic Unit, Investigative Support Unit, and/or the Youth Services Unit.
4. Forward the investigation to the Investigative Support Unit or the Youth Services Unit for disposition.

The Crime Analysis Unit will on a continuous basis review all crime reports regardless of their status. Based upon that review, the Crime Analysis Unit may develop suspect information or patterns in method of operation. Germane information will be forwarded to the appropriate unit supervisor. In addition, the watch commander will receive, via the mail, supplemental information from crime victims on a form provided by the original handling officer or investigator (Appendix 2). It will be the responsibility of the watch commander to review all supplemental information to determine if a followup investigation is necessary. If so, that information may be:

1. Forwarded to the original handling officer.
2. Assigned to another officer if necessary.
3. Referred to the Investigative Support Unit or the Youth Services Unit for followup.

Occasionally investigations will be initiated within the Investigative Support Unit or the Youth Services Unit that are best handled by a patrol officer. Those investigations will be referred to the most appropriate watch commander. The watch commander will make the determination as to whether or not the investigation is continued and if so, assign it to a patrol officer.

When an investigation has been assigned to an officer the watch commander should provide the officer with an Investigative Worksheet (Appendix 3). The worksheet has specified thirty one (31) possible followup activities. Any one or combination of those activities may be identified by the watch commander for the officer to complete. The worksheet shall be returned to the watch commander along with the reports detailing the results of the followup investigation. The watch commander shall review the completed reports and worksheet to determine if additional followup investigation is required or if the investigation should now be inactivated.

A Case Assignment Log has been provided (Appendix 4). The watch commander shall record the number and type of investigations assigned to a particular officer. Review dates of ten (10), twenty (20), or thirty (30) days should be used at the watch commander's discretion to determine the officer's overall case load and the progress of a specific investigation. The watch commander should decide on any one of these three review dates to inactivate an investigation, continue it until the next review date, or to a point where no further investigation is necessary. The Case Assignment Log will facilitate the smooth transfer of officers and their individual case load from one watch to the next.

INVESTIGATIVE SUPPORT

THE INVESTIGATIVE SUPPORT UNIT

Investigations referred to the Investigative Support Unit by a watch commander will be screened by the unit's supervisor. The supervisor will evaluate the case and at his discretion may:

1. Refer the investigation back to the patrol officer via the watch commander for additional investigation or to complete the investigation.
2. Assign the case to an investigator to be completed.
3. Inactivate the case.

In those instances where the watch commander has requested assistance only, the unit's supervisor will assign an investigator to complete that portion of the investigation requested. Personnel are available to provide the following assistance:

1. Interviews
2. Composites/identification
3. Evidence processing and collection
4. Investigations outside the city
5. Advice

The Investigative Support Unit may also initiate investigations of vice, narcotics, fraud, forgery, white collar crime, and sex crimes. In most instances the followup and disposition of those investigations will be completed by personnel from the Investigative Support Unit. However, there may be instances where it may be more appropriate that the investigation be handled by uniform personnel. Those cases will be referred to watch commanders for screening and if necessary assigned to a patrol officer.

Intelligence information as well as additional operational leads developed by investigators during the course of their investigations will be forwarded to a specific patrol officer or officers, or for general dissemination through briefing.

THE YOUTH SERVICES UNIT

The Youth Services Unit has specific responsibility for investigations involving child abuse and child welfare. The methods by which the unit may be referred investigations from watch commanders, assist with investigations, or refer investigations to the uniformed division are substantially the same as those delineated for the Investigative Support Unit.

CRIME ANALYSIS

THE CRIME ANALYSIS UNIT

The Crime Analysis Unit will review all crime reports. Information gleaned from these reports will be used to establish crime patterns, methods of operation, and suspect identification. This information will be distributed to the Patrol Unit, the Investigative Support Unit, and the Youth Services Unit in the form of briefing bulletins detailing crime trends as well as listing the names and locations of individuals contacted during field interviews.

Based upon an analysis of this information, the Crime Analysis Unit may develop additional information that will enhance the solvability factors of a particular investigation. That information will be furnished directly to the investigating officers. In those instances where the information developed involves an inactive case, the information will be forwarded to the unit supervisor for screening and to determine the appropriate action to be taken.

In all instances where a case has been inactivated a letter will be sent from the Crime Analysis Unit informing the victim of that action (Appendix 5).

CASE STATUS CODES

ACTIVE FOLLOWUP

Assigned to an officer/investigator for followup where solution of the offense appears likely or promising given the presence of certain facts, e.g. identification of the perpetrator, physical evidence which may lead to the identification and arrest of the perpetrator, witnesses, a suspect's name, etc. It is logged and charged to a specific officer/investigator or team of officers/investigators. It requires frequent and persistent action by the officers/investigator(s) which must be documented on an investigative supplement as the case progresses. Active cases may require supervisory review at specified times during a reporting period. A case may also be assigned for followup in instances where there may not be sufficient leads or information but the seriousness or nature of the crime is such that immediate investigation which is clearly in the public's interest or where community interest is aroused may also be assigned for active followup.

INACTIVE

No followup is required due to insufficient information, leads exhausted, etc. Where an initial crime report is devoid of sufficient information to permit followup and/or the incident is minor to the extent that other cases, by their degree of severity require immediate followup, such cases may be rendered inactive. In addition, where the crime report "solvability factors" contain no primary elements or one or less secondary elements or the information indicates that solution is unlikely or impossible, the supervisor may exercise his discretion in not assigning the case for active followup. CASES IN THIS CATEGORY WILL REMAIN OPEN, THOUGH DESIGNATED INACTIVE. The supervisor retains the prerogative to activate a case previously designated inactive when circumstances require such action.

(Warrant denied.) Additionally, when an officer/investigator requests that a warrant be issued for the arrest of a person or persons he/she believes committed an offense, and the warrant is denied by the District Attorney or Court, this case status designation is utilized. When a warrant

is denied, the case generally becomes inactive. No followup is usually required unless the officer/investigator and/or his supervisor believe that further investigation will yield additional evidence to support the issuance of a warrant.

CLOSED BY ARREST OR REFERRAL

A case, or offense, is cleared by arrest when at least one person is:

1. Arrested, or referred to juvenile authorities, social agencies or other diversion programs if such person is a juvenile as defined by applicable state statutes.
2. Charged with the commission of the offense directly related to the case.
3. Turned over to the courts for prosecution.

Keep in mind that offenses and not arrests are being counted. For purposes of the FBI's Uniform Crime Report (UCR), it makes no difference as to how many are arrested. There can be no more offenses cleared than offenses which occurred.

If several persons commit one crime and only one is arrested and charged, list the crime as cleared by arrest. When other offenders are arrested (assume in the next month) do not list a clearance by arrest a second time for the one offense. Several crimes or offenses may be cleared by the arrest of one person.

EXAMPLES

1. A man commits murder. He is arrested, charged, and turned over to the court.
2. Five thieves break into a warehouse. You arrest and charge one of them. You may clear one offense of burglary and one such offense cleared by arrest. Later, the other four thieves are arrested and charged. The one offense (warehouse burglary) has already been listed as cleared by arrest.
3. You identify a suspect whom you know committed five burglaries.

You arrest him and charge him with the five offenses. These five offenses are cleared by the arrest of one person.

EXCEPTIONAL CLEARANCE

In certain very practical situations, the police are unable to follow the three steps outlined above for clearance by arrest. Yet, everything possible has been done in order to clear the case. IF ALL OF THE FOLLOWING QUESTIONS CAN BE ANSWERED "YES", then the offense may be listed as cleared.

This conforms strictly to the FBI's UCR guidelines.

1. Has the investigation definitely established the identity of the offender?
2. Is there enough information (probable cause) to support an arrest, charge, and turning over to the Court for prosecution?
3. Do you know the exact location of the offender so that you could take him into custody now?
4. Is there some reason outside police control that stops you from arresting, charging, and prosecuting the offender?

An offense can be exceptionally cleared when it falls into one of the following categories:

1. Suicide of the offender (the person responsible is dead).
2. Double murder (two persons kill each other).
3. Deathbed confession (the person responsible dies after making the confession).
4. The offender is killed by the police.
5. Confession by an offender already in your custody or serving a sentence (this is actually a variation of a true clearance by arrest - you would not "apprehend" the offender but in most situations like this the offender would be prosecuted on a new charge).
6. An offender prosecuted in another city for a different offense (you attempt to return him for prosecution, but the other jurisdiction will not release him to you).
7. Extradition is denied.

8. The victim refuses to cooperate in the prosecution (this does not "unfound" the offense and the answer must still be "yes" to the first three questions listed above in this section).
9. For some reason outside your control, an offender is prosecuted for a less serious charge than that for which you arrested him (such as reckless driving for negligent manslaughter offense-the offense remains the same).
10. The handling of a juvenile offender either orally or by written notice to parents in instances involving minor offenses such as petty larceny. This may include a verbal warning or referral to a social agency as well. No referral is made to juvenile court as a matter of publicly accepted police policy.

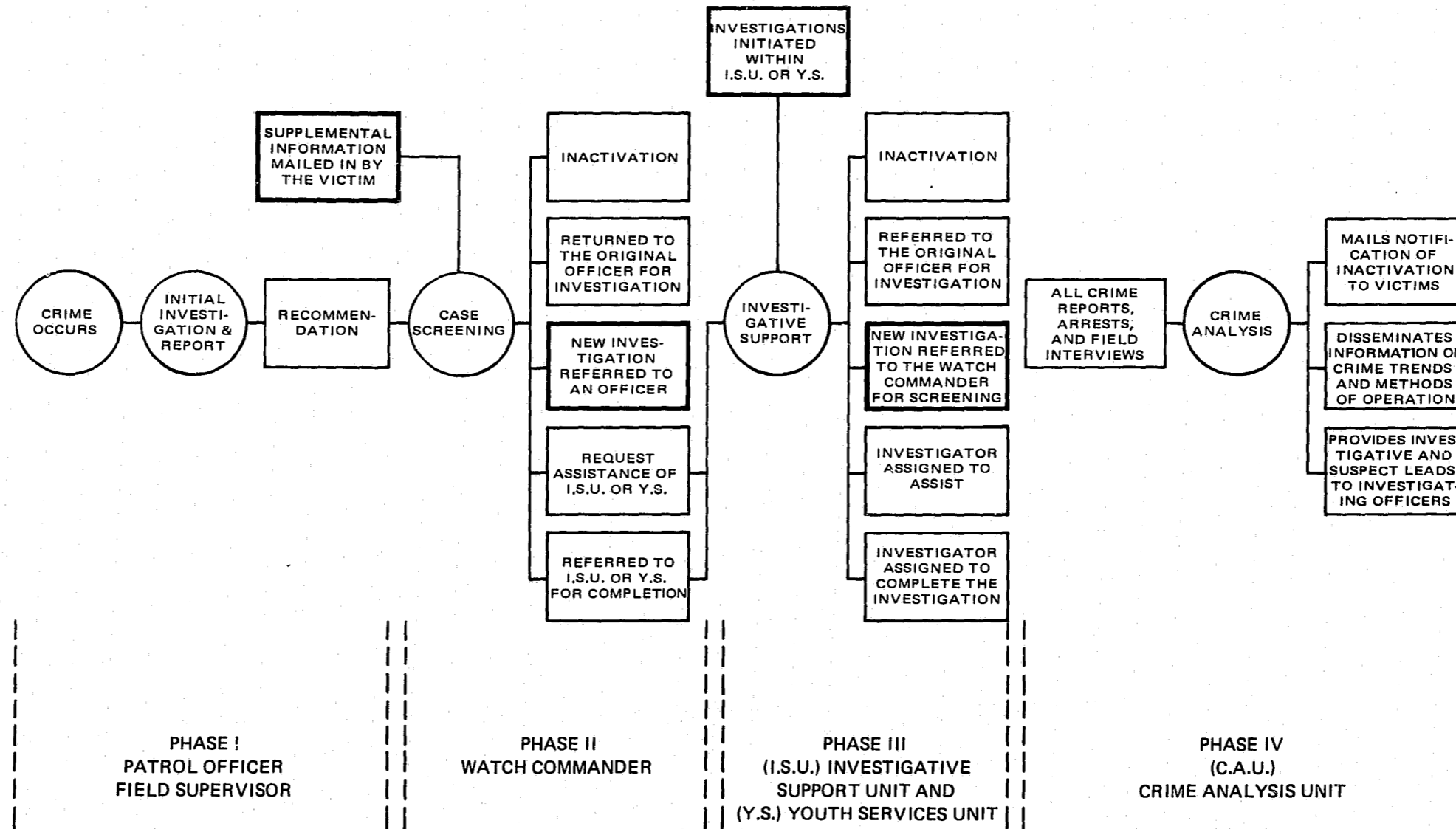
NOTE: The recovery of property does not clear a case.

APPENDIX

1. Flow Chart, Managing Criminal Investigations
2. Simi Valley Police Department Victim Information Form
3. Simi Valley Police Department Investigative Worksheet
4. Simi Valley Police Department Case Assignment Log
5. Simi Valley Police Department Notification Letter to Victim of Case Inactivation.
6. Organizational and Unit Charts
 - a. Simi Valley Police Department
 - b. Patrol Unit
 - c. Patrol Support Unit
 - d. Integrated Career Apprehension Program
 - e. Investigative Support Unit
 - f. Youth Services Unit
7. Simi Valley Police Department Report Forms
 - a. Crime Report
 - b. Arrest/Booking Report
 - c. Form III

MANAGING CRIMINAL INVESTIGATIONS

Appendix 1



Simi Valley Police Department

Appendix 2

IMPORTANT INFORMATION for VICTIMS OF BURGLARY OR THEFT

Officer _____ of the Simi Valley Police Department has completed the initial investigation of your case. A crime report () is on file with the Simi Valley Police Department. A copy of that report may be obtained from the Police Records Unit Monday through Friday between 8:00 a.m. and 4:30 p.m. You will not be contacted again by the Simi Valley Police Department unless information develops that was not included on the initial report.

If you obtain any additional information regarding this burglary or theft, please call the Investigative Support Unit, (805) 522-1175, extension 218 and refer to the above case report number.

If you discover additional items missing, or if you were not able to supply the officer a complete, descriptive list of articles taken at the time of his investigation, please do so by completing the form below and mail it to the Watch Commander, Simi Valley Police Department.

The Simi Valley Police Department has a Crime Prevention Unit to advise you of ways to secure and safeguard your premises against any further possible burglary attempts. If you are interested in methods and techniques to combat burglaries, please feel free to contact a Crime Prevention Officer at (805) 522-1175, extension 235.

Code	Name (Last, First, Middle) or Firm Name			Offense	Case Number			
Property Codes: SP = Stolen Property RC = Recovered Property LP = Lost Property FP = Found Property SK = Safe Keeping				Stolen Property Codes: A = Currency/Notes E = TV, Radio, Cameras J = Bicycles B = Jewelry, Prec Metals F = Firearms K = Sporting Goods C = Clothing/Furs G = Household Goods L = Auto Parts D = Office Equipment H = Consumable Goods M = Tools I = Livestock J = Miscellaneous				
Code	Item	Qty	Brand, Make Manufacturer	Model Name/Number	Article Name	Identification No.	Misc. Description	Value

Return completed form to: *Simi Valley Police Department*
 3200 Cochran Street
 Simi Valley, CA 93065
 Attn: Watch Commander

SIMI VALLEY POLICE DEPARTMENT INVESTIGATIVE WORKSHEET

Appendix 3

DR NUMBER: _____ TYPE OF CRIME: _____
 VICTIM: _____ ADDRESS: _____
 OFFICER: _____ PHONE NUMBER: _____

	ACTIVITY	YES	NO	COMMENTS
1.	VICTIM INTERVIEWED IN PERSON			
2.	VICTIM INTERVIEWED BY PHONE			
3.	VICTIM INTERVIEWED AT HOME (If not, explain)			
4.	WITNESSES INTERVIEWED IN PERSON			
5.	WITNESSES INTERVIEWED BY PHONE			
6.	RESIDENTIAL/COMMERCIAL NEIGHBORS INTERVIEWED IN PERSON			
7.	RESIDENTIAL/COMMERCIAL NEIGHBORS INTERVIEWED BY PHONE			
8.	OFFICER ON SCENE INTERVIEWED IN PERSON			
9.	CRIME SCENE VISITED			
10.	CRIME SCENE SEARCHED			
11.	AREA OF CRIME CANVASSED			
12.	FINGERPRINT SEARCH CONDUCTED			
13.	PHOTOS TAKEN AT SCENE			
14.	OTHER FORENSIC SUPPORT PROVIDED			
15.	PHYSICAL EVIDENCE SEARCH PRODUCED LEADS			
16.	M.O. FILES SEARCHED			
17.	PHOTOS OF KNOWN CRIMINALS VIEWED BY VICTIM			
18.	LOCAL HOSPITAL RECORDS SEARCH (If appropriate)			
19.	PRISON RECORDS ON RECENT RELEASES CHECKED			
20.	PAROLE FILE CHECKED			
21.	OTHER POLICE DEPARTMENTS CHECKED			
22.	CHECKED RECENT ALIASES			
23.	INFORMANT'S FILE CHECKED			
24.	UNIT MEMBERS CHECKED FOR INFORMATION SOURCES			
25.	CRIME ANALYSIS CONTACTED			
26.	LOCAL PAWN SHOPS CONTACTED			
27.	PATROL BRIEFING ITEM PREPARED			
28.	TELETYPES SENT			
29.	PHYSICAL EVIDENCE REVIEWED			
30.	WANTED BULLETINS PREPARED AND SENT OUT			
31.	CONSULT WITH OUTSIDE EXPERTS IN SPECIFIC FIELD			
32.	OTHER			
33.	OTHER			
34.	OTHER			

CASE STATUS: CLEARED _____ INACTIVE _____
 SUPERVISOR'S INITIALS: _____

SIMI VALLEY POLICE DEPARTMENT
CASE ASSIGNMENT LOG

Appendix 4

OFFICER _____

DR NUMBER	DATE CASE ASSIGNED	TYPE OF CRIME	REVIEW DATES			DATE CLOSED	RESULTS CLEARED OR INACTIVE
			10	20	30		

CITY OF SIMI VALLEY

3200 COCHRAN STREET, SIMI VALLEY, CALIFORNIA 93065
(805) 522-1333
Simi Valley Police Dept.

June 13, 1980

John Q. Public
1776 Homeowners Ln.
Simi Valley, CA 93063

RE: CASE NO. 80-00176

Dear Mr. Public:

We are extremely sorry that you have been the victim of a crime. The investigation of your case has been completed, however, there was insufficient information available to lead to an arrest.

The investigation was reviewed by a lieutenant and the police department's crime analyst. After careful review by both of these individuals your case has been placed in our inactive classification. The crime analyst continues to monitor the status of cases considered inactive in the event additional information is discovered in similar cases. Should additional information be obtained, your case will be reactivated and you will be contacted by an officer.

If you should obtain any additional information regarding your case, please contact officer _____ at (805) 522-1177.

Recognizing that being the victim of a crime is a traumatic event, the Police Department has taken measures to assist you. A Crime Prevention officer can offer advise on security measures you can take to insure that you are not again a crime victim. Also, a Crisis Intervention officer is available for personal counseling. Both officers may be reached at (805) 522-1177.

Sincerely,

Donald E. Rush,
Chief of Police

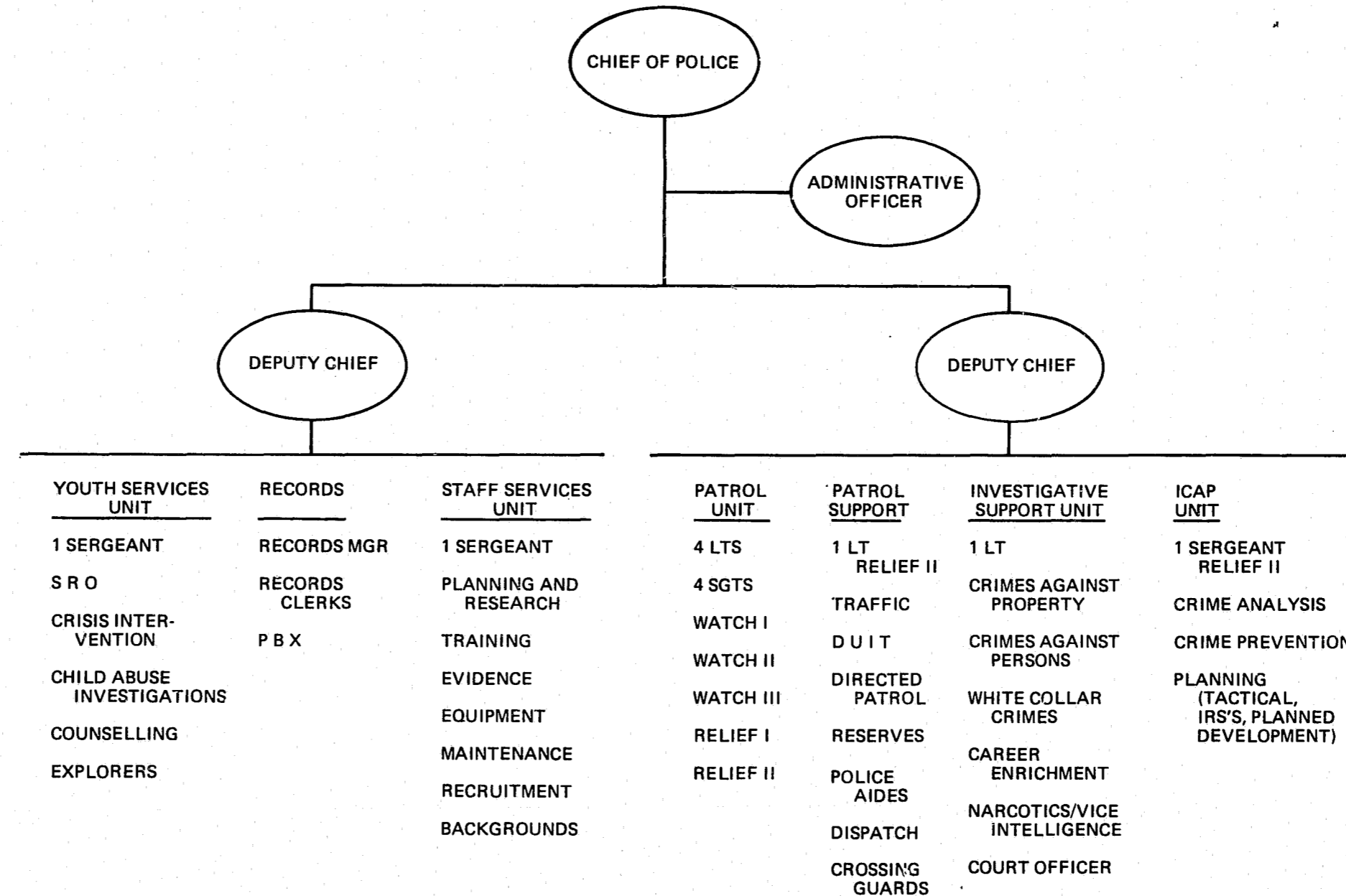
RJA/pcs

CITY COUNCIL
ELTON GALLEGLY, Mayor
GREG STRATTON, Mayor Pro Tem
BILL BAKER
CATHIE WRIGHT
ROBERT O. HUBER



SIMI VALLEY POLICE DEPARTMENT

Appendix 6a



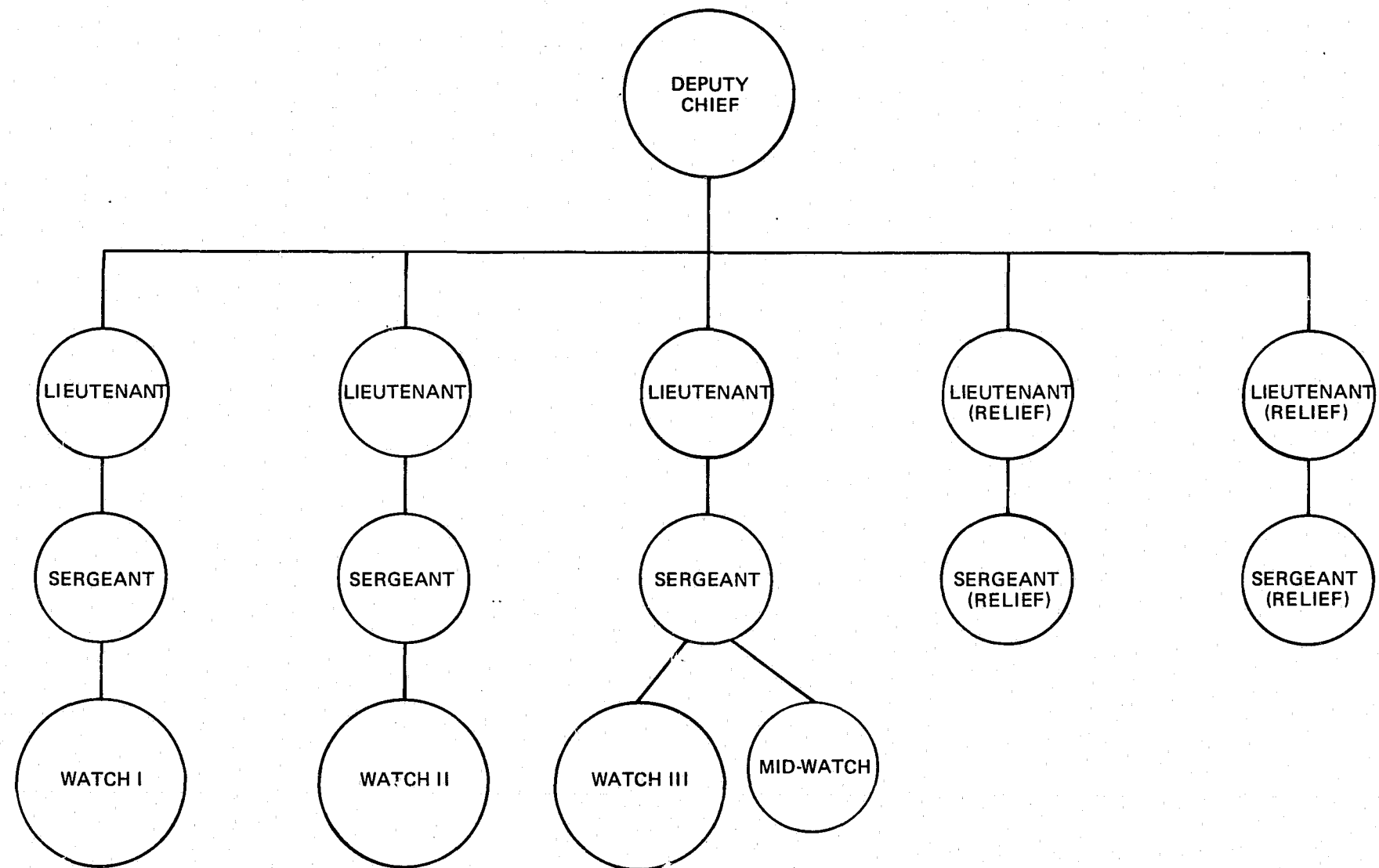
PATROL UNIT

The Patrol Unit is divided into three sections or watches based upon time of day. Each watch is commanded by a police Lieutenant with the assistance of a sergeant. The city is divided into six basic geographical beats with at least one patrol officer assigned to each. In supplement to the basic deployment, are officers assigned from early evening to midmorning. Additionally, uniformed officers are assigned to the Patrol Unit from the Patrol Support Unit to handle specific tasks.



**PATROL UNIT
(OPERATIONS DIVISION)**

Appendix 6b



PATROL SUPPORT UNIT

The Patrol Support consists of those functions which relieves patrol officers of duties they would normally be required to perform. Those functions are as follows:

The Traffic Unit is charged with the responsibility of the safe and expeditious flow of vehicular and pedestrian traffic within the city of Simi Valley. The accomplishment of this objective is sought through a combination of education, enforcement and engineering. The Traffic Unit is comprised of four accident investigation and traffic enforcement officers. Additionally, one motor officer is assigned to traffic enforcement. Finally, four Driving Under the Influence Team (D.U.I.T.) officers are primarily responsible for the detection and apprehension of drivers under the influence of alcohol and/or drugs.

The Directed Patrol Unit consists of those officers whose primary purpose is to reduce burglaries in geographical areas identified by the Crime Analysis Unit. The primary mission is accomplished by maintaining a high visibility profile in that target area. Additionally, the unit is used as a task force when a specific crime pattern is developed through the Crime Analysis Unit.

The seven person Dispatch Unit is responsible for the twenty four hour operation of the departmental radio and emergency phone systems. The unit is also responsible for operation of the state and local teletype system.

The Reserve Unit is comprised of citizen volunteers who have met selection qualification and training standards set by the department. Reserve officers augment the regular patrol officers in their assigned task.

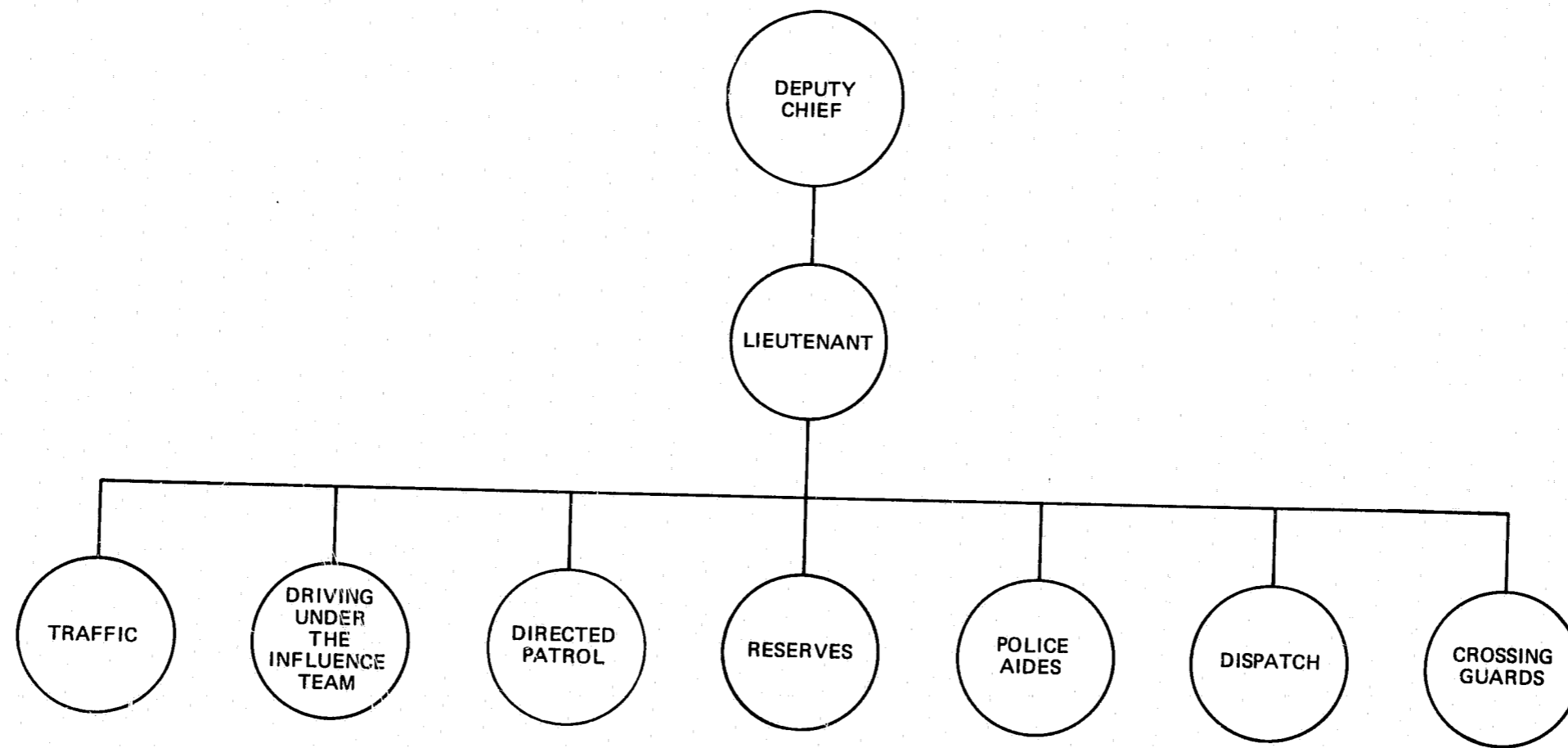
The Patrol Support Unit currently has four police aides assigned to the operations division. Their duties include desk reports, off road motor-cycle enforcement, abandon vehicle abatement and other duties as assigned by the watch commander. The aide program has proven so effective it has been institutionalized by this department after originating from a CETA program.

The Simi Valley Police Department coordinates the School Crossing Guards at seventeen intersections throughout this city. The crossing guards primary function is the safety of the city's younger school

children on the streets. The intersections are reevaluated periodically to insure coverage at the points of greatest foot traffic.

PATROL SUPPORT UNIT
(OPERATIONS DIVISION)

Appendix 6c



INTEGRATED CRIMINAL APPREHENSION PROGRAM - ICAP

The Integrated Criminal Apprehension Program was conceived by the Law Enforcement Assistance Administration several years ago. The Simi Valley Police Department was awarded its first grant from L.E.A.A. in late 1976. With the funding and technical assistance received from L.E.A.A., the department has developed an integrated approach to the delivery of Law Enforcement Services.

The first program developed with the assistance of L.E.A.A. was the Police Department's Crime Prevention Unit. Through the education of citizens and development of stringent building codes adopted by the City Council, this unit made tremendous strides in the reduction of our number one crime problem - Burglary.

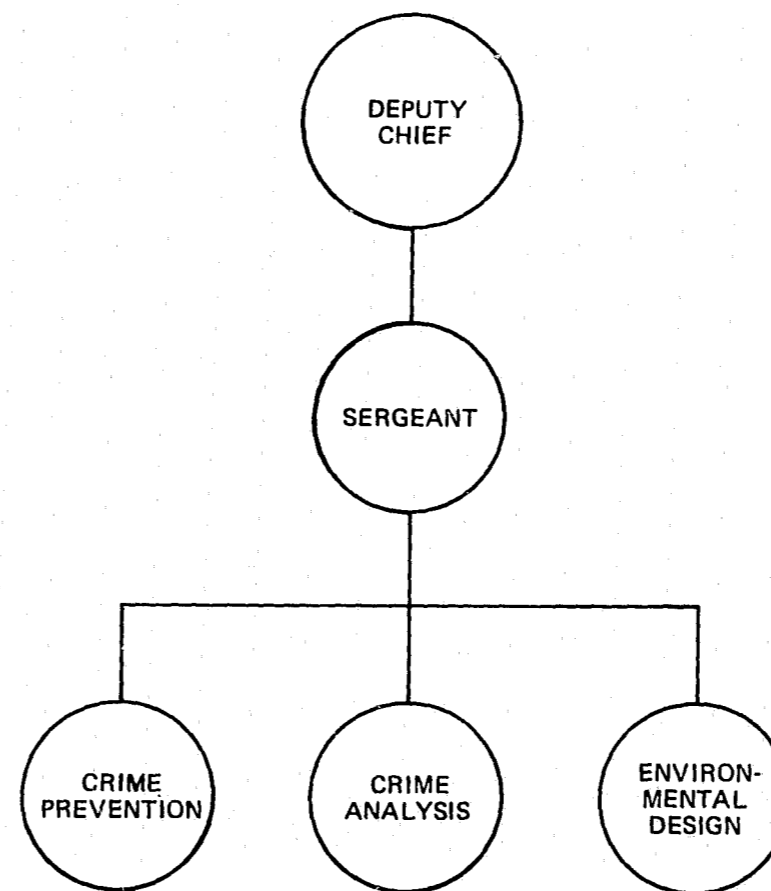
During the initial stages of the program, the Crime Analysis Unit was formed and guided the assault on Burglary by providing increased solvability and apprehension through provision of current data for manpower deployment and tactical or investigative operations. The Crime Analysis Unit now determines the deployment of the Directed Patrol Unit. This unit has been largely responsible for a substantial reduction of burglary.

Currently, the Simi Valley Police Department is in the final stages of drafting our managing Criminal Investigations Program. Because of the technical assistance received from other ICAP cities and L.E.A.A., we have been able to develop a more effective program initially than would have been otherwise possible.

All programs for which the Simi Valley Police Department has received funding on technical assistance from L.E.A.A. have been institutionalized by this agency. Additionally, the Simi Valley Police Department has been selected as a test site for both the Crime Analysis Support Systems (CASS) and the Police Operations Systems Support Elementary (POSSE) Projects.

**INTEGRATED CRIMINAL APPREHENSION PROGRAM
(OPERATIONS DIVISION)**

Appendix 6d



INVESTIGATIVE SUPPORT UNIT

The Investigative Support Unit functions as a detective source to the patrol operations. It lends diversion and practicality to the "generalist" system under which the department operates.

Diversion occurs with the Career Enrichment program whereby two patrol officers are selected to work as plain clothes investigators for a period of eight months. The assignment is one of rotation.

The ten man unit is organized around a Task Force approach to investigative responsibilities. The Crimes Against Persons Task Force consists of three permanently assigned investigators; two work day shift hours, the other is assigned to work nights. They rotate schedules every four months in accordance with the regular patrol schedule change. The two day investigators divide the workload between them in crime categories; one works all sex investigations, the other all homicides and assaults. The night investigator does nighttime required followup for the day investigators (from the entire unit) and assists patrol with any special cases occurring during his assigned schedule. All have secondary areas of responsibilities.

The Property Crimes Task Force consists of the remaining seven investigators. A third task force is currently under consideration which would draw "white-collar" crime, warrant detail, and court liaison officer away from burglary, theft, narcotics, and intelligence. The unit sees a measure of success in working the narcotics and burglary investigators together, basically for the exchange of information. Most identified drug abusers have been arrested for burglary and/or theft.

One of the Career Enrichment Officers is assigned as the partner to the property crimes investigator, carrying out the philosophy of exposure to patrol personnel. He not only receives training and cross-training in the overall function of the unit, but carries a substantial case load as well.

The other Career Enrichment Officer is assigned to the Checks and Fraud investigator. He, as well, receives specialized training and overall cross-training, and carries a case load.

The Intelligence Officer lends manpower needs to narcotics functions, and carries a case load in bombs and arson investigations. He, and the narcotics officer team up with the assistance of support from the Career Enrichment officers, to work multi-jurisdiction and racketeering cases. Both task forces complement each other in manpower needs.

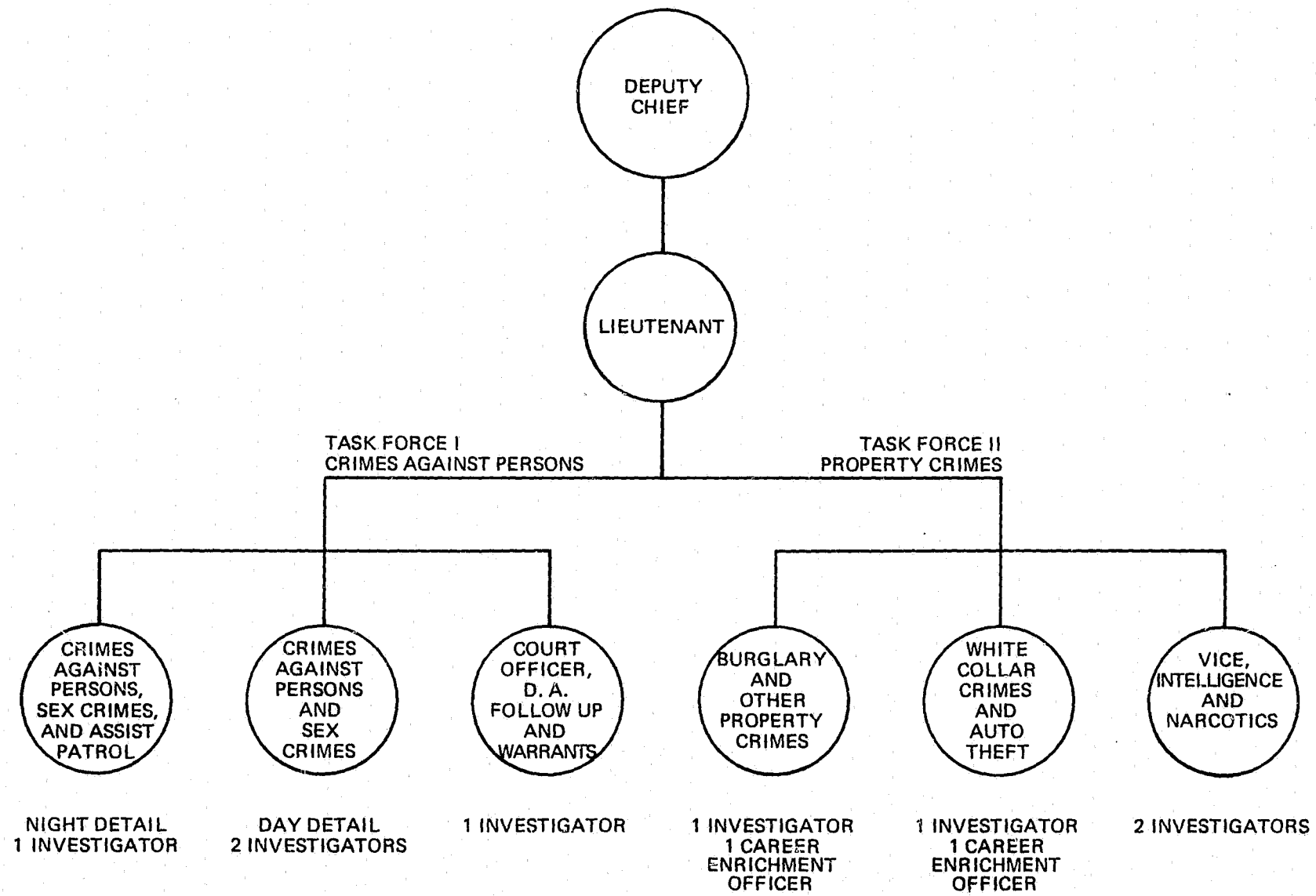
The court liaison officer is responsible to link that critical gap between the police department and the district attorney. He prepares and presents for filing all completed cases both from Patrol and I.S.U. He coordinates all followup work required, keeps statistics on all filings and rejections by month, and monitors applications for warrants. He recommends to the unit supervisor any proposals for "in-house" rejections. The final authority lies with the Deputy Chief of Operations. The court liaison officer is assisted by an assigned secretary, one of two assigned to the unit.

The unit is supervised by a lieutenant who monitors all cases being investigated through the latest techniques of an M.C.I. process. The supervisor utilizes solvability factors, case screening methods, and crime analysis for assignment of case load. Utilizing M.C.I., crime analysis, and workload study, the supervisor can monitor case load and manpower needs to modify the task force approach when necessary.

This approach, coupled with a philosophy of specialized and cross-training keeps the unit highly flexible, supporting the mission of investigative support.

**INVESTIGATIVE SUPPORT UNIT
(OPERATIONS DIVISION)**

Appendix 6e



YOUTH SERVICES UNIT

The philosophy of the Youth Services Unit is primarily one of prevention, counseling, education, crisis intervention, abuse investigation and community relations. This philosophy is accomplished through the efforts of the following personnel and their assigned tasks.

The Sergeant is responsible for the overall supervision and coordination of all the activities and duties of the unit.

School Resource Officer - This Officer teaches law related classes in the secondary schools and counsels children on the school campuses concerning any matters they want to discuss.

Investigator - Investigates all reports of physical child abuse, child neglect and unfit homes.

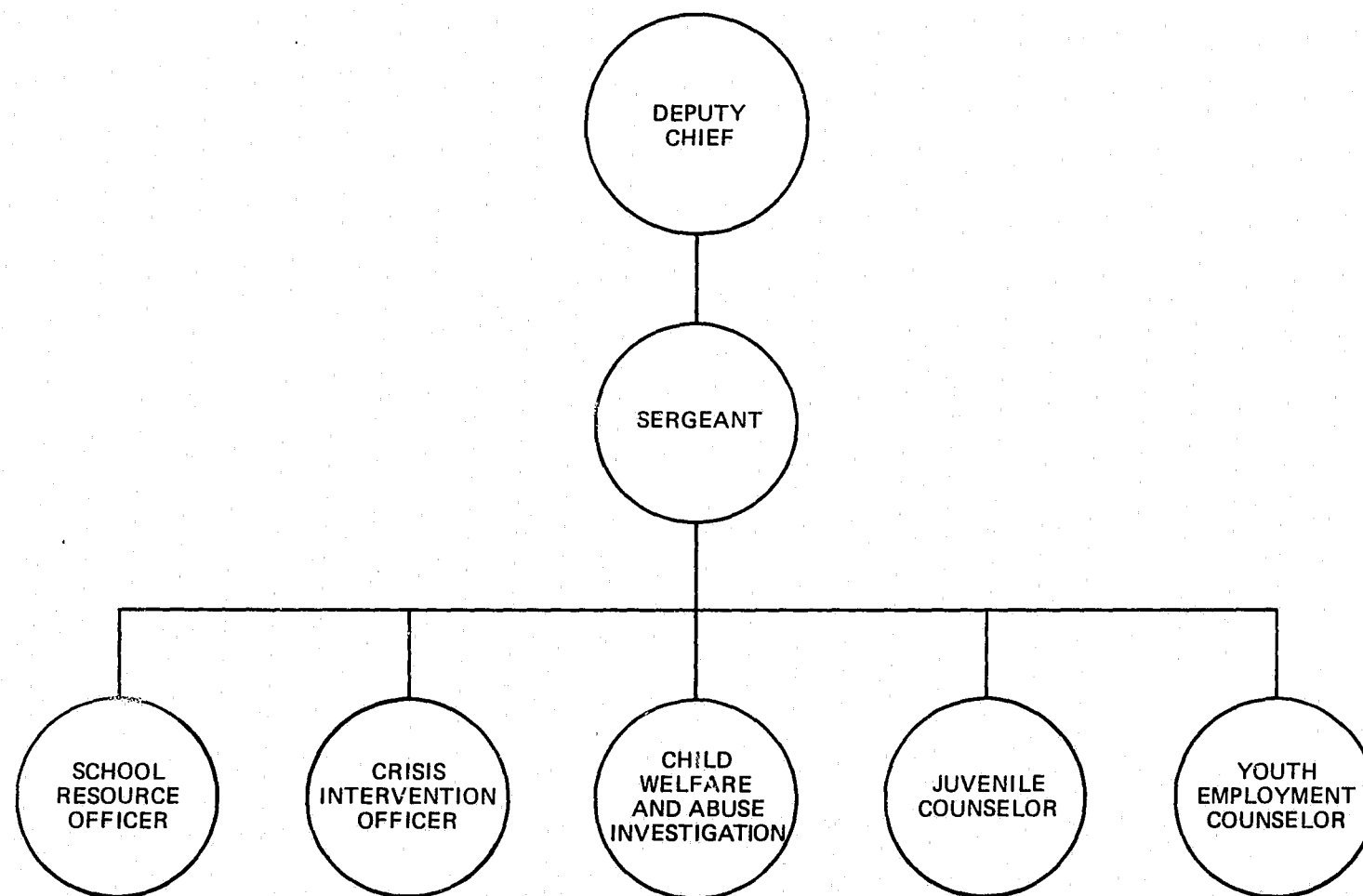
Crisis Intervention Officer - This officer locates and develops referral agencies; counsel with individuals and families of person/s who are engaged in a crisis. This officer also helps ameliorate neighbor conflicts as well as assisting agency personnel who are in need of counseling.

Night Counselor - This position is occupied by a sworn officer who's purpose is to divert juvenile offenders from the criminal justice system. This is accomplished via counseling with juveniles (those who are cited in for having committed an offense) and their parents.

AB 90 Grant Position - This officer identifies pre-delinquent youth and refers them to the Youth Employment Services where the youth is referred to job employment.

**YOUTH SERVICES UNIT
(AUXILIARY SERVICES DIVISION)**

Appendix 6f



CRIME REPORT

NCIC/CII CA 05609

522-1177

Page ___ of ___

RD BEAT CASE NUMBER

CODE SECTION & DESCRIPTION	CLASSIFICATION	OCURRED FROM	MONTH-DAY-YEAR	TIME	DAY
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LOCATION OF OFFENSE	CITY	STATE	ZIP	OCURRED TO	MONTH-DAY-YEAR	TIME	DAY
---------------------	------	-------	-----	------------	----------------	------	-----

CODE=V-Victim W-Witness R-Reporting Party P-Parent (S-Suspect-On back side only)

VICTIM NAME (LAST, FIRST, MIDDLE) FIRM NAME	AKA	RACE	SEX	HT.	WT.	HAIR	DOB	AGE
---	-----	------	-----	-----	-----	------	-----	-----

RESIDENCE ADDRESS	CITY	STATE	ZIP	HOW LONG	RESIDENCE PHONE
-------------------	------	-------	-----	----------	-----------------

BUSINESS NAME	ADDRESS	CITY	STATE	ZIP	BUSINESS PHONE
---------------	---------	------	-------	-----	----------------

INTERPRETER REQUIRED	DAYS OFF	WORK HOURS	OCCUPATION	RELATIONSHIP TO VICTIM #	SUSPECT #	OPERATOR'S LIC. NO.	STATE
----------------------	----------	------------	------------	--------------------------	-----------	---------------------	-------

YES NO

VICTIMS ACTIVITY AT TIME OF OFFENSE

PHYSICAL CONDITION OF VICTIM

VICTIMS VEH. LIC. ST.	VEHICLE YEAR	MAKE	MODEL	BODY STYLE	COLOR(S)
-----------------------	--------------	------	-------	------------	----------

VIN. NO.	OTHER CHARACTERISTICS (i.e. T/C damage, unique marks)
----------	---

CODE	NAME (LAST, FIRST, MIDDLE) FIRM NAME	AKA	RACE	SEX	HT.	WT.	HAIR	DOB	AGE
------	--------------------------------------	-----	------	-----	-----	-----	------	-----	-----

RESIDENCE ADDRESS	CITY	STATE	ZIP	HOW LONG	RESIDENCE PHONE
-------------------	------	-------	-----	----------	-----------------

BUSINESS NAME	ADDRESS	CITY	STATE	ZIP	BUSINESS PHONE
---------------	---------	------	-------	-----	----------------

INTERPRETER REQUIRED	DAYS OFF	WORK HOURS	OCCUPATION	RELATIONSHIP TO VICTIM #	SUSPECT #	OPERATOR'S LIC. NO.	STATE
----------------------	----------	------------	------------	--------------------------	-----------	---------------------	-------

YES NO

PLACE OF ATTACK :

1. STRUCTURE 4. STREET/ALLEY 7. OTHER

2. VEHICLE 5. LOT/PARK/YARD

3. SCHOOL 6. CONSTRUCTION SITE

DESCRIPTION OF SURROUNDINGS: RESIDENTIAL RECREATIONAL SUSPECTS LISTED

BUSINESS INSTITUTIONAL ADD'T PERSONS LISTED

INDUSTRIAL OPEN SPACE LATENT PRINTS TAKEN

TARGET OF ARSON OCCUPIED UNOCCUPIED ABANDONED/VACANT

DOLLAR LOSS TO TARGET

STRUCTURE	RESIDENTIAL	POINT OF ENTRY	METHOD OF ENTRY	SUSPECT ACTIONS
NON-RESIDENTIAL <input type="checkbox"/> 1. Convenience <input type="checkbox"/> 2. Fast food <input type="checkbox"/> 3. Restaurant/bar <input type="checkbox"/> 4. Drug/medical <input type="checkbox"/> 5. Gas station <input type="checkbox"/> 6. Retail service <input type="checkbox"/> 7. Retail comm. <input type="checkbox"/> 8. Financial inst. <input type="checkbox"/> 9. Entertainment/rec. <input type="checkbox"/> 10. Industrial <input type="checkbox"/> 11. School <input type="checkbox"/> 12. R/V <input type="checkbox"/> 99. Other TARGETS <input type="checkbox"/> 1. Cash register/drawer <input type="checkbox"/> 2. Owner/Employee <input type="checkbox"/> 3. Safe or box <input type="checkbox"/> 4. Vending machine <input type="checkbox"/> 5. Display items <input type="checkbox"/> 6. Customer <input type="checkbox"/> 7. <input type="checkbox"/> 99. Other	<input type="checkbox"/> 1. Sgl. Family <input type="checkbox"/> 2. Apt./Condo <input type="checkbox"/> 3. Duplex <input type="checkbox"/> 4. Hotel/Hotel <input type="checkbox"/> 5. Mobil home <input type="checkbox"/> 6. <input type="checkbox"/> 99. Other TARGETS <input type="checkbox"/> 1. Attic <input type="checkbox"/> 2. Basement <input type="checkbox"/> 3. Bathroom <input type="checkbox"/> 4. Bedroom <input type="checkbox"/> 5. Dining room <input type="checkbox"/> 6. Family room <input type="checkbox"/> 7. Garage/carport <input type="checkbox"/> 8. Kitchen <input type="checkbox"/> 9. Living room <input type="checkbox"/> 10. Storage area <input type="checkbox"/> 11. Wash room <input type="checkbox"/> 12. <input type="checkbox"/> 99. Other	<input type="checkbox"/> N/A <input type="checkbox"/> SIDE <input type="checkbox"/> Front <input type="checkbox"/> Gr. Level <input type="checkbox"/> Rear <input type="checkbox"/> Up. Level <input type="checkbox"/> 1. Unknown <input type="checkbox"/> 2. Door <input type="checkbox"/> 3. Window <input type="checkbox"/> 4. Sliding door <input type="checkbox"/> 5. Duct or vent <input type="checkbox"/> 6. Adl. Building <input type="checkbox"/> 7. Roof <input type="checkbox"/> 8. Floor <input type="checkbox"/> 9. Hall <input type="checkbox"/> 10. Garage <input type="checkbox"/> 11. Basement <input type="checkbox"/> 12. <input type="checkbox"/> 99. Other POINT OF EXIT ALARM SYSTEM <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> N/A <input type="checkbox"/> 1. Attempt only <input type="checkbox"/> 2. No force <input type="checkbox"/> 3. Key or slip lock <input type="checkbox"/> 4. Bodily force <input type="checkbox"/> 5. Saw/burn/drill <input type="checkbox"/> 6. Hid in building <input type="checkbox"/> 7. Channel lock <input type="checkbox"/> 8. Pine wrench <input type="checkbox"/> 9. Tire iron <input type="checkbox"/> 10. Brick or rock <input type="checkbox"/> 11. Pry bar <input type="checkbox"/> 12. Bolt cutters <input type="checkbox"/> 13. Pliers <input type="checkbox"/> 14. Punch <input type="checkbox"/> 15. Window smash <input type="checkbox"/> 16. Tane or wire <input type="checkbox"/> 17. Screw driver <input type="checkbox"/> 18. Doggie door <input type="checkbox"/> 19. Windowing <input type="checkbox"/> 20. <input type="checkbox"/> 99. Other	<input type="checkbox"/> 1. Multi susp. <input type="checkbox"/> 2. Vandalized <input type="checkbox"/> 3. Ransacked <input type="checkbox"/> 4. Smoke on premise <input type="checkbox"/> 5. Ate/drank on premise <input type="checkbox"/> 6. Defecated <input type="checkbox"/> 7. Matches for light <input type="checkbox"/> 8. Alarm disabled <input type="checkbox"/> 9. Knew location of cash <input type="checkbox"/> 10. Selective in loot <input type="checkbox"/> 11. Took only stereo/TV <input type="checkbox"/> 12. Took only money <input type="checkbox"/> 13. Took only concealables <input type="checkbox"/> 14. Used victim's tools <input type="checkbox"/> 15. Vehicle needed <input type="checkbox"/> 16. Unoccupied bldg <input type="checkbox"/> 17. Occupied bldg <input type="checkbox"/> 18. Prepares exit <input type="checkbox"/> 19. Inflicted injury <input type="checkbox"/> 20. Forced victim to move <input type="checkbox"/> 21. Used look out driver <input type="checkbox"/> 22. Threatened retaliation <input type="checkbox"/> 23. Took victim's vehicle <input type="checkbox"/> 24. Disabled telephone <input type="checkbox"/> 25. Suspect armed <input type="checkbox"/> 26. Shut off power <input type="checkbox"/> 27. Bound/gagged victim <input type="checkbox"/> 28. Used demand note <input type="checkbox"/> 29. Put property in bag <input type="checkbox"/> 30. Ripped/cut clothing <input type="checkbox"/> 31. Used victim's name <input type="checkbox"/> 32. Molested victim <input type="checkbox"/> 33. Unusual odor <input type="checkbox"/> 34. Masturbated <input type="checkbox"/> 35. Struck victim <input type="checkbox"/> 36. Partially disrobed <input type="checkbox"/> 37. Fully disrobed <input type="checkbox"/> 38. Blindfolded victim <input type="checkbox"/> 39. Made threats <input type="checkbox"/> 40. HBD <input type="checkbox"/> 41. UID <input type="checkbox"/> 42. Demands money <input type="checkbox"/> 43. Fired weapon <input type="checkbox"/> 44. <input type="checkbox"/> 45. <input type="checkbox"/> 46. <input type="checkbox"/> 47. <input type="checkbox"/> 99. Other

SOLVABILITY FACTORS:

YES NO 1. WITNESS TO CRIME YES NO 7. CRIME SCENE PROCESSED

YES NO 2. SUSPECT ARRESTED YES NO 8. SUSPECT CAN BE IDENTIFIED

YES NO 3. SUSPECT NAMED YES NO 9. SUSPECT VEHICLE DESCRIBED

YES NO 4. SUSPECT DESCRIBED YES NO 10. STOLEN PROPERTY TRACEABLE

YES NO 5. SUSPECT CAN BE LOCATED YES NO 11. SIGNIFICANT TRADEMARK PRESENT

YES NO 6. FURTHER INVESTIGATION YES NO 12. SIGNIFICANT PHYSICAL EVIDENCE

INVOLVED JUVENILE: CODE

PARENT NOTIFIED YES NO

DATE/TIME

BY

COPIES TO: ISU CAU NARC. PROB. Y.S. CII OFFICER WATCH COMMANDER OTHER

DATE/TIME REPORTED DATE/TIME OF REPORT REPORTING OFFICER I.D. NO. DIV/UNIT APPROVED BY AND I.D. NO.

Form containing fields for suspect information (name, address, etc.), physical characteristics (hair, eyes, etc.), and vehicle information (make, model, year, etc.). It includes a large grid for physical traits and a section for clothing and weapons.

Form for Arrest/Booking Report containing fields for arrest details (date, time, location), suspect information, and evidence handling. It includes a table for evidence disposition and a section for witness or citizen statements.

SIMI VALLEY POLICE DEPARTMENT

PAGE ___ OF ___

HAIR DESC. <input type="checkbox"/> 1 BALD <input type="checkbox"/> 2 COLLAR <input type="checkbox"/> 3 LONG <input type="checkbox"/> 4 SHOULDER <input type="checkbox"/> 5 SHORT <input type="checkbox"/> 6 RECEDING <input type="checkbox"/> 1 COURSE <input type="checkbox"/> 2 FINE <input type="checkbox"/> 3 THICK <input type="checkbox"/> 4 THINNING <input type="checkbox"/> 5 WIDY <input type="checkbox"/> 99 OTHER	HAIR STYLE <input type="checkbox"/> 1 AFRO/NAT. <input type="checkbox"/> 2 BRAIDED <input type="checkbox"/> 3 BUSHY <input type="checkbox"/> 4 GREASY <input type="checkbox"/> 5 MILITARY <input type="checkbox"/> 6 PONYTAIL <input type="checkbox"/> 7 PROCESSED <input type="checkbox"/> 8 STRAIGHT <input type="checkbox"/> 9 WAVY/CURLY <input type="checkbox"/> 10 WIG <input type="checkbox"/> 11 CREWCUT <input type="checkbox"/> 99 OTHER	FACIAL HAIR <input type="checkbox"/> 1 CLEAN SHAVED <input type="checkbox"/> 2 FULL BEARD <input type="checkbox"/> 3 FU MANCHU <input type="checkbox"/> 4 GOATEE <input type="checkbox"/> 5 LOWER LIP <input type="checkbox"/> 6 MUSTACHE <input type="checkbox"/> 7 NONE/PUZZ <input type="checkbox"/> 8 S/BURNS <input type="checkbox"/> 9 UNSHAVEN <input type="checkbox"/> 99 OTHER	COMPLEXION <input type="checkbox"/> 1 ACNE <input type="checkbox"/> 2 DARK <input type="checkbox"/> 3 FRECKLED <input type="checkbox"/> 4 LIGHT <input type="checkbox"/> 5 MEDIUM <input type="checkbox"/> 6 PALE <input type="checkbox"/> 7 POKED <input type="checkbox"/> 8 RUDDY <input type="checkbox"/> 9 TANNED <input type="checkbox"/> 99 OTHER	GEN. APPEARANCE <input type="checkbox"/> 1 CONSERV <input type="checkbox"/> 2 DIRTY <input type="checkbox"/> 3 DISGUISE <input type="checkbox"/> 4 FLASHY <input type="checkbox"/> 5 GO. LOOKING <input type="checkbox"/> 6 MILITARY <input type="checkbox"/> 7 UNKEMPT <input type="checkbox"/> 8 ODD ODDR <input type="checkbox"/> 9 WELL-GROOMED <input type="checkbox"/> 99 OTHER	DEMEANOR <input type="checkbox"/> 1 ANGRY <input type="checkbox"/> 2 APOLOGETIC <input type="checkbox"/> 3 CALM <input type="checkbox"/> 4 DISORG. <input type="checkbox"/> 5 IRRAT <input type="checkbox"/> 6 NERVOUS <input type="checkbox"/> 7 POLITE <input type="checkbox"/> 8 PROFFES <input type="checkbox"/> 9 STUPOR <input type="checkbox"/> 10 VIOLENT <input type="checkbox"/> 99 OTHER
SPEECH <input type="checkbox"/> 1 ACCENT <input type="checkbox"/> 2 LISPS <input type="checkbox"/> 3 HUMBLER <input type="checkbox"/> 4 OFFENSIVE <input type="checkbox"/> 5 QUIET <input type="checkbox"/> 6 RAPID <input type="checkbox"/> 7 SLOW <input type="checkbox"/> 8 STUTTERS <input type="checkbox"/> 9 TALKATIVE <input type="checkbox"/> 10 SLURRED <input type="checkbox"/> 99 OTHER	VOICE <input type="checkbox"/> 1 DISGUISED <input type="checkbox"/> 2 HIGH PITCH <input type="checkbox"/> 3 LOUD <input type="checkbox"/> 4 LOW PITCH <input type="checkbox"/> 5 MEDIUM <input type="checkbox"/> 6 MONOTONE <input type="checkbox"/> 7 NASAL <input type="checkbox"/> 8 PLEASANT <input type="checkbox"/> 9 RASPY <input type="checkbox"/> 10 SOFT <input type="checkbox"/> 99 OTHER	RIGHT/LEFT HANDED <input type="checkbox"/> 1 RIGHT <input type="checkbox"/> 2 LEFT FACE <input type="checkbox"/> 1 SQUARE <input type="checkbox"/> 2 HIGH CHEEKBONE <input type="checkbox"/> 3 LONG <input type="checkbox"/> 4 BROAD <input type="checkbox"/> 5 THIN <input type="checkbox"/> 6 ROUND <input type="checkbox"/> 7 OVAL <input type="checkbox"/> 99 OTHER	GLASSES <input type="checkbox"/> 1 NONE <input type="checkbox"/> 2 TINTED GLASS <input type="checkbox"/> 3 PRESCRIPTION <input type="checkbox"/> 4 CONTACTS <input type="checkbox"/> 5 WIRE FRAME <input type="checkbox"/> 6 PLASTIC FRAME <input type="checkbox"/> 99 OTHER FRAME COLOR	<input type="checkbox"/> TATTOOS <input type="checkbox"/> 1 ARM _____ <input type="checkbox"/> 2 HAND _____ <input type="checkbox"/> 3 ABDOMEN _____ <input type="checkbox"/> 4 HEAD/FACE _____ <input type="checkbox"/> 5 LEGS _____ <input type="checkbox"/> 6 FEET _____ <input type="checkbox"/> 7 SHOULDER _____ <input type="checkbox"/> 99 OTHER _____	<input type="checkbox"/> SCARS _____ _____ _____ _____

DATE/TIME OF COURT APPEARANCE	COURT AND DIVISION	PHOTO <input type="checkbox"/> YES <input type="checkbox"/> NO	PRINTS <input type="checkbox"/> YES <input type="checkbox"/> NO	WHERE BOOKED
DATE/TIME OF TELEPHONE CALLS	TELEPHONE NUMBER	COMPLETED?	BY	

SIGNATURE	RECEIVED ALL PROPERTY
RELEASED BY	DATE/TIME

PROPERTY	CASH	VEHICLE IMPOUNDED
		MAKE _____ LICENSE _____
		TO THE SHERIFF OF VENTURA COUNTY; RELEASE TO
		THE FOLLOWING PROPERTY
CLOTHING	DESCRIPTION	CONDITION
<input type="checkbox"/> 1 SKI MASK		
<input type="checkbox"/> 2 STOCKING MASK		
<input type="checkbox"/> 3 CAP/HAT		
<input type="checkbox"/> 4 COAT/JACKET		
<input type="checkbox"/> 5 PANTS		
<input type="checkbox"/> 6 SHOES		
<input type="checkbox"/> 7 WIG		
<input type="checkbox"/> 8 GLOVES		
<input type="checkbox"/> 9 SKIRT/BLOUSE		
<input type="checkbox"/> 10 DRESS		
<input type="checkbox"/> 11 SUIT CASE		
<input type="checkbox"/> 12 BOXES		
<input type="checkbox"/> 99 OTHER		
I ACKNOWLEDGE THE PROPERTY AND CLOTHING TAKEN AS LISTED IS CORRECT. PRISONER'S SIGNATURE _____		SIGNED (CLERK, BOOKING OFFICER, COUNTY JAIL) _____

SIMI VALLEY POLICE DEPARTMENT Appendix 7c Page ___ of ___

FORM III

<input type="checkbox"/> INCIDENT REPORT	<input type="checkbox"/> SUPPLEMENTAL REPORT	<input type="checkbox"/> CASE CLEARED	DATE & TIME OF INCIDENT	RD / BEAT	CASE NUMBER
CONTINUATION OF:			<input type="checkbox"/> CRIME REPORT	<input type="checkbox"/> INCIDENT REPORT	<input type="checkbox"/> WORTHLESS DOC.
			<input type="checkbox"/> ARREST REPORT	<input type="checkbox"/> SUPPLEMENTAL REPORT	<input type="checkbox"/> MISSING PERSON

CODE	NAME (LAST, FIRST, MIDDLE) OR FIRM NAME	AKA	RACE	SEX	HT.	WT.	BUILD	HAIR	EYES	AGE	DOB
RESIDENCE ADDRESS	CITY	STATE	ZIP	RESIDENCE PHONE	INCIDENT OR OFFENSE						

NARRATIVE: (Include actions and conversations by suspects and victims and other events not previously covered.)

NUMBER OF ARRESTEES ADULTS _____ JUV. _____	ASSIGNED TO:	ASSIGNED BY:
--	--------------	--------------

CASE DISPO: <input type="checkbox"/> INACTIVE	<input type="checkbox"/> CLOSED BY: <input type="checkbox"/> ARR & PROS	<input type="checkbox"/> COMP REFUSES TO PROS	<input type="checkbox"/> COMP REFUSED BY DA	<input type="checkbox"/> PROS OTHER OFFENSE
<input type="checkbox"/> UNFOUNDED	<input type="checkbox"/> OCCURRED OTHER JURISDICTION	<input type="checkbox"/> TURNED OVER TO OTHER JURISDICTION	<input type="checkbox"/> DEATH OF SUSP	<input type="checkbox"/> OTHER

COPIES TO: <input type="checkbox"/> ISU	<input type="checkbox"/> CAU	<input type="checkbox"/> MARC.	<input type="checkbox"/> PROB.	<input type="checkbox"/> Y.S.	<input type="checkbox"/> CTI	<input type="checkbox"/> OFFICER	<input type="checkbox"/> WATCH COMMANDER	OTHER _____	OTHER _____
DATE AND TIME REPORTED	DATE AND TIME OF REPORT	REPORTING OFFICER	I.D. NO.	DIV/UNIT	APPROVED BY AND I.D. NO.				

CODE	NAME (LAST, FIRST, MIDDLE) OR FIRM NAME	OFFENSE	CASE NUMBER					
<small> PROPERTY CODES SP=STOLEN PROPERTY RC=RECOVERED PROPERTY LP=LOST PROPERTY FP=FOUND PROPERTY SK=SAFE KEEPING </small>								
<small> STOLEN PROPERTY CODES A=CURRENCY / NOTES E=TV, RADIO, CAMERAS J=BICYCLES B=JEWELRY, PREC METALS F=FIREARMS K=SPORTING GOODS C=CLOTHING / FURS G=HOUSEHOLD GOODS L=AUTO PARTS D=OFFICE EQUIPMENT H=CONSUMABLE GOODS M=TOOLS I=LIVESTOCK Z=MISCELLANEOUS </small>								
CODE	ITEM	QTY	BRAND, MAKE MANUFACTURER	MODEL NAME OR NUMBER	ARTICLE NAME	IDENTIFICATION NO.	MISC. DESCRIPTION	VALUE
TOTAL VALUE								

CODE	NAME (LAST, FIRST, MIDDLE) FIRM NAME	AKA	RACE	SEX	HT.	WT.	HAIR	DOB	AGE
RESIDENCE ADDRESS		CITY	STATE	ZIP	HOW LONG	RESIDENCE PHONE			
BUSINESS NAME		ADDRESS	CITY	STATE	ZIP	BUSINESS PHONE			
INTERPRETOR REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	DAYS OFF	WORK HOURS	OCCUPATION	RELATIONSHIP TO VICTIM# SUSPECT #		OPERATORS LIC. NO.			

CODE	NAME (NAME, FIRST, MIDDLE) FIRM NAME	AKA	RACE	SEX	HT.	WT.	HAIR	DOB	AGE
RESIDENCE ADDRESS		CITY	STATE	ZIP	HOW LONG	RESIDENCE PHONE			
BUSINESS NAME		ADDRESS	CITY	STATE	ZIP	BUSINESS PHONE			
INTERPRETOR REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	DAYS OFF	WORK HOURS	OCCUPATION	RELATIONSHIP TO VICTIM# SUSPECT #		OPERATORS LIC. NO.			

DATE AND TIME REPORTED	DATE AND TIME OF REPORT	REPORTING OFFICER I.D. NO.	DIV/UNIT	APPROVED BY AND I.D. NO.
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SIMI VALLEY POLICE DEPARTMENT										
ADDITIONAL NAMES								Page ___ of ___		CASE NUMBER
CODE	NAME (LAST, FIRST, MIDDLE, GEN.) FIRM NAME	AKA	RACE	SEX	HT.	WT.	HAIR	DOB	AGE	
RESIDENCE ADDRESS		CITY	STATE	ZIP	HOW LONG	RESIDENCE PHONE				
BUSINESS NAME		ADDRESS	CITY	STATE	ZIP	BUSINESS PHONE				
INTERPRETOR REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	DAYS OFF	WORK HOURS	OCCUPATION	RELATIONSHIP TO VICTIM# SUSPECT #		OPERATOR'S LIC. NO. & ST.				
COMMENTS:										

CODE	NAME (LAST, FIRST, MIDDLE, GEN.) FIRM NAME	AKA	RACE	SEX	HT.	WT.	HAIR	DOB	AGE
RESIDENCE ADDRESS		CITY	STATE	ZIP	HOW LONG	RESIDENCE PHONE			
BUSINESS NAME		ADDRESS	CITY	STATE	ZIP	BUSINESS PHONE			
INTERPRETOR REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	DAYS OFF	WORK HOURS	OCCUPATION	RELATIONSHIP TO VICTIM# SUSPECT #		OPERATOR'S LIC. NO. & ST.			
COMMENTS:									

CODE	NAME (LAST, FIRST, MIDDLE, GEN.) FIRM NAME	AKA	RACE	SEX	HT.	WT.	HAIR	DOB	AGE
RESIDENCE ADDRESS		CITY	STATE	ZIP	HOW LONG	RESIDENCE PHONE			
BUSINESS NAME		ADDRESS	CITY	STATE	ZIP	BUSINESS PHONE			
INTERPRETOR REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	DAYS OFF	WORK HOURS	OCCUPATION	RELATIONSHIP TO VICTIM# SUSPECT #		OPERATOR'S LIC. NO. & ST.			
COMMENTS:									

CODE	NAME (LAST, FIRST, MIDDLE, GEN.) FIRM NAME	AKA	RACE	SEX	HT.	WT.	HAIR	DOB	AGE
RESIDENCE ADDRESS		CITY	STATE	ZIP	HOW LONG	RESIDENCE PHONE			
BUSINESS NAME		ADDRESS	CITY	STATE	ZIP	BUSINESS PHONE			
INTERPRETOR REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	DAYS OFF	WORK HOURS	OCCUPATION	RELATIONSHIP TO VICTIM# SUSPECT #		OPERATOR'S LIC. NO. & ST.			
COMMENTS:									

CODE	NAME (LAST, FIRST, MIDDLE, GEN.) FIRM NAME	AKA	RACE	SEX	HT.	WT.	HAIR	DOB	AGE
RESIDENCE ADDRESS		CITY	STATE	ZIP	HOW LONG	RESIDENCE PHONE			
BUSINESS NAME		ADDRESS	CITY	STATE	ZIP	BUSINESS PHONE			
INTERPRETOR REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	DAYS OFF	WORK HOURS	OCCUPATION	RELATIONSHIP TO VICTIM# SUSPECT #		OPERATOR'S LIC. NO. & ST.			
COMMENTS:									

CODE	NAME (LAST, FIRST, MIDDLE, GEN.) FIRM NAME	AKA	RACE	SEX	HT.	WT.	HAIR	DOB	AGE
RESIDENCE ADDRESS		CITY	STATE	ZIP	HOW LONG	RESIDENCE PHONE			
BUSINESS NAME		ADDRESS	CITY	STATE	ZIP	BUSINESS PHONE			
INTERPRETOR REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	DAYS OFF	WORK HOURS	OCCUPATION	RELATIONSHIP TO VICTIM# SUSPECT #		OPERATOR'S LIC. NO. & ST.			
COMMENTS:									