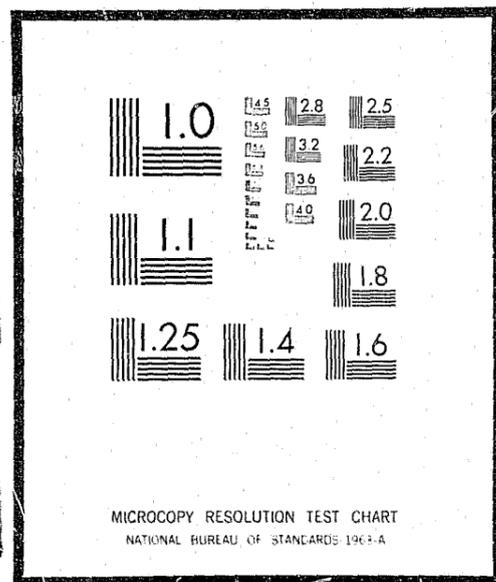


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U.S. DEPARTMENT OF JUSTICE  
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION  
NATIONAL CRIMINAL JUSTICE REFERENCE SERVICE  
WASHINGTON, D.C. 20531

12/3/76  
Date filmed

## LAW ENFORCEMENT ASSISTANCE ADMINISTRATION POLICE TECHNICAL ASSISTANCE REPORT

SUBJECT: Burlington, Vermont, Police Records System Requirements Analysis

REPORT NUMBER: 76-21

FOR: Burlington, Vermont, Police Department  
 City Population: 50,000  
 Police Strength (Sworn): 71  
 Total: 94  
 City Area: 16.5 square miles

FACTOR: Westinghouse Justice Institute

INSTANT: Larry R. Walton

REPORT NUMBER: J-LEAA-003-76  
 May 1976

34653  
Final Report

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FOREWORD

This request for Technical Assistance was made by the Burlington, Vermont, Police Department. The requested assistance was concerned with reviewing the Department's existing criminal records system and providing recommendations for modification and/or improvement.

Requesting Agency: Burlington Police Department,  
Chief of Police Robert G. Abare

State Planning Agency: Governor's Justice Commission,  
Mr. Michael Krell, Executive Director

Approving Agency: LEAA Region I (Boston),  
Mr. Michael Sheehan, Vermont State  
Representative;  
Mr. John M. Keeley, Police Specialist

1. INTRODUCTION

Burlington, which is located on the eastern shore of Lake Champlain, is the largest city in Vermont. The population of Burlington is approximately 50,000 including 10,000 students at the University of Vermont, which is within the City. The Police Department is staffed by both sworn and civilian personnel. The sworn personnel complement consists of the Chief of Police, 3 captains, 5 lieutenants, 5 sergeants, 9 detectives, 5 corporals, 3 juvenile officers, and 40 patrolmen; the civilian personnel complement consists of 1 police planner, 5 secretaries, 5 record clerks, 4 dispatchers, 5 meter maids, and 3 citation clerks.

In 1975, the Department reported 2,564 Part I Offenses, made 1,182 arrests, investigated 2,130 traffic accidents, and received 16,071 requests for service. The Department does not operate a jail; instead, it relies on nearby State facilities for custody of arrestees.

Analyses conducted in this study and resultant conclusions and recommendations are based on interviews with Burlington personnel, observations of recordkeeping procedures, review of work documents and reports, examination of statistical reports, and review of records currently maintained by the Department.

Persons interviewed included the following:

- Mr. Mike Sheehan, Vermont State Representative, LEAA.
- Chief of Police Robert G. Abare.
- Mr. Steven Angel, Planning Director
- Captain Richard E. Beaulieu.
- Captain Ken Pecor.
- Patrolman Harry Baker.
- Mr. John Morrow, Dispatcher.
- Ms. Theresa Greenough, Secretary.
- Ms. Peggy Dumas, Clerk.
- Ms. Alice Flanagan, Clerk.

Data collected and reviewed by the Consultant included the following:

- Burlington Police Department Table of Organization.

- Burlington Reported Crimes, 1975.
- Department report forms and files.

2. UNDERSTANDING OF THE PROBLEM

Chief of Police Robert G. Abare has been in office approximately 18 months. While in the process of trying to improve Department operations, he became aware of a need to improve and/or simplify the existing records system. The Chief, not satisfied with the present state of information reporting, custody and retrieval, requested technical assistance in reviewing the existing system toward the goal of improving the system's overall operational efficiency.

Although the original request indicated that a redesign of the existing system was not desired, onsite interviews with the Chief of Police and police planner revealed dissatisfaction with the overall records organization, the fragmented custodial aspects of the system, and the inability to retrieve data for analytical purposes. It was conceded that significant improvement in these areas necessarily dictated a general redesign of the existing system. The Department is anticipating implementation very shortly of a program involving entry of workload and crime data in the State computer. This data will be analyzed for the provision of field deployment that is more responsive to field problems in terms of location, time of occurrence, and frequency. During a meeting between the Consultant, police planner, and State data analyst, it was agreed that there would be little or no conflict between the new system and the possible recommendations resulting from this records system study.

### 3. ANALYSIS OF THE PROBLEM

The Burlington Police Department records system is operated in part by the Records Unit and in part by the Detective Bureau. In addition, typing assistance is provided by clerical personnel assigned to the Planning Division. The Records Division is staffed by three clerks; hours of operation are approximately 8:30 a.m. to 5:00 p.m., Monday through Friday. The records system is characterized by a multiplicity of separate and distinct files for specific types of incidents, and several different master index files. Basic details of the system are outlined below.

- o Daily Log -- When the radio dispatcher receives a request for service and action is taken, an entry is made on an 8 1/2- by 11-inch Daily Log Sheet (which is kept in a typewriter). The Daily Log provides for entry of the date, time, complainant's name and address, a sequentially assigned Complaint Number, the type of incident, and the name of the assigned officer. The dispatcher also completes the upper portion of an 8 1/2- by 11-inch Complaint Report and places the Complaint Report in a folder for completion by the assigned officer. The officer later completes the detailed narrative portion of the report either by personally typing in the information or by dictating the information onto a tape for subsequent processing by clerical personnel.
- o Complaint Ledger -- A Complaint Ledger is maintained by the Records Division. This ledger contains the Complaint Number, the name of the victim, type of incident, and the like, which is obtained from the Daily Log prepared by the dispatcher. The Complaint Ledger basically duplicates the Daily Log.
- o Complaint Report -- The Complaint Report is initiated by the dispatcher as described in the Daily Log section. After the report has been typed (usually two or three pages in length), the report is returned to the officer for his approval, then forwarded to the Tour Commander (lieutenant) for approval. If the incident did not involve a crime and there is no need for further action, the Tour Commander "closes" the report and forwards it to the Records Division. If the incident involved an arrest, the Report is forwarded to the Staff Services captain for review before being forwarded to the State's Attorney for prosecution. After a case is filed or rejected, the Complaint Report is returned to the Records Division. Complaint Reports concerning a crime wherein

the perpetrator(s) is not arrested are sent directly to the Detective Bureau for investigation. The Records Division, although aware of the incident through the Daily Log, does not receive the Report for processing until the Detective Bureau has disposed of the case. This may be as long as 3 months. Copies of the report are not initially sent to the Records Division. To maintain some knowledge of report whereabouts, the Records Division informally obtains a weekly copy of the Detective Bureau Complaint List, which is used by the Detective Bureau to keep track of case assignments. When the Complaint Report is actually received in the Records Division, a 3- by 5-inch Complaint Card is prepared. The card contains basic data (i.e., Complaint Number and name of the person involved) necessary to serve as an alphabetical cross-reference to the Complaint Report, which is filed by number. The same numbering system is used for all Complaint Reports but separate files are maintained for stolen vehicles, stolen bicycles, and juvenile-involved offense reports. If a Complaint Card has been previously prepared for a particular person, a second entry is made on the same Card, except if the current incident involved the person's arrest. In that case, a cross-reference card typed in red is prepared and placed alphabetically in the Complaint Card file in lieu of the existing Complaint Card. The card typed in red bears only the person's name and Department Arrest Number. All information relating to the person's prior nonarrest police contacts, which were typed in black on the Complaint Card, is transferred to a 4- by 5-inch Master Card used for arrests; the Complaint Card is then destroyed. The Master Card is filed alphabetically in a separate file. If the Complaint Report involved an arrest and the arrestee had no previous nonarrest contact with the Department, an index card typed in red is prepared and placed in the Complaint Card file and a Master Card is prepared and placed in the Master Card file. If an index card typed in red is already in the Complaint Card file, an entry is made of the incident, whether involving an arrest or not, on the Master Card. In summary, officially reported police contacts are listed in

black on a single Complaint Card unless at some point the person is arrested. Henceforth, all officially reported police contacts involving that person, whether occurring before or after the arrest, are listed on the Master Card in a separate file and an index card typed in red will be found in the Complaint Card file. The red typed card provides reference only to the person's Department Arrest Number (and, thus, arrest package) and, by implication, to the Master Card file.

- Vehicle Report -- Reports of stolen vehicles are accepted over the telephone, with no attempt to later verify the accuracy of the information recorded. When a person calls to report a stolen vehicle, regardless of the location of theft, the dispatcher enters the make, year, type, color, and registration of the vehicle; date stolen; Complaint Number; and date recovered on a Stolen Motor Vehicle Hot Sheet. The dispatcher also completes a 5- by 9-inch Stolen Car Report, which is kept at the dispatcher's desk until the vehicle is recovered. The report is then filed by make of vehicle in the Records Unit. An entry is also made in the Daily Log and a Complaint Number is assigned, if the theft occurred in the City of Burlington. In this case, a Complaint Report is initiated, Complaint Number is assigned, and the Complaint Report is processed. Complaint Reports for stolen vehicles are filed separately from other Complaint Reports.
- Towed Vehicle Report -- When a vehicle is impounded for reasons unrelated to a theft of the vehicle, an entry is made in a Towed Vehicle Log. The entry includes the date, reason for impound, location, make of vehicle, registration, and towing company. An entry is also made in the Complaint Log, a Complaint Number is assigned, and a Complaint Report is completed and processed. In addition, a 3- by 5-inch index card is completed and filed in a separate Towed Vehicle index, which is filed by make of vehicle.

- Wanted/Missing Person Reports -- When a person is wanted or is reported missing, the incident is reported in the same manner as stolen vehicles; an entry is made on a Wanted/Missing Persons Hot Sheet that contains general identifying information and a 5- by 9-inch Wanted Person or a separate Missing Person Report is completed by the dispatcher. The Hot Sheet and the reports are kept by the dispatcher until the matter has been resolved. At that time, the reports are forwarded to the Records Unit for alphabetical filing. An entry is also made in the Complaint Log, a Complaint Number is assigned, and a Complaint Report is completed and processed.
- Supplemental Report -- The Department uses two slightly different Supplemental Reports: One by the Detective Bureau and the other by other Department units. The reports are used to add information to an existing report and are filed with the original report.
- Arrest Report -- Arrests may take the form of a citation or a physical arrest. Although the basic forms used to record the incidents differ, the processing, filing, and indexing is the same. The Arrest Report used for physical arrests is provided by the State. It consists entirely of a series of blanks with only two lines reserved to reporting the circumstances leading to the arrest. A Supplemental Report or a blank sheet of paper is used to record arrest details. The completed report, together with accompanying documents (e.g., Statement of Rights acknowledged by the arrestee), are forwarded to the Records Division where the files are searched for a Master Card that would list prior arrests. If a Master Card is located, an entry is made regarding the current arrest and the Card is placed alphabetically in a "Pending" file. If there is no Master Card on file, a permanent Arrest Number is assigned sequentially from a 5- by 9-inch loose-leaf Arrest Ledger. This Ledger contains only the number and the name of the arrestee. A Master Card is prepared and placed in the Pending file. An identifying 3- by 5-inch card is also prepared in red type and is inserted alphabetically in the Complaint Card File. If the arrestee has had prior formal contact with the Department not involving an arrest, a Complaint Card typed in black will be found in the Complaint Card File. The information on this Complaint Card is then transferred to the Master Card and the Complaint Card

is destroyed. If there is a complainant (victim) involved in the current arrest, a Complaint Card is also prepared and filed in the complainant's name in the Complaint Card File. The Arrest Report is also placed in a Pending file that is separate from the Master Card Pending File. After the case has been disposed of in court, a copy of the Arrest Report bearing the case disposition is returned by the court. The Master Card and original Arrest Report are each removed from the respective Pending File and transferred to separate "Closed" files. Consequently, arrest reports and related index cards may be located in either of two files depending on whether the case is pending or closed. A copy of the Arrest Report, including the case disposition, is forwarded to the State along with a completed copy of a State-designed Crime Complaint Report form. In addition, the Department maintains an Arrest Record Ledger that provides for entry of identifying information for each arrest. This Ledger serves as a "Police Blotter." An entry, including the permanent Department Arrest Number, is made at the time of arrest.

- Traffic Accident Report -- This report is a standard, State report form. Traffic Accident Reports and associated indices are maintained separately from other police records. Upon receipt of a service request involving an accident, the dispatcher enters the incident in the Daily Log, assigns a Complaint Number, and initiates a Complaint Report. The assigned officer completes both the Traffic Accident Report and the Complaint Report and forwards them to the Records Division. In the Records Unit, the report is logged in an Accident Sheet Ledger and given an Accident Number. The Traffic Accident and Complaint Reports are then filed by the Accident Number. A 4- by 5-inch index card is also prepared for each vehicle operator in the accident. The index card is filed alphabetically in a separate file. If the same person is involved in more than one traffic accident over a period of time, multiple entries are made on the same index card.

- Evidence Sheet -- Custody of property in the Burlington Police Department is a responsibility of the identification officer assigned to the Detective Bureau. When property is received, an entry is made on an Evidence Sheet that serves as a property ledger. The entry identifies the property, victim or suspect, and the like and provides for the assignment of a sequential number to that particular incident (this is a different series of numbers than is used by the dispatcher and/or the Records Unit). The Evidence Sheet provides a chronological cross-reference to booked property.
- Property Report -- When stolen or evidential property is booked into custody, the booking officer completes a three-part, 3- by 5-inch report identifying the property: One copy is attached to the property as a property tag; one copy is attached to the related Complaint Report; and one copy, which was formerly filed in the Records Unit, is discarded. Two index cards are prepared: One copy is filed alphabetically by either the name of the victim or the suspect (if known) and one is filed by the type of evidence. If the property is found property, the same procedure is followed, except that index cards are filed separately in a "Found Property" file. Index cards provide for cross-reference to the Complaint Report, the Evidence Sheet, and the locker location of the property in the Property Room. When property is released, a signed receipt is obtained and attached to the Complaint Report if the Complaint Report is in the custody of the Detective Bureau. If not, the receipt is filed alphabetically in the Detective Bureau files.
- Traffic Citation -- The Department uses a citation form very similar to the Uniform Traffic Citation. Three copies, including a pink copy, are forwarded to the Court; a hardcopy is given to the violator; and a green copy is filed by violator's name in a pending file in the Records Unit. When the pink copy bearing the case disposition is returned from the court, the green copy is removed from file and attached to the pink copy; both copies are then refiled in a closed file.
- Parking Citation -- Parking citations are processed and stored by the City Traffic Department; the Police Department maintains no records or files of parking citations.

- Officer's Daily Activity Report -- All Patrol and Detective personnel are required to complete an Officer's Daily Activity Report. The report provides for only identification of the officer, a simple eight-category recapitulation of arrests, accidents investigated, traffic citations issued, and the like, and a space for remarks. Only the most elementary data can be extracted from the report.
- Records Sign-Out -- A hardcopy form is used to maintain control of reports removed from the Records Unit. The sign-out form is placed in the file in the appropriate location when a report is removed.

In addition to the reports and files described above, index files are maintained separately for deceased persons and sex crimes. Juvenile Case Reports (arrests) and Juvenile Complaint Reports are filed and indexed separately. A warrant file, subdivided into felony and misdemeanor arrests, is also maintained. All Case and Complaint reports are microfilmed after 1 year.

In order to prepare monthly Federal and State statistical summaries, pertinent reports are extracted from files each month, tallied, and returned to file. These records are sometimes significantly inaccurate due to the fact that Complaint Reports are held by the Detective Bureau until the case has been disposed.

Certain additional reports and files are maintained in the Detective Bureau. These are as follows (minor internal reports used in the Bureau are not described):

- Bulletin of Stolen and Recovered Property -- This report is used in the Detective Bureau as a stolen property file. The bulletin is 8 1/2- by 11-inches in dimensions and includes listings of all stolen property. Types of property are categorized into several classifications and a different bulletin is used for each classification. The source of information is Complaint Reports.
- Personal History Report -- The Personal History Report serves as a detailed identification report and is completed when an arrestee is interrogated. It is filed attached to the related Complaint Report.

- Investigation Report -- The Investigation Report (offense report) is prepared by Detective personnel, and serves no real purpose. One copy is retained in the Detective Bureau filed by the suspect's name and one copy is attached to the Complaint Report.
- Photographs of Arrested Persons File -- Photographs of arrested persons are assigned a sequential number and filed by that number. A 3- by 5-inch index card is filed alphabetically as a cross-reference to the photo file.
- Fingerprint File -- Fingerprints of arrested persons are classified and filed by that classification. A 3- by 5-inch index card is filed alphabetically as a cross-reference to the fingerprint file. The index cards are incorporated into the same index file as is used for arrestee photographs.
- Single Print File -- Fingerprints in the Single Print File are located by classification and/or crime.
- Photograph Negative File -- The Photograph Negative File includes negatives of crime and traffic accident scenes. A sequential number is assigned to each incident and related photos are filed by that number. A 3- by 5-inch index card is filed alphabetically by the name of the victim or vehicle operator as a cross-reference to the negative file.
- Criminal History File ("Rap Sheets") -- A special file of criminal histories is maintained. These reports are in alphabetical order. However, the files are not complete since detectives frequently retain a particular report in connection with an investigation.

#### 4. FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS

Based upon the Consultant's analysis of the Burlington Police Department's recordkeeping system, he feels that several aspects of the system tend to reduce its overall efficiency.

- Although the major recordkeeping effort is performed by Records Division personnel, some portions are performed by Detective Bureau personnel. This division of recordkeeping responsibilities leads to the inevitable fragmentation of the system. Moreover, records system typing personnel are assigned to a third unit.
- A Daily Log and a Complaint Ledger are duplicative. In addition, the use of a Complaint Report, together with associated index cards for all calls, results in a large number of unnecessary reports being completed, indexed, and filed. The use of a Complaint Report in conjunction with a Traffic Accident Report is an excellent example of over-reporting.
- The Complaint Report does not adequately fulfill the requirements of an offense report. The failure to use work copies instead of the original report for investigative followup seriously reduces the integrity of the system and creates extra work for both records and detective personnel.
- Separate files for various classes of reports (e.g., stolen vehicles, stolen bicycles, traffic accidents) are duplicative and tend to create unnecessary work.
- The use of black-typed and red-typed index cards creates an additional and unnecessary cross-reference system. In addition, two files must be searched in many cases to obtain the desired information.
- Acceptance of stolen vehicle reports over the telephone without verification of the facts is potentially dangerous since field personnel must proceed on the assumption that the information is valid. An intoxicated person, a crank, or a vindictive spouse or suitor could easily create a situation leading to false arrest, injury, or even death. The use of both the Stolen Vehicle Report and a Complaint Report is duplicative.

- Duplicate reporting is also apparent in the use of a Complaint Report and a Missing Person Report for the same incident.
- The use of different Supplemental Reports by detectives and other personnel appears to be unnecessary.
- The existing Arrest Report fails to adequately report the circumstances of an arrest. The use of pending and closed files for both arrest reports and arrest index cards appears to be an unnecessary expenditure of effort, without positive benefits.
- The maintenance of Traffic Accident Reports and indices separate from other files creates unnecessary clerical work. A separate Accident Ledger compounds the problem. The failure to prepare index cards for injured parties who were not drivers also reduces the value of the system.
- The existing fragmented property records system creates unnecessary work for both records and detective personnel. The use of another series of numbers for property adds unnecessary refinements to the system.
- The Property Report itself does not adequately fulfill its intended purpose. Completion of a related Complaint Report is another example of over-reporting. Separation of found property and evidence files appears unnecessary. Filing of property receipts in two different locations adds to searching tasks when such information must be located.
- The use of pending and closed files for Traffic Citations appears to be unduly laborious.
- The Officer's Daily Report does not adequately fulfill its potential. Little or no statistical data is reported.
- The system of preparing periodic statistical reports for State and Federal agencies is unduly laborious.

- The maintenance of photograph and fingerprint files in a separate building from most other criminal records tends to reduce the overall efficiency of the system. Establishment of index files to locate this information tends to make the system cumbersome.
- Maintenance of "rap sheets" separate from other arrest records makes location of all pertinent data in a particular case unduly laborious.
- Most Department reports are not well adapted to the extraction of statistical data for modus operandi studies, manpower deployment analysis, workload evaluations, and the like.
- The fact that the Records Unit is operated only Monday through Friday from 8:30 a.m. to 5:00 p.m. seriously restricts the level of service that should be provided.

In summary, it is the Consultant's opinion that the existing records system is unduly involved, fragmented, and duplicative; and it is not providing the service to the Department that is necessary and appropriate. As a consequence, it is recommended that the existing system be modified to conform to the proposed system shown in Appendix A. Report exemplars provided in Appendix B are intended only as guides in the development of specific Department forms.

In addition, it is strongly recommended that Records Unit personnel, including the typists now assigned to the Planning Bureau, be redeployed (and increased in number) to provide for on-duty records personnel at least 16 hours per day and preferably 24 hours per day, 7 days a week.

In the process of redesigning reporting forms, an attempt should be made to reconcile appropriate report forms with those additional and duplicative reports now required by the State and FBI for NCIC entries.

APPENDIX A

Proposed Records System

1. Incident Ledger

- This ledger serves as the primary agency record of reported field incidents, a report audit source, and a chronological crossfile to all reports. Entries are sequentially numbered.
- Upon completion of an Offense Report, Miscellaneous Incident Report, Traffic Accident Report, Property Report, or Vehicle Report, the reporting officer should obtain an Incident Number from the person maintaining the Incident Ledger. A single consecutive series of numbers shall be used for all of the above reports.
  - Multiple incidents arising from the same occurrence require only one number.
  - Incidents not falling into the categories specifically listed should not be assigned a number from this Ledger. All numbered incidents require completion of one or more of the listed reports.
  - If a 24-hour Records Unit is established, a records clerk should maintain the Incident Ledger. In the absence of records personnel, the radio dispatcher should perform this task. Primary responsibility, however, should rest with the Records Unit.
- Appropriate identifying information should be entered in the Incident Ledger.
  - Incident Number.
  - Date and time of occurrence.
  - Type of occurrence.
  - Location.

- Victim, if any.
- Officer reporting.
- Related reports under this Incident Number.
- Incident Numbers are preceded by the last two digits of the current year: 76-1378.
- Traffic Accident Report Numbers may be preceded by the letter "T" if desired: T-76-1379.

## 2. Radio Call Card

- This form is a 3- by 5-inch prenumbered card used by the dispatcher to record all calls for police services. It should also be completed by the dispatcher when field personnel initiate action independently of a radio-assigned call.
  - Serves as a record of all incidents requiring the dispatch of a police unit and/or incidents initiated by the unit.
  - Serves as a record of the location of a unit while the unit is out of service.
  - Serves as a daily audit device to ensure completion of appropriate reports to a particular incident.
  - Serves as the basis for compiling the Daily Report.
- The form should be designed to enable the dispatcher to record as much information as possible by checking appropriate boxes. Use of a time-stamp machine to record times of receipt, dispatch, unit arrival, and completion expedites filling in the Card.
- Disposition of the call is not essential to the completion of the Radio Call Card. Disposition information is recorded in the Officer's Daily Activity Report.
- Filed numerically.
  - This number is not cross-referenced to other numbers assigned to reports. The sole purpose is to facilitate filing and retrieving.

### 3. Daily Report

- The Daily Report should be maintained at the Dispatchers' Office as a running log of field activities. Its primary intent is to brief the Chief of Police and other personnel on matters of major interest.
- The report should cover a 24-hour period and should be filed by date.
- The report should contain all incidents of major police interest that occur during the designated 24-hour period.
  - Routine radio transmissions and minor matters should not be included.
  - The primary source of information is selected Radio Call Cards. However, incidents that should be included in the Daily Report but do not routinely come to the attention of the person maintaining it must be reported for inclusion by the officer handling the incident (for example, detective arrest or completion of an Offense Report not resulting from a radio transmission).
- Entry should include Time of Occurrence, Type of Occurrence, Location, Officer or Unit assigned, and Disposition.
  - The disposition entry should be very brief (i.e., "arrested 2 -- Incident Number 76-1781" or "Robbery Report -- Incident Number 76-2419").
- All incidents of police interest that have an Incident Number and/or Arrest Number should be identified in the Daily Report by including the Incident Number in the Disposition column.
- Pertinent information should be presented at roll call to personnel coming on duty.
- The Daily Report should be audited daily by Records personnel to ensure that all appropriate incidents have been formally reported and that proper reports have been completed and submitted.

- Where volume is low, the Incident Ledger and the Daily Report can be combined. If these forms are combined, care must be taken to ensure that Incident Numbers are assigned to only those entries requiring reporting on one of the listed reports.

#### 4. Offense Report

- The Offense Report should be completed for all criminal offenses that come to the attention of the police (except those traffic violations disposed of by means of a traffic citation) regardless of the value of property taken, extent of injury or likelihood of successful prosecution.
- An Incident Number should be assigned as described in Section 1.
- The original should be filed promptly by Incident Number in the Primary File.
- The number of additional copies and distribution should be determined by Department needs, such as:
  - Chief of Police -- Information.
  - Detective Bureau -- Work copies.
  - Arrest package (attached to copy of related arrest report).
  - Officer's information file.
- Related reports should be cross-referenced in the body of the report.
- Index File
  - Master Name File (victim) -- Filed alphabetically.
  - Location File (Optional) -- Filed by street address or other identifying factors, by date.
  - Type of Property File (Optional) -- Filed by type of property, by date.

- Type of Incident File (Optional) --  
Filed by type of incident, by date.

5. Miscellaneous Incident Report

- This should be used to report actions of officers or situations not reported on Offense, Traffic Accident, Vehicle, or Property Reports. The general purpose of this report is to officially report situations of importance to the Department wherein no actual criminal violation is involved. Some examples of these situations are:
  - Injured person aided.
  - Missing person.
  - Animal destroyed.
  - Dangerous excavation.
  - Lost property reported.
- An Incident Number should be assigned as described in Section 1.
- The original should be filed promptly by Incident Number in the Primary File.
- The number of additional copies and distribution should be determined by Department needs, as indicated in Section 4.
  - Related reports should be cross-referenced in the body of the report.
- Index Files
  - Master Name File -- Should include names of victim and/or person involved, filed alphabetically.
  - Location File (Optional) -- Filed by street address or other identifying factors, by date.
  - Type of Incident File (Optional) -- Filed by type of incident, by date.

6. Supplemental Report

- The Supplemental Report should be used:
  - As a continuation for any other report.
  - To add additional information to a previously reported incident.
  - To record progress of a continuing investigation.
- The report should bear same Incident Number as the original report.
- The report should have the same distribution as the original report and be attached to the original report in the files.
- Changes to index cards previously prepared may result from the Supplemental Reports.

7. Traffic Accident Report (State Report)

- This report should be completed for all traffic accidents occurring on the highway (except those with only very minor damage) and all private property accidents involving death, injury or a violation of law.
- Incident Number should be assigned as described in Section 1.
- The original should be filed promptly by Incident Number in the Primary File.
- If separate filing of traffic accidents is mandatory, a separate block of numbers from the Incident Ledger should be used to preserve the integrity of the numbering system.
- The number of additional copies and distribution should be determined by Department needs, as indicated in Section 4.

- Index Files

- Master Name File -- Should include names of parties to the accident and persons killed or injured, filed alphabetically.
- Location File (Optional) -- Filed by street address or other identifying factors, by date.

#### 8. Property Report

- The Property Report should be used to record all receipts of property into Department custody.
  - Evidence.
  - Found Property.
  - Safekeeping.
- An Incident Number should be assigned as described in Section 1.
- The original should be filed promptly by Incident Number in the Primary File.
- The number of copies and distribution should be determined by Department needs.
  - One copy should accompany the property.
  - Detective Bureau.
  - Arrest package, if related to an arrest.
  - Officer's information file.
- Property should be described in related reports.
- Index Files (Records Unit)
  - Master Name File -- Filed by "Booked to," alphabetically.
  - Type of Property File (Optional) -- Filed by type of property, by date.

• Index File (Identification Officer)

- A copy of the Master Name File Card prepared by the Records Unit should be forwarded to Detective Bureau with a copy of the Property Report. The index card should be filed alphabetically in single property file.

9. Property Ledger

- This ledger should be maintained to provide control of property; to allow for swift, accurate inventory; and to serve as a chronological cross-reference to property in Department custody.
  - The Ledger should be maintained by the Identification Officer.
- Each item of property booked should be entered, and appropriate notations made about the Incident Number, Date Booked, Person Booked To, bin or shelf number used for storage, and details of release.
  - All evidence should be booked to the arrestee, victim, or the officer finding, in that order. If the case involves only found property, the property should be booked to the actual finder.

10. Arrest Report

- This should be used to record identifying information and details of the arrest of all persons taken into custody and booked. This report serves as a permanent record of the officer's actions, arrestee's statements and actions, and other arrest details.
- All arrests should be entered in an Arrest Ledger by Department Arrest Number or by the Booking Number if a separate Booking Number is used for each arrest.
  - The Booking Number should be listed in other related reports for cross-reference purposes.
  - The Booking Number is used to identify the current arrest, the permanent number to identify the arrestee.

- The original should be filed promptly in the Arrest Package of arrestee, along with photographs, fingerprints and other arrest-related documents.
  - Arrest Packages should be kept in the Records Unit, filed alphabetically.
  - Offense Reports, if any, should be attached.
- The number of additional copies and distribution should be determined by Department needs.
  - Chief of Police.
  - Detective Bureau.
  - Officer's information file.
- Index File
  - Master Name File -- Filed alphabetically.
  - Location File (Optional) -- Filed by street address or other identifying factors, by date.

11. Arrest Ledger ("Blotter")

- The Arrest Ledger should serve as the primary chronological record of all arrests made by the Department.
  - Information recorded should include date, time, charge, name, location of arrest, arresting officer, and disposition.
  - Use of a separate Booking Number for each arrest is recommended.
- Each January 1, the numbering sequence should start with number 1 followed by the last two digits of the year (e.g., the first arrest in 1977 would be 1-77, the second arrest would be 2-77). This would provide a stable numbering system and at the same time would readily provide information as to the number of persons booked during the current year.

- This number should be cross-referenced in Department files to a permanent Department Arrest Number assigned by Records personnel at the time of the first arrest.

- The Arrest Ledger should be kept in the Records Unit.

#### 12. Uniform Traffic Citation

- This form should be used for traffic offenses other than those involving physical arrest.
- The distribution should be as indicated by citation copies.
  - Court.
  - Violator.
  - Officer's Copy, filed alphabetically by officer's name until trial is completed, then destroyed.
  - Department Citation File (pink copy), filed alphabetically by violator's name for approximately 3 years, then destroyed.
- State computer files of traffic violator histories make Department files of such information time-consuming, limited in scope, and unnecessary. It is, therefore, recommended that such information should not be entered in arrest files or the Master Name File. In the event that efficient State computer service is unavailable, entry on the Master Name Card is a more satisfactory solution than the creation of a separate file.

#### 13. Field Interview Report

- The Field Interview Report is a 3- by 5-inch card used to report, for possible future investigative purposes, suspicious persons against whom there is no specific charge or persons warned regarding certain prohibited conduct.
- The form should be completed in duplicate: One copy filed alphabetically by name and one copy filed by location of interview.

- Because of the specific investigative purposes of this form, it should be filed separately and distinctly from the Primary and Location Files.

#### 14. Vehicle Report

- This should be used to report and identify stolen, recovered, and impounded vehicles.
- An Incident Number should be assigned as described in Section 1. (A recovered vehicle should bear stolen Incident Number, if stolen locally).
- The original should be filed promptly in Records Unit files as follows:
  - Stolen and/or Impounded Vehicles -- Filed by Incident Number in Primary File.
  - Recovered Vehicles -- If stolen locally, file attached to related stolen report, otherwise by Incident Number in Primary File.
- The number of additional copies and distribution should be determined by Department needs.
  - Detective Bureau.
  - Impound Garage.
- Index Files
  - Master Name File -- Filed alphabetically by owner's name and should include license number on car.
  - Stolen File -- Filed by license number; a copy should be sent to dispatcher for ready reference.
  - Impounded Vehicle (Optional) -- Filed by license number.
  - Location File (Optional) -- Filed by street address or other identifying factors, by date.

15. Officer's Daily Report

- The Officer's Daily Report is vital to effective operations. Therefore, it should be completed by the field officers. The report serves the following purposes.
  - Contains details and dispositions of all activities occurring during the tour of duty, including those minor incidents that are not the subject of a formal report and are not included in the Daily Report or the Incident Ledger.
  - Provides a record of the daily accomplishments of each officer for supervisory as well as statistical purposes.
  - Provides a record for measurement of workload factors.
  - Provides a source of data for manpower usage analyses, budget requests, response to public inquiries, and the like.
  - Provides a safeguard for field personnel against unjust accusations.
- The report should be filed by officer's name, by date (after extraction of pertinent data for analysis purposes).

16. Supervisor's Daily Report (Optional)

- If selected, this report should be completed by field supervisors. The report would provide a resume of activities of duty tour related to personnel and criminal matters, as well as other police problems.
- The report should be filed by supervisor's name, by date.

17. Records Check Out

- Original records removed from file should be identified by substituting a brightly colored card of similar size that bears the following information:
  - Incident Number.

- Officer.
- Date removed.
- Purpose.
- Date returned.
- Record clerk's initials (or number).

18. Periodic Statistical Summary Report

- This should be prepared by the Planning Unit from the tally sheet(s) maintained on a daily basis.
- The report should be distributed to:
  - Chief of Police.
  - City officials.
  - Department supervisors.
- The report should be used as a basis for the annual report.

APPENDIX B

Exemplar Report Forms



NATURE OF INCIDENT <input type="checkbox"/> BELOW <input type="checkbox"/> IN PROGRESS		COMPLAINT NO.		TIME	
LOCATION OF INCIDENT			CORNER <input type="checkbox"/> NW <input type="checkbox"/> NE <input type="checkbox"/> SW <input type="checkbox"/> SE	BEAT	REVBANK USED <input type="checkbox"/>
COMPLAINANT'S NAME <input type="checkbox"/> REFUSED		ADDRESS <input type="checkbox"/> SAME AS LOC.	TELEPHONE NO.		
CHECK BOX IF APPLICABLE. IF CONDITIONS ARE NOT LISTED, DESCRIBE ABOVE.					
ALARM.....	<input type="checkbox"/> FIRE	<input type="checkbox"/> BILBY	<input type="checkbox"/> AUDIBLE	<input type="checkbox"/> HOLDUP	REC'D. DISP. ANN. COAR.
ACCIDENT.....	<input type="checkbox"/> PERS. INJ.	<input type="checkbox"/> PROP. DAM.	<input type="checkbox"/> HIT & RUN	<input type="checkbox"/> PRIVATE PROPERTY	
DISTURBANCE..	<input type="checkbox"/> FAMILY	<input type="checkbox"/> JUVENILES	<input type="checkbox"/> VEHICLES	<input type="checkbox"/> ANIMALS	
PERSON.....	<input type="checkbox"/> INJURED	<input type="checkbox"/> MISSING	<input type="checkbox"/> SUSPICIOUS	<input type="checkbox"/> NEEDS ASSISTANCE	
THEFT.....	<input type="checkbox"/> VEHICLE	<input type="checkbox"/> DEVECS	<input type="checkbox"/> FROM AUTO	<input type="checkbox"/> AUTO ACCESSORIES	
REMARKS					
UNITY ASSGNO.	UNITY ASSIGNING	REPORT SUBMITTED <input type="checkbox"/> M. I. <input type="checkbox"/> CASE <input type="checkbox"/> ACC. <input type="checkbox"/> ARREST		RECEIVED BY	DISPATCHER

front

VEHICLE				PERSONS							TIME	
COLOR	YEAR	MAKE	H O	SEX	RACE	AGE	HGT	WGT	HAIR	EYES	DESCRIP. OCCAS.	
STYLE	BODY		1	COMP.	GLASSES	CLOTHING						
LIC. NO.	LIC. YR.		H O	SEX	RACE	AGE	HGT	WGT	HAIR	EYES	NOTIFICATIONS MADE	
STATE	LIC. TYPE		2	COMP.	GLASSES	CLOTHING						
OTHER IDENTIFYING INFORMATION						DIRECTION OF FLIGHT ON						
NOTIFICATIONS <input type="checkbox"/> AMBULANCE <input type="checkbox"/> FIRE DEPT. <input type="checkbox"/> POLICE												
NAME				TELEPHONE NO.		BASIS <input type="checkbox"/> OWNER'S REQUEST		<input type="checkbox"/> ROTATION <input type="checkbox"/> NEAREST AVAIL.				
DEPT. MEMBERS NOTIFIED: TITLE & NAME												
ADDITIONAL INFORMATION											NOTIFIED BY <input type="checkbox"/> DISPATCHER	

back

UNIT NO.	LOCATION	TIME	
TELEPHONE NO.	PERSON NOTIFIED OR TO BE CONTACTED	OUT OF SERVICE OR NOTIFIED	
EXTERNAL		INTERNAL	
CONDITION: <input type="checkbox"/> STREET DEFECT <input type="checkbox"/> STREET LIGHT OUT <input type="checkbox"/> TRAFFIC LIGHT OUT OTHER: _____		<input type="checkbox"/> BREAK <input type="checkbox"/> REPAIRS <input type="checkbox"/> SERVICE <input type="checkbox"/> FOLLOW-UP <input type="checkbox"/> RADIO SERVICE <input type="checkbox"/> TRAFFIC CITATION <input type="checkbox"/> RETURN TO STATION <input type="checkbox"/> TRANSPORTING <input type="checkbox"/> PATROLLING ON FOOT <input type="checkbox"/> COURT <input type="checkbox"/> MEET UNIT _____ <input type="checkbox"/> OTHER: _____ <input type="checkbox"/> CALL STATION <input type="checkbox"/> CALL NO. ABOVE	
NOTIFIED: <input type="checkbox"/> PERSON ABOVE <input type="checkbox"/> STREET DEPT. <input type="checkbox"/> TRAFFIC DEPT. OTHER: _____		<input type="checkbox"/> SUBJECT TO CALL IN SERVICE	
REMARKS		REVERSE USED <input type="checkbox"/>	DISPATCHER

front

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

back

COMPLAINT REPORT No 68304

Date \_\_\_\_\_ Time Received \_\_\_\_\_ Received by \_\_\_\_\_

Reported by \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Complaint \_\_\_\_\_

Officer Detailed \_\_\_\_\_ Time Dispatched \_\_\_\_\_

Time Arrived \_\_\_\_\_ Time Completed \_\_\_\_\_

Approved by \_\_\_\_\_ Indexed by \_\_\_\_\_ File Number \_\_\_\_\_

Form No. 1



GENERAL OFFENSE REPORT																	
1. INCIDENT NO.																	
2. VICTIM'S NAME (FIRST NAME IF BUSINESS)			3. RESIDENCE ADDRESS			4. RES. PHONE			5. BUS. PHONE								
6. OFFENSE REPORTED						7. CLASSIFICATION AFTER INVESTIGATION			R.D.								
8. LOCATION: NUMBER		STREET		APT.		9. DATE & TIME OCCURRED			10. DATE & TIME POLICE ARRIVED								
11. PERSON REPORTING CRIME TO POLICE			12. RESIDENCE ADDRESS			13. RES. PHONE			14. BUS. PHONE								
15. PERSON WHO DISCOVERED CRIME			16. RESIDENCE ADDRESS			17. RES. PHONE			18. BUS. PHONE								
19. WITNESSES: NAME		SEX	RACE	AGE	20. RESIDENCE ADDRESS			21. RES. PHONE		22. BUS. PHONE							
(A)																	
(B)																	
23. VICTIM'S OCCUPATION		SEX	RACE	AGE	24. TYPE OF PREMISES WHERE OCCURRED			25. EXACT LOCATION OF VICTIM OR PROPERTY									
26. TOOL, WEAPON OR MEANS USED		27. METHOD USED TO COMMIT CRIME			28. OBJECT OF ATTACK OR PROPERTY TAKEN												
29. VALUE OF PROPERTY		30. TRADE MARK OR UNUSUAL EVENT				31. NUMBER OF SUSPECTS		SEX	RACE	AGE							
32. VEHICLE FROM WHICH CRIME OCCURRED		YEAR	BODY STYLE	COLORS	YR-STATE-LIC		OTHER IDENTIFYING MARKS										
MAKE		MODEL															
33. VEHICLE USED BY SUSPECTS		YEAR	BODY STYLE	COLORS	YR-STATE-LIC		OTHER IDENTIFYING MARKS										
MAKE		MODEL															
34. EXACTLY WHAT DID SUSPECTS SAY																	
35. KIND OF PROPERTY RECOVERED			36. VALUE		37. NAME IN C.I.D. NOTIFIED			38. DATE & TIME									
39. NARRATIVE: (INCLUDE EVIDENCE OBTAINED AND DISPOSITION, HOW ATTACKED AND METHOD USED TO GAIN ENTRY, DETAILED DESCRIPTION OF PROPERTY TAKEN, AND DETAILED DESCRIPTION OF SUSPECTS)																	
Report Made by.....						Time.....			Date.....			Indexed.....					
Emp. No.									Emp. No.			Emp. No.					
Approved by.....						Emp. No.			Date.....			Bulletin.....					
Emp. No.									Emp. No.			Emp. No.					
Assigned to.....						Emp. No.			Date.....			Recorded.....					
Emp. No.									Emp. No.			Emp. No.					
Cleared by:		Arrest.....		Unfounded.....		Inactive.....		Excep. Cleared.....		Emp. No.		Emp. No.		Emp. No.		Emp. No.	
Emp. No.		Emp. No.		Emp. No.		Emp. No.		Emp. No.		Emp. No.		Emp. No.		Emp. No.		Emp. No.	

MISCELLANEOUS INCIDENT REPORT

Incident Number	Type of Incident	Location	R.D.
-----------------	------------------	----------	------

Person Reporting	Address	Phone Number	Date and Time Occurred
------------------	---------	--------------	------------------------

INJURY	Name	Address	Phone Number
--------	------	---------	--------------

Extent of Injury	Cause	Transported To	Transported By
------------------	-------	----------------	----------------

MISSING PERSON	Name	Address	Phone Number
----------------	------	---------	--------------

Description - Physical

Clothing Worn

Cause of Absence	Occupation	Probable Destination
------------------	------------	----------------------

Last Seen (Location, Date and Time)	In Company Of
-------------------------------------	---------------

Additional Information

ANIMAL	Description of Animal	Owner	Address	Phone Number
--------	-----------------------	-------	---------	--------------

Disposition

OTHER INCIDENT	Person(s) Involved (Name, Address, Phone Number)
----------------	--

Details:

Date and Time Reported	Officer(s) Reporting	Supervisor Approving
------------------------	----------------------	----------------------

\_\_\_\_\_ POLICE DEPARTMENT  
SUPPLEMENTAL REPORT

INCIDENT NO.	TYPE OF ORIGINAL REPORT	LOCATION (ORIGINAL INCIDENT)	DATE (ORIGINAL REPORT)
--------------	-------------------------	------------------------------	------------------------

Large empty rectangular area for the main body of the report.

OFFICER REPORTED	OFFICER(S) REPORTING	SUPERVISOR APPROVING
------------------	----------------------	----------------------







ARREST REPORT

RESIDENCE ADDRESS	CITY	PHONE	ARRESTEE'S NAME (LAST, FIRST, MIDDLE)				NUMBER					
EMPLOYED BY	OCCUPATION		CHARGE				MISD <input type="checkbox"/> FEL <input type="checkbox"/> OTHER <input type="checkbox"/>					
EMPLOYER'S ADDRESS	CITY	PHONE	LOCATION OF ARREST				R.D.	ARRESTING OFFICERS				
NICKNAME, ALIAS	SOCIAL SECURITY NUMBER		DATE AND TIME ARRESTED		DATE AND TIME BOOKED		EVIDENCE BOOKED YES <input type="checkbox"/> NO <input type="checkbox"/>					
DRIVER'S LICENSE NUMBER	STATE	BIRTHPLACE	SEX	DESCENT	AGE	HEIGHT	WEIGHT	HAIR	EYES	BIRTHDATE		
VISIBLE MARKS, SCARS, DEFORMITIES			LOCATION OFFENSE COMMITTED				CONNECTED REPORTS AND NUMBERS					
COMPLAINTS OR EVID. ILLNESS OR INJURY - BY WHOM TREATED			DISPOSITION OF ARRESTEE'S VEHICLE				HOLD FOR:					
VEHICLE USED (YEAR, MAKE, MODEL, COLOR, LICENSE NO., IDENTIFYING MARKS)							DRIVING VEHICLE (DIRECTION AND STREET NAME)					
CLOTHING WORN			SCHOOL ATTENDING				SELECTIVE SERVICE NUMBER					
CODE V-VICTIM (FIRM NAME IF BUSINESS) W-WITNESS P OR G - PARENT OR GUARDIAN (JUVENILE ONLY)												
NAME	CODE	RESIDENCE ADDRESS			CITY	RESIDENCE PHONE	BUSINESS PHONE					
CRIME INFO.	VICTIM'S OCCUPATION, D. SCOLD, AGE				TYPE OF PREMISES				TOTAL VALUE			
	TYPE OF OFFENSE (TILL-TAP, SHOPLIFT, ASSAULT, TFW, ETC.)						TYPE OF PROPERTY TAKEN					
JUV. ONLY	BANKS NOTIFIED BY		TIME	PLACE JUVENILE DETAINED		BONDING APPROVED BY		DETENTION APPROVED BY				
ACQUAINTANCE OF RIGHTS GIVEN BY:							IN PRESENCE OF:					

DETAILS OF ARREST: (1) STATEMENT OF DEPT. (2) BACKGROUND INFO: COMPLAINT, RADIO CALL, ETC. (3) NARRATIVE OF CIRCUMSTANCES PERTINENT TO ARREST. IF INTOXICATION INVOLVED, DESCRIBE DEPT. APPEARANCE, ACTIONS AND OFFICER'S OPINION OF DEGREE OF INTOXICATION. IF PHYSICAL EVIDENCE FOUND: WHERE, WHO BY, DISPOSITION. (4) EVIDENCE OF NARCOTIC ADDICTION.

SUPERVISOR APPROVING	ARRESTING OFFICER(S)	BADGE NO.	VACATION DATES	FINGERPRINTED
DATE AND TIME PREPARED	CLERK			PHOTOGRAPHED



UNIFORM TRAFFIC TICKET AND COMPLAINT

CASE No. \_\_\_\_\_ DOCKET No. \_\_\_\_\_ PAGE No. \_\_\_\_\_

STATE OF TEXAS No. \_\_\_\_\_  
COUNTY OF \_\_\_\_\_  
CITY OF \_\_\_\_\_ COMPLAINT-AFFIDAVIT

IN THE \_\_\_\_\_ COURT OF \_\_\_\_\_  
THE UNDERSIGNED, BEING DULY SWORN, UPON HIS OATH DEPOSES AND SAYS:

ON \_\_\_\_\_ THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 19\_\_\_\_, AT \_\_\_\_\_ A.M.  
P.M.

NAME \_\_\_\_\_  
STREET \_\_\_\_\_  
CITY - STATE \_\_\_\_\_

BIRTH DATE \_\_\_\_\_ RACE \_\_\_\_\_ SEX \_\_\_\_\_ HT. \_\_\_\_\_ WT. \_\_\_\_\_  
AGE \_\_\_\_\_  
DRIV LIC. No. \_\_\_\_\_ (PART) DID UNLAWFULLY (OPERATE)  
VEH. LIC. No. \_\_\_\_\_ KIND \_\_\_\_\_ NUMBER \_\_\_\_\_ STATE \_\_\_\_\_ YR. \_\_\_\_\_ MAKE \_\_\_\_\_

UPON A PUBLIC HIGHWAY, NAMELY AT (LOCATION) \_\_\_\_\_

LOCATED IN THE CITY, VILLAGE, TOWNSHIP, COUNTY AND STATE AFORESAID AND DID THEY AND THERE COMMIT THE FOLLOWING OFFENSE:

Leading Causes of Accidents	SPEEDING (over limit) <input type="checkbox"/> 5-10 m.p.h. <input type="checkbox"/> 11-15 m.p.h. <input type="checkbox"/> over 15 m.p.h. (_____ m.p.h. in _____ m.p.h. zone)	NAME _____ Last _____ First _____ Initial _____ Social Security Number _____
	Improper LEFT TURN <input type="checkbox"/> No Signal <input type="checkbox"/> Cut corner <input type="checkbox"/> From wrong lane	
	Improper RIGHT TURN <input type="checkbox"/> No Signal <input type="checkbox"/> Into wrong lane <input type="checkbox"/> From wrong lane	
	Disabled TRAFFIC SIGNAL (When light turned red) <input type="checkbox"/> Past middle intersection <input type="checkbox"/> Middle of intersection <input type="checkbox"/> Not reached intersection	
Disabled STOP SIGN <input type="checkbox"/> Wrong place <input type="checkbox"/> Walk speed <input type="checkbox"/> Faster	Fault _____	
Improper PASSING AND LANE USAGE <input type="checkbox"/> At intersection <input type="checkbox"/> Cut in <input type="checkbox"/> Wrong Side of pavement		
OTHER VIOLATIONS (describe) _____ OF THE _____	Initial _____	
<input type="checkbox"/> State Statute <input type="checkbox"/> Local Ordinance in such case made and provided.		

PARKING: \_\_\_\_\_  
Water Reg. \_\_\_\_\_  Overtime  Prohibited Area  Double  Expired  Parking  Water  
(Describe) Other \_\_\_\_\_  
 parking violation

Conditions that Increased Seriousness of Violation	SLIPPERY PAVEMENT <input type="checkbox"/> Rain <input type="checkbox"/> Snow TO CLOGGE <input type="checkbox"/> Ice	TYPE ACCIDENT _____	FD _____ PI _____ FATAL _____ <input type="checkbox"/> Ped. <input type="checkbox"/> Vehicle <input type="checkbox"/> Hit Fixed Object <input type="checkbox"/> Right Angle <input type="checkbox"/> Head on <input type="checkbox"/> Sideswipe <input type="checkbox"/> Rear end <input type="checkbox"/> Ran off Roadway <input type="checkbox"/> Intersection
	DARKNESS <input type="checkbox"/> Night <input type="checkbox"/> Fog <input type="checkbox"/> Snow		
	OTHER TRAFFIC PRESENT <input type="checkbox"/> Cross <input type="checkbox"/> Overtaking <input type="checkbox"/> Pedestrian <input type="checkbox"/> Same direction		
	AREA: <input type="checkbox"/> Business <input type="checkbox"/> Industrial <input type="checkbox"/> School <input type="checkbox"/> Residential <input type="checkbox"/> Rural HIGHWAY TYPE: <input type="checkbox"/> 2 lanes <input type="checkbox"/> 3 lanes <input type="checkbox"/> 4 lanes <input type="checkbox"/> 4 lanes divided		

THE UNDERSIGNED FURTHER STATES THAT HE HAS JUST AND REASONABLE GROUNDS TO BELIEVE AND DOES BELIEVE THAT THE PERSON NAMED ABOVE COMMITTED THE OFFENSE HEREIN SET FORTH, CONTRARY TO LAW.

SWORN TO AND SUBSCRIBED BEFORE ME

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 19\_\_\_\_ (Signature and identification of officer or other complainant)

(Name and title) \_\_\_\_\_ (Unit No.) \_\_\_\_\_

COURT APPEARANCE: \_\_\_\_\_ DAY OF \_\_\_\_\_ 19\_\_\_\_, AT \_\_\_\_\_ M.

ADDRESS OF COURT \_\_\_\_\_  
I PROMISE TO APPEAR IN SAID COURT OR BEFORE AT SAID TIME AND PLACE.  
SIGNATURE \_\_\_\_\_

**READ CAREFULLY**

If you wish to plead guilty to the offense indicated without going to Court, you may inquire as to the proper procedure at the Sheriff's office in the County in which the alleged offense occurred or at the City Police Department if the arrest was made within the city limits.

**BRING THIS SUMMONS WITH YOU**

**NOTICE**

THE COURT WILL ISSUE A WARRANT FOR THE ARREST OF ANY DEFENDANT WHO IS A RESIDENT OF THIS STATE AND WHO HAS FAILED TO APPEAR TO ANSWER A TRAFFIC SUMMONS DULY SERVED UPON HIM AND UPON WHICH A COMPLAINT HAS BEEN FILED.

**APPEARANCE PLEA OF GUILTY AND WAIVER**

I, the undersigned, do hereby enter my appearance on the complaint of the offense charged on other side of this summons. I have been informed of my right to a trial, that my signature to this plea of guilty will have the same force and effect as a judgment of court, and that this record will be sent to the Licensing Authority of this State (or of the State where I received my license to drive). I do hereby PLEAD GUILTY to said offense as charged and WAIVE my rights to a hearing by court or jury. It is understood that a bail deposit will be forfeited in lieu of fine of court and in full settlement of said violation and further agree to pay the penalty prescribed for my offense.

AMOUNT \$ \_\_\_\_\_

\_\_\_\_\_  
(Defendant's name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Receipt No)

\_\_\_\_\_  
(Date)

"ABSTRACT OF COURT RECORD for STATE LICENSING AUTHORITY"

CASE No. \_\_\_\_\_ DOCKET No. \_\_\_\_\_ PAGE No. \_\_\_\_\_

Date	COURT ACTION AND OTHER ORDERS
	The within complaint has been examined and there is probable cause for filing the same. Leave is hereby granted to file the complaint. Complaint filed.
	Bail fixed at \$ _____ or cash deposit of \$ _____ Signature of person giving bail _____ Signature of person taking bail _____
	Fine in the amount of \$ _____ received as required by court schedule. Signature of Clerk _____
	Continuance to _____ Reason _____
	Continuance to _____ Reason _____
	Warrant issued _____
	Warrant served _____
	Trial by Court (jury) Plea _____ Defendant Arraigned _____ Waives Trial by Jury _____ Finding by Court _____ Finding by Jury _____ The Court therefore, enters following order: Fined \$ _____ Costs \$ _____ Jailed _____ days in _____ Traffic School _____ Probation _____ Defendant Notified of His Rights _____ Driver's License <input type="checkbox"/> Suspended for _____ days <input type="checkbox"/> Recommended for Suspension _____ days
	Testimony—Judges Notes: (or other Court Orders): _____
	As provided by Law, I hereby certify that the information on this ticket is a true abstract of the record of this court or bureau in this case. Signature of Judge or Clerk _____
	Appeal Bond of \$ _____ Filed for _____ Appeal to _____ Court _____

MAIL TO: STATE LICENSING AUTHORITY

**CONTINUED**

**1 OF 2**

REPORT OF ACTION ON CASE

Date \_\_\_\_\_

Amt. of Fine Paid \$ \_\_\_\_\_ Cost \$ \_\_\_\_\_

COURT ACTION

Date \_\_\_\_\_ Plea \_\_\_\_\_

Disposition \_\_\_\_\_

Amt. of Fine Paid \$ \_\_\_\_\_ Costs \$ \_\_\_\_\_

License Action \_\_\_\_\_

OFFICER'S NOTES FOR TESTIFYING IN COURT

First Noticed \_\_\_\_\_ Why Noticed \_\_\_\_\_

Direction of Travel \_\_\_\_\_ on \_\_\_\_\_

Weaving: Yes \_\_\_\_\_ No \_\_\_\_\_ Number of cars passed \_\_\_\_\_

Traffic Conditions: Light  Heavy  Moderate

Highway Surface: Concrete  Asphalt  Gravel  Other \_\_\_\_\_

Highway Character: Straight  Level  Incline  Crest  Curve

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WITNESSES

\_\_\_\_\_  
\_\_\_\_\_

VEHICLE DEFECTS

- SERVICE BRAKE \_\_\_\_\_
- PARKING BRAKE \_\_\_\_\_
- HEADLIGHTS \_\_\_\_\_
- TAIL LIGHTS \_\_\_\_\_
- STOP LIGHT \_\_\_\_\_
- WINDSHIELD WIPER \_\_\_\_\_
- HORN \_\_\_\_\_
- TIRE \_\_\_\_\_
- TURN SIGNALS \_\_\_\_\_
- MIRROR \_\_\_\_\_
- OTHER \_\_\_\_\_

CASE No. \_\_\_\_\_ DOCKET No. \_\_\_\_\_ PAGE No. \_\_\_\_\_

Date	COURT ACTION AND OTHER ORDERS
	The within complaint has been examined and there is probable cause for filing the same. Leave is hereby granted to file the complaint. Complaint filed.
	Bail fixed at \$ _____ or cash deposit of \$ _____ _____ Signature of person giving bail _____ Signature of person taking bail
	Fine in the amount of \$ _____ received as required by court schedule. _____ Signature of Clerk
	Continuance to _____ Reason _____
	Continuance to _____ Reason _____
	Warrant issued _____
	Warrant served _____
	Trial by Court (Jury) Plea _____ Defendant Arraigned _____ Waives Trial by Jury _____ Finding by Court _____ Finding by Jury _____ The Court therefore, enters following order: Fined \$ _____ Costs \$ _____ Jailed _____ days in _____ Traffic School _____ Probation _____ Defendant Notified of His Rights _____ Driver's License { <input type="checkbox"/> Suspended for _____ days <input type="checkbox"/> Recommended for Suspension _____ days _____ Signature of Judge or Clerk
	Testimony—Judges Notes: (or other Court Orders): _____ _____
	Appeal Bond of \$ _____ Filed for _____ Appeal to _____ Court

FIELD INTERVIEW REPORT

NO. _____ POLICE DEPT. FIELD INTERVIEW REPORT											
Name (last first) middle						Location				RD.	
Residence Address						Res Phone		Date + Time Interviewed			
Driver (X)		Pass (X)		Ped (X)		Nickname					
Sex		Race		Age	Height	Weight	Hair	Eyes	Complex.		
Marks of Identification:						Scars, Tattoos, Etc.					
Dress											
										Opr. or Chauff. Lic. No.	
Year & Make of Car				Type	Lic. No.		Color				

(REVERSE)

Suspects Business Address (if juvenile, name of school)		
List names of all persons with suspect at time of interrogation		
Reason for Interrogation		
Disposition		
Officer(s) Reporting (Name and Badge No.)		Divn
		Detail

INCIDENT NO.		MOTOR VEHICLE REPORT				
2. VEHICLE OWNER		3. RESIDENCE ADDRESS		4. RES. PHONE		
5. (CHECK ONE) THEFT <input type="checkbox"/> ATT. THEFT <input type="checkbox"/> IMPOUND <input type="checkbox"/> THEFT & RECOVERY <input type="checkbox"/> RECOVERY FOR OTHER JURIS. <input type="checkbox"/>		6. OWNER'S BUSINESS ADDRESS		7. BUS. PHONE		
8. TYPE OF VEHICLE (AUTO, TRUCK, MOTOR, ETC.)		9. PREMISES (DRWAY, PK. LOT, ETC.)		10. DATE & TIME CALL REC'D.	11. R.D.	
12. LOCATION OF OCCURRENCE		13. DATE & TIME OCCURRED		14. DATE & TIME POLICE ARRIVED		
15. YEAR MAKE BODY STYLE		16. LICENSE NO. STATE YEAR		17. VEH. I.D. NO.	18. MOTOR NO.	
19. CULDS	20. ACCESSORIES TAPE DECK <input type="checkbox"/> SPOTLIGHT <input type="checkbox"/> RADIO <input type="checkbox"/> LEVER <input type="checkbox"/> A. COND. <input type="checkbox"/>	21. CYLINDERS 4 <input type="checkbox"/> 6 <input type="checkbox"/> 8 <input type="checkbox"/>	22. TRANSMISSION STAND. <input type="checkbox"/> AUTO <input type="checkbox"/>	23. POWER EQUIP. WINDM45 <input type="checkbox"/> BRAKES <input type="checkbox"/> STEERING <input type="checkbox"/>	24. VALUE	
25. INDICATE DAMAGE BY LOCATION YES (DESCRIBE) NO YES <input type="checkbox"/> BELOW <input type="checkbox"/>		26. PERSONAL PROP. IN VEH. MILEAGE YES <input type="checkbox"/> NO <input type="checkbox"/>		27. WERE DOORS LOCKED YES <input type="checkbox"/> NO <input type="checkbox"/>		
28. TITLE HOLDER (IF FINANCED NAME OF INSTITUTION)		30. ADDRESS	31. BUS. PHONE		32. DATE LAST PMT.	
33. NAME OF PERSON LAST DRIVING VEHICLE		34. ADDRESS	35. RES. PHONE		36. BUS. PHONE	
37. VEHICLE LICENSED BY WHAT COUNTY		ADDRESS	NUMBER	CITY	STATE	
38. WERE YES PERSON FROM WHOM THE VEHICLE WAS STOLEN, AT THAT TIME YES <input type="checkbox"/> NO <input type="checkbox"/>		39. SOCIETY OF THIS PERSON SOBER <input type="checkbox"/> H.B.D. <input type="checkbox"/>		INTOXIC. <input type="checkbox"/>		
40. PREVIOUS THEFT: IF YES GIVE DATE AND LOCATION OF THEFT AND RECOVERY YES <input type="checkbox"/> NO <input type="checkbox"/>		41. DISPATCH AUTHORIZED BY		42. DISPATCHED BY:		
43. INFORMATION DISTRIBUTED TO C.F.D. <input type="checkbox"/> D.P.S. <input type="checkbox"/> SHERIFF <input type="checkbox"/> F.B.I. <input type="checkbox"/> RADIO <input type="checkbox"/>		45. NARRATIVE:				
Report Made by.....		Time.....		Date..... Indexed.....		
Emp. No.		Emp. No.		Emp. No.		
Approved by.....		Date.....		Bulletin.....		
Emp. No.		Emp. No.		Emp. No.		
Assigned to.....		Date.....		Recorded.....		
Emp. No.		Emp. No.		Emp. No.		
Cleared by: Arrest.....		Unfounded.....		Inactive.....		
Emp. No.		Emp. No.		Emp. No.		
				Excep. Cleared.....		
				Emp. No.		



SUPERVISOR'S DAILY REPORT

NAME	ON DUTY	OFF DUTY	TOTAL HOURS WORKED	OVERTIME	WATCH	ASSIGNMENT	DATE	
VEHICLE NO.	RELEASE-START	MILEAGE-FINISH	TOTAL MILES	GAS-NO. GAL.	COST	OIL-NO. QTS.	COST	TOTAL COST

[This area is left blank for the supervisor to enter details of the daily report, including names, times, and costs.]

SIGNED: \_\_\_\_\_ APPROVED: \_\_\_\_\_



WEEKLY REPORT							
PERIOD ENDING _____							
	THIS PERIOD	YEAR TO DATE	LAST YEAR TO DATE	PERCENT OF CHANGE	CURRENT 12 MONTHS	PREVIOUS 12 MONTHS	PERCENT OF CHANGE
MAJOR OFFENSES							
HOMICIDE							
ROBBERY							
AGGRAVATED ASSAULT							
BURGLARY							
THEFT OVER \$50							
AUTO THEFT							
TOTALS							
ARRESTS - ADULT AND JUVENILE							
HOMICIDE							
ROBBERY							
AGGRAVATED ASSAULT							
BURGLARY							
THEFT OVER \$50							
AUTO THEFT							
TOTALS							
OTHER OFFENSES							
B. AND E. - AUTO							
WARRANTS DOCUMENTS							
THEFT UNDER \$50							
TOTALS							
OTHER ARRESTS							
B. AND E. - AUTO							
WARRANTS DOCUMENTS							
THEFT UNDER \$50							
LIQUOR LAWS							
NARCOTICS							
SEX OFFENSES							
UNLAWFUL							
D.V.I.							
OTHER ARRESTS							
TOTALS							
TRAFFIC ACCIDENTS							
FATAL							
INJURY							
PROPERTY DAMAGE							
TOTALS							
TRAFFIC CITATIONS							
MOVING CITATIONS							
NON-MOVING CITATIONS							
ISSUING CITATIONS							
TOTALS							
JUVENILE ARRESTS							
JUVENILES BOOKED							
CONTACTS							
ADULTS HANDLED							
TOTALS							

CONSOLIDATED MONTHLY REPORT  
For Month of \_\_\_\_\_, 19\_\_

OFFENSES REPORTED					OFFENSES CLEARED					
This Month	Last Month	This yr to date	Last yr to date	% + or - same prd last yr	CLASSIFICATION OF OFFENSES	This Month	Last Month	This yr to date	Last yr to date	% + or - same prd last yr
					Part 1					
					1. Murder					
					2. Neg. Homicide					
					3. Forcible Rape					
					4. Robbery					
					5. Agg. assault					
					6. Burglary					
					7. Theft Over					
					8. Theft Under					
					9. Auto Theft					
					TOTAL Part 1					
					Part 2					
					13. Other assaults					
					14. Forgery & Pass.					
					15. Embezz. Fraud					
					16. Rec. Stolen Prop.					
					17. Weapons Poss. etc.					
					18. Sex Off					
					19. Prostitution					
					20. Resisting Arrest					
					21. Narcotic laws					
					22. Liquor laws					
					23. Drunkenness					
					24. D.W.I.					
					25. D.W.L.SUSP.					
					26. Disorderly Conduct					
					27. Gambling					
					28. All other OFF.					
					29. Susp. Persons					
					TOTAL Part 2					
					TOTAL 1 & 2					
					Part 4 JUVENILE OFFENSES					
					Part 3 TRAFFIC ANALYSIS					
					30. Speeding					
					31. Drivers license					
					32. Fail to Yield RCW					
					33. Drove left of ctr.					
					34. Imp. Overtaking					
					35. Follow too closely					
					36. Made improper turn					
					37. Inadequate brakes					
					38. Improper lights					
					39. All parking					
					40. Traffic Signal					
					41. Stop Signs					
					42. All Others					
					TOTAL TRAFFIC					
					Part 5 TRAFFIC ACCIDENTS					
					Death					
					Injury					
					Property					
					TOTAL					

**END**

*7-11-53*