

LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
POLICE TECHNICAL ASSISTANCE REPORT

SUBJECT: ~~Torrington, Connecticut~~; Police Records
System Requirements Analysis -

REPORT NUMBER: 76-129

FOR: ~~Torrington, Connecticut~~ Police Department
 City Population: 33,000
 Police Strength (Sworn): 62
 Total: 68
 City Area: 40 square miles

NCIRS

JUL 23 1976

ACQUISITIONS

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CONTRACT NUMBER: J-LEAA-003-76

DATE: July 1976

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FOREWORD

This request for Technical Assistance was made by the Torrington, Connecticut, Police Department. The requested assistance was concerned with reviewing the Department's existing criminal records system and providing appropriate recommendations for improvement.

Requesting Agency: Torrington, Connecticut, Police Department,
Chief of Police Orlando D'Aquilla

State Planning Agency: Connecticut Justice Commission,
Ms. Mary Hennesly, Executive Director

Approving Agency: LEAA Region I (Boston),
John A. Keeley, Police Specialist

1. INTRODUCTION

Torrington, Connecticut, is located along Connecticut State Highway 8 approximately 26 miles west of Hartford. The City population of approximately 33,000 live in an area of 40 square miles. The Police Department is staffed by 62 sworn and 6 civilian personnel. The Chief of Police reports to the Board of Public Safety, a six-man elected commission. Major Department functions are divided between a Patrol Division and a Detective Division. Jail facilities are used only for overnight purposes; prisoners held for longer periods are incarcerated at the State Correctional Facility 7 miles away at Litchfield. Recordkeeping functions are fragmented among several different Department entities.

Based on available statistics, it is estimated that the Torrington Police Department reported approximately 1,000 Index Crimes in 1975. Arrests for all offenses in the same year totaled 952.

Analyses conducted in this study, and resultant conclusions and recommendations, were based on interviews with Department operative and administrative personnel, a review of reports and records currently in use, observations of recordkeeping procedures, and an examination of available statistical reports.

Persons interviewed included the following:

- Commissioner Harlen Woolford, Torrington Board of Public Safety.
- Chief of Police Orlando D'Aquilla, Torrington Police Department.
- Deputy Chief of Police Dominic Antonelli, Torrington Police Department.
- Captain A. Neri, Torrington Police Department.
- Lieutenant Nicholas Romaniello, Torrington Police Department.
- Sergeant Paul Rzewnicki, Torrington Police Department.
- Detective Carl Hewitt, Torrington Police Department
- Detective David Giramonti, Torrington Police Department

- Ms. Betty Monroe, Secretary, Torrington Police Department.
- Mr. John Breakell, Litchfield Hills Regional Planning Agency.

Data collected and reviewed by the Consultant included the following:

- Torrington Police Department table of organization.
- Torrington Police Department personnel complement.
- Torrington Police Department crime and workload statistics -- 1975.
- Torrington Police Department records, report forms, and indices.

2. UNDERSTANDING OF THE PROBLEM

The present Torrington Police Department records system is fragmented among several different offices, with different individuals being responsible for different phases of the overall system. Reports frequently cannot be located in a prompt manner because of the many different locations where a particular report might be stored based on its current status. Annual compilations of Index Crimes for some recent years have been lost. In some cases, appropriate reports and/or indices of reports are not maintained; in other cases, reports and indices are duplicative, which cause unnecessary expenditures of manpower. Different categories of crimes and/or incidents are reported on different forms, which are subjected to different processing. Factors determining the proper form to be used in a particular case are not always clear. The need for reorganizing and improving the existing system has been recognized by the Chief of Police (who has been in office approximately 1 year). As a result, a request for Technical Assistance was made.

Reference is made in this report to the Records Unit. The Records Unit is actually a combined operation that consists of the Patrol captain's desk, the dispatching operation, the public reception counter, and a significant portion of Department files. Assigned personnel are all sworn officers.

3. ANALYSIS OF THE PROBLEM

The Torrington Police Department records system is characterized by a series of similar but different report forms used to record field incidents. These different forms receive distinctly different processing. Moreover, they are filed and indexed differently depending on the basic circumstances. Several different series of numbers are used to identify different types of reports, but most filing is based on the date of occurrence. There are no suitable cross-references. Storage locations for certain reports vary based on the status of the report at a particular time. The system is basically as follows:

- Radio Log -- All radio transmissions are entered on this basic log that provides for entry of the time, officer transmitting, unit, message, and identification of the dispatcher. The report is filed by date in the Records Unit.
 - Comment -- Contrary to popular belief, this record is not required by FCC regulations. FCC requirements only consist of maintaining a log of the signatures of dispatchers, to be entered upon completion of their respective tours of duty. When new reporting procedures are taken into consideration, this log should be abolished. The Department operates automatic taping equipment for telephones only. A more practical manner of recording all transmissions would be to expand taping capabilities to include radio transmissions, as is common in many departments.
- Numbering Systems -- A Case Number Ledger is used to assign a Department number to reported offenses, miscellaneous incidents and arrests. Identifying information includes date, Case Number, victim, type of incident and officer reporting. A similar but separate ledger is used for assigning another series of numbers to traffic accidents. Non-traffic citable offenses (summonses) are also assigned numbers from this ledger. A third distinct ledger is used for assigning numbers to Bicycle Theft Reports. All ledgers contain basically the same information and are maintained in the Records Unit.
 - Comment -- All three ledgers should be combined into a single ledger and all reported field incidents should receive a number from a single series.
- Day Book Log -- The Log consists of entries pertaining to all calls and field activities. It serves as a daily report of police activities and is maintained by the dispatcher. It is

kept in loose-leaf form, by date. Upon completion of a call, field personnel radio the call disposition to the dispatcher. Personnel desiring to inform themselves of field activities, including the Chief of Police, must come to the Records Unit to read the log.

- Comment -- Copies should be routinely forwarded to the Office of the Chief of Police, the deputy chief, and the Detective Division. To make the Day Book Log more usable, entries should be limited to items of major interest (routine matters should be recorded in the Officer's Daily Report).

Several different reports are used for reporting field incidents. They are described below. Comments about these reports are grouped together at the end of the description of the various reports.

- Complaints and Dispositions Report -- This 5 1/2- by 8 1/2- inch report is used to record the circumstances of minor field incidents, both criminal and noncriminal. It is also used to report recovered and/or impounded vehicles in most cases. A number is assigned from the Case Number Ledger; the report is filed for 1 month in the Records Unit and then forwarded to the Chief's secretary for permanent filing by date. A copy is not forwarded in most cases to the Detective Division. Exceptions are left to the discretion of records-dispatching personnel. A cross-file is not maintained.
- Complaints and Dispositions Report (Stolen Vehicle) -- The only difference between this and the previous report is that the reverse side contains basic data regarding the theft of a vehicle. Both reports are processed in the same manner, except this report is not forwarded to the Detective Division. Final disposition is in a file in the Records Unit by date of occurrence. A cross-file is not maintained.
- Complaint of Item or Items Taken From a Motor Vehicle -- This 5 1/2- by 8 1/2- inch report is used to report the burglary of, or theft from, a motor vehicle. A Case Number is assigned and the report is filed by data as described previously. The report is not forwarded to the Detective Division and a cross-reference file is not maintained.
- Theft of Bicycle Report -- This 5 1/2 by 8 1/2 - inch report is used to report the theft of a bicycle. A Bicycle Theft Number is assigned from a separate series of numbers than

those used for other reports. The report is permanently filed in the Records Unit by date. No cross-reference files are maintained.

- Investigation Report -- This 8 1/2- by 11-inch report is used to record more serious criminal and noncriminal incidents not reported on the preceding forms. It is also used to report those crimes that involve an arrest. A Case Number is assigned from the Case Number Ledger. The report is filed in the Detective Division, except those Investigation Reports involving vandalism, breach of the peace, disorderly conduct and minor physical assaults. In these cases, the report is not forwarded to the Detective Division, but is kept in the Records Unit filed by date separately from the Reports described previously. If an Investigation Report is cleared by arrest at the time of reporting, the original report is filed in the Records Unit with the arrest report and other related paperwork. (A copy of the Investigation Report is sent to the Detectives). Dependent upon the circumstances, the Investigation Report may be filed by date under "Pending-Criminal," "Pending-Jury Trial," or "Pending-Motor Vehicle." After the case has been disposed, the Investigation Report and other related reports are forwarded to the Secretary's office for permanent filing by name of the arrestee. If an Investigation Report is forwarded to the Detective Division, the report is recorded in a chronological log that provides for basic identifying date and a 3- by 5-inch index card is filled out. The report is assigned to a detective; the index card is filed by Case Number, by type of crime, by year of occurrence, in an "Open Case" file in the Detective Division. When the case is resolved (i.e., arrest, unfounded, cleared), the index card is transferred to a "Closed Case" file where it is filed by Case Number, by type of crime, by year of occurrence. This report is also then filed in a Closed Case file by Case Number in the Detective Division.
- Report of Suspected Child Abuse -- This is a State-required report, to be completed any time

there is a complaint of child abuse. The report is forwarded to the State Welfare Department for investigation. However, if the complaint involves an actual crime, either a Complaints and Dispositions Report or an Investigation Report is also made and is handled as any other Investigation Report.

- Comment -- The multitude of reports designated for reporting field incidents, the different numbering systems, the multiplicity of filing locations for different reports under different circumstances, and the general uncertainty for which circumstances a particular type of report should be used, all combine to create an extremely inefficient and unwieldy field reporting situation. The failure to formally provide copies of crime reports to Detective personnel under many circumstances results in either a complete lack of investigation or an expenditure of additional effort by Detective personnel simply to keep informed of the overall crime picture. The fragmented filing system used for both transient and permanent storage serves only to add to a general state of confusion. The forms and numbering systems should be combined, the filing system should be simplified, specific instructions for report use should be issued, and copies of all reports should be forwarded routinely to the Detective Division.

• Cross-Reference Complaint Book -- This book is ostensibly a cross-reference to report files. In actuality, it is simply a copy of the chronological Case Number Ledger, arranged by type of incidents. Categories include those such as burglary, bicycle theft, bomb threat, stolen vehicle, dog call, missing person, and hub caps. Within the designated categories, reports are listed by Case Number. The book is kept at the Records Unit.

- Comment -- A more suitable system of providing effective cross-references should be adopted. The Cross-Reference Complaint Book should be abolished.

• Traffic Accident Report -- A State report is used to record the circumstances of traffic accidents, except those accidents involving hit and run. An identification number is assigned from the Traffic Accident Numbers Register. After review by the Traffic lieutenant, traffic accident reports are filed in the Records Unit by date of occurrence. The Traffic lieutenant maintains the only cross-reference, a loose-leaf ledger of traffic accidents by location segregated by type of accident, in his office. A separate and distinct report is used to report hit-and-run accidents. A number is assigned from the same source, but this class of accident reports is filed in the Records Unit separate from other traffic accidents, by date of occurrence. No cross-references are maintained. One exception to the filing location of both hit-and-run and standard traffic accident reports is traffic accident reports that involve a fatality. These reports are filed in the office of the Chief's secretary by name of the deceased. In traffic accident cases involving property belonging to a utility company, an additional report is prepared to notify the utility company. This report is different from either the standard traffic accident or hit-and-run traffic accident reports, but contains basically the same information.

- Comment -- The existing filing system, the lack of effective cross-references, and the

multiplicity of reports result in an inefficient system of reporting, numbering, indexing, and filing. The standard and hit-and-run reports should be combined. The utility notification should be abolished and replaced with a copy of the standard report. New filing and indexing procedures should be adopted.

- Record of Arrests -- The Record of Arrests is an 11- by 13 1/2-inch loose-leaf ledger in which identifying information related to an arrestee is entered at the time of arrest. Thus, it serves as a Jail Blotter. Each arrestee is assigned a Case Number from the Case Number Ledger (the same series of numbers used to identify most crime reports). If a related report has been assigned a Case Number, that number is used to also identify the related arrest. The same system is used to identify and record the circumstances of summonses issued in lieu of physical arrest for nontraffic offenses. In this case, however, a number from the Traffic Accident Numbers Register is used, since traffic citations are used for nontraffic summonses. This results in two series of numbers, neither of which is consecutive, being used to identify arrestees in the Record of Arrests Ledger. The ledger is maintained chronologically in the Records Unit.
 - Comment -- The Record of Arrests form is satisfactory, but the dual nonconsecutive numbering system is not as effective as desirable. A single set of numbers, separate and distinct from Case Numbers, should be used to identify both physical and summons-type arrests.
- Arrest Card -- In conjunction with an arrest, a 7 1/2- by 10-inch Arrest Card is prepared and filed alphabetically in the Records Unit. This over-sized index card contains basic identifying data and the date of arrest and the related Case Number of a particular arrest to serve as a cross-reference to related reports. Subsequent arrests of an individual are entered on a new line on the same form, as are case dispositions.

- Comment -- Many of the items of information entered on this form are unnecessary in terms of an index card, which is basically what the form is. This in turn tends to substantiate the need for a large and unwieldy form. As a cross-reference device it is of limited value due to the many different systems of filing related reports. A better procedure would be to use a Master Index File system.

• Police Report to Prosecutor -- This State form serves as a complete report of a physical arrest or a summons in lieu of arrest. It bears either a Case Number or an Accident Number, depending on whether a physical arrest was made or a summons issued. In either case, an entry is made in the Records of Arrests Ledger and the report is forwarded to the Court Liaison Officer for transmittal to the Court. A Department copy is temporarily filed alphabetically in the Records Unit in one of the following files: Pending-Criminal, Pending-Jury Trial, or Pending-Motor Vehicle. Other paperwork related to the case remains attached to the Department copy. When the court case is completed, the disposition is transmitted to the Court Liaison Officer who enters it on the Department copy of the Police Report. The report is then forwarded to the office of the Chief's secretary for filing by the arrestee's name. If the case involved a summons, the Uniform Traffic Citation used for this purpose is filed with the Police Report.

- Comment -- This report provides a minimally adequate record of arrest. It is recognized that modification of a State form is difficult; however, a more satisfactory form is shown in Appendix B. The procedure of temporarily filing the Police Report in any one of four different locations tends to make swift retrieval difficult. Use of a single, permanent file would be more efficient.

• Uniform Arrest Report -- This is a 4- by 5-inch State form that contains primarily identification and statistical information concerning a physical arrest.

It is attached to the Police Report to Prosecutor until the case has been disposed. The Court Liaison Officer enters the case disposition on the form, copies are forwarded to the State, and a copy is filed alphabetically in the office of the Chief's secretary separately from the related Police Report to Prosecutor.

- Comment -- Efforts should be made to substitute a copy of the Police Report to Prosecutor for this form or to combine the two reports into one. In the meantime, the form should be filed with the Police Report instead of in a separate file.

- Notice and Waiver of Rights -- Four different but similar forms are used to notify a person of his rights and/or secure a waiver to such rights. After completion, a copy of whichever form was used is filed attached to the related arrest report.

- Comment -- These forms should be combined into a single form.

- Uniform Traffic Citation -- This citation is used for moving traffic violations, as well as summonses in lieu of physical arrest for nontraffic cases. One copy maintained in Department files alphabetically for 5 years; one copy that contains the case disposition is filed by date of issuance after return by the Court. Both files are maintained in the office of the Chief's secretary. Information concerning all traffic citations issued is also entered on an individual's Arrest Card. The same information is available, or will be shortly, from State computerized files in Hartford.

- Comment -- There appears to be little value to two separate citation files; One by violator's name and the other by date of issuance. It is suggested that the Court disposition copy be filed by violator's name. Since the Department has direct access to State computerized information files, reliance on State files should replace the existing laborious process of recording each traffic citation on the pertinent Arrest Card. The files should also be transferred to the Records Unit.

Related to, but distinct from, the above files is a file of Warning Citations kept in the Traffic lieutenant's office by date of issuance. This file should be incorporated into the Traffic Citation File until such time as the Traffic Citation File is abandoned and full reliance for this information is placed on State computerized files. At that time, Warning Citations should be kept in the Records Unit, filed by the name of the person warned.

- Parking Citation -- This is a two-part form: One part is placed on the violating vehicle and the other part is filed in Department records. However, before the Citation is filed, the citation number, date, officer issuing, vehicle registration, and violations are entered in one of two identical logbooks: One book is used for logging citations issued by field officers, the other for logging citations issued by the metermaid. The metermaid enters her own citations; a clerk enters the others. The Department copy of the citation is filed by number in the Records Unit until paid. At that time, it is transferred to the office of the Chief's secretary, stored for 1 month, and then destroyed.
- Comment -- There appears to be no sound basis for maintaining two identical logs of parking citations issued. The logs should be combined and all entries should be made by a clerk. After the citation has been paid, a checkmark should be entered in the logbook alongside the corresponding entry; the citation should then be destroyed.
- Field Interview Report -- A 3- by 6-inch card is used to record data concerning a suspicious person or vehicle observed by field personnel. The form is designed to provide information primarily related to a vehicle. The card is filed in the Detective Division by type of vehicle or by name if a pedestrian was involved.

- Comment -- The existing Field Interview Report itself, as well as procedures for its use, do not make the best use of a potentially superior policing device. A more suitable procedure and form should be adopted.

- Property Ledger -- A Property Ledger is maintained in the Detective Division to provide control of evidential and found property accepted into Departmental custody. Entries are in chronological order and include the related Case Number, date disposition, and so on.

- Comment -- This Ledger effectively fulfills its intended purpose.

- Property Report -- The formal recording of property accepted into Departmental custody is made on either a Complaints and Dispositions Form or an Investigation Report. If there is no related Case Number, one is assigned. The Report accompanies the property in storage. In addition, if property was seized under a search warrant, a State Property Seized Under Search Warrant form must be completed. A complete listing of the property seized is attached to this form. If the property in question was seized (found or accepted) without a search warrant, a State Inventory of Property Seized Without A Search Warrant form is completed. This report contains space for listing the specific items of property. Both reports provide for entering the related Case Number. All copies of the two State forms are forwarded to the Court.

- Comment -- The use of the Complaints and Dispositions Form or the Investigation Report should be discontinued; and copies of either the Property Seized Under Search Warrant or the Inventory of Property Seized Without A Search Warrant, as the case may be, should be substituted. A copy of the report used should accompany the property and a copy should be filed by Case Number in Department files.

• Daily Activity Report -- This report is completed daily by Detective personnel, the Records sergeant, the Traffic lieutenant, and the Chief's secretary. Provision is made on the form for identifying time, type of activity, Case Number, whether a report was submitted or not, and the time spent on a particular activity. It is filed in the office of the Chief's secretary. Patrol personnel do not complete a Daily Activity report; instead, each Patrol officer is assigned a notebook that he carries on duty and leaves in the Records Unit at the end of his tour of duty. The notebook contents are unorganized but, in general, relate to the activities of a tour of duty. The information is not used for compilation of statistics or other forms of analysis. The Patrol officer also completes a 4- by 5-inch Daily Motor Patrol Report. This form provides for entry of information pertaining to the condition of specific parts of the assigned vehicle (e.g., brakes, lights) and usage of gas and oil. It is filed by date in the office of the Chief's secretary.

- Comment -- Patrol personnel should be required to complete a daily report of activities similar to the form used by Detective personnel. The use of a notebook for this purpose should be abolished. The Daily Motor Patrol Report should be incorporated into the adopted daily activities report. This report should serve as a basis for compiling much of the statistical data desirable for analytical purposes.

• Fingerprint and Photograph Files -- Only felony and "major" misdemeanor arrestees are fingerprinted and photographed. The Department copies of fingerprint cards are filed alphabetically in the office of the Chief's secretary. The Chief's secretary also maintains the photograph files, separately from the fingerprint files. One copy of each photograph is filed alphabetically, another is filed by charge. A separate file of certain photographs is maintained in the Detective Division. Only those photographs

of particular interest to Detective personnel are kept. A consecutive number is assigned to each new photograph and the photograph is filed by that number. A cross-reference card is made, listing that number, and filed alphabetically. A file is also maintained in the office of the Chief's secretary that contains copies of fingerprint cards that have been forwarded to the FBI but rejected and returned due to illegibility. This file is in alphabetical order.

- Comment -- While not truly a part of this study, it is recommended that all arrestees, regardless of charge, be both fingerprinted and photographed, within legal limitations. The primary file of both fingerprints and photographs should be as an integral part of each arrestee's Arrest Package. The Detective Division photograph file should be in alphabetical order; this would obviate the necessity to assign a special number to each photograph and prepare and file a cross-reference card. The file of fingerprint cards rejected by the FBI should be abolished, since it serves no useful purpose.

• Bicycle Registration Card -- A file of Bicycle Registration Cards is kept in the Traffic lieutenant's office, by name of owner.

- Comment -- This file should be maintained with other files in the Records Unit; it should be filed by serial number of the bicycle to readily identify the owner of a recovered bicycle. If the bicycle does not have a stamped serial number, one should be assigned and stamped on the lower side of the sprocket.

In addition to the above general reports and files, certain State-required regulatory and permit form reports are required to be kept by the Department. These include the following:

• Sale or Transfer of Pistol or Revolver -- After completion, two copies of this form are sent to

the State Police who maintain Statewide computerized files of such information. The Torrington Police Department also maintains a file by name of seller. In addition, a 3- by 5-inch index card is prepared and filed by make of gun. Both files are in the office of the Chief's secretary.

- Comment -- The value of either of the above files is questionable, since the same information is available via computer from State files. If necessary at all, such files should be located in the Records Unit.

- Voluntary Registration of Firearms -- One copy of this form is forwarded to the State Police for entry in their files and one copy is filed in the office of the Chief's secretary, by name.

- Comment -- The comments made for the Sale or Transfer of Pistol or Revolver from above are equally applicable to this form.

- Application for Permit for Pistol or Revolver -- This form is filed in the Records sergeant's office by the date of approval.

- Comment -- The file should be maintained by name of the permittee in the Records Unit.

- Application for Solicitor and Vendor's Permit -- A copy of this form is filed by date of application in the Records Unit.

- Comment -- A check of this file would be simplified if the filing were by name of the applicant.

- Pin Machine, Games of Skills, Etc. License -- This form is given a consecutive serial number and a copy is filed by serial number in the Records sergeant's office.

- Comment -- The comments made for the Application for Solicitor and Vendor's

Permit are equally applicable to this form. The file should be maintained in the Records Unit.

- Application for Permit to Conduct a Bazaar or Raffle, Verified Statement Concerning Bazaar or Raffle, Application for Permit to Conduct Games of Chance, Verified Statement Concerning Games of Chance -- These State-required forms are all processed and filed in the same manner. Department copies are filed in the office of the Chief's secretary by name of the requesting organization.

- Comment -- After review by the Chief of Police, these forms should be filed by organizational title in the Records Unit files.

- Application for Permit - Bingo, Application for Personnel Identification - Bingo, Report of Operations - Bingo -- These State-required forms are filed together in the Records sergeant's office by the name of the requesting organization.

- Comment -- These forms should also be reviewed and filed together by organizational title in the Records Units files.

4. RECOMMENDATIONS

As indicated in Section 3, it is the Consultant's opinion that the existing records system of the Torrington Police Department is not effectively providing the level of service that it should. This is primarily due to the fragmentation of the system; the varied and diverse filing procedures; the variety of report forms; and the lack of clearcut policies on report completion, processing, and storage.

Essential to the improvement of the overall recordkeeping function is the centralization of records and files in the Records Unit and the provision of adequate clerical personnel (preferably civilian, since salary and related costs are less and aptitudes for clerical tasks are generally greater than among sworn personnel) to properly perform the necessary tasks. It would be appropriate for such civilian personnel to also assume the dispatching duties, thus freeing sworn personnel for field assignments. Provision should be made for a 24- hour records operation. Persons assigned to dispatching duties should routinely assist with recordkeeping tasks.

Most of the recommendations for improvement outlined previously have been brought together in a complete system that is appropriate for adoption. That system is attached as Appendix A. It should be recognized that minor modifications may be necessary to suit particular needs of the City of Torrington. It should also be recognized that report forms depicted in the Appendix B are intended to serve only as general models to be used in developing specific forms for the Torrington Police Department.

In addition to the system proposed in Appendix A, the Consultant has the following recommendations to improve the records system of the Torrington Police Department.

- Warning traffic citations should be filed with other traffic citations in the Records Unit until State computerized files of traffic violations are available. At that time, the traffic citation file should be abolished and a Warning File created.
- Parking citations should be recorded by a clerk in a single log. After paid, the log should be check-marked at the appropriate number and the citation destroyed.
- The Patrol Notebook should be replaced by the Officer's Daily Report described in Appendix A.
- The Sale or Transfer of Pistol or Revolver and the Voluntary Registration of Firearms forms files should be abolished since the information is on file in State

files. If maintained, the files should be moved to the Records Unit.

- The Application for Permit for Pistol or Revolver should be filed in the Records Unit by the applicant's name.
- The Application for Solicitor or Vendor's Permit should be filed by the applicant's name.
- The Pin Machine, Games of Skill, etc. License should be filed in the Records Unit by the licensee's name.
- The forms related to applications for bingo games, bazaars, raffles, and games of chance should, after review by the Chief of Police, be filed in a common file in the Records Unit by the organization involved.
- The Cross-Reference Complaint Book should be abolished.

APPENDIX A

Recommended Records System

RECOMMENDED 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 dispatcher or clerk maintaining the Incident Ledger in the Records Unit.
 - Multiple incidents arising from the same occurrence require only one number.
 - Incidents not falling in 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.
 - This single Ledger is the source of all report numbers except Arrest Numbers.
- Appropriate identifying information should be entered in the Incident Ledger.
 - 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: 76-1368.
- Traffic Accident Report Numbers may be preceded by the letter "T" if desired (T-76-1379) for identification purposes.

2. Radio Call Card

- This form is a 3- by 7- inch prenumbered card used by the dispatcher to record all calls for police services. It is also to 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 related 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 in the Records Unit.
 - This number is not cross-referenced to other numbers assigned to reports. The sole purpose is to facilitate filing.
- The Radio Call Card replaces the present Radio Log. Since FCC records requirements actually only call for signatures of dispatchers on each shift and signatures of equipment repairmen when repair or maintenance is necessary, a very simple form containing only this information suffices for a Radio Log. Routine radio conversation should be recorded on automatic tape recorders as is now done for telephone lines.

3. Daily Report (Day Book Log)

- The Daily Report should be maintained at the Records Unit as a running log of field activities. Its primary intent is to brief the Chief of Police and other personnel on matters of interest.

- The report should cover a 24- hour period and should be filed by date in the Records Unit after circulation to the Chief of Police and other selected personnel.
- The report should contain all incidents of major police interest that occur during the designated 24- hour period.
 - Routine radio transmissions and very minor matters are not included; automatic taping machines should provide this record.
 - 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 shall include Time of Occurrence, Type of Occurrence, Location, Officer or Unit assigned, and Disposition.
- All incidents of police interest that have an Incident Number and/or Arrest Number should be identified in the Daily Report by inclusion of the Number in the Disposition column.
- Pertinent information shall 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.

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 and minor offenses such as intoxication) regardless of the value of property taken, extent of injury, or likelihood or successful prosecution.
- An Incident Number should be assigned as described in Section 1.
- The original should be filed by Incident Number in the Primary File in the Records Unit.

- The number of additional copies and distribution determined by Department needs, such as:
 - Chief of Police.
 - Detective Division.
 - 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 Files (3- by 5- inches)

- Master Name File (victim) -- Filed alphabetically. If a card has been completed previously and is on file, an additional entry should be made on that card rather than having a new card prepared.
 - 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.
- All reports should be completed by the assigned officer before he completes his tour of duty.

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 by Incident Number in the Primary File in the Records Unit.

• 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 (3- by 5- inches)

- Master Name File -- Should include names of victims and/or person involved, filed alphabetically. If a card has been completed previously and is already on file, an additional entry should be made on that card rather than having a new card prepared.

• 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 should 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

- This report should be completed for all traffic accidents occurring on the highway (except those with only minor damage) and all private property accidents involving death, injury, or a violation of law.
- An Incident Number should be assigned as in Section 1.
- The original should be filed by Incident Number in the Primary File in the Records Unit.
 - If separate filing of traffic accidents is considered to be mandatory, a separate block of numbers from the Incident Ledger should be used to preserve the integrity of the numbering system.
 - Number of additional copies and distribution should be determined by Department needs, as indicated in Section 4. A copy should be sent to utility companies in cases involving utility company property.
- Index Files (3- by 5- inches)
 - Master Name File -- Should include names of parties to the accident and persons killed or injured, filed alphabetically. If a card has been completed previously and is already on file, an additional entry should be made on that card rather than having a new card prepared.
 - Location File -- Filed by street address or other identifying factors, by date.

8. Property Ledger

- This Ledger should be maintained in the Detective Division to provide control of property; to allow for swift, accurate inventory; and to serve as a chronological cross-reference to property in Department custody.
- Each item of property booked should be entered, and appropriate notations made regarding 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.

9. Property Report

- A Property Seized Under Search Warrant Form or Inventory of Property Seized Without a Search Warrant Form should be used, whichever is applicable.
- These reports should be used to record all receipts of property into Department custody.
 - Evidence.
 - Found property.
 - Safekeeping.
- An exception is the receipt for a prisoner's personal property.
- An Incident Number should be assigned as described in Section 1.
- The original should be filed by Incident Number in the Primary File in the Records Unit.
- The number of copies and distribution should be determined by Department needs.
 - One copy should accompany the property.
 - Detective Division.
 - Arrest Package, if related to an arrest.
 - Officer's Information File.
- Property should be described in related reports.
- Index Files (3- by 5-inches)
 - Master Name File -- Filed by "booked to," alphabetically. If a card has been completed previously and is already on file, an additional entry should be made on that card rather than having a new card prepared.

- Type of Property File (optional) -- Filed by
type of property, by date.

10. Arrest Report

- A Police Report to Prosecutor Form should be used unless agreement with the State can be made for use of an Arrest Report such as that shown in Appendix B.
- The report should be used to record identifying information and details of the arrest of all persons taken into custody and booked into the jail system. This report serves as 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 the Booking Number.
 - The Booking Number should be listed in other related reports for cross-reference purposes.
- The original should be filed in the arrestee's Arrest Package along with photographs, fingerprints, "rap sheets", 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 Division.
 - Officer's Information File.
- Index Files (3- by 5- inches)
 - Master Name File -- Filed alphabetically. If a card has been completed previously and is already on file, an additional entry should be made on that card rather than having a new card prepared.
 - 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 (physical or non-traffic summonses) made by the Department, as well as booking into the jail system of prisoners arrested by other agencies.
 - 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 1978 would be 1-78, the second arrest would be 2-78) This would provide a stable numbering system and at the same time would provide instant information as to the number of persons booked during the current year.
- 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, and for nontraffic summonses.
- The Distribution should be as follows:
 - Court.
 - Violator.
 - Officer's copy, filed alphabetically by officer's name until trial is completed.
 - Department Citation File, filed alphabetically by violator's name for approximately 3 years, then destroyed.
- State computer files of traffic violator histories generally make department files of such information time-consuming, limited in scope, and unnecessary. It is, therefore, recommended that such information not be entered in arrest files or the Master Name File.

13. Field Interview Report

- The Field Interview Report is a 3- by 5- inch card used to

report and identify, 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, files separate and distinct from the Primary and Location Files are desirable.

14. Vehicle Report

- This is 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 the stolen Incident Number, if stolen locally.
- The original should be filed as follows:
 - Recovered Vehicles -- If stolen locally, file attached to related stolen report, otherwise by Incident Number in Primary File.
 - Stolen and/or Impounded Vehicles -- Filed by Incident Number in Primary File.
- The number of additional copies and distribution should be determined by Department needs.
 - Detectives.
 - Impound Garage.
- Index Files (3- by 5- inches)
 - Master Name File -- Filed alphabetically, by owner's name; should include license number on card.
 - Stolen and Impounded Vehicle File -- Filed by license number.
 - Location File (optional) -- Filed by street address or other identifying factors, by date. If a card has been completed previously and already on file, an additional entry should be made on that card rather than having a new card prepared.

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, 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.

16. Supervisor's Daily Report (optional)

- 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. Fingerprint Cards and Arrestee Photographs

- These should be filed in the Records Unit in the arrestees' Arrest Packages.
- All arrestees permitted by law should be fingerprinted and photographed.

19. Periodical Statistical Reports

- Periodical Statistical Reports should be compiled daily by Records Unit personnel as reports are received (e.g., Daily Activity Reports) and/or from the Incident and Arrest Ledgers.
- These Reports should be published weekly and monthly as the form provides (see Appendix B).

20. Bicycle Registration

- The Bicycle Registration should be filed by the manufacturer's serial number.
 - If a particular bicycle does not have a serial number, one should be assigned from a log kept in the Records Unit. The number assigned should be stamped with a steel die into the bicycle frame underneath the sprocket shaft.



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	KEYMARK <input type="checkbox"/> 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"/> SILENT	<input type="checkbox"/> AUDIBLE	<input type="checkbox"/> HOLDUP	
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"/> BIKE/LE	<input type="checkbox"/> FROM AUTO	<input type="checkbox"/> AUTO ACCESSORIES	
REMARKS					
UNIT ASSGN.	UNITS RESPONDING	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. R-CAST.		
STYLE	BODY		1	COMP.	GLASSES	CLOTHING							
LIC. NO.	LIC. YR.		H O	SEX	RACE	AGE	HGT	WGT	HAIR	EYES	NOTIFICATION SLIP		
STATE	LIC. TYPE		2	COMP.	GLASSES	CLOTHING							
OTHER IDENTIFYING INFORMATION							DIRECTION OF FLIGHT ON					NOTIFIED BY <input type="checkbox"/> DISPATCHER	
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													

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"/> STAFFY 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"/> DMV'S LICENSE
LIC. NO.	STATE	YEAR	TYPE	NAME (LAST, FIRST, MIDDLE)		
COLOR	YEAR	MAKE	STYLE	ADDRESS		
BODY	IDENT. NO.		DOB	DMV'S LIC. NO.		
LISTED TO:			SEX	RACE	HGT	WGT
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 (FIRM NAME IF BUSINESS)		3. RESIDENCE ADDRESS		4. RES. PHONE		5. BUS. PHONE		
6. OFFENSE REPORTED				7. CLASSIFICATION AFTER INVESTIGATION				R.D.		
8. LOCATION: ALGEM		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 (A)		SEX	RACE	AGE	20. RESIDENCE ADDRESS		21. RES. PHONE		22. BUS. PHONE	
(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 THEFT OCCURRED		YEAR	BODY STYLE	COLORS	YR-STATE-LIC	OTHER IDENTIFYING MARKS				
MAKE										
33. VEHICLE USED BY SUSPECTS		YEAR	BODY STYLE	COLORS	YR-STATE-LIC	OTHER IDENTIFYING MARKS				
MAKE										
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.	
Approved by.....							Date.....		Bulleted.....	
					Emp. No.				Emp. No.	
Assigned to.....							Date.....		Recorded.....	
					Emp. No.				Emp. No.	
Cleared by:		Arrest.....		Unrounded.....		Inactive.....		Excep. Cleared.....		
		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
Disposition			
OTHER INCIDENT	Person(s) Involved (Name, Address, Phone Number)		
Details:			
Date and Time Reported	Officer(s) Reporting	Supervisor Approving	

ARREST REPORT

RESIDENCE ADDRESS		CITY	PHONE	ARRESTEE'S NAME (LAST, FIRST, MIDDLE)			NUMBER
EMPLOYED BY	OCCUPATION		CARRIAGE	MISD <input type="checkbox"/> FEL <input type="checkbox"/> DWB <input type="checkbox"/>		ARRESTING OFFICERS	
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 PACKED YES <input type="checkbox"/> NO <input type="checkbox"/>	
DRIVER'S LICENSE NUMBER	STATE	BIRTHPLACE	SEX	DESCENT	AGE	HEIGHT	WEIGHT
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, COLORS, LICENSE NO., IDENTIFYING MARKS)				DRIVING VEHICLE (DIRECTION AND STREET NAME)			
CLOTHING WORN		SCHOOL ATTENDING		SELECTIVE SERVICE NUMBER			
CODE U-VICTIM (FIRM NAME IF BUSINESS) U-WITNESS P O G - PARENT OR GUARDIAN (JUVENILE ONLY)							
NAME	CODE	RESIDENCE ADDRESS		CITY	RESIDENCE PHONE	BUSINESS PHONE	
CRIME INFO.		VICTIM'S OCCUPATION, DESCENT, AGE		TYPE OF PREMISES		TOTAL VALUE	
TYPE OF OFFENSE (TILL-TAP, SHOPLIFT, ASSAULT, IFM, ETC.)		TYPE OF PROPERTY TAKEN					
JUV. ONLY	PARENTS NOTIFIED BY	TIME	PLACE JUVENILE DETAINED	BOOKING APPROVED BY	DETENTION APPROVED BY		
ADMONITION 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	

CONTINUED

1 OF 2

UNIFORM TRAFFIC TICKET AND COMPLAINT

CASE No. _____ DOCKET No. _____ PAGE No. _____

STATE OF TEXAS
COUNTY OF _____
CITY OF _____

No. _____

COMPLAINT-AFFIDAVIT

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

O. L. _____ THE _____ DAY OF _____ 19____ AT _____ A. M.
P. M.

NAME _____
LAST (PLEASE PRINT) FIRST INITIAL

STREET _____

CITY - STATE _____

AGE _____ BIRTH DATE _____ RACE _____ SEX _____ HT. _____ WT. _____

DRIV. LIC. No. _____ (PARK) 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.	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	
	Disobeyed TRAFFIC SIGNAL (when light turned red) <input type="checkbox"/> Past middle intersection <input type="checkbox"/> Middle of intersection <input type="checkbox"/> Not reached intersection	
Disobeyed STOP SIGN <input type="checkbox"/> Wrong place <input type="checkbox"/> Slow speed <input type="checkbox"/> Faster		
Improper PASSING AND LANE USAGE <input type="checkbox"/> At intersection <input type="checkbox"/> Cut in <input type="checkbox"/> Wrong Side of pavement		
	<input type="checkbox"/> Between traffic <input type="checkbox"/> On right <input type="checkbox"/> On hill	
	<input type="checkbox"/> Lane straddling <input type="checkbox"/> Wrong lane <input type="checkbox"/> On curve	
OTHER VIOLATIONS (describe) _____		
IN VIOLATION OF SEC. _____ OF THE _____		
<input type="checkbox"/> State Statute <input type="checkbox"/> Local Ordinance in such case made and provided.		

PARKING: Meter No. _____ Overtime Prohibited Area Double Parking Expired Meter

(Describe) Other parking violation

Conditions that Increased Seriousness of Violation	SLIPPERY PAVEMENT <input type="checkbox"/> Rain <input type="checkbox"/> Snow <input type="checkbox"/> Ice	CAUSED PERSON TO DO DAMAGE <input type="checkbox"/> Pedestrian <input type="checkbox"/> Driver <input type="checkbox"/> JUST MISSED ACCIDENT	PD <input type="checkbox"/> PI <input type="checkbox"/> FATAL <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	NAME Last First Initial Social Security Number
	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 lane <input type="checkbox"/> 3 lane <input type="checkbox"/> 4 lane <input type="checkbox"/> 4 lane 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____ (Name and title) _____ (Signature and identification of officer or other complainant) (Unit No.) _____

COURT APPEARANCE: _____ DAY OF _____ 19____ AT _____ M.

ADDRESS OF COURT _____ I PROMISE TO APPEAR IN SAID COURT OR BUREAU 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)

R-76-152

B-16

"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

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 _____

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 CODE		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 & OTHER JURIS. <input type="checkbox"/>		6. OWNER'S BUSINESS ADDRESS		7. BUS. PHONE	
8. TYPE OF VEHICLE (AUTO, TRUCK, MOTOR, ETC.)		9. PREMISES (DRYVY, PK. LOT, ETC.)		10. DATE & TIME CALL R.C.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. COLORS	20. ACCESSORIES TAPE DECK <input type="checkbox"/> SPOTLIGHT <input type="checkbox"/> RADIO <input type="checkbox"/> SEATER <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"/> ALTO <input type="checkbox"/>	23. POWER EQUIP. WINDOWS <input type="checkbox"/> BRAKES <input type="checkbox"/> STEERING <input type="checkbox"/>	
24. VALUE	25. INDICATE DAMAGE BY LOCATION YES (DESCRIBE) NO <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-LAKE OF INSTITUTION)		30. ADDRESS		31. BUS. PHONE	
32. DATE LAST PAID		33. NAME OF PERSON LAST DRIVING VEHICLE		34. ADDRESS	
35. RES. PHONE		36. BUS. PHONE		37. VEHICLE LISTED BY WHAT COMPANY	
38. WHERE WAS PERSON FROM WHOM THE VEHICLE WAS STOLEN, AT THAT TIME		39. ADDRESS		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. DISPATCHED BY:		42. DATE AND TIME DISPATCHED	
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:			
Prepared 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.	
				Except. Cleared.....	
				Emp. No.	

SUPERVISOR'S DAILY REPORT

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

[This area is left blank for recording the daily report details.]

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							
MURDER							
ROBBERY							
AGGRAVATED ASSAULT							
B&E							
BURGLARY							
THEFT OVER \$50							
AUTO THEFT							
TOTALS							
ARRESTS - ADULT AND JUVENILE							
MURDER							
ROBBERY							
AGGRAVATED ASSAULT							
B&E							
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							
INJURY							
D.M.V.							
OTHER ARRESTS							
TOTALS							
TRAFFIC ACCIDENTS							
FATAL							
INJURY							
PROPERTY DAMAGE							
TOTALS							
TRAFFIC CITATIONS							
MOVING CITATIONS							
NON-MOVING CITATIONS							
PAROLE 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 per last yr	CLASSIFICATION OF OFFENSES	This Month	Last Month	This yr to date	Last yr to date	+ or - same per 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. B.W.L.SUSP.					
					26. Disorderly Conduct					
					27. Cambling					
					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 R/W					
					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

7/10/1944