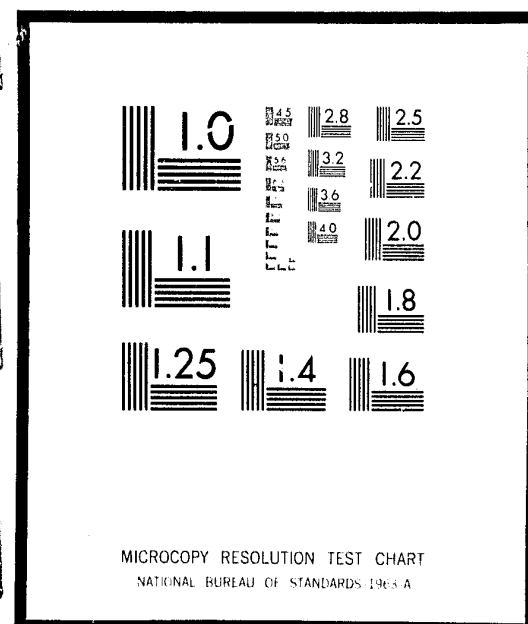


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FOREWORD

The King County (Washington) Department of Public Safety requested technical assistance to analyze their methods of collecting data for operating statistics, to make recommendations, and to develop improved statistical procedures. In response to this request, the Westinghouse Justice Institute, under U.S. Department of Justice Contract J-LEAA-016-72, provided Lt. Glenn Pauly of the St. Louis Police Department. This report documents his brief but intensive survey and gives recommendations.

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1. INTRODUCTION

The task was to analyze the current methods of collecting data for operating statistics in the King County Department of Public Safety; to make recommendations; and to develop improved statistical procedures.

The Consultant conducted a five-day on-site survey beginning January 29, 1973. The King County Sheriff's record-keeping facilities were evaluated with a view to developing a systematic approach to manpower allocation. The existing system was found to contain insufficient reliable data to support a thorough beat alignment study for achieving efficient deployment of manpower. Since the Department was aware of the deficiencies (having already installed a card call system with automatic time recording), the Consultant concentrated on defining solutions.

2. RECORD KEEPING FOR WORKLOAD AND ALLOCATION STUDIES

The installation by the Sheriff's office of radio tickets for recording calls, with automatic time recording of receipt of call, car dispatch, response duration, and return to service, was an excellent first step toward obtaining adequate data for efficient vehicle and manpower allocation. The radio tickets, however, indicate only general categories of calls rather than differentiating among all events, so they cannot yet support an in-depth allocation study. But they can readily be upgraded to serve such a study by the simple addition of a radio code which defines all events.

Beyond the addition of a radio code, still greater effectivity would be achieved by changing the information-gathering system in a more comprehensive way, to include the following data elements:

- | | |
|---|-------------------------|
| (1) Date and time of call | (7) Geocode |
| (2) Time dispatched | (8) Name, if known |
| (3) Time responded | (9) Address |
| (4) Time in service | (10) Car assigned |
| (5) Radio assignment code | (11) Complaint number |
| (6) Reassigned code (if changed from original dispatch) | (12) Report (yes or no) |
| | (13) Assist car |

These essential items (data elements) are covered individually in the following sections.

2.1 Time Elements

When an automated system is developed and installed, the time and date for each of the first four data elements in the listing will be recorded automatically as each is performed. The recording of each time unit is essential if a proper queue is to be obtained for the answering patrol cars. The first concern is the elapsed time between receipt of a call by the dispatcher and the actual response of the cars to the assignment of the call. This interval will reveal any poor dispatching techniques or lack of cars for response in a given area.

The next factor, the response time (travel time to the scene), is important, particularly in King County where outlying travel distances are great. A policy must be instituted establishing reasonable intervals that the public must allow for travel time in the various near and remote areas. It also will be advantageous to establish a program aimed at obtaining the cooperation of the citizenry in providing emergency services in remote areas such as first aid and other public safety measures. Such a study of travel time and distances must be based on averages, not on individual incidents, taking into account the present number of 30 cars assigned to each patrol period.

Time study results can be displayed in a number of modes such as graphs, lists, etc. Table 2-1 is a time study display that lists service call activity from the peak hour to the least active hour for the Mondays over a six-month period. The figures listed are averages of all the calls received for each one of the 24 hours during Mondays in the six months (26 weeks). The table shows that during the Mondays of that six-month period, 7 p.m. (1900 hour) ranked first in call activity while 4 a.m. (0400 hour) was the least active hour for service calls.

This indication of the busiest and least active hours of the day helps in deciding when to change shifts, when to take cars out of service for training, etc. For example, the Sunday night watch (0300 to 0500 hours on Monday--the minimum activity period) could have three cars in each precinct report to the station for training. However, this may only be possible at certain times of the year; all seasonal factors that change the workload should be considered and measured.

Day-of-the-week charts can be maintained for the total amount of calls and total amount of minutes used, by precinct, by watch. Figure 2-1 is a sample chart that indicates the highest activity by watch and

TABLE 2-1
Rank, by Hour, of Service Call Activity on Mondays
Over 6-Month Period

Rank	Hour (most service calls to least)	Rank	Hour (most service calls to least)
1	1900	13	1200
2	2000	14	1100
3	2100	15	0100
4	2200	16	0200
5	1800	17	1000
6	2300	18	0900
7	0000	19	0800
8	1500	20	0700
9	1600	21	0600
10	1700	22	0500
11	1400	23	0300
12	1300	24	0400

NO. OF CALLS	PRECINCT								
	1ST WATCH			2ND WATCH			3RD WATCH		
	1	2	3	1	2	3	1	2	3
150									
145									
140									
135									
130									
125									
120									
115									
110									
105									
100									
95									
90									
85									
80									
75									
70									
65									
60									
55									
50									
45									
40									
35									
30									
25									
20									
15									
10									
5									

Figure 2-1 Total Calls by Precinct and Watch

precinct. The chart indicates that Precinct Two was the most active of the three precincts on all watches, and that the second watch of Precinct Two, with 120 calls, was the most active watch on that average day.

Figure 2-2 shows the total minutes used for service calls by each precinct for each watch. Thus, it is shown that the average call during the second watch in Precinct Two requires 20 minutes (2400 total minutes divided by the 120 calls determined from Figure 2-1). If a goal has been established to dispatch each car in Precinct Two on sufficient calls that it serves a minimum of four hours in that service in a watch (4 hour X 60 minutes = 240 minutes), the 2400 minute total divided by 240 equals 10 cars required for Precinct Two for the second watch. In comparison, the chart indicates that one car can handle the service calls (200 minutes total from Figure 2-2) for the third watch of Precinct Three. This in itself can be an indication that the precincts may be unevenly drawn; further study concerning the distribution of workload in each area may show a need to correct the precinct lines. Possibly, two of the precincts should be areas of short runs in an urban-type community and the third precinct should cover the calls from the greater travel distance. This method of analysis could solve many problems in allocation.

2.2 Radio Assignment Code

The fifth data element is the Radio Assignment Code. Appendix A contains a complete glossary of radio codes that are usual for police operations; additional codes may be needed in King County because of the harbor patrol operations.

The use of radio call codes is essential to a statistical system if a complete study of services is to be assembled. It is also used to determine the specific functional areas in which manpower is weak. As an example, a study of one category may reveal an excessive consumption of time for completing a particular kind of assignment, as opposed to the overall operations average time. A continuous observation and training in this area will likely effect an overall saving of time.

A sample of such a measurement follows: The count of Disturbance calls was the highest of all the categories, constituting some 20% of the calls. The total was 24,000 of the 105,000 calls in King County (20%). In increments of 5 minutes apiece on a call, the response times were distributed as follows (page 7).

MINUTES	PRECINCT								
	1ST WATCH			2ND WATCH			3RD WATCH		
	1	2	3	1	2	3	1	2	3
2500									
2400					●				
2300									
2200									
2100									
2000									
1900									
1800						●			
1700									
1600				●					
1500		●							
1400									
1300									
1200									
1100	●								
1000									
900									
800			●					●	
700									
600									
500									
400							●		
300									
200									●
100									
50									

Figure 2-2 Total Minutes on Calls by Watch and Precinct

Minutes	Calls
0 to 5	3,000
5 to 10	2,500 (over 25% of calls less than 10 minutes)
10 to 15	3,000
15 to 20	2,000
20 to 25	1,500 (over 50% of calls less than 25 minutes)
25 to 30	1,000
30 to 35	750

The Radio Assignment Code is an essential ingredient in all categories of statistical studies to realign a police department in place and time. The correlation of this item will be against data established as at least 90% accurate. Consequently, there should be a minimum of six months of data collection before any attempt is made to realign the manpower.

As the information system is developed and becomes workable, it will probably indicate that calls of a non-criminal nature will far exceed the criminal-nature calls. The highest frequency of calls will probably be Disturbance, followed by Personal Relief, Meals, and general administrative calls. The most frequent criminal-nature call will be to "obtain a report of a larceny." This will be followed by many more low-priority kinds of calls.

All of these frequency distributions can be obtained from a computer listing if the on-line type of radio ticket is used. The data tapes would be readily available; programs can be written to process information into such forms as shown in the various charts above.

2.3 Reassignment Code

The sixth data element refers to reassigned codes. This code indicates a change from the original assignment to another category. If a radio car operator, upon receiving a radio call and making the investigation and report, establishes that it is not the originally indicated incident, it is essential that he call in the reclassification so that the radio clerk can make the change on the radio ticket or tape. For example, a radio car operator receives a call for a Cutting (knifing incident) at a given location; if he later calls back and reports a Disturbance, no report is necessary.

These calls could be listed by the computer later to enable the Police Department to assess whether a man is continually downgrading incidents to avoid report writing. To check reported or nonreported incidents for accuracy, a periodic inspection and audit of the reassignments should be performed by persons or precincts other than those

involved, including examination of the radio tickets and of any report made, and discussion with the radio car operator who was dispatched on the call.

Many police departments use the system of reporting all incidents to ensure accurate reporting, not allowing personnel to decide if a report is necessary or not. This does not necessarily ensure accuracy or true reporting, and tends to produce an unnecessary burden of paper work.

2.4 Geocode

Data item seven refers to a geocode system for reporting. The cost of a geocoding system based upon continuous block configurations built around a Dime Map, or a system based upon census coding by block, would be prohibitive for King County's 2500 square miles (geocoding costs approximately \$500 to \$750 per square mile). It is recommended instead that the Planning and Research Division of the King County Sheriff's Office use the current maps available to them at the Metsger Map Company in Seattle. Examples of two of these are contained in Appendix B.

It is recommended that a six-digit code be adopted, and that these areas of reporting be used in the distribution of the workload. The maps are available by township, divided into sections. Map 1 is of Township #25 (Metsger Map 69). It is divided into 36 sections, numbered from 01 to 36.

An example of appropriate coding could be as follows: an accident occurred at Forest Service Road 2526 and Forest Service Road 2522--coded, it would read 692200 (69 the Metsger map number, 22 the section number, 00 for further expansion of the system).

Further refinement of the areas of reporting should be delayed for one year. After that time, sufficient data would be accumulated in the statistical system to collect information by the first four digits of the code, and the areas of sections needing further definition will then be indicated and a determination of efficient distribution of cars and calls can be made. The initial breakdown should be by quarter-sections. The breakdown of the mile-square areas then would read as follows: the upper right quadrant, 01; the upper left, 02; the lower left, 03; and the lower right, 04.

At later dates, when the population increase in any area causes an increase of the level of calls for service, the area could be included in the six-digit category. However, all areas must use the last two digits of "00" right from the start, because the two fields

must be filled for an automated system. There are 70 maps in the series, and the 36 subdivisions will lead to 2520 areas of reporting at this time. It is doubtful if any of the cars will be assigned to an area of less than a square mile.

An example of the full six-digit use is depicted on Map 2, Metsger Map 12. It indicates an incident at Skyway Park, which would be designated by location code 121203 (Map No. 12, Section 12, Quadrant 03).

A further breakdown is possible if the last two digits in the code be activated. As an example, Vashon Island could be code 531099 or 531098, one code being assigned for the south side of the island, the other for the north. (The 53 and 10 are not the correct numbers of the island; they and the following are used only as examples). The harbor areas patrol could be numbered as follows: 541198 or 97, or 541098 or 97, always using the last two digits to identify a harbor activity and thereby enabling quicker searching of the system for that particular type of activity. In addition, each section could have a combination of 95 separate identifiers for such items as special hazardous conditions, main intersections, or traffic accidents.

It must be remembered that numbers 01, 02, 03, 04, and 00 have been assigned in all sections and cannot be used; however, there are available 239,400 separate identifiers for use in the coding system as designed. The possibilities are infinite. The only need is an assessment of how detailed the system must be. This coding system can be developed in-house very reasonably, and will have utility for police use for some years to come. If any other King County agency develops a complete geocoding system with a lookup table capability, this simple system will be adaptable by setting up the parameters of the addressing system to the areas that have been defined. Consequently, no loss of information to the overall evaluation will result, and back data will be available for comparisons.

A code book should be created to enable dispatching personnel to correctly code the incidents. For example:

<u>Location</u>	<u>Address</u>	<u>Code</u>	<u>Explanation</u>
South 188th Street	7600 to 8000	123600	Map 12, Section 36
Crestview Elementary School	4200 to 4500	122700	Map 12, Section 27

While the compilation of such a book will take many hours, it will be requisite for new radio clerks. It can also serve as a lookup source of addresses to which radio cars are to be dispatched.

2.5 Name and Address:

Data items 8 and 9 are the address of the incidents and the name of the person calling, if available. The address is the more important of the two. Combined with data items 10, 11, and 12, it can be used in a variety of ways. It can generate a printout from a radio tape to replace the activity log in the car. This could indicate the following: car assigned, time in and time out, complaint number assigned, report required, if coded, and how coded. This type of listing will identify at a glance who handled the call. All that will be needed at the precinct level is an assignment log, indicating who was in the car at the time. As the Department accomplishes more automated record keeping, even this can be eliminated at the precinct level.

2.6 Car Assigned and Complaint Number

Data items 10 and 11 contain the code numbers for the car assigned and the complaint number, which can be used in conjunction with other data as explained above.

2.7 Report

Data item 12 indicates if a report has been made. If not, the code should be broken down into various sub-items, such as person absent upon arrival, not bona fide incident, incident had occurred but the person involved not known. Including this item in the system can provide accountability of reports. For example, when it is stated that a report is required, a printout of all report numbers and the precinct of assignment can be listed as a demand list for the record room. As reports come in from the precinct, the record room can acknowledge receipt and cross the number off the list. This insures that all required reports can be accounted for.

2.8 Assist Car

The Assist Car data item is recorded as such on a separate radio ticket, followed by the number of the car originally assigned on the detail. This practice can enable evaluation of the assist time and analysis of man hours expended. In the present one-card system, data for the assist cars can only be entered on the card designating the car originally called. This accounts only for the activity of the originally assigned car.

3. SAMPLE WORKLOAD AND ALLOCATION ANALYSIS

After establishing the elapsed time in minutes and the calls for service distribution by minutes-used-per-precinct-and-watch; and after

establishing the incidence of calls by precinct and watch, the Department will need to determine whether the distribution of the workload is in proper relation to the manpower assignments. Some samples of these were developed by the consultant as follows.

A review of the assignment of manpower in the sheriff's office revealed, as shown in Table 3-1, that the 180 men assigned to patrol were distributed in three equal shifts (watches), 60 to the shift. This provides 20 men in each precinct during any one shift, using the 4-10 system of working hours. This distribution provides a 50% level of operation per precinct on 6 days a week and a 100% level on the other one day. This applies on 9 of the 12 months. During the other three, at the peak months of the workload, all personnel take their vacations, and the level of operation drops by approximately 25%.

Table 3-2 shows the distribution of workload by the month of the year. Tables 3-3 and 3-4 depict for the months of June and February the workload distribution by watch, day of the week, and manpower. June is the month of heaviest workload and February of the lightest. The totals are based upon the information from the Sheriff's Office for the year of 1972. The accuracy is likely less than optimum considering two factors: (1) assist calls were not included in the count, and (2) some items not normally counted were included. It is expected that one will partially compensate for the other.

The percentages shown in the tables are percentages taken from other accurate studies of distribution of work from other departments. Figure 3-1 compares manpower distribution against workload, by day and watch.

Figure 3-2 is a sample (hypothetical) matrix that can be used to show the distribution of calls handled by cars, and the time spent in their assigned areas and other areas. The matrix would be developed from sampling data. Cross-precinct runs being made by cars can be illustrated and analyzed. Each car should, if the workload is properly distributed, handle 50% or more of the workload in its assigned area and progressively lesser fractions of the load in areas assisted, as those areas are more and more remote.

The matrix showing this is constructed in rows and columns from upper left to lower right, in this fashion: the top row and left column are constructed first, for car 111. The common (upper left) square of these two bounding arms of the matrix represents car 111's assigned area; the nine other squares in each arm represent successively more remote areas assisted by car 111. Two similar arms of the matrix, each being one square shorter, are constructed for car 112, beneath and to

TABLE 3-1
Distribution of Manpower

September - May

Total Manpower to Field Assignment	= 180
Total per Watch	= 60
Total per Precinct	= 20
Total per Watch (percentage)	= 33.33
Day Shift (Tuesday through Sunday)	= 16.66
Day Shift (Monday)	= 33.33
Swing (Saturday through Thursday)	= 16.66
Swing (Friday)	= 33.33
Night (Sunday through Friday)	= 16.66
Night (Saturday)	= 33.33

June, July, and August (Vacation Season--Percentage)

Day Shift (Tuesday through Sunday)	= 12.5
Day Shift (Monday)	= 25.0
Swing (Saturday through Thursday)	= 12.5
Swing (Friday)	= 25.0
Night (Sunday through Friday)	= 12.5
Night (Saturday)	= 25.0

TABLE 3-2
Distribution of Workload by Month (1972)

Month	Calls*	Average/ Day	Percentage**
January	8,000	258	88.0
February	7,200	257	88.0
March	8,300	267	91.0
April	9,000	300	102.0
May	9,000	290	99.0
June	11,000	366	125.0
July	10,200	329	112.0
August	10,000	322	110.0
September	8,200	273	93.0
October	8,600	277	94.0
November	7,800	260	89.0
December	8,000	258	88.0
	105,300		

* These loadings, furnished by the King County, Sheriff's Department, are approximations.

** Percent of median number of 8750 calls/month.

TABLE 3-3
Distribution of Workload (%) by Day of the Week and
Watch for June and February, 1972

	Watch 1		Watch 2		Watch 3	
	June	February	June	February	June	February
Sunday	30.0%	20.0%	37.0%	24.3%	33.0%	22.0%
Monday	34.4	22.0	42.8	28.6	22.0	14.5
Tuesday	36.2	24.0	46.0	30.5	17.6	11.6
Wednesday	35.8	24.0	44.8	30.0	19.2	12.8
Thursday	35.5	24.0	45.0	30.0	19.0	12.6
Friday	33.4	22.0	48.7	31.2	17.8	11.8
Saturday	33.0	22.0	44.0	29.5	23.0	15.2

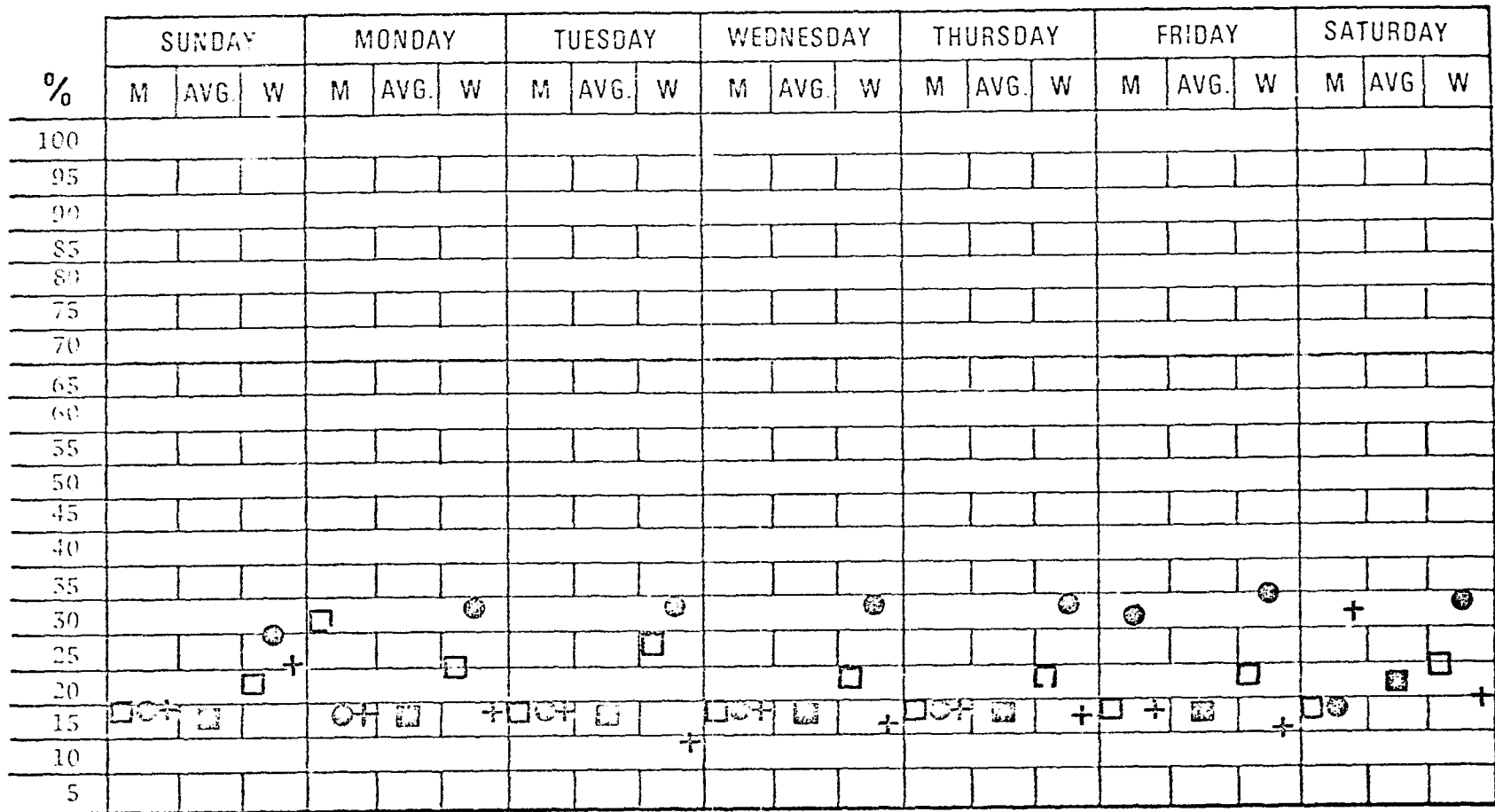
Note: This list is based on a total count of 11,000 calls for June and 1800 for February 1972. The base of 11,000 represents 100%.

TABLE 3-4
Additional Distribution of Workload
for June and February, 1972

	Percentage	Daily Total June	Daily Total February
Sunday	14.1	387	253
Monday	14.3	393	257
Tuesday	13.3	365	239
Wednesday	13.3	365	239
Thursday	13.2	363	237
Friday	14.5	398	261
Saturday	17.1	470	307

Note: This list reflects the distribution of workload by day of the week, shown in total service calls per day and the approximate percentage of the total calls for the week.

FEBRUARY

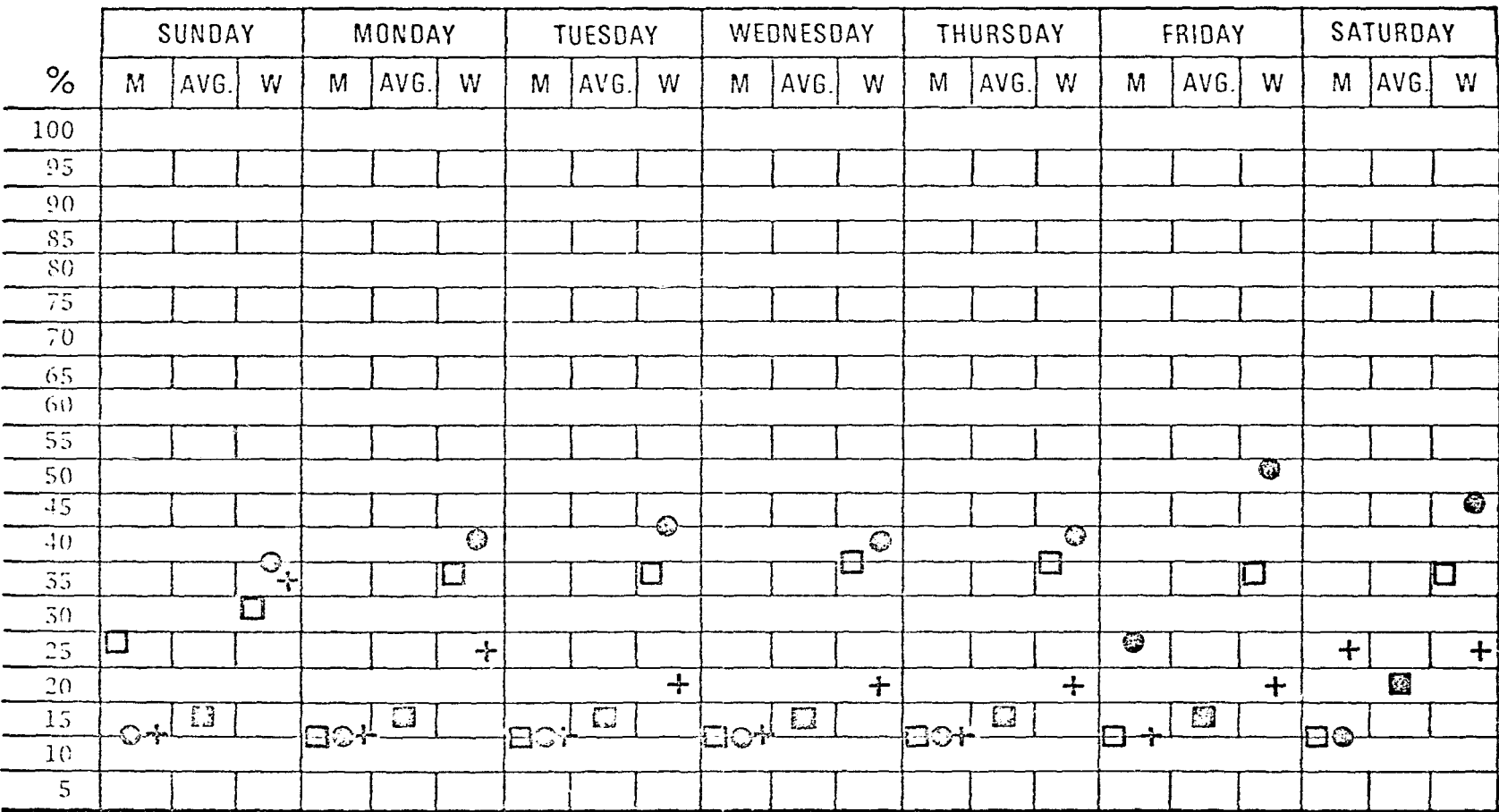


Legend: M Manpower
AVG. Daily Average of Weekly Workload
W Workload

□ 1st Watch
○ 2nd Watch
+ 3rd Watch
■ Daily Average of Weekly Workload

Figure 3-1 Manpower Distribution VS Workload by Day and Watch (%)
(Sheet 1 of 2)

JUNE



Legend: M Manpower
AVG. Daily Average of Weekly Workload
W Workload

□ 1st Watch
○ 2nd Watch
+ 3rd Watch
■ Daily Average of Weekly Workload

Figure 3-1 Manpower Distribution VS Workload by Day and Watch (%)
(Sheet 2 of 2)

PRIMARY CAR IDENTIFICATION

Car No.	111	112	113	114	115	116	117	118	119	120
111	100* 2000**	15 500	10 200	8 160	6 120	4 80	2 40	2 40	2 40	1 20
112	15 300	100	15	10	8	6	4	2	2	2
113	10 200	15	100	15	10	8	6	4	2	2
114	8 160	10	15	100	15	10	8	6	4	2
115	6 120	8	10	15	100	15	10	8	6	4
116	4 80	6	8	10	15	100	15	10	8	6
117	4 80	4	6	8	10	15	100	15	10	8
118	4 80	4	4	6	8	10	15	100	15	10
119	2 40	4	4	4	6	8	10	15	100	15
120	1 20	2	4	4	4	6	8	10	15	100

* Number of Service Calls

** Total Number of Minutes on Service Calls (each call assumed to take 20 minutes)

Figure 3-2. Hypothetical Matrix

the right of the arms for car 111; and so on for the cars through 120.

The number 15, shown in the two squares contiguous to the upper left square, indicate that car 111 answers less than 1/6 as many calls (15 calls) in any one contiguous area as in its own assigned area; and (extending the principle) a tenth as many (10 calls) in areas two units' distant; and so on. In this respect, our matrix is idealized in that all cars are shown giving the same number of assists in areas which are a given number of units remote from their own assigned area (e.g., 6 assists of 4 units remote). Similarly, the diminishing trend of assists, as remoteness increases, is shown as alike for all cars. In an actual case, variations will show up; and it is in the larger variations that the matrix repays the effort of making it, by revealing the locations where adjustments are needed in the workload.

The area most distant should not account for more than perhaps 2 to 5 percent of the workload assigned to a car (shown in the matrix as 1 call (1 percent) in each of the most remote areas from car 111's assigned area). Distance is a major factor in King County, but is alleviated somewhat in that the most remote areas are least subject to congestion. Considering all factors, a complete survey is necessary before the adequacy of coverage can be assessed.

Two final items which are fundamental to a sound operating procedure should be considered in King County. First, the assist cars should be assigned by the dispatcher's office where the total situation is known and can best be evaluated to meet overall needs. The present practice of proceeding to an assist without assignment subverts good radio control, thus tending to weaken the whole system. Second, the Department should not be credited with an incident if the incident is redirected to another police department (so that King County does not even assist). Such inclusions in the statistics are likely to obscure or distort the trends and thus impair the validity of conclusions.

APPENDIX A

Incident Definitions for Radio Codes

GLOSSARY OF RADIO INCIDENT CODES

HOMICIDE

The reported killing of a human being. This code is rarely used to dispatch cars; codes such as SUDDEN DEATH, etc., are most common.

RAPE (Reported by Citizen)

The carnal and unlawful knowing of any female child under age or by forcibly ravishing any woman.

ATTEMPT RAPE (Reported by Citizen)

Report of attempt to rape in which the sexual act was not completed (e.g., rapist driven away, physically unable to complete).

ROBBERY (Reported by Citizen)

Category name covering five codes descriptive of robberies used when more specific information is not available.

HOLDUP IN PROGRESS (Reported by Citizen)

Information from victim or witness indicates that a holdup is in progress at specified location.

PURSE SNATCHING (Reported by Citizen)

Woman's handbag or purse taken by grabbing or snatching - no weapon used. Offender no longer at the scene.

STRONG-ARM (ROBBERY), (Reported by Citizen)

Robbery by physical force or threat, no weapon used. Offender no longer at scene.

HOLDUP (Reported by Citizen)

Property taken from a person or in the presence of a person, against his will, using a weapon to threaten. Offender no longer at scene.

ATTEMPT HOLDUP (SPECIFY), (Reported by Citizen)

Incomplete holdup reported in which thief has been thwarted or frightened away in some manner.

ASSAULT (Reported by Citizen)

Assaulting or beating of another person - without weapons, common assault; with weapon, attempt to kill. Broad application, not specific as follows.

CUTTING (Reported by Citizen)

Person cut with a knife or sharp object.

SHOOTING (ASSAULT), (Reported by Citizen)

Person(s) shot.

SHOTS FIRED (Reported by Citizen)

Person reports sound of gunfire or observes person firing a weapon.

BURGLARY (Reported by Citizen)

Breaking and entering a dwelling or building, degree determined by whether building is occupied or not; also, general category when more specific information is not available.

WINDOW SMASHING (Reported by Citizen)

Usually glass broken by thief, merchandise or goods stolen, building probably not entered.

ATTEMPT BURGLARY (Reported by Citizen)

Entrance not gained - attempted. Usually no suspect.

BURGLAR IN BUILDING (Reported by Citizen)

Self-explanatory.

PROWLER (Reported by Citizen)

Person(s) prowling with intent to steal or loot; also, general category when more specific information is not available.

PROWLER ATTEMPTING ENTRY (SPECIFY), (Reported by Citizen)

Prowler attempting to enter premises, as specified.

LARCENY (Reported by Citizen)

Stealing - O/50 (over \$50.00) felony, U/50 (under \$50.00) misdemeanor; general category when more specific information is not available.

COMMITTING LARCENY AT THIS TIME (SPECIFY), (Reported by Citizen)

Self-explanatory, as specified.

HOLDING A PERSON FOR LARCENY (Reported by Citizen)

Citizen holding a larceny suspect.

ATTEMPT LARCENY (Reported by Citizen)

Attempt to steal property (e.g., thief frightened away, victim routs thief). Patrol vehicle dispatched to take report.

STOLEN LICENSE (Reported by Citizen)

Stolen vehicle license, patrol vehicle dispatched if necessary.

TAMPERING WITH AUTO (TYPE, PERSON), (Reported by Citizen)

Apparently unauthorized person(s), as specified, tampering with a motor vehicle.

AUTO THEFT (Reported by Citizen)

Stolen motor vehicle (e.g., auto, truck, taxi, bus).

DESTRUCTION OF PROPERTY (Reported by Citizen)

Defaced or damaged property due to breaking or cutting, tearing down, removing any supports to cause collapse, etc.

FRAUD (Reported by Citizen)

Report of one person obtaining money, property or valuables from another person by trick, deception or false representation.

BOGUS CHECK (Reported by Citizen)

Victim in possession of bogus check (returned from bank), officer dispatched to take report.

HOLDING PERSON FOR (SPECIFY), (Reported by Citizen)

A person is being detained for suspicion of committing an offense (e.g., bogus check, fraud), usually by the victim or other citizen.

SEX OFFENSE (Reported by Citizen)

General category covering codes used when more specific information is not available.

CHILD MOLESTATION (Reported by Citizen)

Touching a minor, any part, by an adult.

INDECENT ACT (Reported by Citizen)

Exposing person, lewdness, possibly in progress.

A NUDE (SPECIFY), (Reported by Citizen)

Nude person; maybe victim of robbery or a mental case. Dispatcher announces "Nude Person" without mention of sex; "specify" refers to location or other description of the situation.

FLOURISHING (Reported by Citizen)

Report of the flourishing of an unknown type of weapon by a person.

FLOURISHING REVOLVER, SHOTGUN, AXE, KNIFE, ETC. (SPECIFY), (Reported by Citizen)

Report of the flourishing of specified type of weapon, threatening injury to a person or persons.

PERSON DOWN (Reported by Citizen)

Person down, apparently disabled, exact reason unknown.

DISTURBANCE (Reported by Citizen)

The willful interference of the peace of a person or persons.

FIGHT (SPECIFY), (Reported by Citizen)

Physical combat, specify if any weapons are being used.

TRAFFIC VIOLATION

Officer observes traffic violation; occasionally reported by the public; also, general category when more specific information is not available.

VIOLATION (SPECIFY TYPE), (Reported by Citizen)

Violation of traffic regulations in the manner specified (e.g., illegal parking).

CARELESS DRIVING (SPECIFY), (Reported by Citizen)

Operation of a vehicle in a careless or reckless manner as specified (e.g., racing).

TRAFFIC CONGESTION (Reported by Citizen)

Self-explanatory; officer dispatched to control traffic.

ALARM SOUNDING (SPECIFY), (May be Reported by Citizen)

Alarm sounding on exterior of building, usually a bell audible in immediate neighborhood. This category covers radio codes when more specific information is not available.

ALARM SOUNDING, MAN ON WAY - NOT ON WAY

Burglar alarm sounding, Police Department notified by an alarm company by telephone; also, to report whether or not security company men will go to the scene, usually to secure premises.

EMPLOYEE IN BUILDING (ALARM SOUNDING)

Reporting officer is informed of employee in building in order to prevent his being mistaken for an intruder.

HOLDUP ALARM, MAN ON WAY - NOT ON WAY

Business or home equipped with electronic or telephone device alerting Police Department of emergency. The alarm systems are maintained by private security service firms which may receive the initial alert and then notify the police. A serviceman often reports to the scene to check for faults in the system or to reset the alarm, hence "man on way - not on way."

INJURY (Reported by Citizen)

Person injured (other than by a motor vehicle), aid requested from Police Department; also, general category when more specific information is not available.

INJURY (SPECIFY AMBULANCE OR CRUISER ON WAY), (Reported by Citizen)

Ambulance or other conveyance enroute to assist in response to notification of injury to a person or persons (injury other than by a motor vehicle).

HOSPITAL, NAME, INJURY, FROM (ACCIDENT)

"Hospital" informs Police Department of a person ("name") injured at specified location ("from") suffering from an "injury" of the type specified, due to causes other than by a motor vehicle.

FIRE (Reported by Citizen or Fire Department)

Usually information from Fire Department, however, on occasion citizen calls police instead. May include request for police assistance to control crowds and to direct traffic, or to aid in the rescue of person(s) trapped; also, general category covering radio codes when more specific information is not available.

ALARM (SPRINKLER OR STILL)

Fire Alarm - notification to Police Department of a fire by Fire Department and request for dispatch of patrol unit.

BURNING RUBBISH (Reported by Citizen)

Officers respond to report of burning rubbish, a violation of a city ordinance. They extinguish the fire or call the Fire Department and may issue a summons.

SPECIAL CALL FOR APPARATUS (Self-initiated by Officer)

Request for special fire fighting equipment, usually to flush gasoline or petroleum from streets, or to supply ladders for police officer.

BUILDING COLLAPSE (Reported by Citizen)

Building collapsed (result of storm, accident, deterioration, etc.).

EXPLOSION (Reported by Citizen)

Report of the explosion of a building or street due to gas accumulations, fire, etc.

ACCIDENT (Reported by Citizen)

Motor vehicle (e.g., auto, bus, truck) accident; general category when more specific information is not available.

ACCIDENT AND INJURY (Reported by Citizen)

Motor vehicle accident, person(s) injured.

HIT AND RUN (Reported by Citizen)

Person struck by a vehicle that fails to remain at the scene of the accident.

PERSON STRUCK (SPECIFY IF OTHER THAN BY AUTO), (Reported by Citizen)

Conveyance dispatched with police car to scene of accident; specification identifies vehicle such as truck, bus, etc.

ACCIDENT, AUTO ABANDONED (Reported by Citizen)

Report of a motor vehicle accident in which one driver has abandoned his vehicle and left the scene (he may have stolen the vehicle).

ACCIDENT INFORMATION (Reported by Citizen)

Information regarding an earlier motor vehicle accident.

HOSPITAL, NAME, ACCIDENT INFORMATION (Reported by Citizen)

Report of vehicle accident made from specified hospital, by specified person.

ANIMAL CASE (Reported by Citizen)

Cruelty to animal, sick animal (not mad); general category when more specific information is not available.

ANIMAL BITE (Reported by Citizen)

Person bitten by animal, may require medical attention or police report, or both.

INJURED ANIMAL (SPECIFY TYPE), (Reported by Citizen)

Animal struck by vehicle, abused by person, etc., as specified.

SUPPOSED MAD ANIMAL (SPECIFY TYPE), (Reported by Citizen)

Reported mad animal, rabid, foaming at the mouth, etc.

ANIMAL AT LARGE (SPECIFY TYPE), (Reported by Citizen)

Citizen report of specified type of animal at large, endangering persons, blocking traffic, etc.

SICK CASE (Reported by Citizen)

Person(s) ill, request transportation to hospital.

OBSERVATION CASE (MENTAL HEALTH), (Reported by Citizen)

"O.B.S." case - mental illness indicated, transport person to public hospital clinic.

CONFINEMENT CASE, AMBULANCE ON WAY OR NOT (Reported by Citizen)

"O.B." case - obstetric case, usually to convey expectant mother to a hospital.

Specify if conveyance is ambulance (patrol car may be used).

POISON CASE (Reported by Citizen)

Person ill from poisoning by drugs, household chemicals, etc.

INVESTIGATE, CALL FOR AMBULANCE

Police Department notified by city ambulance dispatcher to investigate a call for an ambulance. If no ambulance service is available, ambulance dispatcher may request incident to be handled by police; caller may indicate suspected foul play.

SUDDEN DEATH (Reported by Citizen)

Dead person found, apparently recently deceased.

SUPPOSED SUDDEN DEATH (Reported by Citizen)

Informant is not sure victim has expired.

SUICIDE BY (SPECIFY), (Reported by Citizen)

Person apparently dead from self-inflicted wounds (e.g., shot, cut, hanging, overdose of drugs, poison), as specified.

ATTEMPT SUICIDE BY (SPECIFY), (Reported by Citizen)

Person attempted suicide by specified means, e.g., drowning, poison, gas, drugs.

FLOATER (Reported by Citizen)

Dead body found in water (e.g., river, lake, bathtub) described as a "floater."

Dry floater: dead body found in room, shed, vehicle, etc., partially or completely decomposed.

ASSIST

Assist another officer with an incident or assignment; also, general category when more specific information is not available.

ASSIST OFFICER IN NEED OF AID (Reported by Citizen or Officer)

Officer in danger from assault by person(s).

ASSIST AN AMBULANCE DRIVER

Officer required to assist with carrying a stretcher or litter, help with inhalator or other breathing device, etc.

MEET (AN OFFICER, WATCHMAN, CAR, ETC.)

Meet an officer or other specified person, for a specified reason.

MISCELLANEOUS HAZARDS (Reported by Citizen)

Category name descriptive of thirteen codes concerning various types of hazards, used when more specific information is not available.

WIRES DOWN (Reported by Citizen)

Electric or telephone wires hanging down from supports, often the result of windstorms or accidents, creating a hazard to pedestrians or vehicles.

WIRES BURNING (Reported by Citizen)

Electric or telephone wires burning, often the result of a storm or accident, creating a hazard.

TREE DOWN (Reported by Citizen)

Tree on public property or street, having fallen down, is blocking passage by pedestrians or motor vehicles.

DEPRESSION (Reported by Citizen)

Hazardous depression in street, road, highway, sidewalk or any public passageway.

INVESTIGATE ODOR OF GAS (Reported by Citizen)

Investigate possibility of suicide or attempt; possible danger to invalids or small children; or, possible explosion hazard. Laclede Gas Company notified.

DUMPING RUBBISH (Reported by Citizen)

Self-explanatory; offender usually not at scene.

LOCK OUT (Reported by Citizen)

Person locked out of building, someone inside may be in danger (e.g., small child, invalid, or other helpless person).

OBSTRUCTION (HAZARD), (Reported by Citizen)

Road, street, highway, etc., obstructed by some object.

INVESTIGATE OPEN DOOR (Reported by Citizen or Officer)

Door open at business closed for day or at unoccupied residence.

BOYS (SPECIFY WHAT THEY ARE DOING), (Reported by Citizen)

Boys throwing objects (e.g., bottles, stones), playing in restricted area (e.g., streets, alleys, vacant building), etc., as specified.

SUPPOSED EXPLOSIVE DEVICE (Reported by Citizen)

Person observes an article labeled "dynamite," "explosive" or other title; observes apparent bomb or grenade.

UNNECESSARY NOISE (Reported by Citizen)

Self-explanatory (e.g., loud radio, auto horn).

SUNDRY (SPECIFY), (HAZARD), (Reported by Citizen)

Any miscellaneous hazard not listed in the Radio Incident Code (e.g., missing sewer lid), as specified.

CALL FOR POLICE (Reported by Citizen)

Telephone caller needs police help, operator unable to determine nature of assistance needed.

SUSPICIOUS PERSON (SPECIFY), (Reported by Citizen)

Police Department is notified of a person acting in a suspicious manner (e.g., loitering, begging), as specified.

INVESTIGATE OCCUPANTS OF AUTO (SPECIFY), (Reported by Citizen)

Police officer is dispatched to investigate the occupants of an auto that are acting suspiciously (e.g., persons examining a place of business), as specified.

INVESTIGATE AUTO (SPECIFY), (Reported by Citizen)

Investigate a parked unoccupied vehicle reported as suspicious by a citizen; usually parked, special circumstances as specified.

AUTO PATROL DUTIES (Self-initiated by Officer)

General phrase used by officers to describe self-initiated auto patrol duties. This code serves as a title for codes but is rarely used when more specific information is not available.

FOOT PATROL (Self-initiated by Officer)

Officer patrols a specified area on foot.

BUILDING CHECK (Self-initiated by Officer)

Visual inspection of unoccupied building.

UNOCCUPIED CAR CHECK (Self-initiated by Officer)

Self-initiated check by officers of unoccupied vehicle.

OCCUPIED CAR CHECK (Self-initiated by Officer)

Officer investigates an occupied vehicle.

MEALS (Self-initiated by Officer)

Officer's meals.

PERSONAL RELIEF (Self-initiated by Officer)

Self-explanatory.

NOTIFICATION (AUTO PATROL DUTIES), (Self-initiated by Officer)

Officer to notify a citizen of an event such as death in family, accident victim, etc.

PEDESTRIAN CHECK (Self-initiated by Officer)

Surveillance or interrogation of a pedestrian.

BUSINESS INTERVIEW (Self-initiated by Officer)

Interview owner or manager of business establishment to maintain office files for person(s) to be contacted in case of emergency.

BENCH WARRANTS SERVICE (Self-initiated by Officer)

Police officer delivers a warrant requiring a person(s) appearance in police court.

REQUEST FOR SUMMONS (Self-initiated by Officer)

Officer is instructed to issue a court summons, usually by one of his superiors in the field (e.g., his sergeant).

GARAGE (Self-initiated by Officer)

Officer requests to go to police garage.

RADIO REPAIR (Self-initiated by Officer)

Vehicle goes to Radio Repair Section.

WASH RACK (Self-initiated by Officer)

Vehicle to be washed.

AUTO TROUBLE (POLICE VEHICLE), (Self-initiated by Officer)

Vehicle inoperable (e.g., flat tire, engine trouble).

COURT

Officer goes to court, usually to serve as a witness for the prosecution.

WARRANT OFFICE (Self-initiated by Officer)

Officer goes to Warrant Office, usually to obtain a warrant for the arrest of a suspect.

PREVENTIVE MAINTENANCE (Self-initiated by Officer)

Mechanical inspection and maintenance of police vehicle.

GAS (Self-initiated by Officer)

Refuel police vehicle.

ASSIST A MOTORIST (Self-initiated by Officer)

Officer gives directions or summons aid for disabled vehicle.

MISCELLANEOUS (Self-initiated by Officer)

Auto patrol duty not listed in the Radio Incident Code or any self-initiated activity likely to be classified under codes when more specific information is not available.

LOST ARTICLE (Reported by Citizen)

Item or property lost (not stolen).

MISSING PERSON (Reported by Citizen)

Person missing from his home, reported by a parent or close relative (e.g., wife, husband, child). Not kidnapping. Complaint usually referred to district headquarters.

HOLDING A MISSING PERSON (SPECIFY), (Reported by Citizen)

Self-explanatory (e.g., citizen holding lost child), as specified.

ADDITIONAL INFORMATION (SUPPLEMENTARY), (Reported by Citizen)

Additional information on a previously reported incident.

RECOVERED AUTO

Vehicle recovered which had previously been reported stolen. Recovery by officer, owner, or other citizen. Supplementary information obtained for police report on theft of vehicle..

RECOVERED LICENSE (Reported by Citizen)

Vehicle license recovered, previously lost or stolen; information obtained for supplementary report; occasionally self-initiated by officer.

RECOVERED ARTICLE (Reported by Citizen or Officer)

Article or piece of property has been recovered (found); supplementary report submitted by officer.

COMMUNICATION (Reported by Officer)

Message dispatched by one officer to another officer or police agency giving or requesting information.

CALL YOUR STATION

Officer to phone his precinct headquarters.

CALL STATION NUMBER (SPECIFY)

Call specified telephone station, usually other than assigned district station.

GO TO YOUR STATION

Officer goes to district station for a specified reason.

CAR NUMBER _____, GO TO RADIO REPAIR

Specific vehicle sent to Radio Repair Section for repair of radio equipment.

CAR NUMBER _____, GO TO GARAGE (VEHICLE MAINTENANCE)

Officers notified to bring vehicle to garage.

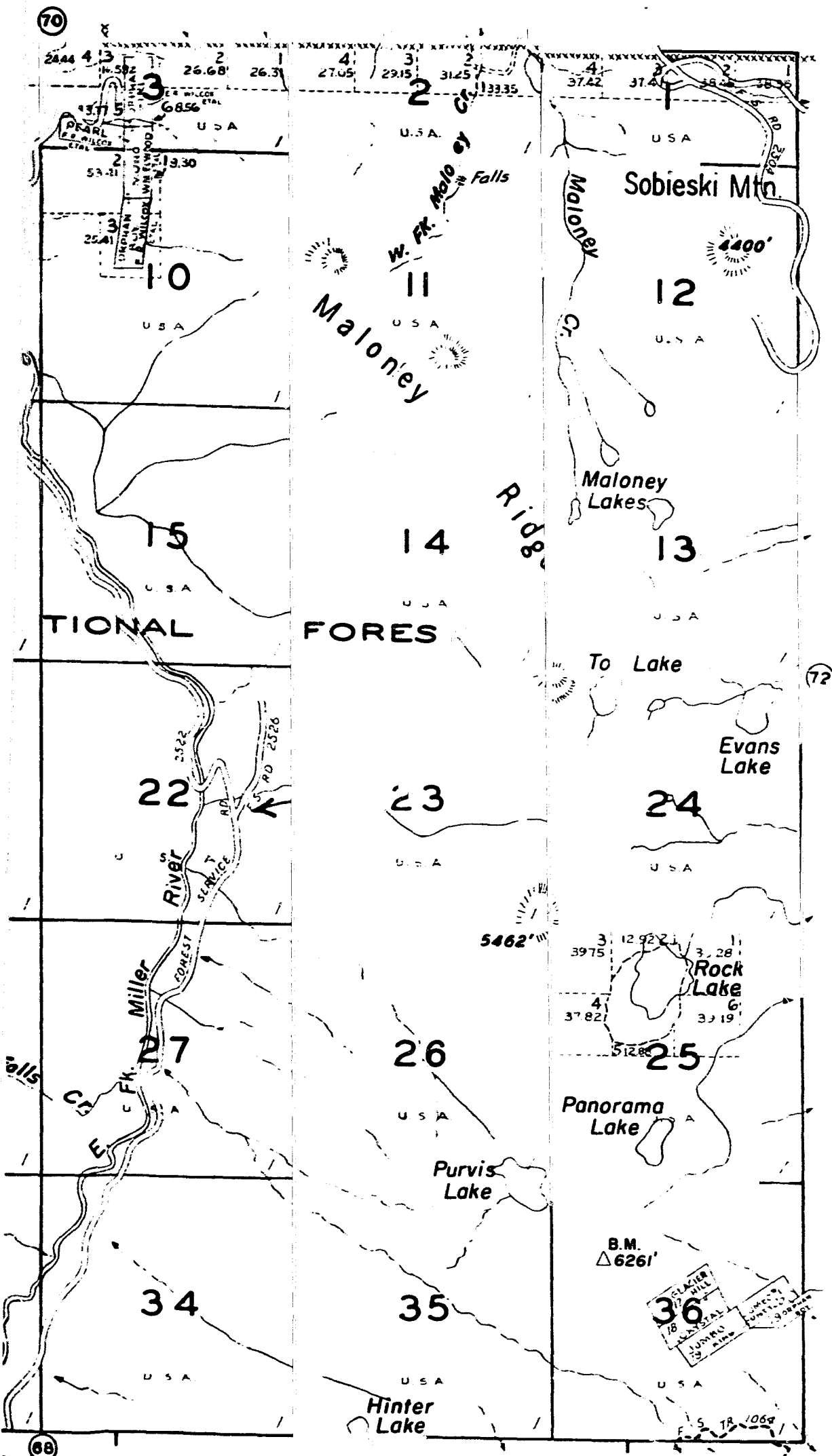
APPENDIX B

King County Plat Maps

TOWNSHIP 25 NORTH
ATLAS OF



R-73-114
B-2



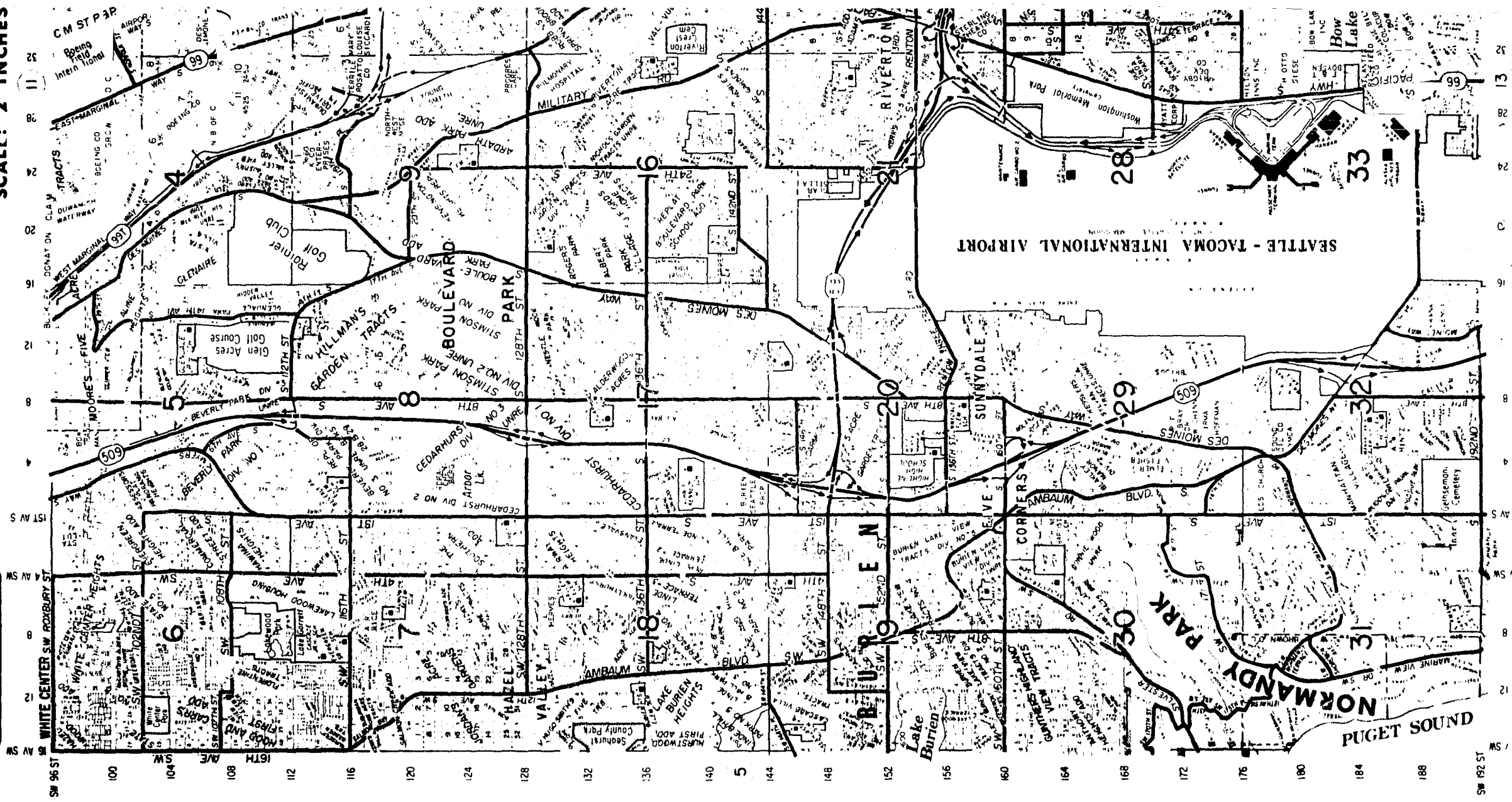
EXAMPLE
NO. 1
LOCATION

DISPATCH NAME

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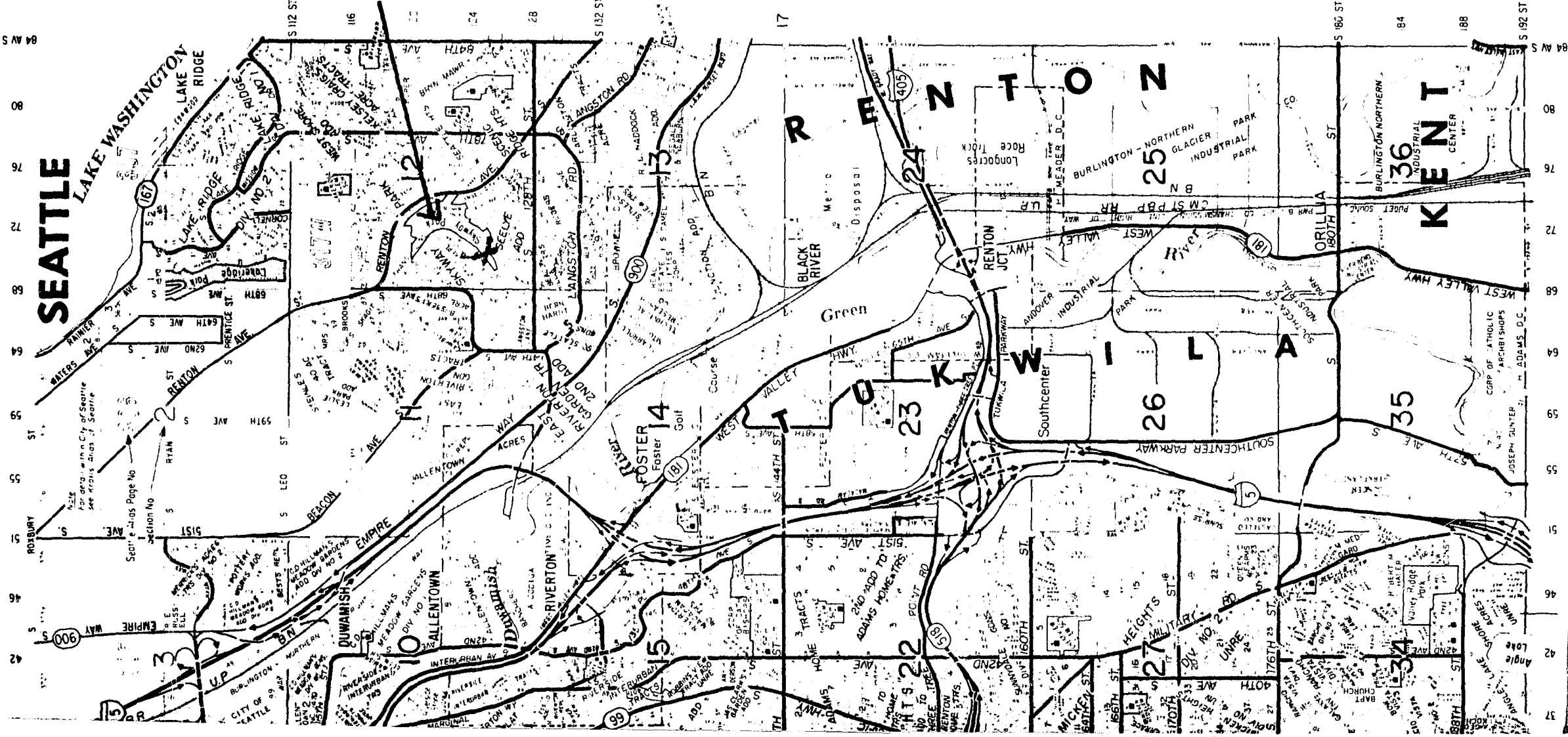
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LEGEND

- State Route
- Interstate Route
- U. S. Route
- Other Main Traveled Routes
- King County Tax Lot No.



END