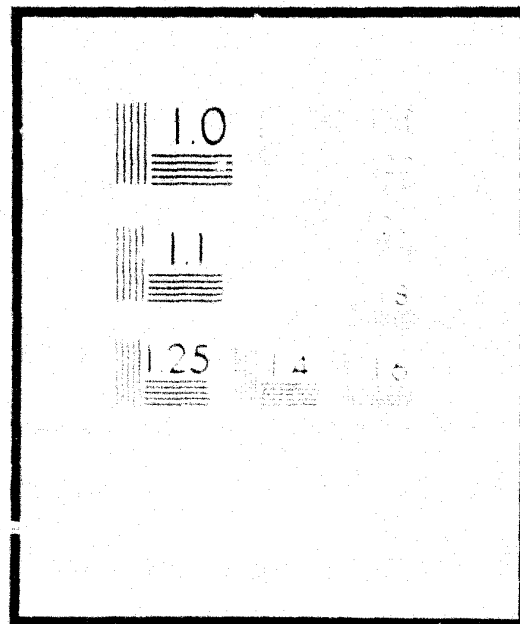


NCJRS

This microfiche was produced from documents received for inclusion in the NCJRS data base. Since NCJRS cannot exercise control over the physical condition of the documents submitted, the individual frame quality will vary. The resolution chart on this frame may be used to evaluate the document quality.



Microfilming procedures used to create this fiche comply with the standards set forth in 41CFR 101.11.504

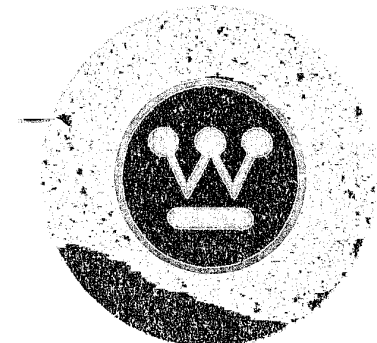
Points of view or opinions stated in this document are those of the author(s) and do not represent the official position or policies of the U.S. Department of Justice.

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

5 12 77

Date filmed

Washington



* 259
EVALUATION OF THE
AND RECORDS ADMINISTRATION
U.S. DEPARTMENT OF JUSTICE
MEMPHIS, TENNESSEE
POLICE DEPARTMENT

8176

FOREWORD

Chief James Skaggs of the Mercer Island, Washington, Police Department requested technical assistance in the evaluation of the reporting and records systems, and communications portions of a survey of Departmental operations performed by the International Association of Chiefs of Police. This request was forwarded to the Seattle Regional Office of the Law Enforcement Assistance Administration (LEAA) by the Law and Justice Planning Office of the Washington State Planning and Community Affairs Agency.

In response to this request, the Westinghouse Justice Institute, under the terms of Contract J-LEAA-016-72, assigned Captain Charles R. Connery to evaluate the reporting and records systems portion of the IACP report. The present report contains the findings and recommendations resulting from his brief but intensive evaluation conducted during the week of November 25, 1973. The communications portion of the IACP report is the subject of a separate WJI report.

CONTENTS

Foreword ii

1. Introduction 1

2. Analysis and Recommendations 1

Appendix A-1

1. INTRODUCTION

The Westinghouse Justice Institute was retained to evaluate and make recommendations for implementing the Reporting and Records Systems section of the June 1973 report, A Survey of the Police Department, Mercer Island, Washington, by the Field Operations Division of the International Association of Chiefs of Police. The report has been reviewed, an onsite inspection and interviews have been held, and this evaluation report with recommendations has been prepared. Those interviewed were Chief of Police James Skaggs, Sergeant Augustson, and the City Attorney.

cognizance was taken of the various reporting systems of neighboring agencies and the current requirements and future plans of SEA-KING ALERT and existing state laws. The reporting and records system of Mercer Island was found to be typical of agencies of its size and of relatively unplanned evolution--reasonably functional but insufficiently up-to-the minute to ensure optimum efficiency of operation and convenience of the users.

2. ANALYSIS AND RECOMMENDATIONS

Basically, the Reporting and Records System section of the IACP Report is endorsed. The most important need is for some one person, whether sworn or nonsworn, to be assigned the responsibility for both the reporting and records systems. That individual should be afforded the time and budget to become thoroughly familiar with current practice in Law Enforcement Records Systems and, more importantly, the general field of knowledge known as the "systems approach".

Where the IACP recommended six report forms (Field Reporting, page 152) we would combine the Offense and Arrest forms. A recommended form for this purpose was developed after consultation with the City Attorney and representatives of the Mercer Island Police Department (Figure 1). Alternative suggestions to the IACP recommendations are also included for the Complaint Control Card (Figure 2), Administrative Control Card (Figure 3), Numerical and Alphabetical Incident Codes (Figure 4), and Disposition Codes (Figure 5).

With respect to the recommendation for offset duplicating, photo copying (Xerox or equal) is instead recommended as the best method of duplicating reports.

Index cards or slips can be typed using four-part snap-out packs and the formats shown in this report (Figure 6). We would recommend that, with the exception of the Criminal History Index Cards, new index slips be made for each report and in-filed. This will eliminate the

BACK
COMPLAINT REPORT

NUMBER OF SUSPECTS _____		LAST SEEN _____		MINUTES AGO: AT _____		<input type="checkbox"/> ON FOOT	
HEADING N, S, E, W OR _____		Street, alley, etc. _____				<input type="checkbox"/> IN VEHICLE	
WEAPONS <input type="checkbox"/> HANDGUN <input type="checkbox"/> RIFLE <input type="checkbox"/> SHOTGUN <input type="checkbox"/> KNIFE <input type="checkbox"/> OTHER <input type="checkbox"/> UNKNOWN <input type="checkbox"/> NONE <input type="checkbox"/>							
RACE	SEX	CLOTHING					
1	AGE	HGT	WGT	HAIR	EYES	COMPLEX. ASSES	UNUSUAL MARKS
2	RACE	SEX	CLOTHING				
V	AGE	HGT	WGT	HAIR	EYES	COMPLEX. CLASSES	UNUSUAL MARKS
E	LICENSE NUMBER	LIC./ST		YEAR	MAKE	MODEL	COLOR
H	V I N .	IDENTIFYING FEATURES					

Figure 2. Complaint Report (Sheet 2 of 4)

COMPLAINT REPORT
EXPLANATION OF USE

<u>Number of Space</u>	<u>Heading</u>	<u>Individual Responsible</u>	<u>Type of Data</u>
1.	O.V.	DISPATCHER	Field Initiated Action
1.	EMER	"	Emergency Response Req'd
1.	RPT	"	Does NOT require emg. resp.
2.	LOCATION	PHONE OPERATOR OR DISPATCHER	Place of Field Response
3.	COMPLAINT	"	Name of Person or Alarm System requesting response
4.	PHONE	"	Number where Complainant may be re-contacted
5.	(WORD LIST)	"	Circle applicable words to describe reason response needed
6.	BACK-UP #1 BACK-UP #2	DISPATCHER	Additional Units sent in support
7.	OPERATOR	PHONE ANSWERER	Identity of Call-taker
8.	DISPATCHER	DISPATCHER	Identity of Dispatcher
9.	DISTRICT	"	Call designation of Police Unit responsible for this area on this shift
10.	ASSIGNED	"	Call designation of Police Unit assigned to handle
11.	OFFICER	"	Serial Number of assigned Officer(s)
12.	FIELD REQUEST	"	Circle & identify brand of Service Requested by Officer at scene
13.	LOCATION CODE	"	R-T Coordinates of Location as reported by field unit

Figure 2. Complaint Report (Sheet 3 of 4.)

14.	COMPLAINT CODE	DISPATCHER	3 digit Complaint Classification code as reported by Field Officer
15.	DISP CODE	"	1 Alpha Disposition Code as reported by Field Office
16.	CASE NO.	"	Control Number for Field Report
17.	WARRANT NO.	"	For Arrests on Warrant
18.	BLANK	PHONE OPERATOR OR DISPATCHER	TIME STAMPS: Time Received Time Dispatched Time Arrived at Scene Time Completed

Figure 2. Complaint Report (Sheet 4 of 4)

RADIO ADMINISTRATIVE FORM

(PINK)

UNIT		DISPATCHER	LOCATION	
010 COURT ATTENDANCE			OFFICER	
020 ESCORT PRISONER - COURT			OFFICER	
025 ESCORT PRISONER - MEDICAL				
030 HOSPITAL GUARD				
030 ESCORT FOR				
040 SIGNALS				
050 WARRANT & SUMMONS SERVICE				
060 OUT OF CAR - NO REASON GIVEN				
070 NO ANSWER WHEN CALLED				
080 STATION, GARAGE, DO CAR, ETC.				
090 COFFEE				
099 EATING				
REMARKS:				

EXAMPLE 2 (a)

Figure 3. Radio Administrative Form (Sheet 1 of 3)

RADIO ADMINISTRATIVE FORM
(plus)
EXPLANATION OF USE

010 COURT ATTENDANCE	912	UNIT	(2)	DISPATCHER	(3)	LOCATION	(6)
020 ESCORT PRISONER - COURT	914	PHONE N.O.	(5)			OFFICER	(7)
025 ESCORT PRISONER - MEDICAL						OFFICER	(7)
029 HOSPITAL GUARD	913						
030 ERRAND FOR _____							
040 STAKEOUT	917	REMARKS:					
050 WARRANT & SUBPOENA SERVICE	918		(8)				
060 OUT OF CAR - NO REASON GIVEN	921				(4)		
070 NO ANSWER WHEN CALLED	922						
080 STATION, GARAGE, BO CAR, ETC.	933						
090 COFFEE	934						
099 EATING	931						

Figure 3. Radio Administrative Form (Sheet 2 of 3)

RADIO ADMINISTRATIVE FORM
EXPLANATION OF USE

<u>Number of Space</u>	<u>Heading</u>	<u>Individual Responsible</u>	<u>Type of Data</u>
1.	910 thru 999	DISPATCHER	Reason out of Service
2.	UNIT	"	Radio Call Number of Field Unit
3.	DISPATCHER	"	Identity of
4.	BLANK	"	Time Stamp Out Time Stamp In
5.	PHONE NO.	"	Where Unit can be Reached
6.	LOCATION	"	If Applicable, Location Address of Unit
7.	OFFICER	"	Serial Number(s) of Officer(s)
8.	REMARKS	"	If will be out for unusual length of time, explain

Figure 3. Radio Administrative Form (Sheet 3 of 3)

MIR CODE
Numeric Sequence

CRIMINAL:

010 HOMICIDE
020 RAPE
(030) ROBBERY
031 Armed
032 Strong Arm (include purse snatch with force)
(040) ASSAULT
041 Non-Aggravated (include threats)
042 Aggravated
(050) BURGLARY
051 Residence
052 Non-Residence
(060) LARCENY
061 Auto Accessories (include tabs)
062 Car Prowl
063 Purse Snatch (without force)
064 Shoplift
065 Other
(070) AUTO THEFT
071 Theft
072 Theft and Recovery
073 Recovery
074 Theft of Plate(s)
090 ARSON, BOMB, EXPLOSION (include found device)
100 FRAUD (include bad checks, bunco, forgery)
110 KIDNAP
120 VICE (liquor, gambling, prostitution, narcotics)
(130) PROPERTY DAMAGE
131 Vandalism
132 Other Property Damage
140 SEX OFFENSE (excluding rape)
150 CHILD, ABANDONED, ABUSE, NEGLECTED
160 PROWLER
170 MISCELLANEOUS MISDEMEANOR (curfew, litter, etc.)
190 WARRANT ARREST (not from assigned warrant service-918)

INVESTIGATIVE PREVENTIVE:

(210) ALARM
211 Burglary
212 Robbery
213 Other
220 MENTAL COMPLAINT
230 DRUNKENNESS
231 Minor Consuming
(240) DISTURBANCE
241 Family (include standby to secure peace)
242 Fight
243 Juvenile
244 Noise
245 Other Disturbance

Figure 4. MIR Code (Sheet 1 of 6)

INVESTIGATIVE PREVENTIVE, cont.

250 MISCHIEF OR NUISANCE
260 OPEN DOOR, PREMISES
270 PREMISES CHECK
(280) SUSPICIOUS
281 Car
282 Circumstances
283 Person
(290) WEAPON, PERSON WITH
291 Gun
292 Other Weapon

ASSIST PUBLIC:

(310) ASSIST OTHER AGENCY
311 Assist Law Enforcement Agency
312 Assist Other Public Agency
320 AUTO, REQUEST TO LOCATE
330 CASUALTY (NON-TRAFFIC, NON-CRIMINAL)
(350) HAZARD (NON-TRAFFIC)
351 Fire
352 Water
353 Other Hazard
(360) PERSONS, LOST, FOUND, MISSING
361 Person Found
362 Missing Person
363 Runaway
370 PROPERTY, LOST, FOUND, MISSING
380 SUICIDE AND ATTEMPTS
390 ASSIST TO PUBLIC - ALL OTHER NON-SPECIFIED

TRAFFIC.

410 TRAFFIC, ABANDONED CAR
420 TRAFFIC ACCIDENT, INJURY OR DEATH
430 TRAFFIC ACCIDENT, NON-INJURY
440 TRAFFIC, ASSIST MOTORIST
450 TRAFFIC, DWI
460 TRAFFIC, MOVING VIOLATION
470 TRAFFIC, PARKING VIOLATION (except abandoned car)
480 TRAFFIC CONTROL
490 TRAFFIC HAZARD

DOWNTIME:

(910) ADMINISTRATIVE DOWNTIME - ASSIGNED
911 Community and School Meetings
912 Court
913 Hospital Guard
914 Prisoner Escort
915 Other Escort
916 Request to Watch
917 Stakeout
918 Assigned Warrant and Subpoena Service
919 Other assigned downtime

Figure 4. MIR Code (Sheet 2 of 6)

DOWNTIME, cont.

- (920) ADMINISTRATIVE DOWNTIME, NON-ASSIGNED
 - 921 Out of Car - No Reason Given
 - 922 No Answer When Called
- (930) ADMINISTRATIVE DOWNTIME - OTHER
 - 931 Eat
 - 932 Coffee
 - 933 Garage/Car Maintenance (gas, wash, etc.)
 - 934 Station

Figure 4. MIR Code (Sheet 3 of 6)

MIR CODE	
Alphabetical Sequence	
ADMINISTRATIVE DOWNTIME - ASSIGNED (910)	
(91) Community and School Meetings	911
Court	912
Hospital Guard	913
Prisoner Escort	914
Other Escort	915
Request to Watch	916
Stakeout	917
Assigned Warrant and Subpoena Service	918
Other	919
ADMINISTRATIVE DOWNTIME - NON-ASSIGNED (920)	
Out of Car - No Reason Given	921
No Answer When Called	922
ADMINISTRATIVE DOWNTIME - OTHER (930)	
Eat	931
Coffee	932
Garage/Car Maintenance (gas, wash, etc.)	933
Station	934
ALARM (210)	
Burglary	211
Robbery	212
Other	213
ARSON, BOMB, EXPLOSION (INCLUDE FOUND DEVICE) 090	
ASSAULT (040)	
Non-Aggravated (include threats)	041
Aggravated	042
ASSIST THE OFFICER (NON-EMERGENCY) 520	
ASSIST OTHER AGENCY (310)	
Assist Law Enforcement Agency	311
Assist Other Public Agency	312
ASSIST TO PUBLIC - ALL OTHER NON-SPECIFIED 390	
AUTO, REQUEST TO LOCATE 320	
AUTO THEFT (070)	
Theft	071
Theft and Recovery	072
Recovery	073
Theft of Plate(s)	074
BURGLARY (050)	
Residence	051
Non-Residence	052
CASUALTY (NON-TRAFFIC, NON-CRIMINAL) 330	
CHILD, ABANDONED, ABUSE, NEGLECTED 150	
DISTURBANCE (240)	
Family (include standby to secure peace)	241
Fight	242
Juvenile	243
Noise	244
Other, Disturbance	245

Figure 4. MIR Code (Sheet 4 of 6)

DRUNKENNESS	230	
Minor Consuming	231	
FRAUD (include bad checks, bunco, forgery)	100	
HAZARD (NON-TRAFFIC) (350)		
Fire	351	
Water	352	
Other Hazard	353	
HELP THE OFFICER (EMERGENCY)	510	
HOMICIDE	010	
KIDNAP	110	
LARCENY (060)		
Auto Accessories (include tabs)	061	
Car Prowl	062	
Purse Snatch (without force)	063	
Shoplift	064	
Other	065	
MENTAL COMPLAINT	220	
MISCELLANEOUS MISDEMEANOR (curfew, litter, etc.)	170	
MISCHIEF OR NUISANCE	250	
OPEN DOOR, PREMISES	260	
PERSONS, LOST, FOUND, MISSING (360)		
Found Person	361	
Missing Person	362	
Runaway	363	
PREMISES CHECK	270	
PROPERTY DAMAGE (130)		
Vandalism	131	
Other Property Damage	132	
PROPERTY, LOST, FOUND, MISSING	370	
PROWLER	160	
RAPE	020	
ROBBERY (030)		
Armed	031	
Strong Arm (include purse snatch with force)	032	
SEX OFFENSE (EXCLUDING RAPE)	140	
SUICIDE, AND ATTEMPTS	380	
SUSPICIOUS (280)		
Car	281	
Circumstances	282	
Person	283	
TRAFFIC, ABANDONED CAR	410	
TRAFFIC ACCIDENT, INJURY OR DEATH	420	
TRAFFIC ACCIDENT, NON-INJURY	430	

Figure 4. MIR Code (Sheet 5 of 6)

TRAFFIC, ASSIST MOTORIST	440	
TRAFFIC, DWI	450	
TRAFFIC, MOVING VIOLATION	460	
TRAFFIC, PARKING VIOLATION (EXCEPT ABANDONED CAR)	470	470
TRAFFIC CONTROL	480	
TRAFFIC HAZARD	490	
VICE (Liquor, Gambling, Prostitution, Narcotics)	120	
WARRANT ARREST (Not from Assigned Warrant Service)	-918)	190
WEAPON, PERSON WITH (290)		
Gun	291	
Other Weapon	292	

Figure 4. MIR Code (Sheet 6 of 6)

MIR DISPOSITIONS

PUBLIC ORDER OR CRIMINAL CALL

C R Number Needed:

- A. Physical Arrest Made
- B. Citation Issued (No Physical Arrest)
- C. Report Made, No Arrest

NO C R Number Needed:

- D. Physical Arrest Made
- E. Citation Issued (No Physical Arrest)
- F. Report Made
- G. FIR Made
- H. Oral Warning Given
- I. Incident Located - Public Order Restored

SERVICE CALL

- J. Transportation or Escort Provided
- K. Other Service Rendered by Department
- L. Service Rendered with Assistance from Other Agency

CALL, INCOMPLETED OR ERRONEOUS

- M. Circumstances of Incident Misinterpreted, No Police Action Possible / Necessary
- N. Unable to Locate Suspect, Complainant
- O. On Scene Investigation, Unable to Determine Validity
- P. No such Address or Location
- Q. Event Beyond Police Authority and/or Jurisdiction
- R. Deliberately Falsified
- S. Cancelled by Radio
- T. Cancelled or Terminated by Citizen after Officer Arrives

- X. Extra Unit

Figure 5. MIR Dispositions

SUBJECT (SUSP CT) INDEX CARD

(1)	131	(2)	2/4/67 km	(3)		(4)	Cs 67-5065
(5)	SEARS ROEBUCK & CO. (vic rpts)		BLAKE, Terry Dean (subj WM/3-3-49)		(6)		
	6416 Roosevelt Way N.E.		(7)				
(8)	LARCENY S/L Store						
	Subj tk 1 pr slacks, val \$6.99		(9)				

VICTIM INDEX CARD

050	10/13-14/69 dl	Cs 69-57331
WEBSTER, Charles Blake (vic rpts) dob 12/29/28		
1325 N 44th		
LARCENY Bike		
1 26" B/s Penneys Stingray bike tkn, val \$40		

- (1) Location code
- (2) Date occurred
- (3) Typed by
- (4) Complaint number (if Form 2 made add -x)
- (5) Name(s) involved
- (6) Date of birth
- (7) Location of Occurrence
- (8) Title of occurrence
- (9) BRIEF recap of details

Figure 6 (Sheet 1 of 3)

WARRANT INDEX CARD

1-15-70 kb	Corr# 95742	
SAGONIA, Marianne (pickup) WF HUDSPETH, Marianne		
Auth: PD Boise, Idaho		
PICKUP	WARRANT	BAD CHECKS
dob 6-20-26, 5'4, 118, dk hr, blu eyes. Subj is want on wrnt chrg IOWOF over \$2500 bank acc with \$5 deposit.		

EXAMPLE OF MULTIPLE NAMES

2-13-73 kjd	73-12117
UNITED METHODIST PUBLISHING HOUSE (vic)	
CASE, Joseph Edward (rpts)	
JAMES, Rev. Bro. H. David; OSS (pay to)	
GORMAN, Daniel (signed by)	
ST. RUTH'S CHICAGO (acct of)	
1905 4th Ave.	
BAD CHECK	
Ck rtrd. Bank of Chicago, ttl val of ck \$210.95.	
Acct clsd.	

- (1) Location code
- (2) Date occurred
- (3) Typed by
- (4) Complaint number (if Form 2 made add -x)
- (5) Name(s) involved
- (6) Date of Birth
- (7) Location of Occurrence
- (8) Title of Occurrence
- (9) BRIEF recap of details

Figure 6 (Sheet 2 of 3)

CRIMINAL HISTORY INDEX CARD

Last name		FIRST		Middle		PD #
JAMES		MARK		HOWARD		135596
Alias						
Race-sex	Birthdate	HT	WT	HR	eyes	
W M	11-29-48	6-4	185	brn	brn	
Birthplace		Occupation		Cpr. Lic.		
Seattle, Wash.		Speaker		SS#537-48-3204		
REMARKS:						
5-2-62 yj 8492				1-31-73 rh 2419 S/W		
9-15-63 nc 26715 del/run				1-31-73 rh 2418 TVB		
12-20-63 ag 22618 del curf						
10-10-66 vv PU Sumner PD						
1-9-67 jf 87515 Narc						
4-29-69 ac 80799 fals ID						
4-29-69 ac 80798 (2) TVB						

Figure 6 (Sheet 3 of 3)

separate step of pulling name cards to add new entries and will facilitate changing file locations where new information shows a different identity than was first assumed.

Hearty concurrence is given to the IACP recommendation for open-shelf filing. It is further recommended that the department begin planning for a rotary mechanical file (Cardveyor, or equal) to replace the 3 x 5 card-file cabinets. One rotary file provides about 10% more filing space than is currently available. The difference is that all the filing space in the rotary file is usable, whereas the bottom two drawers in the current file cabinets are not. As the IACP recommendations, as amended by this report, are implemented, the size of these files will grow somewhat and cross-indexes will be added. About two years hence, the department will be approaching the need for those two unusable bottom drawers, or for acquiring either another filing cabinet or one rotary mechanical file.

One point not covered in the IACP Report is that design of report forms must follow two constraints, the requirements of the Xerox process and the idiosyncrocies of microfilm. For these reasons, report forms should be crisp reproductions of black ink on white paper. Other combinations will create problems either with the copying process or with the microfilm process. Officers' handwritten reports should be accepted only in black ink, rather than in blue or any other color of ink, or in pencil. Pencilled reports cause some loss of quality in both processes.

The Appendix is a compendium of recommended features for the upgrading of reporting and records procedures to incorporate the inherent efficiencies of the systems approach to operations. This approach eliminates redundancies, speeds up record-making and -retrieval, and makes available, in a timely manner, the exact records required by both operating and management personnel for best performance of their job requirements.

APPENDIX

PROCESSING OF RECORDS, GENERAL RULES.....

1. Every incident requiring police action must have a Dispatch Card. Those with Dispositions A, B, and C will be sequentially numbered (using advancing number stamp). Every other 10-7 must have an un-numbered Administrative downtime card.
2. Every sequentially numbered Dispatch Card must have a field report return, which may be:
 - (a) Crime report, or
 - (b) Vehicle report, or
 - (c) Accident report.
3. Every sequential incident number MUST be accounted for, in both the Dispatch file and the Case file.
4. Original copies of Case File documents will not leave the Records Room, unless checked out by an individual who signs for them.
5. NOTHING will leave a file unless something is left in its place.

RECORDS PROCESSING STEPS.....

Record processing, indexing, and distribution must be accomplished within four hours of receipt of the completed report in the Records Room. It is especially important that statements and/or recorded reports be typed within that elapsed time.

1. DISPATCH CARDS
 - (a) Compute time spent (6 min. = .10, 12 min. = .20, 15 min. = .25, etc.)
 - (b) Check for completeness
 - (c) Add area coordinates from officer's report
 - (d) Forward to keypunch
 - (e) On return from keypunch, file in sequential order.

2. FIELD REPORT (Crime Report, Vehicle Report, or Accident Report)

- (a) Match with Dispatch Card, check incident number, incident/disposition code, area coordinates
- (b) Type index slips (see indexing)
- (c) Distribute copies per Report Distribution schedule
- (d) File index slips.

3. ARREST REPORT

- (a) Locate Criminal History Card in Master Name File, add arrest information. If no card is found, make a new card and assign person's identification number.
- (b) Distribute copies per Report Distribution Schedule.
- (c) Attach copy of related Field Report to Prosecutor copy.

4. CITATIONS: TRAFFIC OR ORDINANCE

- (a) Locate Criminal History Card in Master Name File. Add arrest information. If no card is found, make a new card and assign person's identification number.
- (b) Distribute copies per Report Distribution Schedule.

5. FOLLOW-UP REPORT

- (a) Attach to original Case Report
- (b) Check for additional index names
- (c) Distribute copies
- (d) File in Case File.

INDEXING.....

The primary index will be the MASTER NAME FILE, which will consist of:

1. COMPLAINANT/VICTIM/WITNESS (including firm name)
desc....white, 3 x 5, new slip for each incident
source....Field Reports
2. SUSPECT
desc....white, 3 x 5, new slip for each incident
source....Field Reports, Detective Reports
3. WARRANT/PICK-UP
desc....pink, 3 x 5, new slip for each warrant
or probable cause
source....Warrants, Detective Reports
4. CRIMINAL HISTORY
desc....blue, 3 x 5, card stock, showing number of
ident jacket and one line entry for each
arrest or citation. One index card per
I.D. jacket, dispositions not necessary
source....Arrest Reports, Citations

CROSS INDEXES, also 3 x 5, will include:

1. Type-of-incident file
2. Location of occurrence (street on--street at; or grid coordinate)
3. Type of loss (lost/stolen property index)

INDEX SLIPS will be prepared and filed as follows:

1. Using four-part snap-out index pack, type index slips per samples shown. If more than four slips needed, type twice.

2. Separate the slips and highlight different index reference on each slip.

3. File per highlighted index reference.

Note: Be very cautious about indexing teletype notice of warrant. If indexed, note on index card "check with ORI BEFORE arrest".

RECOMMENDED BASIC FILES

FILE	CONSISTS OF	FILING ORDER	ACTIVE RETENTION	PURGE DISPOSITION
INCIDENT FILE	Dispatch Card	Sequential	Current year plus two	Destroy
CASE FILE	Crime Report or Accident Report Statements Detective Follow-up Photos, etc.	Sequential Dispatch Number	Current year plus two	Microfilm
CRIMINAL HISTORY	Local RAP Arrest Report Fingerprint Card Mug photos Persons Investigated Report FBI RAP sheet	Persons ID #	see file retention schedule	Microfilm
MASTER NAME INDEX	Comp/Vic/Witness (white) Suspect/Subject (white) Warrant (pink) Arrest record (blue) Intelligence (yellow)	Alpha	3 years 5 years same as warrant same as C.H. periodic review	Destroy

R-73-152
A-5

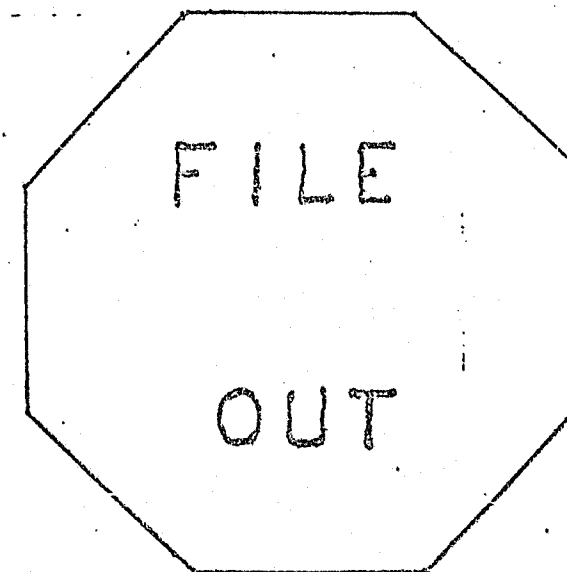
FILE RETENTION SCHEDULE

FILE	RETENTION	DISPOSITION
I	CRIMINAL HISTORY FILE:	
	A. IF FELONY CONVICTION (or multiple felony charges)	12 years or age 75 or deceased Destroy
	B. IF MISDEMEANOR ONLY (no felony charges)	5 years or age 65 or deceased Destroy
	C. IF JUVENILE RECORD (no further charges)	18th birthday Inactive 21st birthday Destroy
	Note 1: Retention based on time since last arrest. 2. Current laws & court rules may dictate alteration of Juvenile Record retention.	
II	CASE FILE	current year plus two Microfilm
III	DISPATCH FILE	current year plus one Destroy
IV	MASTER NAME INDEX	SEE RECOMMENDED FILES
V	ADDRESS CROSS INDEX	current year plus two Destroy
VI	TYPE OF CRIME CROSS INDEX	6 to 12 months Destroy
VII	ARREST WARRANTS	
	A. MISDEMEANOR	1 year JUDICIAL REVIEW
	B. FELONY	3 years JUDICIAL REVIEW

MAINTAINING FILE INTEGRITY.....

To reduce the risk of files being misplaced, ease the return of material to the proper place in file, and provide an out-of-file locator, it is recommended that each individual given access to files be issued a number of hexagonal plastic tags (available through Diebold Co., if not others) showing the individual's name. Each index card removed from file would have one of these personal tags substituted in its place. For 8-1/2 x 11 files, a supply of red or pink card-stock out-of-file indicators, slotted to receive and hold the plastic tags, will serve the same purpose. The described out-of-file indicators should be sufficiently larger than the file replaced that they remain visible within the file. Removal of a file for ANY purpose, including records processing, should ALWAYS be accomplished in this fashion.

OUT-OF-FILE LOCATER



Note:

1. Made of flexible plastic (preferable) or paper card stock. Distinctive color to draw attention.
2. Embossing of individual names on approximately one dozen or less each probably not economic. Name may be applied by means of self-adhering paper label.

END

7 10 11 11 11