

LAW ENFORCEMENT ASSISTANCE ADMINISTRATION  
POLICE TECHNICAL ASSISTANCE REPORT

SUBJECT: San Diego, California; Records Systems Analysis  
REPORT NUMBER: 76-06  
FOR: San Diego, California, Police Department  
City Population: 757,000  
Police Strength (Sworn): 1,200  
City Area: 322.9 square miles

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CONTRACT NUMBER: J-LEAA-003-76  
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FOREWORD

This request for Technical Assistance was made by the San Diego, California, Police Department as a result of a recommendation by Mr. C. L. R. Anderson, Consultant, that improvements in the Department's records processing would benefit the crime analysis function.

Requesting Agency: San Diego, California Police Department,  
Chief of Police W. B. Kolender; Mr. George  
Sullivan, Director of Crime Analysis

## 1. INTRODUCTION

San Diego had a reported 1973 population of 757,000, an 8.6 percent increase over the 1970 census of 697,000, and covers 322.9 square miles.\* The Police Department has 1,200 sworn personnel.

Analyses conducted during this study, and the resultant conclusions and recommendations were based on observations of operating procedures, interviews with operating supervisory and command personnel, flow process charts prepared in conjunction with a workload study by the City Finance Department and an interview with the analyst performing the study, review of work documents and reports, and a review of records currently in use.

The following persons were interviewed:

- Inspector Kenneth Fortier, Development and Finance.
- Inspector Ralph Davis, Support Services.
- George Sullivan, Director, Crime Analysis.
- Captain A. L. Harris, Laboratory, Records and Property.
- Lt. David Spisack, Development and Finance.
- Lt. William Bond, Records and Property.
- Sgt. Robert Peters, Communications.
- Ms. Carol Wright, Principal Clerk, Assistant Records Supervisor.
- Ms. Mary Jarrell, Senior Clerk, Case Record Section.
- Ms. Pat Perrins, Analyst, City Finance Department.
- Various Clerks.

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\*The Municipal Year Book -- 1976, International City Management Association, Washington, D.C.: 1976, page 10.

## 2. UNDERSTANDING OF THE PROBLEM

The San Diego Police Department is implementing a Career Criminal Project that is focused on the crimes and perpetrators of robbery, rape, child molest, commercial burglary, and burglary hot prowls. In conjunction with this program, the Department's Crime/Incident Report and Arrest/Juvenile Contact Report forms are being revised. The new forms were undergoing field test at the time of the survey. The Career Criminal Project is dependent upon receipt of all crime and arrest reports for comprehensive analysis of the crime problems. The existing reporting system allows an unknown percentage of crimes to drop out of the normal crime report sequence.

The San Diego Police Department conducted several projects over the past few years that involved rather sophisticated information processing; however, all of the projects apparently either assumed adequate records processing or specified particular processing needs that were implemented by the Records Section without necessarily integrating the new procedures with the old. A recent change in command of Records and Property initiated a critical review of the records processing that, in conjunction with the Career Criminal Project, resulted in the request for Technical Assistance for the purpose of improving the records flow and responsiveness of the Records Section to overall Department needs.

### 3. ANALYSIS AND DISCUSSION OF THE PROBLEM

#### 3.1 General

Several developments within the San Diego Police Department affect the analysis as discussed herein.

##### 3.1.1 Computer-Aided Dispatch (CAD)

A computer-aided-dispatch system was implemented recently. The dispatch center is located several blocks from police headquarters and serves both the Police and Fire Departments. The City is moving toward 911 in the near future. The CAD system is standard for a city the size of San Diego, using separate positions for complaint clerks and dispatchers. The dispatch record, input by the complaint clerk, is transferred to the appropriate dispatcher by the computer, which also generates a dispatch control number, reinitiated at "1" for each day. Upon completion of the assignment by the field officer, at the time the disposition is entered into the computer, a "DR" number is generated, which is sequential for the year in chronological order by "time completed." The DR number was designed into the system in anticipation that it might later be used for report/case control.

- Comments -- The DR number can be used for case control, but there is a short time interval between the time the patrol unit returns to service and the time the computer generates the number that could interfere with efficient dispatch operations if the number is given to the unit over the air. The Consultant was advised that the system could be modified to generate the number at time of dispatch, which would make it available at the time of disposition. It would be necessary to also provide DR numbers via telephone for nondispatch situations in which a case report is prepared.
- The CAD logs all dispatch transactions on tapes that are forwarded each weekday morning to the City Data Processing Department for production of various statistical reports. For reporting control purposes, it is possible to execute a program at that point for matching dispatch records that require reports to reports received at Records and entered on-line into the computer.

### 3.1.2 Flow Process Analysis

The City Finance Department has expended considerable effort on a Flow Process Analysis, the purpose of which is to determine the appropriate staffing for the Records Section. The various operations have been charted and comments included where appropriate. The analysis documentation was very helpful to the Consultant in quickly identifying problem areas.

The Department anticipates that substantial improvements could result from this survey.

- Comment -- Changes recommended in this report would significantly alter some flow processes, requiring updating of the survey.

### 3.1.3 Automated Regional Justice Information System (ARJIS)

Under consideration since 1972, ARJIS is intended to automate most records processing operations. Several sites were visited in conjunction with planning for ARJIS. ARJIS will be built around two data bases, one location-oriented and the other person-oriented, which together will be the Master Operations Index. The original activity priorities for implementation were:

- Field Interrogation.
- Arrest.
- Expanded Property.
- Crime Case.
- Worthless Document.
- Personnel
- Master Operations Indexing.
- Crime Analysis.
- Manpower Resource Allocation.

Work has generally proceeded in the above order, however, time tables are flexible. The present schedule calls for completion of the Field Interrogation and Master Operations Indexing components by August 15, 1978. The Crime Case component is not expected to be completed for two to

three years.

- Comment -- The most pressing issues for Records are how to survive while improving the quality of services until automation is realized and, at the same time, assure a minimum of conflict between the improvements in the present system, which is basically manual, and the later automated systems. The balance of this report attempts to consider these issues.

### 3.2 Incident Reporting

Five forms are used for incident reporting: Crime Report Form, PD-330 (Rev. 8-74); Crime/Incident Report, unnumbered; Vehicle Report, PD-143 (Rev. 2-75); Officer's Report, PD-153 (7-72); and, for narcotics cases, a copy of the Arrest Report. The unnumbered Crime/Incident Report is a revision of the PD-330 Crime Report Form developed in conjunction with the Career Criminal Project. The revised form provides more structure to the preliminary investigation reporting process, facilitating its use in crime analysis as well as serving as a more comprehensive guide to the preliminary investigator.

Officers have three basic choices in reporting the disposition of crime dispatches. There is an alphabetic disposition code list, which is as follows:

- A Arrest made -- report to be submitted.
- B Arrest by misdemeanor citation.
- C Arrest by warrant -- report to be submitted.
- G Controlled report to be submitted -- used when a report will be assigned a number (i.e., case or accident report number).
- H Uncontrolled report to be submitted -- 153, interoffice, hold pending, etc.
- I Recovered/Impounded vehicle -- report to be submitted.
- J Follow-up to prior case -- disposition provided previously, self-initiated follow-up work.
- K No report made, dispatch record only -- used where the situation is handled at the time and no follow-up or reports are made, but where the call was not founded.

- L Unfounded call -- in the judgment of the field officer the call was without merit.
- P Transported to medical facility -- 11-41 or 11-48 disposition, patient(s) only.
- Q Turned over to another law enforcement agency.
- T Covered outside law enforcement agency.

Dispositions, J, K, L, Q, and T do not require reports. Disposition P may require a 153 sick or injury report. Dispositions A, C, G, H, and I each require that a report be submitted. Disposition H, an uncontrolled report, is the source of inaccurate crime reporting. Dispositions A, C, and G generate either a Crime Report or a Vehicle Report except for narcotics arrests, in which case a copy of the Arrest Report is used for the Crime Report. The processing of classifying a disposition as a 153 -- uncontrolled report -- results in some cases being processed improperly.

Sick and Injury Reports may require billing for transportation services. The bills are prepared by the Records Section. The reports themselves are indexed in the Victim File and filed in the miscellaneous (153) file.

### 3.2.1. Case Number Control

Case number control is the responsibility of the Records Section and is accomplished by maintaining a Crime Complaint Log. Controlled reports are received regularly by the Records Section and entered onto the Crime Complaint Log. At that time, the case number, which is sequential, is recorded on both the Log and the Crime Report. If a report is received at the operations level that has 153 entered in the Case No. Box, then the report is handled as a non-crime report, even though a "Type of Crime" entry has been made that would otherwise call for a UCR classification. Crime classification is, therefore, a de facto function of the operations personnel. Records personnel report that they do not exercise any control.

- Comments -- The use of the 153 disposition code introduces confusion into the crime reporting system with apparently inadvertent misrouting of some crime reports. Examination of a "light" day's processing at the 153 Desk revealed four crime reports classified as 153s that should have been assigned case numbers and included in the crime statistics reporting. Because they were given the 153 classification, they would not have

been routed to the Career Criminal Project group for analysis, which should have happened. Copies of the reports are contained in Appendix A.

- It appears that one of the confusing factors is that the 153 classification can be used when an officer has some question about whether a report may be reclassified or unfounded and wants to maintain it in pending status until there is a follow-up on it. It is recommended that the 153 disposition of dispatches requiring reports be handled with the Crime/Incident Report, except when the Arrest Report is adequate to record the facts of the incident (i.e., narcotics arrests). The Form PD-153 should only be used as a continuation, supplementary, or nondispatch information report form.
  
- Another practice that is inconsistent with good record keeping is the procedure whereby "unprocessible" (inaccurate or incomplete) reports are returned to the originating officer without further processing by the Records Section. They are not logged in or assigned a case number. As a consequence, the Records Section has no record of the report ever being created or received. Much like the use of the 153 classification, this permits loss of reports. Consistent with the recommendation for use of the DR number as the case number, there would be a control of reports even though it was not possible to continue the normal processing until a corrected report was received. Originals should not be returned; once received by the Records Section, they should be retained and a copy returned to the original officer with a cover sheet identifying the problem(s). Records should maintain a tickler for follow-up to assure prompt submission of the corrected report. The same potential problem is found with 153 murder cases in which the original and all copies are forwarded to Central Homicide. As the central repository of crime, arrest, traffic, and related documents, it would appear absolutely essential that either the original or copy of *all* such reports be retained by the Records Section. Procedures should provide for controlled changes, cancellations, unfoundings, and so on, to the

records without ever totally relinquishing control over the documents.

### 3.2.2 Vehicle Thefts

The Vehicle Form provides for recording data that are unique to the crime of vehicle theft, as well as recovery and impound data. The form is adequate for the purpose and does not require change. Vehicle thefts are handled differently than other crime reports to verify that the vehicle was not repossessed or impounded and to facilitate entry into the automated files. The dispatcher initiates checks through the on-line system and, if there is no record of impound or repossession, dispatches an officer. When the officer takes the theft report, he contacts the Records Section which prepares an abbreviated theft report and assigns the case number. The abbreviated theft report is used to double check the impound records, verify ownership, notify the Auto Theft Unit and, if appropriate, enter the record into the stolen vehicle file.

- Comment -- The existing system facilitates the verification and entry of the stolen record. The only change would be in the assignment of the case number, in that the investigating officer would have to obtain it from the dispatcher rather than the Records Section. This would be a slight inconvenience to the officer but it would maintain the integrity of the DR/case number system.

### 3.2.3 Crime Classification

As indicated, the classification of crimes is a de facto function of the reporting units. This responsibility properly belongs in a services unit that has an independent concern for the accuracy of classifications, commonly called objectivity. The classification should be based solely on the contents of the incident report. Changes or cancellations (e.g., closures, unfoundeds) should require a supplementary report with sufficient information for the classification clerks to independently conclude that the change or cancellation is valid. The most frequent objection to having clerks responsible for crime classification is that they don't have the background required for such decisions. This objection is valid only for operational decisions to suspend or inactivate a case (i.e., place it in a pending status because there does not appear to be sufficient information available to continue the investigation). Given good incident reports the UCR guidelines are adequate for clerical handling of all but the most unique cases, and in those few situations, sworn personnel are available within the Support Services Bureau for making the judgmental decisions. Furthermore,

placing the responsibility in the Records Section provides a control point to assure that reports are prepared adequately so that they can be classified according to established standards.

### 3.3 Arrests and Warrants

#### 3.3.1 Arrests

An Arrest Report is prepared whenever a prisoner is booked into the County Jail. Except for narcotics arrests, a Crime Report or supplementary report (153) is also prepared. For narcotics arrests, a copy of the Arrest Report is used for the Crime Report. A copy of the County Jail Booking Log is received by the Records Section. In addition, a "pink" copy of the arrest is received regularly from the Jail, which is used for control. If the Booking Log, original Arrest Report, and pinks do not match (i.e., any missing), a tracer is sent out to either the Jail or the arresting officer.

Arrest processing is broken down into distinct areas:

- Booking Log.
- Arrest Report.
- New Arrests.
- Repeat Arrests.
- Make over (old record on microfilm).
- Change of Charge.
- RAP Sheets.
- Dispositions.
- Sealing Orders.
- Purging Narcotics Arrests.
- Purging and Filming Arrests.
- Comments -- The procedures for each of the above are comprehensive, have been documented and need not be repeated here. However, there are some changes that could improve the basic records system. Copies of both the Jail Booking Log (computer produced) and

Arrest Reports are distributed to the Investigations units. Copies of the Booking Log are also sent to other Departmental units (e.g., Chief's office, Patrol Division). The use of the Booking Log and the Arrest Reports should be examined to see if the Booking Log might be sufficient for the use of the Investigative units. Moreover, because the Booking Log is produced from a computer, the possibility of having the Sheriff's Office provide a listing of only the San Diego Police Department arrests should be considered. In the event this is not desirable because other arrests are of interest to San Diego officers, then the possibility of transferring a magnetic record of only San Diego Police Department arrests should be considered. Through computer editing and use of an error listing, only additions or corrections would have to be entered by the keypunch operators, which would save considerable personnel time. In one example, December 13, 1976, the Booking Log was 13 pages. Only 7 of 17 entries on the first page were San Diego Police Department arrests. It appears that the only data element missing in the booking program was the San Diego Police Department arrest number. This should not be too difficult to add at the booking point, and certainly would be easily added through an interactive video terminal at the Police Department, which had the capability to call-up a record on either name or booking number. If felonies are the only records desired, the charges could be used as a control for automated deletion of misdemeanor records.

- Classification of fingerprints of arrestees by the San Diego Police Department was discontinued recently. This was done previously by the ID Technicians to assure positive match to prior records. The extent to which there are mismatches in the Criminal History files is unknown. Even the Sacramento or FBI RAP Sheet returns, which contain fingerprint classification, are only casually used to match to other records. It is recommended that a sample of Criminal History files be reviewed to assure that the present system is not resulting in misfilings.

### 3.3.2 Warrants

*Notify Warrants* are actually copies of requests for warrants initiated by officers. They may fail under varying processing

categories such as traffic or crime. The Arrest Report form is used without assigning a booking number. The Notify Warrants are filed in the history jacket if there is a prior record or in a separate file by crime type. The retention period is current year plus one.

*Warranted Warrants* are 3- by 5-inch yellow cards received from the Marshall's Office indicating that a warrant has been issued. The cards are photocopies, the copy being forwarded to the unit that initiated the warrant request. If there is a prior record, the warrant information is entered onto the RAP Sheet. The card is filed in the arrest index file. When a warrant is cancelled, either by arrest or recall, the same sequence is followed in notifying the issuing unit and updating the files. Cancelled cards are filed in a separate archival box.

### 3.4 Traffic

Traffic processing includes:

- Accidents.
  - Property Damages.
  - Injuries.
  - Fatalities.
  - Hit-and-Runs.
  - Felonies.
  - Police Equipment.
- Notify Warrants.
- Hit-and-Run Cancellations
- Traffic Enforcement and Related Items.
  - Warnings.
  - Citations.
  - Arrests.
  - Field Interrogations with Vehicle Information.
- Driver Index (keypunching).

#### 3.4.1 Accident Reports

Accident Reports are sorted into categories by the Traffic Division and assigned number. Several number series are used. There is a general series for accidents that occur on public property and another for those that occur on private property. The public

property accidents are tallied for statistical reporting but the private property accidents are not tallied. Two additional number series are assigned for Hit-and-Run and death or felony accidents. The Traffic Division handles all coding and initial sorting, separating from the others all Accident Reports involving Hit-and-Run, Felony, Fatality, and Police Equipment. Logs are prepared for all accidents as a method of control and general notification of occurrences for concerned units of the Department. They also prepare and number file jackets for the reports, which are then all delivered to the Records Section. (A copy of each Hit-and-Run is delivered directly to the Hit-and-Run Section.)

The Records Section makes copies of the log and Accident Reports and distributes them according to the distribution assigned by the Traffic Division. Injury and fatality logs are prepared by the Records Section for internal search purposes. A 3- by 5-inch "fatality" card is typed for searching and updating the criminal history records. The manila file folder prepared by the Traffic Division is not used by the Records Section for fatalities; a new white jacket is prepared and a yellow "flag" card is prepared and attached to the white jacket to facilitate purging. Some changes are made in numbers (on review of public/private property accidents).

#### 3.4.2 Notify Warrants on Hit-and-Runs

Notify Warrants (applications for warrants) on Hit-and-Runs are used for adding driver information to the original Accident Report. Copies of the file are then returned to the Traffic Division for forwarding to the Prosecutor. Hit-and-Run cancellations are made on the basis of information regarding drivers received from the investigating officer. This information is also put onto the original Accident Report.

#### 3.4.3 Enforcement and Related Items

Enforcement and related items are processed through keypunch (as are Accident Reports) for statistical reporting. Tabulation cards produced by keypunch on Accident Reports are used by the Records Section to index the Accident Reports (Driver Index).

- Comments -- The traffic records processing was not observed in-depth, but there are some recommendations that appear to be in order based upon available documentation. Many police departments use number sequences for accidents separate from the basic incident/crime report number sequence. However, the accident numbering system in San Diego

suffers from the same control problem as the crime/incident system. Assignment of the accident numbers is controlled at the Traffic Division and is dependent upon receipt of an Accident Report at the Traffic Division. By generating the Accident Report number at the dispatch position, basic reporting control would be established. Although the DR numbers could be used, this might be too confusing. The alternative would be to program the CAD to assign a special number sequence for accidents; however, this may cause practical problems since often it would not be known for certain whether a dispatch of an accident until after the officer completed his handling of the assignment. Whatever number system is used, the matching process (listing of missing reports) could be done automatically in the same way as the crime/incident control matching.

- Although there are not a great many traffic fatalities, the duplication of jacket preparation, is indicative of coordination problems the Consultant observed. It would appear that the original jacket for fatalities prepared by the Traffic Division could just as well be white, eliminating the need for the Records Section to redo the jacket.
- The time used to type the 3- by 5-inch fatality card for search of criminal history records seems to be a duplication of the Fatality Log previously identified as used to facilitate internal retrieval of records. Consideration should be given to using a copy of the Fatality Log or perhaps the keypunch photocopy of the Fatality Accident Report (which is destroyed after keypunch is finished with it) as the source document for updating the criminal history files. Use of a copy of the Fatality Accident Report has the advantage that the copy of the Report can be placed into the history jacket to document the circumstances of the death.

### 3.5 Field Interrogation Report

Field Interrogation (FI) Reports are handled according to five

classifications:

- Adult.
- Juvenile
- Shore Patrol (sailors).
- Vehicle Information.
- Detoxification.

Vehicle information contained on FI Reports is keypunched for entry into the computer. Adult FIs are filed alphabetically for 6 months at which time they are purged. They are not microfilmed. There is no routing analysis conducted with them (attempts to match to crime occurrences) and they serve only as leads when an investigator initiates a search of the file.

Juvenile FIs are forwarded to the Juvenile Division. Their use of the FI was not reviewed. Shore Patrol FIs are batched during the month and processed through keypunch once or twice a month. This processing is primarily for statistical counts.

To supplement the files, which are maintained alphabetically, a log is maintained on a daily basis. The log lists the FIs by name and location of contact. This is the primary document used by investigators who are searching for possible contacts in the vicinity of crime scenes.

Detoxification FIs are used as a reference record for "Detox" processing. They are also filed alphabetically in a separate file and not processed in any other way.

Stop Notices are used by investigators to notify the Records Section in writing that an individual should be stopped for interrogation and the reason for the stop. These notices are posted to the arrest and crime files and a yellow card is placed in the arrest index card file.

- Comment -- Without implementing an elaborate data processing application the only practical use of the FIs beyond the present processing might be at Crime Analysis. For that purpose, the analysts would need to read each FI and attempt to recall from memory any recurring patterns of individuals contacted that might

be correlated to crime occurrences.

### 3.6 Impounds

The San Diego Police Department maintains records on four types of vehicle tows:

- Private privates -- A citizen has a car towed because it is parked illegally in a private posted space. A parking lot has a car towed 24 hours after its claim check has expired and no one has claimed the car.
- Police privates -- Requests made by officers at the scenes of accidents or crimes. Driver may be arrested or hospitalized. Owners are given tow stubs by officers if no convenient parking spot or auto undrivable.
- Police impounds: regular and abandoned -- Autos have been abandoned or involved in crimes (regular) and are being held for evidence.
- Repossessions -- When a lending agency has a car repossessed, they must notify the police within 24 hours.

For "Private privates," "Police privates," and "Repossessions," all contacts are with the Teletype operators who verify the license and VIN and check for stolen. If the vehicle has not been stolen, the record is entered into the automated system for future reference. Records are purged on a 30-day basis. Possibly abandoned vehicles are marked by an officer and rechecked between 3 and 10 days later. The Traffic Division maintains the control tickler card until notified that a vehicle is not abandoned or that it has been towed. Once the vehicle is towed, an impound report is prepared, which is sent to Teletype. The tow company also notifies Teletype. Teletype follows up sending copies of the impound report to Auto Theft and Investigations. Teletype is responsible for initiating various search procedures to identify the owner, including notification to Auto Theft within 24 hours if the owner has not been identified. When the owners (both registered and legal) have been identified, Teletype notifies them, as well as Traffic, Sacramento, and the towing company. Unclaimed vehicles are sold after 60 days, and sold auto and claimed auto records are updated by Teletype. Releases of vehicles impounded for investigations require approval of the investigating officer. Any relocations of vehicles while in custody are updated in the files.

- Comment -- The listed procedures are exhaustive of the potential methods of complying with reasonable attempts to identify and notify owners of vehicles in police custody.

### 3.7 Miscellaneous

There are several relatively standard functions that are performed by the Records Section. *Pawns* are processed for entry into the automated Property System (serialized only) and the batched property files (all property), *Gun Sales* are required by law (200 to 300 per month), and *Gun Registrations* are optional. *Permits to carry firearms* are issued by the County Sheriff's Department. *Narcotics and Sex Offenders* are required to register with the police in their city of residence. Police applicants and other police employees are processed for prior record checks and creation or deletion of employee files. Other functions performed are: *Card Room Permits*; *Clearance Letters* for travel in foreign countries; *Public Fingerprinting* for bar applicants, government employment, and aliens; *Shoplifter records checks* for selected businesses; acceptance of *Missing Juveniles Located* reports when Juvenile Division is closed; and, processing of *Drivers of taxi-cabs and other vehicles for hire*.

- Comment -- All of the above, except pawns processing, are handled by the ID Technicians assigned to the Records Section. The ID Technicians also handle requests by citizens to review their own criminal history records. The process requires that the requesting individual be fingerprinted for positive identification. There is a standard wait of 24 to 48 hours so that the verification process will not interfere too much with other responsibilities of the ID Technicians.

### 3.8 Files

As mentioned in Section 3.1.3, the San Diego Police Department is moving toward a more fully automated records processing storage, and retrieval system. The experience of the San Diego Police Department with previous programs for automation has demonstrated that the best approach is modular; therefore, there will be a phased implementation of "full automation." Another factor to be addressed is the need for maintenance of manually retrievable paper copies of many of the records maintained presently by the Records Section. By timely purging and microfilming of files, the Section is able to maintain itself in the

available space, although the microfilming and some archival storage is located in the unused hold-over area. The filing equipment varies from old standard cabinets to mechanized rotary card files. Crime Reports are filed in standard cabinets and criminal history files are stored on open shelving.

### 3.8.1 File Equipment

Recommendations for changes in filing procedures and file documents are dependent upon upgrading of the filing equipment. There are approximately 1,300 feet of open shelves containing about 145,000 criminal history file jackets. The files are not secure (except for restricted access to the Records Section), and the fixed shelving restricts the height of the shelves to a reasonable arms-reach length of an average-sized person. A step stool would be needed by short persons. These files fill upwards of one-third of the floor space in the main records room.

"Current" Case Report files (about 63,000 numbers) are maintained in file cabinets at the counter. At the time of the survey these files spanned about 10 months. The earlier Case Reports are stored in the archival area until purging and microfilming (3 years.) Other file cabinets are used for 153 Reports, Accident Reports, and the like.

There are two primary name indexes: Arrest and Victim. The Arrest Index is maintained in the mechanized card file (Rotary File) and consists of about 640,000 cards. The Victim Index file is maintained in 3- by 5-inch card cabinets. There are 140 drawers containing about 322,000 Victim Index cards.

- Comment -- It can be expected that with automation of the Master Operations Indexing component of ARJIS there will be a reduction in the required amount of paper files; however, it is expected to be *at least* another year before that is accomplished. Even then it would be necessary to maintain back-up files as well as current working files. The back-up files could very well be microfilmed but the current working files would have to be photocopied. It is recommended that the future file requirements be estimated as soon as possible and additional mechanized files in capacity equal to the estimated future needs be procured as quickly as possible where justifiable to improve the existing records system. At the minimum, it is probable that one more rotary file would be needed, which can be used for the Victim Index (perhaps merged with the Arrest Index).

Specifications of a nationally available mechanized file, which can handle 8 1/2-by 11-inch documents, provide 1,404 inches of filing space for each device that is 10-feet tall. The 8-foot device provides, 1,092 inches of filing space. The existing criminal history files occupy about 15,700 inches of shelves. It would require about 12 units to store the existing criminal history jackets. Each 10-foot unit would cost \$7,000 to \$8,000. Each mechanized unit (1,404 inches of file space) occupies 27.8 square feet. The equivalent number of shelving inches of the present open shelves occupy less than 20 square feet.\* The advantages of the mechanized files, therefore, would appear to be in providing greater security of the files and possible convenience in accessing multiple files from a fixed work station. Access to the files is random, eliminating the fixed work station advantage when considering that there would be about 12 file units. In fact, there could be some conflict when two or more persons need access to jackets in the same unit. The issue of security may justify acquisition of mechanized letter-sized files that can be locked; however, the security procedures regarding access to the Records Section itself provides reasonable control over access to the criminal history files without incurring costs of about \$84,000. Improved lighting and shelves painted a lighter color (rather than the present industrial dark green) would do much to improve the work situation.

### 3.8.2 File Contents

For the most part, the Records Section files have been described previously. The Victim Index file, however, requires further discussion. The indexing procedures require that for each crime or

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\*Space savings of the mechanized files are usually projected against standard filing cabinet space requirements. In the case of letter-sized, four-drawer filing cabinets, 41.48 square feet of floor space are required for 1,404 filing inches.

miscellaneous report a clerk search the Victim Index for previous cards on the same names. If previous cards are found, they are removed from the index file and placed with the reports for updating.

New Victim Index cards are prepared for names for which previous cards were not located. If a previous card was found for a particular name, the new index information is entered onto the previous card (i.e., nature of report, address, date, time, etc.) A single card may contain references under several different addresses. A limited sample indicated about 40 percent of the cards have multiple entries.

- Comments -- Although this system of updating existing name index cards is encountered infrequently, it is efficient in conserving file space. It is, however, inefficient in use of personnel resources. The time taken in searching the index file for previous cards is more than would be required for creation of new cards. (The only data that would be added to the typing load is the name.) It is recommended that additional file space be obtained (another rotary file) and that retrieval and additions to previous cards be discontinued. A new card should be created for each "Victim" and filed. Consideration should be given to merging the Arrest Index and the Victim Index files. In this way, only a single index file reference would be required for a given inquiry.
- Further improvement in processing efficiency could be realized if the Crime/Incident and Arrest Reports are redesigned so that the index information is recorded in the upper right-hand corner of the report in a blocked three-by-five inch area. There are two options for processing the report that would eliminate the need for typing the index cards. One way is to have the index card as one copy of a multi-part form. With the change to the two-sided Crime/Incident Report, in which all copies will be created on a duplicator, this would not be practical. The other alternative is to use perforated card stock for copying. Three reports are usually copied at a time, creating one index card for each report. The index cards are merely separated at the perforations and are ready for

#### 4. RECOMMENDATIONS

Specific recommendations were made in many instances in Section 3 to provide a measure of continuity to the reader. This Section synthesizes the major recommendations contained therein.

- CAD

- The "DR" number should be used as the Case Number for case control.
- If the short interval between the time the patrol unit returns to service and the time the computer generates the DR number should interfere with efficient dispatch operations, the system could be modified to generate the number at time of dispatch that would make it immediately available at the time of disposition.
- Provide DR numbers via telephone for non-dispatch situations in which a case report is prepared.
- For report control purposes each weekday morning, when CAD forwards all taped dispatch transactions to the City Data Processing Department, it is possible to execute a program at that point for matching dispatch records that require reports to reports received at the Records Section entered on-line into the computer.

- Flow Process Analysis -- Recommended changes contained herein will alter some flow processes, requiring updating of the survey.

- Incident Reporting

- Case Number Control

- Discontinue the 153 disposition for dispatches.
- All dispatch dispositions requiring reports should be handled with the Crime/ Incident Report, except when the Arrest

Report is adequate to record the facts of the incident (i.e., narcotics arrests).

- The Form PD-153 should only be used as a continuation, supplementary or non-dispatch information report form.
- In the case of "unprocessible" (inaccurate or incomplete) reports the Records Section should not return the original of the report to the originating officer for correction, but instead should send a copy of the report with a cover sheet identifying the problem(s).
- The Records Section should maintain the original report copy and a tickler for follow-up to assure prompt submission of the corrected report.
- Either the original or copy of the 153 murder cases should be retained within the Records Section instead of forwarding both the original and copies to Central Homicide.
- Vehicle Thefts -- Consistent with the use of the DR number as the Case Number, the investigating officer should obtain the Case Number from the dispatcher rather than from the Records Section.

● Arrests

- Copies of both the Jail Booking Log and Arrest Reports are distributed to the Investigations units. The use of the Booking Log and the Arrest Reports should be examined to see if the Booking Log might be sufficient for the use of the Investigative units.
- Because the Booking Log is produced from a computer, the possibility of having the Sheriff's Office provide a listing of only the San Diego Police Department arrests should be considered.

- If having the Sheriff's Office provide a listing of only the San Diego Police Department arrests is not desirable because other arrests are of interest to San Diego officers, then the possibility of transferring a magnetic record of only San Diego Police Department arrests for computer processing should be considered. Through computer editing and use of an error listing, only additions or corrections would have to be entered by the keypunch operators which would save considerable personnel time.
  - The only data element missing in the booking program is the San Diego Police Department Arrest Number. This should not be too difficult to add at the booking point, and certainly would be easily added through an interactive video terminal at the Police Department which had the capability to call-up a record on either name or booking number.
  - If felonies are the only automated records desired, the charges could be used as a control for automated deletion of misdemeanor records.
  - It is recommended that a sample of Criminal History files be reviewed to assure that the present system of not using fingerprint classification for matching is not resulting in misfilings.
- Traffic
- The Accident Report number should be generated at the dispatch position thereby establishing basic reporting control.
  - If use of the DR numbers is considered too confusing, another alternative might be to program the CAD to assign a special number sequence for accidents, but this may have practical problems in that often it would not be known for certain whether a dispatch was an accident until after the officer has completed his handling of the assignment.

- Whatever number system is used, the matching process (listing of missing reports) could be done automatically in the same way as the crime/incident control matching.
- The original jacket prepared for fatalities by the Traffic Division could just as well be white, eliminating the need for the Records Section to redo the jacket.
- Consideration should be given to discontinuing the typing of the 3- by 5-inch fatality card for search of criminal history records. Either a copy of the Fatality Log or perhaps the keypunch xerox of the Fatality Accident Report (which is destroyed after keypunch is finished with it) could be used as the source document for updating the criminal history files. Use of a copy of the Fatality Accident Report has the advantage that the copy of the Report could be placed into the history jacket to document the circumstances of the death.
- Field Interrogation Report -- Without implementing an elaborate data processing application, the only practical use of the FIs beyond the present processing might be at Crime Analysis. For that purpose, the analysts would need to read each FI and attempt to recall from memory any recurring patterns of individuals contacted that might be correlated to crime occurrences.
- File Equipment
  - It is recommended that the future file requirements be estimated as soon as possible and additional mechanized files in capacity equal to the estimated future needs be procured as quickly as possible where justifiable to improve the existing records system. At a minimum, it is probable that one more rotary file would be needed, which can be used for the Victim Index.
  - The issue of security may justify acquisition of mechanized files which can be locked; however, the security procedures regarding access

to the Records Section itself provide reasonable control over access to the criminal history files without incurring costs of about \$84,000.

- Improved lighting and shelves painted a lighter color (rather than the present industrial dark green) would do much to improve the work situation.

- File Contents

- It is recommended that retrieval and additions to previously existing index cards be discontinued.
- A new card should be created for each "Victim" and filed.
- Consideration should be given to merging the Arrest Index and the Victim Index files. In this way only a single index file reference is required for a given inquiry.
- Further improvement in processing efficiency can be realized if the Crime/Incident and Arrest Reports are redesigned so that the index information is recorded in the upper right-hand corner of the report in a blocked 3- by 5-inch area.
- Processing the report to avoid typing of the index card can be handled in one of two ways. One, have the index card as one copy of the multi-part form. With the change to the two-sided Crime/Incident Report, in which all copies will be created on a duplicator, this would not be practical. Two, use perforated card stock for copying. Three reports are usually copied at a time, creating one index card for each report. The index cards are merely separated at the perforations and are ready for filing.

filing. The Consultant is not aware of any duplicator other than Xerox that has the capability of handling the card stock.

Figure 3-1 shows how the reports are "laid-up" on the duplicator copy three at a time. The reports overlap, number three being placed first, number two being placed second, and number one being placed third. The card stock is perforated to match the image positions of the index blocks of the three reports. The side view illustrates how the reports overlap. Small "stops" are affixed to the glass on the right-hand side to facilitate the placement of the report originals. The top view shows the positioning of the index blocks as viewed from the back side of the reports. Examples of forms designed for such duplication are contained in Figures 3-2 through 3-8.

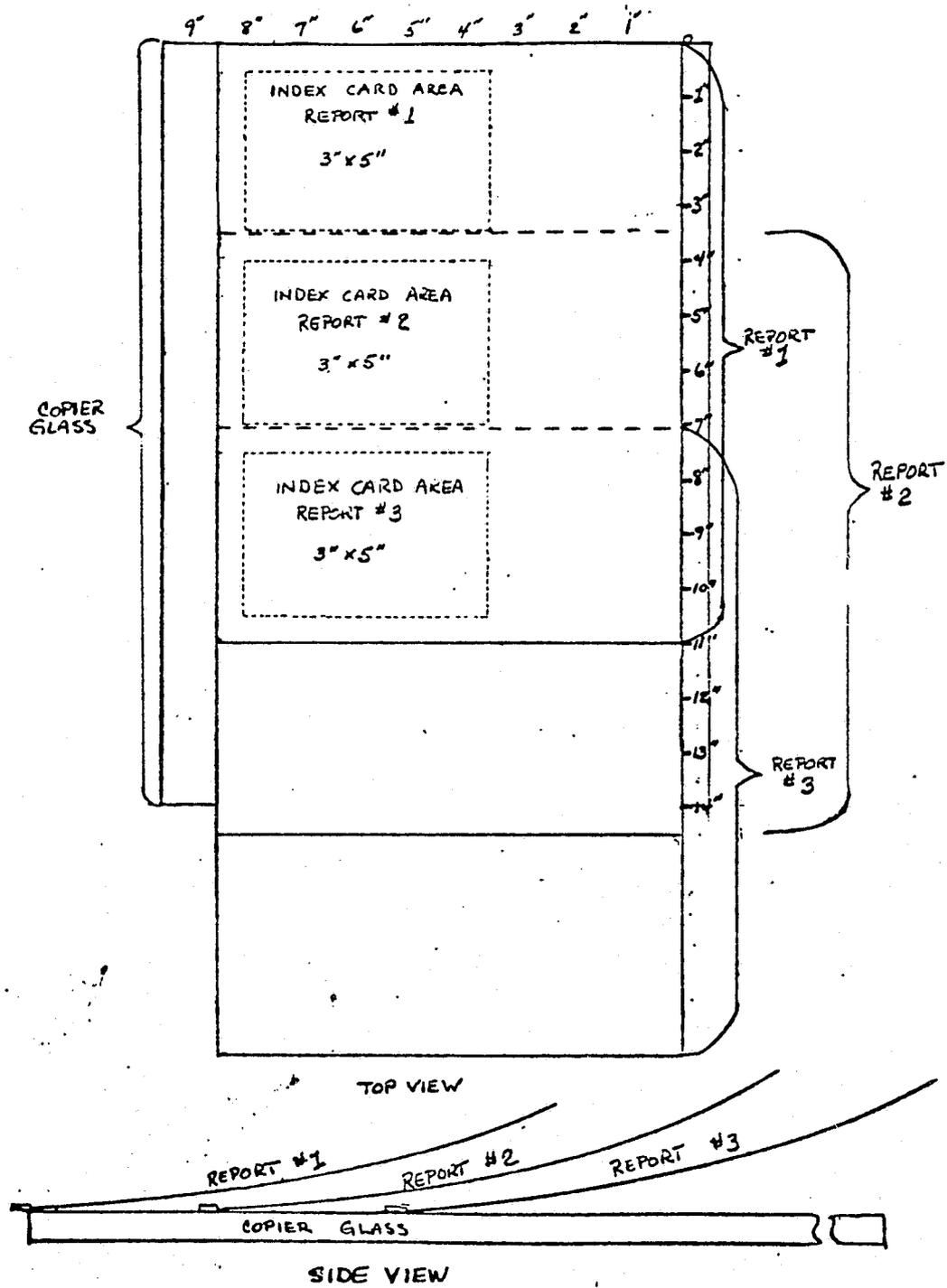


Figure 3-1. Mechanical Reproduction of Index Cards

IACP  
ARREST REPORT

19. REP. AREA				1. DEFENDANT'S NAME (LAST, FIRST, MIDDLE)				2. COMPLAINT NO.															
16. UNIT		17. BKAY		18. DIST.		20. WATCH		3. DEFENDANT'S ADDRESS				4. ARREST NO.											
5. LOCATION OF ARREST (ADDRESS)								6. SEX		RACE		D.O.B.		HT.		WT.		HAIR		EYES		8. IDENT. NO.	
22. DESCRIBE TYPE PREMISES								7. ALIAS OR NICKNAME				5. WARRANT NO.				9. PLACE OF BIRTH							
23. DATE AND TIME ARRESTED								10. SOCIAL SECURITY NO.				11. DATE CHARGED				12. RIGHT INDEX							
24. SOBRIETY				25. OBSERVED DRINKING				13. CHARGE															
26. RESIST		27. DRUGS		28. ARMED		14. JUDGE		TRIAL DATE		FINE		COST											
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO																	
15. WEAPON (DESCRIBE)								15. DISPOSITION															
29. WHERE DEFENDANT EMPLOYED OR SCHOOL						31. OCCUPATION						32. RES. PHONE		33. BUS. PHONE									
34. VEHICLE INVOLVED				YEAR		MAKE		BODY		COLOR		35. DEP. OPERA. LIC. NO. - STATE											
LIC. NO.		STATE		YEAR																			
36. HOLD PLACED ON VEHICLE								VEHICLE TOWED TO				37. MV INVENTORY NO.											
<input type="checkbox"/> YES <input type="checkbox"/> NO								-															
38. NAMES				38. FATHER				ADDRESS				CITY		RES. PHONE		BUS. PHONE							
				MOTHER (MAIDEN)																			
				GUARDIAN OR NEXT OF KIN																			
				COMPLAINANT																			
				WITNESS																			
39. NAME OF PARENT/GUARDIAN/NEXT OF KIN - NOTIFIED				DATE/TIME				OFFICER		NO.													
40. NARRATIVE: (1) IDENTIFY CO-DEFENDANTS BY NAME-SEX-RACE-AGE. (2) IDENTIFY ADDITIONAL WITNESSES												31. COMPLAINT NO.											
ITEM NO. (3) BRIEFLY INDICATE FACTS OF CASE																							
41. TRANSPORTING OFFICER				NO.		42. ARRESTING OFFICER				NO.		43. DEFENDANT'S MONEY											
TRANSPORTING OFFICER				NO.		ARRESTING OFFICER				NO.		OFFICE USE ONLY											
44. BOOKING OFFICER				NO.		45. SEARCHED BY				NO.													
46. DATE/TIME BOOKED				47. SUPERVISOR APPROVING				NO.		48. DATE/TIME TYPED		NO.		49. REPRODUCED BY NO.									
50. COURT NO.				49. NOTATIONS RE COURT - BOND - DISPOSITION - HOLD				51. UNIT REFERRED TO:		52. UCR DISPOSITION													
53. REVIEWER NO.				PAGE NO.				OF															

Figure 3-2. Arrest Report

BIRMINGHAM POLICE DEPARTMENT

# ARREST REPORT

1. DEFENDANT'S TRUE NAME (OFFICE USE ONLY)				2. COMPLAINT NO.			
3. DEFENDANT'S NAME (LAST, FIRST, MIDDLE)				4. SOCIAL SECURITY NO.			
5. NICKNAME OR ALIAS		6. JUVENILE ( ) DATE OF ARREST		7. I.D. NO.			
9. DEFENDANT'S RESIDENCE				CITY		STATE	
11. SEX RACE DATE OF BIRTH				HEIGHT		WEIGHT HAIR EYES	
12. RIGHT INDEX FINGER							
13. FORMAL CHARGE				CODE			
14. FINGERPRINT CLASS				DEPT REF.			
16. NO. COPIES		18. PRECINCT		17. BEAT		UNIT NO.	
18. LOCATION OF ARREST (Add. or Block No.)							
19. DESCRIBE TYPE PREMISES							
20. DATE/TIME ARRESTED				21. SOBER			
				a. POS. b. NEG.			
22. HAD BEEN DRINKING				23. RESIST			
				a. POS. b. NEG.			
24. NARCOTIC		25. ARMED		26. WEAPON (Describe)			
				a. POS. b. NEG.			
27. WHERE DEFENDANT EMPLOYED OR SCHOOL				CITY		STATE	
28. OCCUPATION				29. RESIDENCE PHONE		30. BUSINESS PHONE	
31. VEHICLE REG. NO.				STATE		YEAR MAKE YEAR MODEL COLOR(S)	
32. DEF'S OPERATOR'S LIC. NO. - STATE							
33. HOLD PLACED ON VEHICLE - TOWED TO:				34. V. I. N.			
				a. POS. b. NEG.			
35. PARENT/GUARDIAN NOTIFIED BY				BADGE NO.		DATE/TIME NOTIFIED	
CODE - C-complainant W-witness P-parent or guardian S-spouse							
36. NAME		CODE		RESIDENCE ADDRESS		CITY	
						RESIDENCE PHONE BUSINESS PHONE	
37. NARRATIVE: (1) IDENTIFY CO-DEFENDANTS BY NAME-SEX-DESCENT-AGE (2) IDENTIFY ADDITIONAL WITNESSES BY ITEMS IN BLOCK #36							
(3) BRIEFLY INDICATE FACTS OF CASE							
Item:							
38. JUVENILE		39. DISPOSITION OF JUVENILE		40. ARRESTING OFFICER		NO.	
a. POS. b. NEG.		a. RELEASED TO PARENTS b. WARNED AND DISMISSED					
41. TRANSPORTING OFFICER		NO.		42. SUPERVISOR APPROVING		NAME	
						SECOND OFFICER NO.	
43. DATE, TIME BOOKED		44. BOOKING OFFICER		NO.		45. SEARCHED BY	
						NO.	
46. DEF. MONEY		47. COURT		48. COURT DATE		49. TYPE OF CHARGE	
5		a. CENTRAL b. ENLEY c. NIGHT		TIME		a. M. P.M. b. FELONY c. MISDEMEANOR	
						50. DISPOSITION OF ADULT	
						a. ACQU. b. JAILFD	
						51. REVIEWER NO.	

fold here

Figure 3-3. Arrest Report (front)

(SECTION-1)

CASE NUMBER \_\_\_\_\_

CITY OF BIRMINGHAM  
VS.

Name: \_\_\_\_\_

Alias: \_\_\_\_\_

Drivers License Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Color (W) (M) Sex (M) (F) Age \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Place of Employment \_\_\_\_\_

CHARGE

Count 1. \_\_\_\_\_

Count 2. \_\_\_\_\_

Count 3. \_\_\_\_\_

Count 4. \_\_\_\_\_

COURT

a. Misdemeanor b. Traffic c. Enslay

d. Night e. Bonded f. Jailed

Set for Trial \_\_\_\_\_ Time \_\_\_\_\_

Attorney for Defendant: \_\_\_\_\_

Trial Date \_\_\_\_\_

Comes the defendant, in his own proper person. Defendant pleads \_\_\_\_\_ guilty. On hearing the evidence the court is of the opinion that defendant is \_\_\_\_\_ guilty. It is ordered and adjudged by the court that the defendant is \_\_\_\_\_ guilty, and is fined \_\_\_\_\_

\_\_\_\_\_ dollars, and \_\_\_\_\_ dollars costs, and is sentenced to \_\_\_\_\_ days (suspended) extra at hard labor for the City of Birmingham. The fine and costs not being presently paid, defendant is sentenced to be imprisoned at hard labor for the City of Birmingham \_\_\_\_\_ days to pay fine and \_\_\_\_\_ days to pay costs.

Fee \_\_\_\_\_ Recorder \_\_\_\_\_

Cent. \_\_\_\_\_

Cent. \_\_\_\_\_

Cent. \_\_\_\_\_

Cent. \_\_\_\_\_

(SECTION-2)

APPEARANCE BOND

NOTICE: This bond must be signed with ink, and will not be approved if signatures are made with pencil.  
TENNANT H. SMALLWOOD JR., Presiding Judge

THE STATE OF ALABAMA—CITY OF BIRMINGHAM

We, \_\_\_\_\_, Defendant, and

\_\_\_\_\_, Sureties, agree to pay the City of Birmingham \_\_\_\_\_ DOLLARS unless the said Defendant appears on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, at 9:00 A.M. ENSLEY or 1:30 P.M.; in the TRAFFIC division of the Recorder's Court of Birmingham and from time to time thereafter until discharged by law, to answer to a criminal prosecution for the offense of \_\_\_\_\_ MISDEMEANOR 7:30 P.M.

And we hereby waive all rights of exemptions under the Constitution and laws of the State of Alabama accepting property from levy and sale under execution or other process for the collection of debts. We hereby certify solemnly and especially that we have property over and above all debts and liabilities to the full amount of the above bond.

Name \_\_\_\_\_ (L.S.) Address \_\_\_\_\_

Name \_\_\_\_\_ (L.S.) Address \_\_\_\_\_

Name \_\_\_\_\_ (L.S.) Address \_\_\_\_\_

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, \_\_\_\_\_ Police Officer

PROSECUTION	NAME	ADDRESS	PHONE NO.

DEFENDANT

Figure 3-3. Arrest Report (reverse)

IACP  
VEHICLE REPORT

<input type="checkbox"/> THEFT		<input type="checkbox"/> RECOVERY		31. REP. AREA		1. REG. OWNER'S NAME (LAST, FIRST, MIDDLE)		SEX - RACE - AGE		4. COMPLAINT NO.																																																													
<input type="checkbox"/> LOCATE		<input type="checkbox"/> IMPOUND		31. REP. AREA		1. REG. OWNER'S ADDRESS		CITY		4. STATE, YR. LIC. NO.																																																													
10. UNIT	11. PLAT	10. DISTRICT	12. WATCH	7. MAKE - YEAR - BODY - COLOR(S)				8. IDENTIFICATION NO.																																																															
13. COMP'S OCCUPAT.		14. HOURS OF EMP.		15. SOBR.		7. LOCATION (ADDRESS)				8. M.V. INV. NO.																																																													
16. DESCRIBE LOC. OF OFFENSE OR TYPE OF PREMISE						7. LOCATION (ADDRESS)				8. M.V. INV. NO.																																																													
17. OTHER VEHICLE USED BY SUSPECT		LIC. NO.	STATE	YR.	9. REPORTING PERSON'S NAME				10. REP. PERSON'S RES. PHONE																																																														
YEAR	MAKE	BODY	COLOR(S)	11. REPORTING PERSON'S ADDRESS				CITY	12. OTHER PHONE																																																														
13. IDENTIFYING CHARACTERISTICS OF OTHER VEHICLE						13. DATE/TIME STOLEN/TOWED				14. DATE/TIME REPORTED																																																													
15. IDENTIFYING CHARACTERISTICS OF STOLEN VEHICLE						15. CRIME OR INCIDENT				16. DATE/TIME RECOVERED		17. CLASSIF.																																																											
WITNESS PARENT OR GUARDIAN	36. NAME		AGE	RESIDENCE ADDRESS				CITY	RES. PHONE	BUS. PHONE																																																													
	1																																																																						
	2																																																																						
31. IDENTIFY SUSPECTS BY NO. (NAME-ADDRESS-SEX-RACE-AGE-HT.-WT.-EYES-HAIR-COMPLEX-CLOTHING. IDENTIFYING CHARACTERISTICS IF ARRESTED, INCLUDE ARREST NO. AND CHARGE)																																																																							
<input type="checkbox"/> <input type="checkbox"/>																																																																							
32. IGNITION LOCKED		33. KEYS IN IGNITION		34. DOORS LOCKED		35. WINDOWS CLOSED		36. MILEAGE		37. RADIO IN CAR																																																													
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO				<input type="checkbox"/> YES <input type="checkbox"/> NO																																																													
38. BATTERY IN CAR		39. SPARE TIRE IN CAR		40. TRUNK LOCKED		41. RADIO NOTIFIED		DATE/TIME		42. TOTAL LOSS VALUE																																																													
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO																																																																			
STOLEN VEHICLE RECOVERED	43. BY WHOM RECOVERED (OFFICER'S NAME AND NO. - IF CITIZEN, NAME-ADDRESS-RES. PHONE, BUS. PHONE)																																																																						
	44. LOCATION OF RECOVERY						45. METHOD OF THEFT. (JUMPWIRES-TIRFOIL-IGNIT. LEFT OPEN, ETC.)																																																																
	46. DESCRIBE EVIDENCE OF STRIPPING, TAMPERING						47. IF TOWED NAME OF GARAGE																																																																
48. NARRATIVE: (1) CONTINUATION OF ABOVE ITEMS (INDICATE "ITEM NUMBER" CONTINUED AT LEFT) INDICATE ADDITIONAL VICTIMS, WITNESSES AND SUSPECTS AS OUTLINED ABOVE (2) DESCRIBE DETAILS OF INCIDENT.																																																																							
49. STATEMENT OF PERSON REPORTING: I DECLARE THIS TO BE A TRUE AND CORRECT REPORT. I DID NOT GIVE ANYONE PERMISSION TO TAKE OR USE THE ABOVE DESCRIBED VEHICLE. I AM THE OWNER OR PERSON WHO WAS LEGALLY IN POSSESSION OF THE DESCRIBED VEHICLE. I WILL TESTIFY IN COURT UNDER OATH TO THE FACTS HEREIN. I UNDERSTAND THAT I MAY BE CRIMINALLY CHARGED FOR FILING A FALSE REPORT.																																																																							
<table border="1"> <tr> <td colspan="4">DATE/TIME</td> <td colspan="4">SIGNATURE</td> <td colspan="4">OFFICE USE ONLY</td> </tr> <tr> <td colspan="2">50. REPORTING OFFICER</td> <td colspan="2">NO.</td> <td colspan="4">52. CASE STATUS (STATUS MUST BE INDICATED FOR ALL CASES, INCLUDING NON-CRIMINAL INCIDENTS)</td> <td colspan="2">53. DATE/TIME TYPED NO.</td> <td colspan="2">54. REPRODUCED BY NO.</td> </tr> <tr> <td colspan="2">50. OFFICER</td> <td colspan="2">NO.</td> <td colspan="4"> <input type="checkbox"/> OPEN (PENDING) <input type="checkbox"/> CLOSED <input type="checkbox"/> SUSPENDED         </td> <td colspan="2">55. UNIT REFERRED TO:</td> <td colspan="2">56. ULR DISPOSITION</td> </tr> <tr> <td colspan="2">51. SUPERVISOR APPROVING</td> <td colspan="2">NO.</td> <td colspan="4">CASE DISPOSITION (DISPOSITION OF CRIMINAL CASES MAY BE INDICATED AS APPROPRIATE.)</td> <td colspan="2">57. REVIEWER</td> <td colspan="2">PAGE NO.</td> </tr> <tr> <td colspan="4"></td> <td colspan="4"> <input type="checkbox"/> UNFOUNDED  <input type="checkbox"/> CLEARED BY ARREST <input type="checkbox"/> CLEARED RECF.         </td> <td colspan="2"></td> <td colspan="2">OF</td> </tr> </table>												DATE/TIME				SIGNATURE				OFFICE USE ONLY				50. REPORTING OFFICER		NO.		52. CASE STATUS (STATUS MUST BE INDICATED FOR ALL CASES, INCLUDING NON-CRIMINAL INCIDENTS)				53. DATE/TIME TYPED NO.		54. REPRODUCED BY NO.		50. OFFICER		NO.		<input type="checkbox"/> OPEN (PENDING) <input type="checkbox"/> CLOSED <input type="checkbox"/> SUSPENDED				55. UNIT REFERRED TO:		56. ULR DISPOSITION		51. SUPERVISOR APPROVING		NO.		CASE DISPOSITION (DISPOSITION OF CRIMINAL CASES MAY BE INDICATED AS APPROPRIATE.)				57. REVIEWER		PAGE NO.						<input type="checkbox"/> UNFOUNDED <input type="checkbox"/> CLEARED BY ARREST <input type="checkbox"/> CLEARED RECF.						OF	
DATE/TIME				SIGNATURE				OFFICE USE ONLY																																																															
50. REPORTING OFFICER		NO.		52. CASE STATUS (STATUS MUST BE INDICATED FOR ALL CASES, INCLUDING NON-CRIMINAL INCIDENTS)				53. DATE/TIME TYPED NO.		54. REPRODUCED BY NO.																																																													
50. OFFICER		NO.		<input type="checkbox"/> OPEN (PENDING) <input type="checkbox"/> CLOSED <input type="checkbox"/> SUSPENDED				55. UNIT REFERRED TO:		56. ULR DISPOSITION																																																													
51. SUPERVISOR APPROVING		NO.		CASE DISPOSITION (DISPOSITION OF CRIMINAL CASES MAY BE INDICATED AS APPROPRIATE.)				57. REVIEWER		PAGE NO.																																																													
				<input type="checkbox"/> UNFOUNDED <input type="checkbox"/> CLEARED BY ARREST <input type="checkbox"/> CLEARED RECF.						OF																																																													

Figure 3-4. Vehicle Report

BIRMINGHAM POLICE DEPARTMENT

# INCIDENT REPORT

NO. COPIES	PRECINCT	BEAT	UNIT NO.
------------	----------	------	----------

IF YES, DESCRIBE IN NARRATIVE OR APPROPRIATE SECTION BELOW.

YES	NO	UNK
WAS ARREST MADE? HOW MANY? ( )		
WAS THERE A WITNESS TO THE CRIME?		
CAN A SUSPECT BE NAMED?		
CAN A SUSPECT BE LOCATED?		
CAN A SUSPECT BE DESCRIBED?		
CAN A SUSPECT BE IDENTIFIED?		
CAN SUSPECT VEHICLE BE IDENTIFIED?		
IS THE STOLEN PROPERTY TRACEABLE?		
IS PHYSICAL EVIDENCE PRESENT?		
IS A SIGNIFICANT M.O. PRESENT?		
WAS EVIDENCE TECH BEEN CALLED?		

1. NAME (LAST, FIRST, MIDDLE) (FIRM NAME IF BUSINESS)		2. COMPLAINT NO.	
3. ADDRESS		CITY	STATE
5. EMPLOYED OR SCHOOL ATTENDED		CITY	STATE
7. SEX- RACE		DATE OF BIRTH	8. HEIGHT
9. WEIGHT		10. SOCIAL SECURITY NO.	
11. TAG NO.	STATE	YEAR	12. V. I. N.
13. YR.	14. MAKE	15. MODEL	16. STYLE
17. COLOR			
18. INCIDENT DATE		TIME	TO
DATE		TIME	19. M U
20. INCIDENT OR OFFENSE			21. DEPT. REF. CODE
22. INCIDENT LOCATION			23. A. I. N.

INFO. COPY INFO. COPY INFO. COPY

WEATHER (circle letter) a. CLEAR b. CLOUDY c. RAIN d. FOG e. SNOW-SLEET f. HAIL g. UNKNOWN

1. POINT OF ENTRY		2. LOCATION OF VICTIMS PROPERTY		3. VICTIMS CONDITION (circle letter)	
				a. SOBER b. DRUNK c. HAD BEEN DRINKING	
4. REPORTING PERSON'S NAME (Last, First, Middle)			5. SOCIAL SECURITY NO.		
6. ADDRESS			CITY	STATE	7. RESIDENCE PHONE
9. METHOD USED TO COMMIT CRIME			10. TOOL USED (BURGLARY)		
			11. PREMISE TYPE (circle letter)		
			a. HWY-STR-ALY b. COMMERCIAL		
			c. SVC. STATION d. CHAIN STR.		
			e. RESIDENCE f. BANK		
			g. CHURCH h. SCHOOL		
			i. OTHER		
12. WEAPON USED (For crimes against PERSONS ONLY) (circle let.)					
DESCRIPTION OF WEAPON					
a. FIREARM b. KNIFE OR CUT. INSTR. c. OTHER WEAPON d. HANDS ETC.					

1. TAG NO.		STATE	YEAR	COLOR(S)	2. V. I. N. (Do not fill in with ZEROS)	3. ACIC CHECKED	
						a. YES b. NO	
4. VEH. YR.	5. VEH. MAKE	6. VEH. MODEL		7. VEH. STYLE	8. VEH. COLOR(S)		ACIC HIT
							a. POS. b. NEG.

1. NAME (Last, First, Middle)		2. ARREST ORD. NO.		3. SEX	RACE	4. DATE OF BIRTH	AGE
5. ADDRESS			CITY	STATE	6. COMPLEXION	7. HEIGHT	WEIGHT
						HAIR	EYES
8. DESCRIBE CLOTHING				9. MARKS AND SCARS			

1. NAME (Last, First, Middle)		2. ADDRESS		3. RES. PHONE		4. EMPLOYER		5. BUSINESS PHONE	

7. NARRATIVE

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IS THERE A SIGNIFICANT REASON TO BELIEVE THAT THE CRIME MAY BE SOLVED WITH A REASONABLE AMOUNT OF INVESTIGATIVE EFFORT? YES  NO

1. REPORT PREPARED BY		NUMBER	4. CASE STATUS (circle number)		6. DATE-TIME OF REPORT	
			1. OPEN 2. SUSPENDED X. CLOSED			
2. SECOND OFFICER		NUMBER	5. CASE DISPOSITION (circle number)			7. REVIEWER NUMBER
			3. CLEARED 4. EX. CLEARED			
3. SUPERVISOR APPROVING		NAME	BY ARREST		8. PAGE NO. of	
			a. POS. b. NEG.			

POLICE FORM-172-rev. 3-77

Figure 3-5. Incident Report (front)







**LAKE COUNTY — INDIANA  
UNIFORM OFFENSE  
REPORT**

(NAME OF DEPT. TO BE FILLED BY OFFICER)		1. VICTIM'S NAME (LAST, FIRST, MIDDLE)		2. COMPLAINT NO.	
<b>POLICE DEPARTMENT</b>		3. VICTIM'S ADDRESS		4. RES. PHONE	
<input type="checkbox"/> ORIGINAL (BOXES CONTAINING THE BOLD MARK " " MUST BE COMPLETED ON BOTH ORIGINAL AND FOLLOW-UP REPORTS) <input type="checkbox"/> FOLLOW-UP		5. VICTIM'S PLACE OF EMPLOYMENT OR SCHOOL		6. BUS. PHONE	
7. VICTIM'S SEX, RACE, AGE		8. LOCATION OF OFFENSE (ADDRESS)			
17. UNIT	18. BEAT	19. DIST.	20. REP. AREA	9. REPORTING PERSON'S NAME	
10. RES. PHONE		11. REPORTING PERSON'S ADDRESS		12. BUS. PHONE	
21. VICT. OCCUPATION	22. HOURS OF EMPLOYMENT	23. SOBRIETY	13. DATE AND TIME OCCURRED OR DISCOVERED		14. DATE AND TIME REPORTED
25. REQUESTED CORONER <input type="checkbox"/> M.C.C. CK. <input type="checkbox"/> OTHER <input type="checkbox"/>	CRIM. INV. <input type="checkbox"/> A.M.B. <input type="checkbox"/> A.P.S. RADIO <input type="checkbox"/>	T.O.W. <input type="checkbox"/> T. TYPE <input type="checkbox"/>	15. CEASE OF ACCIDENT		16. CLASSIFICATION
26. <input type="checkbox"/> STOLEN <input type="checkbox"/> RICOY <input type="checkbox"/> IN CURS. <input type="checkbox"/> USED BY CRIM. <input type="checkbox"/> ARABO. <input type="checkbox"/> IN CURS. <input type="checkbox"/> OTHER		27. LICENSE STATE, NUMBER	28. PLATE TYPE	YEAR (LEP)	29. VEHICLE I.D. NUMBER
30. VEHICLE MAKE, YEAR		31. MODEL	32. STYLE	33. COLOR (TOP, BOTTOM)	34. INSURANCE CO.
35. OWNER'S NAME		36. OWNER'S ADDRESS		37. TOWED TO/ON HELD AT	
38. <input type="checkbox"/> ARREST <input type="checkbox"/> WITNESS <input type="checkbox"/> SUSPECT <input type="checkbox"/> SLAMMONEY		39. NAME (LAST, FIRST, MIDDLE)		40. BOOKING NO.	41. ALIAS
42. WARRANT NO.		43. ADDRESS		44. SEX <input type="checkbox"/> M <input type="checkbox"/> F	45. RACE
46. AGE		47. DOB		48. HEIGHT	
49. SPECIAL CHARACTERISTICS OR DESCRIPTION (INCLUDING CLOTHING)			50. WEIGHT	51. BUILD	52. HAIR
53. EYES					
54. SERIAL NO. OR PROJECT IDENT. NO.		55. TYPE OF PROPERTY	56. BRAND NAME, DESCRIP., MODEL		57. VALUE
58. LIC. CLASS		59. RICOY			
60. UNUSUAL EVENT AT TIME OF OCCURRENCE (FUNERAL, SPORT, ETC.)		61. HOW ATTACKED (FORCED, NON-FORCED, ATTEMPT, ETC.)		62. MEANS OF ATTACK (TOOLS, WEAPONS & HOW USED)	
63. OBJECT BEING ATTACKED (CAMERA, GRUDGE, ETC.)		64. WEATHER	65. LIGHTING (DAYLIGHT, DUSK, NIGHT, ETC.)		66. NEIGHBORHOOD
67. TYPE OF BLDG. (BUS., RESID., GAR., OTHER)		68. PLACE OF ENTRY (FRONT, REAR, SIDE/DOOR, WINDOW, ROOF, ETC.)		69. TRANSPORTATION OF SUSPECTS (CAR, FOOT, M.B.T., ETC.)	
70. UNUSUAL ACTIONS AND STATEMENTS OF PERPETRATOR					
71. ADDITIONAL INFORMATION					
72. STATUS <input type="checkbox"/> UNFOUNDED <input type="checkbox"/> INACTIVE <input type="checkbox"/> ARREST <input type="checkbox"/> UNDER 18 <input type="checkbox"/> EXCEPT CE		73. REPORTING OFFICER'S SIGNATURE		74. REPORTING OFFICER'S ID	75. PARTNER'S ID
76. SIGNATURE PATROL SUPERVISOR		77. PAT. SUP. ID	78. SIGNATURE DUTY SUPERVISOR		PAGE OF

Figure 3-7. Uniform Offense Report

14886

PRESS FIRMLY YOU ARE MAKING 5 COPIES

**CRIME AGAINST PERSON**  
Montgomery County, Maryland  
Department of Police

14. VICTIM'S PLACE OF EMPLOYMENT OR SCHOOL (ADDRESS)		15. CRIME		16. P.B.A. NO.	
17. VICTIM'S TYPE OF AREA OR PREMISES		18. LOCATION OF CRIME			
19. VEHICLE USED BY SUSPECTS YEAR MAKE BODY COLOR(S)		20. WHEN OCCURRED MO - DA - YR		21. WHEN REPORTED MO - DA - YR	
IDENTIFICATION CHARACTERISTICS OF VEHICLE		22. COMPLAINANT'S NAME (LAST, FIRST, MIDDLE)		23. RACE-ETHNICITY	
24. COMPLAINANT'S ADDRESS CITY STATE ZIP		25. RES. PHONE		26. BUS. PHONE	
CODE - W-WITNESS, P-PARENT, G-GUARDIAN					
27. NAME		28. RESIDENCE ADDRESS CITY STATE ZIP		29. RES. PHONE BUS. PHONE	
30. NAME		31. RESIDENCE ADDRESS CITY STATE ZIP		32. RES. PHONE BUS. PHONE	
33. NAME		34. RESIDENCE ADDRESS CITY STATE ZIP		35. RES. PHONE BUS. PHONE	
36. IDENTIFY SUSPECTS BY NO. (NAME-ADDRESS-RACE-ETHNICITY-HEIGHT-WEIGHT-HAIR-EYES-COMPLEXION-CLOTHING)				37. WARRANT ON FILE	
38. WEAPONS OR MEANS OF ATTACK				39. METHOD USED TO COMMIT CRIME	
40. NATURE OF INJURIES AND LOCATION ON BODY-VICTIM'S CONDITION				41. VICTIM TREATED	
42. PERSON NOTIFIED IN C.I.D. DATE TIME				43. NAME OF MEDICAL EXAMINER NOTIFIED ON SCENE	
44. NARRATIVE (1) CONTINUATION OF ABOVE ITEMS (INDICATE ITEM NUMBER AT LEFT) INCLUDE ADDITIONAL WITNESSES AND SUSPECTS AS OUTLINED ABOVE (2) DESCRIBE DETAILS OF INCIDENT; (3) DESCRIBE EVIDENCE AND PROPERTY DISPOSITION; (4) NOTE PROPERTY SLIP CONTROL NUMBER.				45. LATENTPRINTS	
				46. PHOTOGRAPHS	
				47. PROPERTY VALUE	
				48. REC	
				49. RECORDS USE ONLY	
				50. STATUS	
				51. DISTRIBUTION	
				52. APPROVED BY	
				53. REPORT REVIEW	
				54. RECORDS USE ONLY	
				55. LOC	

M.C.P. FORM NO. 100

RECORDS COPY

Figure 3-8. Crime Against Person Report (5-part form)

R-77-110  
4-17

APPENDIX A

"153" Reports That Should Have  
Received Case Numbers

VICTIM INDEMNIFICATION NOTICE REQUIRED: YES  NO   
 SAN DIEGO POLICE DEPARTMENT CRIME REPORT

CASE NO. 153

LEAVE ANY SPACE NOT APPLICABLE TO SPECIFIC CRIME BLANK) TYPE OF CRIME (ONE OFFENSE ONLY)  
 211 PC (Purse Snatch)  
 DATE AND TIME REPORTED 4/5/77 1000 FIRM NAME, IF COMMERCIAL CRIME LOCATION OF OCCURRENCE (OR ADDRESS)  
 3500 National Ave.

OCCURRENCE DATE 1 77 Friday 1500 TIME OF DAY 1500 TYPE OF LOCATION Shopping Center Parking Lot.

VICTIM'S NAME: WISLEY, Mary Ann  
 RESIDENCE ADDRESS: 215 Southlook  
 RESIDENCE PHONE: 264-5184  
 BUSINESS PHONE:   
 EXT.:   
 VICTIM'S OCCUPATION, BUSINESS, HOME, AND ADDRESS: Welfare recipient  
 VICTIM ADVISED TO CONTACT DETECTIVE:  YES  NO  
 VICTIM'S CONDITION: uninjured  
 RACE: N SEX: F AGE: 44  
 PERSON REPORTING CRIME TO POLICE DEPT.: Victim  
 PERSON WHO SECURED PREMISES:   
 PERSON WHO DISCOVERED CRIME:   
 WITNESS' NAME (OTHER THAN ABOVE):   
 RESIDENCE ADDRESS:   
 RESIDENCE PHONE:   
 BUSINESS PHONE:   
 EXT.:   
 RESIDENCE ADDRESS:   
 RESIDENCE PHONE:   
 BUSINESS PHONE:   
 EXT.:

POINT WHERE ENTRANCE WAS MADE:   
 INVESTIGATIVE OR LAB PERSONNEL NOTIFIED (NAME): COPHER  
 VALUE OF PROPERTY:  
 CASH, NOTES \$ 230.00  
 JEWELRY, PREC. MET. \$  
 FURS \$  
 CLOTHING \$  
 OFFICE EQUIPT. \$  
 TV, RADIOS, CAMERAS \$  
 FIREARMS \$  
 HOUSEHOLD GOODS \$  
 CONSUMABLE GOODS \$  
 LIVESTOCK \$  
 DETAILS: DESCRIBE EVIDENCE: SUMMARIZE DETAILS NOT GIVEN ABOVE; ITEMIZE AND DESCRIBE ANY PROPERTY OBTAINED, INCLUDING SERIAL NUMBER AND VALUE; UNDERLINE PROPERTY WITH SERIAL NUMBER.  
 THIS REPORT CONTAINS PROPERTY WITH SERIAL NUMBERS:  YES  NO  
 TOTAL \$ 230.00

Victim reports she received her Welfare Check in the mail, immediately walked to the Check cashing store at Otto square and cashed it. She paid her gas and electric and Telephone bills when left the store. As she walking westbound in front of the businesses someone ran up from behind her and grabbed her purse off her left shoulder and knocked her down. She feels it was a black male because she didn't see any white people in the area. The victim had left her ID at home and just had misc. papers and the receipts from her bills in the purse along with the money from the check she had just cashed. Victim states she has a card at the check cashing business and does not need ID.

STATION WHERE REPORT MADE: 11 N. LAKE ST.  
 INVESTIGATING OFFICER(S): COPHER  
 SAUCE: 1197 DIV: Rob  
 APPOINTED: [Signature]  
 SEAT OF DEC.: 12  
 DETECTIVE(S) ASSIGNED: COPHER

ADDITIONAL FORM USED: YES  NO

VICTIM INDEMNIFICATION NOTICE REQUIRED: YES  NO   
 SAN DIEGO POLICE DEPARTMENT CRIME REPORT

CASE NO. 153

(LEAVE ANY SPACE NOT APPLICABLE TO SPECIFIC CRIME BLANK)  
 TYPE OF CRIME (ONLY OFFENSE ONLY) 211 PC ARMED ROBBERY - GUN  
 DATE AND TIME REPORTED MARCH 30, 77 1410  
 FIRM NAME, IF COMMERCIAL CRIME  
 LOCATION OF OCCURRENCE (OR ADDRESS) 4447 38TH ST

MARCH 30 77 WED 1405  
 OCCURRENCE DAYLIGHT  DARKNESS  UNKNOWN   
 TYPE OF LOCATION RESIDENTIAL HOUSE

VICTIM'S NAME KAHAN, LEONARD  
 RESIDENCE ADDRESS 4447 38TH ST  
 RESIDENCE PHONE 281-1255  
 BUSINESS PHONE SAME

RELATIONSHIP, OCCASION, BUSINESS NAME, AND ADDRESS  
 VICTIM ADVISED TO CONTACT DETECTIVES  
 MUSICIAN PLAYS TROMBONE  YES  NO  
 VICTIM'S CONDITION UPSET  
 RACE W SEX M AGE 29

PERSON REPORTING CRIME TO POLICE DEPT. VICTIM  
 RESIDENCE ADDRESS  
 RESIDENCE PHONE  
 BUSINESS PHONE  
 EXT.

PERSON WHO SECURED PREMISES VICTIM  
 RESIDENCE ADDRESS  
 RESIDENCE PHONE  
 BUSINESS PHONE  
 EXT.

PERSON WHO DISCOVERED CRIME VICTIM  
 RESIDENCE ADDRESS  
 RESIDENCE PHONE  
 BUSINESS PHONE  
 EXT.

WITNESS NAME (OTHER THAN ABOVE)  
 RESIDENCE ADDRESS  
 RESIDENCE PHONE  
 BUSINESS PHONE  
 EXT.

POINT WHERE ENTRANCE WAS MADE: FRONT DOOR  
 INVESTIGATIVE OR LAB PERSONNEL NOTIFIED (NAME) COPPER  
 VALUE OF PROPERTY

MEANS USED TO GAIN ENTRANCE: OPEN SCREEN DOOR  
 EXACT WORDS USED BY SUSPECT: C  
 CASH, NOTES \$1100.00

TOOLS, WEAPON, OR FORCE USED: (EXPLAIN) HAND AND GUNS  
 JEWELRY, PREC. MET. \$  
 FURS \$

EXACT LOCATION OF PROPERTY WHEN STOLEN: BEDROOM DRESSER DRAWER  
 WHERE WERE OCCUPANTS AT TIME OF OFFENSE: AT HOME  
 CLOTHING \$

PROPERTY DAMAGE - TYPE OF PROPERTY TAKEN OR OBTAINED: ROBBERY - MONEY  
 TABULAR DATA OF SUSPECT(S) ACTIONS OR CONVERSATIONS: FORCE WAY IN, GRAB SUS, NECK AND POINT GUN, COCK IT, ASK FOR DEPT + MONEY  
 OFFICE EQUIP. \$  
 TV, RAD JS, CAMERAS \$

VEHICLE USED BY SUSPECT(S) - YEAR, MAKE, BODY TYPE, COLOR, LICENSE NUMBER, AND ANY OTHER IDENTIFYING MARKS: NONE OBSERVED  
 FIREARMS \$

IDENTIFY SUSPECTS ARRESTED BY NAME, ROOMING NUMBER AND CHARGE(S):  
 LIST OTHER SUSPECTS HERE ONLY IF ARREST WARRANTED, OTHERWISE LIST BELOW.  
 SEE BODY  
 HOUSEHOLD GOODS \$  
 CONSUMABLE GOODS \$

DETAILS: DESCRIBE EVIDENCE: SUMMARIZE DETAILS NOT GIVEN ABOVE; ITEMIZE AND DESCRIBE ANY PROPERTY OBTAINED, INCLUDING SERIAL NUMBER AND VALUE; UNDERLINE PROPERTY WITH SERIAL NUMBER.  
 LIVESTOCK \$

THIS REPORT CONTAINS PROPERTY WITH SERIAL NUMBERS:  YES  NO  
 MISC. \$  
 TOTAL \$1100.00

SUSPECT #1 WIFE 5-0 SLIM BROWN HAIR TO MID BACK GRN-BLUE EYES  
 "SUSAN" LONG SLIM FACE BLUE JACKET AND LEVIS 20YRS

SUSPECT #2 W/M 6-2 MID AD'S 160 DARK HAIR IN A PONYTAIL  
 TO SHOULDER BLADES MUSTACHE - FULL JUST PAST  
 THE CORNER OF HIS MOUTH HORIZONTAL STRIPE SHIRT  
 LEVIS AND A LEVI JACKET CURLY SIDE BURNS TO  
 BOTTOM OF EAR  
 BLUE REVOLVER 6"

SECTION WHERE REPORT TAKEN AT SCENE  
 EVIDENCE OR PROPERTY IMPOUNDSER  YES  NO  
 PROPERTY TAG NUMBER(S)

REPORTING OFFICER(S) RONEY VANDIVER  
 RANK P-1  
 DIV. 45  
 DETECTIVE(S) ASSIGNED Copper - Collins

ADDITIONAL FORM USED: YES  NO   
 TYPE OF CRIME 211 PC ARMED ROBBERY GUN

SAN DIEGO POLICE DEPARTMENT  
OFFICER'S REPORT

DATE (occurs.): MARCH 30, 77

153

TIME (occurs.): 1405 HRS

LOCATION: 4447 38TH ST

SUBJECT: 211 PC VICTIM KAHAN

SUSPECT #3 W/M 5-10 6-0 CLEAN SHAVEN MID 20'S  
SHORT DARK HAIR ABOVE COLLAR WEARING  
BLUE LONG BILL PAINTERS CAP - CLOTH  
DARK PLASTIC FRAME TINTED GLASSES  
BLUE CLOTH JACKET AND LEVIS

KAHAN STATES THAT SUZIE CALLED HIM AT 1345 HRS AND  
STATED SHE HAD SOME PERSONAL PROBLEMS SHE WANTED TO  
COME OVER AND DISCUSS WITH HIM. AT 1400 HRS HE  
SAW HER WALK UP ON THE PORCH HE OPENED THE  
DOOR AND SHE OPENED THE SCREEN SUSPECTS #1 AND #2  
RUSHED IN THE DOOR SUSPECT #1 GRABBED BY THE  
NECK WITH HIS LEFT HAND AND POINTED THE GUN  
AT HIS FACE. SUSPECT #2 ALSO HAD HIS GUN DRAWN.  
SUSPECT #1 "GIVE ME ALL YOUR DOPE AND MONEY"  
KAHAN "I DON'T HAVE ANY MORE DOPE OR MONEY"  
SUSAN "I KNOW HE'S GOT ATLEAST ONE HUNDRED  
DOLLARS IN HIS ROOM"  
SUSPECT #1 "LETS GO" AND COCKED THE GUN

THEY ALL WALKED BACK TO KAHAN'S ROOM.  
KAHAN OPENED THE TOP DRESSER DRAWER AND GAVE  
SUSPECT #1 ONE HUNDRED DOLLARS. (5-10'S 10-5'S)

Reporting Officer: ROONEY VANOVER Badge 2117 Division 637A Collins

Date of this report MARCH 30, 77 Time \_\_\_\_\_

SAN DIEGO POLICE DEPARTMENT  
OFFICER'S REPORT

DATE (occrr.): MARCH 30, 77 153  
TIME (occrr.): 1405 HRS  
LOCATION: 4447 38TH  
SUBJECT: 211 PC VICTIM KAHAN

SUSPECT #1 "WHERE'S THE REST OF IT?"  
KAHAN "THERE IS NO MORE"

SUSPECT #1 THEN OPENED THE SECOND DRESSER  
DRAWER AND REMOVED APPROXIMATELY ELEVEN ONE  
THOUSAND MORE DOLLARS (2 OR 3 \$50'S, 8 TO 900  
DOLLARS IN 20'S, \$200 IN 10'S AND 5'S)

SUSPECT #1 THEN STATED "LET'S GO" SUSAN  
AND #1 WALKED OUT THE BEDROOM DOOR AND INTO  
THE LIVING ROOM WHERE #1 CUT THE PHONE CORD.  
SUSPECT #2 BACKED OUT WITH HIS GUN POINTED  
AT KAHAN SAYING "STAY WHERE I CAN SEE YOU!"

SUSPECT #1 BACKED UP TO THE FRONT DOOR.  
HE TOLD #2 TO PUT HIS GUN AWAY. SUSPECT #2  
WALKED OUT THE DOOR AFTER PUTTING HIS GUN  
AWAY SUSPECT #1 PUT HIS GUN AWAY, WENT OUT  
THE DOOR AND THEY ALL RAN SOUTH ON 38TH ST.

Reporting Officer: RODNEY VANOVER Badge 2117 Division: Pat. Affairs  
• Date of this report MARCH 30, 77 Time \_\_\_\_\_



VICTIM INDEMNIFICATION NOTICE REQUIRED: YES  NO  **NO 50**  
 SAN DIEGO POLICE DEPARTMENT CRIME REPORT

CASE NO. **153**

TYPE OF CRIME (VICTIM APPEARANCE ONLY) **316 P.C. BATTERY**

(LEAVE ANY SPACE NOT APPLICABLE TO SPECIFIC CRIME BLANK) **38th & K (APPROX.)**

DATE AND TIME OF OFFENSE **APR 5 77 0130** TIME NAME, IF COMMERCIAL CRIME **UNEMPLOYED** LOCATION OF OCCURRENCE (OR ADDRESS)

DATE **APR 5 77** TIME **0130** BARRNESS  UNKNOWN  TYPE OF LOCATION **CITY INTERSECTION**

VICTIM'S NAME **BULLARD CHARLES** RESIDENCE ADDRESS **395 28th** RESIDENCE PHONE **736-7696** BUSINESS PHONE **-** EXT. **-**

VICTIM'S OCCUPATION, JOURNAL, RACE, AND ALIEN STATUS **UNEMPLOYED** VICTIM ADVISED TO CONTACT DETECTIVES  YES  NO VICTIM'S CONDITION **INJURED** RACE **N** SEX **M** AGE **22**

PERSON REPORTING CRIME TO POLICE DEPT. **VICTIM** RESIDENCE ADDRESS **-** RESIDENCE PHONE **-** BUSINESS PHONE **-** EXT. **-**

PERSON WHO ESCUED PREMISES **-** RESIDENCE ADDRESS **-** RESIDENCE PHONE **-** BUSINESS PHONE **-** EXT. **-**

PERSON WHO DISCOVERED CRIME **-** RESIDENCE ADDRESS **-** RESIDENCE PHONE **-** BUSINESS PHONE **-** EXT. **-**

WITNESS NAME (OTHER THAN ABOVE) **-** RESIDENCE ADDRESS **-** RESIDENCE PHONE **-** BUSINESS PHONE **-** EXT. **-**

POINT WHERE ENTRANCE WAS MADE: **-** INVESTIGATIVE OR LAB PERSONNEL NOTIFIED (NAME) **-** VALUE OF PROPERTY

METHOD USED TO GAIN ENTRANCE: **-** EXACT WORDS USED BY SUSPECT: **-** CASH, NOTES \$

TOOLS, WEAPON, OR FORCE USED: (EXPLAIN) **FISTS** JEWELRY, PREC. MET. \$

EXACT LOCATION OF PROPERTY WHEN STOLEN: **-** WHERE WERE OCCUPANTS AT TIME OF OFFENSE? **-** FURS \$

APPEARANCE MOTIVE - TYPE OF PROPERTY TAKEN OR OBTAINED: **INJURY** TRADEMARK OF SUSPECT(S) - ACTIONS OR CONVERSATIONS: **-** CLOTHING \$

VEHICLE USED BY SUSPECT(S) - YEAR, MAKE, BODY TYPE, COLOR, LICENSE NUMBER, AND ANY OTHER IDENTIFYING MARKS: **-** OFFICE EQUIPT. \$

IDENTITY OF SUSPECTS ARRESTED BY NAME, BOOKING NUMBER AND CHARGE(S): **(4) FOUR M/W'S NFD** LIST OTHER SUSPECTS HERE ONLY IF ARREST WARRANTED... **-** TV, RADIOS, CAMERAS \$

DETAILS: DESCRIBE EVIDENCE; SUMMARIZE DETAILS NOT GIVEN ABOVE; ITEMIZE AND DESCRIBE ANY PROPERTY OBTAINED, INCLUDING SERIAL NUMBER AND VALUE; UNDERLINE PROPERTY WITH SERIAL NUMBER. **-** FIREARMS \$

THIS REPORT CONTAINS PROPERTY WITH SERIAL NUMBERS:  YES  NO **-** HOUSEHOLD GOODS \$

**BULLARD SAID HE WAS WALKING HOME FROM THE DELPHIN INN. HE IS NOT SURE OF THE EXACT LOCATION BUT SOMEWHERE AROUND 38th & K. FOUR M/W'S NFD JUMPED OUT OF THE BUSHES AND BEAT HIM WITH THEIR FISTS. HE SUSTAINED NUMEROUS CUTS AND BRUISES ABOUT HIS HEAD AND FACE. HE WAS TREATED & REWARDED FROM UNIVERSITY HOSPITAL.**

EVIDENCE OR PROPERTY IMPROVED BY  YES  NO PROPERTY TAG NUMBER(S) **-**

REPORTING OFFICER(S) **PAUL DEWITT** RAGE **280** UNIT **R3** APPROVAL **[Signature]** DIST. OF OCC. **11** DETECTIVE(S) ASSIGNED **-**

FORM (REV. 8-76) U.S. (FORM PD-15) FOR ADDITIONAL INFORMATION IF NEEDED. ADDITIONAL FORM USED:  YES  NO TYPE OF CRIME **316 P.C. (BATTERY)**

APPENDIX B

San Diego Police Department  
Record Section  
Report Desk

## REPORT DESK

**JOB DESCRIPTION:** The Report Desk is responsible for this initial processing of all SDPD crime reports. This includes case number assignment, copy distribution, maintaining a log, and related clerical work.

**NOTE:** The report desk is manned 24 hours a day.

### I PROCESSING CRIME REPORTS

1. Time stamp report.
2. Check report for completeness.
3. Assign case number.
4. Mark routing code-lower left corner.
5. Copy and distribute 2 complete copies of each case to follow-up unit.

#### FACTORS WHICH DETERMINE ROUTING

- a. ALL 187 cases to Central Homicide
  - b. ALL 261, att 261, and 220 cases to Central Sex Crimes
  - c. ALL Stolen bike cases to Central Juvenile
  - d. Beat of Occurance
  - e. Suspect information
  - f. All Central 487 Grand Theft Purse Snatch cases to Central Robbery
  - g. Original and All attached copies of 153's re: Murders to Central Homicide.
6. Type complaint log entry.
  7. Make and distribute additional copies per the distribution sheet.
  8. Pull, type, and refile victim cards (2nd and 3rd watches Monday-Friday; All watches Saturdays, Sundays, and Holidays).
  9. "Close" the complaint log (3rd watch only)
    - a. Log closed approximately 0200 hours daily
    - b. Process all 2nd watchcases from Report Room
    - c. Process all bike reports
    - d. Copy and distribute complaint log

### II TELEPHONIC CASE NUMBER ASSIGNMENT

1. Stolen vehicles-All units form.
  - a. Check license information thru teletype
  - b. Fill out all units
  - c. Yellow copy of all units to teletype
  - d. Type log entry
  - e. White copy of all units to Auto Theft
2. Northern and Southern Detectives-All Crimes.
3. Field Officers- Latent Prints.

**NOTE:** All information listed on the "All units" and "in house" forms must be obtained before issuing a case number. When typing the log entry, the name and ID # of the officer requesting the case number must be indicated in the far right column.

### III COMPLAINT LOG

1. The Complaint log is a listing of crime information in case number order.
2. Only essential information is typed on the log.
3. Specialized entries to be indicated
  - a. Residential burglary 459R
  - b. Commercial burglary 459C
  - c. Burglary room prowl 459rp
  - d. Burglary hot prowl 459hp
  - e. Burglary garage prowl 459gp
  - f. Adult suspect (s) in custody SIC (#)
  - g. Juvenile suspect (s) in custody JIC (#)
  - h. Adult suspect (s) S (#)
  - i. Juvenile suspect (s) J (#)
  - j. Telephonic case number assignment-  
Officer's name and ID number
  - k. Strong arm robbery 211SA
  - l. Armed robbery 211arm
  - m. Run and Cancel Stolen Vehicle S/V r&c
  - n. Petty theft car prowl 488cp
  - o. Petty theft shop lift 488s/l
  - p. Attempted crime (e.g. Attempt burglary) 459att
4. Both the firm name and owner's name are to be listed on the log if both are listed on the report.
5. Both "Board of Education" and the school name are to be listed on the log for all school crimes. In addition, if the stolen items belong to a student, the student's name is to be listed..... also.
6. Both the individual victim's name and firm name are to be listed on the log for "person crimes" e.g., if Yellow Cab is listed as the victim of a robbery, list both Yellow Cab and the cab driver.
7. Clerk's initials are to be typed after the 1st entry on her shift and at the bottom of each log page she completes.

### IV PHONES

1. Answer phones promptly.
2. Provide only case number information to the public.
3. Provide requested information to Law Enforcement Officers.

APPENDIX C

San Diego Police Department  
Records Section  
Crime Complaint Log



APPENDIX D

San Diego Police Department  
Records Section  
Distribution Guidelines

ROUTING INFORMATION FOR REPORTING DESK

1. Sex Crimes --- All beats: NCR copies to Central Homicide
2. Arsons --- All beats: NCR copies to Central Burglary
3. Stolen Vehicles --- All beats: NCR copies to Teletypes
4. Murders (Cases) --- All beats: NCR copies to Central Homicide
5. Murders (153's) --- All beats: Original & all copies to Central Homicide with time stamp
6. Bike cases --- All beats: NCR copies to Central Juvenile
7. Crime reports with errors: Original and all copies time stamped; no case number; entire package to concerned Detail
8. Missing Persons
  - A. Juvenile - Central beats: Time stamp; original & all copies to Central Juvenile
  - B. Juvenile - Northern beats: Time stamp; original & all copies to Southern
  - C. Juvenile - Southern beats: Time stamp; original & all copies to Southern
  - D. Adult - All beats: NCR copies to central Homicide
9. Cases with Central beat, location of occurrence at Juvenile facility (School, recreation Center, etc): NCR copies to Central Juvenile
10. Rapes, Assault with intent to commit rape --- All beats: NCR copies to Central Homicide
11. FI's: Pink copy in inter-office envelope (Report Desk drawer) to be forwarded to Sheriff's Office each Monday morning by R-1 Clerk.  
All other copies to Arrest Section supervisor
12. Property tags: Yellow copy to concerned Detail with case number  
Pink copy to Property Room with case number

CRIME REPORTS FROM OTHER AGENCIES

SAN DIEGO STATE UNIVERSITY REPORTS -- NO TELEPHONIC CASE NUMBER ASSIGNMENTS

1. Time stamp
2. Assign case # ONLY when "Original" is indicated at the top of the report with the Crime Section Supervisor's initials. If this marking does not appear, leave the report in the Crime Section Supervisor's bin.
3. After case # assignment, forward 1 xerox copy to Central Burglary to be used as their "work copy."
4. Process "original" as usual.

WCSO REPORTS -- NO TELEPHONIC CASE NUMBER ASSIGNMENTS

1. No case number assigned.
2. Time stamp; place in 153 bin.

HARBOR POLICE REPORTS -- NO TELEPHONIC CASE NUMBER ASSIGNMENTS

1. Time stamp.
2. Forward original and all copies to Central Burglary.
3. Assign case # ONLY on request from a Detective at the counter.

BOARD OF EDUCATION CASES -- NO TELEPHONIC CASE NUMBER ASSIGNMENTS

1. Time stamp.
2. Assign case number.
3. Forward NCR copies to Central Juvenile
4. Process original as usual.

COMPLAINT LOG DISTRIBUTION

PRESS - 1 (end of so. pg.)	AUTO THEFT - 1
BURGLARY - 1	SOUTHERN - 1
HOMICIDE - 1	NORTHERN - 2
JUVENILE - 1	KEY PUNCH - 1

TOTAL TO BE RUN AFTER LOG IS CLOSED OUT - 8

R-77-110

D-2

XEROX COPY DISTRIBUTION

Central

# COPIES CII 211 EQ. RM. PATROL ADMIN FENCING PRESE C. WRIGHT P&R

FFNAL CODE

148	2	-	-	1	-	-	1	-	-
182	3	1	-	1	-	-	1	-	-
187	3	1	-	1	-	-	1	-	-
192	3	1	-	1	-	-	1	-	-
195	3	1	-	1	-	-	1	-	-
203 M	3	1	-	1	-	-	1	-	-
207	3	1	-	1	-	-	1	-	-
211	6	1	1	1	1	-	1	-	1
217	3	1	-	1	-	-	1	-	-
220	4	1	-	1	1	-	1	-	-
240	3	1	-	1	-	-	1	-	-
241	4	1	-	1	-	-	1	1	-
242	2	-	-	1	-	-	1	-	-
243	4	1	-	1	-	-	1	1	-
244	3	1	-	1	-	-	1	-	-
245	3	1	-	1	-	-	1	-	-
246	3	1	-	1	-	-	1	-	-
261	4	1	-	1	1	-	1	-	-
272	3	1	-	1	-	-	1	-	-
273	3	1	-	1	-	-	1	-	-
275	3	1	-	1	-	-	1	-	-
278	3	1	-	1	-	-	1	-	-
285	3	1	-	1	-	-	1	-	-
288	3	1	-	1	-	-	1	-	-
288a	3	1	-	1	-	-	1	-	-
290	3	1	-	1	-	-	1	-	-
311	3	1	-	1	-	-	1	-	-
314.1	3	1	-	1	-	-	1	-	-
337a	3	1	-	1	-	-	1	-	-
415	2	-	-	1	-	-	1	-	-
447a	3	1	-	1	-	-	1	-	-
449a	3	1	-	1	-	-	1	-	-
451a	3	1	-	1	-	-	1	-	-
459	5	1	-	1	1	-	1	-	1
470	3	1	-	1	-	-	1	-	-
476	3	1	-	1	-	-	1	-	-
476 a,b	2	-	-	1	-	-	1	-	-
488	2	-	-	1	-	-	1	-	-
487	3	1	-	1	-	-	1	-	-
487.3	3	1	-	1	-	-	1	-	-
496.1	3	1	-	1	-	-	1	-	-
503	3	1	-	1	-	-	1	-	-
537	2	-	-	1	-	-	1	-	-
594b	3	1	-	1	-	-	1	-	-
594c	2	-	-	1	-	-	1	-	-
647 a,b	3	1	-	1	-	-	1	-	-
3056	3	1	-	1	-	-	1	-	-
12020	3	1	-	1	-	-	1	-	-
12021	3	1	-	1	-	-	1	-	-
12025	2	-	-	1	-	-	1	-	-

BUSINESS & PROFESSIONAL CODE

25664	3	1	-	1	-	-	1	-	-
25666	2	-	-	1	-	-	1	-	-

VEHICLE CODE

10851	1	1	-	1	1	-	1	-	-
10852	2	-	-	1	-	-	1	-	-
20001	3	1	-	1	-	-	1	-	-
23101	3	1	-	1	-	-	1	-	-
23105	3	1	-	1	-	-	1	-	-

XEROX COPY DISTRIBUTION

Northern and Southern

	# COPIES	CIT	211	SO. RM.	PATROL ADMIN	FENCING	PRESS	C. WRIGHT	P&R
<u>PENAL CODE</u>									
148	1	-	-	-	-	-	1	-	-
162	2	1	-	-	-	-	1	-	-
187	2	1	-	-	-	-	1	-	-
192	2	1	-	-	-	-	1	-	-
195	2	1	-	-	-	-	1	-	-
203 M	2	1	-	-	-	-	1	-	-
207	2	1	-	-	-	-	1	-	-
211	5	1	1	-	-	1	1	-	1
217	2	1	-	-	-	-	1	-	-
220	3	1	-	-	1	-	1	-	-
240	2	1	-	-	-	-	1	-	-
241	3	1	-	-	-	-	1	1	-
242	1	-	-	-	-	-	1	-	-
243	3	1	-	-	-	-	1	1	-
244	2	1	-	-	-	-	1	-	-
245	2	1	-	-	-	-	1	-	-
246	2	1	-	-	-	-	1	-	-
251	3	1	-	-	1	-	1	-	-
272	2	1	-	-	-	-	1	-	-
273	2	1	-	-	-	-	1	-	-
275	2	1	-	-	-	-	1	-	-
278	2	1	-	-	-	-	1	-	-
285	2	1	-	-	-	-	1	-	-
288	2	1	-	-	-	-	1	-	-
288a	2	1	-	-	-	-	1	-	-
290	2	1	-	-	-	-	1	-	-
311	2	1	-	-	-	-	1	-	-
314.1	2	1	-	-	-	-	1	-	-
337a	2	1	-	-	-	-	1	-	-
415	1	-	-	-	-	-	1	-	-
447a	2	1	-	-	-	-	1	-	-
449c	2	1	-	-	-	-	1	-	-
451a	2	1	-	-	-	-	1	-	-
459	4	1	-	-	-	1	1	-	1
470	2	1	-	-	-	-	1	-	-
476	2	1	-	-	-	-	1	-	-
476 a,b	1	-	-	-	-	-	1	-	-
488	1	-	-	-	-	-	1	-	-
487	3	1	-	-	-	1	1	-	-
487.3	3	1	-	-	-	1	1	-	-
496.1	2	1	-	-	-	-	1	-	-
503	2	1	-	-	-	-	1	-	-
537	1	-	-	-	-	-	1	-	-
594b	2	1	-	-	-	-	1	-	-
594c	1	-	-	-	-	-	1	-	-
647 a,b	2	1	-	-	-	-	1	-	-
1056	2	1	-	-	-	-	1	-	-
12020	2	1	-	-	-	-	1	-	-
12021	2	1	-	-	-	-	1	-	-
12025	1	-	-	-	-	-	1	-	-
<u>BUSINESS &amp; PROFESSIONAL CODE</u>									
25664	2	1	-	-	-	-	1	-	-
25666	1	-	-	-	-	-	1	-	-
<u>VEHICLE CODE</u>									
10851	3	1	-	-	1	-	1	-	-
10852	1	-	-	-	-	-	1	-	-
20001	2	1	-	-	-	-	1	-	-
23101	2	1	-	-	-	-	1	-	-
23105	2	1	-	-	-	-	1	-	-



**END**