



**INSLAW**  
**BRIEFING PAPER**  
INSTITUTE FOR  
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# Police Prosecution Report

**PROMIS**  
PROSECUTOR'S MANAGEMENT  
INFORMATION SYSTEM  
An Exemplary Project of LEAA

INSTITUTE FOR  
LAW AND  
SOCIAL RESEARCH  
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PROMIS (Prosecutor's Management Information System) is a management information system (computerized or manual) for public prosecution agencies and the courts. Developed under a grant from the United States Department of Justice, Law Enforcement Assistance Administration (LEAA), PROMIS has been in operation in Washington, D.C., since January 1971 and is in various implementation stages in more than 30 other jurisdictions.

LEAA has designated PROMIS an Exemplary Project. Such designation is reserved for criminal justice programs judged outstanding, worthy of national attention, and suitable for adoption by other communities.

The Institute for Law and Social Research (INSLAW) has prepared a series of 21 briefing papers to explain to nontechnical audiences of prosecutors, court administrators, criminal justice planners, and members of the bar the underlying concepts of management and organization inherent in PROMIS. It is expected that these briefings will assist other jurisdictions to evaluate and when appropriate, implement PROMIS in part or in its entirety. The implementation can range from adoption of the concepts of management and organization, to the use of PROMIS forms and paperwork procedures, to the application of the manual or semiautomated version of PROMIS, and, finally, to the installation of the computer software.

Other PROMIS documentation produced by INSLAW under grants from LEAA includes a handbook on *PROMIS For The Nonautomated or Semiautomated Office*, research designs for using PROMIS data bases in statistical studies of criminal justice policies, a six-volume set of computer software documentation, and a 20-minute color documentary of PROMIS (16mm film or video cassette) for nontechnical audiences.

The 21 briefings are as follows:

1. Management Overview of PROMIS
2. Case Screening
3. Uniform Case Evaluation and Rating
4. Special Litigation (Major Violators) Unit
5. Witness Notification Unit
6. Paralegals
7. Comprehensive Training
8. Reasons for Discretionary and Other Actions
9. Counting by Crime, Case and Defendant
10. Research Uses of PROMIS Data
11. Uniform Crime Charging Manual
12. Police Prosecution Report
13. Crime Analysis Worksheet
14. Processing and Trial Preparation Worksheet
15. Police Intake Worksheet
16. Standardized Case Jacket
17. Interface with Other CJIS
18. Privacy and Security
19. Analysis of Costs and Benefits
20. Transferability
21. Optional On-Line Inquiry and Data Input Capability

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**PROMIS**  
**BRIEFING SERIES\***

## ACQUISITIONS

**12. Police  
Prosecution  
Report**

As utilized by police and prosecutors in Washington, D.C.,<sup>1/</sup> a Police Prosecution Report is completed by the arresting officer prior to his or her meeting with the screening prosecutor, usually on the afternoon of, or morning after, the arrest. This report contains essential details of a case, helps the screening attorney arrive at an informed charging decision, and constitutes a key source of information for subsequent entry in PROMIS.<sup>2/</sup> (The report described here is presented as an example only; variations of it could be successfully adopted by other jurisdictions.)

In many respects, the Police Prosecution Report anticipated by several years a recommendation of the National Advisory Commission: "The prosecutor should develop for the use of the police a basic police report form that includes all relevant information about the offense and the offender necessary for charging, plea negotiations, and trial. The completed form should be routinely forwarded to the prosecutor's office after the offender has been processed by the police."<sup>3/</sup>

GENERAL OBSERVATIONS ABOUT THE PPR FORM

Within the District of Columbia, there are several police agencies. All use the same Police Prosecution Report form. This assures that prosecutors consistently receive complete details uniformly recorded. Otherwise prosecuting attorneys would have to familiarize themselves with what would be a bewildering array of police forms, which might not contain all the needed information, nor utilize the same terminology, nor place informational items at the same relative location on the reports.

All this is extremely important when one considers the assembly-line nature of case processing; prosecutors from screening to trial do not have time to fumble through a variety of different police report forms, to try to remember where on a particular form a key piece of information is located, and to interpret varying jargon.

\*One of a series of 21 Briefing Papers for PROMIS (Prosecutor's Management Information System), this publication was prepared by the Institute for Law and Social Research (INSLAW), Washington, D.C., under a grant from the Law Enforcement Assistance Administration (LEAA), which has designated PROMIS as an Exemplary Project. Such a designation is reserved for criminal justice programs judged outstanding, worthy of national attention, and suitable for adoption by other communities. Presenting a bird's-eye view of PROMIS capabilities, the Briefing Papers are one facet of INSLAW's LEAA-funded program designed to assist local prosecutors evaluate and, when appropriate, implement PROMIS. In January 1971, the computerized information system was initiated in Washington, D.C., where prosecutors continue to rely upon PROMIS to help them manage more effectively an annual work load involving allegations of 8,500 serious misdemeanors and 7,500 felonies. (A manual version of PROMIS is also available and parallels the capabilities of the computerized system.)



And when, as with the Police Prosecution Report, a form also serves as a computer input document, uniformly consistent and complete data are imperative.<sup>4/</sup> (The black, sidewise triangles on the accompanying Police Prosecution Report denote information that is entered in PROMIS. The Police Prosecution Report is a five-page form, the last four pages being copies of page one.)

#### ITEM-BY-ITEM EXPLANATION OF THE PPR

Illustrated at the end of this PROMIS Briefing, the Police Prosecution Report is basically self-instructional. Many of the informational items on the form do not require explanation; those that do are elaborated upon below and are keyed to the Police Prosecution Report according to the number appearing in each of the form's "information blocks."

Item 2: Complaint Number. This is a unique incident number assigned by the police headquarters dispatcher when (1) an officer is sent to the scene of a crime, (2) a citizen calls the police to report an incident, or (3) officers discover a criminal act in progress.

With the complaint number, PROMIS can track the full history of court actions arising from the crime even though they may involve multiple defendants, multiple cases, and multiple trials and dispositions. Information on dispositions can be used to update police complaint records. Through the complaint number, PROMIS can identify those defendants who, although given different docket numbers, will probably be tried together.

The complaint number also permits PROMIS to prevent an inadvertent and artificial inflation in court and prosecution workload statistics because (1) it focuses on "triable units" rather than on court case or docket numbers and (2) it provides a permanent identity to a crime as it is prosecuted, even though a succession of docket numbers may be assigned to the same prosecution as it passes from one stage of the proceedings to the next.<sup>5/</sup>

Item 3: I.D. Number. Aliases, misspellings, and similar or identical names do not permit storing or retrieving information about the accused on the basis of their names alone. Thus a unique eight-digit identification number is assigned by police to the accused following arrest. Based in part on the arrestee's fingerprint classification, the same number is assigned again upon subsequent arrests of the same individual.



The number enables PROMIS to detect multiple cases against the same defendant, to assure that changes in case status are entered in the proper records and files of the computerized system, to guarantee that accurate criminal history data are collected, to update police arrest records with dispositions, to furnish the court with accurate information about pretrial conditional release violations, and to supply correctional agencies with data about the crime for which the defendant was convicted.6/

Item 4: Arrest Number. This is a booking number assigned to the accused at the time of arrest.

Item 5: T.T. Number. If an arrest involved a teletype communication, its number is recorded.

Item 6: CID Number. If the Criminal Investigation Division of the police has investigated the incident, the file number of the resultant report is noted.

Items 8 and 9: Defendant's Name(s). The accused's "true name" is the one given to police at the time of the suspect's first arrest. It is the name of record according to police files and the one utilized by other criminal justice components. This is distinguished from "defendant's name," which is the one (possibly different) given at the time of subsequent arrests.

Item 39: Statement of Facts. The arresting officer records the facts surrounding the offense and arrest, including the present condition of any injured person.

Item 41: Final Disposition. This information is recorded after police are informed of the ultimate disposition of the case (rejected at screening, terminated through a nolle prosequi action, dismissed, guilty/not guilty, etc.).

A copy of the Police Prosecution Report is filed in the case jacket, along with other forms.7/ Data designated by the sidewise triangles are entered into PROMIS regardless of the disposition of the case.



## FOOTNOTES

1/In the District of Columbia, the U.S. Attorney serves as the local prosecutor. About 75 lawyers are assigned to the D.C. Superior Court (equivalent to a state court of general jurisdiction), where prosecution of local "street crime" cases is conducted. About 16,000 allegations of such crimes are considered for prosecution annually.

2/For an overview of the screening process, and of how the Police Prosecution Report relates to it and to other forms, see Briefing No. 2, Case Screening.

3/National Advisory Commission on Criminal Justice Standards and Goals, Courts (Washington: Government Printing Office, 1973), p. 247.

4/See Briefing No. 2, Case Screening, for additional comments on the value of well designed forms.

5/See Briefing No. 9, Counting by Crime, Case and Defendant, for a more detailed discussion of this issue.

6/Ibid.

7/See Briefing No. 16, Standardized Case Jacket.



METROPOLITAN POLICE DEPARTMENT WASH., D. C.  
PROSECUTION REPORT

PD FORM 103 REVISED 3/70

		1. PROSECUTOR'S CHARGES			2. COMPLAINT NO.	
					3. I.D. NUMBER	
8. DEFENDANT'S TRUE NAME (Last, First, Middle) ID ONLY		Pros's Name		Date		
9. DEFENDANT'S NAME (Last, First, Middle)		12. SEX	13. RACE	14. DATE OF BIRTH		4. ARREST NO.
17. ALIASES OR NICKNAME		15. CITY AND STATE OF BIRTH			5. T. T. NO.	
11. ADDRESS		16. TIME IN THE DISTRICT OF COLUMBIA			6. CID NUMBER	
17. CO-DEFENDANTS: NUMBER _____ IF MORE THAN 4 CO-DEFENDANTS, LIST NAME & ADDRESSES OF OTHERS IN STATEMENT OF FACTS SEC.						
18. NAME AND ADDRESS			NAME AND ADDRESS			
1			2			
3			4			
19. POLICE CHARGE(S)						
20. LOCATION OF OFFENSE				DATE	TIME	
21. LOCATION OF ARREST				DATE	TIME	
22. ARRESTING OFFICER'S NAME, RANK, BADGE NO. & UNIT OR AGENCY				23. ASSISTING OFFICER'S NAME, RANK, BADGE NO. & UNIT OR AGENCY		
24. DEFENDANT ADVISED OF RIGHTS						
DATE	TIME	LOCATION	ADVISING OFFICER'S NAME	RANK	BADGE NO.	UNIT
25. WITNESSES: FOR ADDITIONAL WITNESSES USE STATEMENT OF FACTS SECTION						
NAME (Last, First & M.I.)		ADDRESS	AGE	HOME PHONE	BUSINESS PHONE	
1						
2						
3						
4						
26. PROPERTY STOLEN (✓ IF YES [ ] AND RECOVERED (✓ IF YES [ ] ) OR ITEMS OF EVIDENCE						
(a) IDENTIFICATION		(b) HOW, WHERE, WHEN RECOVERED		(c) FROM WHOM		(d) If Stolen
1						
2						
3						
4						
27. WORK HISTORY (INCLUDE PRESENT JOB, IF ANY ON LINE 1)						
FROM - DATES - TO	EMPLOYER	ADDRESS	BUS. PHONE	OCCUPATION		
1						
2						
3						
28. ARREST RECORD SUMMARY			29. M.O. (Weapons or instruments used, Hangouts and Habits)		30. RIGHT THUMB PRINT	
1		2				
3		4				
5		6				

PAGE 1 TO I.D. - PAGE 2 & 3 TO PROSECUTOR OR IF JUVENILE TO Y.D. - PAGE 4 OFFICER - PAGE 5 (YELLOW) DISTRICT COPY  
PAGE 1 REVERSE CARBON AND FILL IN REVERSE SIDE OF THIS FORM

FIGURE 1  
POLICE PROSECUTION REPORT  
(continued on next page)



**REVERSE CARBON**

31. FAMILY AND RELATIVES				
RELATIONSHIP	AGE	NAME (Last, First & M.I.)	ADDRESS	PHONE NUMBER

32. FRIENDS AND ASSOCIATES			
NAME (Last, First & M.I.)	AGE	ADDRESS	PHONE NUMBER

<b>33. ATTACHMENTS BROUGHT TO PROSECUTOR: (Check)</b> <input type="checkbox"/> CONTINUATION REPORT <input type="checkbox"/> LOCAL RECORD <input type="checkbox"/> ARREST REPORT <input type="checkbox"/> F B I RECORD <input type="checkbox"/> OFFENSE REPORT <input type="checkbox"/> STATEMENTS <input type="checkbox"/> SUPPLEMENT REPORT <input type="checkbox"/> CERTIFICATE OF NO <input type="checkbox"/> SEARCH WARRANT            GUN LICENSE <input type="checkbox"/> ARREST WARRANT <input type="checkbox"/> CITATION		<b>34. DRAFT STATUS: NO. &amp; ADDRESS OF LOCAL DRAFT BOARD</b> <b>35. SELECTIVE SERVICE NO. OR ARMED FORCES SERIAL NO.</b> <b>36. MILITARY EXPERIENCE; BRANCH OF SERVICE &amp; DATES FROM - TO</b> <b>37. DATE OF INDUCTION</b> <b>38. DATE AND TYPE OF DISCHARGE</b>
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**39. STATEMENT OF FACTS** Give a brief statement, in your own words, of the facts surrounding the offense and the arrest. Indicate oral or written statements made by the defendant(s). Use Continuation Form PD 202 A for additional space. Note present condition of any injured person(s).

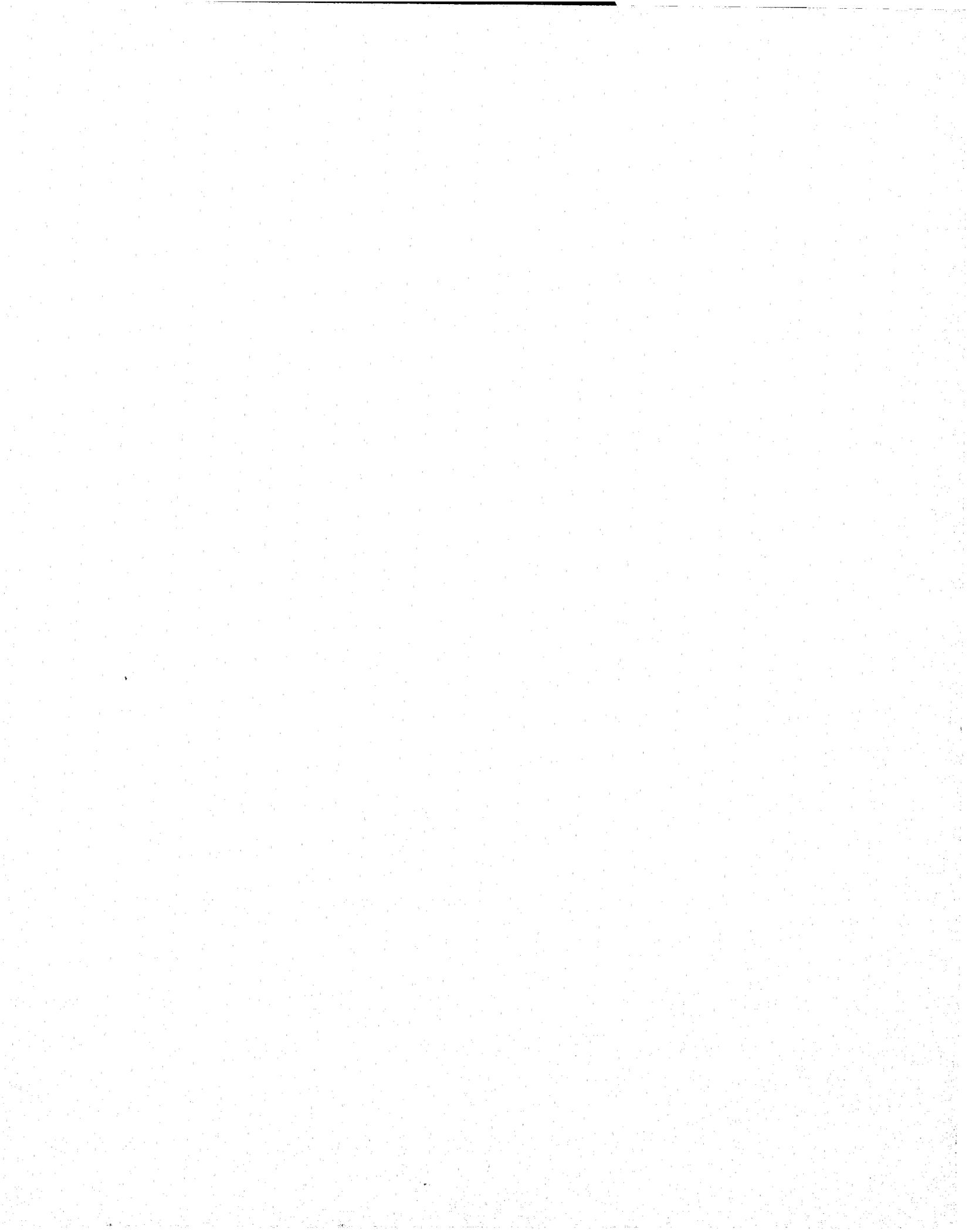
**40. FOR PROSECUTORS USE**

<b>41. FINAL DISPOSITION</b>							
<b>42. SIG. OF OFFICER MAKING STATEMENT</b>	<b>BADGE</b>	<b>RANK</b>	<b>UNIT</b>	<b>DATE</b>	<b>43. SIGNATURE OF REVIEWING OFFICIAL</b>	<b>DATE</b>	

PAGE 1

FIGURE 1 (Concluded)  
POLICE PROSECUTION REPORT





**END**