

LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
POLICE TECHNICAL ASSISTANCE REPORT

SUBJECT: Raleigh County, Princeton, and Bluefield, West Virginia;
Police Records System Analysis

REPORT NUMBER: 76-7

FOR: Raleigh County, West Virginia, Sheriff's Office
Raleigh County Population: 73,935
Police Strength (Sworn): 29
Total: 33
County Area: 610 square miles

Princeton, West Virginia, Police Department
Princeton Population: 7,300
Police Strength (Sworn): 20
Total: 21
City Area: 5 square miles

Bluefield, West Virginia, Police Department
Bluefield Population: 17,000
Police Strength (Sworn): 30
Total: 32
City Area: 9 square miles

TRACTOR: Westinghouse Justice Institute

SULTANT: Larry R. Walton

TRACT NUMBER: J-LEAA-003-76

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ACQUISITIONS

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FOREWORD

This request for Technical Assistance was made jointly by the Raleigh County, West Virginia, Sheriff's Office; the Princeton, West Virginia, City Manager's Office; and the Bluefield, West Virginia, Police Department. The requested assistance was concerned with reviewing the existing criminal records system of each jurisdiction and recommending areas that need improvement.

Requesting Agencies: Raleigh County Sheriff's Office,
Sheriff Okey Mills;

City of Princeton, Harry Price,
City Manager;

Bluefield Police Department,
Andy Dodson, Chief of Police

State Planning Agency: Governor's Committee on Crime,
Delinquency, and Correction
Mr. Mike Minsker

Approving Agency: LEAA Region III (Philadelphia),
Mr. Edwin S. Schriver, Police Specialist

1. INTRODUCTION

The requested technical assistance required the analysis of three separate jurisdictions, as follows:

- o Raleigh County, West Virginia

The county seat of Raleigh County, West Virginia, is Beckley, located along State Highway 21, approximately 60 miles south of Charleston, West Virginia. The Sheriff's Office is staffed by the Sheriff, 1 chief deputy, 1 lieutenant, 1 sergeant, 2 corporals, 23 deputies, 1 secretary, and 3 clerk-dispatchers (CEDA funded). The county population is approximately 74,000 of which almost 25,000 live in communities with police departments. The Sheriff's Office operates the County Jail, serves civil processes, and performs the functions of a municipal police department in the unincorporated area of the county, which contains 597 of the county's total 610 square miles. In 1975, the Sheriff's Office made 1,213 arrests and housed a total of 4,774 persons in the County Jail. Part I Crime for the first 6 months of 1975 consisted of 26 reported crimes. In 1971, the Sheriff's Office was placed under civil service statutes.

- Princeton, West Virginia

Princeton is located in Mercer County along State Highway 21, approximately 95 miles south of Charleston and approximately 35 miles south of Beckley. The Police Department is staffed by the Chief of Police, 1 captain, 2 lieutenants, 4 sergeants, 12 patrolmen, and 1 secretary. The population of Princeton is approximately 7,300. City area is approximately 5 square miles. In 1975, there were 149 reported Part I Crimes, a rate of 2,000 per 100,000 population. In 1975, the Department made 74 Part I and 665 Part II arrests, and investigated 418 traffic accidents. The Princeton Police Department uses the Mercer County Sheriff's Jail for incarceration of arrestees.

- Bluefield, West Virginia

Bluefield is located in Mercer County along State Highway 21, approximately 102 miles south of Charleston and 7 miles south of Princeton. The Police Department is staffed by the Chief of Police, 1 captain, 2 lieutenants, 4 sergeants, 22 patrolmen, and 2 secretaries. The Bluefield population is approximately 17,000. City area is approximately 9 square miles. In 1975, the Police Department reported 585 Part I Crimes for a Crime Index of approximately 3,440 per 100,000 population. In 1975, the Department made 103 Part I and 931 Part II arrests, and responded to approximately 5,900 calls for service.

Analyses conducted in this study, together with the conclusions and recommendations resulting therefrom, were based on interviews with personnel of the above agencies, observations of recordkeeping procedures, review of work documents, examination of statistical reports, and review of records currently maintained by each agency.

Persons interviewed included the following:

- Mr. Mike Minsker, West Virginia Governor's Committee on Crime, Delinquency, and Correction.
- Mr. Donald Davidson, West Virginia Governor's Committee on Crime, Delinquency, and Correction.
- Sheriff Okey Mills, Raleigh County Sheriff's Office.
- Chief Deputy Robert Belcher, Raleigh County Sheriff's Office.
- Sergeant Harold Gwinn, Raleigh County Sheriff's Office.
- Corporal Victor Birchfield, Raleigh County Sheriff's Office.
- Deputy Gary Roark, Raleigh County Sheriff's Office.
- Deputy C. A. Farley, Raleigh County Sheriff's Office.
- Sandy Basham, Matron, Raleigh County Sheriff's Office.
- Pat Lopez, Secretary, Raleigh County Sheriff's Office.
- Alex Hendrick, Dispatcher, Raleigh County Sheriff's Office.
- Andy Dodson, Chief of Police, Bluefield Police Department.
- Sergeant W. B. Mathena, Bluefield Police Department.
- Harry Price, City Manager, Princeton.
- Alfred Lucas, Chief of Police, Princeton Police Department.
- Sergeant W. R. Hedrick, Princeton Police Department.

Data collected and reviewed by the Consultant included the following:

- Raleigh County Sheriff's Office Table of Organization.
- Princeton Police Department Table of Organization.
- Bluefield Police Department Table of Organization.
- Reported Crimes, 1975, Raleigh County, Princeton and Bluefield, West Virginia.
- Department report forms, Raleigh County Sheriff's Office, Princeton and Bluefield Police Departments.

2. UNDERSTANDING OF THE PROBLEM

Over a period of time, the three law enforcement agencies involved in this study have become aware that their respective records systems have not been providing so complete and efficient service as desirable. The Raleigh County Sheriff's Office, in particular, only began providing criminally oriented services in 1971. Prior to that time, the Sheriff's Office restricted its activities to operation of the County Jail and civil processes. Therefore, as a result of dissatisfaction with their respective systems, the three agencies involved requested assistance in reviewing their recordkeeping activities and reports for the purpose of improving operational efficiency.

3. ANALYSIS OF THE PROBLEM

3.1 Raleigh County Sheriff's Office

The Raleigh County Sheriff's Office has been involved directly in criminal matters only since 1971; therefore, its criminal records system is relatively new. The system is not centralized -- Arrest and jail records, fingerprints, and arrestee photographs are maintained on the fourth floor of the County Court House located in the County Jail; forms used for reporting offenses are kept in the Detectives' office; communications-related records are kept in the Dispatcher's Office; and traffic accident reports are kept in the Sheriff's Office. This decentralization exists, in part, because the Dispatcher's Office is closed during certain hours of the day, due to limited manpower. During these times, Jail personnel provide dispatching services. As a result, the recordkeeping system suffers because of decentralized maintenance of specific records and a lack of control and direction. Any major improvement of the existing system must be predicated on the hiring of sufficient dispatchers to provide 24-hour, 7-day-a-week service.

An effective system for an agency of this size requires the Sheriff's secretary to have overall responsibility and authority for the records system. A significant portion of the filing, indexing, and the like should be performed by dispatchers during slack periods, under the secretary's supervision. Subsequent comments are based on the assumption that this will be done, and that criminal records will be centralized in the Communications Office.

The existing system is as follows:

- Radio Report -- The Radio Report serves as an FCC log. It is 11 by 14 inches and is used to record communications with field personnel. Two different types are used: One by personnel in the Communications Center, and another by Jail personnel. Both reports are filed chronologically. The large form size dictates special provisions for storage.
- Comment -- Centralization of the records function would, of course, negate the necessity of the Radio Report's being prepared at two different locations. However, regardless of whether records are centralized, the "old" Radio Report used by Jail personnel should be abolished. All involved personnel should use the same form. The form itself should be reduced in size to 8 1/2 by 11 inches as a step in standardizing filing procedures and records storage receptacles. The form could be

simplified considerably, since other recommended reports contain most of the information now entered on this form. A simple form containing columns labeled "Time," "Unit," "IO-Signal," and "Location," and having space for the dispatcher's signature, should suffice.

- Report of Emergency -- This report is used only on the Evening and Night Shifts and is a preliminary information sheet for the detectives. To some extent, it duplicates the Radio Report, but it also provides information not normally placed on the Radio Report. The Report of Emergency actually attempts to serve as a notification of an occurrence and of actions taken, as a formal report of an incident; and as a checklist of actions to be taken by the recipient of the call at the time the incident occurred.
 - Comment -- Since the Report of Emergency form is apparently not necessary on the Day Shift, there is some question about its value. This report attempts to serve too many purposes and, thus, serves no purpose well. Other existant (and proposed) forms further negate the value of this report. Therefore, it is recommended that the form be abolished.
- Complaint Report -- The Complaint Report serves as formal report of offenses and other field incidents. It is normally completed by a detective, and may be based on a Report of Emergency completed by the dispatcher during the detective's absence. The report is not numbered, and no index cards are made from the report for cross-reference. After completion, it is filed chronologically in one of two books, labeled "Misdemeanor" or "Felony," based on the seriousness of the offense. All reported non-criminal incidents are filed in the Misdemeanor book. There is no supervisory check to ensure proper completion of the report.
 - Comment -- In most cases, the Complaint Report should be completed by a field deputy rather than a detective. When both are unavailable, this report should be completed by the dispatcher instead of the Report of Emergency. A sequential number should be assigned each report. It should be filed by that number; cross-reference files should be established, and all reports should be

approved by a supervisor at the time of completion. Details of numbering, filing, cross-referencing, and so on, are presented in Section 4.1.4. An example of a more detailed report form for this purpose is presented in Appendix A.

- Report of Investigation -- This report is used by the detectives as a followup and/or supplemental report. At times, it is also used in place of the Complaint Report as the formal report of an offense. It is unnumbered, and filed chronologically in the same Misdemeanor or Felony books previously described.
 - Comment -- The Complaint Report should be used in all cases for the preliminary recording of an offense. Its use should be restricted to followup and/or supplemental purposes. Much of the information contained in the Report of Investigation duplicates information that should be in the Complaint Report (see recommended Offense Report in Appendix A). The report should bear the number of the related Complaint (Offense) Report and should be maintained by number as a Case File in the Detective Unit until the suspect has been arrested. At that time, the report and attachments should be filed with the recommended Arrest Packages.
- Notification of Arrest -- This report is contained on a 3- by 5-inch card. One copy is forwarded to the Justice of the Peace, one copy is retained and filed in the Jail (sequentially numbered), and one copy is retained by the arresting officer. No formal notification of an arrest is given to the Detective Unit. In conjunction with the Notification of Arrest, an Arrest Ledger is maintained at the Jail. All arrestees receive a sequential number, which is based on the number of days the present Sheriff has been in office. The ledger serves as a "Jail Blotter" and provides a cross-reference to the Jail Record envelope, maintained alphabetically in the Jail.
 - Comment -- As a formal arrest report, the Notification of Arrest is poorly designed. A more simple form would suffice for Jail prisoner accounting purposes. For arrest reporting purposes, it is recommended that

the proposed Arrest Report (see Appendix A) be adopted. Copies of all Arrest Reports should routinely be forwarded to the Detective Unit. Arrest Reports should be 8 1/2 by 11 inches in size for uniformity in processing. The booking number assigned to each arrestee should not be based on the days in office of a particular sheriff. When the booking number system is based on days in office, a duplication of numbers occurs as the sheriffs change. Over the years, this would lead to confusion and inefficiency in locating prior record information. It is recommended that a series of numbers be established as follows: Each January 1, the numbering sequence should start with number 1 followed by the last two digits of the year (i.e., the first arrest in 1977 would be 1-77, the second arrest would be 2-77, and so on). This would provide a stable numbering system and, at the same time, provide instant information about the number of persons booked for the year at any time during the year.

- Traffic Accident Report -- This report is used to report traffic accidents. One copy is forwarded to the State and the other is filed chronologically in the Sheriff's personal office. The report is not numbered, and no cross-index files are maintained.
 - Comment -- The report copy retained by the Sheriff's Office should be filed and cross referenced as recommended.
- Traffic Citation -- The traffic citation is an abbreviated copy of the Uniform Traffic Citation. It consists of four copies: One copy is forwarded to the Justice of the Peace, one copy is given to the violator, one copy is retained permanently by the issuing officer, and one copy is filed chronologically in the office. Actually, this "filing" merely consists of bundling and storing the citations. An index file of traffic violators is maintained alphabetically in the Communications Office.
 - Comment -- It is recommended that this traffic citation be replaced with the

Uniform Traffic Citation recommended by the National Safety Council. The copy now retained by the issuing officer should be kept alphabetically by his name in Department files. This would ensure the officer's availability at court time. After trial, this copy could be destroyed. State computer files of traffic violator histories generally make Department files of such information unnecessary. In the absence of such computer files, citation information should be entered on a pertinent Master Name Card rather than in a separate and distinct Traffic Violator File. The office copy of the citation should be filed by violator's name for approximately three years and then destroyed.

- Property Report -- The Sheriff's Office does not use an actual "Property Report" to report receipt of property received into official custody. However, property is identified by means of a Property Tag that bears identifying information, or a plastic Property Envelope (for small items) that contains a write-on area to record identifying information. Official procedures do not specify that evidential and found property must be turned in, nor are provisions in effect that require information regarding property booked to be included in connecting reports. In conjunction with the Property Tag system, a Property Ledger is maintained. This ledger contains appropriate identifying information, but entries are not numbered.
- Comment -- Official procedures should be established that require all evidential or found property coming into the possession of a deputy to be booked officially into custody and that this information be included in all related reports. In each instance that property is booked into custody, a sequential number should be assigned from the Property Ledger. The Property Tag or Envelope should bear that number. A more detailed description of an appropriate system is presented in Section 4.

- Daily Report -- The Sheriff's Office does not use a form to report the daily activities of field personnel. However, a Daily Report of citations issued and arrests made by Evening and Night Shift personnel is prepared. Contents of this report are limited to such items as name of the arrestee/violator, age, address, circumstances, arresting/citing officer. The report is prepared only for the Sheriff's information.
- Comment -- It is recommended that this report be abolished and that an Officer's Daily Report (see Appendix A) be adopted for use by all field personnel.
- Prisoner Booking Processing -- When an arrested person is brought to the Jail, a Temporary Commitment, the Notification of Arrest, and a Jail Record Envelope are completed. Identification information is entered in an Arrest Ledger, which bears a previously discussed sequential number. This number is entered on the Temporary Commitment form, the Notification of Arrest, and the Jail Record Envelope. The envelope contains identifying information about the arrestee, the court case, disposition, and the like, and is used to store all paperwork associated with the incarceration of that particular prisoner (e.g., warrants, medical records, a copy of the Temporary Commitment, and the subsequent actual commitment, if any). The envelope is then filed alphabetically in an Active File. A copy of the Temporary Commitment is filed separately alphabetically. The Notification of Arrest is filed numerically to provide an additional cross-reference. After the prisoner is released, the Jail Record Envelope is refiled alphabetically in an Inactive File. All prisoners arrested for felonies, driving while intoxicated, and those misdemeanors for which there is a special request are fingerprinted. One copy of these fingerprints is forwarded to the FBI and one copy is maintained alphabetically in the Jail Office separate from the Jail Record Envelope. Only felony prisoners are photographed. Photographs are fastened to a 5- by 9-inch card containing general identifying information and filed by letter only in a separate file in the Jail Office.

- Comment -- The Notification of Arrest form has been previously discussed. As an arrest report, its value is very limited. As a cross file by number to the alphabetically maintained Jail Record Envelope, it duplicates the sequentially numbered Arrest Ledger. This form would become obsolete and could, therefore, be abolished upon adoption of the recommended Arrest Report (see Appendix A). If continued use of the form is desirable, it should be stored in the Jail Record Envelope with other papers. Its maintenance as a cross-reference is unnecessary since the Arrest Ledger accomplishes the same thing. The separately filed copy of the Temporary Commitment should also be filed in the Jail Record Envelope. Since the Jail Record Envelope is filed alphabetically, the Temporary Commitment File is also duplicative.

- Fingerprinting of prisoners should not be limited to certain classes. All prisoners should be fingerprinted, subject to legal restrictions. The copy of fingerprints kept in the Jail Office should be kept in the recommended Arrest Package. Photographing of prisoners should not be limited to felons. All prisoners should be photographed, subject to legal restrictions. Copies of photographs would be more available to investigators if they were kept in the concerned Arrest Jacket. If maintaining a copy of each prisoner's photograph in the Jail Office is determined to be essential, the copy should be kept in the Jail Record Envelope.

- Files -- Police records files consist of the following:
 - Radio Report -- Filed chronologically.
 - Complaint Report -- Filed chronologically, subdivided by Misdemeanor and Felony.
 - Report of Investigation -- Included in the Complaint Report.

- Traffic Accident Report -- Filed chronologically.
- Traffic Citation -- Bundled together, semichronologically.
- Notification of Arrest -- Filed numerically in the Jail.
- Jail Record Envelope -- Filed alphabetically in the Jail.
- Fingerprints -- Filed alphabetically in the Jail
- Prisoners' Photographs -- Filed by letter in the Jail.

One 5- by 7-inch index card file is maintained where traffic citations issued to a particular individual by Sheriff's Office personnel are listed and alphabetically filed. Two ledgers are maintained -- Arrest and Property.

This, in general, describes the Raleigh County Sheriff's Office criminal records system. As noted, there are several specific areas where modification would improve the efficiency of the system. However, this system simply does not provide the level of service that is appropriate and desirable. In most cases, the only access to stored information depends on knowledge of the date of occurrence. Cross-references are at a minimum and a numbering system for basic reporting is lacking completely. It is the Consultant's opinion that the most appropriate solution, offering the greatest improvement, would be adoption of the system described in Section 4.

3.2 Princeton Police Department

The records system of the Princeton Police Department is characterized by a series of cross-reference index card files that use variously assigned numbers for different classes of reports. The system is centralized, with most of the clerical tasks being performed by the Chief's secretary. Most records are readily available to the dispatcher, who is usually the captain (Day Shift) or a lieutenant.

The existing system is as follows:

- Radio Log -- The Radio Log serves as the FCC log and is used to record communications with field units. It is filed chronologically.

- Comment -- In the absence of automatic taping equipment (which appears to be unnecessary for the call volume), this report serves its purpose effectively.

- Report of Investigation -- This report is used to record the circumstances of most reported crimes. A sequential number is assigned by the secretary, and the report is filed by that number in the Report of Investigation file. An index card is prepared and filed alphabetically by name of the victim on a Rolodex File reserved for crime reports only. This report is also used as a supplemental and/or followup report. For those crimes considered less important, including thefts and burglaries from vehicles, only a one-line entry is made on a Daily Citizen's Call Report, which is 8 1/2 by 14 inches in size. This entry includes date, time, name, and address of person reporting; nature of the call; and person receiving the call. Crime-related entries on this form are those most commonly reported only for insurance purposes. Such entries are not indexed or cross-referenced but are counted for reporting purposes. The Daily Citizen's Call Report is filed chronologically in a special file.

- Comment -- The Report of Investigation is a two-page report, which can be effectively reduced to a single page. It is recommended that the proposed Offense Report be substituted for this form. The Report of Investigation form should be used only for supplemental and/or followup reporting. The more simple Supplemental Report (see Appendix A) could be substituted for the Report of Investigation. The absence of a chronological ledger, coupled with the assigned number, precludes the possibility of locating a particular report swiftly by date of occurrence (of course, the sequentially-filed report provides this service in a more laborious manner). It is recommended that an Incident Ledger (described in Section 4.1.1) be adopted. Separate index files by name for separate types of incidents are unnecessarily duplicative. It is also recommended that a single Master Name File be adopted. The practice of reporting "minor" offenses as only a one-line entry on the Daily Citizen's Call Report tends to introduce inaccuracies into the system. The temptation of

officers to downgrade the importance specific offenses to simplify reporting is also present. Most authorities agree that the only proper system calls for complete reporting of all crimes regardless of degree of importance. It is also recommended that the Daily Citizen's Call Report be abolished and the proposed Offense Report be used for the reporting of all crimes, as advocated by the FBI. All such reports should be subjected to the same indexing and cross referencing. No provision is made for reporting certain noncriminal incidents of official interest. It is recommended that a Miscellaneous Incident Report (described in Section 4.1.5) be adopted for this purpose.

- Arrest Report -- This report is on a 3- by 5-inch card that serves as a notification to the Mercer County Sheriff, who performs jail functions for the Princeton Police Department. Details of the actual arrest are recorded only in the concerned officer's notebook. A copy of the card is filed by a prestamped number that appears on each report. At the time a person is first arrested in Princeton, a City Arrest Number is assigned and a Criminal History Record (8 1/2- by 11-inch form) is created. The Criminal History Record contains identifying information and space for a one-line entry (date, charge, officer, the number from the notification card, and disposition) for each arrest. The record is filed by the City Arrest Number. An arrest index card, filed alphabetically on a Rolodex File, serves as a cross reference to the Criminal History Record, which in turn serves as a cross reference to the notification card (Arrest Report). The arrest index card file is separate from the name file maintained for victims of crimes. These same reports and indices are used in connection with the issuance of traffic citations.

- Comment -- As a formal report of an arrest, this report does not provide appropriate information. It is recommended that the Arrest Report (see Appendix A) be adopted for the reporting of arrest details. If the Mercer County Sheriff requires completion of the present 3- by 5-inch card, the Department copy should be filed in an individual Arrest Package rather than in a

separate numerical file. This would allow for the abolishment of this notification card file. The 8 1/2- by 11-inch Criminal History Record sheet is unwieldy in size and could be abolished if the identifying information thereon were placed on the arrest index card. This would result in searching through one less file to ascertain an individual's local criminal record, since all arrest information would be listed on a single 3-by 5-inch index card (or multiples thereof). Cross-reference to actual arrest-related documents filed by City Arrest Number would be provided by inclusion of the City Arrest Number on the index card. This index file could be incorporated into the offense victim file, thus reducing the number of separate files. An Arrest Ledger should also be adopted as described in Section 4.1.11. It is further recommended that the Princeton Police Department adopt the Uniform Traffic Citation and that processing and indexing be in accordance with the procedure described in Section 4.

- Traffic Accident Report -- This report is used to report traffic accidents. One copy is forwarded to the State and the other is filed by an assigned number (a different series of numbers than those assigned to the Report of Investigation form). A cross reference is provided through completion of an index card filed by the name of the parties to the accident. This file is separate from the offense victim file and the arrest index file.

- Comment -- The use of a third numbering sequence, a third file, and a third index file tends to create confusion; lessens the reliability of the system through possible introduction of errors; and increases the number of files maintained and the number of index cards that must be prepared. It is recommended that the same numbering system used for offenses be used for traffic accidents; that the reports be commonly files; and that a single Master Name index card be used for

offense victims, arrestees, and traffic accident victims. This would serve to centralize information pertaining to most police incidents.

- Property Report -- The Property Report is prepared whenever property is booked into Department custody. A copy is attached to the related offense report, if any. Items of property are tagged with a Property Tag. Both the Property Report and Tag bear a common number, assigned by the Chief's secretary from a sequentially numbered Property Ledger. The Property Ledger contains identifying details about each particular transaction. The identifying number is from a different series than other identifying numbers used by the Department. No cross-reference index cards are prepared.
 - Comment -- The reports and ledger used in the property system are well designed. The only modifications recommended are use of the same single number series, the inclusion of property reports in a single Primary File with other reports and the preparation of appropriate index cards.
- Daily Report -- The Daily Report is on an 11- by 14-inch sheet and consists of a 24-hour recapitulation of arrests made and citations issued, coupled with a duty roster for each shift. The report is filed chronologically after perusal by the Chief of Police.
 - Comment -- Since this document serves to inform the Chief of Police of certain activities, the primary limitation is that it does not provide information about more activities. The size is also awkward for storage. It is recommended that the proposed Daily Report (described in Section 4.1.3) be substituted for this form.
- Officer's Daily Activity Report -- This two-sided form provides for a chronological listing of field activities by the concerned officer. Provision is made for a recapitulation of accomplishments. After review by the concerned shift commander and the Chief of Police, it is forwarded to the City Manager's Office for filing. The same report is used for the same purpose by field supervisors.

- Comment -- This is a well-designed report that is essential to effective operation. Consideration should be given to modifying the recapitulation section to coincide with that contained in the proposed Officer's Daily Report. It is recommended that after perusal by the City Manager, the reports be returned to the Police Department for filing by officer's name and date.
- Bicycle Registration -- This is a 4- by 6-inch form used for registering bicycles. One copy is given to the bicycle owner, the other (a hard copy) is filed by license number in a special file. This license number is cross-filed to an Owner's Name File, which is also separate from other name files. It is apparent that the form has not proved entirely satisfactory, because a second card containing a detailed description of the bicycle is affixed to the registration card.
 - Comment -- It is recommended that the Bicycle Registration form be revised to incorporate a complete description of the bicycle. As with other name files, it is recommended that this name file be incorporated into a single Master Name File.
- Prisoner Booking Processing -- Prisoner processing is simplified by the fact that the Mercer County Sheriff's Office performs booking and prisoner custodial functions for the Princeton Police Department. The only document retained by the Department is the aforementioned arrest report. The Department does not maintain a file of either prisoner fingerprints or photographs.
 - Comment -- The arrest report has been previously discussed. It is recommended that a copy of prisoner's photographs be obtained routinely from the Sheriff's Office for inclusion in the related Arrest Package.
- Files -- Records files consist of the following:
 - Radio Log -- Filed chronologically.
 - Report of Investigation -- Filed numerically using a separate numbering system.
 - Arrest Report -- Filed numerically using a number prestamped on the form.

- Criminal History Record -- Filed numerically by assigned City Arrest Number.
- Traffic Audit Report -- Filed numerically using a separate numbering system.
- Property Report -- Filed numerically using a separate numbering system.
- Daily Report -- Filed chronologically.
- Officer's Daily Activity Report -- Filed chronologically.
- Bicycle Report -- Filed by license number.

Four separate index card files are maintained alphabetically by name, each based on a separate numbering system: One for victims of crimes, one for arrestees, one for parties to a traffic accident, and one for registered bicycle owners. In addition, a separate number is used for the property process. One ledger for property is maintained.

Several specific areas for possible simplification and/or improvement have been noted. Other than modification to certain reports and/or adoption of recommended reports that would make the system more operational, the greatest area of potential improvement appears to be consolidation of the four name index files now used; simplification of the present numbering system, as outlined in the Proposed Records System; and adoption of additional ledgers for crimes and related incidents and arrests.

3.3 Bluefield Police Department

The records system of the Bluefield Police Department is characterized by a single Master Name File containing cross references to appropriate reports. Reports are serially numbered and filed numerically. In most areas, the system is well developed, which reveals that considerable thought has been given to establishment of an efficient system. The existing basic system is as follows:

- Radio Log -- The Radio Log serves as the FCC log and is used to record communications with field officers. It is filed chronologically and kept indefinitely.

- Comment -- The Department also uses automatic taping equipment in conjunction with the communications system. Since FCC records requirements actually call only for signatures of dispatchers on each shift and signatures of equipment repairmen, when repair or maintenance is necessary, a very simple form containing this information could be devised. The remainder of the information now typed onto the Radio Log need not be retained beyond the time necessary to respond to complaints, inquiries, and the like from internal or external local sources. The existing taping equipment well satisfies this need. Other information on the report is routinely available on other forms presently in use or as proposed in this report. It is, therefore, recommended that a simple report form containing space only for dates, times, and signatures be devised; the present Radio Log should be abandoned. This would increase dispatcher availability for other more vital tasks.
- Complaint Report -- Each incoming call for police services is recorded on a prenumbered Complaint Report, 3- by 5-inch form. After disposition of the call, the Complaint Report is filed by number. The form is also completed when field personnel initiate action independent of a radio-assigned call. This form serves as a record of all incidents requiring the dispatch of a police unit, as well as officer-initiated police incidents. It also serves to identify the location of field units engaged in police activities during the time they are out of service, as an audit device to ensure the completion of reports, and as the basis for compiling the Daily Bulletin.
- Comment -- The use of this form further substantiates the desirability of abolishing the Radio Log. It is recommended that the Complaint Report be redesigned to enable the dispatcher to record as much information as possible by checking boxes. It is also recommended that the File Number entered on this form to cross-reference the Complaint Report to related reports no longer be entered thereon. Inasmuch as the Complaint Report is completed and filed chronologically, and other existing or proposed sources provide this inherent

cross-reference, the value gained for the expenditure of clerical effort appears to be negligible.

- Daily Bulletin -- The Daily Bulletin covers a 24-hour period and is compiled from the completed Complaint Reports. All Complaint Reports are entered on the Daily Bulletin. The primary use made of this report is to brief the Chief of Police and other personnel on what is occurring. After perusal by the Chief of Police, the Bulletin is filed by date.
 - Comment -- This report is too all-inclusive. The information contained therein is more voluminous and, in many instances, of too minor a nature to be of value in briefing the Chief of Police on daily field activities. It is recommended that Complaint Reports be selectively recorded, as described in Section 4.1.15.
- Case Report -- The Case Report fulfills the function of an offense report. After completion by the reporting officer, the report is given to the shift commander for approval, then forwarded to the Chief of Police for review, and then to the Chief's secretary. At that point, the report is given a two-part number and distributed: The first portion of the number is based on a categorization of 26 types of incidents (e.g., #3 = robbery, #8 = suicides, #17 = traffic accidents #25 = vehicle towed). The second portion of the number represents the number of total reports completed that year. (For example, if the first report of the year involved a residential burglary, it would be reported as "5B-1.") The original report is then filed numerically by one of the 26 numbered classes of incidents. No ledger is used, but an index card is made for each victim and witness and filed alphabetically in a Master Name File. A blue card is used. The Case Report is also used in the same manner to record miscellaneous noncriminal incidents, to report property officially taken into custody, and to report vehicle thefts or recoveries.
 - Comment -- This system is both overly simple in terms of the types of incidents reported on one standard form and unnecessarily complex in terms of the 26 categories that influence both the numbering and the final filing location for the original copy. The compromises necessary to make a single form

suitable for reporting offenses, non-criminal incidents, property taken into custody, stolen vehicles, and recovered and impounded vehicles make the final result less than satisfactory for most of the designated purposes. While the number of different forms used should be held to a minimum, it is submitted that effective reporting for the volume encountered in Bluefield calls for more specific report forms. Therefore, it is recommended that the Bluefield Police Department adopt new report forms of the type described in Section 4 for miscellaneous incidents, property, and vehicles. The Consultant also feels that the complex subdivision used for report numbering and the attendant separation of the primary report file into 26 categories serves only to make the numbering and filing systems unnecessarily involved, confusing, and conducive to making coding mistakes in the filing process. These errors compound themselves by the fact that misfiled reports later cannot be located when needed without a search of the entire system. It is, therefore, recommended that the numbering and filing system be simplified and an Incident Ledger be adopted as described in Section 4.1.1.

- Supplemental Report -- This report is used as a supplemental or followup report.
 - Comment -- The form is well developed and serves its purpose well.
- Arrest Sheet -- The Bluefield Police Department Arrest Sheet is not an arrest report; it is a prisoner booking form, which is completed by the desk sergeant when an arresting officer brings an arrestee to the station. The form is pre-numbered and filed by that number, which serves as a booking number. Each arrestee, upon the occasion of his first arrest in Bluefield, is assigned a permanent number. At the time of each arrest, a white 3- by 5-inch index card is made for the Master Name File. This index card contains both the booking number and the permanent number, thus allowing access to either the booking form or the arrestee's Arrest Package. The same paperwork and processing is followed for all traffic citations issued.

The Department does not use an Arrest Ledger per se. Instead, two "Meal Books" are used, one for State offenses and one for local offenses. Entries include date, name, Arrest Record number, and the number of meals fed.

- Comment -- The information contained in this report would be of greater value to investigators if it were kept in the Arrest Package with other papers for a particular arrestee. It would be appropriate to keep the report in a special file by booking number while the arrestee is in custody; when he is released, the Arrest Sheet should be placed in the arrestee's Arrest Package. Thus, that single file would make all Department information about that particular person immediately available. The practice of completing a 3- by 5-inch index card for the Master Name File for each arrest tends to create unnecessary clerical work and add unnecessarily to the size of the Master Name File. It is recommended that a single index card (or multiples thereof) be used, listing each arrest as it occurs, with the identifying arrest sheet number. This would allow for locating a single card (additional cards, if necessary, could be stapled to the original card) bearing reference data on all Bluefield arrests. It is also recommended that the laborious practice of completing an Arrest Sheet and index card on all traffic citations be discontinued. In consideration of the value of such information, and other manners of making the information available, the present system serves only to clog the files and utilize unnecessarily a considerable amount of clerical time. It is recommended the proposed traffic citation processing system described in Section 4 be adopted. It is also recommended that a single Arrest Ledger (described in Section 4.1.1.1) be adopted. This would provide more information in terms of cross referencing and could be modified to include the number of meals fed.
- Criminal History Record -- This is an 8 1/2- by 11-inch form containing basic identifying information pertaining to a particular arrestee, along with a one-line entry (date, booking number, charge, officer, Case File number, and disposition) for each arrest. It is filed by the

permanent Bluefield Arrest Number as part of an Arrest Package that also contains photographs, fingerprint cards, and other arrest-related information. All traffic citations are also entered on the Criminal History Record.

- Comment -- If the information contained on the Criminal History Record were entered on the single Master Name Index Card (as recommended in the preceding Arrest Sheet comments), this form would be unnecessary. A condensed version would be necessary (possibly deleting Arresting Officer), but the result would be easier access to an individual's criminal record through the Master Name File rather than from the Master Name File to the Arrest Package. Cross-reference to the Arrest Package would, of course, be provided through the permanent arrest number. The preceding comments concerning inclusion of traffic citation information in the Master Name File and completion of an Arrest Sheet for citations is equally applicable to the Criminal History Record. Entry of such information on the Criminal History Record is time consuming and of limited value.
- Traffic Accident Report -- This report is a well-developed form used to report traffic accidents. The report is given the number 17 from among the 26 categories previously discussed and is filed in the "#17" folder of reports. Pink, cross-reference index cards are prepared for parties and most witnesses to the accident. The index cards make up part of the Master Name File. In the case of a traffic accident involving a police vehicle, an additional report, "Report of Damage To Police Cars," is prepared.
- Comment -- The comments previously made regarding the multiplicity of numbering and filing divisions based on 26 different categories of incidents applies equally to the Traffic Accident Report. It is recommended that numbering and filing procedures be modified. The use of three differently colored index cards in the Master Name File results in the file's being at least three times more voluminous than is really necessary. It is recommended that a single index card be

used, containing any and all incidents in which a particular person has been involved. In this manner, the file would be considerably smaller and the searching operation for a given individual would be improved. This would provide for entries on a single card of identifying information about each and every incident wherein an individual came to the attention of the police, whether as a crime victim, an arrestee, or as a result of being involved in a traffic accident. The use of the Report of Damage To Police Cars seems to add more work and require more space without providing any information beyond that already in the Traffic Accident Report. It is recommended that the form be abolished. In its place, copies of traffic accident reports involving police vehicles should be flagged and forwarded to the Chief of Police and City Manager.

- Traffic Citation -- The Bluefield Police Department uses the Uniform Traffic Citation. One copy is given to the violator, one copy is placed in an Officer's File by name, and one is filed numerically by citation serial number. An Arrest Sheet is prepared and an index card is made for the Master Name File for each citation.
 - Comment -- The clerical effort and paper and file space devoted to the Arrest Sheet and index card far exceed the value of including this information in both the Arrest Packages and Master Name File. It is recommended that the procedures outlined in Section 4 be adopted.
- Property Report -- The Bluefield Police Department does not use a specific report for property. Instead, the Case Report previously discussed is used. If a Case Report has previously been prepared, a Supplemental Report is used to report the incident. Reports concerning property are given a file number as with Case Reports pertaining to other matters, and are cross-referenced to the Master Name File with an index card. The actual property is identified with a numbered tag. A Property Receipt is used to acknowledge receipt of property. A Property Ledger is not maintained as a cross-reference.

- Comment -- Property management procedures would be enhanced by adoption of the proposed Property Report and Ledger (described in Sections 4.1.8 and 4.1.9). A separate card should be created for the Master Name File only if no earlier card exists for the concerned person or the earlier card is full.
- Officer's Activity Log -- This report is completed daily by field personnel. Other than containing identifying information, the report consists of two main sections: One for entry of calls received and one of "On View" activities. After completion and approval the report is filed by date by shift.
 - Comment -- The design of this form necessarily limits the detail and variety of information available to the supervisor and administrator. It is recommended that the proposed Officer's Daily Report (see Section 4.1.15).
- Daily Report -- The Daily Report is an 11- by 17-inch form used to summarize assignments of personnel working by shift, overtime worked, meals fed to prisoners, and court records (e.g., warrants served, fines collected). The court record portion deals with only misdemeanors and traffic citations. The report is submitted to the City daily.
 - Comment -- The size of this form and attendant special filing procedures necessary lead inevitably to a search for alternatives. In reality, the daily court record has little in common with the summary of personnel assignments by shift. In addition, some of the information is contained in the proposed Officer's Daily Report. It is recommended that this form be divided into two forms: an 8 1/2- by 11-inch Court Record form and an 8 1/2- by 11-inch Daily Assignment Report form for the Police Department. Items such as overtime worked and mileage information are better reported on the proposed Officer's Daily Report (see Section 4.1.15).

● Files --- Police records files consist of the following:

- Radio Log -- Filed by date.
- Complaint Report -- Filed by number.
Due to size of the report (3 by 5 inches)
it can also be considered as an
index file.
- Daily Bulletin -- Filed by Date.
- Case Report -- Filed by any one of 26
different classifications.
- Arrest Sheet -- Filed by prestamped
number.
- Arrest Package -- Filed by permanent
Department Arrest Number.
- Traffic Accident Report -- Filed as one
category of the 26 subdivision systems.
- Traffic Citation -- One copy filed
alphabetically by officer's name;
one copy filed by citation number.
- Officer's Activity Log -- Filed by date
by shift.

Exclusive of the Complaint Report, one index file is maintained -- the Name File. However, this file is actually three separate files in one. Colored cards are used for traffic accidents (pink), arrests and citations (white), and offenses and other reports (blue). The Department maintains two Meal Books for accounting prisoners' meals. These two books together create a rudimentary Arrest Ledger.

This, in general, describes the Bluefield Police Department records system. Several specific areas for modification have been noted. Primarily, these areas concern reducing the scope of report forms to enable more complete and accurate reporting. In some cases, combining of indices and cross-references would improve access to existing files. It is the Consultant's opinion that the Bluefield Police Department records system would operate more efficiently if modified as recommended in Section 4.

4. RECOMMENDATIONS

It should be recognized that, although no two police departments are identical in their needs or problems, a given group of basic records, files, and cross-references are essential to all but the extremely small department. This is true regardless of volume manpower, or other considerations. Certain records must be maintained -- as an adjunct to the performance of public services, as an aid in administrative control of operations, or as a protective device against unwarranted criticism. Certain basic factors pertain to police records:

- The system must be as complete as possible with as few different forms as is consistent with efficiency.
- Files must be combined whenever possible, and cross-references must be limited, but complete.
- Persons using the system must be able to locate required information easily, and such information must be available at all times.
- Actual access to the files should be limited to only those persons responsible for maintenance of the files. Original copies of records should normally not be removed from the files to other locations except on court order.
- Only two basic numbering systems should be used: One for crimes and related incidents, and one for arrests.

It is also important to bear in mind that almost every complaint and/or call for service should be recorded on some departmental form. Adherence to this concept serves to provide a complete basic "memory" to the Department for planning, operational, and self-protection purposes. It is the Consultant's opinion that the system described herein embodies the basic requirements for departments of the size covered in this study. It is recognized that all three agencies presently adhere to this system to varying degrees. For the purpose of simplicity in describing the recommended system, this fact has been deliberately overlooked. Report exemplars provided are intended to serve as general guides for the development of report forms. It is assumed that Communications personnel will provide the major source of manpower to make the system function efficiently.

4.1 Proposed Records System

4.1.1 Incident Ledger

- This ledger serves as the primary agency record of reported field incidents, a report audit source, and

a chronological cross-file to all reports.
Entries are sequentially numbered.

- Upon completion of an Offense Report, Miscellaneous Incident Report, Traffic Accident Report, Property Report, or Vehicle Report, the reporting officer shall obtain an Incident Number from the person maintaining the Incident Ledger.
 - Multiple incidents arising from the same occurrence require only one number.
 - Incidents not falling in the categories specifically listed should not be assigned a number from this Ledger. All numbered incidents require completion of one or more of the listed reports.
- Appropriate identifying information shall be entered in the Incident Ledger.
 - Date and time of occurrence.
 - Type of occurrence.
 - Location.
 - Victim, if any.
 - Officer reporting.
 - Related reports under this Incident Number.
- Incident Numbers are preceded by the last two digits of the current years (e.g., 76-1378).
- Traffic Accident Report Numbers may be preceded by the letter "T" if desired (e.g., T-76-1379).

4.1.2 Radio Call Card

- This form is a 3- by 5-inch prenumbered card used by the dispatcher to record all calls for police services. It is also to be completed by the dispatcher when field personnel initiate action independently of a radio-assigned call.

- Serves as a record of all incidents requiring the dispatch of a police unit and/or incidents initiated by the unit.
- Serves as a record of the location of a unit while the unit is out of service.
- Serves as a daily audit device to ensure completion of appropriate reports related to a particular incident.
- Serves as the basis for compiling the Daily Report (see Section 4.1.3).
- The form is designed to enable the dispatcher to record as much information as possible by checking appropriate boxes. Use of a time-stamp machine to record time of receipt, time of dispatch, time of unit arrival, and time completed expedites completion of the Card.
- Disposition of the call is not essential to the completion of the Radio Call Card. Disposition information is recorded in the Officer's Daily Activity Report.
- Filed numerically.
- This number is not cross-referenced to other numbers assigned to reports. The sole purpose is to facilitate filing.

Where volume is very low, the Incident Ledger may suffice for Radio Call Cards. If the two types of information are recorded on one form, care must be taken to ensure that Incident Numbers are assigned to only those entries requiring reporting on one of the listed reports.

Another possibility is use of a so-called FCC Log to record all transmissions. Since FCC records requirements in actuality call only for signatures of dispatchers on each shift and of equipment repairmen when repair or maintenance is necessary, a very simple form containing only this information suffices for an FCC Log. However, if all transmissions are included, the log may serve as a combined record of the Incident Ledger and Radio Call Cards, or as a combination of only Radio Call Card information and those signatures required by FCC, or a combination of all three. It should be stressed that this is practical only when radio traffic is of low volume.

4.1.3 Daily Report

- Maintained at the Communications Office as a running log of field activities. Intended primarily to brief Chief of Police and other personnel on matters of interest.
- Covers 24-hour period.
 - Filed by date.
- Contains all incidents of major police interest occurring during the designated 24-hour period.
 - Routine radio transmissions and minor matters are not included.
 - The primary source of information is selected Radio Call Cards. However, incidents that should be included in the Daily Report, which do not routinely come to the attention of the person maintaining it, must be reported for inclusion by the officer handling the incident. (For example, a detective arrest or completion of an Offense Report not resulting from a radio transmission.)
- Entry shall include Time of Occurrence, Type of Occurrence, Location, Officer or Unit assigned, and Disposition.
- All incidents of police interest wherein an Incident Number and/or Arrest Number is used when reporting the occurrence shall be identified in the Daily Report, by including the Incident Number in the "Disposition" column.
- Pertinent information shall be presented at roll call to personnel coming on duty.
- The Daily Report shall be audited daily by Records personnel to ensure that all appropriate incidents have been formally reported and that proper reports have been completed and submitted.

Where volume is low, the Incident Ledger and the Daily Report can also be combined. If these forms are combined, care must be taken to ensure that Incident Numbers are assigned to only those entries requiring reporting on one of the listed reports.

4.1.4 Offense Reports

- Completed on all criminal offenses coming to the attention of the police (except those traffic violations disposed of by means of a traffic citation) regardless of the value of property taken, extent of injury, or likelihood of successful prosecution.
- Incident Number is assigned as described in Section 4.1.1.
- Original is filed by Incident Number in the Primary File.
- Number of additional copies and distribution are determined by department needs, such as:
 - Chief of Police.
 - Detective Division.
 - Arrest Package (attached to copy of related Arrest Report).
 - Officer's Information File.
- Related report cross-referenced in body of report.
- Index Files
 - Master Name File (victim) -- Filed alphabetically.
 - Location File -- Filed by street address or other identifying factors, by date.
 - Type of Property File -- Filed by type of property, by date.
 - Type of Incident File (Optional File) -- Filed by type of incident, by date.

4.1.5 Miscellaneous Incident Report

- Used to report actions of officers or situations not reported on Offense, Traffic Accident, Vehicle, or Property Reports. General purpose is to officially report situations of importance to the department wherein no actual criminal violation is involved. Some examples of these situations are:
 - Injured person aided.

- Missing person.
- Animal destroyed.
- Dangerous excavation.
- Lost property reported.
- Incident Number assigned as described in Section 4.1.1.
- Original filed by Incident Number in the Primary File.
 - Number of additional copies and distribution determined by department needs, as cited in Section 4.1.4.
- Related reports cross-referenced in body of report.
- Index Files
 - Master Name File -- Filed by victim and/or person involved, alphabetically.
 - Location File -- Filed by street address or other identifying factors, by date.
 - Type of Incident File (Optional) -- Filed by type of incident, by date.

4.1.6 Supplemental Report

- Uses:
 - As a continuation for any other report.
 - To add additional information to a previously reported incident.
 - To record progress of a continuing investigation.
- Bears same Incident Number as original report.
- Same distribution as original report.
 - Attached to original report in files.
- May result in change to index cards previously prepared.

When volume is low, this form may be combined with the Offense Report if suitably identified as a supplemental or followup report.

4.1.7 Traffic Accident Report

- Completed in all traffic accidents occurring on the highway (except those with only minor damage) and all private property accidents involving death, injury, or a violation of law.
- Incident Number assigned as in Section 4.1.1.
- Original filed by Incident Number in the Primary File.
 - If separate filing of traffic accidents is considered to be mandatory, a separate block of numbers from the Incident Ledger should be used in order to preserve the integrity of numbering system.
 - Number of additional copies and distribution determined by department needs, as cited in Section 4.1.4.
- Index Files
 - Master Name File -- Filed by parties to the accident and persons killed or injured, alphabetically.
 - Location File -- Filed by street address or other identifying factors, by date.

4.1.8 Property Ledger

- This ledger should be maintained to provide control of property; to allow for swift, accurate inventory; and to serve as a chronological cross-reference to property in department custody.
- Each item of property booked should be entered and appropriate notations made regarding Incident Number, Date Booked, Person Booked To, bin or shelf number used for storage, and details of release.
 - All evidence should be booked to the arrestee, victim, or the finding officer, in that order. If the case involves only found property, the property should be booked to the actual finder.

4.1.9 Property Report

- Used to record all receipts of property (except prisoner's personal property) into department custody.
 - Evidence.
 - Found Property.
 - Safekeeping.
- Incident Number assigned as described in Section 4.1.1.
- Original filed by Incident Number in the Primary File.
- Number of copies and distribution determined by department needs.
 - One copy should accompany the property.
 - Detectives Division.
 - Arrest Package, if related to an arrest.
 - Officer's Information File.
- Property should be described in related reports.
- Index Files
 - Master Name File -- Filed by "booked to," alphabetically.
 - Type of Property File (Optional) -- Filed by type of property, by date.

Where property received volume is low, a 3- by 5-inch Property Tag attached to the property may suffice for the Property Report. A Property Ledger should still be maintained, appropriate index cards should be made, and property should still be described in related reports.

4.1.10 Arrest Report

- Used to record identifying information and details of the arrest of all persons taken into custody and booked into the Jail system. This report serves as permanent record of the officer's actions, arrestee's statements and actions, and other arrest details.

- All arrests should be entered in an Arrest Ledger by department arrest number or, preferably, by the booking number if a separate booking number is used for each arrest.
 - The booking number should be listed in other related reports for cross-reference purposes.
- Original filed in Arrest Package of arrestee, along with photographs, fingerprints, and other arrest-related documents.
 - Arrest Packages should be kept in the Records Unit filed by permanent department arrest number.
 - Offense report, if any, should be attached.
- Number of additional copies and distribution determined by department needs.
 - Chief of Police.
 - Detective Division.
 - Officer's Information File.
- Index Files
 - Master Name File -- Filed alphabetically.
 - Location File -- Filed by street address or other identifying factors, by date.

4.1.11 Arrest Ledger ("Blotter")

- Serves as the primary chronological record of all arrests made by the department, and booking into the Jail system of prisoners arrested by other agencies.
 - Should include date, time, charge, name, location of arrest, arresting officer, and disposition.
 - Use of a separate booking number for each arrest is recommended.

- Each January 1, the numbering sequence should start with number 1 followed by the last two digits of the year (i.e., the first arrest in 1978 would be 1-78, the second arrest would be 2-78, etc.). This would provide a stable numbering system and, at the same time, would provide instant information about the number of persons booked during the current year.
- Cross reference in department files to a permanent department Arrest Number assigned by Records personnel at the time of the first arrest.
- The Arrest Ledger should be kept in the Jail Office.

4.1.12 Uniform Traffic Citation

- Used for traffic offenses other than those involving physical arrest.
- Distribution as indicated by citation copies.
 - Justice of the Peace.
 - Violator..
 - Officer's Copy, filed alphabetically by officer's name until trial is completed.
 - Department Citation File, filed alphabetically by violator's name for approximately three years, then destroyed.

State computer files of traffic violator histories generally make department files of such information time-consuming, limited in scope, and unnecessary. Therefore, it is recommended that such information not be entered in Arrest or Master Name Files. In the event that efficient State computer service is unavailable, entry on the Master Name Card is a more satisfactory solution than the creation of a separate file.

4.1.13 Field Interview Report

- The Field Interview Report is contained on a 3- by 5-inch card used to report and identify, for possible future investigative purposes, suspicious persons when no specific charge is apparent, or when persons have been warned regarding certain prohibited conduct.

- Completed in duplicate.
 - One copy filed alphabetically by name.
 - Location of Interview.

Because of the specific investigative purposes of this form, files separate and distinct from the Primary and Location Files are desirable.

4.1.14 Vehicle Report

- Used to report and identify stolen, recovered, and impounded vehicles.
- Incident Number obtained as described in Section 4.1.1 (Recovered vehicle bears stolen Incident Number, if stolen locally).
- Original filed as follows:
 - Recovered Vehicles -- If stolen locally, file attached to related stolen report, otherwise by Incident Number in Primary File.
 - Stolen and/or Impounded Vehicles -- Filed by Incident Number in Primary File.
- Number of additional copies and distribution determined by department needs.
 - Detective.
 - Impound Garage.
- Index Files
 - Master Name File -- Filed alphabetically by owner's name and include license number on car.
 - Location File -- Filed by street address or other identifying factors, by date.
 - Stolen File -- Filed by license number.
 - Impounded Vehicles -- Filed by license number.

Where volume is very low, the Offense Report may be substituted for the Vehicle Report; the Stolen and Impounded Vehicles Index Files may be unnecessary.

4.1.15 Officer's Daily Report

- Completed by field officers. This report is vital to effective operations. It serves the following purposes:
 - Contains details and dispositions of all activities occurring during the tour of duty, including those minor incidents that are not the subject of a formal report and are not included in the Daily Report or the Incident Ledger.
 - Provides a record of the daily accomplishments of each officer for supervisory as well as statistical purposes.
 - Provides a record for measurement of workload factors.
 - Provides a source of such data as manpower usage, budget requests, and response to public inquiries.
 - Provides a safeguard for field personnel against unjust accusations.
- Filed by officer's name, by date.

4.1.16 Supervisor's Daily Report (Optional)

- Completed by field supervisors. Contains resume of activities of duty tour.
 - Personnel matters.
 - Criminal matters.
 - Other police problems.
- Filed by supervisor's name, by date.

4.1.17 Records Check Out

- Original records removed from file should be indicated by substituting a brightly colored card of similar size that bears the following information:

- Incident Number.
- Officer.
- Date removed.
- Purpose.
- Date returned.
- Record clerk's initials (or number).

APPENDIX A

Police Records Systems Proposed Forms

1. INCIDENT NO.	GENERAL OFFENSE REPORT											
2. VICTIM'S NAME (FIRM NAME IF BUSINESS)			3. RESIDENCE ADDRESS				4. RES. PHONE		5. BUS. PHONE			
6. OFFENSE REPORTED					7. CLASSIFICATION AFTER INVESTIGATION					R.D.		
8. LOCATION: NUMBER		STREET		APT.	9. DATE & TIME OCCURRED			10. DATE & TIME POLICE ARRIVED				
11. PERSON REPORTING CRIME TO POLICE					12. RESIDENCE ADDRESS			13. RES. PHONE		14. BUS. PHONE		
15. PERSON WHO DISCOVERED CRIME					16. RESIDENCE ADDRESS			17. RES. PHONE		18. BUS. PHONE		
19. WITNESSES: NAME (A)			SEX	RACE	AGE	20. RESIDENCE ADDRESS			21. RES. PHONE		22. BUS. PHONE	
(B)												
23. VICTIM'S OCCUPATION			SEX	RACE	AGE	24. TYPE OF PREMISES WHERE OCCURRED		25. EXACT LOCATION OF VICTIM OR PROPERTY				
26. TOOL, WEAPON OR MEANS USED					27. METHOD USED TO COMMIT CRIME			28. OBJECT OF ATTACK OR PROPERTY TAKEN				
29. VALUE OF PROPERTY			30. TRADE MARK OR UNUSUAL EVENT				31. NUMBER OF SUSPECTS		SEX	RACE	AGE	
32. VEHICLE FROM WHICH THEFT OCCURRED			YEAR	BODY STYLE	COLORS	YR-STATE-LIC	OTHER IDENTIFYING MARKS					
NAME			MODEL									
33. VEHICLE USED BY SUSPECTS			YEAR	BODY STYLE	COLORS	YR-STATE-LIC	OTHER IDENTIFYING MARKS					
NAME			MODEL									
34. EXACTLY WHAT DID SUSPECTS SAY												
35. KIND OF PROPERTY RECOVERED			36. VALUE		37. NAME IN C.T.D. NOTIFIED			38. DATE & TIME				
39. NARRATIVE: (INCLUDE EVIDENCE OBTAINED AND DISPOSITION, HOW ATTACKED AND METHOD USED TO GAIN ENTRY, DETAILED DESCRIPTION OF PROPERTY TAKEN, AND DETAILED DESCRIPTION OF SUSPECTS)												
Report Made by.....						Time.....			Date.....			Indexed.....
Emp. No.						Emp. No.			Emp. No.			Emp. No.
Approved by.....						Emp. No.			Date.....			Bulletin.....
Emp. No.						Emp. No.			Emp. No.			Emp. No.
Assigned to.....						Emp. No.			Date.....			Recorded.....
Emp. No.						Emp. No.			Emp. No.			Emp. No.
Cleared by:		Agent.....		Emp. No.		Unrounded.....		Emp. No.		Inactive.....		Emp. No.
Emp. No.		Emp. No.		Emp. No.		Emp. No.		Emp. No.		Excep. Cleared.....		Emp. No.

MISCELLANEOUS INCIDENT REPORT

Incident Number	Type of Incident	Location	R.D.
-----------------	------------------	----------	------

Person Reporting	Address	Phone Number	Date and Time Occurred
------------------	---------	--------------	------------------------

INJURY	Name	Address	Phone Number
---------------	------	---------	--------------

Extent of Injury	Cause	Transported To	Transported By
------------------	-------	----------------	----------------

MISSING PERSON	Name	Address	Phone Number
-----------------------	------	---------	--------------

Description - Physical

Clothing Worn

Cause of Absence	Occupation	Probable Destination
------------------	------------	----------------------

Last Seen (Location, Date and Time)	In Company Of
-------------------------------------	---------------

Additional Information

ANIMAL	Description of Animal	Owner	Address	Phone Number
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Disposition

OTHER INCIDENT	Person(s) Involved (Name, Address, Phone Number)
-----------------------	--

Details:

Date and Time Reported	Officer(s) Reporting	Supervisor Approving
------------------------	----------------------	----------------------

____ POLICE DEPARTMENT
SUPPLEMENTAL REPORT

INCIDENT NO.	TYPE OF ORIGINAL REPORT	LOCATION (ORIGINAL INCIDENT)	DATE (ORIGINAL REPORT)
DATE REPORTED	OFFICER(S) REPORTING	SUPERVISOR APPROVING	

ARREST REPORT

RESIDENCE ADDRESS		CITY	PHONE	ARRESTEE'S NAME (LAST, FIRST, MIDDLE)			NUMBER			
EMPLOYED BY	OCCUPATION			CHARGE		MISD <input type="checkbox"/>	FEL <input type="checkbox"/>	OTHER <input type="checkbox"/>		
EMPLOYER'S ADDRESS		CITY	PHONE	LOCATION OF ARREST		R.D.	ARRESTING OFFICERS			
NICKNAME, ALIAS		SOCIAL SECURITY NUMBER		DATE AND TIME ARRESTED	DATE AND TIME BOOKED	EVIDENCE BOOKED YES <input type="checkbox"/> NO <input type="checkbox"/>				
DRIVER'S LICENSE NUMBER	STATE	BIRTHPLACE	SEX	DESCENT	AGE	HEIGHT	WEIGHT	HAIR	EYES	BIRTHDATE
VISIBLE MARKS, SCARS, DEFORMITIES			LOCATION OFFENSE COMMITTED				CONNECTED REPORTS AND NUMBERS			
COMPLAINTS OR EVID. ILLNESS OR INJURY - BY WHOM TREATED			DISPOSITION OF ARRESTEE'S VEHICLE				HOLD FOR:			
VEHICLE USED (YEAR, MAKE, MODEL, COLORS, LICENSE NO., IDENTIFYING MARKS)						DRIVING VEHICLE (DIRECTION AND STREET NAME)				
CLOTHING WORN			SCHOOL ATTENDING			SELECTIVE SERVICE NUMBER				
CODE V-VICTIM (FIRM NAME IF BUSINESS) U-WITNESS P OR G - PARENT OR GUARDIAN (JUVENILE ONLY)										
NAME	CODE	RESIDENCE ADDRESS			CITY	RESIDENCE PHONE	BUSINESS PHONE			
CRIME INFO.	VICTIM'S OCCUPATION, DESCENT, AGE			TYPE OF PREMISES			TOTAL VALUE			
	TYPE OF OFFENSE (TILL-TAP, SHOPLIFT, ASSAULT, TFMV, ETC.)					TYPE OF PROPERTY TAKEN				
JUV. ONLY	PARENTS NOTIFIED BY	TIME	PLACE JUVENILE DETAINED	BOOKING APPROVED BY	DETENTION APPROVED BY					
ALLOCATION OF ALIQUOTS GIVEN BY:				IN PRESENCE OF:						

DETAILS OF ARREST: (1) STATEMENT OF DEPT. (2) BACKGROUND INFO: COMPLAINT, RADIO CALL, ETC. (3) NARRATIVE OF CIRCUMSTANCES PERTINENT TO ARREST. IF INTOXICATION INVOLVED, DESCRIBE DEPT. APPEARANCE, ACTIONS AND OFFICER'S OPINION OF DEGREE OF INTOXICATION, IF PHYSICAL EVIDENCE FOUND: WHERE, WHO BY, DISPOSITION. (4) EVIDENCE OF NARCOTIC ADDICTION.

SUPERVISOR APPROVING	ARRESTING OFFICER(S)	BADGE NO.	VACATION DATES	FINGERPRINTED
DATE AND TIME PREPARED	CLERK			PHOTOCOPIED

No. _____ POLICE DEPT. FIELD INTERROGATION REPORT

NAME (last first) middle						Location of Occurrence	
Residence Address				Bus Phone		Date	Time Interviewed
Drive. X	Pass. X	Ped. X	Nicknames				
Sex	Race	Age	Height	Weight	Hair	Eyes	Complexion
Marks of Identification		Scars, Tattoos & etc.					
Dress							
						Opn. or Chauff. Lic. No.	
Year & Make Of Car		Type	Lic. No.		Color		

(Reverse)

Suspect's Business Address (if juvenile name of school)	
List the names of all persons with suspect at time of interrogation	
Reason for Interrogation	
Disposition	
OFFICERS Reporting (last name and badge no.)	
	DIVN
	DETAIL

INCIDENT NO.		MOTOR VEHICLE REPORT			
2. VEHICLE OWNER		3. RESIDENCE ADDRESS		4. RES. PHONE	
5. (CHECK ONE) THEFT <input type="checkbox"/> ATT. THEFT <input type="checkbox"/> IMPOUND <input type="checkbox"/> THEFT & RECOVERY <input type="checkbox"/> RECOVERY FOR OTHER JURIS. <input type="checkbox"/>		6. OWNER'S BUSINESS ADDRESS		7. BUS. PHONE	
9. TYPE OF VEHICLE (AUTO, TRUCK, MOTOR, ETC.)		9. PREMISES (DRVMY, PK. LOT, ETC.)		10. DATE & TIME CALL RECD.	11. R.D.
12. LOCATION OF OCCURRENCE		13. DATE & TIME OCCURRED		14. DATE & TIME POLICE ARRIVED	
15. YEAR MAKE BODY STYLE		16. LICENSE NO. STATE YEAR		17. VEH. I.D. NO.	18. MOTOR NO.
19. COLORES	20. ACCESSORIES TAPE DECK <input type="checkbox"/> SPOTLIGHT <input type="checkbox"/> RADIO <input type="checkbox"/> HEATER <input type="checkbox"/> A. COND. <input type="checkbox"/>	21. CYLINDERS	22. TRANSMISSION STAND. <input type="checkbox"/> AUTO. <input type="checkbox"/>	23. POWER EQUIP. WINDOWS <input type="checkbox"/> BRAKES <input type="checkbox"/> STEERING <input type="checkbox"/>	24. VALUE
VEHICLE DESCRIPTION	25. INDICATE DAMAGE BY LOCATION	26. PERSONAL PROP. IN VEH. MILEAGE YES (DESCRIBE NO BELOW) <input type="checkbox"/>		27. WERE DOORS LOCKED YES <input type="checkbox"/> NO <input type="checkbox"/>	28. IGNITION LOCKED YES <input type="checkbox"/> NO <input type="checkbox"/>
29. TITLE HOLDER (IF FINANCED-NAME OF INSTITUTION)		30. ADDRESS		31. BUS. PHONE	
33. NAME OF PERSON LAST DRIVING VEHICLE		34. ADDRESS		35. RES. PHONE	
37. VEHICLE INSURED BY WHAT COMPANY		ADDRESS		NUMBER	CITY STATE
38. WHERE WAS PERSON FROM WHOM THE VEHICLE WAS STOLEN, AT THAT TIME		39. SOBRIETY OF THIS PERSON SOBER <input type="checkbox"/> H.B.D. <input type="checkbox"/> INTOXIC. <input type="checkbox"/>			
40. PREVIOUS THEFT: IF YES GIVE DATE AND LOCATION OF THEFT AND RECOVERY YES <input type="checkbox"/> NO <input type="checkbox"/>					
41. BROADCAST AUTHORIZED BY		42. DISPATCHED BY:		43. DATE AND TIME DISPATCHED	
44. INFORMATION DISTRIBUTED TO C.I.D. <input type="checkbox"/> U.P.S. <input type="checkbox"/> SHERIFF <input type="checkbox"/> F.B.I. <input type="checkbox"/> RADIO <input type="checkbox"/>					
45. NARRATIVE:					
Report Made by.....		Time.....		Date..... Indexed.....	
Emp. No.				Emp. No.	
Approved by.....		Date.....		Bulletin.....	
Emp. No.				Emp. No.	
Assigned to.....		Date.....		Recorded.....	
Emp. No.				Emp. No.	
Cleared by:	Arrest.....	Unfounded.....	Inactive.....	Excep. Cleared.....	
	Emp. No.	Emp. No.	Emp. No.	Emp. No.	

SUPERVISOR'S DAILY REPORT

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

SIGNED: _____ APPROVED: _____

END