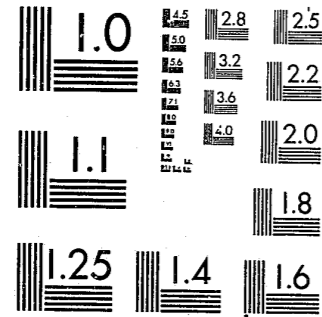


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United States Department of Justice
Washington, D. C. 20531



LAW ENFORCEMENT ASSISTANCE ADMINISTRATION (LEAA)

POLICE TECHNICAL ASSISTANCE REPORT

SUBJECT:

X Evaluation of the Open-Beat/FLAIR
Project and Implications for ICAP

REPORT NUMBER:

79-054-210

FOR:

St. Louis, Missouri, Police Department

Population	525,000 (1975)
Police Strength (Sworn)	1,981
(Civilian)	587
Total	<u>2,568</u>

Square Mile Area 61

FOR:

Public Administration Service
1776 Massachusetts Avenue, N. W.
Washington, D. C. 20036

NTS:

Fred Newton and Jeffrey Slovak

NUMBER:

J-LEAA-002-76

July 30, 1979

80148

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CORRECTION SLIP

HOME OFFICE

Home Office Research Study No 71
CONTESTED TRIALS IN MAGISTRATES' COURTS

ISBN 0 11 340766 1

Please substitute the following amended table: page 11:

Table 2:2
The impugment of prosecution witness credibility

Criteria according to which prosecution witness credibility was impugned	Number of charges	Percentage
Evidence inconsistent/conflict between witnesses	21	5.3
General credit in doubt	4	1.0
	58	14.7
Unsatisfactoriness of eyewitness identification/recall of events	33	8.4
Credibility <i>not</i> impugned	336	85.3
TOTAL	394	100.0

Table 2:4
The impugment of defendant credibility

For sub-total of 53.7 please read 53.0

LONDON: HER MAJESTY'S STATIONERY OFFICE

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ACQUISITIONS

- F. Map of Automatic Initialization Locations
- G. ICAP Grant Performance Goals
- H. Newspaper Clipping on ICAP
- I. List of Evaluation Variables
- J. Structure of Data Recording, Radio Log
- K. Data Recording for Crime Report Information
- L. Attitude Survey Form
- M. Socio-Demographic Materials, St. Louis

U.S. Department of Justice
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I. INTRODUCTION

This report was prepared in response to a request from the St. Louis, Missouri, Police Department for an evaluation of the Open-Beat dispatching and FLAIR (Fleet Location And Information Reporting) system introduced in one of that department's districts in February, 1979.^{1/} Of particular interest to the department were the implications of the system for the Integrated Criminal Apprehension Program (ICAP) in which St. Louis will be participating under a grant from the Law Enforcement Assistance Administration approved in July, 1979.

Assigned as consultants for this evaluation project were Mr. Fred Newton, Operations Director of the Colorado Springs, Colorado, Police Department, and Dr. Jeffrey Slovak, Staff Associate, Public Administration Service. Others involved in processing the request were:

Requesting Agency: Col. Eugene J. Camp
Chief of Police
St. Louis Police Department

Approving Agency: Mr. James G. Vetter
Chief, Police Section
Enforcement Division
Office of Criminal Justice Programs
Law Enforcement Assistance Administration

In order to evaluate the Open-Beat/FLAIR concept and to identify the evaluation components to be utilized, the consultants conducted a four-day site visit July 9-12, 1979. The visit included extended conversations with Mr. Mark Corkery, staff planner in the Office of Management Services, with the purpose of obtaining program documentation for the Open-Beat concept, examining the evaluation plan, reviewing collected data elements, identifying any additional data elements that could be utilized, and discussing concepts and methodologies for possible evaluation enhancement.

^{1/} FLAIR is a vehicle location and information system that automatically updates each FLAIR-equipped vehicle's precise location and status and presents this information to police dispatchers in the communications center. The system combines dead reckoning and map matching techniques to develop accurate vehicle location information; vehicle heading and distance data are transmitted in digital form to the base equipment in a time slot designated for each vehicle. Data received at the radio frequency data terminal in the center is decoded and transferred to a digital minicomputer, which makes navigational computations. This data is then transferred to the control console/display in the form of colored symbols on a map; message information is also shown on the map and in the form of numerics.

Extensive visits to the 9th Police District were conducted, including meetings at the station with the district commanding officer, Captain Henry Llewellyn, and his administrative assistant, Patrol Officer Thomas Daley. The purpose of the visits was to:

- Obtain documentation on the Open-Beat concept.
- Become knowledgeable regarding the commander's concept of the Open-Beat program.
- Examine crime analysis products.
- Observe the crime analysis process at the station.
- Gain an understanding of the level of sophistication of crime analysis at the 9th District.

Sergeant Michael Jones of the 9th District was interviewed in order to:

- Obtain an understanding of the Open-Beat program as viewed by a first-line supervisor.
- Observe the implementation of patrol tactics.
- Interact with patrol officers and solicit their opinions on the Open-Beat concept.
- Gain an understanding of the demography, citizen response to police presence, crime occurrence rates and types, and nature of responses to calls for service in the 9th District.

At the St. Louis Police Communications Center, Mr. Herb Bosch, St. Louis Police Department Communications Specialist for the FLAIR program, and Boeing representatives Mr. Joe Henson and Mr. Robert McMillen were interviewed in order to:

- Obtain documentation on the FLAIR System and the associated improvements at the 9th District.
- Gain an understanding of how Boeing (the manufacturer) and the communications specialist adapted the program to support service delivery.
- Seek ideas regarding evaluation methods from interviewees.

During a visit to the Integrated Criminal Apprehension Program Office, Project Director Mr. Adolph Jacobsmeyer was interviewed for the purpose of obtaining:

- Documentation on the program implementation plan for ICAP.

- Information on the Project Director's concept of ICAP and police delivery.
- Details on the progress of program implementation during its start-up phase.

Other persons interviewed were Lt. Gerald O'Connell, recently relieved commander of Planning and Development who supervised an original evaluation of the Open-Beat/FLAIR program; Dr. Jack Seitzinger, Director of the Police Academy; and Mr. Carl Gaertner, Project Director of the University City Police ICAP

II. ANALYSIS OF THE PROBLEM

The assignment involved identifying current evaluative techniques utilized to measure the Open-Beat/FLAIR program in the 9th District and means by which they could be enhanced so that program evaluation will provide management with appropriate data on which decisions may be based. Additionally, the individual responsible for evaluation will be trained in evaluation techniques if it is necessary to change them, and implementation of the Open-Beat/FLAIR program is to be discussed in relation to the Integrated Criminal Apprehension Program concept of directed patrol and its support activities.

Field Operations

Three interviews over a four-day period were conducted with Captain Llewellyn, the commanding officer of the 9th District. The multiple interviews were necessary as the consultants became more knowledgeable of the work environment.

The consultants' review of crime analysis involved examining the data collection process, and a number of items associated with crime analysis are appended to this report. Copies of the offense/incident report, personal descriptions continuation, and supplementary report are included as Appendix A. A copy of the analyst's listing of cumulative crimes which he defines as preventable by Pauly block^{2/} for each month is included in Appendix B, and copy of a monthly crime analysis report of preventable crimes by location is in Appendix C. A copy of the daily Open-Beat Saturation Form is included in Appendix D.

Station crime incident maps, updated daily, initiated on the first of the month, and kept in the captain's office, were reviewed. A modest statistical sample was taken of saturation patrol assignments for one week. Car radio logs, both as recorded by patrol officers and as keypunched at control data processing, were reviewed to determine if saturation patrol was taking place. If significant time were not being spent by assigned units in the assigned Pauly blocks, evaluation of the program would be impossible, since no program would, in fact, exist.

FLAIR

The current utilization of FLAIR was reviewed in terms of the FLAIR system manual, and St. Louis dispatching procedures, described in

^{2/} Some years ago, the City of St. Louis was divided into sections composed of a number of city blocks for police purposes by Glenn Pauly. This traditional term has remained in use in the St. Louis Police Department.

Appendix E, were observed. A map of the automatic initialization locations is included in Appendix F.

ICAP

The St. Louis Police Department's ICAP Grant was reviewed; performance goals are contained in Appendix G. Also, included as Appendix H is a newspaper clipping based on the Project Director's press release concerning the ICAP grant.

Evaluation

Three interviews over a four-day period were also conducted with Mr. Mark Corkery of the Office of Management Services of the St. Louis Police Department, who has been designated as the data analyst and evaluator of Open-Beat/FLAIR in the 9th District. Multiple interviews with him were necessary as the consultants' knowledge of the work environment and the program increased.

In addition to a number of the documents mentioned above which are also relevant to evaluation, a review of the data recording and reporting practices of the department as they relate to Open-Beat/FLAIR was conducted. Among the materials gathered and analyzed during that review were a memorandum listing variables to be measured and analyzed at the close of the experiment in the 9th District (see Appendix I), diagrams of the structure of data recording for radio log information (Appendix J) and crime report information (Appendix K), a copy of an attitude survey disseminated among the 9th District police officers at the outset of the experiment and intended for redistribution at its close (Appendix L), and data on selected demographic variables in each of St. Louis' Health Districts, to illustrate the types of broader sociodemographic materials available to the St. Louis Police Department for evaluation purposes (Appendix M). In addition, copies of an evaluation of St. Louis' team policing project in the city's 7th Police District conducted in late 1977 were collected to reveal the general style of evaluative efforts at the department. (Those reports are not reproduced in this document but can be obtained at the St. Louis Police Department.)

Finally, in the various interviews mentioned earlier, each respondent was asked his opinions about the issues, variables, and methods that might be tapped in an evaluation of Open-Beat/FLAIR. Any suggestions offered were recorded and considered in the preparation of findings, conclusions, and recommendations.

III. FINDINGS AND CONCLUSIONS

Field Operations

Commanding Officer--The commander has been assigned to the 9th District for less than a year and was not present at the inception of the Open-Beat/FLAIR program. However, he has demonstrated an understanding of deploying his forces to crime incident locations by time of occurrence pattern and is convinced that high visibility patrol presenting a saturated police presence is a deterrent to some street crime and other preventable crimes. At present, the commanding officer does not have at his disposal information of the quality required to support decision-making for directed patrol.

Crime Analysis--The crime analysis function is performed by the captain's administrative assistant, who also handles clerical support duties for all operations at the 9th District, and commits limited periods of his time to crime analysis. A mature officer with patrol and investigative experience, the crime analyst has demonstrated clerical skills, imagination, and a conceptual understanding of saturation patrol strategy. Crime analysis documents describe crime trends and patterns based on monthly cumulative totals by Pauly block, and maps depict reported crime with pins which are removed at the end of each month. Officer saturation assignments are accomplished by listing Pauly blocks, a generic name of crime activity, and a time frame to patrol, usually the time of the duty tour.

Specific patterns are not routinely identified and their progress tracked. Information on suspects, suspect descriptors, vehicles, method of operation, or victim profiles is not disseminated. Data on strategy employed, hours committed, and results are not collected and related to crime patterns.

Adequate data resources exist at the station for information support of a sophisticated crime analysis function, but it would require manual search and retrieval. No feedback is routinely provided officers on the impact of their saturation patrol activity. With the exception of an unusual arrest, the commander has no tactical management data from crime analysis as a basis for evaluating strategy impact.

Patrol Implementation--On several occasions, particularly during the beginning of the Open-Beat/FLAIR program, officers assigned to directed patrol were granted relief from calls for service and on occasion permitted to wear plainclothes or old clothes. Currently, when manning levels permit, vehicles are relieved of calls for service to perform saturation patrol. The manning levels, however, are not adequate in most cases. The most frequent time period for directed patrol is between midnight and 8 a.m.

The predominant patrol deployment strategy is saturation patrol. The district covers 4.03 square miles, and the total sworn complement, counting 14 detectives assigned over whom the district commander has some

operational control but not command, is 140. The best estimate by Planning and Development of the population serviced is 35,000. The district has nine basic beats, each manned by a one-officer patrol vehicle. One patrol sergeant supervises a three-beat area, but because of relief factors, sergeants routinely supervise more than three officers, and when manning permits, additional special details are on patrol. The 903 car hauls prisoners and performs administrative missions, and there is a "patrol with a purpose" car during hours of darkness and a "tricar," a three-wheel motor-cycle which performs varying levels of enforcement at the direction of the commander.

Officers and field supervisors are provided little guidance as to the exact nature of the problem to be addressed. Officers are unfamiliar with strategy alternatives other than saturation and police presence, and they do not receive feedback on the results of their saturation efforts, suspects, victim, or method of operation information. Officers assigned to saturation patrol in the evaluated time frame were out-of-service on calls an average of 50 percent of duty time. Adding the standard 25 percent for administrative activity and personal relief, only two hours are available for saturation. Those hours are, of course, divided into time increments of a few minutes each. Brief periods of this nature do not lend themselves to effective strategy deployment.

FLAIR--The 9th District has an enhanced vehicle location system in which the mechanical errors in tracking that build through movement are automatically corrected as officers pass any of 13 automatic initialization locations throughout the district. Dispatchers utilize the system to select vehicles which are closest to respond to calls for service and to list cars available to respond to a call for service. Although most officers interviewed agreed that the system tracked cars well, no official contacted could describe precisely how Open-Beat dispatching and FLAIR supported saturation patrol. Calls are listed by priority at dispatch, but the consultants observed on numerous occasions officers being requested to return to service from a current service call to handle low-priority calls. Interviews revealed that vehicles assigned saturation patrol are dispatched to calls for service as they occur, regardless of the priority. This fact was confirmed by inspection of car radio logs of saturation cars.

Integrated Criminal Apprehension Program--The St. Louis Police Department announced funding of the ICAP grant during the site visit. The project director has been employed, but no significant start-up has taken place and no staff has been hired. The department had not yet selected a district in which to place the program, but pressures are beginning to mount from various citizens and interest groups to have the ICAP program installed in their respective districts. Few persons contacted were aware of the grant, including the planner who was evaluating the Open-Beat/FLAIR program. The department's information desk in the lobby and the receptionist at the Chief's office were unaware of an ICAP program in the St. Louis Police Department.

Evaluation

Conducting a conceptually sound and scientifically valid evaluation of the Open-Beat/FLAIR program as it is now constituted in the 9th District is a task fraught with major difficulties. Some of those are due to dual-experiment contamination, some unresolvable problems of design and measurement, and some problems inherent in the field operation of the program itself. Any evaluation of Open-Beat/FLAIR conducted at this point will of necessity be very limited in scope; it will reflect the difficulties mentioned above (and specified below); as a result, its findings will present only a very limited (and, perhaps, a misleading) picture of what an Open-Beat/FLAIR program can produce in the areas of law enforcement and criminal apprehension.

Prior to the initiation of the experiment, the St. Louis Police Department defined no specific goals or objectives for its Open-Beat/FLAIR innovation in the 9th District. Rather, a task force of departmental personnel outlined a series of "items (that) should be evaluated to measure impact of the Open-Beat concept as compared to the Structured-Beat concept" (See Appendix I for the specific items). From that list, it can be inferred that the experiment was intended to 1) reduce patrol-suppressible crimes, 2) increase arrests for patrol-interdictable crimes, 3) improve the morale of patrol officer participants in the program, 4) free more patrol units for uncommitted tactical work than would be available in a Structured-Beat style of operation; and 5) increase officer participation in and acceptance of the FLAIR program. Unfortunately, most of these objectives and the degree to which they were met cannot be operationally identified or systematically measured due to problems that will be dealt with as either matters of design or of measurement.

A. Matters of Design

The first problem of design is that of dual-experiment contamination. Since early February, 1979, the 9th District has in effect operated two innovations (FLAIR and Open-Beat), neither of which has been tried in any other district. The assumption at the department was that "Open-Beat" could not be effectively operated without FLAIR. However, as noted above, departmental officials cannot describe the actual operational connection between the two, which makes the department's initial assumption problematic. The question is really an empirical one; what, in reality, are the independent contributions of FLAIR and of Open-Beat to the goals inferred earlier? The question is an important one, for it is possible (in theory) for the two innovations to have opposite and countervailing effects. Unfortunately, the department will be unable to answer it, for there are no control districts (districts operating FLAIR without Open-Beat, or Open-Beat without FLAIR) against which to compare program results in the 9th. The evaluation simply was not designed to separate these impacts for discrete measurement and analysis.

The second design problem is that of selecting appropriate units of analysis for study. Implicit in the list of items for evaluation in

Appendix I are three types of comparisons; comparisons across districts, comparisons of the 9th District to itself over time, and comparisons within the 9th District of saturated and non-saturated patrol areas. The first two are inappropriate not only because police districts in St. Louis are large geographic units which are quite distinct from each other in many general and police-specific variables, but also because each district is internally very heterogeneous. There are too many possibilities at this level of analysis for non-program-relevant variables to produce changes in crime, arrests, officer morale, or patrol availability to allow for generalizable and reliable comparisons. The third type of comparison is inappropriate because, within the 9th District, areas for saturation are distinguished from areas for traditional patrol because the former contain specific crime problems during specific hours of the day which the latter do not share. The structure of this implied comparison (areas of type A with patrol strategy X versus areas of type B with patrol strategy Y) allows for no controls on either type or strategy; the results it produces are uninterpretable.

This problem can be resolved, but its resolution will require much extra computer programming and analysis by the program evaluator. The necessary procedure will be as follows:

- a) The saturation areas identified by the 9th District on the basis of both particular crime problems and particular times of day are taken as the experimental areas;
- b) Criteria for selecting control areas are determined by calculating for each saturated area the numerical rates of occurrence of the specified crimes during the specified hours of the day;^{3/}
- c) Those criteria are then applied to all other Pauly blocks in St. Louis, to select areas having similar crime problems at the same times of day as are found in the saturated areas;
- d) Those sets of blocks thus selected are taken as control areas, against which to measure the experimental areas for evaluation purposes.

^{3/} This step is necessary because, at present, areas in the 9th District designated for saturation are selected by visual inspection and judgment and not by a definite quantitative indicator. To select control areas, that "judgment" must be quantified as much as possible and then applied to other areas of the city so as to eliminate the problem of bias due to inter-rater reliability.

It should be noted that using this procedure resolves only the unit of analysis problem. The problem of dual-experiment contamination still remains to confound the interpretation of any results generated by the evaluation.

B. Matters of Measurement

Aside from the design problems inherent in the proposed evaluation of Open-Beat/FLAIR, there are measurement problems which must also be faced. Like the former, some of the latter cannot be resolved for purposes of the evaluation.

1. Crime Suppression--Prior to the initiation of the 9th District experiment, no data on the actual experience of crime by the citizenry were collected. The department intends to measure crime levels by using reported crime data which it collects. This procedure is inappropriate, due to the probability of underreporting of crime by citizens (which holds in all cities, not only in St. Louis). Reported crime rates could increase in saturation areas of the 9th District if, for example, saturation produced more confidence among citizens in the efforts of the police, thus motivating them to report more crimes. By the same token, it could decrease for reasons totally unrelated to the experiment (for example, out-migration from the district of teenagers and young adults). It is simply impossible to determine what increases or decreases in reported crime rates actually mean, much less to attribute those increases or decreases to Open-Beat/FLAIR and perhaps draw an erroneous conclusion about the impact of the program.

2. Morale--The survey of 9th District police officers should, by all means, be distributed again at the close of the experiment. It should, however, be expanded beyond its present length in at least two regards: a) For all respondents, it should include a question on whether the respondent answered the survey the first time around. Only those who returned the earlier surveys can serve as a control against which to measure attitude changes; b) For respondents with the rank of sergeant or above, the survey should include questions on the impact of Open-Beat and FLAIR on their roles as supervisors. Their responses to such questions can yield important insights into both the problems and the prospects of each of these innovations.

3. Arrests--In theory, arrests can serve as measures of output for evaluation purposes, if a number of specifications are made so that a) arrests made in saturation areas are compared to those made in control areas as selected in accordance with the procedures outlined above; b) in both types of areas, arrests for targetted suppressible crimes are distinguished from those for other crimes; c) in both types of areas, arrests for targetted crimes which lead to multiple case clearances are compared; and d) in both types of areas and for all types of crimes of interest, arrests made are standardized for the hours (or minutes) of time spent by officers patrolling for those crimes and not answering calls for service. All of these data are available to the program evaluator, who is more than

capable of making the necessary specifications and standardizations. Unfortunately, they are available in separate data files, which will require a good deal of effort and time in cross-comparison and calculation.

The major problem behind collecting these data and making the appropriate calculations is one neither of theory, of data availability, nor of evaluator capability. Rather, it is one of utility. It was noted earlier that many limitations and problems beset the operational use of Open-Beat/FLAIR as it is presently constituted. What all of these limitations and problems add up to is a conclusion that there is very little here of a programmatic nature to be evaluated at all. In that larger context, it simply is not worth the effort that would be required to collect and extensively transform the available data into usable evaluation measures.

Conclusions

The Open-Beat/FLAIR program as it exists is not conceptually sound and cannot be operationalized in the present work environment.

- Because of the level of manning and the incidence of calls for service currently responded to by patrol, time for strategy deployment is not available during the peak periods of criminal activity.
- Because of lack of sophisticated crime analysis support, the commander does not have the needed data to formulate realistic tactical strategies.
- Also because of this lack of crime analysis support, the patrol officer does not have the needed data to focus his attention on specific targets.

As a result of these problems and of those specific to the philosophy and the implementation of evaluation design and measurement, there is nothing to be gained in mounting a formal quantitative evaluation of the program.

The Open-Beat/FLAIR program parallels a component of ICAP, placement of patrol resources at the scene of suppressible problems. It does not, however, embrace the management of support resources which allows that patrol resource deployment to become productive. The program lacks management of calls for service, sophisticated crime analysis, and patrol strategies tailored to the crime problem.

IV. RECOMMENDATIONS

The following recommendations should enhance the current Open Beat/FLAIR program so that suppressible crime can be measurably impacted:

- Implement the St. Louis Police ICAP Grant performance goals for patrol management, patrol officer role expansion, personnel development, and crime analysis.
- Review the utilization of FLAIR to assist the dispatchers' recording of the vehicles that are on directed patrol. Directed patrol may be performed at various levels of dedication, in that officers on low levels of dedication may be dispatched to medium and high priority of calls for service. Dispatchers can readily observe locations of cars on low levels of dedication and efficiently dispatch units to the call for service.
- In light of the goals of ICAP, design an evaluation strategy--complete with fully specified experimental and control units of analysis; defined input, process and output variables; specified hypotheses to be measured; and appropriately designed data collection forms and procedures--prior to the actual period of implementation. Collect data on all relevant variables (crime levels, numbers of arrests, case clearances, morale levels, citizen satisfaction levels, etc.) in both the experimental and the control areas before, during (whenever possible), and after the ICAP program is implemented, to allow for valid and meaningful efforts at program evaluation.

APPENDIX A
REPORT FORMS

METROPOLITAN POLICE DEPARTMENT — CITY OF ST. LOUIS
LAW ENFORCEMENT OFFENSE / INCIDENT REPORT

13

STAPLE HERE

1 COPIES TO		2 OFFICER INJURED <input type="checkbox"/> YES <input type="checkbox"/> NO		3 PROCESSED BY		4 CODE		5 REPORT FOR		6 PAGE		7 COMPLAINT NUMBER							
LOCATION OF												OF							
8 TYPE OF INCIDENT		9 SICC		10 UCR CODE		11 HOW COMPLAINT WAS RECEIVED (Circle) 1 RADIO 3 PHONE 5 ON VIEW 2 CITIZEN 4 STATION				12 ARRIVAL TIME									
13 ORIGINALLY RECEIVED AS				14 OTHER UNITS NOTIFIED (DSN AND UNIT NAME)															
15 DAY, DATE, TIME OF OCCURRENCE				16 DAY, DATE, AND TIME REPORTED				17 STATUS: <input type="checkbox"/> ACTIVE <input type="checkbox"/> CLEARED BY ARREST <input type="checkbox"/> UNF <input type="checkbox"/> INACTIVE <input type="checkbox"/> EXCEPTIONALLY CLEARED											
18 LOCATION OF OCCURRENCE—SPECIFY STREET ADDRESS AND/OR APARTMENT COMPLEX, SUBDIVISION, HOTEL												19 CAR/BEAT		20 DISTRICT		21 GEOGRAPHIC CODE			
22 TYPE OF PREMISE (Drugstore, Garage, etc.)				23 POINT OF ENTRY				24 POE VISIBLE TO PATROL YES <input type="checkbox"/> NO <input type="checkbox"/>											
25 METHOD OF ENTRY		26 TOOLS USED		27 POINT OF EXIT		28 WEAPONS/OBJECTS USED OR DISPLAYED													
29 VICTIM (If Firm, Name & Type of Business) CHECK MULTIPLE VICTIMS <input type="checkbox"/>				30 RESIDENCE ADDRESS				31 RESIDENCE PHONE		AREA CODE									
				32 BUSINESS ADDRESS				33 BUSINESS PHONE		AREA CODE									
VICTIM'S PEDIGREE		34 RACE		35 SEX		36 AGE		37 DATE OF BIRTH		38 PLACE OF BIRTH		39 OCCUPATION		40 MARITAL STATUS					
41 VICTIM CONVEYED TO		42 VICTIM CONVEYED BY		43 HOSPITAL DISPOSITION <input type="checkbox"/> ADMITTED <input type="checkbox"/> LEFT FOR TREATMENT <input type="checkbox"/> TREATED AND RELEASED <input type="checkbox"/> DOA				44 TYPE OF INJURIES <input type="checkbox"/> FATAL <input type="checkbox"/> EVIDENT, NOT DISABLING <input type="checkbox"/> NOT APPARENT <input type="checkbox"/> DISABLING <input type="checkbox"/> PROBABLE, NOT APPARENT <input type="checkbox"/> UNKNOWN											
CODES: 1 - Reporting Party 3 - Witness 5 - Title Holder 7 - Last Person in Possession 9 - Parent			2 - Person Securing Premise 4 - Owner 6 - Person Discovering Crime 8 - Guardian																
45 CODE		46 NAME (Last Name First)		47 ADDRESS				48 PHONE NO.		AREA CODE									
45A				47A RESIDENCE				48A											
				BUSINESS															
45B				47B RESIDENCE				48B											
				BUSINESS															
45C				47C RESIDENCE				48C											
				BUSINESS															
VEHICLE CODES: 1 - Stolen 2 - Used 3 - Wanted 4 - Held as Evidence 5 - Victim's Vehicle 6 - Recovered 7 - Bicycle 8 - Towed #																			
49 CODE		50 YEAR		51 MAKE		52 MODEL		53 STYLE		54 TYPE		55 COLOR		56 I.D. NUMBER					
57 LICENSE NUMBER		58 STATE		59 YEAR		60 PLATES MISSING <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN		61 KEYS IN VEHICLE <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN		62 IGNITION LOCKED <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN		63 DOORS LOCKED <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN		64 INSURED <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN		65 VALUE		66 REFERENCE NO.	
PROPERTY CODES: A-Currency Notes C-Clothing, Furs E-Office Equipment G-Fire Arms I-Consumable Goods K-Misc. B-Jewelry/Precious Metals D-Damaged Property F-TV, Radio, Cameras, etc. H-Household Goods J-Live Stock L-Tools												67 TOWED TO ADDRESS:							
68 CODE		69 QUANTITY		70 PROPERTY DESCRIPTION: Brand Name, Serial Number, Model/Style, Oper. I.D./Other Identification				71 VALUE		72 RECOVERED		73 REFERENCE NO.							
74 NARRATIVE						75 TOTAL		76 TOTAL		77 OPERATION IDENT. <input type="checkbox"/> YES <input type="checkbox"/> NO		83 COMPLAINT NUMBER							
78 SUBMITTED BY OFFICER, DSN		79 DATE OF REPORT		80 MESSAGE NO.		81 SUPERVISOR'S INITIAL		82 REVIEWING OFFICER'S SIGNATURE AND DSN											

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ORIGINAL

METROPOLITAN POLICE DEPARTMENT — CITY OF ST. LOUIS
PERSONAL DESCRIPTORS CONTINUATION FORM

1 PAGE 2 COMPLAINT NUMBER 14
OF

STAPLE HERE

PREFIX: A - ARRESTED		R - RUNAWAY W - WANTED		J - JUVENILE M - MISSING PERSON		SUFFIX: 1 - ARMED & DANGEROUS		2 - ASSAULTS OFFICERS		3 - MENTAL CONDITION																					
3 CODE		4 LAST NAME		FIRST NAME		MIDDLE NAME		JR./SR.		5 ARREST REG. # / JUV. CONFID. HISTORY #																					
6 AKA OR MAIDEN NAME								7 MIRANDA WARNING DSN <input type="checkbox"/> YES <input type="checkbox"/> NO		8 REFERENCE NUMBER																					
9 RACE		10 SEX		11 AGE		12 DATE OF BIRTH		13 PLACE OF BIRTH—CITY		14 MARITAL STATUS		15 CLOTHING																			
16 HEIGHT		17 WEIGHT		18 BUILD		19 COMPLEX.		20 EYES		21 HAIR		22 FACIAL HAIR		23 TEETH		24 SCARS, MARKS, TATOOS															
25 DEFORMITIES				26 VOICE				27 SOCIAL SECURITY NUMBER				28 OPERATOR'S LICENSE NUMBER				29 STATE															
30 ADDRESS						31 CITY						32 STATE						33 HOME PHONE (AREA CODE)						34 <input type="checkbox"/> EMPLOYED <input type="checkbox"/> UNEMPLOYED							
35 OCCUPATION				36 EMPLOYER (PRESENT OR LAST)				37 BUSINESS ADDRESS				38 CITY				39 STATE				40 (A.C.) BUSINESS PHONE											
41A CHARGE(S)				F M				42A DATE OF OFFENSE				43A CN B/W UTT OCT. SUMS.				44A COURT				45A COURT DATE				46A TIME				47A COMPUTER ASSS. ARREST <input type="checkbox"/> YES <input type="checkbox"/> NO			
A				C D																											
41B				F M				42B				43B CN B/W UTT OCT. SUMS.				44B				45B				46B				47B <input type="checkbox"/> YES <input type="checkbox"/> NO			
B				C D																											
41C				F M				42C				43C CN B/W UTT OCT. SUMS.				44C				45C				46C				47C <input type="checkbox"/> YES <input type="checkbox"/> NO			
C				C D																											
41D				F M				42D				43D CN B/W UTT OCT. SUMS.				44D				45D				46D				47D <input type="checkbox"/> YES <input type="checkbox"/> NO			
D				C D																											
48 CODE		49 LAST NAME		FIRST NAME		MIDDLE NAME		JR./SR.		50 ARREST REG. # / JUV. CONFID. HISTORY #																					
51 AKA OR MAIDEN NAME								52 MIRANDA WARNING DSN <input type="checkbox"/> YES <input type="checkbox"/> NO		53 REFERENCE NUMBER																					
54 RACE		55 SEX		56 AGE		57 DATE OF BIRTH		58 PLACE OF BIRTH—CITY		59 MARITAL STATUS		60 CLOTHING																			
61 HEIGHT		62 WEIGHT		63 BUILD		64 COMPLEX.		65 EYES		66 HAIR		67 FACIAL HAIR		68 TEETH		69 SCARS, MARKS, TATOOS															
70 DEFORMITIES				71 VOICE				72 SOCIAL SECURITY NUMBER				73 OPERATOR'S LICENSE NUMBER				74 STATE															
75 ADDRESS						76 CITY						77 STATE						78 HOME PHONE (AREA CODE)						79 <input type="checkbox"/> EMPLOYED <input type="checkbox"/> UNEMPLOYED							
80 OCCUPATION				81 EMPLOYER (PRESENT OR LAST)				82 BUSINESS ADDRESS				83 CITY				84 STATE				85 (A.C.) BUSINESS PHONE											
86A CHARGE(S)				F M				87A DATE OF OFFENSE				88A CN B/W UTT OCT. SUMS.				89A COURT				90A COURT DATE				91A TIME				92A COMPUTER ASSS. ARREST <input type="checkbox"/> YES <input type="checkbox"/> NO			
A				C D																											
86B				F M				87B				88B CN B/W UTT OCT. SUMS.				89B				90B				91B				92B <input type="checkbox"/> YES <input type="checkbox"/> NO			
B				C D																											
86C				F M				87C				88C CN B/W UTT OCT. SUMS.				89C				90C				91C				92C <input type="checkbox"/> YES <input type="checkbox"/> NO			
C				C D																											
86D				F M				87D				88D CN B/W UTT OCT. SUMS.				89D				90D				91D				92D <input type="checkbox"/> YES <input type="checkbox"/> NO			
D				C D																											
93 HAT		94 COAT		95 SHIRT/BLOUSE		96 TROUSERS		97 SHOES		98 DRESS		99 SKIRT																			
100 DATE LAST SEEN		101 TIME LAST SEEN		102 LOCATION LAST SEEN																											
103 JEWELRY, PAPERS OR OTHER ITEMS CARRIED																															
104 POSSIBLE CAUSE OF ABSENCE						105 PROBABLE DESTINATION						106 HAS SUBJECT BEEN REPORTED MISSING BEFORE? DATE: <input type="checkbox"/> YES <input type="checkbox"/> NO																			
107 WHERE WAS SUBJECT LOCATED AT THAT TIME?						108 ACCOMPANIED BY:																									
109 RELIGION—CHURCH OR FRIENDS						110 SCHOOL						111 WILL PARENTS CALL FOR? <input type="checkbox"/> YES <input type="checkbox"/> NO																			
112 SUBMITTED BY OFFICER, DSN				113 DATE OF REPORT				114 MESSAGE NO.				115 SUPERVISOR'S INITIAL				116 REVIEWING OFFICER'S SIGNATURE AND DSN															

MPD1A REV. 5 12/78

ORIGINAL

METROPOLITAN POLICE DEPARTMENT—CITY OF ST. LOUIS

15

SUPPLEMENTARY REPORT

FILE NO.—FOR RECORDS DIVISION

COMPLAINT NO.

CONCERNING		2. ORIGINAL C.N.	3. DISTRICT REPORTING	4. DATE OF THIS REPORT
TYPE OF ORIGINAL REPORT				
5. DATE AND TIME OF OCCURRENCE	6. PLACE OF OCCURRENCE	7. DISTRICT	8. LOCATION CODE	
9. VICTIM (IF FIRM, NAME AND TYPE OF BUSINESS)		10. HOME ADDRESS		
		11. BUSINESS ADDRESS		
WANTED REF. NO.	NAME			WANTED C. N.
W-				
WANTED REF. NO.	NAME			WANTED C. N.
W-				
WANTED REF. NO.	NAME	WANTED C. N.	VEHICLE REF. NO.	TELETYPE NO.
W-			V-	

12. ADDITIONAL DETAILS

IF ADDITIONAL SPACE IS NEEDED, USE A CONTINUATION REPORT

APPENDIX B
 CUMULATIVE LISTING OF PREVENTABLE CRIMES
 FEBRUARY - JUNE, 1979

Line	5	4	3	3	3	3	3	3	3	3	2	2	2	2	2	2	2	1	1	1	1	1	1	4	4	4	4	1	3	3	0	0							
279	5	4	3	3	3	3	3	3	3	2	2	2	2	2	2	2	1	1	1	1	1	1	4	4	4	4	1	3	3	0	0								
DER	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
PE MEET	0	2	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
IB. D MEET	1	3	0	0	1	4	1	0	1	0	0	2	1	0	0	0	0	1	0	0	0	2	0	2	0	0	0	0	2	0	0	1	0						
IB. N BUSINESS	1	0	2	1	2	0	1	1	1	0	1	0	1	0	0	1	0	0	1	0	0	1	0	0	0	0	0	1	0	0	0	1							
L. D BUSINESS	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0							
IB. N SAULT	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0							
DAY SAULT	5	0	0	0	1	0	1	0	0	0	1	0	1	0	0	0	1	0	3	0	0	1	3	2	1	1	0	0	1	0	1	1	1	0	2	0			
NIGHT	3	0	2	1	1	1	0	3	3	2	0	0	0	0	1	0	0	0	1	0	0	0	2	1	2	0	3	1	0	0	0	1	0	0	0	1	0		
3.				①				②		④	①	②																											
RG. D	0	0	1	1	1	1	0	2	3	1	2	0	2	4	1	0	1	2	1	1	0	0	0	2	1	1	1	0	0	0	3	0	0	0	0	1	0		
3.						②	②	①	③	⑤	②	①		①										④															
RG. N	0	0	0	1	0	0	2	4	3	5	3	2	3	2	1	0	0	2	1	0	1	0	1	6	3	0	0	0	1	0	3	2	0	0	1	3	1	0	
3.				①						①								①																					
RG. D	0	0	0	0	1	0	0	0	1	1	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	
3.					①	③				①		①				①					②			①														①	
RG. N	0	0	0	0	6	5	3	0	1	0	1	5	0	4	0	0	1	1	0	1	1	7	1	1	4	2	1	2	2	0	1	3	2	0	0	1	4	2	
OLEN PO D	0	0	0	0	0	3	0	0	1	2	0	0	0	2	3	0	1	1	0	1	0	1	2	0	0	0	0	1	1	0	1	0	0	0	0	0	2	0	
OLEN PO N	0	0	1	0	0	0	1	1	2	4	3	1	0	2	1	0	1	4	0	1	0	0	3	1	0	0	1	0	1	0	0	6	0	0	3	0	1	0	
RCENY	①	①			③	②	③	③	①	④	④	③	③				③		①	①	①	③	①		①	①	①	②	①	①	①	①	①	②					
CAR	2	1	3	0	1	4	2	5	4	4	2	6	5	3	6	0	1	10	1	0	2	0	3	1	2	2	3	1	0	2	1	3	3	1	1	1	2	0	
ROUTING	3	3	0	0	0	6	4	1	1	3	7	5	0	5	3	2	1	10	1	0	2	4	4	2	0	1	1	0	4	0	4	3	6	0	0	2	0	2	1

*R/L	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	4	4	4	4	4	4	4	4	4	4	9	9	8	8	
979	5	4	3	3	3	3	3	3	3	2	1	0	9	8	7	5	3	1	0	9	8	7	6	3	2	1	4	4	4	4	0	0	8	7
RDER	1	0	0	0	1	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
PE	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
B. D	0	0	0	0	0	0	1	1	0	1	0	0	1	0	0	0	0	0	1	0	1	0	0	2	0	0	0	0	0	0	1	2	0	
B. N	2	0	0	0	1	0	0	4	1	0	0	0	0	0	0	1	2	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	
S. B. D	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
S. B. N	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
SLT. D	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	1	0	2	1	0	0	0	0	0	1	0	0	1	0	
SLT. N	0	2	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	2	1	1	0	1	0	0	1	0	0	0	0	
S. ARG. D	0	0	0	0	0	1	0	0	1	2	3	2	5	3	0	0	1	1	0	0	0	0	2	2	3	0	2	0	0	0	0	1	1	0
S. ARG. N	2	0	0	0	0	4	1	0	1	2	7	1	6	4	0	0	0	1	0	0	0	1	0	2	0	0	1	0	1	0	4	0	0	0
S. ARG. D	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	1	0	1	0	0	0	0	0
S. ARG. N	0	0	0	0	0	3	1	1	0	2	2	1	2	6	0	0	2	0	0	0	2	1	3	1	0	2	0	0	4	0	2	5	0	1
COLEN TO D	0	0	0	0	0	0	1	1	1	0	0	2	0	0	0	1	0	0	2	0	1	0	0	0	0	1	0	0	0	1	0	0	0	
COLEN TO N	0	0	0	0	3	1	0	0	2	5	0	2	2	3	1	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	4	1	0	
RCIENY	1	0	1	1	0	2	3	2	4	3	9	6	3	2	11	0	0	17	3	1	0	2	3	2	2	0	0	3	1	1	0	4	3	0

	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0
ORDER..				1																										
PE																														
OB. D	1		1		2	2	1			2																				
OB. N	2	3	1		1	2	1		1	1																				
IS. OB. D																														
IS. OB. N	1																													
BSLT.D	1																													
BSLT.N																														
ES. JRG. D	9																													
ES. JRG. N	4																													
JS. JRG. D	1																													
JS. JRG. N	1	1																												
TOLEN ITO D	1																													
TOLEN ITO N																														
ARCENY	6																													
AR LOFTING	3																													

SUPERSESSIBLE CRIME IN PARENTHESES

Metropolitan Police Department - City of St. Louis 21

INTRA-DEPARTMENT REPORT AND CORRESPONDENCE SHEET

Date: June 2, 1979

To: All Watch Commanders, 9th District

From: P.O. Thomas Daley, Captain's Aide

Subject: Crime for the Month of May, 1979
Re: Prevalent Areas and type of Crime

Copies Sent To:

The following locations seem to prevail for the crime based on the month May, 1979.

1. Robberies: Euclid Avenue Street Night
Forest Park to Washington
Washington to Cass Street night and Day
Garrison to Grand Business Night
2. Assaults: Dayton to Thomas Day and Night
Jefferson to Garrison
Vandeventer to Boyle Day and Night
Lindell to Olive
3. Stolen Cars: Euclid to Kingshighway Night
West Pine to Clayton
Taylor to Euclid Night
Lindell to McPherson
Grand to Vandeventer Day and Night
Lindell to Laclede
4. Car Cloutings: Taylor to Kingshighway Mainly Day-Time (Garages)
Clayton to Lindell
Boyle to Vandeventer Day and Night
West Pine to Maryland
303 S. Grand (Ramada Inn) Night
Grand to Vandeventer Mainly Day-Time
Washington to Bell
2600 Market (Rodeway Inn) Night
Olive to Franklin Mainly night time
Jefferson to Grand

APPENDIX C

PREVAILING AREAS AND TYPES OF CRIME

FEBRUARY, MARCH, MAY, 1979

P.O. Thomas Daley
Captain's Aide

Metropolitan Police Department - City of St. Louis

22

INTRA-DEPARTMENT REPORT AND CORRESPONDENCE SHEET

Date: April 2, 1979
To: All Watch Commanders and Supervisors
From: Officer Thomas Daley
Subject: Crime for the month of March

Copies Sent To:

The following areas seem to prevail for the month:

Vandeventer to Grand Olive to Finney Car Clouting
Gamble to Cass Garrison to Jefferson Car Cloutings Street Robberies
Taylor to Kingshighway Forest Park to Clayton Car Cloutings
Vandeventer to Grand Windsor to Page Residence Burglaries Day and Night
Compton to Grand Washington to Bell Car Cloutings Business Robberies- Night
Compton to Grand Laclede to Washington Car Cloutings Street Robberies - Night Stolen Autos - Night
Sarah to Vandeventer Lindell to Fprest Park Car Cloutings Stolen autos - Day and Night
Olive to Delmar Newstead to Kingshighway Street Robberies Night

Officer Thomas Daley
Captain's Aide

Metropolitan Police Department - City of St. Louis

23

INTRA-DEPARTMENT REPORT AND CORRESPONDENCE SHEET

Date: March 1, 1979
To: All Watch Commanders and Sergeants
From: Officer Daley
Subject: Crime for the month of February

Copies Sent To:

The following locations seem to prevail:

Jefferson to Glasgow Dickson to Sheridan Assaults
Liddell to McPherson Boyle to Newstead Residence Burglary, Day and Night Assaults
Forest Park to Laclede Euclid to Kingshighway Burglaries
Spring and Market Area Car Cloutings
Jefferson and Market Area Car Cloutings
Laclede to Lindell Compton to Grand Car Cloutings and Stolen Autos
Powell Hall Area Car Cloutings, Stolen autos, and Robberies
Lindell to Delmar Newstead to Kingshighway Robberies
Glasgow to Jefferson Franklin to Cass Robberies
Whittier to Sarah Westminster to West Pine Robberies
Leffingwell to Grand on King Drive Robberies

APPENDIX D
OPEN-BEAT SATURATION FORM

OPEN - BEAT SATURATION FORM

DATE (24 - HOUR PERIOD)

7/3/79 7:00AM to 7/4/79 7:00AM

	Circle Appropriate Time (Beginning - Ending)		Location (Pauly - Block)	Cars (Call Letters)	Reason (ie, Purse Snatching-Street Robberies)
	A.M. P.M.	A.M. P.M.			
1)			Day Watch - No Saturated Patrol - Lack of Sufficient Manpower		
2)	5:00	11:00	445-446-448-461-462-463 476-477-478-479-901-902	921-922-923	Burglaries Assaults & Robberies
3)	5:00	11:00	531-532-533-534-537 538-539-540	925-927-928	Assaults & Robberies Prostitution
4)	11:00	7:00	524-530-531-532-540	928	Assaults-Robberies Burglaries-Car Clouting
5)	11:00	5:00	532-533-534-537-538 539-540	906-921-925	Assaults-Robberies Prostitution
6)					
7)					
8)					
9)					
10)					

If Additional Space Is Needed, Attach A Second Sheet.

OPEN - BEAT SATURATION FORM

DATE (24 - HOUR PERIOD)

7:00AM 7/4/79 to 7:00AM 7/5/79

	Circle Appropriate Time (Beginning - Ending)		Location (Pauly - Block)	Cars (Call Letters)	Reason (ie, Purse Snatching-Street Robber)
	A.M. P.M.	A.M. P.M.			
1)			DAY WATCH- No Saturated Patrol Plan- Details Insufficient Man Power.		
2)	3:00 P.M.	11:00 P.M.	531-532-533-534-537 538-539-540	927-928-906	Assaults & Robberies Prostitution
3)	3:00 P.M.	11:00 P.M.	445-446-448-461-462-463-476 477-478-479-901-902	922-923	Burglaries Assaults & Robberies
4)			Saturation Map Not Used - Manpower Shortare 3d Watch		
5)					
6)					
7)					
8)					
9)					
0)					

If Additional Space Is Needed, Attach A Second Sheet.

DISPATCHING PROCEDURES

Welcome to the Communications Division! You, as a dispatcher trainee are preparing for a very important job. The Department has no task more important than accurately transmitting information to and receiving information from our officers on the street. The Communications Operations Division (COM/OPS), where you will be working, is the heart of the Department's communications system.

You have been chosen for training because, among other things, you are alert, intelligent, and an even-tempered person who meets the general high standards required by this Department. You have at least a high school education, your hearing is good, you possess a well modulated speaking voice and your speech is clear and distinct. You are qualified for this job or you would not be here.

I. YOU AND YOUR JOB

A. General

The list of your duties is extensive. Competent performance of them is vital to Department operation. You help people by sending police to them when assistance is requested. You keep track of police cars that are available for assignments. You cooperate with the police cars by furnishing them with information they need or request.

In discharging these responsibilities you can understand that nobody imparts confidence as does a dispatcher whose reply is immediate and whose voice is alert, impersonal, clear, and ready to help. Nothing destroys confidence like a voice that seems to say wearily, "And now, what the hell do you want?"

Accordingly, unnecessary noise, loud talking or laughter is not permitted in the communications room. In addition to the fact that any of this is seriously out of place, the microphones will pick up and transmit such disturbing background noise and will increase the possibility of the officers misunderstanding the radio broadcast.

APPENDIX E
DISPATCHING PROCEDURES

Any incoming personal calls for you will be answered by the watch commander who will determine whether or not the call is connected to you or a message taken. Routine messages will be held for you and you may call them back when on relief. All telephone calls are recorded, as well as the radio calls.

You will begin your work on one of the three watches (our Department's word for "shifts") and will be rotated every 21 days. The watches are:

DAY WATCH — 7:00 A.M. to 3:00 P.M.

AFTERNOON WATCH — 3:00 P.M. to 11:00 P.M.

NIGHT WATCH — 11:00 P.M. to 7:00 A.M.

You will be expected to learn, as quickly as possible, whatever you do not know about this city's major streets, expressways, public buildings, riverfront, housing projects, and most common points of interest. Most of the above knowledge can be obtained from maps of the city which are furnished to the dispatching office. These maps contain such information as street location and so forth, along with areas of the city where the police patrol cars are assigned.

You are responsible to your supervisor and, during the training period, to your training officer.

B. Your Work Area

The City of St. Louis is divided into nine police districts, and the nine police districts are distributed among six radio frequencies. Each radio frequency is manned by a dispatcher. This means that six dispatchers work simultaneously dispatching police cars to incidents happening in the city.

Except in emergency situations you will be broadcasting to, and will only be heard by, the district(s) for which you are responsible and with which you are concerned. Emergency incidents occurring on or near district boundaries will be broadcast on the "All Channels" system.

As a dispatcher you will be seated at a console equipped with a volume control which should be adjusted so you can hear incoming messages. At hand there is also a master control for the all channels broadcasts, a hand controlled transmitting switch, and a foot controlled transmitting switch. (Use of the foot controlled switch is preferable, since it leaves your hands free for desk work.)

There is a one piece headset you will wear. This headset has two parts: the receiver, which is worn in your ear, and the transmitter, which is placed in front of your mouth with the end of it pointing either right or left so that you talk past it and not into it. Keep the microphone close to your mouth, speak distinctly, transmit carefully, and do not play with the headset while you are on the air. Do not express emotion because it tends to distort the voice. Always remember while broadcasting any messages to have your mouth clear. Do not have a cigarette, cigar, pipe, pencil, or other object in your mouth. Speak distinctly with your speech pattern at about 40 to 60 words a minute. Any messages, especially teletype messages, should be read carefully before any is made to broadcast them. Do not embarrass yourself by stammering because you failed to understand a message.

The phonetic alphabet used by this Department was devised to enable you to avoid errors in names. The alphabet loses all meaning whenever you decide to change pronunciation; e.g., "Charley" instead of "Charles", "Davey" instead of "David", etc. Correct pronunciation is a rule that must be obeyed. If a car or unit calls by radio saying, "Dispatcher, I'm not receiving you", it may be because of a careless transmission. It may, of course, be trouble in the car's receiver, but first, check your own equipment and method of transmission.

At your work station there is also a time clock which stamps time and date on the dispatch ticket, a numbering machine which stamps a complaint number (report number) on the dispatch ticket, and a supply of blank dispatch tickets and other stationery supplies.

C. Reporting for Duty

On reporting for duty, the watch commander or watch supervisor will inform you which

position you will be assigned to for the watch. Be sure to inquire of the dispatcher you are relieving if there are any important incidents you should know about. Thus, you will avoid any loss of time if you should be asked for further information or assistance with an incident.

Any damage or breakage to any of the equipment which you observe shall be immediately reported to the watch commander or supervisor.

Also, the dispatch ticket rack shall be checked to be sure there are no outstanding tickets in the rack. This is very important, and if it is not done, creates criticism, and indicates that the dispatcher does not have the safety of the patrol officer uppermost in mind.

Simplex Time Stamp machines are electric clocks that are designed to stamp the date and time on the dispatch tickets. The clocks are the twelve (12) hour type and indicate the letters A.M. and P.M. behind the printed time. This machine requires a periodic visual check several times during the watch to be sure the date and time are correct. There are two machines at the center of each area of consoles. They can be checked against each other as well as a visual check of the FLAIR digital clock. The clocks are manually adjusted.

A complaint number machine is also located at each of the consoles and is the Simplex machine located between the Simplex Time Stamp machines. When the dispatcher is informed that the radio assignment is a "Report", he will stamp a complaint number on the dispatch ticket and the number is broadcast to the involved patrol car.

The complaint numbers on the dispatch tickets are checked hourly by the complaint numbers clerk to ascertain the correct numbers sequentially. Any outstanding numbers are to be noted by the complaint numbers clerk on the form that is provided so that a quick check can be made for any errors during and at the end of the watch. The checks are made by the complaint numbers clerk and assisted by the dispatchers whenever necessary.

Check your transmitter button. Check that the white transmitter light is not on, and, always be suspicious if everything suddenly goes too quiet. You may be "On" and not

know it. If so, everything you are saying is going out over the air and is being recorded. Also, all telephone conversations are recorded on the same tape.

D. Proper Terminology

Always remember that you are advertising the Department whenever you go on the air. All the news agencies, which include all the radio and T.V. stations, as well as the Department personnel that have scanners, listen to you dispatch the patrol cars. Therefore, use dignity in transmitting. Do not mimic or imitate a calling car. Here are a few examples we'd like you to avoid, and alongside are the examples of the wording we consider better:

"Some nut"	-	"An O.B.S. case"
"Wot ja say?"	-	"Repeat"
I can't unnerstan"	-	"Repeat"
"Some guy laying in the gutter"	-	"Man down"
"At the junk yard"	-	"At the salvage company"
"At the hamburger joint"	-	"At the restaurant"

Keep some dignity in your transmissions along with clarity. For example, numbers are a very important part of your job. Any confusion or miscopying can lead to much trouble, not only for the Communications Division and the rest of the department, but most importantly for the receiver of the message. This is our preferred pronunciation of numbers:

"WUN"	-	With a strong W and N.
"TOO"	-	With a strong and long OO.
"TH-R-EE"	-	With a slightly rolling R and long EE.
"FO-WER"	-	With a long O and strong W and final R.
"FIE-YIV"	-	With a long I changing to a short and strong Y and V.
"SIKS"	-	With a strong S and KS.
"SEV-VEN"	-	With a strong S and V and a well sounded VEN.
"ATE"	-	With a long A and strong T.
"NI-YEN"	-	With a strong beginning N, a long and well rounded YEN.
"ZE-RO"	-	With a strong Z and a short RO.

Numbers in groups should be transmitted first by the total number and then individually. The number "O" is identified as "ZERO". Thus, a transmission of the number 372, 860 would be "Three Hundred Seventy Two Thousand, Eight Hundred Sixty . . . (pause) . . . 3 - 7 - 2 - 8 - 6 - Zero."

Dispatching names can be accomplished accurately by first pronouncing the complete name and then pronouncing the last name and spelling it phonetically. Examples:

The name "JOHN PHARES".

"JOHN"

"PHARES"

"P-PAUL"

"H-HENRY"

"A-ADAM"

"R-ROBERT"

"E-EDWARD"

"S-SAM"

It is better to spend the extra time required in spelling names clearly, since, for example, this name could easily have been copied "FARES", "FARRES", or "FERRIS" depending on local pronunciation.

The phonetic alphabet should be used for spelling out unusual names of persons or locations. The names used after each letter have been found to be the most understandable over the air. They should always be given as: "A" - Adam, "B" - Boston . . . never "A" as in Adam or "B" as in Boston, etc. The alphabet is easily memorized.

II. DISPATCHING OF POLICE CARS

A. General

You must dispatch a police car when you receive at your radio console position a dispatch ticket. This can be either a radio ticket that is written by the Complaint Evaluation Section on the Telautograph machine or one that is handed to you by another

dispatcher or the dispatcher supervisor. Each district desk has a Telautograph machine located somewhere on the desk and is used by the district personnel to write dispatch tickets to have their cars "Call" or "Go" to their station.

The radio dispatch ticket is an instrument of record with the police department. It is a form designed by the Communications Division, contains areas that are marked for use by the Complaint Evaluation Officers, complaint number clerks, and radio dispatchers. The ticket provides space to stamp the date-time the dispatch was made and the date-time of arrival and the date-time the assignment was completed. There are spaces to be used for assigned inter-departmental numbers of each person handling the ticket. The marking of the ticket is very important as many divisions of the department are concerned by the markings on the tickets. The markings on the tickets represents the only information between the person calling the police and the dispatcher.

B. Sending a Car

The dispatch ticket was made out by a Complaint Evaluation Officer who received the original complaint by phone, and it comes to you by Telautograph because the occurrence is in the territory you are responsible for. You must now send a police car to investigate, so, step by step, here is what you do:

- 1) You quickly read the dispatch ticket to make sure you know what it says and what message you must transmit.
- 2) Call into the microphone the call letters of the car selected.
- 3) When he answers, read the information regarding the type of complaint involved. There is a list of standard incident codes at your console.
- 4) Give the police car any additional information asked for by the officers, or any additional information coming to you which might help the officer locate the incident or person who called.

- 5) When the car receives the assignment from you, announce the time the assignment was transmitted. The time signal is to be given after the assignment, after all descriptions, and when a car returns to service. The time signal is important. It is required by FCC rules every 1/2 hour.
- 6) Machine stamp the date and time of assignment on the dispatch ticket and put it temporarily in the corresponding car numbered slot in the ticket tray near you and light the car's number on the wall status board indicating that it is on an assignment and for the time being is "Out of Service." The red light indicates that the car is out of service and the green light indicates that the car is in service and available for assignments. No light means that the car is not working at that time.
- 7) When an assignment is completed, the officer is required to report the disposition of the assignment (that is, what he did about the job you sent him on.) The report of disposition may not come back to the dispatcher who originally made the assignment as he may be on break or off duty, but it will come back to the dispatch console that made the assignment originally. There the dispatcher retrieves the ticket from the corresponding slot in the ticket tray, writes the disposition on it, stamps a complaint number on it if necessary, time stamps it, and forwards it to the radio clerk for coding.

Now that you understand how to send a car on an assignment, let's concentrate on sending cars on one and two man assignments.

Some calls can be effectively handled by one police officer, but in some instances it is better to assign two police officers (refer to "Radio Incident Code Sheet".) When you are dispatching to any incident marked with an asterisk (*), send two officers (a two man car or two one man cars.) In other instances one officer should be assigned unless you are instructed differently. Examples are:

ONE OFFICER ASSIGNMENT

- 1) Dispatcher assigns car by FLAIR (example: 423.)

- 2) Dispatcher calls: "423."
- 3) Car 423 answers call.
- 4) Dispatcher then gives car 423 the call by first telling what type of call it is (e.g., Burglary, Larceny, Auto Accident, etc.), then, tell the location of the occurrence (address) and announce the time. Do not add phrases such as "Here is an assignment for you," or "I got a job for you."
- 5) If the assignment is clearly understood by the officer in the car he codes a Code 76 or 77 on his FLAIR digital panel and proceeds on the assignment.

TWO OFFICER ASSIGNMENT

- 1) Dispatcher locates the area on the FLAIR map and assigns the closest car(s).
- 2) Dispatcher calls cars 423 and 424.
- 3) Car 423 (the primary car that was called first) answers. The second car, 424 answers second.
- 4) Dispatcher gives the assignment to car 423 with car 424 to assist, then announces the time.
- 5) If the assignment is understood, both cars will code a Code 77 on their FLAIR digital panels.
- 6) Only the primary car will give the disposition and the secondary car will only go in service upon completion of the assignment.

MORE THAN TWO OFFICERS REQUIRED

- 1) Handle in the same manner set out for the two officer assignments.

On all assignments where two or more cars are dispatched, another radio ticket should be made for each assist car using the Code 7160 and an "X" placed in the assist box on the ticket.

There will be occasions when the routine calls, which predominate, will be interrupted by a serious situation such as An Officer in Need of Aid, multi-alarm fire, apparent mob action, or a high speed chase. Such calls, regardless of your experience, will be monitored

by the supervisor. This is simply to assist you and has no implication of lack of confidence in you. After all, the supervisor is the officer who is responsible for your actions and he may need to notify other divisions or bureaus so they can respond to the scene for assistance. If you have any questions concerning any situations, contact your supervisor.

HOLD CALLS

Beginning at 7:00 A.M., 3:00 P.M., and 11:00 P.M. each day, dispatchers will hold the following types of calls until the district watch relief has been completed. They are to be assigned as soon as possible after relief has been completed.

- 1) Sick, injury, or death cases NOT of a criminal nature reported from a hospital or doctors office.
- 2) Derelict cars on public property.
- 3) Sanitation complaints.
- 4) Unnecessary noise and other nuisance calls.
- 5) Lost articles.
- 6) Any report that has been delayed for more than two hours since discovery and police action is not immediately required.
- 7) Reports of crimes against property (to include additional information) unless delay will seriously inconvenience the citizen. If you are in doubt, ask the supervisor.

STACK CALLS

A "Stack Call" is a call or complaint of a relatively minor nature that doesn't require immediate action or attention. For example, an incident that happened last night and is just being reported now or a car standing empty and unattended on a street for several days.

There is a "Stack One" designation and a "Stack Two" designation. The dispatch ticket you receive is marked in one of these ways by the evaluation officer on the basis of the information he obtained from the complainant.

III. THE INFORMATION CHANNEL

A. General

The information channel is located at the end of each one of the sets of consoles. A person who has the title of RADIO CLERK is in charge of each position. The information channel radio clerk has the responsibility of obtaining information on wanted persons, vehicles, drivers licenses, and the calling of tow trucks and other city agencies that have been requested by the officer on the street. Printed forms are available at each position that are used to record information requests from the patrol vehicles along with recording information for the communications division. The forms shall be time stamped when the information is returned to the patrol vehicle and collected by the supervisor during and at the end of each watch.

B. Procedures

The information channel dispatcher has the responsibility of giving the requesting patrol car on the street only the information necessary to either inform the officer that his subject or vehicle is or is not wanted. For example:

Car: 423

Dispatcher: 423

Car: Issue on Missouri license for '79 AB1234.

Dispatcher: Clear (If not clear have the car repeat the information.)

The dispatcher then enters the information into the Regional Justice Information Service (REJIS) computer terminal by using the formats that are described in the REJIS manual. After receiving the information from the Cathode Ray Tube (C.R.T.), recontact the car and return the information as quickly as possible. For example:

Dispatcher: 423

Car: 423

Dispatcher: No theft. John Doe, 122 West Main, St. Louis, '76 Chevrolet, (time).

Car: Clear

As you can see by the above example, the minimum amount of air time has been consumed and the car has received and understands all the information that is required. Now, let's look at a situation where the information is returned from the computer and the vehicle is stolen:

Dispatcher: 423

Car: 423

Dispatcher: License AB1234 stolen (verified or not verified) reference number V12345678 dated 3-10-78, from 3100 Arsenal.

Car: Clear

Here again the dispatcher gives the car minimum information so as not to confuse the officer. The officer will take the information to this station and run the reference number through the computer terminal and notify the owner. If the officer calls back and asks for any additional information concerning the theft, give him only the items that would help him while he is on the street. Do not give him the telephone number of the victim over the air.

When an officer is making a WANTED CHECK on a person that he is questioning on the street, make sure you understand all the information that he gives you. If you are not sure of the proper spelling of the name, ask the officer to spell it phonetically. For example:

Car: 423

Dispatcher: 423

Car: Wanted check on one subject, last name PHARES, first name JOHN, a white male with a DOB of 7-1-48.

Dispatcher: Spell the last name.

Car: P-Paul, H-Henry, A-Adam, R-Robert, E-Edward, S-Sam.

Dispatcher: Clear.

When the information is returned on the REJIS computer terminal, give the officer only the basic information so as to avoid confusion. For example:

Dispatcher: 423

Car: 423

Dispatcher: No wanted on subject PHARES.

Car: Clear

If there is a wanted on the subject, return the information to the car in this manner:

Dispatcher: 423

Car 423

Dispatcher: Subject of similar name wanted for Burglary, reference number W12345678, dated 1-2-78 from 3100 Arsenal in District Three.

Car: Clear.

If the officer needs more information concerning the physical description of the wanted subject, give him only the information that is on the screen or teletype. Don't elaborate. If you are in doubt as to the information that is on the screen in relation to the subject being checked, contact your supervisor and let him make the decision as to how much information is to be passed on to the officer over the air.

On requests for the tow truck, always get the year and make of the auto and if the tires are up or down. This information is needed by the tow company so they have the necessary equipment when they arrive at the scene.

Sometimes it becomes necessary to obtain the license and wanted information from the Missouri Uniform Law Enforcement Service (MULES) terminal. This occurs when the REJIS system goes down for some reason. To use the MULES system, contact your supervisor and have him activate the system. A manual for the formats for the MULES system is located at the MULES machine. This system is only a backup system and is to be used ONLY when the REJIS system is down.

On all other requests, make sure you get the necessary information from the car on the street to pass on to the other agencies. Sometimes you only get a one time shot at obtaining the necessary information. If you don't understand the request, ask the car to repeat the request until you fully understand it.

A final note concerning the wanted person information that is received from the teletype systems, both REJIS and MULES. Any time a positive reply is received, make sure that a hard copy is made for the divisions records. A lot of times the officer may call back several hours later by phone and request the information from the teletype. Also, a hard copy of the information on the autos that are returned as stolen should be kept for our records.

TERMINOLOGY FOR DISPATCHING CARS

Dispatcher: 423

Car answers.

Give the car the assignment and the time.

If two (2) cars are required:

Dispatcher: 423, 424

Primary car answers first, then secondary car.

Give primary car the assignment, with second car to assist and the time, specify Code "76" or "77". This also applies when three or more cars are required.

When giving the car the assignment, give the type of assignment, the address, and the floor or apartment number.

Cross District Assignment: sending a car from one district into another district.

EXAMPLE: 423 in district 5, type of assignment, address and time.

If the car requests further information after arrival at the scene, give the name of the caller; do not give the name of the caller until the car requests further information, also a check should be made with the Complaint Evaluation Officer who received the call. Names of businesses should be given out as part of the address.

HOLDUP PROCEDURE:

Attention all cars and districts (of occurrence), a holdup, at (location) _____ .

Follow procedure for assigning two (2) men and also assign a supervisor.

On All Descriptions: Attention all cars, arrest for (charge) from (location) _____ .

Direction of escape.

Description from left to right, top to bottom.

On Missing Persons: Missing from (address) since (time and date)

Subject's name and description of subject.

If Auto Involved: Arrest the occupants, direction last seen going and how long ago, of an auto (description of auto and occupants.) Repeat direction of escape and description the same way as put out the first time.

Other Descriptions: Such as stolen autos and cancellation of stolen autos.

Descriptions of stolen autos, give location of steal, use CYMBL, which indicates:

- C - Color
- Y - Year
- M - Make
- B - Body Style
- A - And
- L - License Number

Cancellation of stolen autos, use only the license number and year of expiration of license.

If from another agency, use the authority of that agency.

TERMINOLOGY TO BE USED

- * - - - Denotes two (2) man assignment.
- *1120 Rape-77 (if at hospital-76)
- *1121 Attempt Rape-77 (if at hospital-76)
- *1131 Holdup in Progress-77
- *1133 Strongarming (description if any)-77
- *1134 Holdup-77
- *1135 Attempt Holdup-77
- *1140 Assault or victim of an assault-77 (if hospital or station send one man-76)
- *1141 Cutting-77 (if at hospital send one man-76)
- *1143 Shots Fired-77
- 2110 Burglary-76
- *2111 Window Smashing (description if any)-77
- 2112 Attempt Burglary-76
- *2113 Burglars in the Building at this time (advise if building is occupied at this time)-77
- *2114 Prowler (description of any & advise if building is occupied: watchman, workman, etc.)-77
- *2115 Prowlers attempting entry (description of any & advise if building is occupied; watchman, workman, etc.) -77
- 2120 Larceny-76
- *2121 Larceny being committed at this time (description if any)-77
- *2122 Holding some one for a Larceny-77
- 2123 Attempt Larceny-76
- 2124 Stolen License-76
- *2125 Some one tampering with an auto (description if any)-77
- *2126 Purse Snatching (description if any)-77
- 2130 Stolen auto, description information not verified-76
- 2210 Destruction of property-76

3120 Fraud-76
 3121 Bogus Check-76
 *3122 Holding someone for ____ (specify)-77

 4121 Child Molestation-77
 *4122 Someone committing an Indecent Act (specify & description if any)-77
 *4123 Nude Person-77

 *4211 Someone flourishing (specify gun, knife, etc.)-77

 4220 Person down-77

 *4230 Disturbance (if at the station, send one man-76)
 *4231 Fight (specify if armed with bats, bottles, etc.)-77
 *4232 Public Accommodations Complaint-76
 *4233 Disturbance-77

 6110 Illegally parked auto-76
 6120 Auto being operated in careless manner (description if any)-76
 6130 Traffic Congestion-76

 *7100 Outside Alarm Sounding-77
 *7101 (Name of Co.) Burglary Alarm Sounding (man on the way or no man)-77
 *7102 Burglary Alarm Sounding a Recorded Alarm-77
 *7103 (Name of Co.) Robbery Alarm Sounding (man on the way or no man)-77
 *7104 Robbery Alarm Sounding, a Recorded Alarm-77

 7105 Injury-77
 7107 Injury at (name of hospital from ____ (address of occurrence)-76

 7111 Alarm of Fire, Still Alarm Fire, Sprinkler Alarm of Fire-76
 7112 Someone burning rubbish-76
 7113 Special Call for Fire Aparatus-76

7120 Auto Accident-76
 *7121 Auto Accident, someone reported injured-77
 *7122 Hit and Run-77
 *7123 Person Struck by an auto -77
 7124 Accident Auto Abandoned-76
 7125 Accident Information-76
 7126 Accident (victim at hospital), give name of hospital & location of occurrence of the accident -76

 7131 (dog, cat, rat, etc.) Bite-76
 7132 Injured (type of animal)-76
 7133 Supposed mad (type of animal)-77
 7134 (type of animal) At Large-76

 7140 Sick Case-77
 *7141 Observation Case-77
 7142 Confinement Case-77
 7143 Poison Case, by means of ____ -77
 7144 Investigate a call for an ambulance-76

 7151 Sudden Death-76
 7152 Supposed Sudden Death-77
 7153 Suicide by ____ , (specify)-77
 *7154 Attempt Suicide by ____ (specify)-77

 7160 Assist Officer (used when car requesting is out of service or when on 2 man assignment. Also used when one car requests another car to meet him and is out of service; shall be put on the air as "Meet an Officer.") -77
 *7161 Attention all cars and districts (district of occurrence), an Officer in need of Aid, 2 men and Sgt. -77
 7162 Assist an ambulance driver -76
 7163 Meet an Officer

- 7171 Wires down -77
- 7172 Wires Burning-77
- 7173 Tree Down-76
- 7174 Depression (specify street, alley, etc.)-76
- 7175 Investigate the Odor of Gas-77
- 7176 Someone Dumping Rubbish-76
- 7177 Lock-in or Lock-out-76
- 7178 Obstruction in (specify street, alley, sidewalk, etc.)-76
- *7179 Investigate on Open Door (specify location)-77
- 7180 Boys ____ (specify what they are doing)-76
- 7182 Unnecessary Noise (specify)-76
- 7183 Sundry (specify whatever is in the remarks)-76
- *7185 Attention District (of occurrence), A Call for Police-77

- *7191 Person Acting in a Suspicious Manner (description if any)-77
- *7192 Occupants of an Auto Acting in Suspicious Manner (description if any)-77
- 7193 Suspicious Auto (description if any). Do not broadcast license unless car requests additional information) -76

- 7300 Lost Article-76

- 7400 A Missing-76
- 7401 Holding a Lost Person-76

- 7500 Supplementary (specify larceny, burglary, missing, etc.)-76
- 7501 Recovered Auto-76
- 7502 Recovered License-76
- 7503 Recovered Article-76

- 7331 Car ____ call your station (put hour on 15-30-45 and hour unless requested to call NOW). If requested to call now, have car acknowledge. Put out numerically and by district.
- 7332 Car ____ call station ____.

- 7333 Got to your station or station ____ (specify)-76
- 7334 Go to Radio Repair-76
- 7336 Ambulance ____, call your dispatcher
- 7337 Go to Laclede Garage (do not send one hour before relief or on second watch)-76

- 7335 To be used on 1000 Code test and drill purposes, dispatcher to make out the tickets.
NOTE: If not a test or drill, use code 7160 and tickets to be made out the same as assignments for two (2) or more cars.

NOTE: On all assignments when two (2) or more cars are sent, another ticket shall be made for the assist car or cars, with code 7160 and an X placed in the assist box, on bottom of ticket, and location written on left side of ticket. Also when car changes locations, be sure to write location in space provided and time.

SELF INITIATED CALLS BY CARS

- A. Give code, then location, time, write location on the right side of the ticket. (EXCEPT no location is needed for 7251, 7257, 7258, 7262, 7263, 7264, 7265. Car requesting should give proper code.)
- B. Do not accept Investigation or station assignment, car must state "nature of assignment", use proper code for assignment; also location of assignment.

**RADIO CLERK INSTRUCTIONS ASSIGNED
TO THE INFORMATION CHANNEL**

On all calls received on the Information channel, you will handle them in the following manner:

(Car calling) - 423

(Radio Clerk) - 423

Car:-

Gives the information request or notification to be made. Be sure that the car spells out the first, middle and last names, and give the age and Date of Birth (D.O.B.)

Radio Clerk:-

After receiving the request, and it is readable or understandable, acknowledge with the word "Clear" and announce the time. In the event you were unable to understand the car's request, advise the car to "Repeat", no other term or explanation is necessary.

If the car is "clipping" (that is, not giving the full call letters, i.e., 23) do not try to guess which car is calling. Wait until the car properly identifies himself.

After receiving the information from the C.R.T. terminal, relay the information to the car as follows:-

Radio Clerk:- 423

Car:- 423

Radio Clerk:-

Give the car the information requested and the time, wait for the car to acknowledge "Clear".

If a car that has previously requested a license check, wanted check or other notification calls back to inquire if his information is available yet and is not, just tell the car that "It is still being processed." It is not necessary to indicate to the car any other reason as to why it is not yet available. If the computer is down you may call the car and advise him.

When a car is inquiring as to the Estimated Time of Arrival for one of the requests, E.T.U., photographer, garage, etc., just tell the "They have been notified," no other explanation is necessary. Be certain that Urgent Requests are made Urgent when you relay the information.

Whenever the Complaint Evaluation Section requests information, always use the source number 511, any requests originating within our own unit - the source number is 510. Do not use the word TEST, because there is no way to check back on the origin of the request, or its source by the use of the word TEST. It will only indicate the SRR machine on which the request was made, and you as the operator, may be held accountable as being the source should the occasion arise.

On requests for a Tow, always get the year and make of the auto, and if all the tires are up, wheels on, missing, etc., and reason for tow. If you receive a request for the Laclede Garage to respond for a Department vehicle, always get the year and make, call letters of the car and the department vehicle number, and the nature of the request (i.e., dead battery, flat tire, etc.) If e car has a flat tire, you will also need to know if the car has a spare tire or not.

Instructions on the use of the C.R.T. machines and necessary information:-

For a License, Serial or Wanted Check - always use the mask.

N. ETX Name

L. ETX License

V. ETX Serial number

Note: For a check on all three, use the N. ETX.

When a car requests an NCIC check on a subject, use the mask but also be sure that the car furnishes you with the D.O.B. or a Social Security number, otherwise an NCIC check cannot be made.

Be sure to "hard copy" all stolen or wanted information received from any source whether it be our computer, MULES, NCIC, etc. If our machines happen to be "down" and we have to use the State machine and one of the mentioned "hits" come up, it is also to be "hard copied."

Do not use the State Computer unless our City Computer is down. This unit is only a "back-up" unit and is to be used only as such.

All license information for Missouri licenses will be sent from the Department of Revenue at Jefferson City, (D.O.R.). This information indicates the owner of the automobile.

On stolen autos where a license has been furnished, give the reference number only (do not give the date of the steal), the owner's name as given by D.O.R. (Department of Revenue). Do not give the owner's name as reported on the steal information - this is not always correct, because the vehicle may have been in someone else's custody at the time of the steal. Do not give any other information to the car.

For stolen auto information by V.I.N. (Vehicle Identification Number) only give the car the reference number. Do not give the date of the theft, owner's name and/or address, telephone number, or any other information.

When a wanted check is run, unless the return indicates the same name submitted to the C.R.T. terminal, the subject is not wanted, regardless of the match by percentage.

In the event the name of the subject being checked is the same as is returned on the C.R.T. terminal, the requesting unit will only receive the reference number, date of the wanted information, and the charge, i.e., Bench Warrant, Traffic Violation, Peace Disturbance, etc.

Should the C.R.T. terminal return a wanted for a Felony Warrant, Burglary, Robbery, Assault, Homicide, etc., as in all wanteds, use the terminology of "A subject of a similar name."

NOTE: Before returning any wanted information to a car, be sure to ascertain if it is a one or two man car. If it is only a one man car, hold up the information, send an assist car to the location and upon arrival of the assist car, give the requesting car the necessary information.

Should the information on a wanted indicate what is known as a "Person of Interest File," ascertain if there are occupants in the car, and if so, besides sending an assist car, send the area Sergeant if he is available. The same terminology will apply when giving out the information to the car, "Subject of a similar name in the Persons of Interest File," and give the reference number. When this information comes up on a car check, follow the same procedure. Give the vehicle registration as it comes from D.O.R. If it is a check for just the serial number and it appears in the Persons of Interest File, just give out the reference number and the Persons of Interest's name.

M.U.L.E.S. and N.C.I.C. Hits

The machine will return the information as follows:-

- EV. (Stolen Vehicle)
- EL. (Stolen License)
- EW. (Wanted suspect or car)

On all MULES hits, the reference number will appear, give this to the requesting car, if wanted - give the reference number and the charge. The same rule applies here as with a "local hit" on the C.R.T. machine.

On all MULES and NCIC information where the letters C.V., C.L., and C.W. appear, will indicate that the person or vehicle had previously been in the wanted file, but has since been cancelled. In this instance, you will inform the car that there is no steal or wanted information in MULES or NCIC files - do not give out any further information.

On occasion the machines can return some very conflicting information or even information that may not be too clear to you - should there be any doubt in your mind that the information is not clear or correct or that you do not understand, call for one of the Supervisors to decipher it for you. They are experienced police officers and will be able to assist you and give you correct information. Wrong information or information that you have interpreted incorrectly can get someone HURT - so BE SURE.

On all NCIC hits even though the names are not the same, be sure to inform that car to call the teleprocessing section so the NCIC check can be cleared as a false hit.

Information Clerks - when giving back information, DO NOT go into a lengthy conversation, keep it short, on subjects which are wanted, say "subject of a similar name wanted," give the car the reference number and the charge, NOTHING ELSE.

DISPATCHER USE OF MPD FORM COM-15(R-2)
(Radio Ticket)

The St. Louis Police Department, Communication Division, is required to keep certain information for statistical and informational purposes. The Division also has the responsibility of passing along to the officers on the street the proper information from the citizens who are reporting crimes and other incidents. MPD Form COM-15(R-2) was designed to allow the Complaint Evaluation Section and the Radio Dispatchers to record this information and pass it along to the Computer Section for processing and distribution to the various sections of the Department.

The recording of information on MPD Form COM-15(R-2) may vary according to evaluator or dispatcher use and the type of call, whether it is a directed incident or self-initiated. Figures A-2 thru A- illustrate how the information shall be recorded on the form for the various types of assignments. Figure A-1 shows a blank form with the various boxes numbered followed by an explanation of each box.

OUT 1		ARR. 2	
COMPLAINT NUMBER	OUT	DISPATCHER	IN
3	4	5	6
POS	CEO	BY	CALL RECEIVED
7	8	9	10
ADDRESS		CAR	DISTRICT
14		11	12
		TYPE CALL	RECLASSIFY
		15	16
REMARKS		REPORTED BY	
17		18	
LOCATION	TIME	LOCATION	TIME
19			
METROPOLITAN POLICE DEPARTMENT - CITY OF ST. LOUIS			
LOCATION CODE		NAME INVOLVED	
20		21	
DOB	ORIG. CH.	AR. NO.	
22	23	24	
DO NOT WRITE BEYOND THIS LINE			
IN.	APR	MAY	JUN
25	26	27	28
	JUL	AUG	SEP
	30	31	

(Figure A-1)

<u>BOX</u>	<u>TITLE</u>	<u>EXPLANATION</u>
1	Out	Time call is given to the car.
2	Arv.	Time Car arrived on the scene.
3	Complaint Number	File number to be stamped on ticket and written on the report.
4	Out	Number of dispatcher giving out the assignment.
5	Dispatcher	Number of dispatcher putting complaint number on the ticket.
6	In	Number of dispatcher returning the car to service.
7	Pos.	Position that the Complaint Evaluator is sitting at.
8	CEO	Number of the Complaint Evaluator taking the call.
9	By	How call was received. (e.g., X=From citizen, 5=5th District, 350=Juvenile Division, etc.)
10	Call received	Time Complaint Evaluator received the call.
11	Car	Car that is assigned to the incident or that calls out on his own for a self-initiated assignment.
12	Blank	Used to record the call letters of a car that is assisting on an assignment.
13	District	District or Division code of the car assigned or the place of occurrence.
14	Address	Location of the incident on Directed Assignments.
15	Type Call	Radio Incident Code as listed on MPD Form GEN-17.
16	Reclassify	Radio Incident Code that is used when an officer reclassifies the original assignment.
17	Remarks	Additional information relative to the assignment. (e.g. front door, alley, 2nd floor, Apartment 202, etc.)
18	Reported By	The person reporting the incident to the police. Used also for the address on self-initiated calls.

<u>BOX</u>	<u>TITLE</u>	<u>EXPLANATION</u>
19	Location-Time	Used to record the locations and times that cars move to while on an assignment.
20	Location Code	The location of the assignment converted to the NLC Street Code.
21	Name Involved	Name on the police report as given by the officer giving the disposition.
22	DSN	Department Service Number of the officer writing the report.
23	Orig. CN	Original Complaint Number used on a Supplemental report when the officer calls into the Complaint Numbers Desk.
24	AR. NO.	Arrest Register Number on Warrant Disposition request for a supplemental complaint number as received by the Complaint Numbers Desk.
25	In	Time car is returned to service.
26	Arr. (Corrected from Apr.)	(Optional) An "X" is placed in this box when a number is given out for an arrest at the Complaint Numbers Desk.
27	Amb.	(Optional) An "X" is placed in this box when an ambulance is sent on an assignment.
28	Cru.	(Optional) An "X" is placed in this box when a cruiser is sent on an assignment.
29	As.	An "X" is placed in this box when the ticket is used to dispatch an assist car on an assignment.
30	Rep	An "X" is placed in this box when an officer makes a report on an assignment.
31	CD.	A Radio Disposition Code as listed on MPD Form GEN-174 is entered in this box when no report is written on a Directed Incident.

RADIO ASSIGNMENT (Directed Incident)

EXAMPLE: Citizen calls Complaint Evaluation to report an Auto Accident with no injuries at Goodfellow and West Florissant. The assignment channel dispatcher, upon receiving the radio ticket (MPD Form COM-15(R-2)) on the Telautograph machine, locates the closest car on the FLAIR screen and dispatches on the assignment. The car, upon completion of the assignment, gives a disposition and returns to service.

Complaint number.

Dispatcher giving out assignment.

Time car arrived on scene.

Dispatcher giving out complaint number.

Dispatcher returning car to service.

Time car dispatched.

Complaint Evaluation Clerk.

Complaint Evaluation position.

How call received.

Location of occurrence

Person reporting incident.

NLC Code

Officer DSN making report.

Time returning to service.

"X" indicates report when used in this location.

(Figure A-2)

RADIO ASSIGNMENT (Directed Incident)

RECLASSIFIED RADIO ASSIGNMENT (Directed Incident)
(Information received from another car)

EXAMPLE: Car 3423, while on another assignment, receives information from a citizen that there has been what appears to be an Auto Accident at 9th and Market streets. Dispatcher sends car 3428 to investigate, and, upon arrival, Car 3428 determines that no auto accident occurred, only a citizen being injured from a fall to the sidewalk.

Complaint Number.

Time car dispatched.

Dispatcher giving out assignment.

Time car arrived on scene.

Dispatcher giving out complaint number.

Dispatcher returning car to service.

Time received.

Car giving dispatcher original information.

Dispatcher receiving information.

Location.

District of occurrence.

Original assignment.

Re-classified report.

Car giving original information.

NLC Code.

Officer DSN making report.

Name on report.

Time returning to service.

"X" indicates report when used in this location.

(Figure A-3)

RECLASSIFIED RADIO ASSIGNMENT (Directed Incident)
(Information received from another car)

RADIO ASSIGNMENT (Directed Incident) (Coded)
 (Information received from another police department)

EXAMPLE: University City Police Department calls on the Point to Point radio and informs the dispatcher supervisor of an Auto Accident at North Skinker and Delmar in the City of St. Louis. Dispatcher sends Car 3721 to handle the assignment, and, upon arrival and investigation Car 3721 determines that an accident report is not needed and codes the assignment and returns to service.

Call received from another agency by radio.

Dispatcher receiving information.

Location.

NLC Code.

Time returning to service.

Dispatcher giving out assignment.

Time car arrived on scene.

Dispatcher returning car to service.

Car receiving assignment.

District of occurrence.

Type of call.

Agency reporting incident.

Radio disposition code.

OUT	Oct 25 10 29 AM '78	IN	Oct 25 10 33 AM '78
COMPLAINT NUMBER	6	DISPATCHER	6
POS	14	BY	15
CALL RECEIVED	10 27 AM	CAR	3721
DISTRICT	7		
ADDRESS	SKINKER + DELMAR	TYPE CALL	7120
RECLASSIFY		REPORTED BY	U-CITY P.D.
LOCATION		TIME	
METROPOLITAN POLICE DEPARTMENT - CITY OF ST. LOUIS			
LOCATION CODE	300 X 1		
IN	Oct 25 11 16 AM '78		
DISPOSITION	95		

(Figure A-4)

RADIO ASSIGNMENT (Directed Incident) (Coded)
 (Information received from another Police Department)

MISCELLANEOUS RADIO ASSIGNMENT (Directed Incident)
 (No disposition required)

EXAMPLE: Car 3322 is dispatched to the scene of a shooting at 2700 South Grand. Upon arrival Car 3322 determines that the Evidence Technician Unit is needed to take photos and collect evidence. Dispatcher calls Car 5593, E.T.U. van, and sends him to meet an officer to process the scene.

Time car dispatched.

Dispatcher giving out assignment.

Time car arrived on scene.

Car making request.

Dispatcher receiving request.

Location.

Nature of request.

NLC Code.

Time returning to service.

Dispatcher returning car to service.

Car assigned.

Division code.

Radio incident code.

Car making request.

OUT	Oct 25 10 29 AM '78	IN	Oct 25 10 33 AM '78
COMPLAINT NUMBER	6	DISPATCHER	14
POS	14	BY	10
CALL RECEIVED	10 27 AM	CAR	5593
DISTRICT	595		
ADDRESS	2700 S. GRAND	TYPE CALL	7163
RECLASSIFY		REPORTED BY	E.T.U.
REMARKS	SHOOTING		3322
LOCATION		TIME	
METROPOLITAN POLICE DEPARTMENT - CITY OF ST. LOUIS			
LOCATION CODE	2700/20		
IN	Oct 25 11 16 AM '78		

(Figure A-5)

MISCELLANEOUS RADIO ASSIGNMENT (Directed Incident)
 (No disposition required)

ASSIST RADIO ASSIGNMENT (Directed Incident)

EXAMPLE: Dispatcher receives an assignment from Complaint Evaluation for a disturbance at 4100 Lindell. The dispatcher assigns Car 3925 to the assignment and Car 3926 to assist.

Time car received assignment. Time car arrived on scene.

Dispatcher giving car the assignment.

Location

NLC Code

Time returning to service. "X" placed here on assist ticket

OUT	Oct 25 2 25 PM '78	Oct 25 2 29 PM '78			
COMPLAINT NUMBER	14	14			
POS	CEO	BY	CALL RECEIVED	CAR	DISTRICT
				3926 3925	9
ADDRESS	4100 Lindell		TYPE CALL	7160	RECLASSIFY
REMARKS			REPORTED BY		
LOCATION	TIME	LOCATION	TIME		
METROPOLITAN POLICE DEPARTMENT - CITY OF ST. LOUIS					
LOCATION CODE	4100/31		NAME INVOLVED		
DSN	ORG. CN.	AS-NO			
IN	APR	AME	CRU	AL	REP
				X	
IN	Oct 25 2 50 PM '78				

Dispatcher returning car to service.
Car assigned to assist.
District of occurrence.
Car handling assignment.
Radio incident code.

(Figure A-6)

ASSIST RADIO ASSIGNMENT (Self-Initiated)

EXAMPLE: Car 3227 calls out of service to assist car 3229 for a serious auto accident at 3900 Hampton.

Time car called out of service. Dispatcher taking car out of service.

Dispatcher returning car to service.

Car calling out of service.

Car's district of assignment.
Car on original assignment.

Location

Radio incident code

NLC Code

Time car returned to service.

OUT	Oct 25 2 26 PM '78				
COMPLAINT NUMBER	14				
POS	CEO	BY	CALL RECEIVED	CAR	DISTRICT
				3227 3229	2
ADDRESS	3900 Hampton		TYPE CALL	7160	RECLASSIFY
REMARKS			REPORTED BY		
LOCATION	TIME	LOCATION	TIME		
METROPOLITAN POLICE DEPARTMENT - CITY OF ST. LOUIS					
LOCATION CODE	3900/43		NAME INVOLVED		
DSN	ORG. CN.	AS-NO			
IN	APR	AME	CRU	AL	REP
IN	Oct 25 2 50 PM '78				

(Figure A-7)

RADIO ASSIGNMENT (Self-Initiated)

EXAMPLE: Car 3123 is stopped by a citizen who informs the officer that someone some tools out of the trunk of his car while it was parked a South Grand and Bates.

Time car called out of service. →

Dispatcher taking car out of service. →

Dispatcher returning car to service. →

Car calling out of service. →

Car's district of assignment. →

Radio incident code. →

Location →

NLC Code →

Time car returned to service. ↑

OUT	OCT 25	10 29 AM '78	ARR	DISPATCHER	6	IN
COMPLAINT NUMBER	14		DISPATCHER	6		
POS	CEO	BY	CALL RECEIVED	CAR	DISTRICT	
				3123	1	
ADDRESS	2120		TYPE CALL	RECLASSIFY		
REMARKS	GRAND & BATES		REPORTED BY			
LOCATION	TIME	LOCATION	TIME			
METROPOLITAN POLICE DEPARTMENT - CITY OF ST. LOUIS						
LOCATION CODE	20 X 278		NAME INVOLVED			
DSN	ORIG. CN	AR. NO.				
IN	APR	AM	CRU	AS	REP	CD
IN	10 29 AM '78	11 57 AM '78				

(Figure A-8)

MISCELLANEOUS RADIO ASSIGNMENT (Self-Initiated)

EXAMPLE: Car 3427 stops a car at 1200 Market for an occupied car check, the auto bearing Missouri license CE1-234.

Time car called out of service. →

Dispatcher taking the car out of service. →

Dispatcher returning car to service. →

Car calling out of service. →

District of car calling out of service. →

Reason for calling out of service. →

Location calling out of service. →

License number of car being stopped. →

NLC Code →

Time returning to service. ↑

OUT	OCT 25	10 29 AM '78	ARR	DISPATCHER	6	IN
COMPLAINT NUMBER	14		DISPATCHER	6		
POS	CEO	BY	CALL RECEIVED	CAR	DISTRICT	
				3427	4	
ADDRESS	7227		TYPE CALL	RECLASSIFY		
REMARKS	1200 MARKET		REPORTED BY			
LOCATION	TIME	LOCATION	TIME			
METROPOLITAN POLICE DEPARTMENT - CITY OF ST. LOUIS						
LOCATION CODE	1200/66		NAME INVOLVED	CE1-234		
DSN	ORIG. CN	AR. NO.				
IN	APR	AM	CRU	AS	REP	CD
IN	10 29 AM '78	11 36 AM '78				

(Figure A-9)

MISCELLANEOUS RADIO ASSIGNMENT (Self-Initiated)

EXAMPLE: Car 3123 calls out of service at the district station for report forms and parking tag books.

Time called out of service. Dispatcher taking car out of service. Dispatcher returning car to service.

OUT Oct 25 2 25 PM '78

COMPLAINT NUMBER: OUT 14 DISPATCHER 14

POS	REQ.	BY	CALL RECEIVED	CAR	DISTRICT
				3123	1

Car calling out of service. District of car calling out of service.

Reason for calling out service: 7279

Location: STATION Supplies

LOCATION	TIME	LOCATION	TIME

METROPOLITAN POLICE DEPARTMENT - CITY OF ST. LOUIS

LOCATION CODE: NAME INVOLVED

DISPATCHER: 14

Time returning to service.

(Figure A-10)

MISCELLANEOUS RADIO ASSIGNMENT (Self-Initiated)

EXAMPLE: Car 3926 calls out of service going to City Court to testify in a traffic case.

Time called out of service. Dispatcher taking car out of service. Dispatcher returning car to service.

Oct 25 10 28 AM '78

COMPLAINT NUMBER: OUT 14 DISPATCHER 14

POS	REQ.	BY	CALL RECEIVED	CAR	DISTRICT
				3926	9

Car calling out of service. District of car calling out of service.

Reason for calling out of service: 7262

LOCATION	TIME	LOCATION	TIME

METROPOLITAN POLICE DEPARTMENT - CITY OF ST. LOUIS

LOCATION CODE: NAME INVOLVED

DISPATCHER: 14

Time returning to service.

(Figure A-11)

MISCELLANEOUS RADIO ASSIGNMENT (Directed Incident)

EXAMPLE: Dispatcher receives a radio ticket from Complaint Evaluation to have Car 3527 come to the station to pick up a second officer and remain in service.

Line indicates car remained in service on assignment. Dispatcher giving car assignment.

Line indicates same dispatcher handled ticket from start to finish.

Complaint Evaluation clerk. Car requested.

Complaint position. District of assignment.

Origin Radio incident code.

Time received Source of call.

Additional information.

OUT	COMPLAINT NUMBER	OUT	DISPATCHER	IN
	14			
POS	BY	CALL RECEIVED	CAR	DISTRICT
0	15	2:23pm	3527	5
ADDRESS		TYPE CALL	RECLASSIFY	
		7333		
REMARKS		REPORTED BY		
IN SERVICE		FOR 2ND MAN DESK 5		
LOCATION	TIME	LOCATION	TIME	
METROPOLITAN POLICE DEPARTMENT - CITY OF ST. LOUIS				780
LOCATION CODE	NAME INVOLVED			
DSN	ORIG. CN	AR. NC		
NO. OF OFFICERS	NO. OF OFFICERS	NO. OF OFFICERS	NO. OF OFFICERS	NO. OF OFFICERS
OCT 25 2 25 PM '78				

034014

(Figure A-12)

RADIO ASSIGNMENT (Self-Initiated) (Complaint Number by Phone)

EXAMPLE: Car 3625, while on patrol, is stopped by a citizen who informs the officer that his house was broken into while he was away at the store. As the officer was investigating the incident, a witness pointed out a man who was seen climbing out of the rear window with a radio and a coat. The suspect is then placed under arrest and booked at the district station.

Complaint number.

Car making report.

Numbers clerk.

Location of occurrence.

Assignment code of car making report.

Radio incident code.

Officer making report

Name of victim.

Officer DSN making report.

Time numbers clerk took information.

Indicates arrest was made.

"X" indicates that a report was written.

OUT	COMPLAINT NUMBER	OUT	DISPATCHER	IN
	063825			
POS	BY	CALL RECEIVED	CAR	DISTRICT
	14	3625		6
ADDRESS		TYPE CALL	RECLASSIFY	
4500		2/10		
REMARKS		REPORTED BY		
W. FLORISSANT		JONES		
LOCATION	TIME	LOCATION	TIME	
METROPOLITAN POLICE DEPARTMENT - CITY OF ST. LOUIS				780
LOCATION CODE	NAME INVOLVED			
	4500/58 Smith			
DSN	ORIG. CN	AR. NC		
	0000			
NO. OF OFFICERS	NO. OF OFFICERS	NO. OF OFFICERS	NO. OF OFFICERS	NO. OF OFFICERS
			X	X
OCT 2 2 25 PM '78				

034004

(Figure A-13)

RADIO ASSIGNMENT (Self-Initiated) (Complaint number by phone)

SUPPLEMENTARY REPORT (Self-Initiated)
(Complaint number by phone)

EXAMPLE: Car 3222 is given an assignment by his sergeant to go to 2100 Hampton and write a supplementary report to list some additional items that were taken in a burglary.

Complaint Number.

Complaint number clerk.

Location of original report.

Type of original report.

Car requesting number.

Assignment Code.

Radio incident code.

Officer making supplementary report.

NLC Code.

Officer DSN making report.

Time officer called numbers clerk.

"X" indicates report when used in this location.

OUT	ARR.																						
COMPLAINT NUMBER	OUT	DISPATCHER	IN																				
063822																							
POS. CEO BY	CALL RECEIVED	CAR	DISTRICT																				
14	223		2																				
ADDRESS	TYPE CALL	RECLASSIFY																					
2100 Hampton	7500																						
REMARKS	REPORTED BY																						
Burglary	JONES																						
LOCATION	TIME	LOCATION	TIME																				
METROPOLITAN POLICE DEPARTMENT - CITY OF ST. LOUIS																							
LOCATION CODE	NAME INVOLVED		780																				
2100/43	Smith																						
DSN	ORIG. IN	AR. NO.																					
0000	22/23	9-123																					
<table border="1"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>X</td> </tr> </table>				1	2	3	4	5	6	7	8	9	10										X
1	2	3	4	5	6	7	8	9	10														
									X														

(Figure A-14)

SUPPLEMENTARY REPORT (Self-Initiated)
(Complaint number by phone)

SUPPLEMENTARY REPORT (Self-Initiated)
(Warrant Information)

EXAMPLE: Detective Car 4695, after arresting a subject in a stolen car, is preparing a Warrant Supplemental report to present to the Circuit Attorney for a warrant application.

Complaint Number.

Car making report.

Numbers clerk.

Location of original report.

Type of original report.

Means warrant information.

NLC Code.

Officer DSN making report.

Time officer called numbers desk.

Original complaint number.

"X" in this location indicates report.

Assignment code of requesting car.

Radio incident code.

Officer making supplementary report.

Name of victim or arrested subject.

Arrest register number.

OUT	ARR.																						
COMPLAINT NUMBER	OUT	DISPATCHER	IN																				
063824																							
POS. CEO BY	CALL RECEIVED	CAR	DISTRICT																				
14	4695		469																				
ADDRESS	TYPE CALL	RECLASSIFY																					
3900 Laclede	7500																						
REMARKS	REPORTED BY																						
STOLEN AUTO WARRANT	JONES																						
LOCATION	TIME	LOCATION	TIME																				
METROPOLITAN POLICE DEPARTMENT - CITY OF ST. LOUIS																							
LOCATION CODE	NAME INVOLVED		780																				
3900/54	Smith																						
DSN	ORIG. IN	AR. NO.																					
0000	21231	9-123																					
<table border="1"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>X</td> </tr> </table>				1	2	3	4	5	6	7	8	9	10										X
1	2	3	4	5	6	7	8	9	10														
									X														

(Figure A-15)

GLOSSARY OF RADIO INCIDENT CODES
(Listed in numerical order by the four digit number)

- 1111-HOMICIDE
The reported killing of a human being. This code is rarely used to dispatch cars; codes such as SUDDEN DEATH, etc., are most common.
- 1120-RAPE (Reported by Citizen)
The carnal and unlawful knowing of any female child under age of by forcibly ravishing any woman.
- 1121-ATTEMPT RAPE (Reported by Citizen)
Report of attempt rape in which the sexual act was not completed (e.g., rapist driven away, physically unable to complete.)
- 1131-HOLDUP IN PROGRESS (Reported by Citizen)
Information from victim or witness indicates that a holdup is in progress at specified location.
- 1133-STRONG-ARM ROBBERY (Reported by Citizen)
Robbery by physical threat, no weapon used. Offender no longer at the scene.
- 1134-HOLDUP (Reported by Citizen)
Property taken from a person or in the presence of a person, against his or her will, using a weapon to threaten. Offender no longer at scene.
- 1135-ATTEMPT HOLDUP (Reported by Citizen)
Incomplete holdup reported in which thief has been thwarted or frightened away in some manner.
- 1140-ASSAULT
Assaulting or beating of another person with or without weapons.
- 1141-CUTTING
Person cut with a knife or other sharp object intentionally by another person.
- 1142-SHOOTING
Person shot with a gun by another person.
- 1143-SHOTS FIRED
Person reports a sound of gunfire or observes person firing weapon.
- 2110-BURGLARY
Breaking and entering a dwelling or building.
- 2111-WINDOW SMASHING
Usually glass broken by thief, merchandise or goods stolen, building probably not entered.
- 2112-ATTEMPT BURGLARY
Entrance not gained. Usually no suspect.

- 2113-BURGLAR IN BUILDING
Self-explanatory.
- 2114-PROWLER (Reported by citizen)
Person(s) prowling with intent to steal or loot.
- 2115-PROWLER ATTEMPTING ENTRY (Reported by citizen)
Prowler attempting to enter premises as specified.
- 2120-LARCENY
Stealing over \$50 or under \$50.
- 2121-COMMITTING LARCENY AT THIS TIME(Reported by citizen)
Self-explanatory, as specified.
- 2122-HOLDING A PERSON FOR A LARCENY(Reported by citizen)
Citizen holding a larceny suspect.
- 2123-ATTEMPT LARCENY (Reported by citizen)
Attempt to steal property. Thief is scared away.
- 2124-STOLEN LICENSE (Reported by citizen)
Stolen license plate from auto, truck, motorcycle(motor vehicle).
- 2125-TAMPERING WITH AUTO
Apparently unauthorized person(s) tampering with motor vehicle.
- 2126-PURSE SNATCHING
Woman's handbag or purse taken by grabbing or snatching, no weapon used, no injury.
- 2130-STOLEN AUTO
Stolen motor vehicle (e.g., auto, taxi, bus, truck, motorcycle).
- 2210-DESTRUCTION OF PROPERTY
Defaced or damaged property due to breaking or cutting, tearing down, removing supports to cause collapse, etc...
- 3121-BOGUS CHECK
Victim in possession of bogus check that has been returned to the bank.
- * 3122-HOLDING PERSON FOR (SPECIFY)
A person is being detained for suspicion of committing an offense (e.g., bogus check, fraud), usually by the victim or other citizen.
- * 3123-SUNDRY (SPECIFY) (FRAUD)
Radio code used to cover incidents or fraud not covered by the other codes.
- 4121-CHILD MOLESTATION
Touching of a minor, any part, by an adult.
- * 4122-INDECENT ACT
Exposing person, lewdness, possibly in progress.

* - Code used only by Complaint Evaluation

- 4123-A NUDE (SPECIFY)
Nude person. Dispatcher announces "Nude Person" without mentioning sex.
- 4211-FLOURISHING (SPECIFY)
Citizen reports that someone is flourishing a type of weapon in a threatening manner (Revolver, shotgun, knife, axe, etc...)
- 4220-PERSON DOWN
Person down, apparently disabled, exact reason unknown.
- 4230-DISTURBANCE
The willful interference of the peace of a person or persons.
- 4231-FIGHT
Physical combat, specify if any weapons are being used.
- 6110-PARKING VIOLATION
Violation of a parking regulation in manner specified.
- * 6120-CARELESS DRIVING
Operating a motor vehicle in a careless manner(e.g.,drag racing).
- 6130-TRAFFIC CONJESTION
Self-explanatory; officer dispatched to control traffic.
- 6140-STREET CLEANING
Citizen reports that cars are parked on streets that are to be cleaned.
- 7100-LOCAL ALARM
Alarm sounding on outside of building, usually a bell or a siren that is audible in the immediate neighborhood.
- * 7101-BURGLAR ALARM SOUNDING
Alarm company reports one of their alarms is sounding at a business place or residence and one of their security men will or will not respond.
- * 7102-BURGLAR ALARM(Recording)
Department is notified by a telephone recording that a burglar alarm is sounding at either a business or residence.
- * 7103-HOLDUP ALARM(ALARM COMPANY)
Alarm company reports that a holdup alarm is sounding at a business place or residence and one of their security men will or will not respond to the scene.
- * 7104-HOLDUP ALARM (Recording)
Department is notified of a holdup alarm at a business place or residence by a telephone recording.
- 7105-ACCIDENTAL INJURY
Person injured by means other than an auto accident or assault.
- * 7106-ACCIDENTAL INJURY(Ambulance on way)
Same circumstances as 7105.

* - Code used only by Complaint Evaluation

- * 7107-ACCIDENTAL INJURY AT HOSPITAL
Specify which hospital and from what location. Also name of victim.
- 7110-FIRE (On View)
Officer finds fire while on patrol.
- * 7111-FIRE
Fire Dept. reports a fire to the department.
- * 7112-BURNING RUBBISH
Citizen reports someone is burning rubbish in violation of city ordinance.
- * 7113-SPECIAL CALL FOR FIRE APPARATUS
Fire department responds to a call for other than a fire (e.g., flush gasoline, use ladders, etc...)
- 7114-BUILDING COLLAPSE
Building collapsed due to a storm, accident, or deterioration.
- 7115-EXPLOSION
Report of the explosion of a building or street due to gas accumulation, fire, etc...
- 7120-AUTO ACCIDENT
Motor vehicle accident.
- 7121-AUTO ACCIDENT WITH INJURY
Motor vehicle accident with person(s) injured.
- 7122-HIT AND RUN
Person struck by a motor vehicle that fails to remain at scene.
- 7123-PERSON STRUCK
Person hit by a motor vehicle.
- * 7124-AUTO ACCIDENT, CAR ABANDONED
Report of a motor vehicle accident in which one driver has abandoned his or her auto and left the scene.
- 7125-ACCIDENT INFORMATION
Information regarding an earlier motor vehicle accident.
- * 7126-ACCIDENT INFORMATION AT HOSPITAL
Report of an auto accident made from a specific hospital.
- 7131-ANIMAL BITE (Specify)
Person bitten by an animal, may require medical attention and police report.
- 7132-INJURED ANIMAL
Animal struck by vehicle, abused by person, etc...

* - Code used only by Complaint Evaluation

- 7133-SUPPOSED MAD ANIMAL
Reported mad animal, rabid, foaming at the mouth, etc...
- 7134-ANIMAL AT LARGE
Citizen reports that a specified type of animal is at large endangering persons.
- 7140-SICK CASE
Person sick and requests to go to the hospital.
- 7141-OBSERVATION CASE (Mental)
"O.B.S." Mental illness indicated.
- 7142-CONFINMENT CASE
"O B case" (obstetric), usually to convey expectant mother to hosp.
- 7143-POISON CASE
Person is ill from poisoning by drugs, household chemicals, etc...
- * 7144-INVESTIGATE CALL FOR AMBULANCE
Department is notified by city ambulance dispatcher to investigate a call for an ambulance. If no ambulance service is available, ambulance dispatcher may request incident be handled by police.
- 7151-SUDDEN DEATH
Report of a dead person at a hospital or morgue.
- 7152-SUPPOSED SUDDEN DEATH
Informant is not sure victim is dead.
- 7153-SUICIDE BY (Specify)
Person apparently dead from self-inflicted wounds.
- 7154-ATTEMPT SUICIDE
Person attempted suicide by a specified means.
- 7155-FLOATER
Dead body found in water along river bank of lake. Also a dry floater is a dead body found in a dry place partially decomposed or completely decomposed.
- 7160-ASSIST
Assist another officer with an assignment or incident.
- 7161-OFFICER IN NEED OF AID
Officer in danger from assault by person(s).
- 7162-ASSIST AMBULANCE DRIVER
Officer required to assist with carrying a litter or stretcher or other emergency needs.
- 7163-MEET AN OFFICER
Meet an officer or other specified person for a specific reason.

* - Code used only by Complaint Evaluation

7171-WIRES DOWN

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

7172-WIRES BURNING

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

7173-TREE DOWN

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

7174-DEPRESSION

Hazardous depression in street, roadway, sidewalk, or any public passageway.

7175-INVESTIGATE ODOR OF GAS

Investigate possibility of suicide or attempt; possible danger to invalid or small children; or possible explosion hazard.

7176-DUMPING RUBBISH

Self-explanatory. Offender usually not at scene.

7177-LOCK OUT

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

7178-OBSTRUCTION

Hazardous object on road, street, highway obstructing traffic.

7179-INVESTIGATE AN OPEN DOOR

Door open at a business closed for the day or at an unoccupied residence.

* 7180-BOYS (Specify what doing)

Boys throwing objects (e.g., bottle, rocks), playing in restricted area, (street, alley, vacant building).

7182-SUPPOSED EXPLOSIVE DEVICE

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

* 7182-UNNECESSARY NOISE

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

** 7183-SUNDRY (Specify Hazard)

Any miscellaneous hazard not listed in the radio incident code. (e.g., missing sewer lid.)

7184-OPEN FIRE HYDRANT

Fire hydrant opened by unauthorized person(s).

7185-CALL FOR POLICE

Telephone caller needs police help and evaluator is unable to determine the nature of assistance needed.

- * - Code used only by Complaint Evaluation
- ** - Code used only by Complaint Evaluation and Numbers Clerk

* 7191-SUSPICIOUS PERSON

Department is notified of a person acting in a suspicious manner as specified.

* 7192-INVESTIGATE THE OCCUPANTS OF AN AUTO

Officer is dispatched to investigate the occupants of an auto that are acting suspiciously as specified.

* 7193-INVESTIGATE SUSPICIOUS AUTO

Investigate a parked unoccupied vehicle reported as suspicious by a citizen as specified.

7200-7279 AUTO PATROL DUTIES

Self-explanatory.

7280-7299 DISPOSITION CODES

Self-explanatory.

7300-LOST ARTICLE

Item or property lost and not stolen.

7320-COMMUNICATION

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

7331-7337-ADMINISTRATIVE CALLS

Self-explanatory.

7340-ARREST

Officer arrests someone for an incident that he was not dispatched to, mostly city ordinance violations (e.g., traffic, prostitution, loitering).

7400-MISSING PERSON

Person missing from his or her home. Reported by a parent or close relative.

7401-HOLDING A MISSING PERSON

Self-explanatory.

7500-ADDITIONAL INFORMATION

Additional information on a previously reported incident.

7501-RECOVERED AUTO

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

7502-RECOVERED LICENSE

Vehicle license recovered; previously lost or stolen; information obtained for supplementary report.

7503-RECOVERED ARTICLE

Article or piece of property has been recovered, supplementary report prepared by officer.

- * - Code used only by Complaint Evaluation

RADIO INCIDENT CODES
LISTED IN ALPHABETICAL ORDER
BY THE FIRST WORD IN THE CODE NAME

<u>NAME</u>	<u>A</u>	<u>CODE</u>
ACCIDENT, AUTO.....		7120
ACCIDENT, AUTO (With Injury).....		7121
ACCIDENT, AUTO (Car Abandoned).....		7124
ACCIDENT, AUTO (Information at Hospital).....		7126
ACCIDENT, AUTO (Information at location different from place of occurrence).....		7125
ADDITIONAL INFORMATION (Supplementary).....		7500
ADMINISTRATIVE CALLS.....		7330
ALARM SOUNDING (Outside local alarm).....		7100
ALARM SOUNDING (Burglary) (From Alarm Company).....		7101
ALARM SOUNDING (Burglary) (Recorded Telephone Message).....		7102
ALARM SOUNDING (Holdup) (From Alarm Company).....		7103
ALARM SOUNDING (Holdup) (Recorded Telephone Message).....		7104
ANIMAL AT LARGE (Specify Type).....		7134
ANIMAL BITE (Specify).....		7131
ARREST (Specify Charge).....		7340
ASSIST (On View or Dispatched).....		7160
ASSIST AMBULANCE DRIVER.....		7162
ASSIST OFFICER IN NEED OF AID.....		7161
ASSAULT.....		1140
ATTEMPT BURGLARY.....		2112
ATTEMPT HOLDUP.....		1135
ATTEMPT LARCENY.....		2123
ATTEMPT RAPE.....		1121
ATTEMPT SUICIDE BY (Specify).....		7154
	<u>B</u>	
BOGUS CHECK.....		3121
BOYS (Specify What They Are Doing).....		7180
BUILDING COLLAPSE.....		7114
BURGLAR IN BUILDING.....		2113
BURGLARY.....		2110
BURNING RUBBISH.....		7112
	<u>C</u>	
CALL FOR POLICE.....		7185
CARELESS DRIVING.....		6120
CHILD MOLESTATION.....		4121
COMMITTING LARCENY AT THIS TIME.....		2121
COMMUNICATION.....		7320
CONFINEMENT CASE (pregnant woman).....		7142
CUTTING.....		1141

CONTINUED

1 OF 2

<u>NAME</u>	<u>CODE</u>
D	
DEPRESSION.....	7174
DESTRUCTION OF PROPERTY.....	2210
DISTURBANCE.....	4230
DISTURBANCE, INFORMATION ON (One Man).....	4233
DUMPING RUBBISH.....	7176
E	
EXPLOSION.....	7115
F	
FIGHT.....	4231
FIRE (On View).....	7110
FIRE (From Fire Alarm).....	7111
FLOATER.....	7155
FLOURISHING (Revolver, Shotgun, Knife, etc...).....	4211
H	
HIT AND RUN (Person Hit and Car Left Scene).....	7122
HOLDING A MISSING PERSON.....	7401
HOLDING A PERSON FOR FRAUD (Specify).....	3122
HOLDUP.....	1134
HOLDUP ALARM.....	7103
HOLDUP IN PROGRESS.....	1131
HOMICIDE.....	1111
I	
INDECENT ACT.....	4122
INJURED ANIMAL (Specify Type).....	7132
INJURY.....	7105
INJURY (With Ambulance On Way).....	7106
INJURY (At Hospital).....	7107
INVESTIGATE SUSPICIOUS AUTO (Unoccupied).....	7193
INVESTIGATE THE OCCUPANTS OF AN AUTO.....	7192
INVESTIGATE A CALL FOR AN AMBULANCE.....	7144
INVESTIGATE THE ODOR OF GAS.....	7175
L	
LARCENY.....	2120
LOCK OUT.....	7177
LOST ARTICLE.....	7300
M	
MISSING PERSON.....	7400
N	
NUDE (Specify).....	4123
O	
OBSERVATION CASE (Mental Patient).....	7141
OBSTRUCTION (On Street, In Alley, etc...).....	7178
OPEN DOOR.....	7179
OPEN FIRE HYDRANT.....	7184
P	
PARKING VIOLATION (Specify Type).....	6110
PERSON DOWN.....	4220

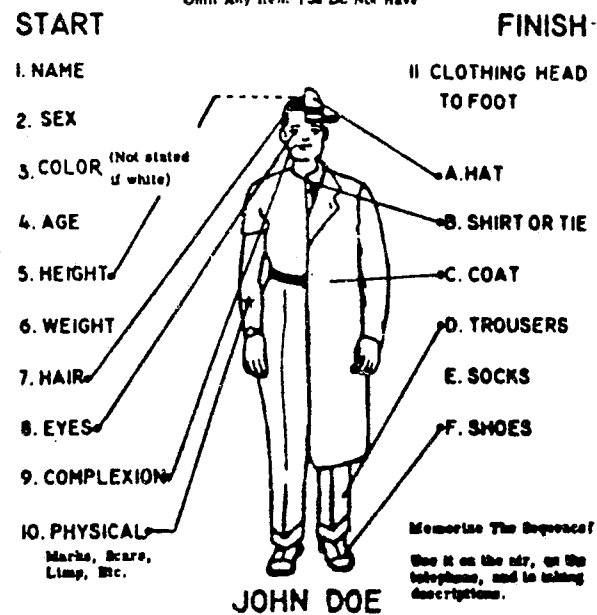
<u>NAME</u>	<u>CODE</u>
(P CONT.)	
PERSON STRUCK (By Auto).....	7123
POISON CASE.....	7143
PROWLER.....	2114
PROWLER ATTEMPTING ENTRY.....	2115
PUBLIC ACCOMODATION.....	4232
PURSE SNATCHING.....	2126
R	
RAPE.....	1120
RECOVERED ARTICLE.....	7503
RECOVERED AUTO.....	7501
RECOVERED LICENSE.....	7502
S	
SHOOTING.....	1142
SHOTS FIRED.....	1143
SICK CASE.....	7140
SPECIAL CALL FOR FIRE APPARATUS.....	7113
STOLEN AUTO.....	2130
STOLEN LICENSE (Auto).....	2124
STREET CLEANING.....	6140
STRONG-ARM ROBBERY.....	1133
SUDDEN DEATH (At Hospital or Morgue).....	7151
SUICIDE BY (Specify).....	7153
SUNDRY, FRAUD (Specify).....	3123
SUNDRY, HAZARD (Specify).....	7183
SUPPOSED EXPLOSIVE DEVICE.....	7181
SUPPOSED MAD ANIMAL (Specify Type).....	7133
SUPPOSED SUDDEN DEATH.....	7154
SUSPICIOUS PERSON (Specify).....	7191
T	
TAMPERING WITH AUTO.....	2125
TRAFFIC CONGESTION.....	6130
TREE DOWN.....	7173
U	
UNNECESSARY NOISE.....	7182
W	
WINDOW SMASHING.....	2111
WIRES BURNING.....	7172
WIRES DOWN.....	7171

PHONETIC ALPHABET

- | | |
|-----------|-----------|
| A Adam | O Ocean |
| B Boy | P Paul |
| C Charles | Q Queen |
| D David | R Robert |
| E Edward | S Sam |
| F Frank | T Tom |
| G George | U Union |
| H Henry | V Victor |
| I Ida | W William |
| J John | X Xray |
| K King | Y Young |
| L Lincoln | Z Zebra |
| M Mary | |
| N Nora | |

Standard Description of Person

Always Get In This Order
Omit Any Item You Do Not Have



BE CONCISE BE BRIEF

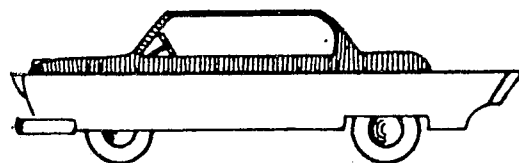
Break Frequently
On Long Descriptions

Don't Talk Too Fast!
The Other Man Has To
Copy It

Get It On The Air
Seconds Count

Standard Description of Cars

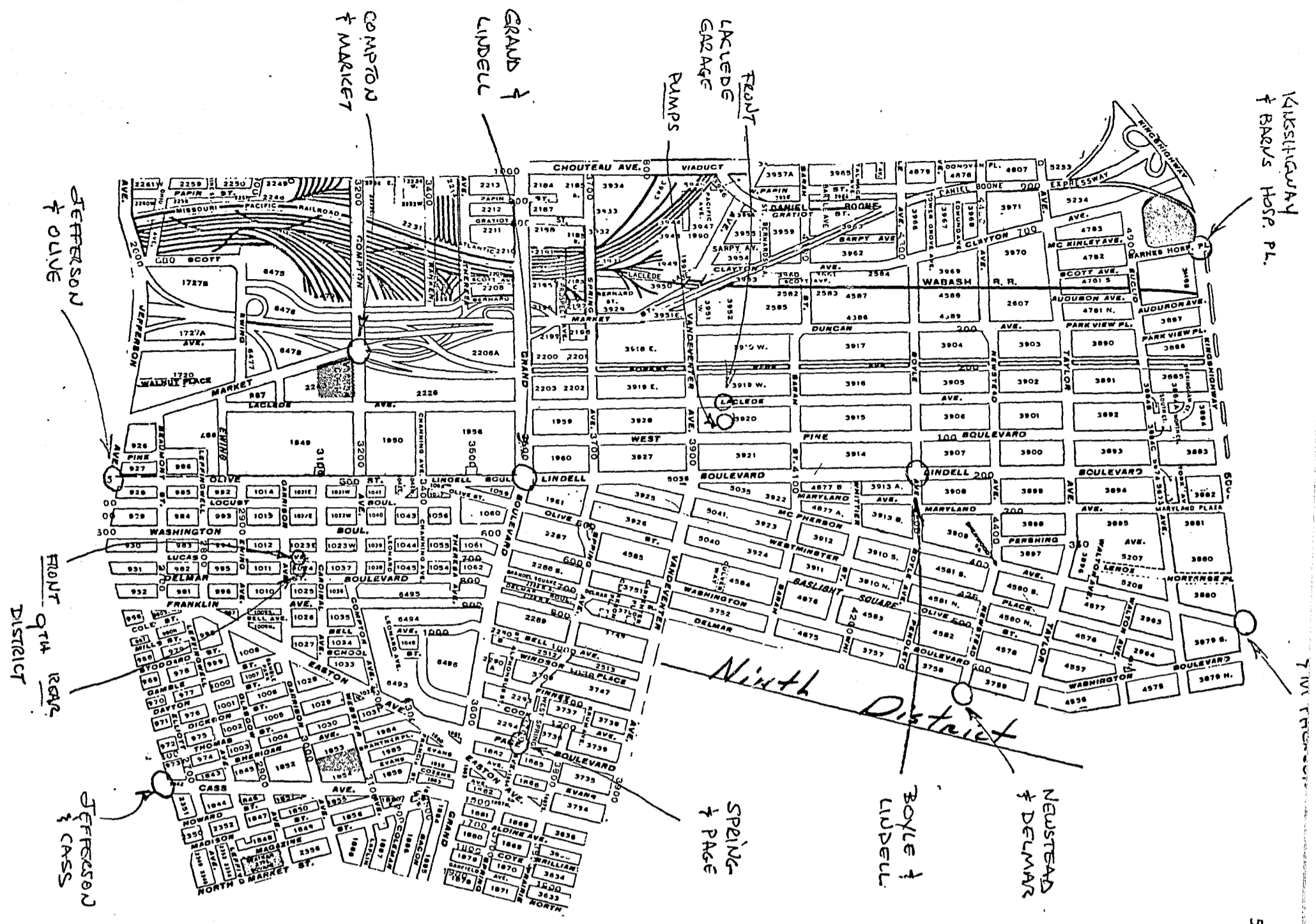
REMEMBER THE WORD "CYMBAL" WHEN DESCRIBING A CAR



- C. COLOR Red over White Start Top & Move Down
- Y. YEAR 57
- M. MAKE Ford
- B. BODY Sedan
- A. AND
- L. LICENSE A.B. 1234

APPENDIX F

MAP OF AUTOMATIC INITIALIZATION LOCATIONS



KINGSHIGHWAY & BARVS Hosp. PL.

AUTOMATIC UTILIZATION LOCATIONS
As of 7-1-79

- QTH DISTRICT - FRONT
- QTH DISTRICT - REAR
- LACUEDE GARAGE - FRONT
- LACUEDE GARAGE - REAR
- KINGSHIGHWAY & BARVS Hosp. PL.
- JEFFERSON & CASS
- BOYLE & LINDELL
- COMPTON & MARKET
- SPRING & PAGE
- GRAUB & LINDELL
- JEFFERSON & OLIVE
- NEWSTEAD & DELMAR

Phase I performance goals for each of the five substantive program

components are as follows:

A. Patrol Management

1. development and implementation of structured, management decision-making system for supervisory and command personnel;
2. development and implementation of a resource allocation plan based on the incidence of crime, patterns of calls for service, and programmed proactive activities;
3. enhancement of a Report/Complaint Evaluation procedure to divert minor requests for service to a telephone reporting and processing system;
4. development and use of calls for service prioritization plan such that only emergency calls require an immediate response thereby allowing patrol officers to conduct proactive and/or programmed activities with minimal interruption;
5. reassignment of clerical chores, errands, and minor non-enforcement field duties to Patrol Aides (Police Cadets); and
6. development and use of a system of directed patrol and other planned apprehension and repression oriented patrol techniques.

B. Patrol Officer Role Expansion

1. integration and expansion of existing crime prevention effort into each patrol officer's field responsibilities; and
2. reemphasize responsibility for most preliminary investigations and many follow-up investigations into each patrol officer's field responsibilities.

(Note: The development and implementation of other crime control and service delivery components are anticipated in Phase II).

C. Personnel Development

1. provision of continuing training programs for patrol personnel;
2. provision of training to supervisory and command personnel to facilitate their expanded roles and their new responsibilities vis-a-vis the structured, management decision-making system; and
3. site visit travel for selected, key personnel to other ICAP cities for specific, well defined purposes.

D. Investigative Case Screening and Management

1. utilization of newly developed Incident Report Forms which include "Solvability Factors" for the purpose of focusing in vestigative resources on cases with high success probabilities;

APPENDIX G

ICAP GRANT PERFORMANCE GOALS

2. development of a case management quality control system; and
3. development of liaison with the St. Louis Circuit Attorney for purpose of facilitating effective prosecution of serious habitual/career criminals.

E. Crime Analysis

1. design and implement a crime analysis system that tracks the full range of patternable crimes and provides competent and timely information to guide directed patrol planning;
2. implement a major offender tracking system to collect, collate, analyze, and disseminate information on a select group of habitual/career criminals; and
3. development of a training program and manual which will be utilized in the training of other crime analysts in conjunction with future expansion.

The foregoing performance objectives are expected to result in the following impact goals:

1. demonstrate that patrol time and resources can be systematically managed to mount proactive goal oriented strategies and to permit the accomplishment of competent field investigations.
2. improved preliminary investigations and case processing by patrol officers.
3. improved detection, apprehension, charging and conviction rates for perpetrators of serious violent crime (homicide, forcible rape, robbery and aggravated assault).
4. improved detection, apprehension, charging and conviction rates for perpetrators of property crimes with emphasis on designated career criminals and known repeat offenders.
5. reduced crime rates for serious offenses.
6. increased status for patrol personnel.
7. increased job satisfaction for patrol personnel.
8. expanded crime prevention efforts enlisting greater citizen participation in such self protective efforts.

APPENDIX H

NEWSPAPER CLIPPING ON ICAP

National Criminal Justice Reference Service

ncjrs

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National Institute of Justice
United States Department of Justice
Washington, D. C. 20531

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St. Louis Police Get Grant For Crime Analysis Program, St. Louis Globe-Democrat,
Thursday July 12, 1979.

Metropolitan Police Department — City of St. Louis

60

INTRA-DEPARTMENT REPORT AND CORRESPONDENCE SHEET

Date: January 23, 1979
To: Colonel Eugene J. Camp, Chief of Police
From: Lieutenant Eugene Broaders, FLAIR Project Coordinator
Subject: Open-Beat FLAIR Project — Ninth District
Copies Sent To: All Attendees

Sir:

At 9:30 a.m. on Friday, January 12, 1979, at the request of Lieutenant Eugene Broaders, FLAIR Project Coordinator, a meeting was held at the Ninth District Station to discuss the Open-Beat concept of FLAIR. The following individuals were in attendance.

Captain Joseph Spiess, Commander, 9th District
Captain Calzona Hall, B.F.O. Staff
Lieutenant Eugene Broaders, Bureau of Services
Lieutenant Jay Canada, Communications Division
Lieutenant Gerald O'Connell, Planning and Development
Sergeant George Brinkman, Planning Section
Sergeant Neil Kurlander, 9th District
Sergeant Thomas Bowe, 9th District
Police Officer Jerry Mitchell, Planning Section
✓ Police Officer Lynn Fox, Planning Section
Mr. Mark Corkery, Management Services

The purpose of this meeting was to review and discuss the various aspects of the Open-Beat concept and its implementation in the Ninth District. Commencing on February 1, 1979 per your prior approval, the Ninth District is scheduled to take part in a pilot project utilizing FLAIR and the Open-Beat concept. This study will be an operations evaluation of FLAIR as opposed to an analysis of the mechanics of the system. After a lengthy discussion, it was the consensus of those present that the following items should be evaluated to measure impact of the Open-Beat concept as compared to the Structured Beat concept.

1. Over-all crime comparison in the district for a corresponding period of time during the past five years.
2. Arrests in a saturated patrol area.
3. Arrests in the entire district.
4. Availability of cars for preventative patrol.

APPENDIX I

LIST OF EVALUATION VARIABLES

Products -

5. Average miles traveled per twenty-four hour period for each participating vehicle.
6. Number of cars equipped with FLAIR in a twenty-four hour period.
7. Number of self-initializations performed by officers.
8. Number of initializations performed by the dispatcher.
9. Number of V-Flags when compared to self-initializations performed by the officers.
10. Morale of the officers in the Ninth District.

If this recommendation meets with your approval, the Open-Beat concept will be implemented at 7:00 a.m. on Thursday, February 1, 1979 for a six month period. At that time, an evaluation will be made to determine the value derived from the Open-Beat project.

Respectfully,

Eugene V. Broaders
Lieutenant Eugene Broaders
FLAIR Project Coordinator

✓ APPROVED DATE 1-23-79
Col. Eugene J. Camp
EUGENE J. CAMP
CHIEF OF POLICE

APPENDIX J
STRUCTURE OF DATA RECORDING, RADIO LOG

METROPOLITAN POLICE DEPARTMENT - CITY OF ST LOUIS
RECORD LAYOUT

LOCATION RADIO RECORD NAME DAILY RADIO TAPE DATE

CHARACTERISTICS DECIMAL	TIME OUT		DATE		COMPLAINT NUMBER	SOURCE	DISP	TYPE INCI- DENT CODES	ELAPSED TIME (OUT TO IN)	CAR ASSIGNED	CAR DIST.	INCIDENT LOCATION CODE			A R R E S T	C R U S I S T	R E P O R T	D I S P O S T	T I M E I N	P R O G R A M S U S E D I N																																														
	H	M	M	M								D	D	Y							A	T	NLC	A	S	S	H	M	M																																					
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55											
CHARACTERISTICS DECIMAL	RECLASSIFY ALPHA CODE	RCY	CDT	COM	DSN	POD	LES	TIME REC (REG TO OUT)	COR	JOB	WAT	WUR	SEA	PA	STREET NAME AND ADDRESS																																																			
								H	M	M						48C																																																		
		56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120

Field Name	Field From-To	Size Bytes	Size Char.	COBOL Pic. Char.	Code Used	DESCRIPTION
DOW	1	1	1			Day of Week, Sunday = 1, Monday = 2, etc.
TOT	25	4	4			TIME OUT - HH MM
DATE	6-17	6	6			Date of Occurrence MMDDYY
CR	11-18	8	8			Complaint Number
SOURCE	17-21	5	5			Source field. Example: Car No., Complaint Board Number.
DIS	21-22	2	2			Dispatcher Number
INC	23-24	2	2			Incident Code
LT	27-28	2	2			Elapsed Time (Out to In) in minutes
CAR	30-33	4	4			Car Assigned
AD	34-35	2	2			District Car Assigned to
LOC	37-40	4	4			Location of Incident - Address (37-41), Type (42), NLC (43-49)
ARR	47	1	1			Arrest made, value = 1
CRA	48	1	1			Cruiser/Ambulance Call, value = 1
ASST	49	1	1			Assist - Call was assist, value = 1
RPT	50	1	1			Report made, value = 1
DISP	51	1	1			Disposition Code, 1 = No Dispatch, 2 = Directed Incident Assist, 3 = Self-Initiated, 4 = Directed Incident
RECL	52-55	4	4			TIME IN - HH MM S = Request Out of Service
ALC	57	1	1			Reclassify - value = 1 if incident reclassified
RCY	58-61	4	4			Alpha Code - see the unfounded codes
CDT	62-63	2	2			Reclassify to Incident Code
COM	64-67	4	4			Computed District - values are (1-9) or 70
DSN	68-69	2	2			Computed Car
POD	70-71	2	2			DSN - Department Serial Number of officer responsible for report
LES	72	1	1			Day of Data - Same numeric value as Day in Date of Occurrence
TRC	73-74	2	2			Console position on complaint board where call was received
LTN	75-76	2	2			Complaint Evaluation number
COR	77-81	5	5			Time Received Call - HH MM
JOB	82	1	1			Elapsed Time (Received to Out)
WAT	83	1	1			Correction Code - If record was a corrected key punch record this column = 0
WUR	84	1	1			Job Code - 1 = Complaint Radio, 2 = Non-complaint Radio
SEA	85	1	1			WATC - 1 = 1st Watch, 2 = 2nd Watch, 3 = 3rd Watch
PA	87	1	1			WURDACC Error Number - indicates NLC error
STR	89-120	48	48			1 indicates no district or beat 1 indicates no Pauly Area or Section Street Name and Address fr. English

METROPOLITAN POLICE DEPARTMENT - CITY OF ST LOUIS
RECORD LAYOUT

FILE APPLICATION RADIO RECORD NAME DAILY RADIO TAPE DATE

STREET NAME AND ADDRESS (CONTINUED)															TOA			ETA			DID			WUD			PAD			DOR			DOR			RSL			FLG			MUL			PROGRAM USED IN										
															H	H	M	M				D	I	D	W	U	D	P	A	D	D	O	R	D	O	R	R	S	L	F	L	G	M	U		L									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	

CHARACTERISTICS
DECIMAL

STREET NAME AND ADDRESS (CONTINUED)															TOA			ETA			DID			WUD			PAD			DOR			DOR			RSL			FLG			MUL			PROGRAM USED IN											
															H	H	M	M				D	I	D	W	U	D	P	A	D	D	O	R	D	O	R	R	S	L	F	L	G	M	U		L										
56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	

CHARACTERISTICS
DECIMAL

Field Name	Field From-To	Size Bytes	Size Char.	ANS COBOL Pic. Char.	Code Used	DESCRIPTION
TOA	136-137	2	2			Time of Arrival - HH MM
ETA	140-142	3	3			Elapsed Time of Arrival - (Out to Arrival)
DID	143	1	1			Dispatched District
WUD	144	1	1			WURDACK District - Based on Incident Address
PAD	145	1	1			Pauly Section
PAD	146-147	2	2			Pauly Area 12
DOR	148	1	1			Fire Box - Primary District of Responsibility
DOR	149	1	1			Fire Box adjoining District
DOR	150	1	1			Fire Box adjoining District
FIL	151	1	1			Filler
FLG	152	1	1			
MUL	153	1	1			Multiple Car Indicator

APPENDIX K

DATA RECORDING FOR CRIME REPORT INFORMATION

METROPOLITAN POLICE DEPARTMENT - CITY OF ST. LOUIS

TAPE / DISC RECORD LAYOUT

DATE: 1/1/75

NEW

INPUT OUTPUT MOUNTED ON S.SU0 FILE PROT.: YES NO
 BCD BINARY IOBS: YES NO LRL RCT BLOCK
 FIXED LENGTH: YES NO
 INPUT TAPE OBTAINED FROM: JOB TITLE

RECORD NAME: STANDARD CRIME DISC RECORD RECORDING MODE:
 PROGRAM GENERATING TAPE: CRIME EDIT - XCL322
 RECORD:

BCD/BIN	FIELD	COMPLAINT NO.	OFFENSE	Y	SUPPLEMENTAL NO.	DATE	TIME
	SUB-FIELD	CODE	CODE	OF N	YEAR	mm DD Y	Am Pm
		0 1 2 3 4 5 6 7	8 9 10 11 12 13	14 15 16	17 18 19 20 21 22 23	24 25 26 27 28 29 30 31 32 33 34 35	

BCD/BIN	FIELD	LOCATION CODE	VALUE OF PROPERTY
	SUB-FIELD	Q-CODE	MONEY (A) JEWELRY (B) FURS CLOTHES (C) AUTO (D) MISC (K) OFFICE EQUIP (E) TELEVISION (F) FIREARMS (G) HOUSEHOLD (H)
		0 1 2 3 4 5 6 7	8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35

BCD/BIN	FIELD	BY WHOM	DSN	CENSUS	CITY BLOCK	X
	SUB-FIELD	BY WHOM (J)	DSN	FAMILY TRUCK	CITY BLOCK	COORDINATE Y
		0 1 2 3 4 5 6 7	8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35			

NPD Po.

METROPOLITAN POLICE DEPARTMENT - CITY OF ST. LOUIS
 TAPE RECORD LAYOUT CONTINUATION

RECORD NAME: _____ DATE: _____

BCD																																																
FIELD		DATA																																														
SUB-FIELD	COOR.	DATE																																														
FIELD																																																
	0	1	2	3	4	5	0	1	2	3	4	5	0	1	2	3	4	5	0	1	2	3	4	5	0	1	2	3	4	5	0	1	2	3	4	5	0	1	2	3	4	5	0	1	2	3	4	5
BCD																																																
FIELD																																																
SUB-FIELD																																																
FIELD																																																
	0	1	2	3	4	5	0	1	2	3	4	5	0	1	2	3	4	5	0	1	2	3	4	5	0	1	2	3	4	5	0	1	2	3	4	5	0	1	2	3	4	5	0	1	2	3	4	5
BCD																																																
FIELD																																																
SUB-FIELD																																																
FIELD																																																
	0	1	2	3	4	5	0	1	2	3	4	5	0	1	2	3	4	5	0	1	2	3	4	5	0	1	2	3	4	5	0	1	2	3	4	5	0	1	2	3	4	5						

The following statements are designed to find out how you feel about FLAIR and the current beat structure. Please circle the phrase below each statement which best describes how you feel about the statement.

1) During a pursuit the patrol officer should rely on FLAIR for his location.

- 1. Strongly Agree
- 2. Agree
- 3. Undecided
- 4. Disagree
- 5. Strongly Disagree

2) I prefer to patrol in a patrol car equipped with FLAIR as opposed to a patrol car not equipped with FLAIR.

- 1. Strongly Agree
- 2. Agree
- 3. Undecided
- 4. Disagree
- 5. Strongly Disagree

3) I feel it is important to self-initialize FLAIR.

- 1. Strongly Agree
- 2. Agree
- 3. Undecided
- 4. Disagree
- 5. Strongly Disagree

4) FLAIR is accurate indicating the location of a patrol car the majority of the time.

- 1. Strongly Agree
- 2. Agree
- 3. Undecided
- 4. Disagree
- 5. Strongly Disagree

5) FLAIR has a negative affect on the officers' morale.

- 1. Strongly Agree
- 2. Agree
- 3. Undecided
- 4. Disagree
- 5. Strongly Disagree

6) FLAIR is a supervisory tool to keep the patrol officer on his beat.

- 1. Strongly Agree
- 2. Agree
- 3. Undecided
- 4. Disagree
- 5. Strongly Disagree

APPENDIX L
ATTITUDE SURVEY FORM

7) The Department should discontinue the use of FLAIR.

1. Strongly Agree 2. Agree 3. Undecided 4. Disagree 5. Strongly Disagree

8) The dispatchers use FLAIR when dispatching (closest car) a beat car for a call for service.

1. Strongly Agree 2. Agree 3. Undecided 4. Disagree 5. Strongly Disagree

9) Patrolling a structured beat is the most efficient way to service the community.

1. Strongly Agree 2. Agree 3. Undecided 4. Disagree 5. Strongly Disagree

10) I could perform my job better if I was allowed to leave my assigned beat to patrol.

1. Strongly Agree 2. Agree 3. Undecided 4. Disagree 5. Strongly Disagree

11) I get tired of patrolling the same location (beat) for eight hours.

1. Strongly Agree 2. Agree 3. Undecided 4. Disagree 5. Strongly Disagree

12) I prefer to patrol the same beat for an eight hour period.

1. Strongly Agree 2. Agree 3. Undecided 4. Disagree 5. Strongly Disagree

APPENDIX M

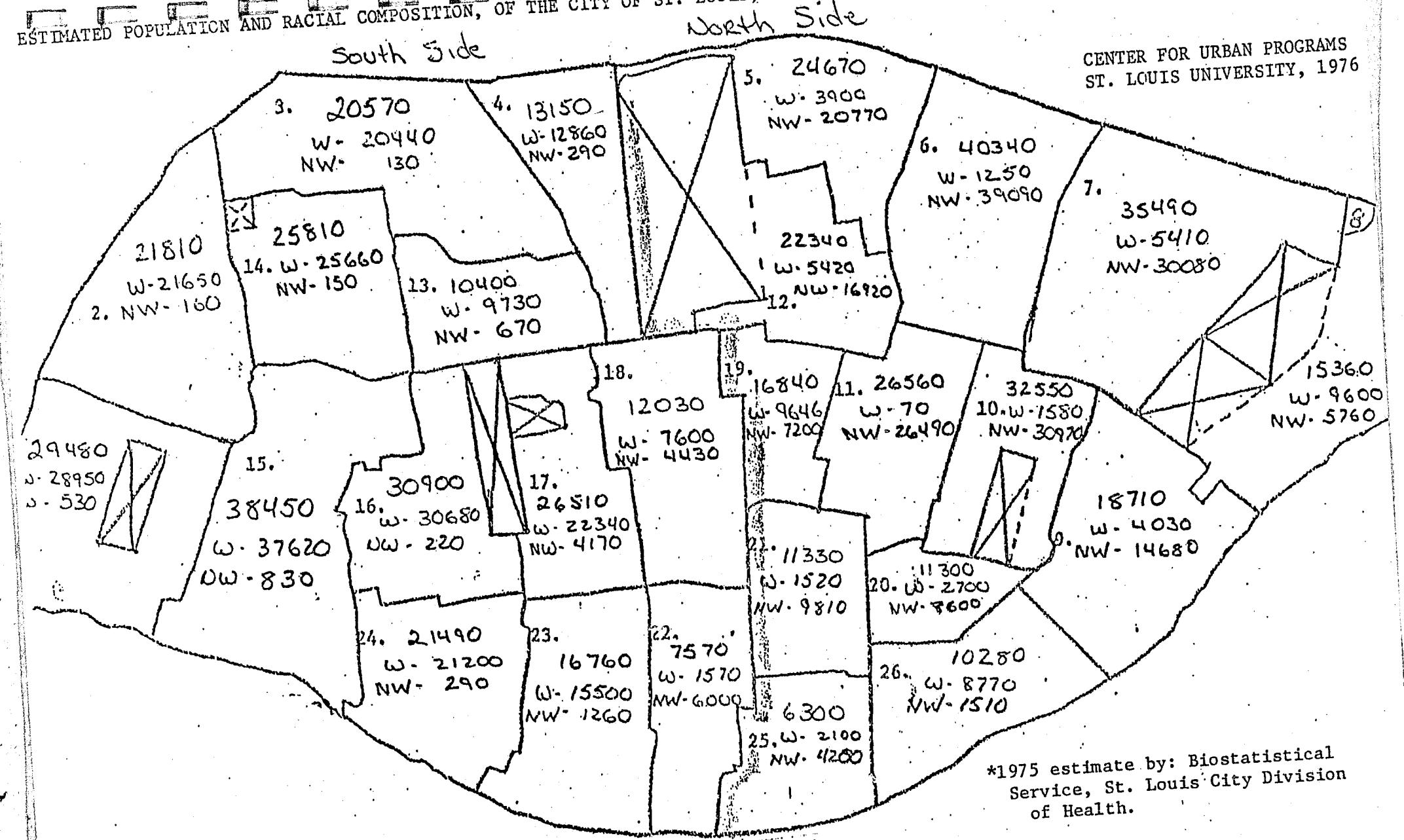
SOCIO-DEMOGRAPHIC MATERIALS, ST. LOUIS

SLD-78

POPULATION CHANGE and COMPONENTS OF CHANGE, ST. LOUIS CITY HEALTH DISTRICTS, 1970-1977.

AREA or HEALTH DISTRICT #	P O P U L A T I O N				NATURAL INCREASE, 1970-76		NET MIGRATION, 1970-77	
	1977	1970	1970-77 NET CHANGE		NUMBER	PERCENT	NUMBER	PERCENT
			NUMBER	PERCENT				
South St. Louis Total	262760	292979	-30219	- 10.3%	- 2136	- 0.7%	-28083	- 9.6%
CARONDOLET	1 26560	28914	- 2354	- 8.1	- 307	- 1.1	- 2047	- 7.1
GARDENVILLE	2 24280	20297	3983	19.6	- 1170	- 5.8	5153	25.4
SOUTH WEST	3 21580	20389	1191	5.8	- 691	- 3.4	1882	9.2
OAKLAND	4 13220	13652	- 432	- 3.2	- 87	- 0.6	- 345	- 2.5↑
FAIRMONT	13 9410	11933	- 2523	- 21.1	- 555	- 4.7	- 1968	- 16.5↓
SOUTHAMPTON	14 29910	25182	4728	18.8	- 1355	- 5.4	6083	24.2
CLEVELAND	15 33760	38428	- 4668	- 12.1	- 972	- 2.5↑	- 3696	- 9.6
TOWER GROVE	16 27540	32440	- 4900	- 15.1	- 522	- 1.6	- 4378	- 13.5↓
COMPTON	17 21540	28766	- 7226	- 25.1	1322	4.6	- 8548	- 29.7
RANKIN	18 9620	14489	- 4869	- 33.6	231	1.6	- 5100	- 35.2
MILL CREEK	22 6910	10050	- 3140	- 31.2	606	6.0	- 3746	- 37.3
SOULARD	23 14710	24442	- 9732	- 39.8	905	3.7	- 10637	- 43.5↑
CHEROKEE	24 23720	23997	- 277	- 1.2	459	1.9	- 736	- 3.1
North St. Louis Total	260240	329257	-69017	- 21.0%	10967	3.3%	-79984	- 24.3%
WEST END	5 21530	31207	- 9677	- 31.0	2182	7.0	+ 11859	- 38.0
SHERMAN PARK	6 39770	53998	- 14228	- 26.3	3245	6.0	- 17473	- 32.4
NORTHWEST	7 39410	32844	6566	20.0	1853	5.6	4713	14.3
BADEN	8 21820	12498	9322	74.6	- 704	- 5.6	10026	80.2
O'FALLON	9 19430	16915	2515	14.9	1104	6.5↑	1411	8.3
FAIRGROUNDS	10 28340	35005	- 6665	- 19.0	1960	5.6	- 8625	- 24.6
GARFIELD	11 24110	36932	- 12822	- 34.7	483	1.3	- 13305	- 36.0
FOREST PARK	12 15860	24640	- 8780	- 35.6	- 228	- 0.9	- 8552	- 34.7
LINDELL	19 14760	19634	- 4874	- 24.8	- 386	- 2.0	- 4488	- 22.9
YEATMAN	20 8570	15993	- 7423	- 46.4	994	6.2	- 8417	- 52.6
BEAUMONT	21 10580	23095	- 12515	- 54.2	442	1.9	- 12957	- 56.1
DOWNTOWN	25 6070	10414	- 4344	- 41.7	- 354	- 3.4	- 3990	- 38.3
HYDE PARK	26 9990	16082	- 6092	- 37.9	376	2.3	- 6468	- 40.2
St. Louis City Total	523000	622236	-99236	- 16.0%	8736	1.4%	-107972	- 17.4%

ESTIMATED POPULATION AND RACIAL COMPOSITION, OF THE CITY OF ST. LOUIS, BY COMPONENT AREAS AND HEALTH DISTRICTS (7/1/75) *



CENTER FOR URBAN PROGRAMS
ST. LOUIS UNIVERSITY, 1976

*1975 estimate by: Biostatistical
Service, St. Louis City Division
of Health.

TOTAL	547,000	100.0%
White	311,790	57.0%
Non White	235,210	43.0%
South Side	274,930	50.3%
North Side	272,070	49.7%

END