

A COMPARATIVE STUDY OF THE ORGANIZATION AND
ADMINISTRATION OF A CIVILIAN AND A MILITARY
POLICE RECORDS SYSTEM WITH EMPHASIS ON THE
PURPOSE, PREPARATION AND DISPOSITION OF
COMPLAINT, INVESTIGATION, ARREST,
IDENTIFICATION, AND SUMMARY
AND ANALYSIS RECORDS

Thesis for degree of Master of Science

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Carl Oscar Swanson, Jr.

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AND SUMMARY AND ANALYSIS RECORDS

by

Carl Oscar Swanson Jr.

AN ABSTRACT

Submitted to the College of Business and Public Service
Michigan State University of Agriculture and
Applied Science in partial fulfillment of
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ABSTRACT

Police records are administrative devices for coordinating and controlling the various functions of a police department, and are used for recording, planning, and executing police operations. An efficient police records system assists the police chief in fulfilling his responsibilities as an administrator. It also assists the individual police officer to perform his duties more efficiently.

This study covered the organization, administration, and elements necessary for a police records system. It emphasized the purpose, preparation, and disposition of complaint, investigation, arrest, identification, and summary and analysis records.

The following are the methods used in this study:

(1) a review of the literature in the fields of civilian and military police records, (2) a study of the centralized records system of the Pontiac, Michigan, Police Department, and (3) personal experience working with military police records in the Fort Richardson, Alaska, Military Police Company.

The civilian police literature was surveyed to determine the accepted organizational and administrative principles and procedures necessary for an efficient police records system. The study of the Pontiac Police Department's

CARL OSCAR SWANSON JR.

ABSTRACT

centralized records system made possible an understanding of these principles and procedures. An examination of the police records system used by the Fort Richardson Military Police Company, as applied in this study, indicated a need for the application of uniform principles and procedures in the management of their records system.

This study compared the organization and administration of a civilian and a military police records system to determine similarities and differences. Where similarity in function existed, the principles and procedures of the civilian police records system were considered for application to the military police records system.

It was concluded that the Pontiac Police Department's records system generally followed the organizational and administrative principles and procedures recommended by O. W. Wilson, the Federal Bureau of Investigation, the International City Managers' Association, and the International Association of Chiefs of Police. In most instances it was found that military police records served the same purposes as did civilian police records, and that adoption of certain basic principles and procedures of civilian police records would benefit the Military Police Corps.

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CHAPTER I

INTRODUCTION

Police records are administrative devices for coordinating and controlling the various functions of a police department. They are used to record past experiences in order to plan for the execution of future police operations.

When a police department is large enough for specialized divisions there may be a danger of its becoming a number of disconnected units within the structure of the larger department, unless the functions of these units are coordinated. A centralized records system is a logical administrative device that the police chief or provost marshal can use to coordinate the units of his department.

To combat crime effectively the police chief or provost marshal must know how, when, and where crime is occurring, so that he can plan and shift his forces accordingly. Properly maintained police records can supply him with this information.

I. THE PROBLEM

Statement of the problem. The following are the purposes of this study: (1) to compare the organization and

administration of a civilian and a military police records system, (2) to compare the purpose, preparation, and disposition of civilian and military police records, and (3) to propose certain recommendations for the Military Police Corps.

Importance of the study. Throughout the years basic principles and procedures for the organization and administration of police records systems have been developed. O. W. Wilson,¹ the Federal Bureau of Investigation, the International City Managers' Association, and the International Association of Chiefs of Police have published guides² to standardize these basic principles and procedures.

It was found in this study that these authorities in the field of police administration stress the following principles for an efficient police records system:

(1) centralization of records, (2) centralization of complaint

¹O. W. Wilson is a recognized authority in the police field. He has made numerous surveys of police departments throughout the United States and has written a number of books pertaining to police administration. At the time of this study he is the Superintendent of the Chicago Police Department. He was formerly Dean of the School of Criminology at the University of California in Berkeley.

²O. W. Wilson is the author of the book, Police Records. The Federal Bureau of Investigation has published a Manual for Police Records. The International Association of Chiefs of Police has published the book, Uniform Crime Reports. The International City Managers' Association has published the book, Municipal Police Administration.

recording and communication facilities, (3) adequate follow-up procedures, and (4) proper use of summary and analysis records.

The Military Police Corps has several Department of Army Regulations that are limited to the purpose, preparation, and disposition of military police records. However, there is no regulation that sets forth the principles for an efficient records system. Because of this, each post, camp, and station formulates many of its own police records procedures with varying degrees of completeness and effectiveness.

The regular transfer of military personnel causes a constant change in the administrative procedures for the maintenance of records, because each provost marshal or records supervisor, as he is transferred, implements his own records keeping procedures at his new assignment. A considerable amount of time is spent in retraining records clerks and military policemen because of these changes. These problems could be reduced if the Military Police Corps published a guide for the uniform management of military police records.

The coordination of military police activities involving more than one post or major command would be simplified by a uniform records system. The use of standard procedures throughout the Military Police Corps would assist

military police personnel to understand the various functions of military police activities and provide economy of operation.

This study discusses records keeping procedures that can be used as a guide for a military police records system.

II. REVIEW OF THE LITERATURE

Civilian police records publications. The following are the major sources on police records used in this study: (1) O. W. Wilson's book, Police Records, published in 1942, (2) the Federal Bureau of Investigation's Manual of Police Records, published in 1953, and (3) the International City Managers' Association's book, Municipal Police Administration, Chapter twelve, entitled, "Records," published in 1954.

At the time of this study, O. W. Wilson's book, Police Records, was the only textbook devoted entirely to the purposes, administration, organization, and installation of a police records system. The basic principles and procedures that Wilson outlined in his book are still followed.

The Federal Bureau of Investigation's Manual of Police Records outlines the procedures to be used in the administration, preparation, and disposition of complaint, investigation, arrest, and miscellaneous police records.

Chapter twelve, entitled "Records," in the International City Managers' Association's book, Municipal Police Administration, is based on numerous record systems installed

by the Public Administration Service. O. W. Wilson is the principal author of this chapter.

Although not a major source cited in this study, the book, Uniform Crime Reporting, published in 1929 by the International Association of Chiefs of Police, was an important police records publication. This book classifies offenses and provides instructions on how they should be reported.

By an act of Congress, the Federal Bureau of Investigation is the agency responsible for collecting and tabulating information contained in the Uniform Crime Reports. Because changes in the method of crime reporting occur from time to time, the Federal Bureau of Investigation periodically publishes a Uniform Crime Reporting Handbook, keeping the reporting information up-to-date.

This study also includes information from other police administration textbooks, police department surveys, and periodicals. Most of this literature is based upon the principles of organization and administration discussed in the major sources cited.

Military police records publications. Military police records publications used in this study are regulations and pamphlets published by the Department of Army for the Military Police Corps. Generally these publications are limited to the purpose, preparation, and disposition of individual reports and records.

To establish standard recording and reporting procedures for certain military police records, Special Regulation 190-45-1, The Military Police Preparation of Reports and Records was published in 1952. This regulation covers the following records: (1) the desk reference card, (2) the desk blotter, (3) the offense or incident report, (4) the complaint report, (5) the notice of traffic violation summons, and (6) the disposition of offender report.

To establish uniform procedures for reporting offenses committed by United States Army personnel, Army Regulation 190-45, The Military Police Provost Marshal Activities Report was published in 1958. This record fulfills approximately the same purposes for the military police as does the civilian police's Uniform Crime Report.

The Department of Army published Army Regulation 195-20, Criminal Investigation Reports of Investigation in 1957. This regulation established uniform recording and reporting procedures for criminal investigations.

To establish standard office procedures for the criminal investigation division of the provost marshal's office, Army Pamphlet, Number 19-3, Guide for Standardization of Criminal Investigation Office Procedures was published in 1953. Specific parts of this pamphlet are outdated; however, at the time of this study, it was the most

complete army publication concerning the administration of police records.

The Military Police Corps has several field manuals that briefly discuss military police records. Field Manual 19-20, Criminal Investigation, published in 1951, briefly discusses various records relating to criminal investigations. Field Manual 19-25, Military Police Traffic Control was published in 1958 and discusses records relating to traffic matters. However, it does not describe or suggest a traffic accident investigation report form to be used. Field Manual 19-10, Military Police Operations, published in 1955, briefly discusses police records.

III. STATEMENT OF METHODS USED

This is a comparative study of civilian and military police records. It is limited to the following: (1) the principles and procedures of records administration and organization, (2) the elements necessary for a records system, and (3) the purpose, preparation, and disposition of complaint, investigation, arrest, identification, and summary and analysis records. For the purpose of this study, the term, "police records," refers to the above records but does not include personnel, correspondence, budget, maintenance, traffic engineering, or jail administration records.

The following methods are used in this study: (1) a review of the literature in the field of civilian police records, (2) a study of the centralized records system of the Pontiac, Michigan, Police Department, and (3) personal experience working with military police records in the Fort Richardson, Alaska, Military Police Company.

The purpose for surveying the literature was to discover accepted organizational and administrative principles and procedures necessary for an efficient police records system.

The administration of a police records system was found to be so complex that it was impossible to understand its operation solely by reviewing the literature. Therefore, it was necessary to study the Pontiac Police Department's records system. This study made possible the understanding of the organization and administration of a centralized records system.

The Pontiac Police Department's records system was selected for study for the following reasons: (1) It incorporated the principles and procedures for the organization and administration of a police records system set forth in the literature reviewed. (2) In December of 1958, Captain Roland T. Sherry, Superintendent of Records, Berkeley, California, Police Department, reorganized the Pontiac Police Department's records system, incorporating the organizational

and administrative principles and procedures set forth by O. W. Wilson, the Federal Bureau of Investigation, and the International Association of Chiefs of Police. (3) It was comparable in the number of personnel and functions to the Fort Richardson Military Police Company. (4) Pontiac, Michigan was conveniently near Michigan State University. (5) Mr. George D. Eastman, Public Safety Director for Pontiac, Michigan invited me to study the police records system in that city.

The personal experience with military police records used in this study was obtained at Fort Richardson, Alaska. By comparing this experience to a previous one at Fort Lewis, Washington, a lack of uniformity was found in the management of military police records at these installations.

Military police records and forms used in this study were Department of Defense, Department of Army, and local forms developed by the Fort Richardson Military Police Company. Department of Defense forms indicate that these forms are used by all of the armed forces units engaged in police activities. Department of Army forms indicate that these forms are used only by the Army's Military Police Corps.

Information from the Provost Marshal General's School, Fort Gordon, Georgia, was also used in this study.

The sample civilian records and reports used in this study were obtained from the Pontiac Police Department.

IV. ORGANIZATION OF THE REMAINDER OF THE THESIS

In **Chapter II**, the organization and administration of the Pontiac Police Department's records system is discussed. The chapter is divided into two parts to include the organizational principles and the elements of its records system. The organizational principles include the following: (1) centralization of the police records system, (2) records duties of police personnel, and (3) records follow-up procedures. The elements include the following: (1) forms, (2) records control, (3) records disposition, (4) complaint records, (5) investigation records, (6) arrest records, (7) identification records, and (8) summary and analysis records.

In Chapter III the organization and administration of the Fort Richardson Military Police Company's records system is discussed. The chapter is organized into two parts to include the organizational principles and the elements of its records system. The organizational principles include the following: (1) the organization of the military police records system, (2) records duties of military police personnel, and (3) records follow-up procedures. The elements include the following: (1) forms, (2) records control, (3) records disposition, (4) complaint records, (5) investigation records, (6) arrest and disposition records, and (7) summary and analysis records.

Chapter IV contains a review of civilian police literature pertaining to the administration and organization of police records systems. This chapter discusses the organizational and administrative principles and procedures for a police records system and the elements of a police records system.

Chapter V contains the summary and conclusions drawn from the study of the Pontiac Police Department's and the Fort Richardson Military Police Company's records systems. The summary of the Pontiac Police Department's records system is compared to the principles and procedures cited in Chapter IV, Review of the Literature. The summary of the Fort Richardson Military Police Company's records system is compared to the Pontiac Police Department's records system. Recommendations for both the civilian and military police records systems are proposed.

CHAPTER II

A STUDY OF THE PONTIAC POLICE DEPARTMENT'S RECORDS SYSTEM

This chapter covers the organization and the elements of the Pontiac Police Department's records system. The organization of the police records system includes the following: (1) centralization, (2) records duties of police personnel, and (3) records follow-up procedures. The elements include the following: (1) forms, (2) records control, (3) records disposition, (4) complaint records, (5) investigation records, (6) arrest records, (7) identification records, and (8) summary and analysis records.

I. THE ORGANIZATION OF THE POLICE RECORDS SYSTEM

The Pontiac Police Department's Records Division is located in the Services Bureau. The following functions are included in the Services Bureau: (1) administration of police records, (2) communications, (3) handling property obtained during the course of police duties, (4) identification and booking of offenders, and (5) operation of the complaint desk. The Commanding Officer of the Services Bureau holds equal rank and authority with the commanding officers of the other bureaus within the department. See Figure 1, page 13, for the organizational chart of the Pontiac Police Department.

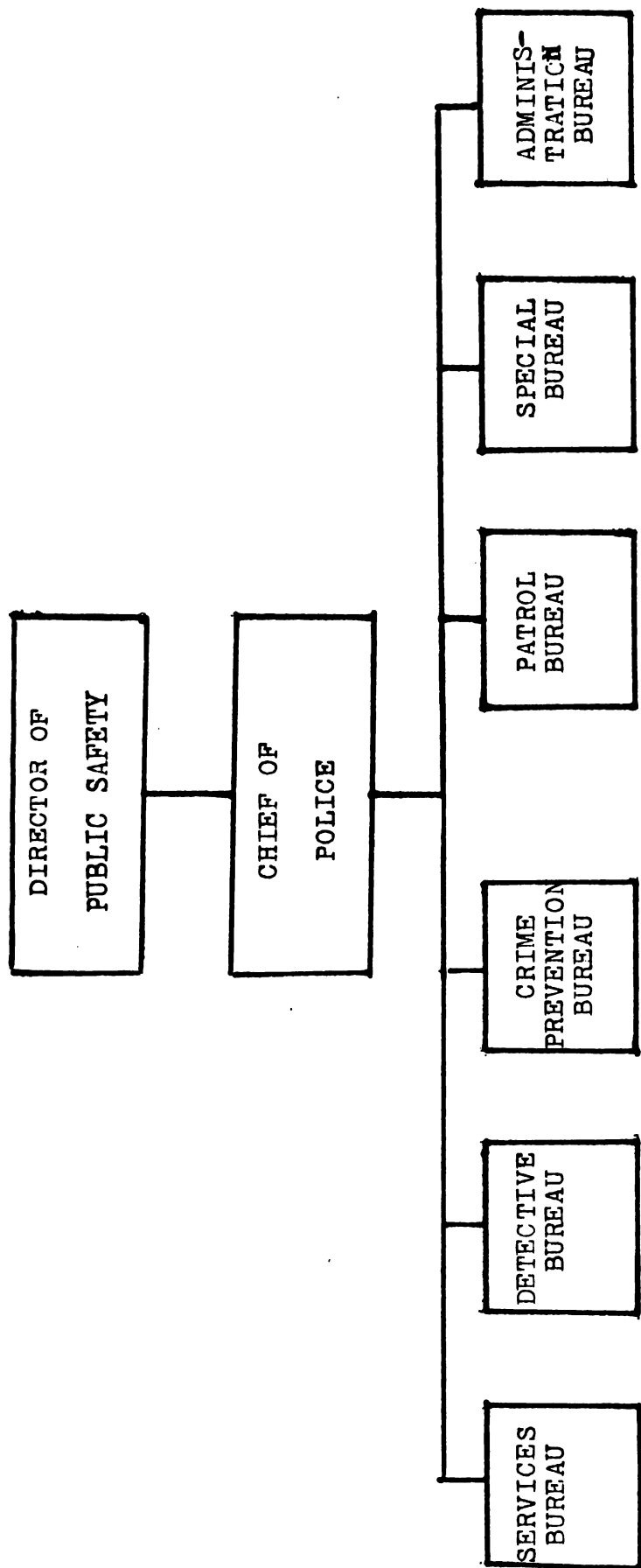


FIGURE 1
PONTIAC POLICE DEPARTMENT
ORGANIZATION CHART

Centralization of the Records System

O. W. Wilson in his book, Police Records points out that a centralized records system best accomplishes the objectives of a police records system because it encourages departmental teamwork, assists in maintaining high standards of police service, and obtains maximum benefits from the records.

The Pontiac Police Department's records are centralized in the records division and are available on a twenty-four-hour basis to the policemen on duty. The records division is easily accessible to the dispatcher and to the line operating units. The police desk is located near the entrance of the police station close to the dispatcher's office, the switchboard operator, and the records division.

The Pontiac Police Department centralizes complaint recording with its communications facilities. The dispatcher is the only one allowed to record complaints. The switchboard operator receives all incoming telephone calls, and routes all complaint calls to the dispatcher. Complaints brought to the attention of policemen on duty are radioed or telephoned to the dispatcher. The desk sergeant, receiving complaints from the public in person, relays these complaints to the dispatcher. These procedures prevent the

delay of emergency complaints and assure that the dispatcher receives and records all complaints. By consolidating the complaint recording with the communication facilities, the police chief exercises administrative control over all police actions taken on complaints.

Records Duties of Police Personnel

See personnel chart, Figure 2, page 16, for job positions of personnel assigned to the Services Bureau.

The following job positions require twenty-four-hour coverage: (1) desk sergeant, (2) switchboard operator, (3) dispatcher, and (4) identification officer. Four individuals are regularly assigned to each one of these positions. Each works a forty-hour week; therefore, specially selected personnel from the line operating units serve these positions for the remaining hours of the week, sick leave, and vacations.

Commanding Officer of the Services Bureau. The Commanding Officer of the Services Bureau supervises the following functions: (1) communications, (2) property control, (3) booking and identification procedures, (4) records administration, and (5) operation of the complaint desk.

Chief records clerk. The chief records clerk assists the Commanding Officer of the Services Bureau in supervising the functions of the records division. He is responsible

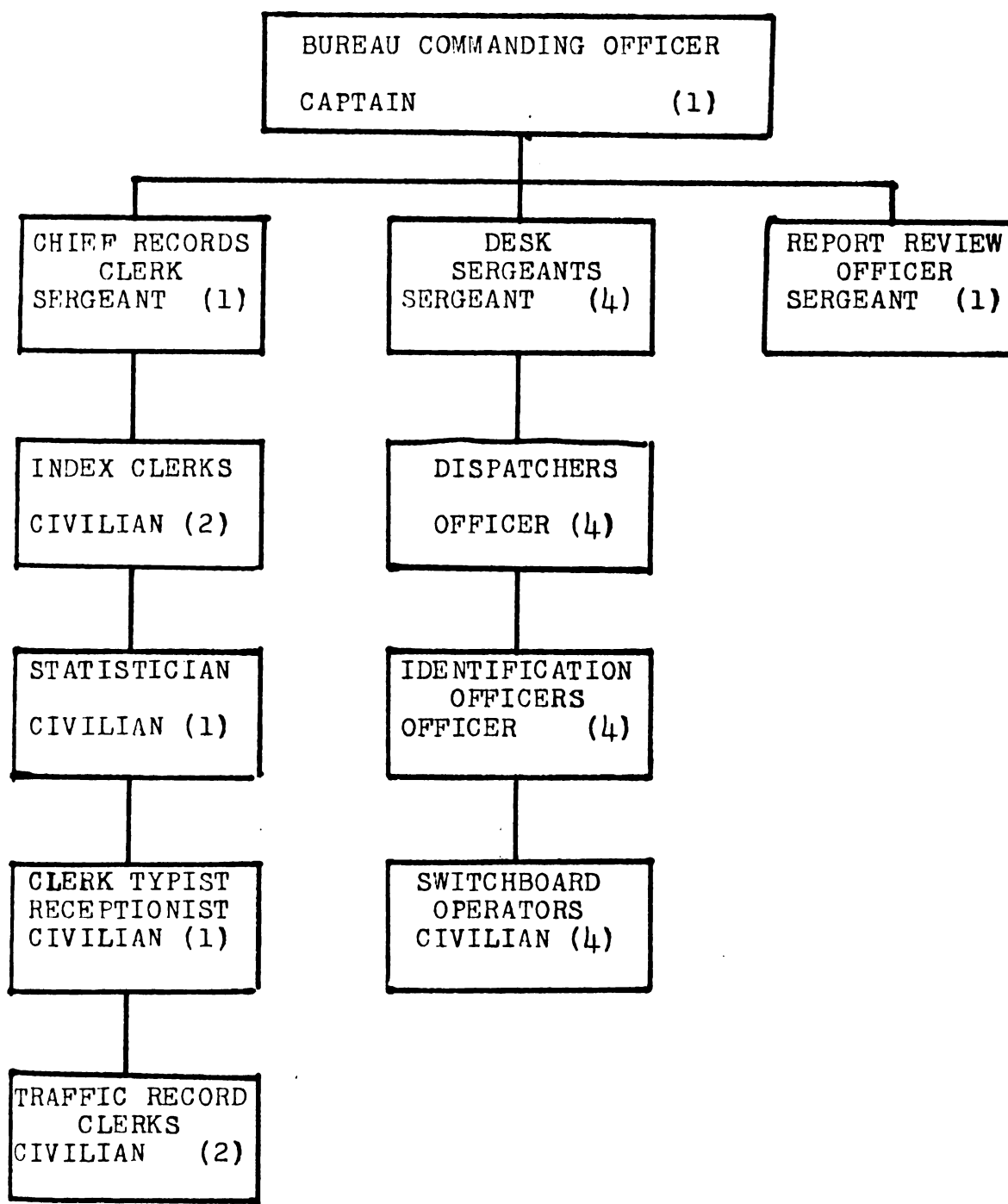


FIGURE 2

PONTIAC POLICE DEPARTMENT SERVICES BUREAU

PERSONNEL CHART

for assuring that files in the records division are properly maintained, that records personnel satisfactorily perform their jobs, and that summary and analysis reports are prepared correctly. The chief records clerk does not supervise the report review officer.

Desk sergeant. The desk sergeant supervises the operation of the police desk. He assists in the booking of offenders, receives complaints from the public in person, and forwards these complaints to the dispatcher.

Report review officer. The report review officer's duties will be discussed in detail in the section entitled, "Follow-Up Procedures for the Police Records System," page 20.

Switchboard operator. The switchboard operator receives and monitors all incoming telephone calls, and transfers them to the proper police activity. For example, the dispatcher receives only the calls upon which he is expected to take action.

Dispatcher. The dispatcher is the key figure in the department's complaint recording process. He receives the complaints by telephone, teletype, radio, or from the desk sergeant. He records the complaints, assigns officers to investigate, prepares arrest records, and the prisoner property receipts. The dispatcher also maintains a written radio log on all police radio transmissions, a procedure

required by the Federal Communications Commission. To avoid duplication, the dispatcher's duties concerning the preparation of specific records will be discussed with those records.

Identification officer. The identification officer fingerprints and photographs arrested offenders. He assists in identifying previous offenders by checking the arrest and fingerprint files. One identification officer is designated by the chief of police to be the custodian of lost-and-found, stolen, and evidence properties. To avoid duplication, the identification officer's duties concerning the preparation of certain records will be discussed with those records.

Index clerks. There are two index clerks. One clerk processes the complaint and investigation records; the other one processes the arrest and identification records. The clerk who processes the complaint and investigation records extracts and files all necessary information from these records. He prepares the index card in triplicate, one each for the alphabetical file, the location of incident file, and the crime classification file. When necessary, a fourth card is prepared for the political division file. (See pages 29 and 30 for an explanation of these files). The clerk underlines the classification to be used in filing the card in the appropriate file. For example, he underlines the "location of incident," on the card, and then places it in the location of incident file. The clerk also maintains the

stolen or lost property file, permit file, police officers' file, the warrant file, and the modus operandi file. (See pages 30, 35, and 36 for explanations of these files).

The index clerk who processes the arrest and identification records extracts and files all necessary information from these records. This clerk also maintains the criminal record, characteristics, fingerprint, physical description, and photograph files. (See pages 28, 32, 47, 48, and 49 for explanations of these files).

Traffic records clerks. There are two traffic records clerks who receive all information concerning traffic matters. They extract and file information that is used for traffic analysis and engineering studies. They also maintain the traffic accident location, traffic casualty, traffic property damage, and traffic citation files. (See pages 27 and 28 for explanations of these files).

File clerk receptionist. The file clerk receptionist files certain reports and records not filed by the index clerk, traffic records clerks, and the statistician. This clerk assists the police officers in locating information in the files and acts as a receptionist for the public who request information from the records division.

Statistician. The statistician's duties will be discussed in detail in the section entitled, "Summary and Analysis Records," page 50.

Platoon supervisors. The platoon supervisors train police officers in the preparation of records and reports. They assure that their subordinates' reports and records are complete and accurate before sending them to the records division.

Investigating police officer. The individual police officer is responsible for turning in complete and accurate reports. Although his supervisor checks his reports, he is still held accountable. A police officer investigating a complaint records in a notebook the action he took and what facts he discovered during the investigation. He uses this information to complete reports and records and to refresh his memory when testifying in court about the investigation. When required, the investigating police officer prepares a supplemental progress investigation report. He also assists in booking arrested offenders.

Follow-Up Procedures for the Police Records System

The report review officer is responsible for the following police records follow-up procedures: (1) review of all records and reports, (2) maintaining the follow-up control file, (3) coordinating investigation activities within the department, (4) the disposition of all cases, and (5) follow-up procedures for the control of stolen property.

The report review officer is directly responsible to the Commanding Officer of the Services Bureau and acts for

him when reviewing the reports and records. This arrangement reduces friction between the operating police bureaus and the Services Bureau, since the Services Bureau Commander is on the same level of authority as the other bureau commanders.

The report review officer is familiar with the functions performed by all the bureaus in the department and knows the rules and regulations concerning reporting procedures, investigations, and closing of offense reports. He checks all reports and records for accuracy, completeness, and proper crime classification. He initials each report and record to signify that he has checked it prior to filing.

The report review officer maintains a chronological follow-up control file of all pending investigations. This file is arranged by the days of the month and the months of the year. The follow-up days are on the odd days of the month. A case which requires attention beyond the first twenty-four hours is entered on a follow-up indicator card. The number of the case is placed in the upper-right-hand corner with the follow-up date entered directly below it. The report review officer notes on the card any part of the investigation he wishes to recheck. This card is placed in the follow-up control file behind the date shown on the card.

There are two types of follow-up notices,³ (1) the informal notice that is destroyed after proper action is taken, and (2) the formal notice that is placed in the investigating officer's personnel records. The formal notice is sent only after the investigating officer fails to acknowledge the informal notice. This notice can be used for future disciplinary action or dismissal.

The report review officer initially gives the investigating officer eight days in which to take decisive action on a case. If no action is taken within the allotted time, he sends informal follow-up notices to the investigator's supervisor and to the investigator. If there is no response to these notices within forty-eight hours, a formal notice is sent to the investigator's supervisor.

If the investigating officer thinks that the notices are unjustified, he does not argue the point with the report review officer. Instead, he discusses the notice with his supervisor who in turn, confers with the report review officer. If no agreement is reached, the matter is referred to the Commanding Officer of the Services Bureau for a ruling.

The report review officer coordinates investigation activities within the department. Because he is required to

³For examples of informal and formal notices, see Figure 1 and 2, Appendix A, pages 155 & 156.

read all reports of investigation, he is in a position to point out facts from the various reports that are of mutual interest to all investigators.

The report review officer is responsible for noting on the case record that the case is closed. The process of closing an investigation requires close examination of the case to determine whether or not further investigation is necessary or possible. If a case does not require further investigation it is closed. This is an administrative action taken by the report review officer, and should not be thought of as an investigative action taken by an investigator.

The report review officer enters on the case record the disposition code and the badge number of the investigating officer who completed the case. The disposition codes are used to indicate the particular disposition of a case. The codes represent various completed actions.⁴ These codes are used by the statistician to prepare summary and analysis records.

The report review officer is also responsible for follow-up procedures on reported stolen property. He sends post cards to identified owners of the property thirty days after the property is reported stolen. This is done to

⁴For an example of the disposition codes used by the Pontiac Police Department, see Figure 3, Appendix A, page 157.

inquire whether or not the owners have recovered their property. Regardless of the answer, the case is closed after thirty days.

The report review officer works during the daytime shift. When he is absent the chief records clerk performs his duties.

II. THE ELEMENTS OF THE POLICE RECORDS SYSTEM

The following elements of the police records system are discussed in this section: (1) forms, (2) records control, (3) records disposition, (4) complaint records, (5) investigation records, (6) arrest records, (7) identification records, and (8) summary and analysis records.

Forms

The Pontiac Police Department uses five-by-eight-inch cards for all complaint, offense, and arrest records, and three-by-five-inch cards for index files. These forms are filed in appropriate-sized filing cabinets. The fingerprint card, the criminal record jacket, and various identification records vary in size from eight-by-eight-inches to eight-and-one-half-by-eleven-inches. They are all filed in cabinets designed for eight-and-one-half-by eleven-inch forms.

The department uses colored offense forms which indicate by color different types of crimes. For example,

a police officer, investigating a robbery may seek to study the robbery cases that have occurred during the past month. Knowing that robbery offense forms are green, he can quickly remove all green cards from the case file for the past month.

The police chief designated the Commanding Officer of the Services Bureau as Forms Control Officer to assure that each form is justified by sound reasons before it is approved for use. Forms are periodically reviewed for revision or elimination.

Records Control

The Pontiac Police Department uses three sets of numbers to control records and reports. They are complaint, arrest, and identification numbers.

A complaint number is assigned to each incident requiring police action, and is interchangeably called a complaint or case number. This number is used as an identification number for referring and cross-indexing to any information pertaining to a particular case or complaint. The dispatcher is the only one in the department authorized to number complaint reports. The numbering is done by machine, starting with number one and ending with 99,999. At the end of the sequence, the numbers start over again, prefixed by the letter "A" and so on through the alphabet.

Each time a person is arrested, he is assigned, in sequence, the next arrest number appearing on the arrest log.

This log is maintained at the police desk. To differentiate between felonies and misdemeanors, misdemeanors have the letter "M" prefixed to the arrest number.

The first time a person is arrested and fingerprinted he is assigned an identification number. This number is then attached to all his identification records. On subsequent arrests the offender receives this original number. The identification numbers are also used to file the criminal record jackets which are established for second offenders. The identification numbers are issued in sequence.

Records Disposition

The Pontiac Police Department maintains files for the following reasons: (1) to serve as an official memory of police operations, (2) to provide information for (a) summary and analysis reports, (b) assistance to the individual police officer, and (c) keeping the chief and others concerned informed about police activities. The department uses records, indexes, and miscellaneous files.

Records files. The records files include the following: (1) the case file, (2) the traffic accident location file, (3) the traffic casualty file, (4) the traffic property damage file, (5) the traffic citation file, and (6) the criminal record file.

The case file is the master file of the records division. It contains all numbered reports of citizens'

complaints to the police, crimes of all types, names of arrested offenders, and noncriminal incidents, such as suspicious noises, lost, found, or abandoned property, issuance of all kinds of permits, and traffic accident investigation reports. Each complaint is given a complaint number, and if further investigation is required, it is then usually referred to as a case. All information regarding a particular case is given the same complaint number. The information is either filed with the original case record in the case file or cross-indexed by complaint number and filed in supporting files.

A police officer who wishes to study a case, can remove it from the case file, however, he must leave a charge-out card in its place. The charge-out card contains the officer's name, the case number, the date the card was removed, and the date it is to be returned. It is slightly larger and of a different color to aid the file clerk in replacing the case in the file. The file clerk is the only one authorized to refile a case record.

The traffic accident location file is indexed alphabetically by street intersection. Regardless of where an accident occurs along a street, the report is filed by the nearest street intersection. This file provides information on where the majority of accidents occur. The city traffic engineer consults this file to study accident reports

for the purpose of eliminating possible traffic hazards. This file may indicate where traffic enforcement or other action is needed.

The traffic casualty file is an alphabetical file that includes the names of all persons injured or killed in traffic accidents.

The traffic property damage file contains an alphabetical listing of all the names of persons involved in traffic accidents that resulted in property damage.

The traffic citation file provides a permanent history of the individual driver's traffic violations. This file contains duplicate copies of traffic citations and cards that show the court's disposition of the violator. The citations are maintained alphabetically by the names of the violators.

The criminal record file is prepared on all offenders arrested for the second time. This record is filed by the offender's identification number. A jacket-type folder is used for this file; it contains extra sets of fingerprints, photographs, wanted notices, and other correspondence pertaining to the offender.

The following identification records files are discussed with the identification records: (1) the fingerprint file, (2) the physical description sheet file, and (3) the photograph file.

Index files. Index files are established to guide personnel in locating specific records or specific types of information. The index cards are cross-indexed to the records by some means of identification, such as a number or a name. For example, an investigator may not remember the case number of a particular crime, yet he may recall the name of the offender. He finds the offender's name in the alphabetical index file and from this card obtains the appropriate case number which enables him to locate the case in the case file. When using the index file, the investigator writes down the information desired but he does not remove the card from the file because of the possibility of misplacing or misfiling it.

The department maintains the following index files:
(1) the alphabetical file, (2) the location of incident file, (3) the crime classification file, (4) the political division file, (5) the stolen or lost property file, (6) the modus operandi file, and (7) the characteristics file.

The alphabetical file is the records division's master name index file. This file contains, in alphabetical order, the names of all persons appearing on the complaint records except the names of the investigating officers and witnesses. Names of public and semi-public buildings such as libraries, schools, hospitals, and apartment houses are also indexed alphabetically in this file.

The location of incident file is indexed alphabetically by the names of the city streets of Pontiac. This file provides an accumulation of locations where incidents have been reported to the police. It also indicates crime areas.

The crime classification file is indexed according to the different types of offenses contained in the Federal Bureau of Investigation's Uniform Crime Report. (See page 51 for an explanation of the types of offenses contained in this report).

The political division file indicates the amount and kind of assistance that the Pontiac Police Department has given to other public agencies in the city. An index divider is inserted in the file for every municipal office or unit that has reported offenses, made complaints, or requested the services of the police. This file is indexed alphabetically by the names of the public agencies.

An example of the information contained on the alphabetical, crime location, crime classification, and political division index cards is shown in Figure 3, page 31.

The stolen or lost property index file contains descriptions of property which has been so reported. It is indexed alphabetically according to the types of articles reported stolen or lost. There are two additional sub files, the initial file and the number file. The initial file

DATE	CASE #	OFFENSE
NAME, AGE, SEX, RACE		ADDRESS
LOCATION OF INCIDENT	CRIME CLASSIFICATION	
SUMMARY OF INCIDENT		
OFFICER INVESTIGATING		

FIGURE 3
SAMPLE INDEX CARD

contains alphabetically arranged cards on property that has engraved inscriptions or initials. The number file contains serial numbers or other identifying numbers appearing on the property. These cards are filed by the last three digits of the numbers. An example of the information contained on the stolen or lost property index card is shown in Figure 4, page 33.

At the time of this study, the Pontiac Police Department did not have a complete modus operandi file. However, they are in the process of arranging an index file based on the information included in the crime report. This information will be used to link crimes to known criminals or to identify a crime as one of a series committed by an unknown offender.

The characteristics file is used to assist the police in identifying offenders by their distinguishing features. The physical characteristics of offenders are extracted from the physical description sheet, and placed on separate index cards for each of the following characteristics: (1) hair and eye color, (2) height, (3) weight, and (4) aliases and nicknames. For example, all offenders with blond hair are further indexed by color of eyes, height, and weight. If the offender is of a race other than caucasian, the word "hair" is marked out and the name of the race is substituted. For an example of the information contained on this card, see Figure 5, page 34.

DATE REPORTED	CASE #	OFFENSE OR INCIDENT
DESCRIPTION OF ITEM (EXAMPLE) WATCHMAN'S OPEN FACE, SIZED 16, SECOND HAND MISSING. SMALL DENT ON BACK. INSCRIPTION OF RAILROAD ENGINE ON BACK WITH FUNNEL SMOKE STACK. VERY OLD. KEEPSAKE. NO NUMBERS AVAILABLE.		

FIGURE 4

SAMPLE OF STOLEN PROPERTY CARD

HAIR	EYES	HEIGHT	WEIGHT	IDENT #
BLK	BLU	5'10"	198	25139
NAME		NICKNAME	OFFENSE	
SMITH, JOHN CHARLES		THE BEAK	ROBBERY	
ALIAS			CASE #	
WHITE, J.C.			CS 7565	
FINGERPRINT CLASSIFICATION				
5U 0 0 11				
17 R 01 9				

FIGURE 5

SAMPLE OF CHARACTERISTIC FILE CARD

Miscellaneous files. The department's miscellaneous files include the following: (1) the permit file, (2) the police officers' file, and (3) the warrant file.

The permit file contains all permits that are issued by the police department, such as guns and peddlers' permits. If a question arises as to whether or not someone has been issued a permit, the dispatcher can easily check this file.

The police officers' file contains a synopsis of officers' reports of arrest made as a result of violations of crimes committed in their presence. This file also contains reference to those cases in which an officer is injured or struck in carrying out his duties or is listed as the victim. This file is used as an indicator of ability, work habits, and emotional stability of the individual police officer.

The warrant file includes all warrants in possession of the Pontiac Police Department. The warrant is filed in an open-top, three-by-eight-inch, document-type envelope. The subject's name, address, offense, amount of bail, and complaint number is typed near the top of the envelope. This envelope is filed alphabetically by the name of the subject. The subject's name is indexed in the alphabetical file. When a policeman removes a warrant from the file, the index clerk makes a notation on the face of the envelope to indicate the policeman's name and the date the warrant will be returned. When the warrant is served, the envelope is

destroyed. This file is checked periodically to remove outdated warrants.

Complaint Records

The purpose, preparation, and disposition of the Pontiac Police Department's complaint records are discussed in this section. For the purpose of this study, the word, complaint is not to be confused with the formal complaint that is made to a magistrate for the purpose of obtaining a warrant of arrest.

The complaint records are the foundation upon which all cases requiring police action are based. All supplementary and later developed information concerning a complaint are attached to it.

The Pontiac Police Department's complaint records include the following: (1) the miscellaneous service complaint record, (2) the offense records, (3) the casualty record, and (4) the lost-and-found record.

Miscellaneous service complaint record. The miscellaneous service complaint record is used for the following reasons: (1) to answer inquiries about complaints which prove to be unfounded, (2) to show the amount of miscellaneous services rendered by the department, (3) to indicate the chronic complainer, and (4) to protect the police department from complaints of poor services rendered by the department.

The following instructions on the form remind the dispatcher not to use it for: (1) missing persons, (2) arrests, (3) property lost, found, or taken into custody, or other than routine automobile tows, (4) investigations requiring supplementary reports, (5) casualties resulting from motor vehicle or traffic accidents, falls of persons on city streets, suicides, dead bodies, or (6) instances in which criminal acts were involved.

The miscellaneous service complaint record is constructed in duplicate, enabling the dispatcher to prepare both copies at one time. Both copies are given the same complaint number and sent to the records division where the original is placed in the case file as a permanent record. The duplicate is filed in the miscellaneous service complaint file by the condition number that appears on the face of the record. There are eighteen conditions listed, such as noises, suspicious persons, and hazards.⁵ These conditions represent the complaints that occur frequently. By listing the conditions in this manner, it saves the dispatcher time in preparing the report. It also makes it easier for the statistician to tabulate the information for summary and analysis reports. If the reported complaint does not fit

⁵For an example of the miscellaneous service complaint form and the eighteen conditions, see Figure 4, Appendix A, page 158.

one of the first seventeen conditions, miscellaneous condition, number eighteen is checked. The investigating officer records a description of the incident on the reverse side of the form. If a person is found to be the cause of the incident, his name is also placed in the space provided on the back of the form.

Offense records. Offense records are prepared on all serious complaints such as felonies and gross misdemeanors. The dispatcher, upon receiving a complaint, attempts to obtain the following information from the complainant or victim: (1) name, sex, age, address, and telephone number, (2) date and time of the offense, (3) type of offense, (4) how the offense was committed, (5) what was the object of the attack, (6) value of the property, and (7) miscellaneous information as indicated on the record.

In the case of an emergency complaint, the dispatcher obtains the name of the complainant or victim, location, and type of offense, and immediately dispatches a patrol to investigate. He later obtains the detailed information from the investigator.

The dispatcher records the name of the police officer assigned to investigate the complaint, and the location of the incident by platoon and beat number. The information at the bottom of the offense record, such as the time the assignment was made to investigate the case and the time the

investigating officer returned to service, provides an administrative check on the dispatcher and investigating officer to determine if all necessary actions have been completed.⁶

The offense record is prepared in duplicate and assigned a complaint number. The dispatcher holds the original record until the investigating officer returns to the station to complete it. When required, the duplicate is sent to a bureau that is assigned to investigate specific type offenses. To accomplish the assignment, the dispatcher uses an assignment chart that indicates which bureau should investigate the offense.⁷

The dispatcher classifies reported offenses, and later, the report review officer reviews the classifications to determine if they are correct.

Each offense record used by the department has a distinctive color. The miscellaneous offense record is white, the robbery offense record is green, the burglary offense record is a salmon color, the theft offense record is yellow, and the false pretense trick and imposture offense record is pink.

⁶For examples of the offense records and the information contained at the bottom of the records, see Figures 5, 6, 7, 8, and 9 in Appendix A, pages 159, 160, 161, 162, and 163.

⁷For an example of the assignment chart see Figure 10, Appendix A, page 164.

The miscellaneous offense record is a "catch-all" for offenses not covered by the other offense records. The majority of the Part II offenses of the Uniform Crime Report are recorded on this form. (See page 51 for an explanation of Part II offenses).

The robbery offense record is used for offenses defined as taking or attempting to take property from a person, or from his immediate presence by using threat or force to put the victim in fear.

The burglary offense record is used for offenses defined as breaking and entering a dwelling house or business establishment, with the intent to commit a felony therein.

The theft offense record is used for offenses to include pickpocketing, purse snatching, shoplifting, or any other stealing of property or things of value which are not taken by force, violence, or fraud.

The false pretense, trick, and imposture offense record is used for all offenses of fraudulent conversion, embezzlement, and obtaining money or property by false tokens or pretense.

Casualty record. The casualty record is used to record investigations of the following injuries and deaths: (1) suicides, (2) attempted suicides, (3) dead bodies, (4) sick cared for, and (5) traffic accident victims. This

record is assigned a complaint number and sent to the records division for filing in the case file.⁸

Lost-and-found record. The lost-and-found record is used to record all persons or property reported to the police as missing. It is prepared for property found by the police or found by citizens and turned into the department.⁹ This record is given a complaint number, and filed in the case file.

Investigation Records

A report of investigation is required on all serious complaints reported to the department, such as felonies, serious misdemeanors, loss, theft, or destruction of property, and injuries to persons. The department's investigation records include the following: (1) the supplemental progress report, (2) the traffic accident investigation report, and (3) evidence records.

Supplemental progress report. The supplemental progress report is the Pontiac Police Department's report of investigation.¹⁰ This report is prepared under the following

⁸For an example of the casualty record, see Figure 11, Appendix A, page 165.

⁹For an example of the lost-and-found record, see Figure 12, Appendix A, page 166.

¹⁰For an example of the supplemental progress report form, see Figure 13, Appendix A, page 167.

circumstances: (1) by police officers who obtain information concerning a case, whether or not assigned to it, (2) on pending cases at regular intervals until a case is closed, (3) upon arrest of the offender, and (4) when an investigation discloses an offense to be unfounded.

The detective bureau personnel use dictating machines to record their reports of investigation. Stenographic assistants later transcribe this information onto the supplemental progress report.

The patrolman investigating an offense is required to type the supplemental progress report himself.

The supplemental progress report is prepared in duplicate. The original is attached to the original offense record in the case file. The duplicate copy is attached to the duplicate offense record when the investigation is referred to a specific bureau.

Traffic accident investigation report. The Pontiac Police Department uses the Michigan State Police's traffic accident investigation report form.¹¹ The investigation information on this report is not available for court proceedings, but is used for the purpose of recording

¹¹For an example of the traffic accident investigation report see Figure 14, Appendix A, page 168.

statistical data that can be used for future traffic legislation, enforcement, engineering, and education.

The front and back of the traffic accident investigation report is divided into sections. This form is similar to the traffic accident investigation report approved by the National Safety Council.

The investigating officer prepares this report in duplicate. The original is sent to the Michigan State Police as required by state law, and the duplicate is sent to the traffic clerk who extracts and files the information in the traffic accident location file, the traffic casualty file, and the traffic property damage file.

Evidence records. Evidence records are included in the discussion of investigation records because evidence is normally obtained during the course of an investigation.

Evidence records are required to insure proof of proper custody of physical evidence in the event it becomes necessary to prove the chain of custody in court.

At the time of this study, the Pontiac Police Department did not have a prepared form for recording the chain of custody for evidence property. The procedure followed by the police officer obtaining the property was to record the description of the property and the complaint number, on a five-by-eight inch card. From that time on, all persons receiving that particular evidence property, signs

the record as having the property in their possession. An identification officer is designated by the chief of police as the evidence property custodian. The evidence record is filed in the evidence room by complaint number, and when the evidence is disposed of, the record is attached to the case in the case file.

Arrest Records

The Pontiac Police Department's arrest records include the following: (1) the intoxication report and arrest record, (2) the arrest record, (3) the traffic citation, and (4) the prisoner property receipt.

The administrative action taken on an arrested person brought into the station is called "booking" the offender. The desk sergeant enters the offender's name in a bound book, called the arrest log. The dispatcher enters the offender's name and other information as required on an individual arrest card.

The department uses two types of arrest records, the intoxication report and arrest record and the arrest record. The intoxication report and arrest record is used for all minor misdemeanor arrests, and the arrest record is used for all felony and gross misdemeanor arrests.

Both records contain the following information: (1) the arrested person's name and address, (2) where, when, why, and how the offender was arrested, (3) the name of the arresting

officer, (4) the complaint number, and (6) the offender's personal identification information.

The court's disposition of the offender is entered on the arrest records as an aid to the police chief in checking the effectiveness of the department's investigations. The disposition information entered on the records includes the following: (1) the conviction, (2) the disposition of the offender after his conviction, (3) the penalty, (4) the name of the judge and court, (5) the date of sentence, (6) the number of continuances, if any, (7) the number of detainers held, if any, and (8) clearance by the identification bureau.

Intoxication report and arrest record. The intoxication report and arrest record is constructed in triplicate, allowing the dispatcher to prepare all three copies at the same time. The original is attached to the offense record in the case file, the duplicate is placed in the arrest file, and the triplicate is attached to the warrant, and sent to court. Before the triplicate copy is sent to the court, the offender's previous offenses are noted thereon.¹² The arresting officer records the details of the arrest in the space provided at the bottom of the record. A supplementary report of investigation is not required with this record.

¹²For an example of the intoxication report and arrest record, see Figure 15, Appendix A, page 169.

Arrest record. The arrest record is constructed in duplicate.¹³ The original is attached to the offense record in the case file, and the duplicate is filed in the criminal record file. The arrest record provides a reference for determining whether or not an offender has been arrested before. A supplementary report of investigation is required with this record.

Traffic citation. Traffic citations are issued to traffic offenders committing minor traffic violations. Major traffic violations are recorded on the miscellaneous offense record, because they require a supplementary report of investigation.

The police officer observing the violation prepares the traffic citation in triplicate. The original is sent to the municipal court, the duplicate is placed in the traffic citation file, and the triplicate is given to the violator.

Prisoner property receipt. The prisoner property receipt is discussed with arrest records, since a prisoner property receipt is made on every arrested offender. The prisoner property receipt provides a permanent record of the prisoner's personal property. At the time of this study, the Pontiac Police Department did not have a standard form to

¹³For an example of the arrest record, see Figure 16, Appendix A, page 170.

record prisoner's property. The dispatcher prepares the property receipt in duplicate on a five-by-eight-inch card. The information on the receipt includes the following: (1) the complaint number, (2) the date, (3) the arrest number, (4) the prisoner's name and signature, (5) a description of the property received, and (6) the name and signature of the officer receiving the property. The prisoner verifies the property listed on the receipt with his signature. The property custodian or the desk sergeant signs the receipt as he accepts the property. The prisoner keeps the original and the property custodian retains the duplicate.

The desk sergeant must turn over prisoner's property to the property custodian as soon as possible.

When the property is returned to the prisoner, he signs the property custodian's copy of the receipt. This copy is then attached to the case record in the case file.

Identification Records

Police officers use identification records to identify arrested offenders, and to determine the identity of criminals from traces left at the crime scene. The Pontiac Police Department's identification records include the following: (1) the fingerprint card, (2) the physical description sheet, (3) photographs, and (4) the crime report.

Fingerprint card. Everyone arrested is fingerprinted except violators of minor traffic offenses and minor city

ordinances. The identification officer prepares three sets of fingerprints each time an offender is arrested.¹⁴ The fingerprints are classified and checked against the department's classification file. One set of prints is placed in the fingerprint file, the second set is sent to the Michigan State Police, and the third set is sent to the Federal Bureau of Investigation. The Michigan State Police and the Federal Bureau of Investigation compare these sets of fingerprints with those in their own files to determine if the arrested offender is wanted for a crime or has a criminal record. Both agencies notify the Pontiac Police Department of their findings.

The fingerprints are classified according to the Federal Bureau of Investigation's system which is an extension of the Henry system. The fingerprint cards are filed according to their classification formulas. If the offender is acquitted of the offense, his fingerprint cards are destroyed.

Physical description sheet. The arresting officer prepares a physical description sheet each time an offender is arrested. This sheet calls for a description of the offender's clothing and personal appearance. To account for any changes in the appearance of an offender a new physical

¹⁴For an example of the fingerprint card, see Figure 17, Appendix A, page 171.

description is prepared each time he is arrested. The clothing description is included to aid the memory of the arresting officer and other witnesses who are called to testify in court. The physical description sheet is filed by the identification number.¹⁵

Photographs. Only persons arrested for felonies and gross misdemeanors are photographed. Photographs are used to identify suspects and arrested offenders and are filed in two ways, an album containing pictures of all photographed arrested offenders and a "kardex visible file" of offenders arrested for crimes against persons. Each photograph in the album is stamped with the identification number and filed in numerical sequence. The "kardex visible file" is filed by race, type of crime, and height of the offender. The offender's name, physical description, and fingerprint classification are recorded on the back of each photograph.

Crime report. The Pontiac Police Department's crime report contains the following information: (1) person attacked, (2) property attacked, (3) how attacked, (4) means of attack, (5) object of attack, (6) trademark, and (7) transportation used. The crime report is prepared on all felonies along with the report of investigation. The characteristics of the crime and criminal described in the crime report aid the investigating officer in finding clues to the identity

¹⁵For an example of the physical description sheet, see Figure 18, Appendix A, page 172.

of the criminal, and provide the police officer with guides for further investigation.¹⁶

Summary and Analysis Records

The Pontiac Police Department's summary and analysis records are used as a basis for budget estimates, to analyze the effectiveness and efficiency of the department, and to provide the police chief with facts to refute charges brought against the department.

The summary and analysis records include the following: (1) the daily police bulletin, (2) the Uniform Crime Report, (3) consolidated reports, (4) spot maps, and (5) traffic analysis records.

Daily police bulletin. Each dispatcher is responsible for preparing his portion of the daily police bulletin. It is used to summarize police action taken on reported complaints during a twenty-four-hour period and to disseminate administrative instructions to the department. The following information is entered on the bulletin regarding each complaint: (1) the complaint number, (2) summary of the incident and action taken, (3) the bureau to which it is referred for investigation, (4) the name of the investigating officer, and (5) the time the complaint was investigated.

¹⁶For an example of the crime report see Figure 19, Appendix A, page 173.

Uniform Crime Report. Each year the Pontiac Police Department sends a copy of the Uniform Crime Report to the Federal Bureau of Investigation. The report classifies offenses under two major headings--Part I and Part II. Under these major headings are twenty-seven sub-headings, listing offenses according to their common-law definitions. There are seven classifications of offenses contained in Part I that are considered to be the offenses most likely to be reported to the police. They include the following: (1) criminal homicide, (2) rape, (3) robbery, (4) aggravated assault, (5) burglary, (6) larceny, and (7) auto theft. The crimes less likely to be reported are included in the Part II offenses. They are as follows: (8) other assaults, (9) forgery and counterfeiting, (10) embezzlement and fraud, (11) stolen property, (12) weapons, (13) commercialized vice, (14) sex offenses, (15) domestic offenses, (16) narcotics, (17) liquor laws, (18) drunkenness, (19) disorderly conduct, (20) vagrancy, (21) gambling, (22) driving while intoxicated, (23) violations of the road and driving laws, (24) parking violations, (25) traffic and motor vehicle laws, (26) suspicious persons, and (27) all other offenses.

The statistician prepares the Uniform Crime Report. The information which appears on this report is separated into two basic categories: (1) offenses known to the police

for Part I offenses only and (2) persons arrested for all classes of offenses.

The information collected on "offenses known to the police" includes all crimes already known to them and those brought to their attention as a result of an arrest. It does not include the following information: (1) how the crime was discovered, (2) the offender's age, (3) the value of stolen property, or (4) whether or not restitution was made. The offense, not the number of persons committing it is recorded on this part of the report.

"Persons Arrested" does not include the number of charges per person, but is based on the number of individuals taken into custody or answering a summons or citation.

In preparing the first category of the Uniform Crime Report, "offenses known to the police," for Part I offenses only, the statistician records the following information: (1) the name of the offenses, (2) number of offenses known to the police, (3) number of alleged offenses determined to be unfounded, (4) number of offenses cleared by arrest, (5) number of offenses not cleared by arrest, and (6) offenses reported "not cleared" in other years, but now cleared by arrest.

In preparing the second category of the Uniform Crime Report, "persons arrested," the statistician records all classes of offenses by the following information (1) number

of persons arrested, (2) number of persons charged, (3) number of persons arrested but not charged, (4) number of persons released, (5) number of persons found guilty of the offenses charged, and (6) number of persons found guilty of a lesser offense.

The information contained in the Uniform Crime Report assists the police chief in comparing units and individual policemen within the department. He can also compare crime trends over a period of years within the city of Pontiac.

Consolidated reports. Consolidated reports provide the police chief, the bureau commanders, and the platoon supervisors with the following information: (1) knowledge of crime conditions, (2) results obtained from investigations, (3) persons arrested and their disposition, (4) distribution of police personnel, and (5) police problems in general. The statistician prepares the daily, monthly, and yearly consolidated reports.

The daily consolidated report contains a brief summary of police activities and the number of personnel on duty for the previous twenty-four hours. It provides an accumulative total of police actions taken to date for that particular month. For comparison, the daily report includes the total number of police actions taken the same day of the previous month and the number to date for the same month of the previous year.

The monthly consolidated report includes the following information: (1) the status of personnel, (2) the results of criminal investigations, (3) the accidents reported to the police, and (4) the miscellaneous services performed by the department.¹⁷ This report is considered the most important because it indicates definite crime trends and conditions as well as indicating to the police chief the effectiveness of his department.

The annual consolidated report contains information similar to that of the daily and monthly reports. This report describes the police department's achievements for an entire year. It includes the following information: (1) the strength and distribution of police personnel, (2) the number and disposition of persons charged by the police, and (3) the amount of stolen property reported to and recovered by the police. The introduction of the annual report summarizes the development and the organization of the department with reference to the following changes: (1) personnel, (2) services, (3) methods and techniques, (4) police action taken on problems, and (5) future needs of the department.

Spot maps. Spot maps depict graphically the types, amounts, and distribution of traffic accidents, traffic

¹⁷For an example of the monthly consolidated report form see Figure 20, Appendix A, page 174.

violations, and crime. Spot maps are used for the following reasons: (1) to indicate the locations of accidents, offenses, and incidents, (2) to reveal their characteristics and proportions, (3) to inspire competition between police units, and (4) to determine the necessity for emergency police action to reduce the frequency of crime or accidents.

The department has five large-scale maps of the city of Pontiac with the patrol and beat areas outlined. Map number one indicates the location and the number of rapes, robberies, and assaults. Map number two indicates the location and the number of burglaries and larcenies. Map number three indicates the location and the number of automobile thefts. Map number four indicates the location and the number of traffic violations, and map number five indicates the location and the number of traffic accidents. Pins of different shapes and colors are used on each map to designate the type of crime, traffic accident, or traffic violation.

Traffic analysis records. The police chief uses the following reports to evaluate the traffic enforcement program:

1. The daily traffic summary, a part of the daily consolidated report, shows the total number of accidents and the amount of enforcement for the previous twenty-four hours. The accidents are classified according to type, severity, and police action taken.
2. The consolidated daily and monthly reports indicate the number of policemen actually engaged in traffic enforcement.

3. A police officer's performance record is prepared monthly on each member of the department. This record includes (1) the number of cases assigned to each police officer, and (2) the number and kinds of traffic arrests, warnings, and convictions.
4. The standard summary report of motor vehicle traffic accidents includes a monthly summation of the information contained in the Michigan State Police Traffic Accident Report.¹⁸
5. The monthly traffic safety activity report includes the following information: (1) total accidents for (a) this month, (b) this month last year, (c) this year to date, and (d) to date last year, (2) arrest of persons causing accidents, and (3) a time chart indicating the time of day accidents occur.¹⁹

The Pontiac Police Department uses the standard rates and measures of traffic enforcement that are shown in Figure 6, page 57. Those rates and measures are recommended by the International Association of Chiefs of Police to be used as guides for evaluating the progress of the traffic enforcement program.

The Pontiac Police Department established a uniform definition of terms to make these rates and measures effective. These definitions are similar to those found in Figure 6, page 57.

¹⁸An example of the standard summary report is shown in Figure 21, Appendix A, page 175.

¹⁹An example of the traffic safety activities report is shown in Figure 22, Appendix A, page 176.

FIGURE 6

ENFORCEMENT RATES FOR CITIES

Item	Ineffective	Satisfactory
1. ACCIDENT SEVERITY OR REPORTING RATES		
a. Personal-injury accidents per fatal accident. 25		55
b. Damage accidents per fatal accident. 80		200
2. ACCIDENT INVESTIGATION RATE		
Accidents investigated per 100 accidents reported. . . 55		95
3. ACCIDENT ARREST RATE		
Investigations resulting in arrests per 100 accidents investigated. . . 30		55
4. ACCIDENT VIOLATOR ARREST RATE		
Persons in accidents arrested per 100 accidents investigated. 30		60
5. HIT-AND-RUN CLEARANCE RATE		
Hit-and-run cases cleared per 100 cases known. 50		85
6. HIT-AND-RUN ARREST RATE		
Hit-and-run cases cleared per 100 cases known. 35		80
7. THE ENFORCEMENT INDEX (OR RATE)		
Convictions with penalty paid for hazardous traffic law violations per motor- vehicle traffic accident resulting in injury or death. 10		20

Item	Ineffective	Satisfactory
8. CONVICTION RATE FOR ACCIDENT ARRESTS Convictions per 100 arrests made in accidents. .80		95
9. TRAFFIC CONVICTION RATE Convictions per 100 arrests for hazardous violations. 80		95
10. PEDESTRIAN ENFORCEMENT RATE Pedostrians convicted for pedestrian traffic offenses per 100 pedestrian accidents. —		—

²⁰These enforcement rates for cities were taken from the book, Municipal Police Administration, (Chicago: The International City Managers' Association, 1954), p. 358.

CHAPTER III

A STUDY OF THE FORT RICHARDSON MILITARY POLICE COMPANY'S RECORDS SYSTEM

This chapter covers the organization and the elements of the Fort Richardson Military Police Company's records system. The organization includes the records duties of military police personnel and the records follow-up procedures. The elements include the following: (1) forms, (2) records control, (3) records disposition, (4) complaint records, (5) investigation records, (6) arrest and disposition records, and (7) summary and analysis records.

Throughout this study when discussing records procedures outlined by Department of Army policy, the discussion will pertain to the entire Military Police Corps. However, when discussing local records procedures of the Fort Richardson Military Police Company, it will pertain only to this company.

I. ORGANIZATION OF THE MILITARY POLICE RECORDS SYSTEM

Military police companies are organized according to their assigned missions. For example, an infantry division military police company is organized to support an infantry

division in combat. The post, camp, and station military police company is organized to police an army installation.

The post, camp, and station military police company at Fort Richardson, Alaska contains the following divisions and sections: (1) the operations division, (2) the criminal investigation division, (3) the confinement division, (4) the company headquarters, (5) the pass and registration section, and (6) the provost marshal's office. All military police companies with similar missions follow this organizational pattern. See Figure 4, page 61, for the organizational chart of the Fort Richardson Military Police Company.

The operations division, criminal investigation division, pass and registration section, and the provost marshal's office each maintain certain military police records pertinent to their operations.

The operations division is in charge of patrols, traffic, security, communications, property, booking of offenders, operation of the complaint desk, and planning all operations involving military police personnel. Military police records relating to these functions are supervised by the operations division but they are kept in the provost marshal's office.

The criminal investigation division performs functions that are similar to a detective division in a civilian police department. The criminal investigators have special

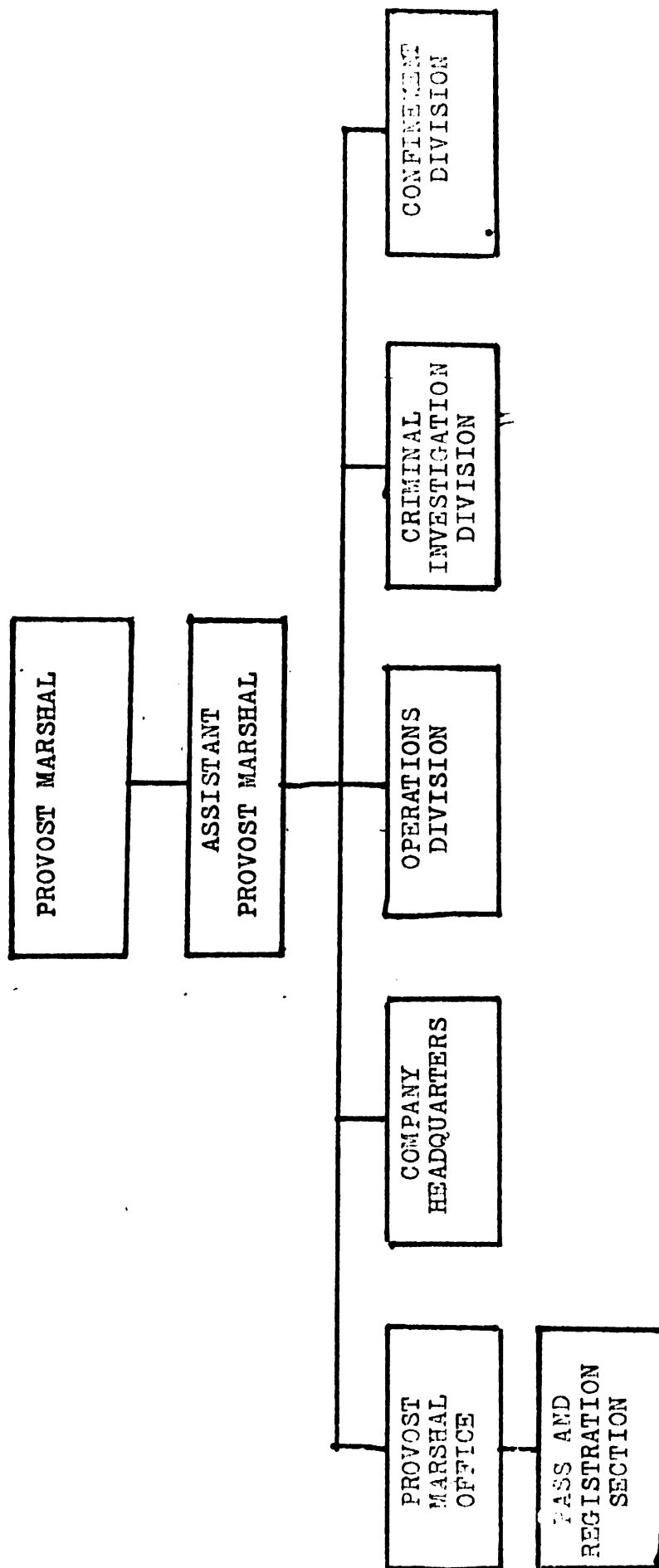


FIGURE 7
FORT RICHARDSON MILITARY POLICE COMPANY
ORGANIZATION CHART

training and qualifications that military police patrolmen do not have. Therefore, the investigators are assigned to investigate the more serious offenses.

The provost marshal's office is the headquarters that coordinates the various activities of the military police company. This office maintains records and correspondence that are transmitted to and from higher headquarters and certain military police records and files belonging to the operations division and the pass and registration section.

The pass and registration section, under the supervision of the provost marshal's office, issues all post license tags and permits.

Since the records are maintained in three separate offices, they are not centrally located and are not easily accessible to the military policemen. However, the military policemen may use the records if they obtain permission from the supervisors of the various divisions.

The confinement division and the company headquarters are not discussed because their records are not pertinent to this study.

Records Duties of Military Police Personnel

The Fort Richardson Military Police personnel perform records duties under the supervision of the provost marshal's office, the operations division, and the criminal investigation division. See Figure 8, page 63, for the personnel

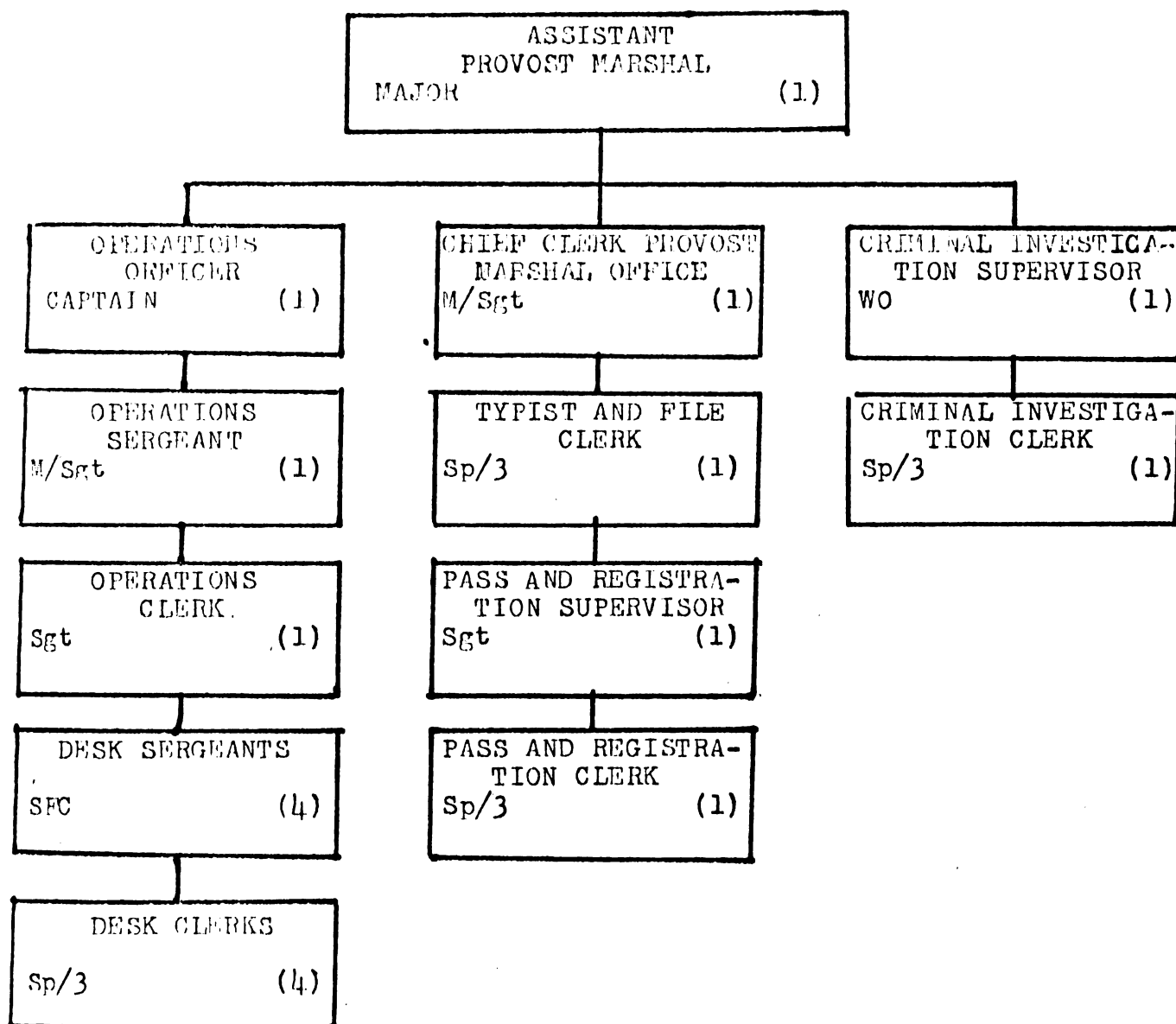


FIGURE 8

FORT RICHARDSON MILITARY POLICE
COMPANY'S PERSONNEL RECORD DUTIES

performing records duties. The job positions of desk clerk and desk sergeant require twenty-four-hour coverage. Four individuals are assigned to each position and each works a forty-eight hour week. Additional personnel are assigned to cover these positions when the regularly assigned personnel are absent.

Provost marshal's office. The assistant provost marshal supervises the administration of records for all military police activities. He reviews and approves all records and reports that are dispatched from the provost marshal's office.

The chief clerk of the provost marshal's office supervises the preparation of summary reports and correspondence. He also supervises the maintenance and filing of all records located in this office.

The file clerk typist types all correspondence and files the reports and records maintained by the provost marshal's office.

The pass and registration supervisor is responsible for the maintenance and filing of records and reports that are located in his section.

The pass and registration clerk maintains index files for post permits and license tags issued by the military police.

Operations division. The operations officer supervises the activities of the operations division which include the reviewing and approving of all reports and records dispatched from the division.

The operations sergeant is responsible to the operations officer for supervising the following military police functions: (1) communications, (2) property control, (3) booking procedures, and (4) operation of the military police desk.

The operations clerk types all reports that are sent to commanding officers of arrested military offenders. He maintains the traffic accident location file in the operations office and forwards other reports and records to the provost marshal's office for filing. The operations clerk acts as property custodian for lost-and-found property that is obtained by or turned into the military police.

The desk sergeant is responsible for the operation of the military police station, supervises the military policemen on duty, and checks and approves their reports. He books offenders and is responsible for their immediate disposition. He also refers serious complaints to the criminal investigation division.

The military police desk clerk performs duties similar to those of the dispatcher of the Pontiac Police Department. He prepares all reports and records originating

at the military police station, such as the prisoner's property receipt, prisoner's disposition record, desk blotter, desk journal, radio log, and desk reference card. He also records complaints and dispatches patrols.

The military police patrol supervisors train military policemen in the correct preparation of records and reports. They approve their subordinates reports before the reports are sent to the desk sergeant.

The military police patrolmen record the results of preliminary investigations in their notebooks. They use their notebooks as references for completing records and reports and to refresh their memories when testifying before a court-martial.

Criminal investigation division. The criminal investigation supervisor reviews all reports and records dispatched from his division. He supervises the maintenance and filing of records and reports that are located in his division.

The criminal investigators record the results of investigations in their notebooks. They use their notebooks as references for completing records and reports and to refresh their memories when testifying before a court-martial.

The criminal investigation clerk types all military police reports of investigation and extracts and indexes information from these records that are necessary for

maintaining the following files: (1) the modus operandi file, (2) the evidence property file, (3) the missing and recovered property file, and (4) the missing persons file. He also files the complaints and reports of investigation records.

Follow-Up Procedures for the Military Police Records System

Because of the decentralized maintenance of the Fort Richardson military police records, follow-up procedures are performed by the supervisors of the various divisions. There is no administrative device which brings the records of the various divisions together for review by one individual, such as the report review officer of the Pontiac Police Department.

The follow-up procedures for military police records do not go beyond the expected duties of the supervisors which include the review and approval of reports prepared by their subordinates. There is little records coordination between the various divisions. For example, a criminal investigator may have information that would assist a military police patrolman in one of his investigations or vice versa, but for the want of review machinery, this information is not exchanged.

The results of this decentralized records system will be discussed further in Chapter V, Summary and Conclusions.

II. THE ELEMENTS OF THE MILITARY POLICE RECORDS SYSTEM

The elements of the military police records system include the following: (1) forms, (2) records control, (3) records disposition, (4) complaint records, (5) investigation records, (6) arrest and disposition records, and (7) summary and analysis records.

Forms

The Fort Richardson Military Police Company uses the standard forms required by the Department of Army and the Department of Defense. The Department of Defense forms used by the military police are standard forms used by all armed forces units engaged in police activities. These forms are designated by the letters "DD" in the lower left-hand corner, followed by the form number. Department of Army forms, on the other hand, are used by the Military Police Corps only. These forms are designated by the letters "DA" in the lower left-hand corner, followed by the form number. In this study, for the purposes of clarity and brevity, the letters (DD) for Department of Defense and (DA) for Department of Army will be used preceding the form number and title of each form. Forms that are not provided by the Department of Defense or Department of Army are developed locally.

The forms are of three sizes, three-by-five inches, five-by-eight inches, and eight-by-ten-and-one-half inches.

The operations officer is appointed forms control officer to assure that each local form used is necessary. Forms are reviewed periodically for elimination or change.

Records Control

As required by army regulation, the Fort Richardson Military Police Company uses a separate set of numbers for each type of record. These numbers run consecutively for each calendar year.²¹ For example, the first complaint for 1958 is identified as (C-1-58), and the first offense or incident report is identified as (O-1-58). At the end of each year these numbered records are retired to an inactive file.

Records Disposition

The Fort Richardson Military Police Company uses records files, index files, and certain miscellaneous files. These files are required by either Department of Army or local policy.

Records files. The records files include the following:

- (1) the complaint file, (2) the offense or incident file,
- (3) the report of investigation, (4) the traffic accident investigation report file, (5) the traffic accident location

²¹Department of Army, Army Regulation 345-292, Records 1955, p. 19.

file, (6) the traffic citation file, (7) the desk blotter file, and (8) the patrol report file.

The complaint file, required by army regulation, is an accumulation of the complaints received by the military police company. The records are filed in numerical sequence by complaint number. There are two complaint files, one located in the provost marshal's office, and the other in the criminal investigation office. The file located in the provost marshal's office contains a copy of each complaint reported to the military police. The file located in the criminal investigation office contains only those complaints referred or reported to them for investigation.

The offense or incident file, required by army regulation, contains copies of the DD 578 (Offense or Incident Report) which is used to record offenses, incidents, investigations, and arrests. The records are filed in the provost marshal's office by the offense or incident number.

The report of investigation file, required by army regulation, is located in the criminal investigation division. The records are filed by report of investigation number.

The traffic investigation report file, required by local policy, is located in the provost marshal's office. The records are filed by the traffic accident investigation report number.

The traffic accident location, file, required by local policy is located in the operations division. This file is indexed alphabetically by the street intersections of Fort Richardson and provides information of where the majority of accidents occur.

The traffic citation file, required by local policy, is located in the operations division. The records are filed in numerical sequence by the citation serial number. This file provides a permanent history of the individual driver's traffic violations.

The military police desk blotter file, required by army regulation, is located in the provost marshal's office. The records are filed chronologically and provide the provost marshal with a daily summary of military police activities.

The patrol report file, required by local policy, is located in the provost marshal's office. The records are filed chronologically and provide a daily summary of military police patrol duties.

Index files. The Fort Richardson Military Police Company's index files include the following: (1) the desk reference card file, (2) the missing and recovered property file, and (3) the missing persons file.

The desk reference card file is required by army regulation, and provides information about all persons whose names appear in the narration of a police blotter entry,

except apprehending military policemen.²² The cards are alphabetically filed by name, and cross-indexed to the appropriate military desk blotter.²³

The desk reference cards are prepared at the same time that the entries are made on the desk blotter and contain the following information: (1) full name, (2) rank, (3) serial number, (4) organization, (5) blotter entry number, (6) date of complaint, (7) complaint number, (8) person's part in the incident, such as complainant, victim, or offender, and (9) any previous arrests. The cards are destroyed when they are of no further value to the military police. For example, a card is destroyed when an individual is transferred to another post. This file is located at the military police desk.

The missing and recovered property file is required by local policy. It is divided into two sections, one for recording missing property reported to the military police, and the other for recording the property recovered by the military police.²⁴ The information is filed alphabetically

²²Department of Army, Special Regulation 190-45-1, Military Police Preparation of Reports and Records, 1956, change 3.

²³For an example of the desk reference card, see Figure 1, Appendix B, page 178.

²⁴Department of Army, Pamphlet 19-3, Guide for Standardization of Criminal Investigation Office Procedures, 1953, O. 18.

by the name of the objects missing or recovered. This information is cross-indexed to the offense or incident file. This file is located in the criminal investigation division.

The missing persons file is also required by local policy and contains the names of absentees, escaped military prisoners, and missing persons wanted by the armed forces or by civilian law enforcement agencies.²⁵ The cards are filed alphabetically by the subjects' names and aliases. This file contains the complete description of the wanted or missing person. It is located in the criminal investigation division.

Miscellaneous files. The miscellaneous files include the following: (1) the radio log file, (2) the modus operandi file, (3) the permit file, and (4) the post license tag file.

The radio log file is required by army regulation and the Federal Communications Commission. It summarizes all incoming and outgoing radio transmissions made over the military police radio facilities.²⁶ It is located in the provost marshal's office.

The modus operandi file, required by local policy, is located in the criminal investigation division. It is

²⁵Ibid., p. 15.

²⁶Department of Army, Special Regulation 190-45-1, Military Police Preparation of Reports and Records, 1956, p. 3.

cross-indexed to the offense or incident file and the report of investigation file.²⁷

The permit file, located in the pass and registration section is required by local policy. It contains copies of all permits issued by the military police.

The automobile post license tag file is required by local policy and contains the post tag numbers of all automobiles registered on Fort Richardson. This file is sub-divided into three sections, one for enlisted personnel, one for officers, and one for civilians employed on the post. These sections are cross-indexed to the following files: (1) color of car, (2) make of car, (3) year of car, and (4) state license number of the car. The military policemen use these files for identification purposes. These files are kept in the pass and registration section.

Complaint Records

The Fort Richardson Military Police Company's complaint records include a complaint report and an offense or incident report.

Complaint report. The DD 581 (Complaint Report) is prepared on all incidents requiring police action and serves

²⁷ Department of Army, Pamphlet 19-3, Guide for Standardization of Criminal Investigation Office Procedures, 1953, p. 20.

the same purposes as the civilian complaint report.²⁸ It is the basic record for initiating investigations of complaints.²⁹ The complaint report contains the following information: (1) details of the complaint, (2) location of the incident, (3) name of the complainant, (4) date and time the complaint was reported, (5) how the complaint was made, (6) name of the investigating officer, and (7) evaluation of the complaint, such as whether or not it was founded, a felony, or a misdemeanor. The complaint report is given to the military policeman or criminal investigator to be completed at the close of the investigation. This report is filed by complaint number in the complaint file.

When the investigation of the complaint discloses that it is unfounded, or does not require further investigation, this is noted on the complaint record, and the desk sergeant closes the case. If the complaint requires further investigation it is recorded on a DD 578 (Offense or Incident Report).³⁰

²⁸Department of Army, Special Regulation 190-45-1, Military Police Preparation of Reports and Records, 1952, p. 4.

²⁹For an example of the DD 581 (Complaint Report), see Figure 2, Appendix B, page 179.

³⁰Department of Army, Special Regulation 190-45-1, Military Police Preparation of Reports and Records, 1952, p. 5.

Offense report. The DD 578 (Offense or Incident Report) serves as the offense report. The investigator prepares this report in one copy and crosses out the word "incident." The following details are included: (1) a concise statement of the offense, (2) a complete identification of weapons, property, vehicle, and persons involved, other than the listed offender, (3) medical attention given, if any, and (4) a list of evidence obtained.³¹ All reports pertaining to a particular offense are cross-indexed, and attached to the offense report before it is filed. The offense report is submitted to the operations clerk who types it in duplicate. The original is sent to the offender's commanding officer, and the duplicate is placed in the offense or incident file.

Incident report. The DD 578 (Offense or Incident Report) is also used to record incidents such as lost-and-found property, miscellaneous service complaints, and casualties. When used for these purposes the word "offense" is crossed out.

When this report is used to record lost-and-found property the following information is recorded: (1) name of the person who found or lost the property, (2) where and when

³¹For an example of the DD 578 (Offense or Incident Report), see Figure 3, Appendix B, page 180.

it was found or lost, and (3) a complete description of the property.

Miscellaneous service complaints include domestic complaints, suspicious persons, and hazards. A description of the incident and the name of the complainant is recorded.

When this report is used to record casualties the following information is included: (1) circumstances of the casualty, (2) medical attention given, and (3) name of the victim.

The incident report is prepared in duplicate; the original is sent to the commanding officer of the complainant or victim, and the duplicate is placed in the offense or incident file.

Investigation Records

The following records are discussed in this section: (1) the DD 578 (Offense or Incident Report), (2) the DA 19-65 (Report of Investigation), (3) the traffic accident investigation report, and (4) evidence records.

When the preliminary investigation reveals that the complaint is justified, a report of investigation is prepared recounting the details. The military police use two types of investigation records, (1) the DD 578 (Offense or Incident Report) and (2) the DA 19-65 (Report of Investigation). The decision of which report is to be used is based on the Table

of Maximum Punishments, in the Manual for Courts-Martial, United States, 1951.³² If the table indicates that an offense is punishable by more than one year at hard labor, or if the offense is one involving moral turpitude, the DA 19-65 (Report of Investigation) is used. Other offenses are recorded on the DD 578 (Offense or Incident Report).

DD 578 (Offense or Incident Report). The investigating military policeman or criminal investigator prepares this report. When the report is used as an investigation report, it contains the same information discussed on pages 76 and 77. All supporting data belonging to the investigation is attached to this record and filed in the offense or incident file.

DA 19-65 (Report of Investigation).³³ This record serves as a guide in taking punitive or administrative action against the subject of the report and provides a permanent written record of the investigation.³⁴ The commanding officer of the subject of the report, legal personnel, pre-trial investigation officers, and federal agencies are the authorities who use this report.

³²Department of Army, Army Regulation 195-10, Criminal Investigation, Military Police Criminal Investigative Activities, 1957, p. 2.

³³Department of Army, Army Regulation 195-20, Criminal Investigation, Reports of Investigation, 1957, p. 1.

³⁴For an example of the DA 19-65 (Report of Investigation), see Figure 4, Appendix B, page 181.

This report is an official record of all pertinent information obtained in an inquiry concerning an offense, accident, allegation, or incident. The terminology used in this report is defined according to the status of the report, as follows: (1) progress report, (2) closed report, (3) completed report, (4) supplementary report, (5) completed (controlled transferred) report, and (6) referred report.

A progress report is a partial report of investigation used to report to appropriate persons or agencies that an investigation of an offense has been initiated, or that this is a progress report on an investigation previously initiated.

A closed report is one that has approval to be closed before all investigative leads have been developed.

A completed report indicates that all investigative leads are fully developed and the investigation is brought to a conclusion, or the control of the investigation is transferred to a different authority.

A supplementary report advises appropriate authorities of a condition, such as the discovery of new evidence which develops after the submission of a closed or completed report.

A completed (controlled transferred) report signifies that the report has been transferred to another command provided all of the following conditions exist: (1) all investigative leads in the area of jurisdiction of the

originating command have been fully developed, (2) another command can be identified as having a greater interest in the case, (3) the subjects of the investigation are not under court-martial jurisdiction of the originating command, and (4) it appears unlikely that the investigation of the undeveloped leads in the receiving command would result in a requirement of further investigation in the originating command.

A referred report indicates the status of reports on undeveloped leads which are referred from other areas of jurisdiction.

The report of investigation is prepared in the following manner: (1) The provost marshal's office, controlling the investigation, prepares the report. (2) The date shown in the report is the date the provost marshal approves it. (3) The period of time shown on the report is the time required for the entire investigation. (4) The offenses listed on the report are the ones designated by the Manual for Courts-Martial. (5) The block for subjects indicates the number, and whether or not the subjects of the report are military personnel, unknown, civilian, or aliases. (6) The block for victims indicates the number, and whether or not the victim of the offense is military, unknown, civilian, or an alias. If the victim is an organization, its name appears

in this block. (7) The synopsis of the report contains a narrative account of the investigation.

The DA 19-65 (Report of Investigation) is prepared in triplicate. The original is sent to the authorities concerned, the duplicate is placed in the report of investigation file, and the triplicate is sent to the Provost Marshal General's Central Repository, Fort Gordon, Georgia, as a permanent record.

Traffic accident investigation report. Field Manual 19-25, Military Police Traffic Control states the purposes of traffic accident investigation reports are as follows: (1) to aid in the prevention of future accidents, (2) to serve as a reference in the event that claims are brought against the United States government at a later date, (3) to determine the violation committed, (4) to determine the causes of accidents, and thereby protect any innocent individual involved, and (5) to serve as reference data for the preparation of reports of accidents to higher authorities.³⁵

The Military Police Corps at the time of this study did not have a standard traffic accident investigation report; therefore, the Fort Richardson Military Police Company developed its own report. It contains information similar to the Michigan State Police traffic accident investigation

³⁵Department of Army, Field Manual 19-25, Military Police Traffic Control, 1958, p. 167.

report discussed in Chapter II, page 42. In addition, information such as accident analysis and information about army personnel and vehicles are included in this report. The traffic analysis section of the report includes the following: (1) the primary unsafe act, and by whom, (2) the unsafe physical material, and mechanical conditions, and (3) the major contributing factors to the accident. The information about army personnel and vehicles includes the following: (1) serial number of person and vehicle, (2) organization of person and vehicle, and (3) the authority of the driver to use the vehicle at the time of the accident.

The investigating military policeman prepares this report, and the operations clerk types it and extracts the necessary information for the traffic accident location file. The report, itself, is placed in the traffic accident investigation report file by the report number. It is cross-indexed to the traffic accident location file.

Evidence records. Evidence records are discussed with investigation records because evidence is normally discovered during the course of an investigation. Evidence records are required for the proper handling of evidence property.³⁶ The investigator who discovers the evidence property marks it

³⁶Department of Army, Field Manual 19-5, The Military Policeman, 1950, p. 87.

so that it can be later identified in court as the same evidence. If it cannot be marked, it is tagged with a DA 19-23 (Property Tag).³⁷ The investigator copies the information contained on the property tag in his notebook for future reference.

Every person who handles evidence property becomes a link in the chain of custody. Each time the evidence is transferred, such transfer is noted with particular reference to the date, time, name, and signatures of the persons involved.³⁸ The chain of custody is maintained on a DA 19-31 (Military Police Receipt for Property).³⁹

Evidence is stored in the property room where it is recorded in the evidence log. The property custodian is required to have either the property or a receipt for it. When the property is disposed of, the property receipt is attached to the offense or incident report related to the case and filed.

³⁷An example of the DA 19-23 (Property Tag) is shown in Figure 5, Appendix B, page 182.

³⁸Department of Army, Field Manual 19-20, Criminal Investigation, 1951, p. 99.

³⁹An example of the DA 19-31 (Military Police Receipt for Property) is shown in Figure 6, Appendix B, page 183.

Arrest and Disposition Records

The Fort Richardson Military Police Company's arrest and disposition records include the following: (1) the DD 578 (Offense or Incident Report), (2) the DA 19-93 (Notice of Traffic Violation), (3) the DD 579 (Temporary Receipt for Property), (4) the DD 629 (Receipt of Prisoner or Detained Person), (5) the DD 497 (Confinement Order), (6) the DD 582 (Disposition of Offender Report), and (7) the DD 460 (Provisional Pass).

DD 578 (Offense or Incident Report). The offense or incident report is prepared on arrested offenders and contains the following information: (1) the offender's name, rank, service number, description, date and place of birth, identifying scars and tattoos, (2) habiliment, (3) sobriety, (4) offense or incident, (5) hour and date of offense, (6) name of the apprehending military policeman, (7) names and addresses of the witnesses, (8) details of the offense, (9) evidence and its disposition, and (10) the disposition of the offender immediately after his arrest. This report is prepared in duplicate. The original is sent to the arrested offender's unit commander, and the duplicate is filed in the offense or incident file.

DA 19-93 (Notice of Traffic Violation). The DA 19-93 (Notice of Traffic Violation) is prepared for all violations of traffic laws which are not serious enough to warrant an

offense or incident report.⁴⁰ The military policeman observing a violation prepares this record in triplicate. The original is given to the offender, the duplicate is filed by the notice of violation serial number in the traffic violation file, and the triplicate is sent to the offender's commanding officer.⁴¹ The notices of traffic violations are contained in a book of fifty each, and the operations sergeant issues them to the military policemen by serial number. The military policemen must account for each notice assigned to him.

DA 579 (Temporary Receipt for Property). When a soldier is arrested and booked by the military police, personal articles in his possession are taken from him and recorded on a DD 579 (Temporary Receipt for Property).⁴² The desk clerk prepares this receipt. The receipt is made in duplicate; the prisoner is given the original, and the duplicate is retained by the military police. The prisoner signs the receipt, verifying the type and amount of property listed on the form. If at the time of surrendering his property, the prisoner is not competent to verify the amount

⁴⁰Department of Army, Special Regulation 190-45-1 Military Police Preparation of Reports and Records, 1952, p. 6.

⁴¹For an example of the DA 19-93 (Notice of Traffic Violation), see Figure 7, Appendix B, page 184.

⁴²For an example of the DD 579 (Temporary Receipt for Property), see Figure 8, Appendix B, page 185.

or kind of property relinquished, this fact is stated in the space provided for his signature. The form is then signed by one or more witnesses. The witnesses count the money and check the personal property to verify the amount and kind of property taken from the prisoner. The apprehending military policeman assuming custody of the prisoner's property also signs the receipt and places the property in an envelope or container which is marked for identification, sealed or locked in the presence of the prisoner. The military policeman turns the property over to the operations clerk who acts as property custodian. The operations clerk logs the prisoner's belongings in the property book and stores them in the property room. When the prisoner is released and his property is returned to him, he signs the temporary receipt for property form. The receipt is then attached to the prisoner's offense or incident report and filed in the offense or incident report file.

DD 629 (Receipt of Prisoner or Detained Person). When an offender is booked by the military police, he is either released in his own custody or to his unit commander. When the offender is released to his unit, his commander is asked to come to the military police station and sign a DD 629 (Receipt of Prisoner or Detained Person).⁴³ The desk clerk

⁴³ An example of the DD 629 (Receipt of Prisoner or Detained Person) is shown in Figure 9, Appendix B, page 186.

prepares this receipt in duplicate. The original is attached to the offense or incident report, and the unit commander who signs for the prisoner is given the duplicate.

DD 497 (Confinement Order). When it is necessary to confine a prisoner because of his intoxicated condition or the possibility of his escape, the desk clerk prepares a DD 497 (Confinement Order) in duplicate.⁴⁴ The original is given to the confinement officer in charge of the stockade, and the duplicate is retained by the officer authorizing the confinement.

DD 582 (Disposition of Offender Report). When the post commander desires to know what remedial action or punishment is given an offender, two copies of a DD 582 (Disposition of Offender Report) are sent with the offense or incident report to the offender's unit commander who is responsible for taking action against the offender.⁴⁵ This report contains a narrative account of what action has been taken against the offender. The unit commander prepares both copies of the report. He sends the original to the post commander and the duplicate to the provost marshal's office where it is attached to the offense or incident report or to the report of investigation and filed.

⁴⁴An example of the DD 497 (Confinement Order) is shown in Figure 10, Appendix B, page 187.

⁴⁵An example of the DD 582 (Disposition of Offender Report) is shown in Figure 11, Appendix B, page 188.

DD 460 (Provisional Pass). Military personnel who are apprehended by the military police off the military reservation for minor violations can be given a DD 460 (Provisional Pass) which allows them to return to their units without escort or guard.⁴⁶ The pass is issued under the following conditions:

1. The offender has not been apprehended for a violation serious enough to warrant his detention.
2. The offender's commanding officer recommends he be given a provisional pass.
3. The soldier was found with an expired pass or without furlough papers, but enroute to his assigned station as evidenced by his possession of bus, air, or railroad ticket.
4. The soldier has attempted to report or has reported his delay to his commanding officer.
5. The soldier has missed his transportation or is delayed and overstayed his leave through no fault of his own, and voluntarily reports his status to the military police.⁴⁷

The apprehending military policeman prepares the provisional pass in three copies. All three copies are signed by the military policeman and the recipient. The original is given to the recipient, the duplicate is sent to the individual's unit commander, and the triplicate is attached to the offense or incident report and filed.

⁴⁶An example of the DD 460 (Provosional Pass) is shown in Figure 12, Appendix B, page 189.

⁴⁷Department of Army, Special Regulation 190-45-1, Military Police Preparation of Reports and Records, 1952, p. 3.

Summary and Analysis Records

The Fort Richardson Military Police Company's summary and analysis reports include the following: (1) the DA 19-50 (Military Police Desk Blotter), (2) the DA 19-20 (Provost Marshal's Activities Report), (3) the patrol report, (4) the desk journal, and (5) the traffic seat map. The Military Police Corps has two standard summary and analysis reports, the DA 19-50 (Military Police Desk Blotter) and the DA 19-20 (Provost Marshal's Activities Report). The other records are developed locally by the Fort Richardson Military Police Company.

DA 19-50 (Military Police Desk Blotter). The desk blotter provides a daily record of complaints requiring police action.⁴⁸ It is maintained from 0001 hours to 2400 hours for each day of the year.⁴⁹

The entries for each day on the desk blotter are recorded in the "entry column," starting with number one. The time the complaint is received is entered in the "time column." The column for the "summary of complaints, incidents, and police information" contains a brief narrative statement

⁴⁸An example of the DA 19-50 (Military Police Desk Blotter) is shown in Figure 13, Appendix B, page 190.

⁴⁹Department of Army, Special Regulation 190-45-1, Military Police Preparation of Reports and Records, 1956, change 3.

of the reported incident. The manner in which the complaint is reported, such as by telephone, radio, or in person is also noted. The column for the "summary of police action" includes the following: (1) action taken by the military police, (2) indication if the complaint is referred to the criminal investigation division, (3) statement of whether or not the complaint is justified or unfounded, (4) apprehension of offenders, if any, (5) charges against the offender, (6) the number and types of reports that are prepared concerning the incident, and (7) the complaint number. The "entered by" column is initialed by the desk sergeant who makes the entry.

The desk blotter is prepared in triplicate. The original is sent to the provost marshal to keep him informed of daily military police activities. It is then placed in the desk blotter file. The duplicate is sent to the operations division for review, and the triplicate is filed for reference for thirty days at the military police desk.

DA 19-20 (Provost Marshal's Activities Report). This report establishes uniform procedures for reporting specified data to Headquarters, Department of the Army, concerning offenses reported committed by army personnel and facts concerning all prisoners confined in army confinement facilities.⁵⁰

⁵⁰ An example of the DA 19-20 (Provost Marshal's Activities Report) is shown in Figure 14, Appendix B, page 191.

This report is divided into three parts and includes the following information: (1) the offenses committed by United States Army personnel, (2) the property recovered by the military police, and (3) the prisoners confined in army confinement facilities.⁵¹ Because records relating to jail administration are not a part of this study, the information about prisoners confined in Army stockades will not be discussed.

Part I of this report includes both military and civilian offenses. The offenses are divided into Class I and Class II. The number of offenses and the number of persons charged are reported for the following Class I offenses: (1) homicide, to include murder, voluntary manslaughter, involuntary manslaughter, and negligent homicide, (2) rape, (3) robbery, (4) aggravated assault, (5) burglary and housebreaking, (6) larceny over fifty dollars and larceny under fifty dollars, and (7) automobile theft.

The number of persons charged are reported for the following Class II offenses: (8) wrongful disposition of United States government property over fifty dollars, (9) wrongful appropriation of property over fifty dollars, (10) assaults, except Class I, (11) forgery and counterfeiting,

⁵¹Department of Army, Army Regulation 190-46, Provost Marshal Activities, 1959, change 1.

(12) fraud, (13) weapons, (14) sex offenses, except Class I, (15) narcotics, (16) marihuana, (17) dangerous non-narcotic drugs, (18) liquor violations, (19) drunkenness, (20) breach of the peace, (21) riot, (22) drunken driving, (23) road and driving violations, (24) other traffic and motor vehicle violations, except parking, and (25) other offenses, except "absent without leave" and minor offenses.

Part II of this report includes the monetary value of government and private property recovered by the military police.

The post provost marshals use the information contained on their complaint, offense, and traffic records to prepare this report. It is a quarterly report which is due the last day of March, June, September, and December.

The post, camp, and station provost marshals are responsible to see that this report is prepared and sent to the Army area provost marshal. The Army provost marshal consolidates the information from the activities reports sent to him from the various posts, camps, and stations within his army area. He sends the consolidated activities report to the Provost Marshal General, Department of Army.

Patrol report. The patrol report provides a summary of activities and observations of each military police patrol during its tour of duty. The patrol report provides the following: (1) statistical data, (2) an indication for

selective enforcement, (3) an indication of the work load of the military police patrol, and (4) material for training.

Each patrol prepares this report for each tour of duty. It includes the following information: (1) the names of the military policemen assigned to the patrol for the tour of duty, (2) the patrol number, (3) the time the tour of duty started and the time it ended, (4) the number of traffic citations issued for moving and non-moving violations, (5) the number of complaint reports prepared, (6) the kinds of noncriminal services rendered, (7) the number of offense or incident reports prepared, (8) the traffic hazards observed, and (9) any information that is of interest to the provost marshal.

The patrol report is given to the operations clerk who tabulates the information for charts and reports. The report is filed in the patrol report file.

Desk journal. The desk journal reflects all administrative matters pertaining to the operation of the military police station during a twenty-four-hour period. Changes in personnel, vehicles, and routine military duties, such as flag detail and bugle calls are entered on the desk journal. The desk journal information is prepared on the DA 19-50 (Military Police Desk Blotter) form. It is prepared in triplicate. The original is filed in the desk journal file in the provost marshal's office. The duplicate is sent to

the operations division where the clerk extracts information for summary and analysis reports. The triplicate remains at the military police desk for thirty days.

Traffic spot map. The traffic spot map is used to assist in selective traffic enforcement and to indicate visually the traffic problems. It is used in conjunction with the traffic accident investigation report and notice of traffic violation records. These records and the traffic spot map provide the provost marshal with information of what, when, and where traffic problems are occurring.

The spot map is a large scale map of Fort Richardson, Alaska, with pins of various shapes and colors indicating the exact location, the severity of traffic accidents, and traffic accidents involving pedestrians. At the end of each year the map is photographed.

CHAPTER IV

REVIEW OF THE LITERATURE

A review of police records literature written by authorities in the field of police administration was necessary to provide background material upon which to base the study of the Pontiac Police Department's and the Fort Richardson Military Police Company's records systems. From this review the organizational principles and the elements necessary for an efficient records system were obtained. They provided the basis for the comparison of civilian and military police records systems.

The organizational principles and elements necessary for the installation of a police records system discussed in this chapter are recommended by O. W. Wilson, the Federal Bureau of Investigation, the International City Managers' Association, and the International Association of Chiefs of Police. These recommendations are fundamental for all police departments, regardless of size.

The missions of police organizations are to protect life and property, preserve order, prevent criminal acts, investigate crime, arrest violators of the law, control

traffic, recover property, and regulate noncriminal conduct.⁵² The military and civilian police missions differ in that the military police normally have jurisdiction over military personnel only. To accomplish their missions police agencies must have an effective means to execute carefully planned operations, vigorous follow-through, and continuous evaluation of their procedures. An efficient records system is one of the most effective means of accomplishing these goals.

I. ORGANIZATION OF A POLICE RECORDS SYSTEM

The quality and usefulness of the records in a police department directly reflect its efficiency. Records are the primary source of communications which integrate the police department.⁵³ O. W. Wilson, in his book, Police Records, states further that an adequate records system requires the following: (1) effective organization and procedures, (2) records that contain all essential information, and (3) capable personnel.⁵⁴

For the purpose of organization, the duties of the police department are divided into primary, secondary, and

⁵²Donald S. Leonard, A Survey of the Police Department "City of Little Rock, Arkansas," (Detroit: 1959), p. 29

⁵³O. W. Wilson, Police Records, (Chicago: Public Administration Service, 1942), p. 1.

⁵⁴Ibid., p. 35.

administrative phases. The primary phase includes the line or operating units. The secondary phase includes the auxiliary services that aid the operating units. The administrative phase includes the management and administration of the department.⁵⁵ Police records activities are found in the secondary phase, since they assist the operating units.

A records system must be integrated into the organizational structure of the police department. Its position is determined by the number of duties assigned to it. The duties normally consist of the following: (1) complaint recording, (2) communications, (3) identification and booking of offenders, (5) control of property, and (6) maintaining police records.⁵⁶

O. W. Wilson recommends that the records division be organized on the same level as other divisions within the department, and the supervisor of the records division be given the same rank and authority as the supervisors of the other divisions.⁵⁷ This gives status, promotes cooperation, and reduces friction between the records division and the other divisions within the department.

⁵⁵International City Managers' Association, Municipal Police Administration, (Chicago: 1942), p. 1.

⁵⁶Wilson, op. cit., p. 13.

⁵⁷Ibid., p. 23.

The organizational principles involved in a police records system discussed in this section include the following: (1) the purposes, (2) the centralization, (3) the follow-up procedures, (4) the records duties of police personnel, and (5) the standards for a police records system.

The Purposes of a Police Records System

A police records system serves a multitude of purposes which can be subsumed under four major functions.

The first function, the supervision and control of the police department, is best accomplished by a set of procedures which coordinates the activities of the department, fixes responsibility, accounts for all police actions taken, and maintains the standards of performance set by the police department.⁵⁸

The second function of a records system is to assist in the operation of the police department. Records assist in the identification of persons and property, investigation, preservation of evidence, and the disposition of offenders.⁵⁹

The third function is to assist the police chief in evaluating the effectiveness of the department by providing

⁵⁸International City Managers' Association, op. cit., p. 425.

⁵⁹Federal Bureau of Investigation, Manual of Police Records, (Washington D. C.: 1953), p. 2.

him with the necessary information for analyzing the police problems and utilizing police manpower. By analyzing the results, he evaluates the effectiveness of present procedures and provides guidance in planning for a more effective police department.⁶⁰

The fourth function assists the police chief in keeping interested persons, other than police personnel, informed of the activities of the department by means of daily, monthly, and annual reports to the city council. This information can be used to answer questions of the press and public about various police actions.⁶¹

Centralization of a Police Records System

The late Bruce Smith, formerly head of the Institute of Public Administration, New York City, stated that many police chiefs realized the need for records but were not able to maintain them properly because the administration of a records system was so complex that they were apt to have dozens of forms and files, but no system.⁶²

A centralized records system can help overcome many of the complex problems, since it is an efficient system to aid in coordinating and supervising the police department.

⁶⁰Wilson, op. cit., p. 1.

⁶¹Weldon R. Cooper, Municipal Police Administration in Texas, (Chicago: The University of Chicago Libraries, 1938), p. 187.

⁶²Wilson, op. cit., p. viii.

John P. Kenney, in his book, Police Management Planning, points out that authorities in the field of police administration agree that records should be centralized.⁶³ In a centralized records system all information concerning police activities is brought together in one place. Therefore, information that is of interest to more than one police activity is interchanged and shared. For example, a case investigated by the detective division could have information essential to the juvenile division. However, if each division maintains its own records, it is unlikely that this information would be interchanged.

A centralized records system administratively integrates and coordinates the functions of the various activities, and makes it possible for the various divisions to act as a team in promoting the objectives of the entire police department.⁶⁴

In order for the centralized records division to carry out its assigned missions, its physical location within the department should be carefully planned. It must be easily accessible for use by all line activities to prevent them from establishing duplicate sets of records for their own convenience which would defeat the purpose of a centralized records system.⁶⁵

⁶³Kenney, op. cit., p. 110.

⁶⁴Wilson, op. cit., p. 8.

⁶⁵Federal Bureau of Investigation, op. cit., p. 1.

The records division should also be accessible to the public for information but arranged so that the public does not interfere with its operations. It should be in close proximity to the complaint desk to allow the desk sergeant or dispatcher to obtain information quickly.⁶⁶

Actual space requirements vary with the size of the department and its responsibilities. Its interior arrangement depends upon space available. When planning for the construction of a new police station one may consult O. W. Wilson's book, Police Records for the formulas that compute space requirements for a records division in relation to the size of the police department.⁶⁷

If the police officer is to use the records in performing his duties, these records must be available to him at all times. This would be difficult unless the records are centralized.⁶⁸ If the police officers, themselves, cannot be allowed to search the records files, a records clerk must be available on a twenty-four-hour basis to provide them this service.

There is some controversy as to who should have access to the records. Roland T. Sherry, Records Chief of the

⁶⁶Wilson, op. cit., p. 27.

⁶⁷Ibid., p. 27.

⁶⁸Federal Bureau of Investigation, op. cit., p. 2.

Berkely Police Department, advocates that police officers have direct access to the records. However, O. W. Wilson states that a records clerk should provide the police officers with the records, because the records may be lost or misfiled.⁶⁹

By assigning the maintenance of records to a centralized records division, the work is given to a few individuals who can become proficient, thus promoting more efficient records keeping procedures.⁷⁰

An important part of a centralized records system is centralized complaint recording and communication facilities. Centralization of complaint recording with communication facilities assure that all complaints reported to the police are recorded, and prompt action is taken.⁷¹

Exceptions to centralized records are made for "confidential" and "working" records kept in specialized divisions, such as juvenile, vice, and detective divisions. For example, it may be necessary for the detective division to keep certain "working files" of reports related to cases

⁶⁹O. W. Wilson, Police Planning, (Springfield: Charles C. Thomas, 1957), p. 157.

⁷⁰O. W. Wilson, Police Records, (Chicago: Public Administration Service, 1942), p. 10.

⁷¹Federal Bureau of Investigation, op. cit., p. 8.

they are investigating, however the original copies of these records are kept in the central records division. Certain administrative records that control assignments may also be kept by the various divisions.⁷²

The Federal Bureau of Investigation's Manual of Police Records states that the advantages afforded by a centralized records system is as important to a small department as it is to a large one.⁷³

Follow-Up Procedures of a Police Records System

The Federal Bureau of Investigation points out in the Manual of Police Records that it is essential for the police chief to have an administrative device which will insure prompt and proper attention to cases requiring police action. An adequate follow-up procedure on all active cases assure the following: (1) that they are handled properly, (2) that reports on the cases are rendered regularly, (3) that reports are prepared according to departmental regulations, and (4) that information of mutual interest will be exchanged between the various divisions in the department.⁷⁴

The follow-up procedures should be assigned to a police officer in the records division. This is a full-time

⁷²Leonard, op. cit., p. 178.

⁷³Federal Bureau of Investigation, op. cit., p. 2.

⁷⁴Ibid., p. 12.

or part-time job, depending upon the size of the police department. He must be given the authority to maintain the standards set by the department for the preparation of police records. However, he should not have command authority over the investigative officers. There should be an administrative channel of command that he follows when investigating officers do not follow department directives.⁷⁵

Records Duties of Police Personnel

The establishment of a centralized records division and adequate follow-up procedures should not lessen the responsibility of the individual police officer or his supervisor for preparing records and reports. They, as well as the records personnel, must be trained to fulfill their responsibilities.⁷⁶

The records division cannot fulfill its mission to the police department if the police officer who makes an arrest or takes a complaint fails to obtain and record the information completely and accurately. The police chief cannot assume that the records are fulfilling their purposes unless every man in the department is trained to understand how records assist him in the performance of his job.⁷⁷

⁷⁵International City Managers' Association, op. cit., p. 425.

⁷⁶Wilson, op. cit., p. vii.

⁷⁷Ibid., p. 37.

The supervisors of the various activities of the police department must be instructed in the use of the records system and realize the advantages they will derive from it. They must be in accord with the department's records procedures to be able to supervise and train their subordinates in the proper use of the records system.⁷⁸

The records division personnel should be carefully selected and trained just as the other members of the department are selected and trained for their jobs. Both civilians and police officers should be assigned to the records division. The police officers should be assigned to positions that require police experience, and civilians should be assigned to clerical positions.⁷⁹

The police department's manual should contain a chapter or section devoted to the records system and the preparation of reports and records. A manual for the records division should also be prepared, outlining the duties of the records division personnel. This manual should include the purposes, preparation, and disposition of police records. Detailed instructions should be included for each

⁷⁸International City Managers' Association, op. cit., p. 427.

⁷⁹Wilson, op. cit., p. 24.

assigned job. This manual would permit records personnel to become familiar with all phases of records procedures.⁸⁰

Standards for a Police Records System

The Federal Bureau of Investigation in the Manual of Police Records recommends the following standards for efficient records procedures for all law enforcement agencies:

1. A permanent written record is made of each crime immediately upon receipt of the complaint. All reports of thefts or attempted thefts are included regardless of the value of property involved.
2. Staff, or headquarters, control exists over the receipt of complaints to insure that each is promptly recorded and that in the end each is accurately tabulated.
3. An investigative report is made in each case showing fully the details of the offense as alleged by the complainant and as disclosed by the police investigation. An effective follow-up system is used to see that reports are promptly submitted in all cases.
4. All reports are checked to see that the crime classification conforms to the uniform classification of offenses.
5. The offense reports on crimes cleared by arrest are noted as cleared.
6. Arrest records are complete, special care being taken to show the final disposition of the charge.
7. Records are centralized: records and statistical reports are closely supervised by the chief; periodic inspections are made to see that the rules and regulations of the local agency relative to records are strictly complied with.

⁸⁰ Public Administration Service, Survey of the Police Department of Greenwich, Connecticut (Chicago: Public Administration Service, 1937), p. 76.

8. Statistical reports conform in all respects to the Uniform Crime Reporting standards and regulations.⁸¹

II. THE ELEMENTS OF A POLICE RECORDS SYSTEM

The elements of a police records system discussed in this section include the following: (1) forms, (2) records control, (3) records disposition, and (4) records.

Forms

Forms become records or reports when information is recorded on them. Whenever possible, the forms should be of uniform size to facilitate filing.⁸² Form sizes are generally three-by-five inches, five-by-eight inches, and eight-and-one-half-by-eleven inches.⁸³ Colored forms are generally used to simplify filing, routing, or identification.⁸⁴ Forms should be periodically reviewed for revision or elimination.⁸⁵

⁸¹Federal Bureau of Investigation, op. cit., p. 56.

⁸²Wilson, op. cit., p. 32.

⁸³Ibid., p. 32.

⁸⁴Ibid., p. 34.

⁸⁵D. S. Leonard, op. cit., p. 217.

Records Control

To control police records departments use complaint, arrest, and identification numbers.

Each complaint should be given a consecutive serial number in the order it is received, regardless of the offense classification, to keep an accurate count of the number of complaints that are received. The complaint number should be stamped on the form in the space provided. The numbers may extend from 1 to 99,999 and then through the alphabet. For example A-1 to A-99,999, B-1 to B-99,999, etc. The complaint numbering machine should be located at the central complaint desk and used only by the person in charge.⁸⁶

Arrest records should be numbered consecutively to keep an accurate count of the number of arrests. The numbering process is the same as for complaint records, except a different numbering machine with different colored ink is used. This machine should be used by the individual responsible for recording arrests.⁸⁷

Identification records are numbered consecutively. An identification number is used to control the identification records pertaining to each offender. An identification

⁸⁶ V. A. Leonard, Police Organization and Management, (Brooklyn: The Foundation Press, Inc., 1951), p. 167.

⁸⁷ Federal Bureau of Investigation, op. cit., p. 31

number is assigned to each criminal who is fingerprinted. The same number is used for each subject, regardless of the number of times he may be arrested or fingerprinted.⁸⁸

Records Disposition

A police department maintains files for the following reasons: (1) to provide an official memory of police operations, (2) to prepare summary and analysis reports, (3) to assist in the supervision of the various activities of the department, and (4) to assist the police officer in the performance of his duty.⁸⁹

Unless data are recorded in a logical and systematic way, it is impossible to coordinate fully large masses of facts, especially if those facts are gathered by a number of persons. Most of the information which enables a police department to arrest offenders would be useless if not integrated by a system of records. Information gathered during investigations, therefore, must be promptly recorded, indexed, and filed as an aid to further investigations.⁹⁰

Files are generally classified as records files or index files.

⁸⁸Wilson, op. cit., p. 124.

⁸⁹Ibid., p. vii.

⁹⁰International City Managers' Association, op. cit., p. 400.

Basic records files include the following: (1) the complaint or case file, (2) the arrest file, (3) the traffic files, such as the accident investigation report file, the accident location file, and traffic violation file, and (4) the various identification files, such as the criminal history folder, the fingerprint file, and the physical characteristics file.⁹¹

Maximum usefulness of records is assured through index files that enable the speedy and certain identification of records, persons, and property.⁹² Basic index files include the following: (1) the alphabetical file, (2) the location of incident file, (3) the crime classification file, and (4) the stolen or lost property file.⁹³

Records

Police records can be classified as follows: (1) complaint, (2) investigation, (3) arrest, (4) identification, and (5) summary and analysis records.⁹⁴

⁹¹Federal Bureau of Investigation, op. cit., p. 14.

⁹²O. W. Wilson, Police Planning, (Springfield: Charles C. Thomas, 1957), p. 173.

⁹³Federal Bureau of Investigation, op. cit., p. 38, 23, 21, and 28.

⁹⁴International City Managers' Association, op. cit., p. 403.

Complaint records. The police department must give all complaints its courteous and prompt attention. Each complaint must be recorded to indicate that it has been received and action has been taken.⁹⁵

The complaint record establishes the basis for all police action taken on a reported incident. Complaint records also serve as documentary evidence of unfounded complaints or of the chronic complainer.⁹⁶

There should be at least two types of reports for recording complaints, one for noncriminal matters, and one for criminal complaints.⁹⁷

Investigation records. Investigation records normally include the following: (1) the report of investigation, (2) the traffic accident investigation report, and (3) the evidence records.

If the preliminary investigation is sufficient to close a case, it can be recorded and closed on the complaint record. However, if the case requires further investigation, supplementary investigation reports are required at specific intervals until the case is closed.⁹⁸

⁹⁵Federal Bureau of Investigation, op. cit., p. 3.

⁹⁶Ibid., p. 8.

⁹⁷Ibid., p. 8.

⁹⁸Ibid., p. 12.

during the preliminary investigation, the police officer records his findings in his notebook which he uses to complete investigation records or to refresh his memory when testifying in court.⁹⁹

The report of investigation should be complete and accurate, since the information becomes a permanent written record to be used for future reference. It must be brief, objective, arranged in logical order, to include all information about the offense, such as who, what, when, where, why, and how.¹⁰⁰

Traffic accident investigation reports are used for the following reasons: (1) to foretell where and when accidents are likely to occur, (2) to remove road hazards, (3) to provide summaries of accidents to determine the effectiveness of safety programs, (4) to help identify unsafe drivers, and (5) to provide information for use in court action.¹⁰¹

⁹⁹Floyd N. Heffron, The Officer in the Courtroom, (Charles C. Thomas, Springfield), 1955, p. 39.

¹⁰⁰Cornelius F. Cahalane, The Policeman, (E.P. Dutton and Company, Inc., New York), 1923, p. 39.

¹⁰¹Traffic Institute of Northwestern University, Traffic Accident Investigator's Manual, (Northwestern University Traffic Institute, second edition, Evanston), 1954, p. 234.

Evidence obtained during the course of an investigation must be recorded in such a way to insure proof of proper custody, in the event it is necessary to prove the chain of custody in court.¹⁰² Evidence property should be handled by as few people as possible to prevent loss, damage, or tampering of the evidence.¹⁰³

Arrest records. Arrest records include the following:

- (1) individual arrest records, (2) the arrest log,
- (3) traffic arrest citations, and (4) prisoners' property records.

Arrest records assist in the administrative control of the prisoner and his property. Arrests, except for minor traffic violations or minor city ordinances, are recorded on individual arrest records or in a bound book, called the arrest log.¹⁰⁴ Information regarding the court's disposition of an offender should be included on the arrest record, since it can be used as an indication of the effectiveness of police investigation. A thorough investigation may convict an offender, or a poor investigation may be the reason an offender is released.¹⁰⁵

¹⁰² W. H. Parker, Daily Training Bulletin of the Los Angeles Police Department, Vol. II, (Charles C. Thomas, Springfield), 1954, p. 209.

¹⁰³ Wilson, op. cit., p. 174.

¹⁰⁴ Federal Bureau of Investigation, op. cit., p. 31.

¹⁰⁵ Ibid., p. 32.

The individual arrest record is more adaptable to statistical analysis than the arrest log, because it is easier to pull a card from the file than to leaf through a bound book. The arrest log is cumbersome and difficult to file or dispose of, while the individual arrest card is not.¹⁰⁶

The traffic arrest citation is used for the following reasons: (1) to record minor traffic violations, (2) to maintain a permanent driving history of traffic offenders, (3) to assure that the traffic violation is properly disposed of, and (4) to provide the court with a driving record of the offender to be used as a guide in disposing of the case.¹⁰⁷

For accounting purposes traffic citations are issued to the police officers by serial numbers. The traffic citation book should be of a size to fit into the policeman's pocket. Each citation should be made in triplicate. The original is retained by the policeman for his record, the duplicate is given to the offender, and the triplicate is filed by the department.¹⁰⁸

When an offender is arrested and jailed, he is given a receipt for the personal property taken from him. The

¹⁰⁶ Ibid., p. 33.

¹⁰⁷ Wilson, op. cit., p. 116.

¹⁰⁸ Ibid., p. 117.

prisoners' property receipt serves the following three purposes: (1) It provides the prisoner with a receipt for property the police have taken from him. (2) It protects the police from being accused of taking property and not returning it upon the prisoner's release. (3) It provides a permanent record which may be useful for future investigations.¹⁰⁹

Identification records. Identification records supplement the arrest records, because they contain and classify the descriptive information and the criminal history of the arrested offender.¹¹⁰ Identification records should include the following: (1) the physical characteristic record, (2) the ten-digit fingerprint record, (3) photographs, and (4) the criminal history folder.¹¹¹ Modus operandi records may also be used.

Police departments should develop a physical characteristic index file to assist in the identification of suspected offenders. This file should contain a complete physical description of all arrested offenders to include scars, missing parts of the body, and tattoos.¹¹²

¹⁰⁹Ibid., p. 111.

¹¹⁰Ibid., p. 124.

¹¹¹Ibid., p. 124.

¹¹²International City Managers' Association, op. cit., p. 418.

All prisoners should be fingerprinted, except persons arrested for minor traffic violations and minor city ordinances. Prisoners should be fingerprinted each time they are arrested so that a copy can be sent to the Federal Bureau of Investigation for a criminal records check.¹¹³

Photographs should be taken of offenders who are arrested for gross misdemeanors and felonies.¹¹⁴ The photographs are generally kept in albums and visible files. The photographs in the album should be filed according to crime classification. The visible file is constructed so that photographs may be added or removed without disturbing the file. It is normally limited to the more serious offenses. The photographs are filed by crime classification, and subdivided by sex, race, and height.¹¹⁵

A criminal history folder is prepared for all second offenders who have been fingerprinted. This folder contains duplicates of all records pertaining to the offender, such as fingerprint cards, photographs, wanted notices, etc.¹¹⁶

The modus operandi records are used to link crimes to known criminals or to identify a crime as one of a series

¹¹³Wilson, op. cit., p. 125.

¹¹⁴International City Managers Association, op. cit., p. 418.

¹¹⁵Federal Bureau of Investigation, op. cit., p. 35.

¹¹⁶Wilson, op. cit., p. 130.

committed by an unknown criminal.¹¹⁷ O. W. Wilson states in his book, Police Records, that before a method of operation file is established in the police department, research should be done to determine its value to the department for the amount of time spent in maintaining it.¹¹⁸ It is effective when the department is large enough to have electronic data processing equipment. Without this equipment, it is too difficult to sort out the desired cards.¹¹⁹

The state of California has established a central crime reporting and method of operation center. All police departments in the state are connected by teletype and their crime reports are sent in to the central crime reporting office. The information is then available to all police departments in the state.¹²⁰

Summary and analysis records. The success of a police department in its fight against crime can be measured by evaluation of data obtained from the summary and analysis records. Measuring results of police action serves the following major purposes: (1) It serves as a basis for

¹¹⁷Ibid., p. 131.

¹¹⁸Ibid., p. 131.

¹¹⁹International City Managers' Association, op. cit., p. 440.

¹²⁰State of California Department of Justice, Modus Operandi and Crime Reporting, p. 5.

budget estimates. (2) It is a basis for analyzing the effectiveness and efficiency of the police department.

(3) It enables the police chief to answer charges brought against the department and support his statements with facts.¹²¹

The police chief's decisions for the planning and operation of his department should be based on the following four fundamental aspects of each crime reported: (1) the type, (2) the rate of occurrence compared to population, (3) the geographic distribution, and (4) the temporal distribution. This information must be thorough and timely to guide his decisions for the deployment of his manpower at the right time and place.¹²² This information is contained in the following summary and analysis records: (1) the daily police bulletin, (2) the Uniform Crime Report, (3) the consolidated reports, (4) spot maps, and (5) the traffic analysis records.

The daily police bulletin should provide a daily chronological summary of police activities and administrative announcements for the entire department.¹²³

¹²¹International City Managers' Association, op. cit., p. 441.

¹²²Federal Bureau of Investigation, op. cit., p. 2.

¹²³Wilson, op. cit., p. 58.

The Uniform Crime Report, published quarterly by the Federal Bureau of Investigation, is used to compare crime rates between communities. It should not be used to compare police efficiency between communities because of the many uncontrollable factors, such as racial and nationality characteristics, housing and other physical factors, economic status of the citizens, and the administration of courts and penal institutions.¹²⁴

Law enforcement agencies throughout the United States contribute to the crime reporting program monthly and annually. There are two parts to the Crime Report; Part I includes offenses that are most likely to be reported to the police. Part II includes offenses that are less likely to be reported.¹²⁵

O. W. Wilson, in his book, Police Records, recommends further classifications, in addition to the Part I and Part II offenses contained in the Uniform Crime Report. They include the following: Part III cases to include reports of lost-and-found persons, animals, and property; Part IV cases to include reports of casualties, such as traffic accidents, other accidents, suicides, bodies found, sick cared for, and

¹²⁴International City Managers' Association, op. cit., p. 442.

¹²⁵Federal Bureau of Investigation, Uniform Crime Reporting Handbook, (Washington D. C. :), 1960, p. 1.

mental cases; and Part V cases to include all cases not covered in the first four categories.¹²⁶

The daily, weekly, monthly, and annual consolidated reports provide the police chief with the following information: (1) knowledge of crime conditions, (2) results obtained from investigations, (3) persons arrested and their disposition, (4) distribution of police personnel, and (5) police problems in general.¹²⁷

Spot maps are used to indicate visually traffic and crime problems. Weaknesses in the police department's fight against crime and traffic accidents can be pointed out quickly, and decisive action can be taken in those areas to bring specific problems under control.¹²⁸

Traffic analysis records are used to analyze traffic accidents and violations to determine the effectiveness of the traffic program. In the book, Municipal Police Administration, the International City Managers' Association recommends the following traffic analysis records:

1. Officers' Daily Activity Report, submitted by each officer to his superior at the close of each tour of duty, showing by break-down what he did during the working day and the totals of actions taken.

¹²⁶ Wilson, op. cit., p. 257-259.

¹²⁷ International City Managers' Association, op. cit., p. 431.

¹²⁸ Wilson, op. cit., p. 212.

2. Daily Traffic Summary, showing daily the totals of accidents and enforcement for the past 24 hours and for the month or year to date. Breakdown will be by type and severity of accident, and by kind of enforcement action and type of violation.
3. Personnel Report to show the effective daily personnel strength of the traffic division, and the reasons for men being off-duty or not working on traffic assignments.
4. Monthly Summary of the individual officer's performance, summarizing his activities by kind and number of cases assigned, by the quantity and nature of traffic arrests and warnings issued, and by the conviction rates attained.
5. District (and/or Watch) Summaries, summarizing for all officers of the unit or shift the information contained in individual summaries.
6. Traffic Safety Report of the department, totalling all accident and enforcement data for each month, for the year to date, and for the preceding (or other) year.
7. Periodic law observance checks by officers in civilian clothes in different key or problem locations throughout the city to correlate the recorded enforcement information with the actual compliance by drivers.¹²⁹

¹²⁹International City Managers' Association, op. cit., p. 357.

CHAPTER V

SUMMARY AND CONCLUSIONS

I. PONTIAC POLICE DEPARTMENT'S RECORDS SYSTEM

The Pontiac Police Department's police records system is generally based on the organizational principles and elements discussed in Chapter IV.

Organization of the Records System

According to authorities in the field of police administration, the records division of a police department should be integrated with the functions of (1) communications, (2) maintaining records, (3) booking and identification of offenders, and (4) control of property. The Pontiac Police Department integrates these functions in their Services Bureau. The Commanding Officer of the Services Bureau holds equal rank and authority with the other bureau commanders in the department. This equality of rank is recommended by O. W. Wilson to promote cooperation within the department.

Centralization. Authorities in the field of police administration agree that a police records system should be centralized. The Pontiac Police Department's records system is centralized; therefore, all information regarding police activities is brought together in one place. This allows

information that is of interest to more than one police activity to be interchanged and shared. Thus, the department works as a team to accomplish its mission.

The records division is centrally located to permit easy access to the records by the dispatcher, the desk sergeant, and the line operating units. The records are available to the policemen at all times.

By centralizing the communications and the complaint recording with the dispatcher, the Pontiac Police Department assures the success of its centralized records system. In accordance with police authorities, this is the most effective method of assuring that all complaints are recorded, and proper police action is taken.

The Pontiac Police Department's centralized records system permits the establishment of efficient follow-up procedures.

Follow-up Procedures. Police authorities recommend that a follow-up procedure be instituted in a police records system to check on the disposition of police business as an administrative means of controlling the effectiveness and assuring high standards of police service. The officer responsible for follow-up procedures in the Pontiac Police Department is designated the report review officer. He is responsible for the following: (1) reviewing all records and reports for correct preparation and filing, (2) prompt

disposition of police cases, (3) coordination of the police activities within the department, (4) discharging miscellaneous records functions assigned to him, and (5) maintaining the standards set by the department for the preparation of records and reports.

Records duties. The Pontiac Police Department delegates records keeping responsibilities to specially trained individuals who work in the records division. O. W. Wilson states that when records keeping responsibilities are assigned to a few trained individuals more efficient records keeping procedures are established.

Although major records keeping responsibilities are assigned to a few specialists, this does not relieve the individual police officer or his supervisor of the responsibility of preparing accurate and complete reports. The Pontiac Police Department provides a continuous records training program for all police personnel. The supervisors of the various bureaus train their subordinates in the proper preparation of reports and records.

Although both the records division personnel and the individual police officers were well versed in their records duties, at the time of this study there was no records manual outlining the purpose, preparation, and disposition of police records. A manual would assist the supervisors in establishing more uniformity in the records training program.

Also, there was no records division manual to assist the records supervisor in training the records division personnel to become familiar with one another's jobs.

Elements of the Records System

Forms. For economy and to facilitate filing, forms should be limited to only a few different sizes. Authorities recommend the following sizes: (1) three-by-five inches, (2) five-by-eight inches, and (3) eight-and-one-half-by-eleven inches. With the exception of two forms, the fingerprint card and the crime report, the Pontiac Police Department uses the above three sizes of forms. The fingerprint card is eight-by-eight inches, the same size that is used by the Federal Bureau of Investigation. The crime report is eight-by-ten inches. When folded from top to bottom, this form measures five-by-eight inches, and may be filed in a filing cabinet designed for five-by-eight inch forms.

Before the department's records system was reorganized, there were nineteen different-sized forms in use.

Roland T. Sherry, Superintendent of Records, Berkeley, California, Police Department reorganized the records system of the Pontiac Police Department and instituted the use of colored offense forms. The colored offense forms are used to facilitate locating a particular type crime in the case file.

A major disadvantage of using colored offense forms is the possibility of the dispatcher initially misclassifying the offense. For example, an offense originally reported as a robbery may actually be a burglary. In order to correct this mistake, the information must be retyped on a card of the correct color. If this occurs often, retyping the information can result in hours of extra work. The dispatcher reduces the possibility of error by initially recording the complaint information on a scratch pad; however, this information must be entered on a colored offense form during the dispatcher's tour of duty, whether or not the investigation is complete. Sergeant Fred Wirth, records supervisor of the Pontiac Police Department presented a stack of misclassified offense cards that had to be retyped.

This problem could be solved by eliminating the colored offense forms in favor of one form with a blank space where the type of offense can be recorded. A police officer can easily locate particular types of offenses by using the crime classification index file, rather than relying on the colored offense cards. The complaint number could be obtained from this file and the case record located in the case file.

The Pontiac Police Department periodically reviews all forms for correction or elimination, depending upon their function, volume, and duration of use.

Records Control. As recommended by the Federal Bureau of Investigation, the Pontiac Police Department uses three sets of numbers to control their records. They are complaint, arrest, and identification numbers.

In accordance with authorities the Pontiac Police Department numbers its complaints in numerical sequence with a numbering machine.

The names of arrested offenders are recorded in the arrest log in numerical sequence. This number becomes the arrest number and is entered on the arrest record. The Federal Bureau of Investigation's Manual of Police Records states that the log book is an outmoded means of recording arrests, since it is difficult to file, to use as a reference, and to dispose of. Rather than use the arrest log to obtain the arrest number, a numbering machine similar to the complaint numbering machine would be more practical and efficient.

As recommended by police authorities, the first time an offender is arrested by the Pontiac Police Department he is assigned an identification number. This applies to those offenders who commit felonies or gross misdemeanors. This number is attached to all his identification records and on subsequent arrests the offender receives this original number.

Records Disposition. The Pontiac Police Department's files include records, index, and various miscellaneous files.

The records files include the following: (1) the complaint or case file, (2) traffic files, and (3) the criminal record file.

The complaint or case file is the department's master file and contains a record of each complaint reported to the police. All records relating to a particular case are attached to the complaint record and filed with it in the case file.

The traffic records files are maintained to provide information about accident locations, property damage, casualties, and violations. This information is used for traffic engineering, education, and enforcement.

The criminal record file is an identification file prepared for offenders arrested for the second time. This is a jacket-type folder file that provides a central location for copies of all identification records concerning a particular offender.

The Pontiac Police Department does not have an arrest file. The arrest records are filed with the case records in the case file. The Federal Bureau of Investigation in their Manual for Police Records recommends the use of arrest files. Statistical information can be readily obtained from the arrest file, and it can also be used to verify whether or not the offender has been arrested before.

The index files include the following: (1) the alphabetical file, (2) the location of incident file, (3) the crime classification file, (4) the political division file, (5) the stolen or lost property file, and (6) the modus operandi file. Consonant with the literature reviewed in Chapter IV, the department's index files permit quick and positive identification of records, persons, and property.

At the time of this study the modus operandi index file was not complete, and its effectiveness had not been established. O. W. Wilson advocates that the modus operandi file be used by departments that are large enough to have electronic data processing equipment. The Pontiac Police Department does not have this equipment; however, the city of Pontiac has electronic data processing equipment. Through cooperation with the city, the police department may be able to use this equipment to place the modus operandi information and the information from other police records on machine cards.

The police officers are allowed to use the records and index files. All police authorities are not in accordance with this practice. However, the Pontiac Police Department believes that a police officer is better able to find the record himself than to rely on a clerk to search the files for him. He is not allowed to refile records that he has removed, since this is the responsibility of the file clerk.

Records. The records used by the Pontiac Police Department are discussed under the following major classifications: (1) complaint, (2) investigation, (3) arrest, (4) identification, and (5) summary and analysis records. To accommodate varying circumstances, there are a number of records relating to each of the above major classifications.

The complaint record is the basic record for all police actions taken on reported offenses or incidents. The complaint records include the following: (1) the miscellaneous service complaint record, (2) five different colored offense records, (3) the lost-and-found record, and (4) the casualty record.

The Federal Bureau of Investigation recommends police departments use a separate complaint record for minor complaints. The Pontiac Police Department uses the miscellaneous service complaint record for this purpose. The department's summary records for 1959 indicated that the policemen spent twenty to thirty percent of their time answering minor complaints. The police chief uses this record to support his requests for increased budget, for personnel and equipment, and to refute the criticisms of frequent complainers about the service of the department.

The offense records are used to record complaints that are classified according to the Part I and Part II offenses listed in the Uniform Crime Report.

The lost-and-found and the casualty records are used to record complaints that are listed in Part III and Part IV complaint classifications recommended by O. W. Wilson.

The Pontiac Police Department uses the following investigation records: (1) the supplemental report of investigation, (2) the traffic accident investigation report, and (3) evidence records.

As recommended by the Federal Bureau of Investigation, the Pontiac Police Department uses a supplemental report of investigation. This report is prepared by any police officer in the department who obtains information about a case, whether or not he is assigned to it.

The Pontiac Police Department is required by state law to use the Michigan State Police Traffic accident investigation report form. This report is used to provide information for future legislation, enforcement, engineering, and education; but it is not used for court proceedings. This record contains the standard information required for traffic accident investigation that is recommended by the National Safety Council.

At the time of this study, the department did not have standard evidence property records; but they generally follow the procedures outlined in the literature discussed in Chapter IV.

The arrest records include the following: (1) the intoxication and arrest record, (2) the arrest record, (3) the traffic citation, and (4) the prisoner property record.

The intoxication and arrest record is prepared on all offenders arrested for misdemeanors and has a space for recording the details of the arrest.

The arrest record is prepared on all offenders arrested for felonies and requires a supplemental report of investigation to explain the details of the arrest. Both records have spaces to record the court's disposition of the offender.

Traffic citations are obtained from the Pontiac City Treasurer and issued to the police officers by number. Periodically the tickets are turned into the records supervisor to account for lost tickets or ones that may have been improperly handled. Traffic fines are paid directly to the city treasurer; therefore, no records for handling such monies are needed by the police department.

At the time of this study, the Pontiac Police Department did not have standard prisoner property records, but they generally followed the procedures outlined in Chapter IV.

As recommended by authorities, identification records are prepared on all arrested offenders, except those arrested for minor city ordinances and minor traffic violations. The department's identification records include the following: (1) the fingerprint card, (2) the physical description sheet,

(3) the characteristic records, and (4) photographs. For economy purposes, photographs are taken only of offenders arrested for felonies, sex offenses, and serious misdemeanors.

Fingerprints are classified according to the system used by the Federal Bureau of Investigation. They are filed according to the classification formulas.

The physical description sheet contains the description of the offender's clothing and personal appearance. The offender's physical characteristics are extracted from this sheet and placed in the characteristics file.

The characteristics file is used to assist the police in identifying offenders. This file is recommended by most police authorities.

Photographs are taken of all offenders arrested for gross misdemeanors and felonies. Photograph albums contain pictures of all of the offenders photographed. The visible "kardex" photograph file contains photographs of offenders who commit crimes against persons. This file is classified according to race, type of crime, and height of the offender.

Summary and analysis records are used to evaluate and measure the effectiveness of police actions and to provide information for future planning. In accordance with the literature reviewed, the Pontiac Police Department's summary and analysis records include the following: (1) the daily

bulletin, (2) the Uniform Crime Report, (3) the consolidated reports, (4) spot maps, and (5) traffic analysis records.

The daily police bulletin is used to summarize the daily police activities. It is sent to all bureaus in the department to keep the personnel informed of police activities.

The police chief uses the Uniform Crime Report to compare the effectiveness of individuals and units within his own department and as an indication of crime trends over a period of years in the city of Pontiac.

The daily, monthly, and annual consolidated reports keep the chief informed of crimes, incidents, accidents, manpower, and traffic enforcement. Analyzing this information, he determines trouble areas within the city and shifts his forces accordingly.

Spot maps are used to brief patrols on crime and traffic problem areas. The amount of crime and accidents are shown by location and time of occurrence. This provides an incentive for each patrol on each shift to try to reduce crime and accidents during its tour of duty.

The Pontiac Police Department's efficient records system fulfills the purposes discussed in Chapter IV, by (1) assisting in the supervision and control of the department, (2) providing more efficient investigation and disposition of incidents, complaints, and arrests, (3) assisting in planning and evaluating the actions taken by the police department, and (4) providing information to the public.

Recommendations

From a study of the Pontiac Police Department's records system and a review of police administration literature the following recommendations are submitted for consideration.

1. A departmental records manual should be prepared that outlines the objectives, organization, and procedures for the preparation and disposition of all records and reports. The manual should include the duties of records division personnel.
2. A study should be conducted to standardize the size of all forms that must be larger than five-by-eight inches. It is suggested that the larger forms should be eight-by-ten inches, the size of the Pontiac Police Department's crime report. When folded from top to bottom, these forms could then be filed in the file cabinet designed for the five-by-eight inch cards. Thus, only two file sizes would be needed, the three-by-five inch index and the five-by-eight inch records files.
3. A study of the colored offense cards should be conducted with the thought to eliminate them in favor of one offense card.
4. The department should establish a separate arrest file. The arrest records should be taken from the case file and placed in this file.
5. Standard forms should be developed for the handling of prisoner and evidence property.
6. The arrest log book should be eliminated in favor of an arrest numbering machine similar to the machine used for complaint numbering.
7. A study should be made of the Method of Operation file to determine its value to the department. If it is determined to be of value, an attempt should be made to obtain electronic data processing machines that would facilitate the use of this file and increase its value to the department.
8. A study should be conducted for the purpose of using electronic data processing equipment for the maintenance of all police records.

II. FORT RICHARDSON MILITARY POLICE COMPANY'S RECORDS SYSTEM

The following summary and conclusions, based on the recommended organizational principles and elements of a police records system are applicable to the Military Police Corps as well as the Fort Richardson Military Police Company. The summary is based upon a review of the literature discussed in Chapter IV, a study of the Pontiac Police Department's records system, and personal experience working with military police records at Fort Richardson, Alaska.

The adoption of the recommended basic principles and procedures of civilian police records systems, such as centralization, follow-up procedures, and the use of certain standard records would benefit the Military Police Corps.

Organization of the Records System

Military police records systems are generally decentralized, and the four major functions of records as discussed in the review of the literature are not being fully realized. The Fort Richardson Military Police Company's records maintenance and related functions are decentralized among the provost marshal's office, the operations division, and the criminal investigation division.

Because the records files are maintained in three different offices, they are not readily accessible to military policemen at all times, since some offices are closed after

normal duty hours. As a result of this decentralization, standard filing procedures are inadequate; there is also a duplication of certain records and files.

The Fort Richardson Military Police Company's centralization of communications with complaint recording is not complete. There is no central switchboard; therefore, complaints may be reported to all three divisions. Although all complaints are required to be reported to the desk sergeant, there are occasions when the complaints are forgotten and not reported.

Follow-up procedures. Because their records are decentralized, the Fort Richardson Military Police Company does not employ the same follow-up procedures as the Pontiac Police Department. Instead of the reports and records being reviewed by one individual, they are reviewed by the supervisors of the various divisions. Because there is no designated person to review all records and reports, coordination among the various divisions is not as extensive as it could be. Information that is of value to more than one police activity is rarely exchanged.

Summary and analysis records are difficult to prepare because there is no single administrative assurance that the records are complete or accurate. If one person is assigned the job of reviewing all records and reports, he is

more likely to become an expert at his job. The supervisors review the records and reports only as a part of their jobs.

Records duties. A continuous training program is conducted to promote the accuracy and completeness of the records prepared by the military policemen. The standards of records preparation and maintenance fluctuate to some degree among the various supervisors who are responsible for reviewing reports and records. The vagueness of the army regulations pertaining to the preparation of certain records also contributes to varying standards of records maintenance. The Military Police Corps does not have a comprehensive publication outlining standard preparation and maintenance of military police records.

Elements of the Military Police Records System

Forms. The Fort Richardson Military Police Company uses three sizes of forms, the eight-by-ten-and-one-half inch form, the five-by-eight-inch form, and the three-by-five-inch form. The operations officer is appointed the forms control officer and periodically reviews all forms for change or elimination.

Instead of using ten different forms to record complaints and arrests, as does the Pontiac Police Department, the Military Police Corps uses only two forms, the DD 581 (Complaint Report) and the DD 578 (Offense or Incident Report).

The DD 581 (Complaint Report) is used to record complaints reported to the military police desk. The DD 578 (Offense or Incident Report) is used to record offenses, incidents, lost persons and property, casualties, investigations, and arrests.

Records control. The Fort Richardson Military Police Company uses a separate set of numbers for each record file, such as the complaint, offense or incident, traffic accident report, and notice of traffic violations files. Each set of numbers runs consecutively for one calendar year. The records are retired and a new set of numbers starts at the beginning of each year. The Pontiac Police Department uses only three sets of numbers to control its records.

Records Disposition. The Fort Richardson Military Police Company's files include records, index, and various miscellaneous files. The records files required by army regulation include the following: (1) the complaint file, (2) the offense or incident file, (3) the desk blotter file, and (4) the report of investigation file. The records files required by local policy include the following: (1) the traffic accident investigation report file, (2) the notice of traffic violation file, (3) the traffic accident location file, and (4) the patrol report file.

The desk reference file is the only index file required by army regulation. This file corresponds with the Pontiac

Police Department's alphabetical name index file and serves the same purpose. The following index files are required by Fort Richardson policy: (1) the missing and recovered property file, and (2) the missing persons file.

The following miscellaneous files are required by local policy: (1) the modus operandi file, (2) the permit file, and (3) the post license tag file. The radio log file is required by army regulation.

Records. The Fort Richardson Military Police Company's records may be classified as follows: (1) complaint, (2) investigation, (3) arrest and disposition, and (4) summary and analysis records. To accommodate varying circumstances there are a number of records related to each of the above classifications.

The Fort Richardson Military Police Company uses two forms to record complaints; they are a complaint report and an offense or incident report.

The DD 581 (Complaint Report) is prepared on all incidents requiring police action and is the basic record for initiating investigations. If a complaint requires further investigation, a DD 578 (Offense or Incident Report) is prepared. This report becomes the offense or incident record. The Pontiac Police Department uses only one complaint record for each complaint. Their complaint record also serves as

the offense or incident record. The DD 581 (Complaint Report) and the DD 578 (Offense or Incident Report) could be eliminated in favor of one record.

When an offense requires a report of investigation, but it is not a serious offense or one involving moral turpitude, a DD 578 (Offense or Incident Report) is prepared. When a serious crime or one involving moral turpitude is investigated, the information is recorded on a 19-65 (Report of Investigation). A copy of each investigation report is sent to the subject's commanding officer, since he is the one responsible for instigating action against the offender. The Pontiac Police Department uses a supplemental progress report to record all their investigations.

The traffic accident investigation report was developed locally by the Fort Richardson Military Police Company, since the Military Police Corps does not have a standard form. This report contains the traffic accident investigation information recommended by the National Safety Council. The information obtained from this record is used to develop a program of traffic education, engineering, and enforcement. It is also used by the Judge Advocate General's Corps in court actions where claims have been brought against the government.

The DD 578 (Offense or Incident Report) is used as an arrest record. It is not filed separately in an arrest file,

but is placed in the offense or incident file. The information contained on it is similar to what is contained on the Pontiac Police Department's arrest records. An individual arrest record would be of more statistical value and would better assist the military police in the administrative control of arrested military offenders.

The DA 19-93 (Notice of Traffic Violation) is a Military Police Corps standard record issued to traffic violators. This record is similar to the Pontiac Police Department's traffic arrest citation and fulfills the same purpose.

The Pontiac Police Department is interested in the court's disposition of the offender, whereas the Fort Richardson Military Police Company is interested only in the immediate disposition of the offender at the time of his arrest. The punishment of a military offender is solely a command responsibility. The responsibility of the military police is to provide the commanders with information upon which to take their disciplinary action.

Because post commanders are responsible for the actions of their subordinate commanders, army regulations provide the procedures that allow a post commander to review the punishments administered by his subordinate commanders. The DD 582 (Disposition of Offender Report) is the form used for this purpose. It is attached by the military police to the offense

reports sent to the offender's unit commander. The unit commander returns the report to the post commander as soon as the punishment of the offender is accomplished.

The Military Police Corps uses the following records relating to the disposition of offenders: (1) the DD 629 (Receipt of Prisoner or Detained Person), (2) the DD 497 (Confinement Order), and (3) the DD 460 (Provisional Pass). These records assist the military police in disposing of the arrested offender immediately after his arrest.

Army regulations outline the forms and procedures used in handling prisoners and evidence property records. The comprehensive forms and procedures outlined accomplish their purposes completely. However, it seems unnecessary to use both the DD 579 (Temporary Receipt for Property) and the DA 19-31 (Military Police Receipt for Property). Either one or the other could be used.

The Military Police Corps does not use identification records, because each person, upon entering military service is given an identification card, a serial number, and is fingerprinted. The soldier is required to have his identification card in his possession at all times. The information contained on the identification card includes the following: (1) photograph, (2) personal description, (3) thumb prints, and (4) serial number. By obtaining the soldier's serial number, he can be identified through his personnel record.

Each soldier's fingerprints are sent to the Federal Bureau of Investigation for a records check of criminal history, and then are filed in Washington D. C. where they are available to the military police upon request.

All civilians working on army posts are fingerprinted and given identification cards similar to those issued to military personnel. They are required to show their identification cards when apprehended; however, when it is determined they are civilians, they are turned over to civil authorities for disposition.

The Fort Richardson Military Police Company's summary and analysis records are not so comprehensive as those used by the Pontiac Police Department. Without centralization of records and an adequate follow-up procedure, it is difficult to prepare accurate and timely summary and analysis reports. The summary and analysis records include the following:

- (1) the Provost Marshal's Statistical Report, (2) the patrol summary report, (3) the desk blotter, (4) the desk journal, and (5) the traffic accident analysis records.

The Fort Richardson Provost Marshal is responsible for preparing and sending the Provost Marshal's Statistical Report to the Provost Marshal of the United States Army, Alaska. The Provost Marshal's Statistical Report is consolidated from all the posts throughout Alaska and sent to the Provost Marshal General, Washington, D. C. This

report is similar to the Uniform Crime Report sent by civilian police agencies to the Federal Bureau of Investigation in that the Provost Marshal General uses it to compare crime rates between army areas. It is also used for many statistical studies. This report also provides the post provost marshal, preparing the report with the following summaries: (1) the number of serious offenses and the number of persons charged with them, (2) the number of persons charged with less serious offenses, and (3) the monetary value of military and civilian property recovered by the military police.

The Fort Richardson Military Police Company's patrol report is similar to the daily consolidated report used by the Pontiac Police Department. It provides the military police supervisors and the provost marshal with the number of traffic violations, arrests, incidents, and offenses each patrol encounters on its tour of duty.

The DA 19-50 (Military Police Desk Blotter) provides a daily summary of reported complaints requiring police action. The military police desk journal provides a daily summary of administrative military police duties performed by the military policemen. These two reports contain the same type information that appears on the Pontiac Police Department's police bulletin.

The traffic accident analysis charts, maps and files are used to develop a traffic program of education, engineering, and enforcement. These records contain information similar to the traffic analysis reports and records used by the Pontiac Police Department.

At times the Fort Richardson Military Police Company had difficulty in justifying its request for manpower and equipment. Improved summary and analysis reports would have supported and clarified these requests.

Recommendations

Based upon the study of the Pontiac Police Department's records system, a study of the Fort Richardson Military Police Company's records system, and a review of police administration literature the following recommendations are submitted for consideration:

1. A study should be conducted to examine the DD 578 (Offense or Incident Report) and the DD 581 (Complaint Report) with the purpose of eliminating these two forms in favor of one form to serve the same purposes.
2. A study should be conducted to survey the local procedures and forms used by provost marshals throughout the Military Police Corps. From these procedures certain uniform principles should be adopted for the entire Military Police Corps.
3. A study of the DD 579 (Temporary Receipt for Property) and the DA 19-31 (Military Police Property Receipt) should be conducted to determine which form should be eliminated.

4. A guide should be prepared outlining the following uniform principles and procedures for a military police records system:
 - a. centralization of records
 - b. centralization of complaint recording
 - c. centralization of follow-up procedures
5. Uniform records procedures should be developed for military police pass and registration duties to include forms and procedures for vehicle registration, firearm registration, and pet registration.
6. Standard forms and procedures should be developed for traffic accident investigation reports and military police patrol reports.
7. A study should be conducted to determine the feasibility of all the armed forces units engaged in police activities adopting uniform principles and procedures for a centralized police records system.
8. A study should be conducted to determine the feasibility of using electronic data processing equipment for processing military police records.
9. A study should be conducted to develop a military police arrest record.

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APPENDIX A
PONTIAC POLICE DEPARTMENT'S FORMS

FOLLOW-UP INDICATOR

OFFENSE: _____ CASE No. _____

ATTENTION: _____ REGARDING: _____

REPORT REVIEW OFFICER

DATE: _____

FIGURE 1

FOLLOW-UP INDICATOR FORM

FORMAL FOLLOW-UP INDICATOR

Offense: _____ Case No. _____

To Commanding Officer: _____ Bureau

Regarding Officer: _____

REMARKS: _____

Noted: (Commanding Officer Concerned) Report Review Officer
Date: _____

FIGURE 2
FORMAL FOLLOW-UP INDICATOR FORM

MAJOR DISPOSITION CODES

1. UNFOUNDED-Means the investigation proves that the crime did not happen, or was not attempted.
2. CLEARED BY ARREST-Arrested in Pontiac.(include in this group all cases in which the offender is arraigned before a court, or has been taken late custody on warrant and put up bail.)
3. CLEARED OTHERWISE-This group will include complaints which are disposed of without an arrest and are not unfounded.
4. CLEARED OTHERWISE, ARRESTED-(Juveniles under 17)-This group will include complaints which are disposed of by the police by arrest of the offender.Offender not arraigned in court.
5. Same as 2, excepting that the offender not arrested in Pontiac.
6. Same as 4, excepting that the offender not arrested in Pontiac.
7. Arrested outside by outside department for own account.
8. Arrested outside by officer of this department for Pontiac.

PROPERTY RECOVERED

- | | |
|----------------------------------|------------------------------|
| 01. Died or killed | 08. Other Person |
| 02. Found by Officer | 09. Outside department |
| 03. " " Owner | 10. Recovery partial Officer |
| 04. " " Other person | 11. " " Owner |
| 05. " " Outside department | 12. " " Other Person |
| 06. Recovery complete by Officer | 13. " " Outside |
| 07. " " " Owner | 14. Returned home |

DISPOSITION OF RECOVERED PERSON OR PROPERTY

- | | |
|---------------------------|---------------------------|
| 01. Delivered to court | 16. Turned over to finder |
| 02. " " friends | 17. Sold for storage |
| 03. " " home | 18. Relatives notified |
| 04. " " hospital | 19. Owner removed auto |
| 05. " " morgue | 20. Sold by owner |
| 06. " " outside | 21. Loaned to individual |
| 07. " " owners | 22. School |
| 08. " " parents | 23. Police |
| 09. Destroyed | 24. Fire Department |
| 10. Sold at auction | 25. Janitor |
| 11. Found | 26. No action taken |
| 12. Disposed of by finder | 27. Recovered by owner |
| 13. Held by finder | 28. Juvenile home |
| 14. Lost by finder | 29. Child welfare bureau |
| 15. Unclassified | 30. Returned anonymously |

FIGURE 3

MAJOR DISPOSITION CODES FORM

MISCELLANEOUS SERVICE COMPLAINT No.

NAME (FIRST) (MIDDLE) (LAST) Address Phone
 Location Plat Beat Date & Time Report Rec'd

IF CONDITION IS NOT TRULY REPRESENTED EXPLAIN UNDER 'DETAILS'

INSTRUCTIONS: This form shall not be used for: Missing Persons; Where an arrest is made; Where property is lost, found or taken into custody, other than routine auto tows; Where supplemental reports are necessary; Casualties resulting from motor vehicle or traffic accidents, falls of persons on city streets, suicides or attempted suicides, dead bodies or where criminal acts are involved.

1. ☐ Noise abated. Caused by () auto; () dog; () party; () poultry
2. ☐ Domestic complaint, non-criminal, settled to satisfaction of complainant
3. ☐ Suspicious circumstance (indicate nature under 'details')
4. ☐ Civil Matter (indicate type under 'details')
5. ☐ Taken to hospital by Officer
6. ☐ Suspicious auto; investigation indicated report unfounded
7. ☐ Frightened person
8. ☐ Suspicious person. Responsible interviewed; report unfounded
9. ☐ Miscellaneous Traffic (explain under 'details') Car towed Tag No.
10. ☐ Locked out; aided in gaining entrance
11. ☐ Bonfire. () extinguished; () has necessary permit; () unfounded
12. ☐ Police protection requested while complainant removes clothing/property
13. ☐ Suspicious noise
14. ☐ Service to householder (indicate type under 'details')
15. ☐ Miscellaneous surveillance (indicate type under 'details')
16. ☐ Hazards (dangerous condition), non-traffic
17. ☐ Outside Departments' requests for assistance (indicate type under 'details')
18. ☐

*On reverse side show complete names, addresses and ages of injured and cause of injury.

OFFICER ASSIGNED By Date & Time Signed No.
 FORM 101- (DUPLICATE) GENERAL PRINTING & OFFICE SUPPLY

FIGURE 14
 MISCELLANEOUS SERVICE COMPLAINT FORM

MISC. OFFENSES

NO.

Victim		Investigators	
Address	Reassg'd. to	Date	
Phone			
Date & Time Committed	Day		
Where Committed	* P B		
What & How Committed	REMARKS:		
Suspects or Persons Responsible (Show name, age, sex, color & address)			
Objects of Attack			
Reported by	Phone	Similar Cases	
Address	Card made by	How Rept. In Person ☐ Letter ☐ T'gram ☐	
Reported to		Beat Off. notified by: Sta ☐ On Vw ☐ All Other ☐	
* (Time of occurrence shall govern platoon and beat designation in crimes of: Homicide, Manslaughter, Rape, Robbery, Aggravated Assault, Burglary, Larceny, Auto Theft, Forgery and Fictitious Checks.)			
Radio Broadcast: Date & Time	Dispn. Code	By	Date
Radio Cancel: By			
Teletype Broad.: OGT No.	By		
Teletype Cancel.: OGT No.	By		
Bulltein " By			
File " By			
Property Recovered By	Date		
Partial Complete	Value		

FIGURE 5

MISCELLANEOUS OFFENSES FORM

ROBBERY

NO.

Victim		Investigators	
Address		Reussg d. to	Date
Phone			
Date & Time Committed		Day	
Where Committed		* C	P B
What & How Committed			
Suspects or Responsible (<i>Show name, age, sex, color & address</i>)			
Objects of Attack			
Reported by		Similar Cases	
Address		Phone	
Reported to		Made by	
Date & Time Reported		Beat Off. notified by:	Sta ☐ On Vw ☐ All Other ☐
* (Time of occurrence shall govern platoon and beat designation in crimes of: Homicide, Manslaughter, Rape, Robbery, Aggravated Assault, Burglary, Larceny, Auto Theft, Forgery, and Fictitious Checks.)			
Radio Broadcast: Date & Time		By	Date
Radio Cancellation By		Dispn. Code	By
Teletype " By			
Bulletin " By			
File " By			
Property Recovered by		Date	
FORM 104 ☐ Partial ☐ Complete		Value	

FIGURE 6

ROBBERY FORM

BURGLARY

NO.

Victim	Investigator		
Address	Reassg d. to	Date	
Phone			
Date & Time Committed	Day		
Where Committed	* P B		
What & How Committed	REMARKS:		
Suspects or Persons Responsible (Show name, age, sex, color & address)			
Objects of Attack			
Reported by			
Address			
Phone			
Made by			
Date & Time Reported			
Bear Off. notified by: Sta ☐ On Vw ☐ All Other ☐			
* (Time of occurrence shall govern platoon and bear designation in crimes of: Homicide, Manslaughter, Rape, Robbery, Aggravated Assault, Burglary, Larceny, Auto Theft, Forgery, and Fictitious Checks.)			
Radio Broadcast: Date & Time By Date			
Radio Cancellation By			
Teletype " By			
Bulletin " By			
File " By			
Property Recovered by Date			
Partial Complete Value			

FIGURE 7

BURGLARY FORM

THEFT

NO.

Victim		Investigators	
Address		Reassg'd. to	
Phone		Date	
Date & Time Committed		Day	
Where Committed		* P B	
What & How Committed		REMARKS:	
Suspects or Persons Responsible (Show name, age, sex, color & address)			
Objects of Attack			
Reported by			
Address		Similar Cases	
Reported to		Phone	
Date & Time Reported		Made by	
Date Off. notified by: Sta ☐ On Vw ☐ All Other ☐ * (Time of occurrence shall govern platoon and beat designation in crimes of: Homicide, Manslaughter, Rape, Robbery, Aggravated Assault, Burglary, Theft, Auto Theft, Forgery, and Fictitious Checks.)			
Radio Broadcast: Date & Time		By	
Radio Cancellation By		Date	
Teletype Broadcast: OCT No.		By	
Teletype Cancellation: OCT No.		By	
Bulletin "		By	
File "		By	
Property Recovered by		Date	
Partial		Complete	
Value		Value	

Form 108

FIGURE 8

THEFT FORM

FALSE PRETENSES, TRICK, IMPOSTURE

NO.

Victim		Investigators	
Address		Reasg'd. to	Date
Phone			
Date & Time Committed		Day	
Where Committed		*C	P B
What & How Committed			
Suspects or Responsible (<i>Show name, age, sex, color & address</i>)			
Objects of Attack			
Reported by		Similar Cases	
Address		Phone	
Reported to		Made by	
Date & Time Reported		Beat Off. notified by: Sta ☐ On Vw ☐ All Other ☐	
* (Time of occurrence shall govern platoon and beat designation in crimes of: Homicide, Manslaughter, Rape, Robbery, Aggravated Assault, Burglary, Larceny, Auto Theft, Forgery, and Fictitious Checks.)			
Radio Broadcast: Date & Time		Dispn. Code.....by.....Date.....	
Radio Cancellation By.....			
Teletype " By.....			
Bulletin " By.....			
File " By.....			
Property Recovered by.....Date.....			
FORM 110- 62 Partial.....Complete.....Value.....			

FIGURE 9

FALSE PRETENSES, TRICK, IMPOSTURE FORM

ASSIGNMENT CHART

TECTIVE BUREAU

CRIME PREVENTION BUREAU

SPECIAL INV. UNIT. UNIT

COURT OFFICER

Criminal Homicide
 Robbery
 1 Assaults (Male Adults)
 Burglary
 Narcotics (Male Adults)
 Auto Theft
 Fines & Penalties (Check Detail)
 Stolen Property (Buying, Possessing, & Receiving)
 Weapon Violations
 (C.C.), Careless
 use, Poss. Unregistered Gun.)

n-Support
 son
 dnapping
 ntempt of Court
 ll. Destruction of Property
 rjury
 ndow Peeping (Male Adult)
 ol. State Law.
 (Civil Rights
 Labor Laws
 Public Health
 ssing Persons (Male Adult)

tempt Suicide (Male Adult)
 Accidental Deaths (Non-Traffic)
 Accidents (Non-Traffic)
 Inside Request to Arrest or Locate
 Duplicate face cards will be made for
 will be recorded on face cards. The
 a particular offense as indicated
 Port Review Sergt., who shall make

Rape
Larceny (Female & Juvenile
Assaults(" "
Sex Offenses (Except Male to
Male Adult)
Family Offenses (Except Non-
Support)
Liquor Laws (Minors under 17
Years.)

Bigamy
Contributating Del. Minor.
Malicious Destruction of Prop.
(Female & Juvenile)
Window Peeping (Juvenile)
Violation of State Laws
(Labor Laws-Juvenile,
School Laws.)
Missing Persons (Female & Juvenile)

**Mental Cases
Larc. of Bicycles.
Attempt Suicides (Female &
Juvenile)
Social Service**

WEIGHTS & MEASURES

**Pure Food Laws
Wisc. Lic. Investigation**

Commercial Vice
Homo's (Male)
Narcotic Laws
Liquor Laws
(Except Juvenile)
Gambling Laws
Other Special Inv.

ANNUAL WELFARE

Animal Bites & Animal Complaints

duplicate face cards will be made for all of the above with the exception of animal welfare complaints, and only animal bites will be recorded on face cards. The duplicate face card and duplicate reports will be routed to the Bureau responsible for the particular offense as indicated above. Should any question arise as to routing of duplicates, it shall be routed to the port Review Sergeant, who shall make such decision. This Chart is tentative and subject to change.

GEORGE D. EASTMAN

Director of Public Safety

五

JOSEPH KOREN, CAPT.

Commanding Officer

Service Bureau

FIGURE 10

ASSIGNMENT CHART FORM

CASUALTY REPORT

NO.

Kind

Victim	Age	Investigators	
Address	Ph	Reassg'd to	Date
Date & Time Occurred		Number Injured	Number Killed
Where Occurred	P	B	Day
What & How Occurred			
Reported by		Removed to	
Address	Ph	Removed by	
Reported to	Made by	Attended by	
Date & Time Reported		Ambulance Crew	

REMARKS

Form 103

Dispn. Code

By

Date

FIGURE 11

CASUALTY REPORT FORM

LOST AND FOUND

(X out appropriate word)

NO.

Subject	
Name	Investigator
Address	Reasg'd to
Date	Date
Date & Time Lost or Found	Day
Where & How Lost or Found	P B
	Where Recovered
Reported by	Recovered by
Address	Ph
Reported to	Made by
Date & Time Reported	Date Recovered

DESCRIPTION

Radio Broadcast: Date & Time _____ By _____

Radio Cancellation By _____

Teletype " By _____

Bulletin " By _____

File " By _____

FORM 104-3

Disp. Code

By

Date

FIGURE 12

LOST AND FOUND FORM

DIVISION OF POLICE
CITY OF PONTIAC, MICH.

SUPPLEMENTAL PROGRESS REPORT FILE NO.

APPROVED _____

(COMMANDING OFFICER)

SUBMITTED BY _____

(INVESTIGATING OFFICER)

DATE _____

FORM 114

FIGURE 13

SUPPLEMENTAL PROGRESS REPORT FORM

STATE OF MICHIGAN OFFICIAL TRAFFIC ACCIDENT REPORT

UD-10C

No. of sheets attached Department Complaint No.

Date	19	Day of Week	at	A.M.	P.M.	File Class Number 160				
County		City		Twp.		Sec.				
Highway or street on which accident occurred (Name)				Trunkline No.		County Road No.				
AT ITS INTERSECTION WITH (street, highway or R. R. crossing)										
OR										
IF NOT AT INTERSECTION: (feet or miles or fractions thereof)						<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">N</td> <td style="width: 20px; text-align: center;">S</td> <td style="width: 20px; text-align: center;">E</td> <td style="width: 20px; text-align: center;">W</td> </tr> </table>	N	S	E	W
N	S	E	W							
of (intersecting street, highway, city, village, county line or R.R.)										
Special reference Use to indicate more precise location: (alley, house number, stream, milepost, underpass, or other landmark)										

Damage to property other than vehicles Name object and state nature of damage Roadway ☐ , or feet from <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; text-align: center;">N</td><td style="width: 20px; text-align: center;">S</td><td style="width: 20px; text-align: center;">E</td><td style="width: 20px; text-align: center;">W</td></tr></table> edge of roadway Name and address of owner of object struck	N	S	E	W	CODE OF INJURY (Use only the most serious one in each space for injury.) K - Dead before report made. A - Visible signs of injury, as bleeding wound or distorted member, or had to be carried from scene. B - Other visible injury, as bruises, abrasions, swelling, limping, etc. C - No visible injury but complaint of pain or momentary unconsciousness. O - No indication of injury.
N	S	E	W		

Year	Make	Type	Year, No., & State of Reg.	ICC No.	MPSC No.																					
Parts of vehicle damaged				Vehicle removed to:		By:																				
Owner (FULL Name)				Street or RFD		City		State																		
Driver (FULL Name)				Street or RFD		City, County, State																				
Driver's License State Number				Regular Operator's License ☐ Other Type License ☐ Specify Type and/or Restrictions		Date of Birth Month, Day, Year		<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <th style="width: 20px;">AGE</th> <th style="width: 20px;">SEX</th> <th style="width: 20px;">INJURY</th> </tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </table>	AGE	SEX	INJURY															
AGE	SEX	INJURY																								
OCCUPANTS																										
Front Center				Address																						
Front Right				Address																						
Rear Left				Address																						
Rear Center				Address																						
Rear Right				Address																						
				Name		Street or RFD		City and State																		

Year	Make	Type	Year, No., & State of Reg.	ICC No.	MPSC No.																					
Parts of vehicle damaged				Vehicle removed to:		By:																				
Owner (FULL Name)				Street or RFD		City		State																		
Driver (FULL Name)				Street or RFD		City, County, State																				
Driver's License State Number				Regular Operator's License ☐ Other Type License ☐ Specify Type and/or Restrictions		Date of Birth Month, Day, Year		<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <th style="width: 20px;">AGE</th> <th style="width: 20px;">SEX</th> <th style="width: 20px;">INJURY</th> </tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </table>	AGE	SEX	INJURY															
AGE	SEX	INJURY																								
OCCUPANTS																										
Front Center				Address																						
Front Right				Address																						
Rear Left				Address																						
Rear Center				Address																						
Rear Right				Address																						
				Name		Street or RFD		City and State																		

Vehicle taken to By:

WEATHER (Check one) Clear or cloudy Raining Snowing Fog Other (specify)	LIGHT CONDITION (Check one) ☐ Daylight ☐ Dusk or dawn ☐ Darkness	KIND OF LOCALITY (Check one) ☐ Mfg. or industrial ☐ Shopping or business ☐ Apartments ☐ School or playground ☐ One family homes ☐ Farms, fields ☐ Not developed	CONSTRUCTION (Check one) ☐ Concrete ☐ Blacktop ☐ Gravel ☐ Dirt or sand ☐ Other (specify)	SURFACE (Check one) ☐ Dry ☐ Wet ☐ Snowy or icy ☐ Other (specify)	CHARACTER (Check two) ☐ Straight road ☐ Curve ☐ Level ☐ On grade ☐ Hillcrest	CONDITION (Check one) ☐ Defect (describe) Low shoulder, slippery when wet, etc. ☐ No defect
--	--	---	--	--	--	--

Name	Address	Age	Sex	
Name	FIGURE 11a	Age	Sex	
Name	Address	Age	Sex	
TRAFFIC ACCIDENT REPORT FORM				

WHAT DRIVERS WERE GOING TO DO BEFORE ACCIDENT

Driver No. 1 was headed ☐ N ☐ S ☐ E ☐ W on _____ at _____ MPH
Street or Highway

Driver No. 2 was headed ☐ N ☐ S ☐ E ☐ W on _____ at _____ MPH

DRIVER 1 (Check one for each driver)

☐ Go straight ahead	☐ Make U turn	☐ Back
☐ Overtake	☐ Slow or stop	☐ Remain stopped in traffic lane
☐ Make right turn	☐ Start in traffic lane	☐ Remain parked
☐ Make left turn	☐ Start from parked position	

ROAD TYPE (Check one or more for each driver)

DRIVER 1 2

☐ 1 driving lane
☐ 2 driving lanes
☐ 3 driving lanes
☐ 4 or more lanes
☐ Divided roadway (limited access)
☐ Divided roadway (other)
☐ One way street
☐ Unpaved - any width

WHAT PEDESTRIAN WAS DOING

Pedestrian was going ☐ N ☐ S ☐ E ☐ W ☐ Along ☐ Across or into _____ From _____ To _____
Street Name, Highway No. N.E. corner to S.E. corner, or west to east side, etc.

(Check one)

☐ Crossing or entering at intersection	☐ Walking in roadway - with traffic	☐ Pushing or working on vehicle	☐ Other in roadway
☐ Crossing or entering not at intersection	☐ Walking in roadway - against traffic	☐ Other working in roadway	☐ Not in roadway
☐ Getting on or off vehicle	☐ Standing in roadway	☐ Playing in roadway	

VIOLATION INDICATED (Check one or more for each driver)

DRIVER 1 2

☐ Speed too fast	☐ Made improper turn
☐ Failed to yield right of way	☐ Improper or no signal
☐ Drove left of center	☐ Improper parking location
☐ Improper overtaking	☐ Other improper driving (describe) _____
☐ Passed stop sign	
☐ Disregarded traffic signal	
☐ Followed too closely	☐ No violation indicated

APPARENT PHYSICAL CONDITION (Check one or more as applicable)

DRIVER 1 2 PED.

☐ Ill	☐ Normal
☐ Fatigued	☐ Condition not known
☐ Asleep	☐ Restriction on license complied with
☐ Other impairment (describe) _____	☐ Restriction on license not complied with (describe) _____

DRINKING CONDITION (Check one)

DRIVER 1 2 PED. HAD BEEN DRINKING:

☐ Under the influence
☐ Not under the influence
☐ Influence not known

☐ Had not been drinking
☐ Not known if drinking

CHECK IF APPLICABLE:
☐ Chemical test given

VISION OBSTRUCTION (Check one or more for each driver)

DRIVER 1 2

☐ Windshield or windows (describe) _____
☐ Bldgs., signs, bushes, crops, embankment, parked cars, etc. (describe) _____
☐ No vision obstruction

VEHICLE CONDITION (Check one or more)

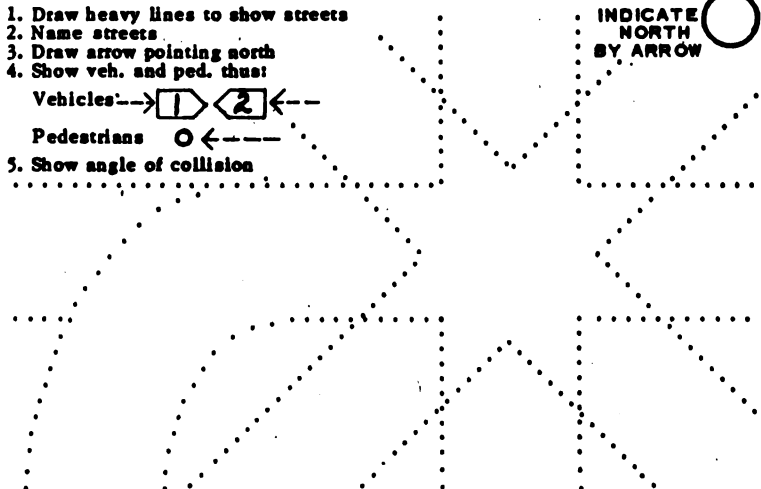
VEHICLE 1 2

☐ Defective brakes
☐ Defective lights
☐ Defective steering
☐ Defective tires
☐ Other defective equipment (specify) _____
☐ Not known if defective
☐ No defect

TRAFFIC CONTROL (Check one or more)

☐ Stop sign
☐ Stop and go signal
☐ Officer or watchman
☐ R.R. gates or signals
☐ Other (specify) _____
☐ Control not functioning, inadequate or obscured (describe) _____
☐ No traffic control present

INDICATE ON THIS DIAGRAM WHAT HAPPENED



REMARKS AND RECOMMENDATIONS

Inspect scene for need of traffic engineering? ☐ Yes (explain) _____
Re-examine driver for license competency? ☐ #1 ☐ #2 (explain) _____

Use complaint form or sheet of paper for more extensive remarks or diagram

POLICE RECORD

Arrest: Name _____	Charge _____
Arrest: Name _____	Charge _____
Reported by (name) _____	Address _____
Date received _____ Time _____ ☐ AM ☐ PM	Report received by (officer) _____
Investigator _____	Station or Department _____
Investigated scene? ☐ Yes ☐ No	Photographs taken? ☐ Yes ☐ No
Complaint closed by: ☐ Arrest ☐ Other	Date _____ Post No. _____

INTOXICATION REPORT & ARREST RECORD

(To be used only for ordinance violations)

COMP. _____ No. _____
 ADDRESS _____ Phone _____
 Arrest No. _____ Month _____ Bail \$ _____
 Name _____ Arrested by Off. _____
 Address _____ Where Arrested _____
 Age _____ Sex _____ Where Born _____ Platoon _____ Beat _____
 Color _____ Citizen _____ Non-Citizen _____ Date _____ Hour _____ M _____
 Nat. of Father _____ Mother _____ No. Dep. _____
 Married _____ Single _____ Sep. _____ Div. _____ Wid. _____
 Drivers License Number _____
 Social Security Number _____
 Employed _____ Occup. _____
 Where Employed _____ Hold DD _____ Comp. Signed _____
 Other Dispositions _____
 INSTRUCTIONS: STATE RELEVANT FACTS CONCERNING COMPLAINTS, WITNESSES AND CIRCUMSTANCES SURROUNDING CASE. GIVE RESUME OF EVIDENCE
 PROVING ORDINANCE WAS VIOLATED AND THAT DEFENDANT WAS DRUNK. STATE DISPOSITION OF PHYSICAL EVIDENCE, PROPERTY AND AUTOS INVOLVED.
 If auto was involved was defendant in driver's seat—☐ Passenger—☐
 DETAILS: _____

ORIGINAL TO ARREST FILE 

PPD-12/58-4000 Date _____ Time _____ M. Signed _____ No. _____

FIGURE 15

INTOXICATION REPORT & ARREST RECORD FORM

ARREST RECORD

Arrest No.	Month.	Bail \$.....	Report No.
Name	Cell	Arrested by Officer	
Address		How Arrested—	
Where arrested		Pick up.....	Letter.....
	Platoon.....	Radio Call.....	Citation.....
		Warrant.....	Police Notice.....
Date	Hour.....	Self.....	Result of Accd.....
Age.....	Sex.....	Where born.....	
Color.....	Citizen.....	Non-Citizen.....	
Nativity of father.....		Mother.....	
Married.....	Single.....	Sep.....	Div.....
Depents.....	Drinking.....	Drunk.....	Narcts.....
Employed.....	Occupation.....		
Where Employed.....			
Drivers License Number			
Social Security Number			
Detainers:			
1. Date.....	Case No.....	Dept.....	By..... Det. Rl'd by..... Date.....
2. Date.....	Case No.....	Dept.....	By..... Det. Rl'd by..... Date.....
3. Date.....	Case No.....	Dept.....	By..... Det. Rl'd by..... Date.....
4. Date.....	Case No.....	Dept.....	By..... Det. Rl'd by..... Date.....
Department Dispo.: Hold for D.D.....			Hold for Comp.....
Other Dispositions			
Finger Print No.....	Bur. Clearance by		Authority for Release by
ORIGINAL TO ARREST FILE			

PPD-12/88-2000 

FIGURE 16

ARREST RECORD FORM

(PLEASE PRINT)

NAME F.P.C.
(LAST) (FIRST) (MIDDLE)

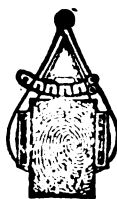
ALIAS

REFERENCES:

I. & R. No. SEX COLOR

RIGHT HAND**RIGHT THUMB****2 R. INDEX FINGER****3 R. MIDDLE FINGER****4 R. RING FINGER****5 R. LITTLE FINGER****LEFT HAND****LEFT THUMB****7 L. INDEX FINGER****8 L. MIDDLE FINGER****9 L. RING FINGER****10 L. LITTLE FINGER****PLAIN IMPRESSION OF LEFT HAND****PLAIN IMPRESSION OF RIGHT HAND****L. THUMB****R. THUMB****IMPRESSIONS
TAKEN BY**

(SIGNATURE)

DATE TAKEN 19**CLASSIFIED BY****DEPARTMENT OF PUBLIC SAFETY****DIVISION OF POLICE****CITY OF PONTIAC, MICHIGAN****FIGURE 17****FINGERPRINT FORM**

PONTIAC POLICE DEPARTMENT
PONTIAC, MICHIGAN

172

PHYSICAL DESCRIPTION:

Hair _____ Eyes _____ Height _____ Weight _____
Age _____ Comp. _____ Sex _____ Color _____
Build _____ Beard _____ Nose _____ Chin _____ Teeth _____

DRESS:

Style _____ Glasses _____ Hat _____
(Neat, sloppy, labor, etc.)
Coat _____ Pants _____ Shirt _____ Shoes _____ O'Coat _____

CITIZENSHIP:

Alien _____ 1st Papers _____ U.S. Citizen by: Birth _____
Naturalization _____
Place of Birth _____ Date of Birth _____
(Give City and State)

Descent _____ Occupation _____

Marks, Scars & Amputations _____
(Be Specific as to Description and Location)

Drivers' License Number _____ Social Security Number _____

NAME: _____
(Print Name in Full - Last Name First)

Aliases: _____

Physical Peculiarities _____
(Gesticulates with hands when talking; walks with limp, etc.)

Date Arrested _____ Officer _____ Charge _____

F.P. No. _____ Description by: _____ Printed by: _____

Report No.: _____

FIGURE 18

PHYSICAL DESCRIPTION FORM

PONTIAC POLICE DEPARTMENT CRIME REPORT

Crime Classification _____

Report No. 173

Name of Victim _____

Residence Address _____

Phone _____

Date Committed _____ Day of Week _____

Time Committed _____ & Weather _____

Person Attacked _____

(Race, Sex, Age, Type or Class, Occupation)

(What was Victim Doing at Time)

Property Attacked _____

(Type of Premises Area and/or Type of Location)

How Attacked _____

What Did Suspect Say? _____

(Quote Verbatim)

Means of Attack _____

(Weapons or Tools Used—Describe. If Gun, Give Number)

Object of Attack _____

(Class of Property Taken or Why Committed)

Trade Mark or Peculiarity _____

Transportation Used _____

(If an Auto, All Available Descriptive Information)

Where Committed and/or _____

Name of Premises and Add. _____

Reported by _____

Address _____

Date and Time Reported _____

Reported to _____

Investigating Officer _____

Persons Arrested _____

Ident.
Bur. No.

DESCRIPTION OF SUSPECT OR PERSON RESPONSIBLE

1 _____

Hair Color _____ Eye Color _____

Height _____ Weight _____ Age _____

Nationality _____ Build _____

Comp. _____

Occupation _____ Marks _____

Dress _____

2 _____

Hair Color _____ Eye Color _____

Height _____ Weight _____ Age _____

Nationality _____ Build _____

Comp. _____

Occupation _____ Marks _____

Dress _____

LIST ON BACK Additional Victims — Witnesses — Evidence or Property Left Behind — Details of Crime — Diagrams.

USE BOTH SIDES OF FORM.

LIST CASE NUMBERS OF ANY OTHER OFFENSES CLEARED OR CONNECTED WITH THIS REPORT. _____

PROPERTY STOLEN

No.	Article	(Numbered Articles First)	Value
-----	---------	---------------------------	-------

FIGURE 19

CRIME REPORT FORM

TOTAL VALUE OF PROPERTY \$ _____

COMPLAINANT CAN BE SEEN — When _____ Where _____

WILL PROSECUTE — Yes ☐ No ☐

(Standard Form of the International Association of Chiefs of Police)
(Copies available at Federal Bureau of Investigation, Washington, D. C.)**CONSOLIDATED MONTHLY REPORT****POLICE DEPARTMENT**

City of Month of 19.....

TABLE 1.—DISTRIBUTION OF PERSONNEL

	NUMERICAL STRENGTH		AVERAGE DAILY ABSENCE		PERCENT DAILY ABSENCE		AVERAGE DAILY TEMPORARY DETAILS		AVERAGE EFFECTIVE STRENGTH		
	End of this month	Same month last year	This month	Same month last year	This month	Same month last year	This month	Same month last year	This month	Last month	Same month last year
Total personnel.....											
Chief's office.....											
Records bureau.....											
Uniformed force.....											
Detective bureau.....											
Traffic bureau.....											
.....											
First relief.....											
Second relief.....											
Third relief.....											

TABLE 2.—CHANGES IN PERSONNEL

1. Present for duty end of last month.....	
2. Recruited during month.....	
3. Reinstated during month.....	
Total to account for.....	
4. Separations from the service:	
(a) Voluntary resignation.....	
(b) Retirement on pension.....	
(c) Resigned with charges pending.....	
(d) Dropped during probation.....	
(e) Dismissed for cause.....	
(f) Killed in line of duty..	
(g) Deceased.....	
Total separations.....	

TABLE 3.—DAILY AVERAGE PATROL STRENGTH

	This month	Same month last year
1. Total number of patrolmen.....		
2. Less permanent assignments (public offices, clerical, chauffeurs, etc.).....		
3. Less details to special squads or bureaus (traffic, vice, park, etc.).....		
4. Average daily absences of patrolmen assigned to patrol duty owing to:		
(a) Vacation, suspension, rest days, etc.....		
(b) Sick and injured.....		
(c) Temporary details.....		
Total average daily absences.....		
5. Available for patrol duty.....		

FIGURE 20.**CONSOLIDATED MONTHLY REPORT FORM**

5. Present for duty at end of month.....

5. Available for patrol duty.....

TABLE 4.—NUMBER AND DISPOSITION OF OFFENSES KNOWN TO THE POLICE

UNIFORM CLASSIFICATION OF OFFENSES	OFFENSES KNOWN TO THE POLICE					PERCENT OF OFFENSES CLEARED BY ARREST (Includes exceptional clearances)		
	Reported or known this month	Unfounded	Actual offenses this month	Actual this year to date	Actual last year to date	This month*	This year to date	Last year to date
PART I CLASSES								
1. Criminal homicide:								
(a) Murder and nonnegli- gent manslaughter								
(b) Manslaughter by negligence.....								
2. Forcible rape								
3. Robbery.....								
4. Aggravated assault.....								
5. Burglary—breaking and/or entering.....								
6. Larceny—theft (except auto theft):								
(a) \$50 and over in value.....								
(b) Under \$50 in value.....								
7. Auto theft.....								
Total, Part I Classes.....								

*Includes offenses reported not cleared other months, cleared this month.

TABLE 5.—VALUE OF PROPERTY STOLEN AND RECOVERED
(Automobiles not included)

	This month	Last month	This year to date	Last year to date
1. Total value property reported stolen.....				
2. Total value stolen property recovered.....				
(a) Recovered through property identification records.....				
(b) Recovered by police officers.....				
(c) Recovered by other jurisdictions.....				
(d) Recovered otherwise.....				
3. Percent of stolen property recovered.....				
4. Value of property recovered for other jurisdictions.....				

TABLE 6.—AUTO THEFTS AND RECOVERIES

	This month	Last month	This year to date	Last year to date
1. Number automobiles reported stolen in city.....				
2. Total recovered (stolen in city).....				
(a) Recovered by auto squad.....				
(b) Recovered by other police officers.....				
(c) Recovered by other jurisdictions.....				
(d) Recovered otherwise.....				
3. Percent of stolen cars recovered.....				
4. Automobiles recovered for other jurisdictions.....				

STANDARD SUMMARY OF MOTOR VEHICLE TRAFFIC ACCIDENTS

National Safety Council
Chicago

City

State

Month

19

Report prepared by

175

1. TYPE OF ACCIDENT	Number of Accidents					Number of Persons			
	All Accidents	Fatal	Non-Fatal	Property Damage	Total Killed	Injured			
						Total	a	b	c
1. Pedestrian									
2. Other motor vehicle									
3. Railroad train									
4. Street car									
5. Animal drawn vehicle									
6. Bicycle									
7. Animal									
8. Fixed object									
9. Other object									
10. Overturned in roadway									
11. Ran off roadway									
12. Other non-collision									
Totals									

Note: The three categories of injuries follow the Manual of Uniform Definitions of Motor Vehicle Accidents:

a. Bleeding wound, distorted member, or any condition that required victim be carried from the scene.

b. Other visible injuries such as lacerations, abrasions, swelling, limping, or other painful movement.

c. Complaint of pain, without visible signs of injury, or momentary unconsciousness.

2. TYPE OF ACCIDENT	Comparative Totals								
	Same Month Last Year			This Year to Date			Same Period Last Year		
	All Accidents	Persons Killed	Persons Injured	All Accidents	Persons Killed	Persons Injured	All Accidents	Persons Killed	Persons Injured
1. Pedestrian									
2. Other motor vehicle									
3. Railroad train									
4. Street car									
5. Animal drawn vehicle									
6. Bicycle									
7. Animal									
8. Fixed object									
9. Other object									
10. Overturned in roadway									
11. Ran off roadway									
12. Other non-collision									
Totals									

STREET CLASSIFICATION	A. Trafficways Administered by Governmental Agencies: State Highway Department, county, city, etc.						B. Trafficways Administered by Independent Agencies: Turnpike, parkway, military, freeway authorities and commissions, etc.					
	Number of Accidents				Number of Persons		Number of Accidents				Number of Persons	
	Total	Fatal	Non-Fatal	Property Damage	Killed	Injured	Total	Fatal	Non-Fatal	Property Damage	Killed	Injured
Controlled access Hwy.												
State routes												
County routes												
Other local streets												
Totals												

AGE OF CASUALTY	Persons Killed									Persons Injured								
	Total Killed			Pedestrians			Bicyclists			Total Injured			Pedestrians			Bicyclists		
	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female
0 - 4																		
5 - 9																		
10 - 14																		
15 - 19																		
20 - 24																		
25 - 34																		
35 - 44																		
45 - 54																		
55 - 64																		
65 & older																		
Totals																		

FIGURE 21

STANDARD SUMMARY OF MOTOR VEHICLE TRAFFIC ACCIDENTS FORM

5. TIME Hour Beginning	Total Accidents		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		Not stated	
	All	Fatal	All	Fatal	All	Fatal	All	Fatal	All	Fatal	All	Fatal	All	Fatal	All	Fatal	All	Fatal
1. Night																		
2. 1:00																		
3. 2:00																		
4. 3:00																		
5. 4:00																		
6. 5:00																		
7. 6:00																		
8. 7:00																		
9. 8:00																		
10. 9:00																		
11. 10:00																		
12. 11:00																		
13. Noon																		
14. 1:00																		
15. 2:00																		
16. 3:00																		
17. 4:00																		
18. 5:00																		
19. 6:00																		
20. 7:00																		
21. 8:00																		
22. 9:00																		
23. 10:00																		
24. 11:00																		
25. Not stated																		
Totals																		

6. DIRECTIONAL ANALYSIS

An accident involving a series of collisions, overrunning, etc., is classified according to the first event.

A. TWO MOTOR VEHICLE INTERSECTION ACCIDENTS	All Accidents	Fatal Accidents	Non-Fatal Injury Acc.	Property Damage Accidents
1. Entering at angle				
2a. From same dir., both going straight				
b. Same-one turn, one straight				
c. Same-one stopped				
d. Same-all others				
2b. From opposite dir., both going straight				
b. Same-one left turn, one straight				
c. Same-all others				
4. Not stated				
Totals				

C. PEDESTRIAN ACCIDENTS	All Pedestrian Accidents	Fatal Accidents		Non-Fatal Injury Accidents	
		Total Fatal Accidents	Inter- section	Non Inter- Section	Total Non-Fatal Injury Acc.
1. Car going straight					
2. Car turning right					
3. Car turning left					
4. Car backing					
5. All others					
6. Not stated					
Totals					

B. TWO MOTOR VEHICLE NON-INTERSECTION ACCIDENTS	All Accidents	Fatal Accidents	Non-Fatal Injury Acc.	Property Damage Accidents
1. Going opposite dir., both moving				
2. Going same dir., both moving				
3a. One car parked				
b. One car stopped in traffic				
3b. One car entering parked position				
b. One car leaving parked position				
3c. One car entering alley or driveway				
b. One car leaving alley or driveway				
6. All others				
7. Not stated				

D. ALL OTHER ACCIDENTS	All Accidents	Fatal Accidents	Non-Fatal Injury Acc.	Property Damage
1a. Collision with one-enter veh., train streetcar, bicycle, etc., at intersection				
b. Same-out of intersection				
2a. Collision with fixed object in roadway at intersection				
b. Same-out of intersection				
3a. Overturned in roadway at intersection				
b. Same-out of intersection				
4. Left roadway at intersection				
5. Left roadway at curve- not at intersection				
6. Left roadway on straight road- not at intersection				
7. Fall from moving vehicle				
8. All others				
9. Not stated				

TRAFFIC SAFETY ACTIVITY REPORT

MONTH

ACC. RATIO: This Mo. _____ This Yr. _____ Dept. Arrest Index _____ 1st. Pl. _____ 2nd Pl. _____
 3rd. Pl. _____

Enforcement Index to Date _____

TIME CHART

ACCIDENT EXPERIENCE

ACCIDENT EXPERIENCE		CAUSE OF ACCIDENT		No. of Arrests		Per Cent		Per Cent		Per Cent		Per Cent		Per Cent	
Total	Fatal	Accidents	Injury	Accidents	Property	Damage	Accidents	Persons	Killed	Persons	Injured	Arrested	In	Accidents	Convicted
Accidents	Fatal	Accidents	Injury	Accidents	Property	Damage	Accidents	Persons	Killed	Persons	Injured	Arrested	In	Accidents	Convicted
This Month															
This Mo. Last Yr.															
Per Cent Change															
This Year															
To Date Last Year															
-Per Cent Change															
ARRESTS															
1. Speed too fast															
2. Failed to yield right of way															
3. Drove left of center															
4. Improper overtaking															
5. Passed stop sign															
6. Disregarded traffic signal															
7. Followed too closely															
8. Made improper turn															
9. Other improper driving															
10. Inadequate brakes															
11. Improper lights															
12. Had been drinking															
TOTALS															
ACTIVITY REPORT FORM															
12-1A															
1-2															
2-3															
3-4															
4-5															
5-6															
6-7															
7-8															
8-9															
9-10															
10-11															
11-12															
Total															

APPENDIX B

FORT RICHARDSON MILITARY POLICE COMPANY'S FORMS

NAME (Last-First-Middle Initial)	GRADE	SERVICE NUMBER
ORGANIZATION	STATION	
BLOTTER ENTRY SAMPLE		

DA FORM 19-51 1 NOV 56 MILITARY POLICE DESK REFERENCE (SR 190-45-1)

GPO : 1956 O - 400251

FIGURE 1

MILITARY POLICE DESK REFERENCE FORM

COMPLAINT REPORT

COMPLAINT NUMBER

NIT STATION

1. DETAILS OF COMPLAINT (Use reverse side if necessary)

179

FIGURE 2

COMPLAINT REPORT FORM

SAMPLE

2. LOCATION OF INCIDENT		3. HOUR OF INCIDENT
		4. DATE OF INCIDENT
5. RECEIVED FROM (Last Name - First Name - Middle Initial)	6. ADDRESS	7. TELEPHONE NUMBER
8. METHOD OF SUBMISSION OF COMPLAINT ☐ IN PERSON ☐ TELEPHONE ☐ MAIL		9. HOUR RECEIVED
		10. DATE RECEIVED
11. COMPLAINANT (Last Name - First Name - Middle Initial)	12. ADDRESS	13. TELEPHONE NUMBER
14. VICTIM (Last Name - First Name - Middle Initial)	15. ADDRESS	16. TELEPHONE NUMBER
17. PRELIMINARY INVESTIGATION MADE BY (Name)		18. INVESTIGATION COMPLETED BY (Name)
19. ACTION ☐ NONE ☐ OFFENSE REPORT ☐ TRAFFIC REPORT ☐ REFERRED TO ANOTHER AGENCY (Specify)		20. APPREHENSION ☐ YES ☐ NO
21. EVALUATION ☐ UNFOUNDED ☐ FELONY ☐ MISDEMEANOR ☐ MILITARY OFFENSE ☐ TRAFFIC		
22. REPORT RECEIVED BY (Signature)		SIGNATURE OF DUTY OFFICER
TYPED OR PRINTED NAME		TYPED OR PRINTED NAME

OFFENSE OR INCIDENT REPORT

DATE

CASE/RECORD NO.

TO:

FROM: (Unit/Headquarters)

180

1. NAME OF SUBJECT

2. GRADE/RATE

3. SERVICE NUMBER

4. RACE

5. ORGANIZATION AND LOCATION

6. DESCRIPTION (Complete on all civilians and those military personnel whose identity is in question)

a. COLOR OF EYES

b. COLOR OF HAIR

c. COMPLEXION

d. HEIGHT

e. WEIGHT

f. DATE OF BIRTH

g. PLACE OF BIRTH

h. IDENTIFYING SCARS, TATTOOS, ETC.

7. HOW DRESSED (Military or civilian, and condition of clothing)

8. UNDER INFLUENCE OF

ALCOHOL

☐

YES

☐

NO

9. OFFENSE OR INCIDENT (Specify type and location)

a. HOUR

b. DATE

10. NAME AND ADDRESS OF COMPLAINANT (If applicable)

11.

☐ APPREHENDED BY☐ SURRENDERED TO

NAME

GRADE

SERVICE NUMBER

ORGANIZATION

12.

WITNESSES (Attach copies of statements)

NAME

ADDRESS

TELEPHONE

13. DETAILS OF OFFENSE OR INCIDENT (Who - What - When - Where - How. Include attitude at time of apprehension and give details if uncooperative. Attach statements of medical personnel. Continue on reverse side, if necessary)

FIGURE 3

OFFENSE OR INCIDENT REPORT FORM

14. EVIDENCE AND ITS DISPOSITION (List and describe)

15. DISPOSITION OF OFFENDER

16. INCLOSURES

17. DISTRIBUTION

SIGNATURE

TYPED NAME/GRADE OF CO OR REPORTING OFF

REPORT OF INVESTIGATION

(MILITARY POLICE)

(See SR 190-30-1)

PREPARING AGENCY (Unit and Station)

CASE RECORD NO.

DATE OF REPORT

181

STATUS OF REPORT

PERIOD COVERED

OFFENSE

TYPE OF INVESTIGATION

☐ CRIMINAL

☐ DETERMINATION OF STATUS

☐ BACKGROUND

☐ OTHER

SUBJECT(S)

VICTIM(S)

SYNOPSIS

SAMPLE

FIGURE 4

REPORT OF INVESTIGATION FORM

LOCATION OR DISPOSITION OF PROPERTY OR EVIDENCE (Include monies)

DATE DA FORM 268 SUBMITTED

INVESTIGATOR (Signature)

DISTRIBUTION

COPIES

NAME AND GRADE (Typed)

APPROVING OFFICER (Signature)

NAME AND GRADE (Typed)

PROPERTY TAG

(SR 190 - 48 - 1)

CASE NUMBER	DATE
UNIT AND LOCATION	
☐ TAKEN FROM ☐ RECEIVED FROM ☐ FOUND	
ORGANIZATION AND STATION	
LOCATION WHERE FOUND	
DESCRIPTION OF ARTICLES (Use reverse side if necessary)	
SAMPLE	
ALLEGED OWNER AND STATION	
PROPERTY RECEIVED BY (Print or type name)	
SPECIAL DISPOSITION INSTRUCTIONS	

DA FORM 19-23 1 AUG 52 REPLACES WD AGO FORM R-5197, 1 NOV 43 WHICH IS OBSOLETE.

FIGURE 5

PROPERTY TAG FORM

MILITARY POLICE RECEIPT FOR PROPERTY

(AR 190-22)

COMPLAINT OR CASE NR (If any)

IT DESIGNATION OF RECEIVING HEADQUARTERS

LOCATION

NAME OF PERSON FROM WHOM PROPERTY IS OBTAINED

ADDRESS

183

☐ OWNER

☐ OTHER

LOCATION OF PROPERTY

PURPOSE FOR WHICH OBTAINED

ITEM
NR

QUAN-
TITY

DESCRIPTION OF ARTICLES
(Include model, serial Nr, identifying marks, condition, and value, when appropriate)

SAMPLE

FIGURE 6

MILITARY POLICE RECEIPT FOR PROPERTY FORM

I CERTIFY THAT I HAVE RECEIVED AND HOLD MYSELF RESPONSIBLE FOR THE ARTICLES LISTED ABOVE.

DATE

TYPED NAME, GRADE AND BRANCH

SIGNATURE

CHAIN OF CUSTODY

ITEM NR	DATE	RELINQUISHED BY	RECEIVED BY	PURPOSE OF CHANGE OF CUSTODY
		TYPED NAME, GRADE AND BRANCH	TYPED NAME, GRADE AND BRANCH	
		SIGNATURE	SIGNATURE	
		TYPED NAME, GRADE AND BRANCH	TYPED NAME, GRADE AND BRANCH	
		SIGNATURE	SIGNATURE	
		TYPED NAME, GRADE AND BRANCH	TYPED NAME, GRADE AND BRANCH	
		SIGNATURE	SIGNATURE	
		TYPED NAME, GRADE AND BRANCH	TYPED NAME, GRADE AND BRANCH	
		SIGNATURE	SIGNATURE	

NOTICE OF TRAFFIC VIOLATION (SR 190 - 45 - 1)		NOTICE NO. D789676	
DRIVER OF VEHICLE (Last Name - First Name - Middle Initial)		GRADE	
SERVICE NUMBER	DRIVER'S LICENSE NUMBER A	ISSUING STATE OR HQ	
ORGANIZATION AND/OR ADDRESS			
MAKE OR TYPE OF VEHICLE	STATE LICENSE OR TAG NO.	POST TAG OR BUMPER MARKING	
VIOLATION			
PLACE OF VIOLATION			
DATE	TIME	REMARKS	
HQ OF ISSUING OFFICE		SIGNATURE AND GRADE OF MILITARY POLICEMAN	

DA FORM 19-93 NOV 84 19-93 PREVIOUS EDITIONS MAY BE USED. OFFENDER 3

☆ U. S. GOVERNMENT PRINTING OFFICE: 1978 - 204879

FIGURE 7

NOTICE OF TRAFFIC VIOLATION FORM

TEMPORARY RECEIPT FOR PROPERTY

CASE NUMBER

OWNER (Last Name - First Name - Middle Initial)

GRADE

SERVICE NUMBER

ORGANIZATION

STATION

DATE

185

MONEY

AMOUNT IN WRITING

AMOUNT IN FIGURES

EFFECTS

QUANTITY

DESCRIPTION

SAMPLE

FIGURE 8

TEMPORARY RECEIPT FOR PROPERTY FORM

DELIVERED TO (Signature of Service Police)

SIGNATURE OF WITNESS

VERIFIED BY (Signature of Prisoner)

SIGNATURE OF WITNESS

DISPOSITION

I HAVE DELIVERED THE PROPERTY LISTED ABOVE TO THE PRISONER WHOSE SIGNATURE APPEARS BELOW

DATE

SIGNATURE OF CUSTODIAN

RECEIPT OF THE PROPERTY LISTED ABOVE IS ACKNOWLEDGED

DATE

SIGNATURE OF PRISONER

RECEIPT OF PRISONER OR DETAINED PERSON					
I CERTIFY THAT I AM AUTHORIZED TO RECEIVE, AND I HEREBY ACKNOWLEDGE RECEIPT OF THE INDIVIDUAL NAMED BELOW					
RECEIVED FROM (Unit, Guardhouse, or Stockade)		STATION			
LAST NAME - FIRST NAME - MIDDLE INITIAL		SERVICE NUMBER	GRADE		
ORGANIZATION		STATION			
OFFENSE					
SAMPLE					
MONEY	EFFECTS	PRISONER'S STATUS		CUSTODY GRADE	
		UNSENTENCED		MAXIMUM	
		SENTENCED		MEDIUM	
		CASUAL		MINIMUM	
TIME	SIGNATURE OF PERSON RECEIVING ABOVE INDIVIDUAL		SERVICE NUMBER		GRADE
DATE	TITLE		RECEIVING UNIT AND STATION		

DD FORM 629
1 MAR 52

REPLACES WD AGO FORM 19-74,
1 JUN 45, WHICH IS OBSOLETE.

U. S. GOVERNMENT PRINTING OFFICE : 1953 O - 993347

FIGURE 9

RECEIPT OF PRISONER OR DETAINED PERSON FORM

CONFINEMENT ORDER			DATE	
Prepare in duplicate. Original is retained by Confinement Officer; duplicate is returned to officer directing the confinement. The normal period for preferring court martial charges following restraint of accused is 24 hours. (As to who may direct confinement, see paragraph 21a, MCM 1951)				
TO:		INSTALLATION		
Confinement Officer				
THE PERSON NAMED BELOW WILL BE CONFINED				
LAST NAME - FIRST NAME - MIDDLE INITIAL		GRADE	SERVICE NUMBER	DEPARTMENT OF MILITARY SVC
ORGANIZATION				
REASON: ☐ RESULT OF COURT MARTIAL ☐ OFFENSE(S) AND UCMJ ARTICLE(S) VIOLATED:				
TYPED OR PRINTED NAME, GRADE & TITLE OF OFFICER ORDERING CONFINEMENT (Or authorized representative)		SIGNATURE OF OFFICER ORDERING CONFINEMENT (Or authorized representative)		
RECEIPT FOR PRISONER				
THE PRISONER NAMED ABOVE WAS RECEIVED FOR CONFINEMENT AT:		HOUR	DATE	
TYPED OR PRINTED NAME AND GRADE OF CONFINEMENT OFFICER (Or authorized representative)		SIGNATURE OF CONFINEMENT OFFICER (Or authorized representative)		
		ORGANIZATION		

DD FORM 1 SEP 53 497

REPLACES EDITION OF 1 MAY 51, WHICH MAY BE USED.

GPO: 1963 O - 376323

FIGURE 10

CONFINEMENT ORDER FORM

DISPOSITION OF OFFENDER REPORT		CASE NO.
HEADQUARTERS	LOCATION	
TO:		DATE
OFFENDER (Last Name—First Name—Middle Initial)	GRADE	SERVICE NO.
OFFENSE		
JUDICIAL OR NONJUDICIAL ACTION TAKEN (Specify)		DATE
FINDING		
SENTENCE OR PUNISHMENT		
TYPED NAME OF COMMANDING OFFICER		SIGNATURE
GRADE	TITLE AND ORGANIZATION	

DD FORM 582
1 MAR 62

16-60336-1 U. S. GOVERNMENT PRINTING OFFICE

FIGURE 11

DISPOSITION OF OFFENDER REPORT FORM

FRONT

PROVISIONAL PASS		
ISSUED TO	SERVICE NO.	GRADE/RATE
ORGANIZATION		
STATION		
FROM (Location)	TO (Location)	
ISSUED AT	DATE	TIME
ISSUED BY (Name, Grade/Rate, Organization)		

DD FORM 460 1 MAR 51 REPLACES WD AGO FORM 19-75, 1 JUN 45 WHICH IS OBSOLETE

FOR BEARER

REVERSE SIDE

ORDER: The bearer is ordered to proceed by the most direct route on the first available transportation, and to report on arrival to his commanding officer.	
ACKNOWLEDGEMENT: I hereby acknowledge receipt of the above order. I understand that: (1) refusal or failure to obey this order will subject me to trial by courts-martial, and (2) this order in no way mitigates or terminates the liability for disciplinary action involved in any previous actions by me.	
SIGNATURE	DATE

U. S. GOVERNMENT PRINTING OFFICE : 1951 O-936783

FIGURE 12

PROVISIONAL PASS FORM

MILITARY POLICE DESK BLOTTER

(SR 190-45-1)

DATE (From 0001 hours to 2400 hours)

PAGE NO.

NO. OF PAGES

190

OR STATION DESIGNATION

ENTRY NO.	TIME	SUMMARY OF COMPLAINT, INCIDENT, POLICE INFORMATION	SUMMARY OF ACTION TAKEN	ENTERED BY
SAMPLE				

FIGURE 13

MILITARY POLICE DESK BLOTTER FORM

PROVOST MARSHAL ACTIVITIES (AR 190-46)				REPORTS CONTROL SYMBOL PMG-2(R4)	
			FROM:	PERIOD COVERED 191	
PART I - OFFENSES (Army Military Personnel)					
CLASS I OFFENSES	OFFENSES	PERSONS CHARGED	CLASS II OFFENSES	PERSONS CHARGED	
1. TOTAL (2 thru 8)			9. TOTAL (10 thru 27)		
2. HOMICIDE			10. WRONGFUL DISPOSITION U. S. PROPERTY (Over \$50)		
a. MURDER & VOLUNTARY MANSLAUGHTER			11. WRONGFUL APPROPRIATION (Over \$50)		
b. INVOLUNTARY MANSLAUGHTER & NEGLIGENT HOMICIDE			12. ASSAULTS (Except Class 3)		
3. RAPE			13. FORGERY AND COUNTERFEITING		
4. ROBBERY			14. FRAUD		
5. AGGRAVATED ASSAULT			15. WEAPONS		
6. BURGLARY & HOUSE-BREAKING			16. SEX OFFENSES (Except 17)		
7. LARCENY (Except 8)			17. NARCOTICS (Except 18)		
a. OVER \$50			18. MARIJUANA		
b. \$50 OR UNDER			19. DANGEROUS NON-NARCOTIC DRUGS		
AUTO THEFT			20. LIQUOR (Except 21 and 24)		
			21. DRUNKENNESS (Except 24)		
			22. BREACH OF THE PEACE (Except 23)		
			23. RIOT		
			24. DRUNKEN DRIVING		
			25. ROAD AND DRIVING (Except 24)		
			26. OTHER TRAFFIC & MOTOR VEHICLE (Except Parking)		
			27. OTHER OFFENSES EXCEPT AWOL & MINOR OFFENSES		
PART II - PROPERTY RECOVERED BY MILITARY POLICE					
GOVERNMENT (Including Non-Appropriated Fund Property)			2. PRIVATE		
\$			\$		
PART III - PRISONER POPULATION					
A. ALL PRISONERS - STOCKADES AND HOSPITAL PRISONER WARDS					
MOVEMENT OF POPULATION	ARMY	NAVY	AIR FORCE	CIVILIAN	TOTAL
1. TOTAL PRISONERS LAST DAY PRECEDING PERIOD					
2. TOTAL RECEIVED DURING PERIOD (2a thru 2c)					
a. TRANSFER FROM OTHER MIL CONFINEMENT FACILITIES					
b. RETURNED FROM ESCAPE (b(1) + b(2))					
(1) INSTL PAROLEE & TEMP PAROLE VIOLATORS RETURNED					
(2) OTHERS					
c. INITIAL CONFINEMENT AND ALL OTHER GAINS					
3. TOTAL REMOVED DURING PERIOD (3a thru 3d)					
a. TRANSFER TO OTHER CONFINEMENT FACILITIES					
b. ESCAPE (b(1) + b(2))					
(1) INSTL PAROLEE & TEMP PAROLE VIOLATORS					
(2) OTHERS					
c. RELEASED FROM CONFINEMENT AT TERMINATION OF SENTENCE					
d. OTHERS REMOVED (Specify Reason)					
FIGURE 14					
PROVOST MARSHAL ACTIVITIES FORM					
TOTAL PRISONERS LAST DAY OF PERIOD					
a. SENTENCED					
b. ADJUDGED					
c. COMMISSIONED AND WARRANT OFFICER PRISONERS					
d. OTHER					
5. CAPACITY OF STOCKADES AND HOSP PRISONER WARDS					

B. ALL PUNITIVE DISCHARGE TYPE PRISONERS - DISCIPLINARY BARRACKS, STOCKADES AND HOSPITAL PRISONER WARDS

(Military Personnel sentenced to confinement and punitive discharge or dismissal by court-martial order and civilians sentenced to six months or more).

MOVEMENT OF POPULATION		ARMY	NAVY	AIR FORCE	CIVILIAN	TOTAL
1. TOTAL PRISONERS LAST DAY OF PRECEDING PERIOD						
2. TOTAL GAINED DURING PERIOD (2a thru 2e)						
a. INITIALLY GAINED						
b. RECEIVED FROM (b(1) thru b(4))						
(1) DISCIPLINARY BARRACKS						
(2) FEDERAL INSTITUTIONS						
(3) POST AND BASE STOCKADES						
(4) RETRAINING CENTERS						
c. ESCAPED PRISONERS RETURNED (c(1) + c(2))						
(1) INSTALLATION PAROLEE AND TEMPORARY PAROLE VIOLATORS						
(2) OTHERS						
d. PAROLE VIOLATORS RETURNED						
e. OTHERS RECEIVED (Specify reason)						
3. TOTAL REMOVED DURING PERIOD (3a thru 3i)						
a. RESTORED TO DUTY						
b. REMOVED TO (b(1) thru b(4))						
(1) DISCIPLINARY BARRACKS						
(2) FEDERAL INSTITUTIONS						
(3) POST AND BASE STOCKADES						
(4) RETRAINING CENTERS						
c. EXPIRATION OF SENTENCE						
d. REMISSION OF CONFINEMENT						
e. ESCAPED (e(1) + e(2))						
(1) INSTALLATION PAROLEE AND TEMPORARY PAROLE VIOLATORS						
(2) OTHERS						
f. RELEASED ON PAROLE (Excluding temporary)						
g. RETURNED TO DUTY PENDING COMPLETION OF APPELLATE REVIEW						
h. RETURNED TO DUTY - MODIFICATION OF SENTENCE						
i. OTHER RELEASES (Specify reason)						
4. TOTAL PRISONERS LAST DAY OF PERIOD						
a. DISHONORABLE DISCHARGE (Including dismissal)						
(1) SUSPENDED BY COURT-MARTIAL ORDER						
(2) OTHERS (Executed, etc.)						
b. BAD CONDUCT DISCHARGE						
(1) SUSPENDED BY COURT-MARTIAL ORDER						
(2) OTHERS (Executed, etc.)						
5. PRISONERS WITH SENTENCES TO CONFINEMENT NOT ORDERED EXECUTED (Of the totals shown for Item 4)		OFF				
		ENL				
6. PRISONERS ON PAROLE LAST DAY OF PERIOD (DB's only)						
REMARKS						
DATE		TYPED NAME & TITLE OF PREPARING OFFICER			SIGNATURE	

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