

*Missouri State Highway Patrol
Criminal Records and Identification Division
Criminal Justice Information Services Section
P.O. Box 9500 1510 East Elm St.
Jefferson City, Missouri 65102-9500*

***A Guide to Records
Management for
Small to Medium Sized
Law Enforcement Agencies***

April 2004

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1.0 Introduction and Program Points of Contact

1.1 Introduction

Shortly after the passage of RSMo 43.505, instituting mandatory Uniform Crime Reporting, a system of quality assurance reviews was put into place to ensure accuracy in reported data. In a short period of time it was recognized that law enforcement agencies in the state of Missouri were having difficulties gathering data and compiling accurate reports. Further research into the problem disclosed a need for more sound records management practices. For this reason the Criminal Justice Information Services Section, as a service to agencies developed this guide and a training program to aid agencies in either developing a sound records management system or updating an old system to enhance their abilities to compile data for their monthly Uniform Crime Reports. As our system progresses and we gradually move toward Incident Based Reporting the need for more efficient and effective records management practices will be essential. This program in no way mandates an agency to adopt any practice described here, but is solely intended as a guide and tool to aid agencies in achieving a viable records system, that will make the practice of collecting and submitting crime data less of a burden on an agencies resources.

Inquiries concerning law enforcement records may be addressed to:

*Missouri State Highway Patrol
Criminal Records and Identification Division
Criminal Justice Information Services Section
P.O. Box 9500.
Jefferson City, Missouri 65102-9500*

or

Your regional trainer at the email or postal address listed on the following page.

1.2 Program Points of Contact

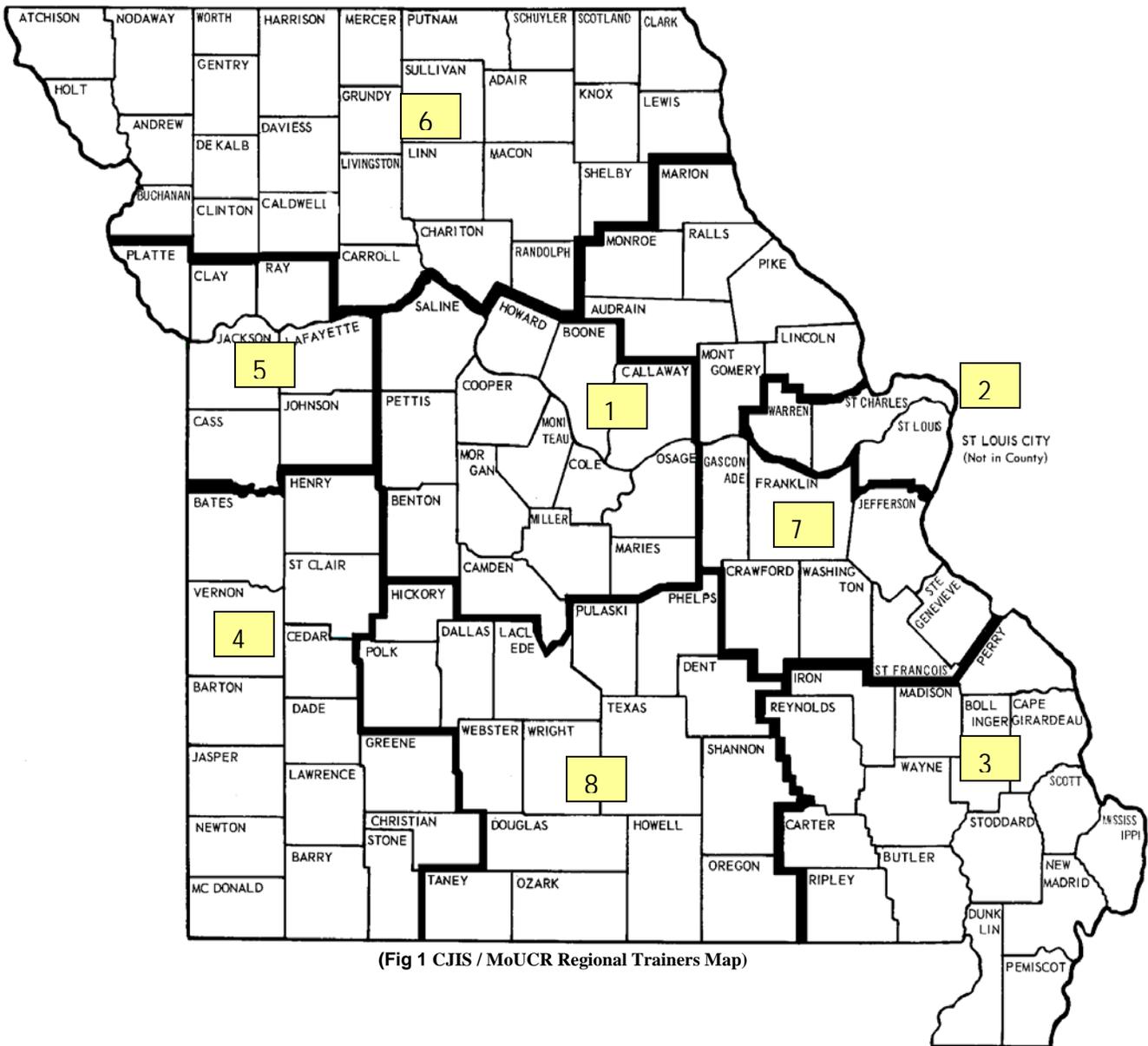
Laurie Crawford, CJIS / MoUCR Program Manager	laurie.crawford@mshp.dps.mo.gov	573-526-6278
MoUCR Lead Crime Information Analyst		573-526-6280
MoUCR Crime Information Analyst		573-526-6279
CJIS/MoUCR Program Office Email Address:	ucr@mshp.dps.mo.gov	

CJIS / MoUCR Program Office Fax: 573-526-6290

CJIS / MoUCR Regional Trainers Map See Next Page (Fig 1)

Program Office Mailing Address: Missouri UCR Program Office
c/o Missouri State Highway Patrol
Criminal Records & Identification Division
P.O. Box 9500, Jefferson City, MO 65102-9500

1.2 CJIS Trainer/Auditor Areas of Responsibility



EMAIL AND TELEPHONE CONTACT INFORMATION for CJIS / UCR TRAINERS / QAR TEAM MEMBERS

Region One	region1@mshp.dps.mo.gov	573-526-6258	Program Office
Region Two	region2@mshp.dps.mo.gov	636-456-5780	104 W Main St Suite A, Warrenton, Mo 63383
Region Three	region3@mshp.dps.mo.gov	573-840-9562	330 N 2nd St, Poplar Bluff, Mo 63901
Region Four	region4@mshp.dps.mo.gov	417-895-7814	940 N Booneville, Suite 315, Springfield, Mo 65803
Region Five	region5@mshp.dps.mo.gov	816-847-7931	310 NW Englewood, Gladstone, Mo 64118
Region Six	region6@mshp.dps.mo.gov	660-385-7238	308 Pine Crest Dr, Macon, Mo 64552-1030
Region Seven	region7@mshp.dps.mo.gov	636-639-6637	1019 Schroeder Creek Blvd, Wentzville, Mo 63385
Region Eight	region8@mshp.dps.mo.gov	417-469-3726	PO Box 10, Willow Springs, Mo 65793

2.0 What is a Record?

2.1 What is a Record?

Have you ever wondered about which documents are or are not records and whether they should be kept or not. Just what is a record in legal terms? **RSMo 109.210(5)** defines a “record”, as, any “document, book, paper, photograph, map, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business.”

What is not a record? **Per RSMo 109.210(5)** Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference and stocks of publications and of processed documents are not included within the definition of records as used in section 109.200 to 109.310 and are hereinafter designated as non record materials.

Records provide a permanent register of events for cases that can be used to evaluate what occurred and for deciding any further actions that may be taken.

3.0 Necessity of Records

3.1 Why have records?

How many times have you seen a report that appeared as if it were written by a person that had absolutely no understanding of the English language. Over the years police reports have taken on a dialect all their own and are often written in a manner that completely disguises the facts of a case. Records have to be clear, complete and concise and not filled with police jargon that only tends to confuse the facts. Forms should be simple and provide assistance rather than be a hindrance. The information collected can be of great value to the professional police administrator or it can be so confusing that the data becomes more of a distraction and less of a tool in the effective and efficient management of a law enforcement agency.

Well developed records can be used to:

- a) Provide a picture of criminal and noncriminal activity within a given jurisdiction.
- b) Determine manpower allocations
- c) Prepare budgetary needs and the distribution of funds within the agency
- d) Conduct long range planning for operations and training
- e) Conduct performance appraisals of personnel and programs
- f) Allow administrators the ability to effectively and efficiently communicate not only within the agency but with the public and other governmental agencies

It cannot be stressed enough that a well conducted investigation can be mired by bad report writing and poorly managed records.

3.2 Records Retention

Maintaining records is essential to the efficient and effective operation of a law enforcement agency. In order to keep an agency from becoming buried in its own records, schedules must be established to periodically sort through the records and destroy those that are no longer necessary. In 1965 the Missouri General Assembly established a State records Commission to approve records produced by state agencies. In 1972, Missouri’s Business and Public Records Law (Chapter 109) was expanded to include local governments. The program is primarily the responsibility of the Secretary of States office and they can provide advice, assistance and records retention schedules. Publications can be obtained in hardcopy format upon request or from their website www.sos.mo.gov/archives/localrecs. It is imperative that all agencies follow definite periods of retention for records in their office or storage areas. Some records, because of their administrative, legal or historical value, should be permanently retained. Others of short-term value should, upon reaching the scheduled age of disposal, be disposed of promptly.

3.3 Where should records be kept?

All records must be kept at the center of operations. For a small agency all functions may rest with one individual as compared to a larger agency where delegation may be necessary based upon the volume of work see Fig 2.



(Fig 2 Records and Communications Functions in small vs. large agencies)

3.4 Why have centralization of records?

To fix responsibility and separate line duties from administrative duties. It also reduces duplicated work and allows for more efficient and effective control of resources. Records must be available to those that are authorized access on a 24-hour basis. Lack of access can endanger the lives of citizens and police officers alike.

Ask yourself this question:

What would happen if NCIC/MULES were shut down at 1AM everyday?

NCIC and MULES are both records systems. If these were shut down at a certain time everyday a number of criminals may go free and be allowed to endanger the lives of officers or citizens simply because an adequate criminal records check could not be conducted.

Administrators must know the volume of crime, where it happens and when it happens to best allocate resources and take out guesswork. This provides better service to the community and less misallocation of funds. No matter what the size of your agency the public in this day and age demands and is entitled to professional police services and it is up to administrators to stress the importance of sound and accurate records management.

4.0 Security and Privacy of Records

4.1 Federal Regulations

Although it would be impossible to cover every aspect of the law that deals with the maintenance of records this program covers some of the most basic and important laws that pertain to the subject.

Federal regulations require that states develop operational procedures to ensure privacy and security of criminal history information.

Crime Control Act of 1973 Section 524(b)

All criminal history information collected, stored, or disseminated through support under this title shall contain, to the maximum extent feasible, disposition as well as arrest data where arrest data is included therein. The collection, storage, and dissemination of such information shall take place under procedures reasonably designed to insure that all such information is kept current therein; the administration shall

assure that the security and privacy of all information is adequately provided for and that information shall only be used for law enforcement and criminal justice and other lawful purposes. In addition, an individual who believes that criminal history information concerning him contained in an automated system is inaccurate, incomplete, or maintained in violation of this title, shall, upon satisfactory verification of his identity, be entitled to review such information and to obtain a copy of it for the purpose of challenge or correction.

Regulations also require that procedures be developed in the following areas:

- 1) Completeness and Accuracy
- 2) Audit
- 3) Individual access and review
- 4) Limitations on dissemination
- 5) Security

**Freedom of Information Act Center, Missouri University
Contact: Kathleen Edwards 573-882-9157**

4.2 State Regulations

**CODE OF STATE REGULATIONS
RULES OF DEPARTMENT OF PUBLIC SAFETY**

Division 30 – Director's Office

Chapter 4 – Missouri Criminal Records Repository and Privacy/Security Information
Paragraph 090 Privacy and Security Requirements

Revised Statutes of Missouri:

Chapter 43 Highway Patrol, State

Chapter 589 Crime Prevention and Control Programs and Services

Chapter 610 Governmental Bodies and Records (Sunshine Law)

Contact: James Klahr, Missouri Attorney General's Office, 573-751-3321, for Training and information on the Sunshine Law

4.3 Criminal Information Systems and Individual Privacy

FEDERAL PRIVACY ACT OF 1974

TITLE 5

UNITED STATES CODE

Section 552(a)

Primary issues of concern for states when developing privacy laws are:

- 1) Individual access to records
- 2) Correction of recorded information
- 3) Relevancy and accuracy of recorded personal information
- 4) Controls on disclosure of information
- 5) Protection of confidential sources
- 6) Imposition of physical safeguards and controlling retrieval of information both in computerized and manual systems.

Not only is it in the interest of the citizens of the state but it is also in the interest of agencies to safeguard criminal history information. There are various degrees of penalties (both civil and criminal) for the unauthorized disclosure or misuse of information contained in a records system.

Any agency maintaining such information should:

- 1) Ensure that the maintenance of such information is necessary to accomplish an authorized purpose of the agency
- 2) Ensure that the information is accurate, relevant, timely, and complete before making any determination about the subject of the information
- 3) Make every effort to determine that before recording information reporting how an individual exercises a right guaranteed by the First Amendment, such information is absolutely pertinent to an authorized law enforcement activity
- 4) Impose adequate safeguards on the retrieval of and access to personal information maintained in agency records systems

- 5) Conduct effective training programs for all agency officials and employees to make them aware of the provisions of applicable statutes governing the handling of personal data records maintained by the agency. (Chapter 610 RSMo Governmental Bodies and Records, Missouri Sunshine Law)

5.0 Two Basic Records for the Smallest Law Enforcement Agencies

It is recognized that many established agencies are composed of only a few people. For law enforcement agencies with only a small contingent of personnel, an elaborate and involved records system is neither desirable nor warranted. However, there are two basic types of records needed by any agency.

5.1 Register of Incidents/Offenses (Fig 3)

A record of calls for service, crimes, and the action taken.

This form is used to record important information regarding calls for service and actions taken by the agency. As in any record keeping task in law enforcement, it is very important that the entries be as complete as possible to ensure the records are meaningful.

In this register are entered all incidents known requiring investigation, whether called to the attention of the law enforcement agency by a citizen, report of a peace officer, or by other means.

5.2 Register of Persons Charged (Fig 4)

A record of persons arrested.

This form also is intended for use as a page in a ledger for small agencies. It provides spaces for the recording of information regarding arrests made by officers. It is most important that a written record be made of descriptive information concerning the person arrested, the date of arrest, the charge placed against the person, and the final disposition of the charges against that person.

Professional law enforcement requires a written record of each and every arrest to ensure the protection of the officer and the correct handling of the person charged.

In this register is entered information about persons who are arrested and taken into custody, regardless of whether they are jailed. Include persons arrested but released without going to trial; protective custody cases; persons held for other authorities, etc.; persons summoned by the court to answer a charge; persons served with but who fail to respond to a summons; and persons notified (cited) by the police to appear in court to answer a charge.

These registers provide a concise record of calls for service, investigations, and arrests.

6.0 Foundation of a Records System

6.1 Field reporting function

Field officers must know why reports are submitted, how they are used and what information must be included. The design of the forms will ensure uniformity and complete documentation of activities within the agency.

Case files are best maintained if they are case oriented vs. person oriented. A case oriented system allows all information i.e. Offense/Incident reports, arrest reports, victim and witness statements, suspect interviews, evidence controls, etc. to be filed under one case number. In addition person oriented indices should be maintained to allow easy access to all persons associated with a case record.

This system allows for officer involvement, good supervision and adequate review of reports. The design of the forms will ensure uniformity as well as complete documentation in reporting procedures.

6.2 Command – Levels of Review

The levels of review and command involvement will be dictated by agency policies and it must provide for feedback to the originators of reports in a positive manner. Feedback will increase the report writing skills and improve the morale of the agency. The goal is to have reports prepared correctly the first time and eliminate the need for rewrites which can become very time consuming.

6.3 Basic Forms Requirements

- 1) Call for Service/Complaint Card
- 2) Incident/Offense Report
- 3) Supplementary Report
- 4) Arrest Form
- 5) Disposition Form
- 6) Master Name Index Cards
- 8) Field Contact Card
- 9) Property/Evidence Forms
- 10) Other Forms as dictated by agency policy with specific purpose

6.4 Basic Information Requirements

All relevant information that pertains to a case including but not limited to:
Who, What, Where, When, How and Why if possible

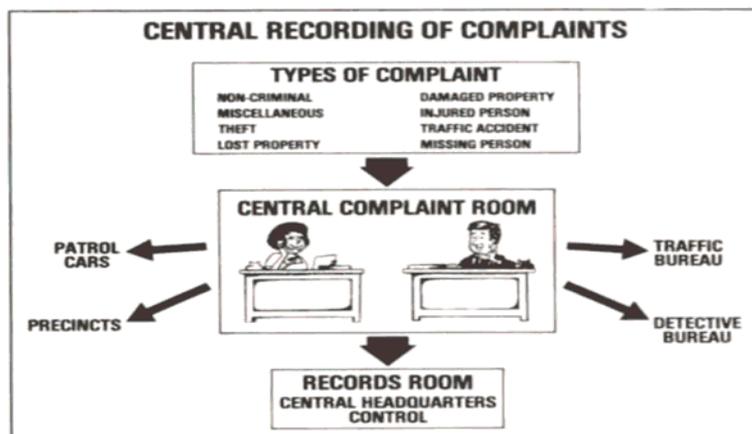
7.0 Recording Calls for Service

7.1 Complaint Officer (Fig 5)

Officer receiving initial call into the agency from the public. Often this will be the dispatcher or some person designated for such purposes and must be closely related to the central records function. If the agency has a full time dispatch the officer should be an experienced officer who is well versed in policies, procedures, the law and have a high degree of tact and diplomacy. All records maintained by the agency will emanate from the information gathered during the first call for assistance and depending on the nature of the call will become a part of the case file. This can also be handled by a department that does not have a continuous dispatch function by the officer receiving the information.

Initial contact with the public provides that valuable first impression that can make or break an agency and complaint officers can be an excellent public relations persons for the agency. Incoming calls to an agency should be handled expediently without delays.

Phone listings for callers should be kept to one number if possible. Agencies often have a second number for administrative functions and this can cause confusion in a crisis if there is no 911 system available.



(Fig 5 Receiving Complaints)

7.2 Emergency Calls for Service

Calls that are of significant importance in any jurisdiction regardless of size requiring that policies and procedures be developed to handle all calls of this type with care and efficiency. Calls may be criminal in nature or matters for other emergency agencies such as fire, rescue or medical in nature. All relevant detail of the initial call must be properly recorded.

In smaller agencies dispatch duties may be handled by other jurisdictions or by other means such as another employee of the political subdivision (city clerk, etc.) who is not an employee of the law enforcement agency. All personnel who have the potential of accepting these calls must be trained in the proper response to these calls and should have readily accessible all forms that will be required due to the nature of the call.

7.3 Non criminal calls for Service

Agencies are often required to respond to non criminal activity. This information may not seem important at the time of the call but will be used to determine overall activity of the agency. They may seem insignificant to one person but are of the utmost importance to the person making the call and should be handled tactfully and recorded appropriately because they could be small indicators of impending emergencies. This information will be valuable to the administrator of the department when planning future activities, training and allotting of resources within the department.

7.4 Internal Affairs Complaints

These are complaints of a criminal nature and not citizen complaints for officer rudeness, etc..

Complaints of this nature must be fully and accurately documented as well as be reviewed by the highest levels of command. Investigations into all allegations must be conducted fairly and impartially. As with any investigation the original call should be recorded on the call for service/complaint card and thoroughly documented on the Offense/Incident Report. These reports may be generated from both internal or external sources and will be the foundation for which the administrator makes a final decision on course of action. All applicable provisions of the State Sunshine Law Chapter 610 RSMo apply.

7.5 Call for Service/Complaint Card (Fig 6)

Initial and primary document in the report writing system and establishes staff control for administration and planning at one central location while ensuring proper investigative action was taken by the first officer responding. You could say that this is a receipt for all incoming calls to the agency. It must include time/date received and dispatched, time/date arrived on scene, time/date cleared scene and final status of the case i.e. case unfounded, investigation pending, no action taken etc. They should be prenumbered with this number becoming the Case Number that will be used on all other forms associated with the case. This number can be an eight digit number that represents the year, month and sequential number received.

EXAMPLE: 02-01-0001

Represents

Year – 2002, Month – January and complaint #0001

In the end this record can be used by management to conduct analysis of the following:

- a) Time received minus time dispatched = lag or stacked time
- b) Time dispatched minus time arrived = response time
- c) Time arrived minus time back in service = investigatory time
- d) Time received minus time back in service = total time devoted to one call for service

To ensure quality records through management control and ensure that the agency is not lowering its standards these records must have as a minimum first level supervisory review.

8.2 The Incident/Offense Report (Fig 7)

After the Call for Service/Complaint Card the second document in a case file will be the Incident/Offense Report. Report forms should be designed and operating procedures implemented based upon the concept that field officers understand why reports are submitted and how the information will be used.

Policies and procedures should also outline what pertinent data should be reported.

An Incident/Offense Report should be prepared on all investigations that officers conduct. It describes the incident, surrounding circumstances and summarizes the investigative activities of the responding officer. All follow up activity to the initial investigation will be reported on Supplementary Reports keeping in mind that the supplementary reports will have the same case number. Depending on the circumstances of the case the file could become very large thus the need to ensure that all documents contain the same case number.

8.3 When should a report be written? When agency policy dictates.

8.4 Offense Information

When used to report offenses the form should reflect the following:

- a) Persons attacked. (number of victims by sex and race, whether adults or juveniles, occupations)
- b) Property attacked. (type of premises)
- c) How attacked. (general manner in which crime committed, points of entry, weapons involved)
- d) Means of attack. (any instruments, tools or devices used)
- e) Object of attack. (specific type of property and value of that property in crimes against property, motive for crimes against persons)
- f) Trademark. (any peculiarities in the commission of the crime)
- g) Vehicle used. (as complete a description as can be gathered)
- h) Suspect. (descriptive data)

8.5 Levels of Review

An efficient system allows for three levels of review:

- a) Field Supervisor (must be aware of the number, type and quality of reports, review will ensure legibility, completeness and quality of information as well as allow for initiation and approval of follow up investigations, can be used to evaluate the work product of subordinates forming a basis for promotion and added responsibility)
- b) Central Records Section (receive, index and file reporting documents, data extraction for UCR purposes, distribution of information as dictated by agency policy and procedures, It should be a rule that no report is filed until it has been reviewed by a high ranking officer fixing responsibility, provide summarized, statistical reports, graphs and charts to administrative level)
- c) Administrative/managerial (use information to allocate resources and manpower in an effective and efficient manner, be able to use information to interact and communicate with the news media, general public, local government, judicial agencies and other legitimate groups)

These levels ensure that information collected and recorded is adequately analyzed and evaluated.

Administrators that have an efficient and effective record keeping system should be able to select the best operational tactics and allocate resources to maximize agency productivity and effectiveness.

8.6 Recording the Investigation

The initial response to a call is the preliminary investigation and regardless of who answers the call i.e. Uniformed Officer or Detective, the report should be submitted during the same tour of duty. There are two reasons why this should happen.

- a) The information becomes available for succeeding shifts and provides them with all relevant information that has occurred. This can mean the difference of a case being solved or remaining open for an undetermined length of time.
- b) The head of the agency may receive inquiries from media representatives or other persons with legitimate interests and should not be forced to reply "We are still in the process of gathering information" (Police Jargon for waiting for reports to be finished).

INCIDENT/OFFENSE REPORT

INCIDENT/OFFENSE TYPE						CASE NUMBER	
INCIDENT/OFFENSE LOCATION				ZONE		REPORT DATE	
INCIDENT/OFFENSE DATE		TIME		PREMISE TYPE			
INSTRUMENT USED			VALUE STOLEN/LOST			VALUE RECOVERED	
ENTRY POINT				EXIT POINT			
SYNOPSIS							
VICTIM <input type="checkbox"/>	WITNESS <input type="checkbox"/>	RACE	SEX	DATE OF BIRTH	AGE	NCIC CHECK	YES <input type="checkbox"/> NO <input type="checkbox"/>
NAME							
ADDRESS (NUMBER AND STREET)				(CITY AND STATE)			
HOME TELEPHONE NO.		BUSINESS TELEPHONE NO.		OCCUPATION/EMPLOYER			
SOCIAL SECURITY NUMBER		LOCATION OF VICTIM/WITNESS					
VICTIM/WITNESS CAN TESTIFY TO							
VICTIM <input type="checkbox"/>	WITNESS <input type="checkbox"/>	RACE	SEX	DATE OF BIRTH	AGE	NCIC CHECK	YES <input type="checkbox"/> NO <input type="checkbox"/>
NAME							
ADDRESS (NUMBER AND STREET)				(CITY AND STATE)			
HOME TELEPHONE NO.		BUSINESS TELEPHONE NO.		OCCUPATION/EMPLOYER			
SOCIAL SECURITY NUMBER		LOCATION OF VICTIM/WITNESS					
VICTIM/WITNESS CAN TESTIFY TO							
REPORT CONTAINS <input type="checkbox"/> ARREST FORM <input type="checkbox"/> PROPERTY FORM <input type="checkbox"/> SUPPLEMENTAL FORM <input type="checkbox"/> EVIDENCE LIST <input type="checkbox"/> WITNESS/SUSPECT STATEMENT <input type="checkbox"/> NON-SERIALIZED ARTICLE		CASE STATUS <input type="checkbox"/> UNFOUNDED <input type="checkbox"/> CLOSED/ARREST <input type="checkbox"/> EXCEPTIONAL/CLEARED <input type="checkbox"/> PENDING <input type="checkbox"/> ADMINISTRATIVE/CLOSED			RESPONDING OFFICER APPROVING SUPERVISOR CASE ASSIGNED TO		

(Fig 7 Incident/Offense Report Page 1)

PROPERTY
(LOST · STOLEN · FOUND · RECOVERED)

NON-SERIALIZED ITEMS (IF EVIDENCE, SEPARATE AND SHOW CHAIN OF CUSTODY)					CASE NUMBER	
					VALUE NON-SER. STOLEN	VALUE RECOVERED
SERIALIZED ITEMS						
TYPE		SERIAL NUMBER			NCIC CHECK YES <input type="checkbox"/> NO <input type="checkbox"/>	
BRAND NAME			MODEL NAME OR NUMBER			
GUN MAKE		CALIBER		DATE OF THEFT		RECOVERY DATE
VALUE STOLEN	VALUE RECOVERED		REMARKS			
SERIALIZED ITEMS						
TYPE		SERIAL NUMBER			NCIC CHECK YES <input type="checkbox"/> NO <input type="checkbox"/>	
BRAND NAME			MODEL NAME OR NUMBER			
GUN MAKE		CALIBER		DATE OF THEFT		RECOVERY DATE
VALUE STOLEN	VALUE RECOVERED		REMARKS			
SERIALIZED ITEMS						
TYPE		SERIAL NUMBER			NCIC CHECK YES <input type="checkbox"/> NO <input type="checkbox"/>	
BRAND NAME			MODEL NAME OR NUMBER			
GUN MAKE		CALIBER		DATE OF THEFT		RECOVERY DATE
VALUE STOLEN	VALUE RECOVERED		REMARKS			
VEHICLES/BOATS						
VEHICLE TAG - BOAT REGISTRATION		TAG/REGISTRATION STATE		TAG/REGISTRATION YEAR		NCIC CHECK YES <input type="checkbox"/> NO <input type="checkbox"/>
VEHICLE/BOAT TYPE		VEHICLE/BOAT MAKE		VEHICLE/BOAT MODEL		VEHICLE/BOAT COLOR
VEHICLE/BOAT STYLE		VEHICLE/BOAT YEAR		DATE OF THEFT		DATE OF RECOVERY
HULL MATERIAL		PROPULSION		VALUE STOLEN		VALUE RECOVERED
REMARKS						

(Fig 7 Incident/Offense Report Page 2)

8.7 Officer's Notebook

One of the most important documents used in the records system that can be a priceless tool for report preparation and memory recollection or a hindrance to the successful completion of a well investigated case is the officer's notebook.

Used properly the notebook can be used in the final preparation of reports to make up for some of the flaws inherent in the human memory. In addition the rules of evidence allow an officer to use a notebook to refresh memory while being examined in a court of law. It is the second instance that can be a great cause of embarrassment. Officers must ensure that notebooks are used for official purposes only. Do not keep personal and confidential information in the notebook because once used by the officer the entire notebook is placed into evidence. If an officer likes to make little drawings or add personal thoughts to the notebook they have provided an attorney with an easy source of ridicule which will in turn bring into question irrelevant information concerning the officer's credibility.

8.8 Supplementary Reports (Fig 8)

Often a case comes to a conclusion with the initial offense/incident report with no further investigation necessary. While others will require a great deal of investigative activity. Any reports left in a pending status after the initial report must have time tables established for periodic review and supplemental reporting. The supplementary report should contain information resulting from continuing investigative activity. An example would be for a supplementary report to be written after a 3 day period has lapsed and weekly thereafter until the case is either closed or solved. Supplementary reports should be written at anytime, by any officer in the agency when information is obtained regarding a case. The original case number should be added to the supplementary report to indicate an association with the case. Copies of all supplementary reports must be provided to the officer assigned to the investigation with the originals maintained in the central records section.

SUPPLEMENTARY REPORT

REPORT DATE
MO DA YR

--	--	--

CASE NUMBER

--

PAGE _____ OF _____

--

- UNFOUNDED
- CLOSED ARREST
- EXCEPTIONAL/CLEARED
- PENDING
- ADMINISTRATIVE/CLOSED

INVESTIGATING OFFICER

--

OFFICER NUMBER

--

APPROVING OFFICER

--

(Fig 8 Supplementary Report)

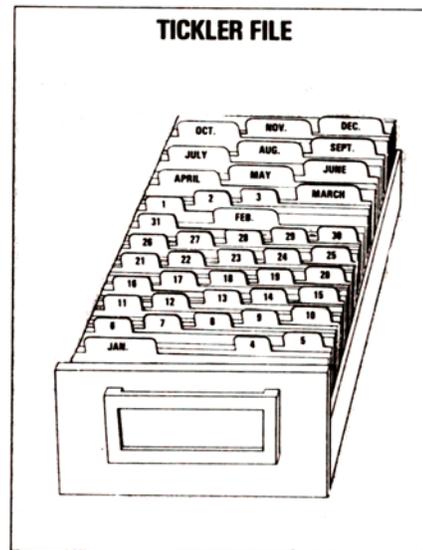
8.9 Tickler File (Fig 9)

It is vital to establish administrative procedures that will ensure all cases are given the appropriate amount of attention in a timely manner. The file begins with the investigator assignment record. This record allows the supervisor to quickly assess the workload and success of each investigator. The filing system will consist of one guide card for each day of the month as well as one guide card for each month of the year for a total of 43 guide cards. The forms known as index slips will be one 3 X 5 index card per pending case which contains identifying data for the case, brief notations of actions still to be taken and date the next supplementary report is due.

EXAMPLE:

- 1) A preliminary report is received on January 12th concerning a burglary.
- 2) The first follow up report will be due on January 15th so the index slip should be set for January 16th on which date the supervisor monitoring investigations will examine the file to see if the supplementary report has been submitted.
- 3) If the report has not been submitted a notice would be given to the officer assigned the case for appropriate action.
- 4) Once the actions are complete the index slip is set to the next appropriate deadline. If the next deadline is a week away then it should be filed on the correct date. If it will be 1 month or greater away then the slip should be moved behind the appropriate month guide card.

For smaller agencies it may be more appropriate to have a separate file for pending cases versus completed or closed cases. In this system it will be necessary for the officer assigned to review all pending cases to ensure appropriate actions are being taken. Again all records must be kept at a central location and officers supplied copies. Once the case is closed all duplicates should be destroyed to reduce large files from accumulating.



(Fig 9 Tickler File)

9.0 Arrest Records

9.1 Arrest/Booking Sheet (Fig 10)

Attention should now be focused on the next sequence of events and what most officers consider to be the climax of a case, the arrest. A very important and serious part of any case. However all events leading to, surrounding and following the arrest must be completely documented. When placing someone under arrest the officer assumes total responsibility for the prisoner's safety and well being for as long as the prisoner is in custody.

The arrest report should have the same case number as the offense report and be filed as part of the original case. This system allows for the chronological filing of the records so that the information is adaptable to statistical treatment.

The data contained in the numerically ordered case files will later be supported by the alphabetically ordered Master Name Index.

It must be emphasized that the arrest records of a law enforcement agency are incomplete until the final disposition of each arrest is recorded. In some places, this requirement is satisfied by furnishing the prosecutor's office a disposition form at the time the case is filed. It is requested that the final disposition be entered thereon and the form returned to the arresting agency. In other places it may be left the responsibility of the arresting officer to obtain the final disposition.

Care should be exercised in connection with all so called "on view arrests" to ensure that Incident/Offense Reports are prepared. The term "on view arrest" refers to an instance wherein an officer observes the commission of an offense, and the offender is taken into custody before any complaint concerning the individual's unlawful activity is received by the agency. It is important that an Incident Offense Report be prepared as soon as possible after the offender is arrested, that appropriate arrest records are completed and disposition information is obtained.

9.2 Miranda Warnings

Forms should be developed and maintained as part of the original case file that indicate the issuance of Miranda Warnings to all suspects undergoing custodial interrogations. The form should have a listing of each individual right, with adequate space for the suspect to initial stating that they understand each right.

In addition the form should provide a signature space for the suspect to indicate that they understand all their rights and choose to either express their rights or decline to assert their rights and express their willingness to answer questions. Although not mandated by law, this practice can decrease the possibilities of later assertions that a confession was coerced and can reduce civil liabilities and enhance the prosecution of the case in the future.

9.3 Consent to Search

Like Miranda warnings, suspects can decline their rights as well and consent to searches, verbally, but in all likelihood they will later recant stating that the officer did not understand what they were saying or a lawyer will argue that the defendant did not realize what they were consenting to. When captured in writing it is less likely that searches will be thrown out later during the trial as being unlawful or that confessions will be suppressed no matter how legal. At the least these practices show to the court and the public that officers made every attempt to ensure a persons rights under our constitutional form of government.

9.4 Fit for Confinement Report

After the arrest it must be determined if the individual is fit for confinement and determine any special needs that may arise from an evaluation. Some agencies have their own forms and procedures for medical evaluation of a person taken into custody while others will rely upon medical reports received from hospital records indicating medical conditions that could effect the persons suitability for confinement. In either instance these records should be maintained with all the other related documents in the event of such occurrences as an inmate attempting suicide or inmate complaints of treatment received while in custody.

ARREST/BOOKING FORM

IDENTIFICATION	LAST NAME			FIRST		MIDDLE		ALIAS		CASE NO.			
	ADDRESS						CITY		STATE		TELEPHONE NO.		
	SEX	RACE	HT.	WT.	EYES	HAIR	COMPLEXION		IDENTIFYING SCARS & MARKS				
	AGE	DATE OF BIRTH	PLACE OF BIRTH		CITIZEN	SOC. SEC. NO.		EMPLOYER		OCCUPATION			
	NEAREST RELATIVE & RELATIONSHIP						ADDRESS						
	FBI NO.				S.I.D. NO.		TELEPHONE NUMBER CALLED			DRIVERS LIC. NO. & STATE			
ARREST	ARREST DATE				ARR. TIME		LOCATION OF ARREST						
	ARRESTING OFFICERS				TRANSPORTING OFFICERS			LOCATION OF OCCURRENCE					
	EVIDENCE IMPOUNDED - WHERE						PERSONAL PROPERTY IMPOUNDED - WHERE						
	DETAILS OF ARREST												
	(IF ADDITIONAL SPACE IS REQUIRED, USE SUPPLEMENTARY REPORT SHEET)												
	JUV. ONLY	PARENTS NOTIFIED BY		TIME	PLACE DETAINED		DATE, TIME, LOCATION COURT		BKG. APP. BY		DET. APP. BY		
	ADMONITION OF RIGHTS:		<i>The subject was advised that he had the right to remain silent, and that if he gave up the right to remain silent, anything he said could be used against him in a court of law and that he had the right to speak with an attorney and to have the attorney present during questioning, and that if he so desired and could not afford one, an attorney would be appointed for him without charge before questioning.</i>										
	ADMONITION GIVEN BY:												
	CHARGES	CHARGE - DESCRIPTION				CHARGE - DESCRIPTION				CHARGE - DESCRIPTION			
		STATUTE/ORDINANCE NO.				STATUTE/ORDINANCE NO.				STATUTE/ORDINANCE NO.			
WHY RELEASED & BONDING CO. OR RECEIPT NO.				WHY RELEASED & BONDING CO. OR RECEIPT NO.				WHY RELEASED & BONDING CO. OR RECEIPT NO.					
RELEASED BY		DATE RELEASED		RELEASED BY		DATE RELEASED		RELEASED BY		DATE RELEASED			
UCR		DISPOSITION		UCR		DISPOSITION		UCR		DISPOSITION			
BOOKING		DATE BOOKED			TIME	DAY		LOCATION OF PRISONER - FACILITY					
	HOLDS						BOOKING OFFICER SIGNATURE & ACCEPTANCE OF PRISONER						
	CASH												
	PROPERTY: DESCRIBE IN DETAIL												
PROPERTY RECEIPT	VEH. COLOR		YEAR	MAKE & MODEL		LICENSE NO.		LEFT THUMB		RIGHT THUMB			
	DISPOSITION OF VEHICLE				ALL MONEY & PROPERTY HELD IS LISTED								
	I HAVE REC'D ALL MONEY & PROPERTY HELD				OFFICER SIGNATURE ACCEPT. PROPERTY								
	DATE RELEASED		TIME	RELEASED BY									
	PRISONER SIGNATURE												

(Fig 10 Arrest/Booking Form)

10.0 Criminal Identification Records

10.1 Fingerprint Records

Prior to advances in DNA technologies, of all methods of identification, fingerprinting alone has proven to be both infallible and feasible.

There are a multitude of fingerprint cards, but for our purposes agencies should be familiar with the three basic types of fingerprint cards

1) Criminal Fingerprint Card (Form FD-249) used for fingerprinting individuals charged with criminal offenses (Fig 11)

(Fig 11 Front Criminal Fingerprint Card Form FD-249)

(Fig 11 Back Criminal Fingerprint Card Form FD-249)

2) Applicant Fingerprint Card (Form FD-258) used for fingerprinting applicants as required by state and federal laws (Fig 12)

(Fig 12 Applicant Card Form FD-258)

3) Personal Identification Card (Form FD-353) used for voluntary submissions by individuals to the FBI Identification Division for personal identification purposes (Fig 13)

PERSONAL IDENTIFICATION		LAST NAME	FIRST NAME	MIDDLE NAME	SEX	RACE
FINGERPRINTS SUBMITTED BY _____	SIGNATURE OF PERSON FINGERPRINTED _____				HT. (Inches)	WT. _____
FINGERPRINTED BY _____	RESIDENCE OF PERSON FINGERPRINTED _____				HAIR _____	EYES _____
Person to be Notified in Case of Emergency		DATE FINGERPRINTED _____	LEAVE THIS SPACE BLANK			
NAME _____	PLACE OF BIRTH _____	CLASS _____				
ADDRESS _____	CITIZENSHIP _____	REF. _____				
SCARS AND MARKS _____						
See Reverse Side for Further Instructions						
1. RIGHT THUMB	2. RIGHT INDEX	3. RIGHT MIDDLE	4. RIGHT RING	5. RIGHT LITTLE		
6. LEFT THUMB	7. LEFT INDEX	8. LEFT MIDDLE	9. LEFT RING	10. LEFT LITTLE		
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY		LEFT THUMB	RIGHT THUMB	RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY		

(Fig 13 Personal Identification Card FD-353)

The FBI provides all law enforcement agencies access to the FBI's wanted service, as well as its criminal and civil fingerprint files. This timely exchange of information may save an officers or citizens life.

Contact the Criminal Records and Identification Division, Criminal History Improvement Section at 573-526-6318 or 573-526-6345 to obtain a copy of "Fundamentals of Criminal History Reporting" for more detailed information on obtaining and submitting fingerprint cards.

10.2 Disposition Data and Reports

Dismissal and acquittal adjudications are as necessary as conviction information in completing an identification record of an individual. Records must reflect accurately the final results of charges filed alleging violations of the law. It is the incomplete record that invites criticism of the entire criminal justice system. Incomplete records may be subject to purging by court order. Final dispositions should be maintained in the case file. The FBI will provide free of charge the Final Disposition Report (Form R-84).

It is also necessary that records be updated showing any change from the original charge as it appears on the fingerprint card to the charge for which conviction was obtained. The final disposition of an arrest is a most important addition to an identification record and serves to complete the case history of the offense in the minds of all who later review the record. Dispositions should be withheld by the agency and not sent to the FBI until the FBI has responded to the fingerprint submission on the arrestee. At that time the agency will be able to add the FBI number and complete the record.

FINAL DISPOSITION REPORT

Leave Blank
FOR FBI USE

Note: This vital report must be prepared on each individual whose arrest fingerprints have been forwarded to the FBI Identification Division without final disposition noted thereon. If no final disposition is available to arresting agency, also obtain subject's right four finger impressions on this form, complete left side and forward the form when case referred to prosecutor and/or courts. Agency on notice as to final disposition should complete this form and submit to: **Director, FBI, Washington, D.C. 20537.**

Attention: Identification Division.
(See instructions on reverse side)

FBI No. _____		Final Disposition & Date (If convicted or subject pleaded guilty to lesser charge, include this modification with disposition.)
IF KNOWN		1. INCLUDE FINAL DISPOSITION & DATE FOR EACH OFFENSE CHARGED AT ARREST.
Name on Fingerprint Card Submitted to FBI Last _____ First _____ Middle _____ MUST CORRESPOND WITH NAME ON ARREST FINGERPRINT CARD.		
Date of Birth _____ MONTH-DAY-YEAR _____ Sex _____		2. INDICATE TYPE OF SENTENCE IMPOSED: E. G., CONSECUTIVE, CONCURRENT, PROBATION, ETC., IF APPLICABLE.
Henry Fingerprint _____ IF KNOWN - AS QUOTED BY FBI		
Classification _____ From FBI 1-B Response _____		This Form Submitted By: (Name, Title, Agency, ORI No., City & State) OFFICER OF AGENCY SUBMITTING FINAL REPORT. LIST IN ORDER SHOWN ABOVE.
State Bureau No. (SID) _____	Social Security No. (SOC) _____ IF APPLICABLE	
Contributor of Fingerprints (Include complete name and location of agency, together with ORI number.)		<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>SPECIMEN FINAL</p> <p>AGENCY SUBMITTING ARREST FINGERPRINT CARD (GIVE ORI #, COMPLETE ADDRESS INCLUDING ZIP CODE)</p> <p>Arrest No. (OCA) _____</p> <p>AS APPEARS ON ARREST FINGERPRINT CARD</p> <p>Offenses Charged at Arrest OFFENSES MUST BE SAME AS THOSE APPEARING ON ARREST FINGERPRINT CARD.</p> </div> <div style="text-align: center;"> <p>DISPOSITION REPORT</p> <p>Signature _____ Date _____</p> <p>_____ Title _____</p> <p><input type="checkbox"/> COURT ORDERED EXPUNGEMENT: Return Arrest Fingerprint Card to Contributing Agency; Certified or Authenticated Copy of Court Order Attached.</p> <p>Right Four Fingers Taken Simultaneously IF BLOCK IS CHECKED, MAKE CERTAIN THAT CERTIFIED OR AUTHENTICATED COPY OF COURT ORDER IS SECURELY ATTACHED TO THIS FORM.</p> </div> </div>
<p style="text-align: center;">ARRESTING AGENCY MUST OBTAIN RIGHT FOUR FINGER IMPRESSIONS OF SUBJECT ON THIS FORM. ALL INFORMATION REQUESTED IS ESSENTIAL.</p> <p style="text-align: center;">THIS FORM NOT TO BE USED IN LIEU OF ARREST FINGERPRINT CARD.</p>		
If additional space is needed, check <input type="checkbox"/> and continue on reverse side of this form.		FBI/DOJ

Figure 14. Final Disposition Report (Form R-84)

(Fig 14 Disposition Report Form R-84)

10.3 Death Notices

Statistics on successful identification of the unknown dead reemphasize the fact that in all cases, fingerprints should be used as the medium for establishing a conclusive and positive identification. If this person's fingerprints are also in FBI files, the Death Notice, (Form R-88), and/or the fingerprints of the deceased individual should be submitted to the FBI Identification Division. Complete instructions on fingerprinting deceased persons are in the publication, **The Science of Fingerprints**, which is available from the FBI. They will provide one copy per agency free of charge and allow the agencies to print as many copies as needed

10.4 Name Checks

The FBI will conduct name checks when fingerprints are not available and there is a valid criminal justice need. Persons with birth dates subsequent to 1956 are available through the NCIC Interstate Identification Index (III). Records on older persons may also be in the index if their first arrest occurred on or after July 1, 1974. For Records not in the III system written request may be submitted using agency letterhead using the format demonstrated in (Fig 15). A separate request must be made for each name. The Missouri State Highway Patrol will also conduct criminal records checks in accordance with Missouri Statutes if submitted on the form shown in (Fig 16).

TO: Assistant Director
FBI Identification Division
Washington, D. C. 20537

(Date)

Dear Sir:

It is requested that a name check of the Identification Division's Criminal File be conducted on the following individual for an official criminal justice purpose:

Name _____
(Last) (First) (Middle)

Alias _____
(Last) (First) (Middle)

FBI Number _____

Sex _____ Race _____ Date of Birth _____

Place of Birth _____

Social Security Number _____

If the person's FBI Number is unknown, please provide information regarding any known prior arrest:

Arresting Agency's Name and Originating Agency Identifier (ORI) Number _____

Date of Arrest _____ Arrest Number _____

Charge(s) _____

Purpose of Request (e.g., investigation, apprehension, detention, pretrial release, post-trial release, prosecution, adjudication, correctional supervision, etc.) _____

(Signature of Official in Charge)

(Requesting Agency's ORI Number)

Criminal Records and Identification Division General Information

The Missouri Criminal Records Repository (MCRR), collects, maintains, and disseminates Criminal History Record Information (CHRI) as defined by 43.500 and 589.400 RSMo.

Criminal History Record Information is information collected by criminal justice agencies on individuals consisting of arrests, prosecution, a final disposition, correctional supervision, and release. All felony and serious misdemeanor arrests (referred to as reportable arrests) including offender registration information as defined under 589.400, RSMo, and all alcohol and drug related traffic offenses are reportable to the MCRR.

Criminal history records are designated as open or closed.

- Open records
 1. arrest record for 30 days following arrest unless charges are not sought.
 2. arrest record for which charges have been filed.
 3. court disposition of guilty.
 4. suspended imposition of sentence during probation period.
- Closed records
 1. arrest record after 30 days following arrest with no charges filed.
 2. nolle prossed.
 3. dismissed.
 4. found not guilty.
 5. suspended imposition of sentence after probation completed.
- Open criminal history records are accessible to the general public through MCRR for a fee.
 - Five dollars for a name, date of birth, social security number check.
 - Fourteen dollars for a fingerprint check.
- Closed records are accessible to certain groups designated in section 610.120.
 - MCRR will only release closed records to those noncriminal justice entities entitled to closed records, when the criminal record check is based on a fingerprint search which will assure the identity of the subject in question.
 - Any person can receive their own record, open and closed, by submission of fingerprints and required fee.

Any requester may receive open record information.

Closed records are accessible by the following, in accordance with 610.120 RSMo, with the submission of fingerprints and required fee.

1. Child care agencies
2. Department of Revenue for driving record purposes
3. Facilities as described in Section 198.006, RSMo.
4. In-home services provider agencies as defined in 660.250, RSMo.
5. Division of Workers' Compensation for the purposes of determining eligibility for crime victim's compensation pursuant to Sections 595.010 to 595.075, RSMo.
6. Offender record information, upon written consent, is accessible to Youth Service agencies pursuant to 589.400 RSMo.

FBI Record requests

- The FBI files are open to criminal justice agencies for the administration of criminal justice.
- The FBI has only open files in that if someone has the authority to receive the records, they receive all that is on file.
- The FBI allows access to their files to noncriminal justice agencies for certain purposes for a fee.
 - The purpose for the record check must be set forth in the federal regulations.
 - The state, from which the noncriminal justice request originates, must have a state statute specifying the entity has state authority to check the FBI files for the purpose specified.
 - Fingerprints must be submitted before the FBI will release their files to a noncriminal justice entity.
 - The result of the federal record search must terminate at a governmental agency and is not to be released to a private entity.
- All requests into the federal file from the state entities must come through and be stamped by MCRR.
- Federal record checks for noncriminal justice entities are \$24.00 for licensing or employment checks and \$18.00 for volunteers to those covered care facilities.

PENALTY - A person who knowingly violates any provision of section 610.100, 610.105, 610.106, or 610.120 is guilty of a class A misdemeanor.

11.0 Detention Records

11.1 Inmate File

Operations of detention and correctional centers have expanded and become an increasingly complex task. In order to ensure adequate supervision of inmates and to guarantee that each inmate is given the protection required under the law, each agency operating a detention facility should develop and implement adequate administrative procedures. Any successful administration must be supported by an efficient records system which, in the case of a detention facility, provides accurate accounting of all inmate transactions and other activities.

Immediately upon booking each person into the facility, a file should be established for the purpose of accumulating all documents pertinent to that person's detention and forthcoming release. All material may be filed alphabetically by inmate name.

Upon the receipt of each person, a working copy of the booking record should be placed in the file. Other pertinent documents should be entered in this file, including court orders; various requests; such as visitors, telephone calls, and commissary; all financial transactions involving the inmate's funds; holds for other agencies; and other related documents.

As long as the inmate is in the custody of the facility, the inmate file is retained within immediate access of detention personnel. When the inmate is released, any documentation regarding the final disposition is enclosed in the folder, appropriate entries are made on the arrest/booking record and the entire package may be forwarded to the central records file. Appropriate entries are made on the original copy of the booking record of the agency, and if a final disposition is involved, notification of the disposition is forwarded to any appropriate agencies. Any unnecessary duplicate documents should be discarded.

11.2 Property Accountability

A strict accounting of all personal property, including money, in the possession of the inmate at the time of receipt, as well as any received during the incarceration, should be maintained. At the time of entry to the facility, all personal items accompanying the prisoner should be inventoried and recorded. A complete notation, including an accurate description, should be placed on the booking record. It is important that the inmate be required to sign the booking record, acknowledging the accurate listing of all funds and property.

A monetary balance record should be maintained on each inmate from the time of booking to release. This record provides accurate accountability of funds which may be utilized for commissary purchases or other purchases. A 3 X 5 index card (Fig 17) may be utilized for this purpose noting each withdrawal or deposit on the card. Each time a withdrawal or deposit is made, the inmate should be required to initial the card adjacent to the notation of that particular entry. This currency accounting card should be filed in the inmate file folder along with the booking record and other pertinent documents. Upon release of the inmate, all property is returned and a zero balance is noted on the card. The inmate should be required to initial this card and sign the booking record, thus acknowledging receipt of all funds and property.

CASH BALANCE RECORD						
PRISONER'S NAME					DATE	
DATE	DEPOSIT	WITHDRAW	BALANCE	INMATE SIGN	OFFICER SIGN	REMARKS

(Fig 17 Cash Balance Record)

11.3 Miscellaneous Inmate Requests

During an inmates incarceration they will make numerous and varied request ranging from seeking privileges to asking for services which fall within the legal rights of the prisoner. It is recommended that a general Request for Services form, (Fig 18) one which serves for documenting all types of requests, be utilized.

REQUEST FOR SERVICES													
NAME _____		DATE _____											
(Print)	last	first	middle										
CHECK BLOCK OF SERVICE REQUIRED, COMPLETE ALL INFORMATION NEEDED IN THE NARRATIVE SECTION													
<input type="checkbox"/> Medical <input type="checkbox"/> Commissary <input type="checkbox"/> Other <input type="checkbox"/> Telephone _____		number to be called											
<input type="checkbox"/> Legal _____		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">COMMISSARY</th> </tr> </thead> <tbody> <tr> <td style="font-size: x-small;">Cash Bal.</td> <td style="width: 20px;"></td> </tr> <tr> <td style="font-size: x-small;">Comm Issue</td> <td></td> </tr> <tr> <td style="font-size: x-small;">New Bal.</td> <td></td> </tr> <tr> <td style="font-size: x-small;">Officer Initials & ID Number</td> <td></td> </tr> </tbody> </table>		COMMISSARY		Cash Bal.		Comm Issue		New Bal.		Officer Initials & ID Number	
COMMISSARY													
Cash Bal.													
Comm Issue													
New Bal.													
Officer Initials & ID Number													
<input type="checkbox"/> Property Exchange – I authorize _____		attorney name attorney telephone number											
to remove the below listed property held by the _____ department.													
_____		_____											
prisoner's signature		date											
amount	narrative	cont	total										
I certify that I have received all the items listed _____		_____											
signature of person receiving items		date											

(Fig 18 Request for Services Form)

See the example provided which is a multipurpose form used for requesting such things as commissary, property exchange, medical attention, telephone calls, legal services, special visitation and other requests.

11.4 Commissary

Probably the most frequent request and one that requires the most handling of inmate funds will be commissary requests. The inmate should use the Request for Services form and be required to sign the form indicating possession of the items and authorizing utilization of personal funds. It is imperative that all transactions involving the utilization of inmate funds be authorized in writing.

11.5 Property Exchange

Submitted on the Request for Services form wherein the inmate authorizes in writing an individual to remove the items listed in the narrative section of the form. The receiving individual signs for the property and the request form is returned to the inmate's file folder.

11.6 Medical/Telephone/Legal

Requests for medical attention, telephone calls and legal assistance are all handled in the same manner as other requests. When the transaction is completed, the staff member enters the time in the provided space on the form and returns the document to the inmate's file folder.

11.7 Other Requests

In requesting a special service the inmate explains the request in the narrative section, i.e. reading material, clergy, etc. and the staff takes the appropriate action.

11.8 Visitation Requests

Each person seeking to visit an inmate should be required in writing by use of the Visitation Request form (Fig 19). Once the form has been completed, the name of the person requesting the visit may be checked through NCIC and MULES to determine whether any warrants or wanted notices exist on the person. In addition, the name may be searched through the agency's Master Name Index file to determine if the person has a record of any activity which would indicate a security risk. All requests should be filed in the inmate file folder.

VISITATION REQUEST

PRINT ALL INFORMATION

Prisoner's Name _____ last _____ first _____ mi _____

Visitor's Name _____ last _____ first _____ mi _____

Visitor's Address _____ City _____

Relationship _____ NCIC _____

Purpose of Visit _____

Date _____ Time _____

Signature of Authorizing Officer _____

(Fig 19 Visitation Request Form)

11.9 Bail/Bonds

When receiving a bail/bond it is recommended that a three copy receipt system be utilized (Fig 20). All three copies of the receipt should bear the same number. The original copy should be placed in a sealed envelope with the bail/bond, the second copy should be given to the individual supplying the bail/bond, and the third should be retained in the receipt book. The sealed envelope containing the bail/bond and the original copy of the receipt should be clearly marked with all pertinent information. The envelope is then appropriately stored for safekeeping until such time that it can be forwarded to the court of jurisdiction. The person receiving the bail/bond for the court should be required to acknowledge the receipt in writing either by signing the jail copy of the receipt, by transmittal of a written receipt to the jail, or by signing a bond receipt log.

The diagram illustrates a three-copy receipt system. It features an envelope with the following fields: PRISONER'S NAME, BOOKING NUMBER, CHARGE, COURT, WARRANT NUMBER, AMOUNT RCD., DATE RCD., RECEIVED BY, and RECEIVED FROM. A receipt is shown emerging from the envelope, containing fields for RECEIPT number, Date, and Prisoner's Name. Below the envelope is a 'BOND RECEIPT LOG' table with columns for DATE, PRISONER'S NAME, AMOUNT, RECEIVED FROM, and RECEIVED BY.

DATE	PRISONER'S NAME	AMOUNT	RECEIVED FROM	RECEIVED BY

(Fig 20 3 Copy Receipt System for Bail/Bonds)

11.10 Booking Record

At the time of each arrest, the arrest/booking record (Fig 10) is utilized as the initial booking instrument. In addition to one copy being forwarded to the central records file, one copy of this form remains in the jail until the inmate is released from custody. At the time of the inmate's release from the facility, the jail copy of this form is forwarded to the central records file to serve as a notification of release. Any unnecessary copies of this form may then be discarded. Subsequent disposition information regarding the arrest should go directly to the central records file where it is entered and forwarded to other agencies, such as the MSHP Criminal Records and Identification Division and the FBI's Identification Division.

11.11 Record of Pre-Release NCIC and Local Records Checks

Recent changes to Missouri statutes now require under RSMo 221.510 agencies run and maintain a Record of Pre-Release NCIC and local records check for wants and warrants prior to release of the individual.

Pending outstanding warrants in MULES and NCIC systems, inquiry conducted, when (Jake's Law).

221.510. 1. Every chief law enforcement official, sheriff, jailer, department of corrections official and regional jail district official shall conduct an inquiry of pending outstanding warrants for misdemeanors and felonies through the Missouri Uniform Law Enforcement System (MULES) and the National Crime Information Center (NCIC) System on all prisoners about to be released, whether convicted of a crime or being held on suspicion of charges.

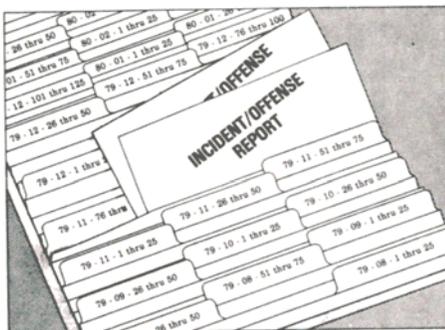
12.0 Central Records Function

In general terms the categories of a law enforcement agency records function consist of call for service records, investigative records, and arrest records. The practice of assigning case numbers to investigative reports makes for simplicity and provides a simple chronological record of activities. Old records may be removed without disturbing the system, and all current files will be stored in one central location. All cases should be indexed. A good rule of thumb is "index by alphabet and file by number."

All material of documentary nature which has a bearing on a given incident should be filed with the original Incident/Offense Report. Material such as signed statements, photographs of crime scenes, supplementary reports, correspondence, telegrams, etc., should be included. The agency will then have a complete chronological file on each incident reported and the investigation conducted. For agencies which do not have a large volume of reports, a listing of a folder's contents can be maintained on the front of the folder. These records should be kept in a neat and orderly array in the files. Should agency personnel become lax in filing, the entire system will suffer.

12.1 Charging out files

When records are removed from the file, an appropriate "charge out" should be made. The simplest method involves a charge-out slip (Fig 21) on which are recorded all requests for files or reports. When a report or file is removed, the name of the person to whom the file is furnished, reason for request, the date the file was charged out, and the file number should be recorded on the charge-out slip. It should be inserted in place of the removed report or file. When the report or file is returned, the date of return is recorded on the charge-out slip and the material along with the charge-out slip is filed.



(Fig 21 Charge-out Slip for Incident/Offense Reports)

12.2 Filing reports in the Investigative Unit

An agency should contemplate only one official filing system. The practice of major units in an agency establishing separate permanent records should be discouraged as it tends to create duplication of records work and over a period of time will result in a decentralized system.

However, working copies of all reports in cases to be handled by the investigative unit should be available to that unit. In the investigative unit the reports of pending cases may be maintained by assignment to individual investigators.

12.3 Closing Cases vs. Clearing Cases

Closing cases should not be confused with clearing cases. A case is closed when it is no longer investigated and is not assigned to an investigator. A closed case can be either solved or unsolved.

Closing a case is merely an administrative procedure and not an investigative accomplishment. When all facts of an investigation have been reported and no other action appears logical, the case may be closed.

A case is "cleared by arrest" when one or more persons are arrested, charged with the commission of the offense, and turned over to the court for prosecution (whether following arrest, court summons, or police notice). An offense should be considered "cleared by arrest" when one offender is apprehended and held for prosecution even though two or more individuals were jointly involved in the commission of the offense. The arrest of one person may clear several offenses; on the other hand, the arrest of several persons may clear but one offense.

12.4 Exceptional Clearances

Cases may be cleared by exceptional means even if no arrest is made. In many instances the law enforcement agency has exhausted all leads and has done everything possible to clear a case; however, identification of the offender is an essential factor in every exceptional clearance.

For a case to be exceptionally cleared, (a) the investigation must have clearly established the identity of the offender, (b) enough information must be present in order to obtain prosecution of the offender, (c) the exact location of the offender must be known, but (d) some reason outside law enforcement control must prevent the department from arresting, charging, and prosecuting the individual.

Some examples of exceptional clearances are the following:

- 1 Suicide of the Offender
- 2 Double murder (two persons kill each other)
- 3 Deathbed confession
- 4 Offender justifiably killed by police or citizen
- 5 Confession by offender already in custody or serving sentence
- 6 An offender prosecuted in another city for a different offense; or extradition is denied

In all cases, if the offense is to be considered "exceptionally cleared," the perpetrator must be identified and an attempt at arrest made. The recovery of property alone does not "exceptionally clear" a case. It can be seen then that an "exceptionally cleared" case may be in either a closed or pending status.

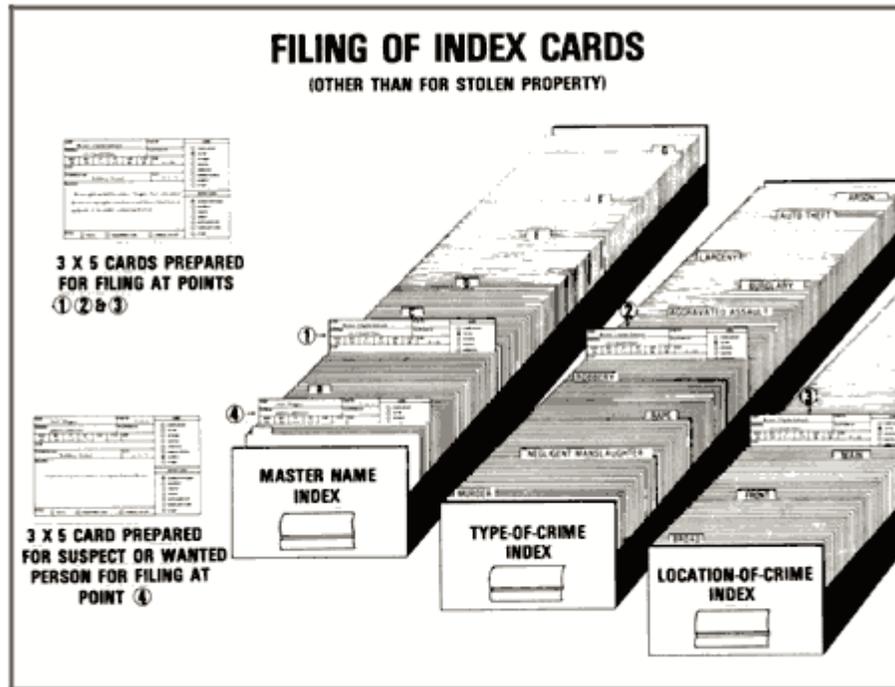
Once the status of a case has been determined, it should be entered on the Incident/Offense Report by the Central Records supervisor.

12.5 Indexing of Reports (Fig 22)

A substantial number of reports will represent non criminal calls for service, and infrequently it will be necessary to locate and refer to reports covering such incidents.

Some law enforcement agencies follow the procedure of preparing an index card for each call for service regardless of its minor nature in order that there may be such cross-reference to all of the calls for service reports in the files.

The three most common types of indices used in a law enforcement agency are the Master Name Index, Type of Crime Index and Location of Crime Index.



(Fig 22 Filing of Index Cards)

12.6 Master Name Index

The Master Name Index (MNI) is the focal point of record keeping activity in a law enforcement agency.

The MNI provides a centralized cross-reference file to all other records of the agency. The main purpose of the MNI is to provide access to agency information in the shortest possible time. The importance of an MNI cannot be overemphasized and each agency, no matter how large or small, should employ one.

Names of persons contained in reports and their aliases, as well as businesses, should be indexed.

With all name cards in one location, there is no possibility of placing an index card in the wrong file. In addition, when determining what information the files of the department contain on a particular name, the search need be made in but one index file. Such a single search will reflect whether the individual is wanted, was ever a complainant, ever arrested, etc.

At the time of a person's first encounter with the agency, the original MNI card is prepared. As the person has additional contacts with the agency, either by arrest, as a suspect, victim, or through other association with a given activity, the additional data are either added to the original card or a separate card is prepared.

Each should contain the case number, the individual's true name, any aliases, date of birth, address, age, sex, race, FBI number, local and/or state agency identifying number, and may contain the incident classification under which the individual's name surfaced.

When an individual is arrested under an alias, it is advisable to file a card for each known alias used by the person. Each alias is then cross-referenced to the person's true name card. It may be desirable to include additional information such as "armed and dangerous" on the MNI card.

It should be remembered that the MNI file should be used as a "pointer" or means of locating more detailed information contained in the Central Records Section.

NAME						CASE NO.		CODE	
ADDRESS						TELEPHONE NO.		<input type="checkbox"/> COMPLAINANT <input type="checkbox"/> VICTIM <input type="checkbox"/> WITNESS <input type="checkbox"/> WANTED <input type="checkbox"/> ARRESTED <input type="checkbox"/> MISSING PERSON <input type="checkbox"/> SUSPECT <input type="checkbox"/> OTHER	
RACE	SEX	HT	WT	HAIR	EYES	DOB			
ALIAS									
CHARGE/ACTION						DATE			
REMARKS									
<input type="checkbox"/> PHOTO <input type="checkbox"/> FINGERPRINT CARD <input type="checkbox"/> CRIMINAL HISTORY									
REPORT FORM <input type="checkbox"/> INCIDENT/OFFENSE <input type="checkbox"/> ACCIDENT <input type="checkbox"/> TRAFFIC <input type="checkbox"/> ARREST <input type="checkbox"/> SUPPLEMENTARY <input type="checkbox"/> COMPLAINT CARD <input type="checkbox"/> OTHER									

MASTER NAME INDEX CARD (3x5)

(Fig 23 Master Name Index Card)

12.7 Type of Crime Index PART I/PART II (Summary Reporting) GROUP A/GROUP B (Incident Based Reporting)

A Type of Crime Index (Fig 24) is used to locate cases in the files when the names of victims are not immediately recalled. It serves as a method of grouping all crimes of similar types and indexing them behind the same crime classification guide card. If the type of crime is similar, the agency can select those crimes which may have been committed by the same individual or group. In addition, this type of index may indicate likely suspects for recent unsolved crimes.

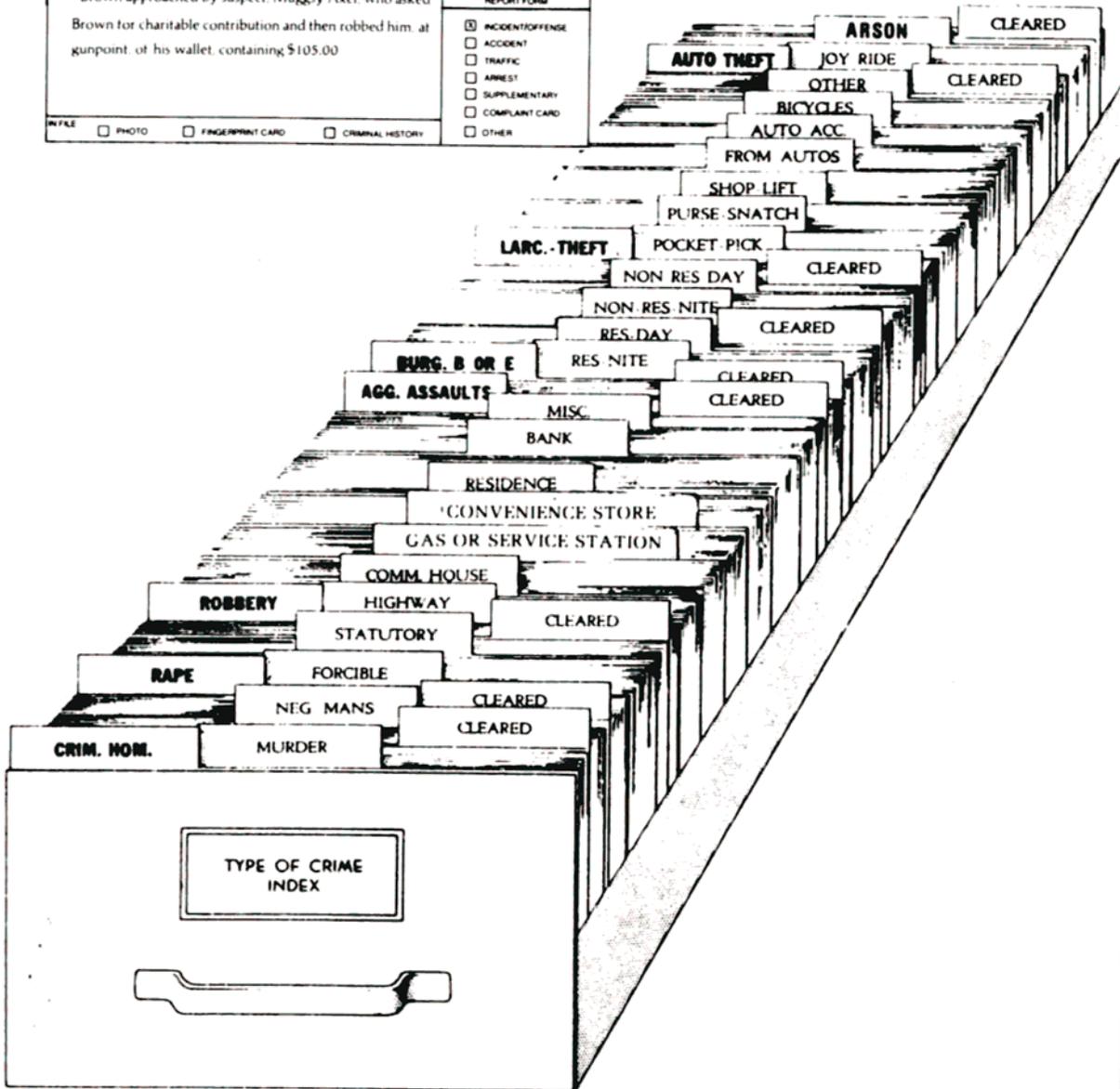
Cards prepared for the Type of Crime Index may contain a brief description of the modus operandi (method of operation) used in each crime.

Caution should be exercised to ensure that the Type of Crime Index does not become too large to be worked efficiently, particularly in the burglary, larceny-theft, and motor vehicle theft classifications. Periodically all index cards representing unsolved larcenies, burglaries, or motor vehicle thefts should be withdrawn from the file and placed in storage or destroyed. It is suggested that agencies maintain an index card on minor offenses until the statute of limitations has expired before removing them.

The index cards identifying a known criminal may remain in file indefinitely unless the volume creates a burden in searching.

Small law enforcement agencies using a Call for Service/Complaint Card for the initial recording of all calls for service may use a carbon copy of that card to maintain a type of crime file, eliminating the need for the preparation of a separate index card.

NAME Brown, Charles Edward		CASE NO.		CODE	
ADDRESS 1012 South Main		TELEPHONE NO.		<input type="checkbox"/> COMPLAINANT <input checked="" type="checkbox"/> VICTIM <input type="checkbox"/> WITNESS <input type="checkbox"/> WANTED <input type="checkbox"/> ARRESTED <input type="checkbox"/> MISSING PERSON <input type="checkbox"/> SUSPECT <input type="checkbox"/> OTHER	
RACE W	SEX M	HT 5 11	WT 155	HAIR Br	EYES Bl
DOB 8-1-44					
ALIAS					
CHARGE/ACTON Robbery, Armed		DATE 10-31-70			
REMARKS Brown approached by suspect Mugsy Axel, who asked Brown for charitable contribution and then robbed him, at gunpoint, of his wallet, containing \$105.00					
REPORT FORM <input checked="" type="checkbox"/> INCIDENT/OFFENSE <input type="checkbox"/> ACCIDENT <input type="checkbox"/> TRAFFIC <input type="checkbox"/> ARREST <input type="checkbox"/> SUPPLEMENTARY <input type="checkbox"/> COMPLAINT CARD <input type="checkbox"/> OTHER					
IN FILE <input type="checkbox"/> PHOTO <input type="checkbox"/> FINGERPRINT CARD <input type="checkbox"/> CRIMINAL HISTORY					

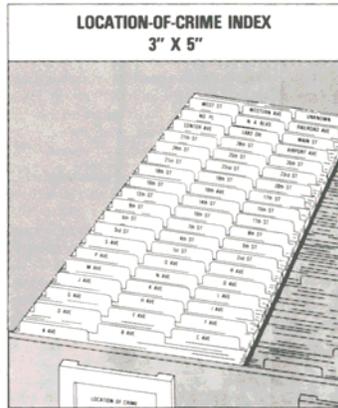


(Fig 24 Type of Crime Index)

12.8 Location Index

The location index is used to identify cases in the files when only the location of the incident is known and to make studies of crime conditions of a given area.

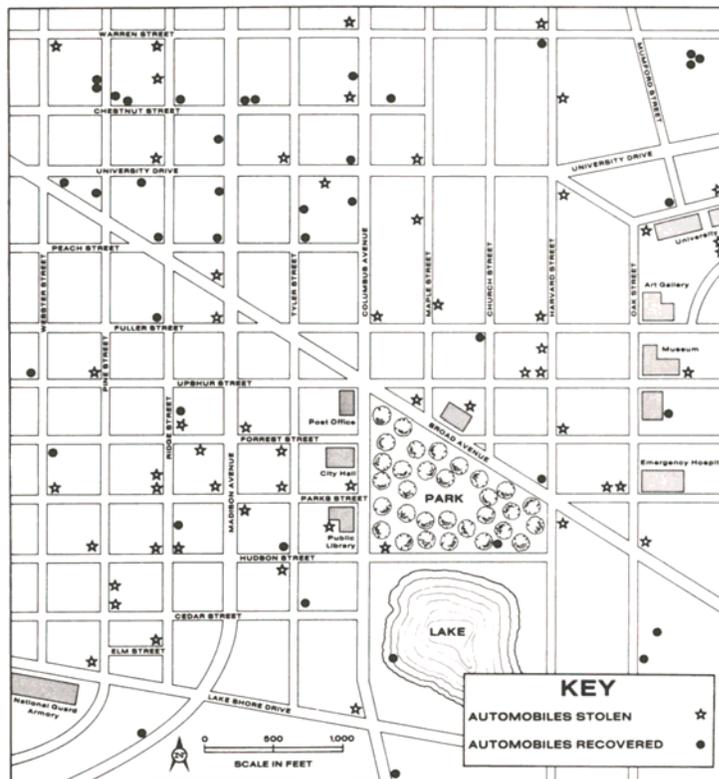
Location indices can often be of assistance in assigning officers and can also be used as an investigative aid.



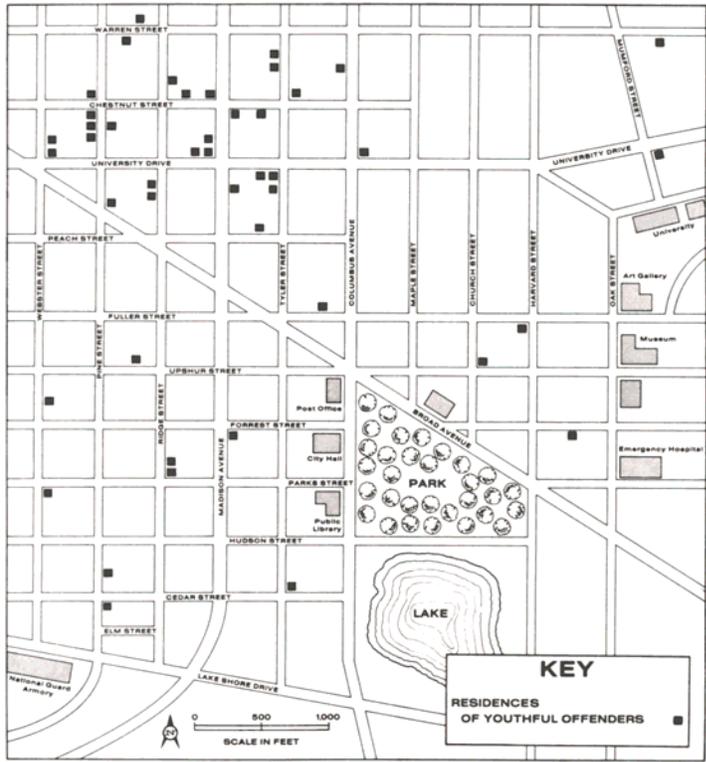
(Fig 25 Location of Crime Index)

12.9 Spot Maps

Spot maps may be used as an alternative to a location file. Maps showing burglaries, purse-snatchings robberies, motor vehicle thefts and recoveries, and residences of offenders, particularly youthful offenders, can be very helpful if regularly maintained. Different colors can be used to denote particular crimes. Commercial Software is also now available to develop mapping of crime.



(Fig 26 Spot Map Automobiles Stolen/Recovered)



(Fig 27 Spot Map Residences of Youthful Offenders)

12.10 Field Contact Card File

A little used but very effective tool that may generate positive investigative leads, the Field Contact Card (Fig 28) has proven most helpful to those agencies using it. This card is used by the officer to record suspicious or unusual circumstances, persons, vehicles, or events. Its use is a discretionary action on the part of the officer.

The card is originated in the field by the officer and submitted at the end of the tour of duty to the supervisor, who reviews and then routes it to Central Records for filing. Based on information contained in the Field Contact Card, the supervisor may assign additional follow-up investigation. Field Contact Cards are filed by day in a smaller agency and by tour and day in a larger one. They are usually maintained for 30 to 60 days and then destroyed.

If, for example, a bank was burglarized during the midnight to eight shift on a Thursday morning, a logical starting point for the investigator would be the Field Contact Card file. The case officer could conceivably solve the burglary by reviewing the Field Contact file and discovering that the same car had been noticed for several nights by different officers in the vicinity of the bank.

Another little recognized benefit of the Field Contact Card is improved public relations for the agency. Noticing a suspicious person who appeared to be loitering in a dark alley and asking for the individual's identification and purpose of being in the alley, an officer could discover the "suspicious" person was a legitimate citizen merely walking the dog. The alertness of the officer would be a reminder to the citizen of an efficient law enforcement agency.

The officer who routinely questions "suspicious" persons is encouraged to complete a Field Contact Card even though the individual may appear, upon investigation, to be quite legitimate. The purpose, again, is to record field contacts which may later provide helpful investigative information.

FIELD CONTACT CARD

LOCATION			DATE			TIME		
NAME (LAST NAME FIRST)						NICKNAME		
ADDRESS						PHONE		
SEX	RACE	AGE	HEIGHT	WEIGHT	BUILD	COMPLEXION		
DOB/POB			HAIR	EYES	MARKS OR SCARS			
SOCIAL SECURITY NUMBER				DRIVERS LICENSE NO		STATE	TYPE	
CLOTHING WORN				DRV	PASS	PED		
MAKE OF CAR	MODEL	BODY STYLE	YR	COLORS	YR STATE LIC			
OTHER IDENTIFYING MARKS (VEHICLE)								

(FRONT)

FIELD CONTACT CARD

ASSOCIATES WITH SUBJECT
REASON FOR INTERROGATION
DISPOSITION
OFFICER(S) REPORTING

(REVERSE)

(Fig 28 Field Contact Card)

12.11 Modus Operandi (MO) File

The criminal, like all human beings, is a creature of habit. Habits may be started intentionally or accidentally. Success or failure in a specific criminal act tends to influence the manner in which such acts are repeated. The law enforcement agency which can obtain definite MO's and record them for future reference will greatly increase their efficiency in combating crime.

The following factors of a criminal offense should be considered in compiling an MO file:

1. Time of offense (day of week and hour)
2. Victim (age, sex and race)
3. Type of property victimized
4. Method of attack
5. Statements made by perpetrator
6. Transportation used
7. Trademarks

12.12 Mug Files

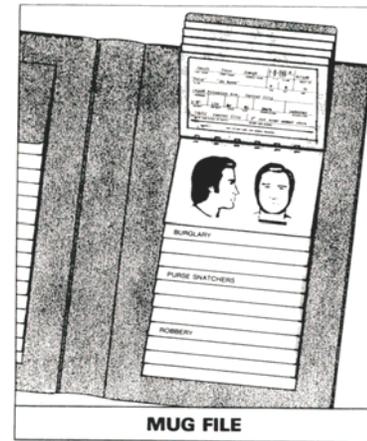
A criminal specialty file composed of photographs of known criminals is commonly referred to as a "Mug" file (Fig 29).

Photographs are filed first by crime classification, and as the file grows the classifications are subdivided by sex, race and height in 3-inch groups as follows:

Over 6 feet
5 feet 9 inches to 6 feet
5 feet 6 inches to 5 feet 9 inches
5 feet 3 inches to 5 feet 6 inches
Under 5 feet 3 inches

In a smaller agency, the subdivisions may be simply, tall, medium, short In some instances it will be desirable to have a photograph of an individual in two or more places because of a tendency on the part of some criminals to participate in more than one type of crime.

Group photographs of criminals who normally work together are an aid to identification and are frequently used by law enforcement agencies. They, too, may be filed by type of criminal specialty of the group involved.



(Fig 29 Mug File)

12.13 Miscellaneous Law Enforcement Records

In addition to the general classes of records discussed previously, there is a miscellaneous group which on occasion create filing problems within a department. In connection with the following discussion of these problems, it should be remembered that any document, correspondence, etc., pertaining to a case on file should receive the same case number and be filed with the case. Similarly, it should be remembered that any request for service be documented.

12.14 Correspondence

Any mail coming to the agency from another law enforcement agency or private citizen requesting an investigation which may result in the apprehension of an individual, the recovery of property, or similar activity should be made the subject of an Incident/Offense Report and given a case number in the usual manner. The correspondence may be attached to the report thus keeping the papers relating to a case together. Similarly, copies of correspondence addressed to persons or outside agencies should be filed with the case to which they relate.

The average small agency may simply maintain one file for each county within its state and another file for each of the other states. Each piece of correspondence, together with a copy of the reply, should be filed in chronological order in the appropriate file. As a refinement, the names of the authors of the correspondence received may be indexed by cards referring to the file in which the correspondence may be located.

Another method used by some agencies is to file miscellaneous correspondence by subject matter such as firearms, pawnshops, speaking engagements, and the like. Still another system utilized occasionally is to assign a correspondence number to each piece of incoming correspondence. The correspondence then is filed by this number and indexed (Fig 30) by the name of the author.

In any event, some type of control should be maintained in order to ensure a prompt reply.

12.18 Store Report

Some agencies find it useful to maintain a card file listing the name and address of each store or commercial building in their jurisdictions, together with information concerning the name of the person to be notified in case of an emergency. This type of record also includes information indicating that an officer has interviewed the manager, examined the premises, and offered crime prevention suggestions which might reduce the likelihood of the structure being entered by burglars or other criminals.

12.19 Wanted and Missing Persons Bulletin

An agency may maintain a Wanted and Missing Persons Bulletin in numerical order by a case number issued to each newly received bulletin.

12.20 Juvenile Records

There are major areas of concern and controversy that relate to juvenile records. Missouri statutes address most of those concerns. Listed below are the areas addressed in our statutes.

Juvenile records should still be maintained in the Central Records Section.

It should be recognized that school yearbooks provide an excellent source of photographs of juveniles.

Law enforcement agencies, record of custody of child.

210.004. All law enforcement agencies shall maintain a confidential record of the date and time a child less than seventeen years of age is taken into custody for any reason and the date and time such child is released from custody. (L. 1995 H.B. 174, et al. § 2)

Confidentiality of reports and records, exceptions--violations, penalty.

210.150 Child abuse cases, DFS, 4. Any person who knowingly violates the provisions of this section, or who permits or encourages the unauthorized dissemination of information contained in the information system or the central registry and in reports and records made pursuant to sections 210.109 to 210.183, shall be guilty of a class A misdemeanor

Places of detention--photographing and fingerprinting, restrictions.

211.151 3. Law enforcement officers shall take fingerprints and photographs of a child taken into custody for offenses that would be considered felonies if committed by adults, without the approval of the juvenile judge. A child taken into custody as a victim of abuse or neglect or as a status offender pursuant to subdivision (1) or (2) of subsection 1 of section 211.031 or for an offense that would be considered a misdemeanor if committed by an adult may be fingerprinted or photographed with the consent of the juvenile judge. Records of a child who has been fingerprinted and photographed after being taken into custody shall be closed records as provided under section 610.100, RSMo, if a petition has not been filed within thirty days of the date that the child was taken into custody; and if a petition for the child has not been filed within one year of the date the child was taken into custody, any records relating to the child concerning the alleged offense may be expunged under the procedures in sections 610.122 to 610.126, RSMo.

Juvenile court records, confidentiality, exceptions--records of peace officers, exceptions, release of certain information to victim.

211.321 3. Peace officers' records, if any are kept, of children shall be kept separate from the records of persons seventeen years of age or over and shall not be open to inspection or their contents disclosed,

except by order of the court. This subsection does not apply to children who are transferred to courts of general jurisdiction as provided by section 211.071 or to juveniles convicted under the provisions of sections 578.421 to 578.437, RSMo. This subsection does not apply to the inspection or disclosure of the contents of the records of peace officers for the purpose of pursuing a civil forfeiture action pursuant to the provisions of section 195.140, RSMo.

4. Nothing in this section shall be construed to prevent the release of information and data to persons or organizations authorized by law to compile statistics relating to juveniles. The court shall adopt procedures to protect the confidentiality of children's names and identities.

5. The court may, either on its own motion or upon application by the child or his representative, or upon application by the juvenile officer, enter an order to destroy all social histories, records, and information, other than the official court file, and may enter an order to seal the official court file, as well as all peace officers' records, at any time after the child has reached his seventeenth birthday if the court finds that it is in the best interest of the child that such action or any part thereof be taken, unless the jurisdiction of the court is continued beyond the child's seventeenth birthday, in which event such action or any part thereof may be taken by the court at any time after the closing of the child's case.

12.21 Animal Control Records

Depending on the size of the agency there may be a designated animal control function. In very small agencies it may be the total responsibility of the police department to enforce animal related laws. Agency policies and forms should be developed and maintained indicating the adequate and humane treatment of animals.

12.22 Sexual Offender Registry Chapter 589 RSMo

Refer to (Fig 31) entitled "Missouri Offender Registration" provided by the Criminal Records Division.

Sex Offender Registry: Statements, photographs and fingerprints required not to be public records—disclosure authorized for law enforcement officials and agencies--complete list of offenders maintained released upon request. Effective 1-1-99

589.417. 1. Except for the specific information listed in subsection 2 of this section, the complete statements, photographs and fingerprints required by sections 589.400 to 589.425 shall not be subject to the provisions of chapter 610, RSMo, and are not public records as defined in section 610.010, RSMo, and shall be available only to courts, prosecutors and law enforcement agencies.

2. Notwithstanding any provision of law to the contrary, the chief law enforcement official of the county shall maintain, for all offenders registered in such county, a complete list of the names, addresses and crimes for which such offenders are registered. Any person may request such list from the chief law enforcement official of the county. (L. 1997 H.B. 883, A.L. 1998 H.B. 1405, et al.)

Registration, required information. Effective 1-1-99

589.407. Any registration pursuant to sections 589.400 to 589.425 shall consist of completion of an offender registration form developed by the Missouri state highway patrol. Such form shall include, but is not limited to the following:

(1) A statement in writing signed by the person, giving the name, address, Social Security number and phone number of the person, the place of employment of such person, the crime which requires registration, whether the person was sentenced as a persistent or predatory offender pursuant to section 558.018, RSMo, the date, place, and a brief description of such crime, the date and place of the conviction or plea regarding such crime, the age and gender of the victim at the time of the offense and whether the person successfully completed the Missouri sexual offender program pursuant to section 589.040, if applicable; and (2) The fingerprints and a photograph of the person.

(L. 1997 H.B. 883, A.L. 1998 H.B. 1405, et al.)

MISSOURI OFFENDER REGISTRATION

Who is required to register as a sex offender in Missouri?

Any person as of August 28, 2002 who, since July 1, 1979, has been or is hereafter convicted of, been found guilty of, or pled guilty to committing, or attempting to commit, a felony offense or any offense of chapter 566, RSMO, where the victim is a minor; or

Any person as of August 28, 2002 who, since July 1, 1979, has been or is hereafter convicted of, been found guilty of, or pled guilty to committing, or attempting to commit one or more of the following felony offenses: kidnapping, pursuant to section 565.110, RSMO; felonious restraint; promoting prostitution in the first degree; promoting prostitution in the second degree; promoting prostitution in the third degree; incest; abuse of a child; use of a child in a sexual performance; or promoting sexual performance by a child; and committed or attempted to commit the offense against a victim who is a minor, defined for the purposes of sections 589.400 to 589.425 as a person under eighteen years of age; or

Any person who, since July 1, 1979, has been committed to the department of mental health as a criminal sexual psychopath; or

Any person who, since July 1, 1979, has been found not guilty as a result of mental disease or defect of any offenses listed in 589.400.

Any person as of August 28, 2002 who, is a resident of this state since July 1, 1979, or is hereafter convicted of, been found guilty of, or plead guilty to or nolo contendere in any other state or under federal jurisdiction to committing, or attempting to commit, an offense which, if committed in this state, would be a violation of chapter 566, RSMO, or a felony violation of any offense listed in subsection (2) of chapter 566, RSMO, or has been or is required to register under federal or military law; or any person who has been or is required to register in another state or who works (with or without compensation) or attends a school (of higher education including vocational) or training on a full-time or on a part-time basis in Missouri. Part-time in this subdivision means for more than fourteen days in any twelve-month period.

What are the correctional facilities, mental health institutions and court's official responsibilities in the registration process?

When a person that meets registration criteria of a sex offender is paroled, released on probation, discharged upon payment of a fine, released after confinement in a county jail, discharged or otherwise released from any correctional facility of the department of corrections or mental health institution, the person shall be informed by the official in charge of the duty to register. The official in charge shall complete the "Missouri Offender Registration Notification" form and distribute accordingly.

When is a sex offender required to register?

An offender shall, within **ten days** of conviction, release from incarceration, or placement upon probation, register with the chief law enforcement official (CLEO) of the county in which such person resides unless such person has already registered in that county for the same offense. Any person to whom sections 589.400 to 589.425 apply if not currently registered in their county of residence shall register with the CLEO of such county within ten days of the effective date of this section. The CLEO shall complete the yellow "Offender Registry" card as required and submit it to Missouri State Highway Patrol within 3 days. The registration requirements of section 589.400 through 589.425 are lifetime registration requirements unless all offenses requiring registration are reversed, vacated or set aside or unless the registrant is pardoned of the offenses requiring registration.

ALL registrants shall report annually in person in the month of their birth to the county law enforcement agency to verify the information contained in their statement made pursuant to section 589.407.

What are the registrant's duties on change of address?

When a registrant changes residence or address **within the same county**, the person shall inform the CLEO of the county in writing within ten days of such new address and phone number.

When a registrant changes residence or address to a different county or state, the individual shall appear in person and inform both the CLEO with whom the person is last registered and the CLEO having jurisdiction over the new county or state. Notification of the new address and phone number must be within ten days of such new residence or address change.

When a registrant from another state is required to register and works at or attends school or training on a full-time or on a part-time basis in Missouri, the person shall inform the CLEO of that county in person, within ten days of relocating to Missouri.

Whenever a registrant changes residence, the Chief Law Enforcement Official of the county where the person was previously registered shall promptly inform the Missouri State Highway Patrol of the change.

When the registrant is changing the residence to a new state, the Missouri State Highway Patrol shall promptly inform the responsible official in the new state of residence.

- ◆ Complete the "Change of Address/Statement" form to report and track these changes.

Which offenders' must verify their address every ninety days?

Any offender registered as a predatory or persistent sexual offender under definitions found in section 588.018, RSMo;

Any offender who is registered for a crime where the victim was less than eighteen years of age at the time of the offense; and

Any offender who has pled guilty or been found guilty pursuant to section 589.425 of failing to register or submitting false information when registering.

- ◆ An offender meeting this criteria shall report in person every ninety days to verify their address and statement information with their CLEO of the county in which they reside. Complete the "Change of Address/Statement" form to report and track this data. Forward this form to the Missouri State Highway Patrol.

What information can be released to the public?

The CLEO of the county shall maintain a list of names, addresses and crimes of all registered offenders in their jurisdiction. This list may be released to any person upon request.

What penalties are there for failure to register?

Any person who is required to register that does not meet all requirements of section 589.400 to 589.425 is guilty of a class A misdemeanor. Any person who commits a second or subsequent violation is guilty of a class D felony.

Utilization of Applicable Offender Registration Forms

- ◆ **Missouri Offender Registration Notification Form**
This form is utilized by Department of Corrections, Probation/Parole, Courts and Mental Health Institutions to notify the offenders of their duty to register at time of sentencing or release from custody. It is crucial that this form is completed accurately and to its fullest as it is the basis for the entire registration.
- ◆ **Missouri Offender Registration Card**
This card is utilized by the Chief Law Enforcement Official (CLEO), of the county, who registers the offender. The offender **will not** be added to the database as a registered sex offender unless this card is forwarded to the Missouri State Highway Patrol.
- ◆ **Change of Address/Statement Form**
This form is utilized by the CLEO when an offender changes address/statement or 90 day verification is required.

**For additional stock of these forms contact Missouri
State Highway Patrol 573-526-6153**

13.0 Property/Evidence Control

13.1 Recording Stolen Property

There are two means of identifying property: one is through the serial number placed on the article by the manufacturer or owner and the other by the article's description when manufacturer's serial number is not present or the number is not known.

A property identification index generally consists of two sections, Numbered and Unnumbered. In the numbered section all property bearing an identifiable number is indexed according to the last one, two, or three digits of the number (Fig 32), depending upon the size of the file. In the unnumbered section property is indexed according to the description of the article

ARTICLE	DESIGN OR STYLE	SERIAL OR MOVEMENT NO	
WOMEN'S _____	SIZE	MONOGRAMS, INITIALS, OR MARKS	
MEN'S _____			
MATERIAL	COLOR	STONE (NO. AND WT.)	SETTING
MAKE OR MAKER'S NAME		CASE NO.	
NAME OF COMPLAINANT		TELEPHONE NO.	
ADDRESS		DATE	
ENTER ALL LOST AND STOLEN PROPERTY ON THIS FORM		OFFENSE SERIAL NUMBER	

INDEX CARD FOR LOST AND STOLEN PROPERTY (3" X 5")

KIND OF WATCH	MATERIAL	WOMEN'S _____	NO OF MOVEMENT
		* MEN'S _____	
KIND OF MOVEMENT		NO OF CASE	
MONOGRAMS, INITIALS, INSCRIPTIONS, OR OTHER MARKS			
NAME OF COMPLAINANT		TELEPHONE NO.	
ADDRESS		DATE	
ENTER ALL LOST AND STOLEN WATCHES ON THIS FORM		OFFENSE SERIAL NUMBER	

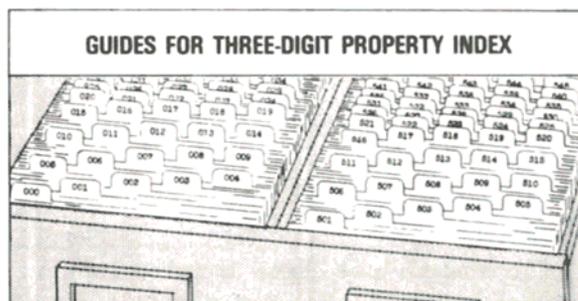
INDEX CARD FOR LOST AND STOLEN WATCHES (3" X 5")

(Fig 32 Index Card for Lost or Stolen Property)

13.2 Numbered Section

A small law enforcement agency may number guide cards from 00 through 99. Numbered property would be indexed by the last two digits of the serial number.

A larger agency may set up a three-digit file containing guide cards numbered from 000 through 999, indexing according to the last three digits of the serial numbers regardless of the make or model of the article.



(Fig 33 Three Digit Property Index)

If the agency enters stolen property information in NCIC, the use of stolen property guide cards may be unnecessary.

13.3 Unnumbered Section

Property not identifiable by a manufacturer's serial number is indexed by description of the article. Much of the success of this section of the index depends upon the accuracy and care with which the property is described.

The main classifications, such as clothing, furniture, footwear, jewelry, tools, etc., should be indicative of the general character of the article indexed. Material of which the various articles are composed, such as cloth, gold, leather, plastic, steel, etc., should be avoided as primary classifications.

Subdivisions by type of article should be greatly detailed. In this unnumbered section the search is made entirely on the description of the property.

13.4 Description of Stolen/Recovered Property

In order that the index may be of maximum value to an agency, it is essential that investigating officers obtain complete descriptions of property reported stolen or recovered.

The manufacturer's serial number should be obtained in every instance possible. If not known, the victim or owner should be encouraged to obtain the number to assist the agency in identifying and recovering the article. A ring described by an investigator as "one lady's medium-sized ring" does not mean much to the record employee who must index the article.

13.5 Selective Indexing

Indexing stolen/recovered property may be done on a selective basis and is generally limited to those articles where some reasonable likelihood of subsequent identification is apparent. A roll of film listed as stolen would not be indexed, but a case of film might be.

13.6 Preparing Index Cards

At least one index card should be prepared for each article reported lost, stolen, recovered, or found unless agency policy dictates that the article does not merit indexing. Separate index cards should be prepared if an article contains more than one identifying number. An example of an item bearing multiple numbers is a watch which contains a movement number and a case number. Both would be indexed (Fig 32).

Whenever an article is recovered, the corresponding index card should be removed from the file. The unnumbered section should be examined at least once each year to consider elimination of index cards representing perishable items more than 1 year old.

The date of the incident should be recorded on the index card in every instance.

Property found or recovered by officers or turned in by the public should be indexed in the lost, stolen/recovered, or found property index if the property cannot be identified immediately with a reported theft or loss.

	NAME (victim, owner suspect or finder)	DESIGNATOR V-victim	TYPE OF OFFENSE	
	DAVIS, Anthony Odell (V)	Burglary	72-1965	CASE #
			5/6/72	DATE PROPERTY BROUGHT IN
DESCRIPTION OF PROPERTY	1 - man's watch, gold colored case Timex, water resistant, automatic no serial number, A.O.D. engraved on back 1 - man's wedding ring (band) gold in color, no settings plain - no design, size 9 no identifying marks			
	J. K. Jones #34		shelf 4-B	WHERE PROPERTY STORED.
	INVESTIGATING OFFICER			

Example of Property Index Card

(Fig 34 Property Index Card)

13.7 Pawnshop Cards

It is only natural that in a great many instances property lost or stolen finds its way ultimately to a pawnshop or a secondhand store.

A procedure preferred in a number of communities involves the preparation of the index cards (Fig 35) themselves by the pawnshop or secondhand dealers; such cards are ready for filing upon receipt.

ARTICLE	DESIGN OR STYLE	SERIAL OR MOVEMENT NO.
WOMEN'S	MATERIAL	COLOR
	SIZE	CASE NO.
MEN'S		
MONOGRAMS, INITIALS, OR MARKS		
MAKE OR MAKER'S NAME	STONE (NO. AND WEIGHT)	SETTING
DEALER'S NO.	AMOUNT ADVANCED	TIME
		A. M.
		P. M.
DEALER'S NAME		19
LOCATION		

FRONT

CUSTOMER'S SIGNATURE					
ADDRESS					
DESCRIPTION OF CUSTOMER, TO BE FILLED OUT BY DEALER					
SEX	AGE	HEIGHT	WEIGHT		
EYES	HAIR	COMPLEXION	RIGHT INDEX PRINT		
RACE OR NATIONALITY					
CLOTHING					
PECULIARITIES, MARKS, OR SCARS					

REVERSE

(Fig 35 Pawnshop Card)

NOTE: Fill in applicable spaces when releasing or returning property.

DATE & TIME OF RELEASE	ITEMS RELEASED	REASON RELEASED	
RELEASED TO (SIGNATURE & ADDRESS)		RELEASED BY:	
ITEMS RETURNED TO PROPERTY	RETURNED BY	RECEIVED BY	DATE & TIME RETURNED
DATE & TIME OF RELEASE	ITEMS RELEASED	REASON RELEASED	
RELEASED TO (SIGNATURE & ADDRESS)		RELEASED BY:	
ITEMS RETURNED TO PROPERTY	RETURNED BY	RECEIVED BY	DATE & TIME RETURNED
DATE & TIME OF RELEASE	ITEMS RELEASED	REASON RELEASED	
RELEASED TO (SIGNATURE & ADDRESS)		RELEASED BY:	
ITEMS RETURNED TO PROPERTY	RETURNED BY	RECEIVED BY	DATE & TIME RETURNED
DATE & TIME OF RELEASE	ITEMS RELEASED	REASON RELEASED	
RELEASED TO (SIGNATURE & ADDRESS)		RELEASED BY:	
ITEMS RETURNED TO PROPERTY	RETURNED BY	RECEIVED BY	DATE & TIME RETURNED
DATE & TIME OF RELEASE	ITEMS RELEASED	REASON RELEASED	
RELEASED TO (SIGNATURE & ADDRESS)		RELEASED BY:	
ITEMS RETURNED TO PROPERTY	RETURNED BY	RECEIVED BY	DATE & TIME RETURNED
DATE & TIME OF RELEASE	ITEMS RELEASED	REASON RELEASED	
RELEASED TO (SIGNATURE & ADDRESS)		RELEASED BY:	
ITEMS RETURNED TO PROPERTY	RETURNED BY	RECEIVED BY	DATE & TIME RETURNED
DATE & TIME OF RELEASE	ITEMS RELEASED	REASON RELEASED	
RELEASED TO (SIGNATURE & ADDRESS)		RELEASED BY:	
ITEMS RETURNED TO PROPERTY	RETURNED BY	RECEIVED BY	DATE & TIME RETURNED
DATE & TIME OF RELEASE	ITEMS RELEASED	REASON RELEASED	
RELEASED TO (SIGNATURE & ADDRESS)		RELEASED BY:	
ITEMS RETURNED TO PROPERTY	RETURNED BY	RECEIVED BY	DATE & TIME RETURNED
DATE & TIME OF RELEASE	ITEMS RELEASED	REASON RELEASED	
RELEASED TO (SIGNATURE & ADDRESS)		RELEASED BY:	
ITEMS RETURNED TO PROPERTY	RETURNED BY	RECEIVED BY	DATE & TIME RETURNED
DATE & TIME OF RELEASE	ITEMS RELEASED	REASON RELEASED	
RELEASED TO (SIGNATURE & ADDRESS)		RELEASED BY:	
ITEMS RETURNED TO PROPERTY	RETURNED BY	RECEIVED BY	DATE & TIME RETURNED
EXPLOSIVES <input type="checkbox"/> COMBUSTIBLES <input type="checkbox"/> LISTED PROPERTY <input type="checkbox"/>			
DESCRIPTION:	AMOUNT:	COLOR:	LENGTH:
DIAMETER:	SHAPE:	MARKINGS:	
DISPOSITION: TO BE DESTROYED <input type="checkbox"/> HOLD FOR: SAFERKEEPING <input type="checkbox"/> EVIDENCE <input type="checkbox"/> OTHER <input type="checkbox"/>			
I HEREBY RELEASE ALL CLAIM TO THE LISTED ITEMS. I REQUEST THAT THESE ITEMS BE DESTROYED IN A LAWFUL MANNER.			
SIGNATURE:			

(Fig 36 Property Invoice and Release Page 2)

Complainant _____	No. _____
Address _____	Date _____
	Time _____
Where Recovered _____	
	Property Recovered _____

Recovered by _____	Date _____
Turned over to _____	Time _____

Complainant _____	No. _____
Address _____	Date _____
	Time _____
Where Recovered _____	
Property Recovered _____	

Recovered by _____	Date _____
Turned over to _____	Time _____

PROPERTY TAG AND CARD (3" X 5")

(Fig 37 Property Tag and Card)

PROPERTY RELEASE AUTHORIZATION

THIS IS YOUR AUTHORIZATION TO RELEASE		DATE	TIME	AM PM
TO _____				
THE FOLLOWING ITEMS (ALL) IF NOT ALL, LIST ITEMS TO BE RELEASED				
ITEM 1 _____				
ITEM 2 _____				
ITEM 3 _____				
ITEM 4 _____				
ITEM 5 _____				
ITEM 6 _____				
ITEM 7 _____				
ITEM 8 _____				
ITEM 9 _____				
ITEM 10 _____				
VEHICLE OR PROPERTY				
RELEASE BY PRISONER		RELEASE BY OFFICER		
ARREST NO		CASE REPORT NO		
PRISONER'S SIGNATURE		SUSPECT'S NAME		
WITNESS		DATE IMPOUNDED		
RECEIVED BY (SIGNATURE)		OFFICER'S SIGNATURE		
WITNESS		BADGE NO.		

(Fig 38 Property Release Authorization)

13.10 Evidence Logs

Agencies should use either a bound ledger or evidence log to chronologically record all property coming into their custody.

Larger agencies may find the use of a property ledger to cumbersome and prefer a Property Invoice and Receipt Form (Fig 36). The original copy should remain in the property custodian's file. One copy should be filed with the corresponding case file, and a third copy may be attached to the property in storage.

The property custodian's file should be checked monthly to ensure that victims/owners have been notified that their property is in the custody of the agency and informed of action that is to be taken to release the property.

In order to maintain the necessary chain of custody of all property that may become evidence, the Property Invoice and Receipt form should also be utilized for entering each transaction involving the temporary removal from and return to the property section or locker (for court, lab examination, etc.)

The final release of property from custody of the agency can be documented in one of two ways. A space may be provided for final release information on the Property Invoice and Receipt form or a separate

Property Release Authorization Slip may be utilized. One copy of the release slip should be attached to the property custodian's copy of the Property Invoice and Receipt form. One copy of the Final Release Authorization Slip (Fig 39) is filed with the related case report, and if desired, a third copy may be given to the person receiving the released property.

One inactive file should be established to maintain the records of all property released from custody of the agency. When property is released, the Property Invoice and Receipt form is removed from the active file and placed in the case file.

13.11 Evidence Tags/Stickers

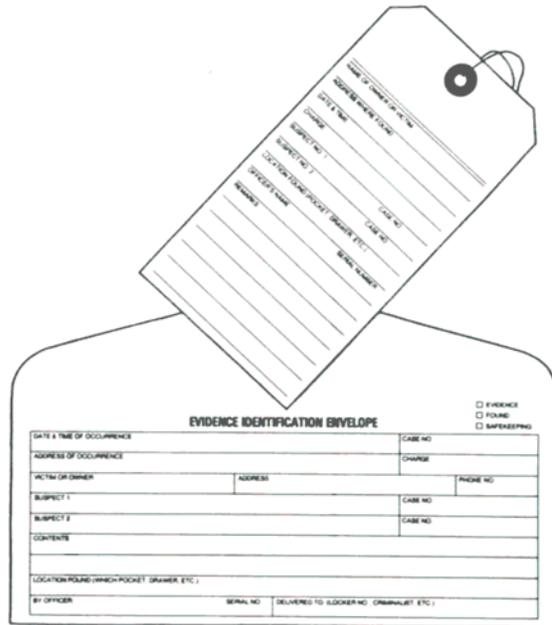
In addition to the property ledger, a property tag, and as an option, an index card (Fig 37) may be prepared.

These items should be designed so that substantially the same information is recorded on each. The tag is attached to the property when placed in the property room and the index card is appropriately filed by name.

It may be wise to indicate on the index card and probably in the property ledger, the location where the property can be found. The location should be recorded in the officer's Incident/Offense Report, reciting the circumstances surrounding the acquisition of the property. The Incident/Offense or the case number should be recorded on the property tag and index card.

Photographs of crime scenes, accidents, victims, and items associated with investigations which are considered to be evidence should be filed by case number in the case file. Photographs should be placed in suitable envelopes marked "Photographs" and the case number should be recorded on the envelope.

Evidence must be properly marked and stored in a suitable fashion. The use of paper bags is the best method for packaging evidence especially if the evidence has blood evidence. Never use plastic bags to package any evidence that contains blood. The plastic will retain moisture and promote the growth of bacteria and mold rendering the evidence worthless.



(Fig 39 Evidence Tags and Folders)

13.12 Laboratory Request Forms (Fig 40)

Depending on the jurisdiction a number of laboratories may be available for use. For this reason all officer's should become familiar with the capabilities of each laboratory and the types of analysis that are available. Agencies should institute policies and procedures using the laboratories prescribed form for evidence submissions. In addition officer's must become familiar with analytical techniques and provide to the best of their ability the type of analysis required if other than a general analysis provided by the laboratory.

13.13 Laboratory Routing Forms

Some agencies or their trained designated officer's may have the capability to conduct their own limited forensic analysis. Procedures must be instituted to ensure that proper analytical techniques, protocols and guidelines are followed due to the nature of some examinations to completely destroy submitted samples. All techniques and results must be completely documented to ensure that the scientific evidence is based in acceptable scientific practices.



MISSOURI STATE HIGHWAY PATROL
 CRIMINAL LABORATORY DIVISION
 1510 E. ELM STREET
 JEFFERSON CITY, MO 65102-0568



**LABORATORY ANALYSIS
 REQUEST**

(To be completed by investigating officer)

SHP - 411D 1/96

DATE		MSHP LAB NO.	
AGENCY CASE NO.			
AGENCY IDENTIFIER NO. (ORI)			
HAS EVIDENCE RECEIVED PRIOR LABORATORY EXAMINATION? <input type="checkbox"/> YES <input type="checkbox"/> NO		STATUS OF CASE <input type="checkbox"/> NEW <input type="checkbox"/> ADD-ON <input type="checkbox"/> REOPEN	
SUBMITTING AGENCY		INVESTIGATING OFFICER	INVESTIGATING OFFICE PHONE NO. ()
TYPE OF CRIME		DATE OF CRIME	COUNTY OF CRIME
VICTIM(S) (INCLUDE DOB, RACE, SID, ETC.)		SUSPECT(S) (INCLUDE DOB, RACE, SID, ETC.)	
SUMMARY OF INCIDENT: (Include where crime occurred, all individuals involved, relationships between individuals, any unusual circumstances, etc.)			
DESCRIPTION OF EVIDENCE (Continue on back if necessary)			
ITEM(S) SUBMITTED	LOCATION AND DATE OF RECOVERY	OWNER OF ITEM	EXAM REQUESTED (Be specific)
SPECIAL INSTRUCTIONS (Continue on back if necessary)			

(Fig 40 Laboratory Request Form)

14.0 Traffic Records

14.1 Traffic Records Filing System

For details on accident report preparation refer to the Missouri Uniform Accident Report Preparation Manual.

Historically, law enforcement agencies have filed traffic accident reports separate from all other investigative reports. The maintenance of a separate traffic records filing system is an administrative decision. Smaller agencies may wish to consolidate all investigative reports in one centralized file, accessible through the Master Name Index. Larger agencies will probably find a separate traffic records filing system more appropriate.

An agency establishing a traffic records filing system may desire to consider three types of files, the Traffic Citation file, the Traffic Citation Audit Record, and the Traffic Accident Report file. The traffic Citation file contains a copy of each citation filed in straight numerical order. An exception may be that all citations issued to one person might be clipped together to ease file search and audit procedures.

Before citations are placed in the above-mentioned file, information from them should be searched through the MNI to ensure the timeliness of the Index. To avoid duplication, an MNI card is made only for persons not previously cited. If an MNI card already exists, the citation is simply entered on that card.

It is recommended that all final dispositions be obtained from the court of jurisdiction and entered on the citation and the related MNI card.

The Traffic Citation Audit Record (TCAR) consists of a small bound or loose-leaf ledger to record citation numbers in series as they appear in citation books, the name of the officer assigned to each citation book, name of person cited, violation, date of violation, and issuing officer's name. Citation numbers should be recorded in the TCAR prior to issuing each citation book.

The Traffic Accident Report file consists of a copy of each traffic accident investigative report, along with a copy of any other related documents (supplements, death reports, witness statements, sketchers, etc.).

14.2 Filing Traffic Accident Reports

Traffic Accident Reports may be filed by the assigned case number after appropriate indexing. Reports of drivers and signed statements, as well as diagrams and photographs, should be filed with the officer's report under the same case number.

All appropriate accident information must be indexed into new or existing MNI cards for the driver, each person injured or killed, and all witnesses.

14.3 Traffic Accident Location File

Experience shows that traffic accidents happen in recurring patterns. Plainly stated, accidents tend to be caused by a combination of driver faults and street conditions. Unless corrective action is taken, these same acts and conditions will prevail and accidents will continue to occur.

A large percentage of accidents occur because a driver or pedestrian fails to obey a traffic law. Since no agency has enough manpower to enforce all traffic laws at all times in all areas under its jurisdiction, enforcement efforts must be concentrated on areas most needing attention. This procedure is usually called the Selective Traffic Enforcement Program (STEP)

14.4 Traffic Spot Maps

One of the main objectives of traffic law enforcement is accident prevention. A proven method of identifying intersections, streets, and highways with high accident potential is through the use of a spot map.

A traffic spot map should not replace, but supplement the traffic accident location file.

14.5 Traffic Arrests

The “booking” of persons physically taken into custody for traffic violations should follow the recording and reporting procedure established for arrests for criminal offenses.

14.6 Consolidated Monthly Report Traffic Summary

The periodic analysis of traffic accidents and arrests is necessary in order to effectively manage an accident reduction program. Through the use of the Consolidated Monthly Report Traffic Summary (Fig 41) the law enforcement administrator is given information by which an accurate assessment of traffic problems can be determined.

**CONSOLIDATED MONTHLY REPORT
TRAFFIC SUMMARY**

Police Department _____
 City of _____ Month of _____, 19__

TABLE 1. ACCIDENT SUMMARY						
	This Month			Year to Date		
	This Year	Last Year	o/o Change	This Year	Last Year	o/o Change
Accident Total						
Fatal						
Personal Injury						
Property Damage						
Pedestrian						

TABLE 2. ENFORCEMENT SUMMARY						
	This Month			Year to Date		
	This Year	Last Year	o/o Change	This Year	Last Year	o/o Change
Traffic Total						
Hazardous Violations						
Other Violations						
Parking						
DWI						
Accident Arrests and Citations						

TABLE 3. COMPARATIVE SUMMARY OF TRAFFIC ACCIDENTS						
	This Month			Year to Date		
	This Year	Last Year	o/o Change	This Year	Last Year	o/o Change
Total Accidents						
Fatal Accidents						
Persons Killed						
Injury Accidents						
Persons Injured						
Pedestrians Killed						
Pedestrians Injured						
Hit and Run Accidents						
Cleared by Arrest						
Cleared - No Arrest						
Total Cleared						

(Fig 41 Consolidated Monthly Report Traffic Summary)

TABLE 4. COMPARATIVE SUMMARY ACCIDENTS AND ENFORCEMENT (By Hour of Day and Day of Week)

Time	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	Acci- dent	Citation and Arrest												
12 M														
1:00														
2:00														
3:00														
4:00														
5:00														
6:00														
7:00														
8:00														
9:00														
10:00														
11:00														
12 N														
1:00														
2:00														
3:00														
4:00														
5:00														
6:00														
7:00														
8:00														
9:00														
10:00														
11:00														

Note: "Citation and Arrest" column should include all traffic citations and arrests made during each hour period except parking citations.

TABLE 5. COMPARATIVE SUMMARY OF ENFORCEMENT (By Violation)

	This Month		Year to Date		
	This Year	Last Year	This Year	Last Year	o/o Change
Hazardous Violations Total					
DWI					
Speeding					
Reckless Driving					
Careless Driving					
Traffic Signal					
Stop Sign					
Other Regulatory Sign					
Improper Passing					
Improper Turning					
Right of Way - Vehicle					
Right of Way - Pedestrian					
Following Too Closely					
No or Improper Signal					
Improper Start from Parked Position					
Improper Backing					
Improper Lane Usage					
Failure to Drive - Right					
Defective Equipment					
Other Hazardous Violation					
Other Violations Total					
Parking Violation Total					

TABLE 6. COMPARATIVE STUDY OF ACCIDENTS - ENFORCEMENT BY VIOLATION								
Violation	THIS YEAR				LAST YEAR			
	Accidents		Enforcement		Accidents		Enforcement	
	Number	Per Cent	Number	Per Cent	Number	Per Cent	Number	Per Cent
Driving While Under Influence								
Speed								
Reckless Driving								
Careless Driving								
Traffic Signal								
Stop Sign								
Improper Passing								
Improper Turning								
Right of Way - Vehicle								
Right of Way - Pedestrian								
Following too Closely								
Failure To or Improper Signal								
Improper Start from Parked Position								
Improper Backing								
Improper Lane Usage								
Defective Equipment								
Other Violation								
TOTAL VIOLATIONS								

(Fig 41 Consolidated Monthly Report Traffic Summary Page 4)

15.2 Eviction Notices

Normally handled by the sheriff's office but in some smaller agencies where officers are also deputized it may become necessary to carry out such court orders. The same guidelines will apply as for any other civil process.

15.3 Ex Parte Orders of Protection

As with any other civil document a log should be maintained of all orders received from the court. Unlike some other civil documents these may require specific actions. For this reason agencies should maintain these in a similar manner as discussed in the section that covered warrant's. Documents should be purged from agency files in accordance with the appropriate retention schedule.

16.0 Law Enforcement Records and Uniform Crime Reports

16.1 Missouri Law (RSMo 43.505)

Statute enacted in August of 2000 and implemented on January 1, 2001.

All agency personnel should become familiar with the law and try to make reporting as simple as possible for the person that is required to compile the data.

All personnel should become familiar with and understand the consequences to their agency and the state as a whole in the loss of grant funding for programs vital to the operation of law enforcement in the state and their particular agency.

16.2 Summary Based Reporting

Initial reporting standard adopted by the state of Missouri after the passage of the statute in August of 2000.

Data derived can be used as a sampling of criminality in the community and should not be gauged as an overall evaluation of an agencies work activity.

Reports activity on 8, Part I Index crimes in detail with associated arrests and an additional 21, Part II offenses by arrests made.

16.3 Incident Based Reporting

Planned system to be used by Missouri Law Enforcement agencies. Provides a more detailed picture of crime in a community and is reported by 45, Group A Offenses in detail with associated arrests and 12, Group B offenses by arrests made.

This system involves the reporting of all offenses that occur within an individual incident and allows for modification as the need arises either locally or at the national level.

The state system which will be known as the Missouri Incident Based Reporting System or MIBRS will incorporate the use of 55 data elements per Incident Report to record a variety of details associated with criminal activity.

Discussion will follow later in this text on the uses of the information gained from the reporting of data.

16.4 Master Report Form the Return A

Form used to report all Part I Index crimes except Arson, known by the police, unfounded through investigation, actual offenses, offenses cleared and those offenses cleared involving only those under the age of 18 to the state and national programs.

RETURN A - MONTHLY RETURN OF OFFENSES KNOWN TO THE POLICE

Please mail forms to: Missouri State Highway Patrol
 CRID/UCR Program Office
 P.O. Box 668
 Jefferson City, MO 65102-0668

Our Fax Number is: (573) 526-6290

1	Data Entry	2	3	4	5	6
CLASSIFICATION OF OFFENSES		OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	UNFOUNDED (FALSE OR BASELESS COMPLAINTS)	NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1 CRIMINAL HOMICIDE						
a. MURDER AND MANNERS HOMICIDE (Doesn't apply to aggravated assault) If homicide reported, submit Supplementary Homicide Report	11					
b. MANSLAUGHTER BY NEGLIGENCE	12					
2 FORCIBLE RAPE TOTAL	20					
a. Rape by Force	21					
b. Attempts to commit Forcible Rape	22					
3 ROBBERY TOTAL	30					
a. Firearm	31					
b. Knife or Cutting Instrument	32					
c. Other Dangerous Weapon	33					
d. Strong-Arm (Hands, Fists, Feet, Etc.)	34					
4 ASSAULT TOTAL	40					
a. Firearm	41					
b. Knife or Cutting Instrument	42					
c. Other Dangerous Weapon	43					
d. Hands, Fists, feet, Etc. - Aggravated injury	44					
e. Other Assaults - simple, Not Aggravated	45					
5 BURGLARY TOTAL	50					
a. Forcible Entry	51					
b. Unlawful Entry - No Force	52					
c. Attempted Forcible Entry	53					
6 LARCENY - THEFT TOTAL (Except Motor Vehicle Theft)	60					
7 MOTOR VEHICLE THEFT TOTAL	70					
a. Autos	71					
b. Trucks and Buses	72					
c. Other Vehicles	73					
GRAND TOTAL	77					

CHECKING ANY OF THE APPROPRIATE BLOCKS BELOW WILL ELIMINATE YOUR NEED TO SUBMIT REPORTS WHEN THERE IS NO ACTIVITY TO REPORT ON SUCH FORM

<input type="checkbox"/> NO SUPPLEMENTARY HOMICIDE, OR DOMESTIC VIOLENCE SUICIDE REPORT	<input type="checkbox"/> NO AGE, SEX, AND RACE OF PERSONS ARRESTED UNDER 18 YEARS OF AGE REPORT
<input type="checkbox"/> NO SUPPLEMENT TO RETURN A REPORT	<input type="checkbox"/> NO AGE, SEX, AND RACE OF PERSONS ARRESTED 18 YEARS OF AGE AND OVER REPORT
<input type="checkbox"/> NO LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED REPORT	<input type="checkbox"/> NO VOLUNTARY DOMESTIC VIOLENCE INCIDENT REPORT
<input type="checkbox"/> NO MONTHLY RETURN OF ARSON OFFENSE REPORT	

AGENCY NAME

AGENCY ORI

POPULATION

MONTH AND YEAR OF REPORT

POINT OF CONTACT NAME

PHONE NO.

MO 812-1063 (11/00)

(Fig 44 Return A)

16.5 Supplemental Arson Report

Form used to report the occurrences of Arson in a given jurisdiction and the monetary value of damages arising from such criminal activity.

Supplemental Report - Arson

AGENCY NAME	AGENCY ORI	POPULATION
MONTH AND YEAR OF REPORT	POINT OF CONTACT NAME	PHONE NO.

1 Property Classification	2 Offenses Reported or Known to Police (Include Unfounded and Attempts)	3 Number Unfounded (False or Baseless Complaints)	4 Number of Actual Offenses (Column 2 Minus Column 3) (Include Attempts)	5 Total Offenses Cleared by Arrest or Exceptional Means (Include Column 6)	6 Number of Clearances Involving Only Persons Under 18 Years of Age	7 Offenses Where Structures Uninhabited abandoned, or not Normally in Use	8 Estimated Value of Property Damage
------------------------------	--	--	---	---	--	--	---

STRUCTURAL	A. Single Occupancy Residential (House, Townhouse, Duplex, etc.)						
	B. Other Residential (Tenement, Hotel, Motel, Inn, Dorm, B&B, etc.)						
	C. Storage Buildings (Barns, Garages, Warehouses, etc.)						
	D. Industrial & Manufacturing Facilities.						
	E. Other Commercial (Stores, Restaurants, Offices, etc.)						
	F. Community or Public Buildings (Jails, Churches, Schools, Gov't Buildings Hospitals, etc.)						
	G. All Other structures (Outbuildings, Buildings Under Construction, etc.)						
TOTAL STRUCTURAL:							

MOBILE	H. Motor Vehicles (Automobiles, Trucks, Buses, Motorcycles, etc.)						
	I. Other Mobile Property (Trailers, RVs, Airplanes, Boats, etc.)						
	TOTAL MOBILE:						

J. OTHER: (Crops, Timber, Fences, Signs, etc.)							
---	--	--	--	--	--	--	--

TOTAL: (Structural, Mobile & Other)							
---	--	--	--	--	--	--	--

GUIDANCE:

- The hierarchy rule does not apply to arson. Any other reportable Part I or Part II offense occurring in conjunction with an arson will also be reported on the appropriate report form and the arson will be reported here. (Example: Offender commits a murder, then sets dwelling on fire to cover the murder. Report the murder on the Return A and the arson on this report.)
- If one of the property crimes (burglary, larceny, or motor vehicle theft) occurs in conjunction with the arson, the value of the stolen property will be reported on the Supplement to Return A and the value of the structure damaged/destroyed by arson (smoke, water, etc.) will be reported on this report.

16.7 Supplemental Property Report

Form used to record all property stolen or recovered that is associated with the reported Part I Index crimes as reported on the Return A form.

**SUPPLEMENT TO RETURN A
MONTHLY RETURN OF OFFENSES KNOWN TO THE POLICE**

THIS FORM DEALS WITH THE NATURE OF CRIME AND THE MONETARY VALUE OF PROPERTY STOLEN AND RECOVERED. THE TOTAL OFFENSES RECORDED ON THE OTHER SIDE OF THIS FORM SHOULD BE THE SAME AS THE NUMBER OF ACTUAL OFFENSES LISTED IN COLUMN 4 OF THE RETURN A FOR EACH CRIME CLASS. INCLUDE ATTEMPTED CRIMES ON THIS FORM, BUT DO NOT INCLUDE UNFOUNDED OFFENSES. IF YOU CANNOT COMPLETE THE REPORT IN ALL AREAS, PLEASE RECORD AS MUCH INFORMATION AS AVAILABLE.

PROPERTY BY TYPE AND VALUE			
TYPE OF PROPERTY (1)	P A R T I C I P A L I T Y	MONETARY VALUE OF PROPERTY STOLEN IN YOUR JURISDICTION	
		STOLEN (2)	RECOVERED (3)
(A) CURRENCY, NOTES, ETC.	01	\$	\$
(B) JEWELRY AND PRECIOUS METALS	02		
(C) CLOTHING AND FURS	03		
(D) LOCALLY STOLEN MOTOR VEHICLES	04		
(E) OFFICE EQUIPMENT	05		
(F) TELEVISIONS, RADIOS, STEREOS, ETC	06		
(G) FIREARMS	07		
(H) HOUSEHOLD GOODS	08		
(I) CONSUMABLE GOODS	09		
(J) LIVESTOCK	10		
(K) MISCELLANEOUS	11		
TOTAL	00	\$	\$

THE TOTAL OF THIS COLUMN SHOULD AGREE WITH THE GRAND TOTAL (DATA ENTRY 77) SHOWN ON PAGE 2

INCLUDE IN THIS COLUMN ALL PROPERTY RECOVERED EVEN THOUGH STOLEN IN PRIOR MONTH. THE ABOVE IS AN ACCOUNTING FOR ONLY THAT PROPERTY STOLEN IN YOUR JURISDICTION. THIS WILL INCLUDE PROPERTY RECOVERED FOR YOU BY OTHER JURISDICTIONS, BUT NOT PROPERTY YOU RECOVER FOR THEM.

AGENCY NAME

AGENCY ORI

POPULATION

MONTH AND YEAR OF REPORT

POINT OF CONTACT NAME

PHONE NO.

PROPERTY STOLEN BY CLASSIFICATION

CLASSIFICATION	E D N T R Y	NUMBER OF ACTUAL OFFENSES (COLUMN 4 RETURN A)	MONETARY VALUE OF PROPERTY STOLEN
1 MURDER AND NONNEGLIGENT MANSLAUGHTER	12		
2 FORCIBLE RAPE	20		
3 ROBBERY			
(A) HIGHWAY (STREETS, ALLEYS, ETC.)	31		
(B) COMMERCIAL HOUSE (EXCEPT C, D, AND F)	32		
(C) GAS OR SERVICE STATION	33		
(D) CONVENIENCE STORE	34		
(E) RESIDENCE (ANYWHERE ON PREMISES)	35		
(F) BANK	36		
(G) MISCELLANEOUS	37		
TOTAL ROBBERY	30		
5 BURGLARY - BREAKING OR ENTERING			
(A) RESIDENCE (DWELLING)			
(1) NIGHT (6 P.M. - 6 A.M.)	51		
(2) DAY (6 A.M. - 6 P.M.)	52		
(3) UNKNOWN	53		
(B) NON-RESIDENCE (STORE, OFFICE, ETC.)			
(1) NIGHT (6 P.M. - 6 A.M.)	54		
(2) DAY (6 A.M. - 6 P.M.)	55		
(3) UNKNOWN	56		
TOTAL BURGLARY	50		
6 LARCENY - THEFT (EXCEPT MOTOR VEHICLE THEFT)			
(A) \$200 AND OVER	61		
(B) \$50 TO \$199	62		
(C) UNDER \$50	63		
TOTAL LARCENY (SAME AS ITEM 6X)	60		
7 MOTOR VEHICLE THEFT (INCLUDE ALLEGED JOY RIDE)	70		
GRAND TOTAL - ALL ITEMS	77		

ADDITIONAL ANALYSIS OF LARCENY AND MOTOR VEHICLE THEFT			
6X NATURE OF LARCENIES UNDER ITEM 6			
(A) POCKET-PICKING	81		
(B) PURSE-SNATCHING	82		
(C) SHOPLIFTING	83		
(D) FROM MOTOR VEHICLES (EXCEPT E)	84		
(E) MOTOR VEHICLE PARTS AND ACCESSORIES	85		
(F) BICYCLES	86		
(G) FROM BUILDING (EXCEPT C AND H)	87		
(H) FROM ANY COIN-OPERATED MACHINES (PARKING METERS, ETC)	88		
(I) ALL OTHER	89		
TOTAL LARCENIES (SAME AS ITEM 6)	80		
7X MOTOR VEHICLES RECOVERED			
(A) STOLEN LOCALLY AND RECOVERED LOCALLY	91		
(B) STOLEN LOCALLY AND RECOVERED BY OTHER JURISDICTIONS	92		
(C) TOTAL LOCALLY STOLEN MOTOR VEHICLES RECOVERED (A & B)	90		
(D) STOLEN IN OTHER JURISDICTIONS AND RECOVERED LOCALLY	93		

AGE, SEX, AND RACE OF PERSONS ARRESTED, 18 years of age and over
 (include those released without having been formally charged)

CLASSIFICATION OF OFFENSES	SEX	AGE											RACE													
		18	19	20	21	22	23	24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65 and over	TOTAL	White	Black	American Indian or Alaskan Natives	Asian or Pacific Islander				
Gambling	Male	3																								
	Female																									
TOTAL																										
Bookmaking (Horse and Sport Book)	Male	3																								
	Female	3																								
a																										
Numbers and Lottery	Male	3																								
	Female	3																								
b																										
All Other Gambling	Male																									
	Female																									
c																										
Offenses against Family and Children	Male																									
	Female																									
20																										
Driving Under The Influence	Male																									
	Female																									
21																										
Liquor Laws	Male																									
	Female																									
22																										
Drunkenness	Male																									
	Female																									
23																										
Disorderly Conduct	Male																									
	Female																									
24																										
Vagrancy	Male																									
	Female																									
25																										
All Other Offenses (Except Traffic)	Male																									
	Female																									
26																										
Suspicion	Male																									
	Female																									
27	X																									
TOTAL																										

A-3 (page 3 of 3)

(Fig 48 Age/Sex/Race of Persons Over 18 Arrested Report Page 3)

16.9 Age/Sex/Race of Persons Under 18 Arrested Report

Form used to record the age, sex and race of all persons under the age of 18 arrested for all Part I Index and Part II crimes committed in a given jurisdiction.

MoUCR

Age, Sex, and Race of Person Arrested, under 18 years of age

AGENCY NAME

AGENCY ORI

MONTH AND YEAR OF REPORT

POLICE DISPOSITION OF JUVENILES - NOT TO INCLUDE NEGLECT OR TRAFFIC CASES

1 Handled within Department and released. (Warning, released to parents, etc.)	
2 Referred to juvenile court or probation department.	
3 Referred to welfare agency.	
4 Referred to other police agency.	
5 Referred to criminal or adult court.	

AGE, SEX, AND RACE OF PERSONS ARRESTED, under 18 years of age
(include those released without having been formally charged)

CLASSIFICATION OF OFFENSES	SEX	AGE							RACE			
		Under 10	10-12	13-14	15	16	17	Total Under 18	White	Black	American Indian or Alaskan Native	Asian or Pacific Islander
Murder and Nonnegligent Manslaughter 01a	Male											
	Female											
Manslaughter by Negligence 01b	Male											
	Female											
Forcible Rape 02	Male											
	Female											
Robbery 03	Male											
	Female											
Aggravated Assault (Return A - 4a-d) 04	Male											
	Female											
Burglary - Breaking or Entering 05	Male											
	Female											
Larceny - Theft (Except Motor Vehicle Theft) 06	Male											
	Female											
Motor Vehicle Theft 07	Male											
	Female											
Other Assaults (Return A - 4e) 08	Male											
	Female											
Arson 09	Male											
	Female											
Forgery and Counterfeiting 10	Male											
	Female											
Fraud 11	Male											
	Female											
Embezzlement 12	Male											
	Female											
Stolen Property; Buying, Receiving, Possessing 13	Male											
	Female											
Vandalism 14	Male											
	Female											
Weapons; Carrying, Possessing, etc. 15	Male											
	Female											
Prostitution and Commercialized Vice 16	Male											
	Female											
Sex Offenses (Except Forcible Rape and Prostitution) 17	Male											
	Female											

(Fig 49 Age/Sex/Race of Persons Under 18 Arrested Report)

AGE, SEX, AND RACE OF PERSONS ARRESTED, under 18 years of age
(include those released without having been formally charged)

CLASSIFICATION OF OFFENSES	SEX	AGE						Total Under 18	RACE					
		Under 10	10-12	13-14	15	16	17		White	Black	American Indian or Alaskan Native	Asian or Pacific Islander		
Drug Abuse Violations GRAND TOTAL	18	Male												
		Female												
(1) Sale / Manufacturing Subtotal	180	Male												
		Female												
Opium or Cocaine and their Derivatives (Morphine, Heroin, Codeine)	a	Male												
		Female												
Marijuana	b	Male												
		Female												
Synthetic Narcotics - Manufactured Narcotics which Can Cause True Drug Addiction (Demerol, Methadones)	c	Male												
		Female												
Other - Dangerous Non-Narcotic Drugs (Barbiturates, Benzadrine)	d	Male												
		Female												
(2) Possession Subtotal	185	Male												
		Female												
Opium or Cocaine and their Derivatives (Morphine, Heroin, Codeine)	e	Male												
		Female												
Marijuana	f	Male												
		Female												
Synthetic Narcotics - Manufactured Narcotics which Can Cause True Drug Addiction (Demerol, Methodones)	g	Male												
		Female												
Other - Dangerous Non-Narcotic Drugs (Barbiturates, Benzadrine)	h	Male												
		Female												
Gambling TOTAL	19	Male												
		Female												
Bookmaking (Horse and Sport Book)	a	Male												
		Female												
Numbers and Lottery	b	Male												
		Female												
All Other Gambling	c	Male												
		Female												
Offenses against Family and Children	20	Male												
		Female												
Driving Under The Influence	21	Male												
		Female												
Liquor Laws	22	Male												
		Female												
Drunkenness	23	Male												
		Female												
Disorderly Conduct	24	Male												
		Female												
Vagrancy	25	Male												
		Female												
All Other Offenses (Except Traffic)	26	Male												
		Female												
Suspicion	27	x	Suspicion is not a valid criminal offense for UCR Purposes in Missouri. Do not use this line.											
		Male												
Curfew and Loitering Law Violations	28	Female												
		Male												
Run-Aways	29	Female												
TOTAL														

(Fig 49 Age/Sex/Race of Persons Under 18 Arrested Report Page 2)

16.10 Law Enforcement Officers Killed or Assaulted Report

Form used to report all instances of Officers Killed or Assaulted in the line of duty.

MoUCR

LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED

OFFICERS KILLED Number of your law enforcement officers killed in the line of duty this month.	By felonious act _____ By accident or negligence _____
--	---

Type of Activity	Total Assaults by Weapon A	Type of Weapon					Two-Officer Vehicle F	Type of Assignment						Police Assaults Cleared M	
		Firearm B	Knife or Other Cutting Instrument C	Other Dangerous Weapon D	Hands, Fists, Feet, etc. E	One-Officer Vehicle		Detective or Special Assignment		Other					
						Alone G		Assisted H	Alone I	Assisted J	Alone K	Assisted L			
1 Responding to "Disturbance" calls (family quarrels, man with gun, etc.)															
2 Burglaries in progress or pursuing burglary suspects															
3 Robberies in progress or pursuing robbery suspects															
4 Attempting other arrests															
5 Civil disorder (riot, mass disobedience)															
6 Handling, transporting, custody of prisoners															
7 Investigating suspicious persons or circumstances															
8 Ambush - no warning															
9 Mentally deranged															
10 Traffic pursuits and stops															
11 All other															
12 TOTAL (1 - 11)															
13 Number with personal injury															
14 Number without personal injury															
15 TIME OF ASSAULTS															
	12:01	2:00	4:00	6:00	8:00	10:00	12:00								

Complete this block with your agency's incident or case number(s) if the assaulted officer(s) was injured with a firearm or a knife or other cutting instrument.

AGENCY NAME

AGENCY ORI

MONTH AND YEAR OF REPORT

POINT OF CONTACT NAME

PHONE NO.

MO 812-1067 (11.00)

A-5

(Fig 50 Law Enforcement Officers Killed or Assaulted Report)

16.11 Law Enforcement Employee Report

Form used to report the number of full time employees associated with an agency on an annual basis submitted with the agencies October report.

MoUCR - Law Enforcement Employees Report

**** SUBMIT IN NOVEMBER ONLY WITH OCTOBER'S MONTHLY REPORT****

NUMBER OF FULL-TIME LAW ENFORCEMENT EMPLOYEES

	Male	Female	Total
1 Full-time law enforcement officers - Include all full-time, sworn personnel with full arrest powers who were on your department's payroll as of October 31. Include the Chief, Sheriff, Commissioner, Superintendent or other sworn department head.			
2 Full-time civilian employees - Include all full-time civilian employees who were on your department's payroll as of October 31. Include clerks, radio dispatchers, meter attendants, stenographers, and mechanics provided they are full-time employees of your agency and are paid from law enforcement funds. Count jail and dispatch staff only if they are full-time employees and their salaries are paid out of the department's law enforcement funds. (If the jail staff is paid out of a separate budget for the operation of the jail, do not count them in this report.) Employees who are on leave with pay should be included.			
3 Total full-time law enforcement employees - Enter the total number of full-time law enforcement officers and civilians on the payroll of your department as of October 31. This should be the total of line 1 and line 2.			

AGENCY NAME

AGENCY ORI

MONTH AND YEAR OF REPORT

POINT OF CONTACT NAME

PHONE NO.

Submit this form with October's monthly report.

MO 812-1072 (03/02)

16.12 Domestic Violence Report (Missouri Specific)

Form used to report the relationships of individuals involved in Domestic Violence. This is a Missouri Specific form and is at the current time being collected on a voluntary basis.

Supplemental Report - Domestic Violence Incidents (Voluntary Reporting)

Reporting Agency Name:	Agency ORI:	Month (MM\YY):	County:

Section 43.545, RSMo, requests that all incidents of domestic violence be reported, whether or not an arrest is made. 43.545 goes further by defining domestic violence as any dispute arising between the seven groups specified below. For purposes of this report only, a dispute becomes reportable when the officer believes that it crosses the abuse threshold as defined in Section 455.010, RSMo, that is; a pattern of harassment (to include stalking), coercion, assault, sexual assault, battery, or unlawful imprisonment. Select the single, highest number (1 being the highest) for each incident, regardless of the number of persons or potential multiple relationships present during the incident.

1 Total number of incidents between persons who are spouses:	<input type="checkbox"/>
2 Total number of incidents between persons who are former spouses:	<input type="checkbox"/>
3 Total number of incidents between persons who have a child in common regardless of whether or not they have been married or have resided together in the past:	<input type="checkbox"/>
4 Total number of incidents between persons (of any age) related by blood:	<input type="checkbox"/>
5 Total number of incidents between persons (of any age) related by marriage, excluding spouses:	<input type="checkbox"/>
6 Total number of incidents between persons, not married, but presently residing together:	<input type="checkbox"/>
7 Total number of incidents between persons, not married, but who have resided together in the past:	<input type="checkbox"/>
Total number of all domestic violence-related disputes:	<input type="checkbox"/>

Note: Arrests for domestic violence are recorded on the Age, Sex, and Race of Persons Arrested Report. Also, domestic violence-related homicides and suicides would be recorded on the Supplemental Homicide Report.

16.13 Clandestine Drug Laboratory DEA 612 Form (Formerly EPIC 143)

Form used to report the seizure of clandestine drug laboratories in a given jurisdiction or area.

This information is reported through the Missouri State Highway Patrol's Division of Drug and Crime Control.

	NATIONAL CLANDESTINE LABORATORY SEIZURE REPORT Entered data must meet 28 CFR Part 23 guidelines.					TYPE OF REPORT*	
	EER Incident # _____ Processing Record # _____					Lab Seizure Chem/Glassware/Equip Seizure Dumpsite Seizure	
	I Reporting Office (An asterisk symbol (*) indicates a mandatory field)						
Seizure Date* MMDDYYYY	Agency*	ORI*	Agency City*	Agency State*	Case or File Number*		
Case or File Title		Reporting Officer Name*(First,Last)		Telephone Number*	COPS Number		
II Seizure Location* (Check one - put additional information in Remarks Section)							
<input type="checkbox"/> Apartment/Condo	<input type="checkbox"/> Hotel/Motel	<input type="checkbox"/> Family Dwelling	<input type="checkbox"/> Storage Locker	<input type="checkbox"/> Business			
<input type="checkbox"/> Outbuilding	<input type="checkbox"/> Vehicle	<input type="checkbox"/> Dumpster	<input type="checkbox"/> Open - No Structure	<input type="checkbox"/> Other-Describe:			
III Seizure Neighborhood (Check most appropriate)							
<input type="checkbox"/> Commercial / Industrial		<input type="checkbox"/> Rural		<input type="checkbox"/> Suburban		<input type="checkbox"/> Urban	
Public Land - Name: _____							
IV Estimated Lab Capacity (Based on seized chemicals, glassware and equipment on site) (Mandatory if lab seizure is checked)							
<input type="checkbox"/> Under 2 Oz	<input type="checkbox"/> 2 - 8 Oz	<input type="checkbox"/> 9 Oz - 1 Lb.	<input type="checkbox"/> 2-9 Lbs.	<input type="checkbox"/> 10-19 Lbs.	<input type="checkbox"/> 20 Lbs. Or Greater		
V Laboratory Status (Check all that apply) (Mandatory if lab seizure is checked)							
<input type="checkbox"/> Operational - <u>Not</u> in Production		<input type="checkbox"/> Abandoned		<input type="checkbox"/> Explosion / Fire			
<input type="checkbox"/> Operational - In Production		<input type="checkbox"/> Boxed / Dismantled		<input type="checkbox"/> Other - Describe:			
VI Lab Manufacturing Process (Check ONLY one)							
<input type="checkbox"/> Ephedrine / Red *P*/Hydriodic Acid Reduction and/or Iodine Reduction		<input type="checkbox"/> Ephedrine / Lithium, Sodium or Potassium/ Anhydrous Ammonia (Nazi/Birch)		<input type="checkbox"/> Ephedrine Tablet Extraction			
<input type="checkbox"/> Pseudoephedrine / Red *P*/Hydriodic Acid and/or Iodine Reduction		<input type="checkbox"/> Pseudoephedrine / Lithium, Sodium or Potassium/ Anhydrous Ammonia (Nazi/Birch)		<input type="checkbox"/> Pseudoephedrine Tablet Extraction			
<input type="checkbox"/> P2P/Methylamine		<input type="checkbox"/> Hydriodic Acid Manufacturing		<input type="checkbox"/> Other Describe:			
<input type="checkbox"/> Hydrogenation		<input type="checkbox"/> Anhydrous Ammonia Manufacturing					
VII Laboratory Type (Check all that apply)							
<input type="checkbox"/> Amphetamine	<input type="checkbox"/> Tablet Extraction	<input type="checkbox"/> Anhydrous Ammonia	<input type="checkbox"/> Methamphetamine	<input type="checkbox"/> PCP			
<input type="checkbox"/> Hydriodic Acid	<input type="checkbox"/> GHB	<input type="checkbox"/> MDMA	<input type="checkbox"/> Methcathinone				
Other - Describe: _____							
VIII Seizure/Laboratory Address							
Street #	Dir. (E,S, etc.)	Street Name	Suffix (St, Ave, etc.)	Unit # (Apt...)	PO Box #		
City		County*	State*	Zip Code	Latitude/Longitude		
IX Chemist and Clean-up Personnel							
Chemist on Site:		Hazmat Contractor Utilized		Name of Hazmat Contractor:			
<input type="checkbox"/> a. State/Local		<input type="checkbox"/> b. DEA		<input type="checkbox"/> Yes		<input type="checkbox"/> No	
X Persons Affected (Children are mandatory - indicate 0 when none were affected) (Check all that apply and indicate number)							
Total Children Affected (#)	Child Injured (#)	Child Killed (#)	Law Enforcement Injured (#)				
Law Enforcement Killed (#)	Suspects Injured (#)	Suspects Killed (#)					
XI Weapons/Explosives Seized (Check all that apply and continue in Remarks Section)							
Type	Quantity	Make	Model	Caliber	Serial #		
<input type="checkbox"/> Assault Rifle							
<input type="checkbox"/> Handgun							
<input type="checkbox"/> Rifle							
<input type="checkbox"/> Shotgun							
Booby Trap - Describe: _____							
Other - Describe: (Include any explosives seized) _____							

NATIONAL CLANDESTINE LABORATORY SEIZURE REPORT - CONTINUED																	
XII Quantity of All Drugs Seized at Lab Site (Check all that apply/Specify amount & unit of measure)																	
Amphetamine	_____	Amt	LSD	_____	Amt	Methcathinone	_____	Amt	Cocaine	_____	Amt	MDMA	_____	Amt	PCP	_____	Amt
GHB/GBL	_____	Amt	Methamphetamine	_____	Amt	Other - Describe:	_____	Amt									
XIII Precursor/Chemical Source (If more than one precursor, continue in Remarks Section)																	
Specify Precursor:			Source: <input type="checkbox"/> Chemical Company <input type="checkbox"/> Convenience Store <input type="checkbox"/> Retail Outlet <input type="checkbox"/> Unknown														
Store Name:			City:			State:			Country:			Other Describe:					
XIV Precursor Agents/Catalysts/Solvents/Reagents Seized (Check all that apply/Specify unit of measure)																	
Precursor Agents (If Ephedrine or Pseudoephedrine is selected, Packaging category is mandatory)																	
Ephedrine Amt						Pseudoephedrine Amt											
Packaging: *		Unknown	Bulk	Tablets	Blister Packs	Packaging: *		Unknown	Bulk	Tablets	Blister Packs						
Source:		Domestic	Canada	Mexico		Source:		Domestic	Canada	Mexico							
Brand Name (s):						NOTE: Brand Names and Lot Numbers for chemicals other than ephedrine and pseudoephedrine should be entered in the Remarks Section.											
Lot Number (s):																	
Benzaldehyde	_____	Amt	GBL	_____	Amt	Piperidine	_____	Amt	Benzylchloride	_____	Amt	Methylamine	_____	Amt	P2P	_____	Amt
Benzylcyanide	_____	Amt	Phenylpropanolamine	_____	Amt	Other	_____	Amt									
Catalysts/Solvents/Reagents																	
Acetone	_____	Amt	Hydroic Acid (HI)	_____	Amt	PCC	_____	Amt	Alcohol	_____	Amt	Hydrochloric Acid (Muriatic)	_____	Amt	Phenylacetic Acid	_____	Amt
Aluminum	_____	Amt	Hydrogen Chloride Gas	_____	Amt	Potassium Metal	_____	Amt	Anhydrous Ammonia	_____	Amt	Hydrogen Gas	_____	Amt	Potassium Permanganate	_____	Amt
Benzene	_____	Amt	Hydrogen Peroxide	_____	Amt	Red Phosphorus	_____	Amt	Bromobenzene	_____	Amt	Hypophosphorous Acid	_____	Amt	Sodium Chloride (Salt)	_____	Amt
Caustic Soda	_____	Amt	Iodine (Crystals)	_____	Amt	Sodium Cyanide	_____	Amt	Charcoal Lighter Fluid	_____	Amt	Iodine (Tincture)	_____	Amt	Sodium Dichromate	_____	Amt
Chloroform	_____	Amt	Lithium Metal	_____	Amt	Sodium Hydroxide (Lye)	_____	Amt	Chromium Trioxide	_____	Amt	Magnesium	_____	Amt	Sodium Metal	_____	Amt
Coleman Camping Fuel	_____	Amt	Mercuric Chloride	_____	Amt	Sulfuric Acid	_____	Amt	Cyclohexanone	_____	Amt	Methanol	_____	Amt	Thionyl Chloride	_____	Amt
Ether	_____	Amt	Methyl Ethyl Ketone (MEK)	_____	Amt	Toluene	_____	Amt	Freon	_____	Amt	Methylsulfonylmethane (MSM)	_____	Amt	Other	_____	Amt
Grignard	_____	Amt	Naptha	_____	Amt												
XV Criminal Affiliation (If applicable)																	
Asian Org		<input type="checkbox"/>	Mexican Org		<input type="checkbox"/>	Militia Group		<input type="checkbox"/>	Outlaw Motorcycle Gang		<input type="checkbox"/>	Traditional Organized Crime		<input type="checkbox"/>	Middle Eastern Group		<input type="checkbox"/>
Other - Describe:												Organization/Gang Name:					

NATIONAL CLANDESTINE LABORATORY SEIZURE REPORT - CONTINUED

XIX Subject/Criminal Business/Criminal Vehicle Information												
Suspect #1 Information												
Last Name (Paternal)			Last Name (Maternal)			First Name			Middle Name			
Generation (Jr, Sr, etc.):			Arrested:	Yes	No	Sex:	Race:		Nationality:			
DOB (enter as MMDDYYYY):						Alt DOB:			Alt DOB:			
Social Security Number:						Driver License Number/State:						
FBI Number:						Alien Registration Number:						
NADDIS Number:						Other Number (Describe):						
Suspect Residence Information												
St. #		Street Name				Unit# (Apt...)		City		State		Zip
County:				Country:				Telephone Number:				
Involvement (Role)												
<input type="checkbox"/> Cook/Chemist			<input type="checkbox"/> Enforcer			<input type="checkbox"/> Smuggler			<input type="checkbox"/> Chemical Courier			
<input type="checkbox"/> Distributor			<input type="checkbox"/> Financier			<input type="checkbox"/> Glassware Courier			<input type="checkbox"/> Other-Describe:			
Suspect #2 Information												
Last Name (Paternal)			Last Name (Maternal)			First Name			Middle Name			
Generation (Jr, Sr, etc.):			Arrested:	Yes	No	Sex:	Race:		Nationality:			
DOB (enter as MMDDYYYY):						Alt DOB:			Alt DOB:			
Social Security Number:						Driver License Number/State:						
FBI Number:						Alien Registration Number:						
NADDIS Number:						Other Number (Describe):						
Suspect Residence Information												
St. #		Street Name				Unit# (Apt...)		City		State		Zip
County:				Country:				Telephone Number:				
Involvement (Role)												
<input type="checkbox"/> Cook/Chemist			<input type="checkbox"/> Enforcer			<input type="checkbox"/> Smuggler			<input type="checkbox"/> Chemical Courier			
<input type="checkbox"/> Distributor			<input type="checkbox"/> Financier			<input type="checkbox"/> Glassware Courier			<input type="checkbox"/> Other-Describe:			
Suspect #3 Information												
Last Name (Paternal)			Last Name (Maternal)			First Name			Middle Name			
Generation (Jr, Sr, etc.):			Arrested:	Yes	No	Sex:	Race:		Nationality:			
DOB (enter as MMDDYYYY):						Alt DOB:			Alt DOB:			
Social Security Number:						Driver License Number/State:						
FBI Number:						Alien Registration Number:						
NADDIS Number:						Other Number (Describe):						
Suspect Residence Information												
St. #		Street Name				Unit# (Apt...)		City		State		Zip
County:				Country:				Telephone Number:				
Involvement (Role)												
<input type="checkbox"/> Cook/Chemist			<input type="checkbox"/> Enforcer			<input type="checkbox"/> Smuggler			<input type="checkbox"/> Chemical Courier			
<input type="checkbox"/> Distributor			<input type="checkbox"/> Financier			<input type="checkbox"/> Glassware Courier			<input type="checkbox"/> Other-Describe:			
USE ADDITIONAL PAGES AS NECESSARY - LOCAL REPRODUCTION AUTHORIZED												

Form DEA - 612 (02-2003)
(Formerly EPIC - 143)

Page 3 of 4 Pages

NATIONAL CLANDESTINE LABORATORY SEIZURE REPORT - CONTINUED

Criminal Business Information (Include all a.k.a.'s)

Business Name:							
Street Number	Dir. (E, S, etc.)	Street Name			Unit # (Apt)	Box #	
City		County		State	Country	Zip Code	
Phone Type	Regular	Cell	Fax	Phone Number			
NADDIS Number				Other Numbers (TECS, Case, etc.)			

Criminal Vehicle Information (If applicable)

License Plate Number	Temporary License Plate#	State	Country	Seized	Yes	No
VIN Number	Type (Car, SUV, Pickup, etc.)		Make			
Model	Year	Owner Type	Privately Owned	Rental	Other	

XX DEA Reporting Only

GDEP Identifier	Special Operations Division Supported Case	DEA Office Identifier and Case Number if other than Reporting Office
Special Agent's Name* (First, Last)		Phone #*
Yes	No	Acknowledgement that the Clan Lab Seizure has been reported to CCF via a standard seizure form and submitted to the Divisional Asset Removal Group for processing and input into the Consolidated Asset Tracking System.

XXI Remarks Section

Large empty area for remarks			
USE ADDITIONAL PAGES AS NECESSARY - LOCAL REPRODUCTION AUTHORIZED			

16.14 Hate Crime Reporting

Information collected by the Federal Bureau of Investigation and not a part of the Missouri UCR program at this time.

1-700 (Rev. 7-23-96)

**QUARTERLY HATE CRIME REPORT
Offenses Known to Law Enforcement**

Form Approved
OMB No. 1110-0015
Approved through 5/31/97

Summary Page

This report is authorized by Title 28, Section 534, U.S. Code, and the Hate Crime Statistics Act of 1990. Your cooperation in using this form to report hate crimes known to your department will assist the FBI in compiling comprehensive and accurate data regarding incidence and prevalence of Hate Crime throughout the Nation. Please submit this report on a quarterly basis, by the 15th day after the close of the quarter, to Federal Bureau of Investigation, Criminal Justice Information Services Division, Attention: Uniform Crime Reports/Module E-3, 1000 Custer Hollow Road, Clarksburg, WV 26306.

City _____		County _____		State _____	
Name of Agency _____			Agency Identifier (ORI) _____		
Name of Preparer _____			Title _____		
Quarter and Year of Report: January-March <input type="checkbox"/>		April-June <input type="checkbox"/>			
July-September <input type="checkbox"/>		October-December <input type="checkbox"/>			
Year _____					
Total number of incidents reported in this quarter _____					
If there were no hate crimes in this quarter, check this box. <input type="checkbox"/>					

Deletion of incident(s) previously reported [Applicable only for deletion of entire incident(s)].

Incident Number	Date of the Incident
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> Month Day Year
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> Month Day Year
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> Month Day Year
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> Month Day Year
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> Month Day Year

NOTE: Public reporting for this collection of information is estimated to average .17 hours per response, including the time for reviewing. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden to, Federal Bureau of Investigation, CJIS, ATTN: Uniform Crime Reports, 1000 Custer Hollow Road, Clarksburg, WV 26306; and to the Office of Information and Regulatory Affairs, OMB Number 1110-0015, Office of Management and Budget, Washington, D.C. 20503.

(Fig 54 FBI Quarterly Hate Crime Report)

**INSTRUCTIONS FOR PREPARING QUARTERLY
HATE CRIME AND HATE CRIME INCIDENT REPORT**

GENERAL

This report is separate from and in addition to the routine Summary UCR submission and the Hierarchy Rule does not apply. Also, in the Summary UCR system, the offenses of Intimidation and Destruction/Damage/Vandalism of Property are reported only when arrests occur. On this form, all are to be reported when they have been determined to have occurred and are bias-motivated, regardless of whether arrests have taken place. Refer to the Hate Crime Reporting Guidelines for additional information, clarification, and explanation.

SUMMARY PAGE

1. At the end of each calendar quarter, a single Summary Page, along with an individual Incident Report for each hate-motivated incident identified during the quarter (if any), should be jointly submitted. If none occurred, submit only the Summary Page.
2. The Summary Page should be used to identify your agency, to state the number of hate-related incidents being reported for the calendar quarter, and to delete any incidents previously reported which were determined during the reporting period not to be hate related.

HATE CRIME INCIDENT REPORT

3. The Incident Report should be used to report initially a hate-related incident or to adjust information in a previously reported incident.
4. Provide an identifying incident number which preferably will be your "case" or "file" number.
5. Provide codes for all offenses within the incident determined to be hate related and the number of victims for each such offense. In multiple offense incidents, report only those offenses determined to be hate related. Should more than six offenses be involved in one incident, use additional Incident Reports and make appropriate entries in the page " of " portion of the form.
6. Provide the most appropriate location for each hate-related offense.
7. Provide the nature of the hate/bias motivation for each hate-related offense.
8. Provide the victim type for each offense identified within the hate-related incident.
9. Where the victim type is an "individual," indicate the total number of individual victims (persons) involved in the incident irrespective of the number of offenses in which they were involved.
10. Provide the number of offenders, if known, or report that such is unknown.
11. Provide the suspected offender's race, if known. If there was more than one offender, provide the race of the group as a whole.
12. Include on separate paper any additional comments/information you feel will add clarity to the report. (optional)

**INSTRUCTIONS FOR PREPARING QUARTERLY
HATE CRIME AND HATE CRIME INCIDENT REPORT**

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11. Provide the suspected offender's race, if known. If there was more than one offender, provide the race of the group as a whole.
12. Include on separate paper any additional comments/information you feel will add clarity to the report. (optional)

16.15 Offense/Incident Reports

Incident based reporting takes the Uniform Crime report to another level. The offense that is being reported is but 1 data element of an Offense/Incident report. The national program calls for an incident report to have 53 standard data elements in a report. Missouri will have 55 initially due to our specific requirements in reporting Domestic Violence. One incident can report the commission of as many as 10 offenses. The system also allows for changes and can accommodate insertion of other data elements if one particular piece of information is desired for collection and analysis.

17.0 NCIC/MULES and Law Enforcement Records

17.1 NCIC

National Crime Information Center

There is an important relationship between law enforcement records and NCIC. In fact, NCIC is dependent upon input from local, state, and Federal law enforcement agencies in order to accomplish its mission. Without recording information properly, the input would be inaccurate, and consequently, the NCIC System would be nonproductive.

The main purpose of NCIC is to provide the officer "on the street" with a wealth of documented information concerning crime and criminals, which is instantly retrievable.

The idea of NCIC was conceived in the early 1960's, when it appeared that advances in computer technology could answer law enforcement's growing need for vital information in a hurry.

NCIC is a nationwide system much like a file cabinet filled with valuable information and can provide information on stolen property, missing, unidentified and wanted persons, and can be a valuable and efficient tool for law enforcement agencies.

Officials must maintain integrity in the system and not fall under political or any other pressure that would compromise the system or the privacy of individuals. It must always be in the back of each of our minds that like all other criminal records the information is governed by laws that can have severe consequences.

17.2 MULES

Missouri Uniform Law Enforcement System

Statewide system similar to the National system that is also governed by laws that are meant to ensure its integrity. Used properly it can also be an invaluable investigative tool and vital to officer safety.

18.0 Consolidated Daily and Monthly Reports

18.1 The Consolidated Daily Report

A professional law enforcement administrator requires up to date information regarding many facets of the agency and its operations. The Consolidated Daily Report (**Fig 55**) is used as a summary of such information as matters related to personnel, reported offenses, number of persons arrested, and a summary of traffic violations. It also should contain the data from previous time frames that will allow the command staff to make comparisons and take appropriate actions.

CONSOLIDATED DAILY REPORT

POLICE DEPARTMENT

CITY OF _____
 FOR 24 HOURS ENDING _____ A.M. _____ P.M. _____, 19__

PERSONNEL REPORT	TOTAL	CHIEF'S OFFICE	RECORDS BUREAU	UNIFORMED FORCE	DETECTIVE BUREAU	TRAFFIC BUREAU		FIRST RELIEF	SECOND RELIEF	THIRD RELIEF
NUMERICAL STRENGTH										
TOTAL ABSENT										
TEMPORARY DETAILS										
EFFECTIVE STRENGTH										
CAUSE OF ABSENCE:										
1. SICK										
2. INJURED										
3. VACATION										
4. DAY OFF										
5. LEAVE										
6. SUSPENDED										
7. A.W.O.L.										

NUMBER OF OFFENSES KNOWN TO THE POLICE (INCLUDES ON-VIEW ARRESTS)				UNIFORM CLASSIFICATION OF OFFENSES	PERSONS ARRESTED (INCLUDES ARRESTS, SUMMONSES, AND NOTICES)			
PAST 24 HOURS	THIS MONTH TO DATE	LAST MONTH TO DATE	SAME MONTH LAST YEAR TO DATE		PAST 24 HOURS	THIS MONTH TO DATE	LAST MONTH TO DATE	SAME MONTH LAST YEAR TO DATE
				1. CRIMINAL HOMICIDE				
				a. MURDER AND NONNEGLIGENT MANSLAUGHTER				
				b. MANSLAUGHTER BY NEGLIGENCE				
				2. FORCIBLE RAPE TOTAL				
				a. RAPE BY FORCE				
				b. ATTEMPTS TO COMMIT FORCIBLE RAPE				
				3. ROBBERY TOTAL				
				a. FIREARM				
				b. KNIFE OR CUTTING INSTRUMENT				
				c. OTHER DANGEROUS WEAPON				
				d. STRONG-ARM (HANDS, FISTS, FEET, ETC.)				
				4. ASSAULT TOTAL				
				a. FIREARM				
				b. KNIFE OR CUTTING INSTRUMENT				
				c. OTHER DANGEROUS WEAPON				
				d. HANDS, FISTS, FEET, ETC. - AGGRAVATED INJURY				
				e. OTHER ASSAULTS - SIMPLE, NOT AGGRAVATED				
				5. BURGLARY TOTAL				
				a. FORCIBLE ENTRY				
				b. UNLAWFUL ENTRY - NO FORCE				
				c. ATTEMPTED FORCIBLE ENTRY				
				6. LARCENY - THEFT (EXCEPT MOTOR VEHICLE THEFT)				
				7. MOTOR VEHICLE THEFT TOTAL				
				a. AUTOS				
				b. TRUCKS AND BUSES				
				c. OTHER VEHICLES				
				GRAND TOTAL*				

(Fig 55 Consolidated Daily Report)

UNIFORM CLASSIFICATION OF OFFENSES PART II CLASSES	PERSONS ARRESTED (Includes Arrests, Summonses, and Notices)			
	Past 24 Hours	This Month To Date	Last Month To Date	Same Month Last Year To Date
8. Other Assaults (Return A-4e)				
9. Arson*				
10. Forgery and Counterfeiting				
11. Fraud				
12. Embezzlement				
13. Stolen Property; Buying, Receiving, Possessing				
14. Vandalism				
15. Weapons; Carrying, Possessing, etc.				
16. Prostitution and Commercialized Vice				
17. Sex Offenses (Except 2 and 16)				
18. Narcotic Drug Laws				
19. Gambling				
20. Offenses Against the Family and Children				
21. Driving Under the Influence				
22. Liquor Laws				
23. Drunkenness				
24. Disorderly Conduct				
25. Vagrancy				
26 All Other Offenses (Except Traffic)				
27. Suspicion				
28. Curfew and Loitering				
29. Run Aways				
TOTAL PART II				

TOTAL NUMBER OF MISCELLANEOUS NONCRIMINAL CALLS				
--	--	--	--	--

TRAFFIC SUMMARY

Accidents	This Month				To Date		
	Past 24 Hours	This Year	Last Year	o/o Change	This Year	Last Year	o/o Change
Accident Total							
Fatal							
Pers. Injury							
Prop. Damage							
Pedestrian							
Hit and Run							
Enforcement							
Traffic Total							
Hazardous Violations							
Other Violations							
Parking							
DWI							
Hit and Run							
Arrests, Citations or Custody at Accidents							

(Fig 55 Consolidated Daily Report Page 2)

18.2 The Consolidated Monthly Report (Fig 56)

Similar to the daily report except encapsulating an entire month of data. It can be a valuable tool to agency personnel when it comes time to formulate their monthly Uniform Crime Report.

Both reports summarize law enforcement activity and allow for analysis and comparisons in management decisions. A careful analysis of the information provided by these reports will enable the modern law enforcement administrator to monitor crime trends and more effectively manage the agency.

(Standard Form of the International Association of Chiefs of Police)
 (Copies available from Uniform Crime Reports, Federal Bureau of Investigation,
 Washington, D. C. 20535)

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											

TABLE 2. CHANGES IN PERSONNEL	TABLE 3. DAILY AVERAGE PATROL STRENGTH
1. Present for duty end of last month _____	
2. Recruited during month. _____	This month Same month last year
3. Reinstated during month. _____	
Total to account for. _____	1. Total number of patrolmen _____
4. Separations from the service:	2. Less permanent assignments (public office, clerical, chauffeurs, etc.) _____
(a) Voluntary resignation _____	3. Less details to special squads or bureaus (traffic, vice, park, etc.) _____
(b) Retirement on pension. _____	4. Average daily absences of patrolmen assigned to patrol duty owing to:
(c) Resigned with charges pending _____	(a) Vacation, suspension, rest days, etc. _____
(d) Dropped during probation _____	(b) Sick and injured _____
(e) Dismissed for cause _____	(c) Temporary details _____
(f) Killed in line of duty _____	Total average daily a
(g) Deceased _____	
Total separations _____	5. Available for patrol duty _____
5. Present for duty at end of month _____	

(Fig 56 Consolidated Monthly Report)

TABLE 4 -- CRIME INDEX AND POLICE ACTIVITY TREND

CLASSIFICATION OF OFFENSES (PART I CLASSES)	OFFENSES KNOWN TO THE POLICE				CHANGE CURRENT YEAR VS. LAST YEAR			
	REPORTED OR KNOWN THIS MONTH	UNFOUNDED	ACTUAL OFFENSES THIS MONTH	ACTUAL THIS YEAR TO DATE	VS. SAME MONTH LAST YEAR		VS. SAME PERIOD LAST YEAR	
					NUMBER	PERCENT	NUMBER	PERCENT
1a. MURDER AND NONNEGLIGENT MANSLAUGHTER								
2. FORCIBLE RAPE TOTAL								
a. RAPE BY FORCE								
b. ATTEMPTS TO COMMIT FORCIBLE RAPE								
3. ROBBERY TOTAL								
a. FIREARM								
b. KNIFE OR CUTTING INSTRUMENT								
c. OTHER DANGEROUS WEAPON								
d. STRONG-ARM (HANDS, FISTS, FEET, ETC.)								
4. AGGRAVATED ASSAULT TOTAL								
a. FIREARM								
b. KNIFE OR CUTTING INSTRUMENT								
c. OTHER DANGEROUS WEAPON								
d. HANDS, FISTS, FEET, ETC. - AGGRAVATED INJURY								
5. BURGLARY TOTAL								
a. FORCIBLE ENTRY								
b. UNLAWFUL ENTRY - NO FORCE								
c. ATTEMPTED FORCIBLE ENTRY								
6. LARCENY - THEFT (EXCEPT MOTOR VEHICLE THEFT)								
7. MOTOR VEHICLE THEFT TOTAL								
a. AUTOS								
b. TRUCKS AND BUSES								
c. OTHER VEHICLES								
CRIME INDEX TOTAL *								
1b. MANSLAUGHTER BY NEGLIGENCE								
4e. OTHER ASSAULTS - NOT AGGRAVATED								
PART I TOTAL *								
TOTAL PART II INCIDENTS								
TOTAL MISCELLANEOUS NONCRIMINAL CALLS								
TOTAL CALLS FOR POLICE SERVICE								

MOTOR VEHICLES RECOVERED

- (A) NUMBER STOLEN LOCALLY AND RECOVERED LOCALLY
- (B) NUMBER STOLEN LOCALLY AND RECOVERED BY OTHER JURISDICTIONS
- (C) TOTAL LOCALLY STOLEN AUTOS RECOVERED
- (D) NUMBER STOLEN OUT OF JURISDICTION, RECOVERED LOCALLY

TABLE 5 -- VALUE OF PROPERTY STOLEN AND RECOVERED

OFFENSE	VALUE OF PROPERTY STOLEN LOCALLY	VALUE OF PROPERTY STOLEN LOCALLY AND RECOVERED LOCALLY	VALUE OF PROPERTY STOLEN LOCALLY AND RECOVERED BY OTHER JURISDICTION	TOTAL VALUE OF LOCALLY STOLEN PROPERTY RECOVERED	VALUE OF PROPERTY STOLEN OTHER JURISDICTIONS RECOVERED LOCALLY
MURDER					
FORCIBLE RAPE					
ROBBERY					
BURGLARY					
LARCENY					
MOTOR VEHICLE THEFT					
TOTAL					

**TABLE 6 -- OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS
year to date**

CLASSIFICATION OF OFFENSES (PART I CLASSES)	TOTAL NUMBER OF OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS		TOTAL NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE		PERCENT OF OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS		PERCENT OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
1. CRIMINAL HOMICIDE								
a. MURDER AND NONNEGLIGENT MANSLAUGHTER								
b. MANSLAUGHTER BY NEGLIGENCE								
2. FORCIBLE RAPE TOTAL								
a. RAPE BY FORCE								
b. ATTEMPTS TO COMMIT FORCIBLE RAPE								
3. ROBBERY TOTAL								
a. FIREARM								
b. KNIFE OR CUTTING INSTRUMENT								
c. OTHER DANGEROUS WEAPON								
d. STRONG-ARM (HANDS, FISTS, FEET, ETC.)								
4. ASSAULT TOTAL								
a. FIREARM								
b. KNIFE OR CUTTING INSTRUMENT								
c. OTHER DANGEROUS WEAPON								
d. HANDS, FISTS, FEET, ETC. - AGGRAVATED INJURY								
e. OTHER ASSAULTS - SIMPLE, NOT AGGRAVATED								
5. BURGLARY TOTAL								
a. FORCIBLE ENTRY								
b. UNLAWFUL ENTRY - NO FORCE								
c. ATTEMPTED FORCIBLE ENTRY								
6. LARCENY - THEFT (EXCEPT MOTOR VEHICLE THEFT)								
7. MOTOR VEHICLE THEFT TOTAL								
a. AUTOS								
b. TRUCKS AND BUSES								
c. OTHER VEHICLES								
GRAND TOTAL *								

(Fig 56 Consolidated Monthly Report Page 3)

**TABLE 7 -- PERSONS ARRESTED, CHARGED AND
DISPOSED OF DURING MONTH**

UNIFORM CLASSIFICATION OF OFFENSES	ARRESTS (INCLUDE RELEASED NO FORMAL CHARGE)			PERSONS FORMALLY CHARGED THIS MONTH TOTAL	COURT DISPOSITIONS THIS MONTH			
	JUVENILES	ADULTS	TOTAL		ADULTS GUILTY		ACQUITTED OR OTHERWISE DISMISSED	REFERRED TO JUVENILE COURT JURISDICTION
					OF OFFENSE CHARGED	OF LESSER OFFENSE		
1. CRIMINAL HOMICIDE:								
a. MURDER AND NONNEGLIGENT MANSLAUGHTER								
b. MANSLAUGHTER BY NEGLIGENCE								
2. FORCIBLE RAPE								
3. ROBBERY								
4. AGGRAVATED ASSAULT								
5. BURGLARY - BREAKING OR ENTERING								
6. LARCENY - THEFT <small>(EXCEPT MOTOR VEHICLE THEFT)</small>								
7. MOTOR VEHICLE THEFT								
8. OTHER ASSAULTS (RETURN A - 4e)								
TOTAL - PART I CLASSES *								
THIS YEAR TO DATE								
LAST YEAR TO DATE								
PERCENT CHANGE								
9. ARSON *								
10. FORGERY AND COUNTERFEITING								
11. FRAUD								
12. EMBEZZLEMENT								
13. STOLEN PROPERTY; BUYING, RECEIVING, POSSESSING								
14. VANDALISM								
15. WEAPONS; CARRYING, POSSESSING, ETC.								
16. PROSTITUTION AND COMMERCIALIZED VICE								
17. SEX OFFENSES (EXCEPT 2 AND 16)								
18. NARCOTIC DRUG LAWS								
19. GAMBLING								
20. OFFENSES AGAINST THE FAMILY AND CHILDREN								
21. DRIVING UNDER THE INFLUENCE								
22. LIQUOR LAWS								
23. DRUNKENNESS								
24. DISORDERLY CONDUCT								
25. VAGRANCY								
26. ALL OTHER OFFENSES (EXCEPT TRAFFIC)								
TOTAL - PART II CLASSES								
THIS YEAR TO DATE								
LAST YEAR TO DATE								
PERCENT CHANGE								
TRAFFIC ARRESTS THIS MONTH								
PHYSICAL CUSTODY ARRESTS								
WARRANTS SERVED								
CITATIONS ISSUED								
TOTAL TRAFFIC ARRESTS AND CITATIONS								

(Fig 56 Consolidated Monthly Report Page 4)

19.0 Annual Law Enforcement Reports

Through the use of annual reports, the skilled law enforcement administrator accurately informs appropriate governmental officials and the public of the agency's problems and accomplishments. Dry statistical tabulations have given way to charts, pictures, and other graphic illustrations that catch the eye of the reader. After all, when preparing reports, one desires them to be read, understood and useful. Too many statistical reports tend to be used as historical documents for future generations.

19.1 Crime in the United States

Compilation of statistical data prepared by the FBI of information submitted by law enforcement agencies across the nation.

19.2 Crime in Missouri

Report compiled by the Missouri State Highway Patrol Criminal Justice Information Services Unit of data submitted by Missouri law enforcement agencies. Prepared in both print and internet website format.

19.3 Crime in Any County

A possible approach for a county law enforcement administrator to keep the members of the local governing body as well as the citizens informed of local occurrences of crime, agency problems and accomplishments.

19.4 Crime in Any Town

Also a possible approach for a city law enforcement administrator that can work as a good public relations tool.

19.5 Racial Profiling Reports to Attorney General

Available for download from the Department of Justice in PDF format "A Resource Guide on Racial Profiling Data Collection Systems – Promising Practices and Lessons Learned" can be a good tool to assist agencies in developing a viable reporting system that is required by law.

20.0 Concept of Personal Computers for Law Enforcement

20.1 Records Management Systems

Automated Records Management Systems are provided by a multitude of computer software companies at a cost to the user. The Criminal Justice Information Services Unit does not endorse any brand of software and leaves the decisions to the local administrator's based upon their budgetary constraints and needs. Although most of this instruction is geared toward a manual records system that is obtainable by the smallest agencies the proliferation of computer based technologies are based upon the same principles and are becoming more accessible to the smallest agencies.

Administrators must keep in mind that although faster and very efficient when properly maintained a backup system must be kept in the eventuality that digital data becomes lost.

20.2 Records Management using Commercial Software

For smaller agencies budgetary constraints may preclude the purchase of specialized software developed for this purpose. It is possible however to develop forms and databases using commercial software products to produce a Records Management System. These types of software products provide such programs as word processors that can be used for Report Writing, Spreadsheets to maintain viable databases and integration products that can bring data to an environment that will allow for some analysis.

20.3 Internet Uniform Crime Reporting

Current operations of the Criminal Justice Information Services Unit prefer agencies directly input data from Incident/Offense reports to the Uniform Crime Reporting Program. It is hopeful that when the Incident Based Reporting system goes into effect that it will be accomplished in a manner that allows for a real time intelligence based system for use by all law enforcement agencies on a real time basis.

20.4 AFIS

With advances in technology new database systems come on line often. One valuable system that has aided law enforcement is the Automated Fingerprint Identification System. This system has proved to be a valuable tool in the fight against crime as well as the identification of missing or unidentified human remains. The service is available through the MSHP Criminal Records Division.

Upgrades are rapidly becoming available through the IAFIS (Integrated Automated Fingerprint Identification System).

20.5 CODIS

Another valuable resource that has become available to agencies across the country due to technological advances is the Combined DNA Index System. This is a database comprised of DNA samples taken from known offenders. This service is provided through the MSHP Crime Laboratory as well as the FBI Crime Laboratory.

20.6 IBIS

The Integrated Ballistics Identification System digitally captures the images of bullets and cartridge cases, stores them in a database, performs automatic computer-based comparisons of the images, and ranks them according to the likelihood of a match. Firearm examiners are then able to employ their specialized skills in performing microscopic comparisons of high-confidence candidates. Also available through the FBI Crime Laboratory.

These are only a few of the advances in technological databases that are available to the law enforcement community. Administrators, investigators and police officers in general should familiarize themselves with technological advances that will assist in the quest to solve crime and seek the truth.

21.0 Crime Statistics for Decision-making

21.1 Volume

Crime volume is a basic quantitative indicator of the frequency of known criminal activity. In analyzing offense data, the user should be aware that a volume indicator does not represent the actual number of crimes committed; rather, it represents the number of reported offenses. In the case of Murder, Forcible Rape and Assault it represents the number of known victims, where Robbery, Burglary, Larceny and Motor Vehicle Theft represent the number of known incidents. The data can then further be broken down into a crime index where Murder, Forcible Rape, Robbery and Aggravated Assault represent violent crimes and Burglary, Larceny and Motor Vehicle Theft represent crimes against property. Incident based reporting will allow for a third category known as crimes against society.

21.2 Offense and Arrest Rates

Crime rates are indicators of reported crime activity standardized by population. They are more refined indicators for comparative purposes than are volume figures. For our purposes we will discuss three indicators; crime rates, arrest rates and clearance rates.

An offense rate is defined as the number of offenses per 100,000 population and is derived by first dividing a jurisdictions population by 100,000 and then dividing the number of offenses by the resulting figure.

$$(\text{Population}) \div 100,000 = (\text{Percent of Population}) \beta \text{ Number can be used for any offense}$$

$$(\text{Number of Offenses}) \div (\text{Percent of Population}) = (\text{Offense Rate})$$

EXAMPLE:

a) Population of the jurisdiction = 12,000

b) Number of known Burglaries = 25

$$12,000 \div 100,000 = .12$$

$$25 (\text{Burglaries}) \div .12 = 208.3$$

The Burglary rate is 208.3 per 100,000 inhabitants

The same calculations can be used to derive arrest rates.

21.3 Clearance Rates

This is the percentage of crimes cleared by arrest, obtained by dividing the number of offenses cleared by the number of offenses known and then multiplying the figure by 100

EXAMPLE:

a) Number of clearances for assault = 15

b) Number of total assaults = 60

$$(\text{Number of Assaults cleared}) \div (\text{Number of total Assaults}) = \text{Decimal representation}$$

$$(\text{Decimal representation}) \times 100 = (\text{Percent})$$

$$(\text{Percent}) = \text{Clearance Rate for Assault}$$

$$15 \div 60 = .25$$

$$.25 \times 100 = 25\%$$

The clearance rate for Assault is 25%

21.4 Crime Trends

A crime trend represents the percentage of change in crime based on data reported in a prior equivalent period.

EXAMPLE:

a) Murders in the jurisdiction for January through June, last year = 21

b) Murders in the jurisdiction for January through June, this year = 29

$$29 - 21 = 8 (\text{representing an increase})$$

Always divide the difference by the total in the prior time period.

$$8 \div 21 = .381$$

$$.381 \times 100 = 38.1$$

This represents a 38.1% increase in the volume of murders for the first 6 months of the year compared to the same 6 month period in the previous year.

The same calculations can be made to yield a rate trend by substituting rate trend numbers for the volume trend numbers used in the above calculation.

21.5 Law Enforcement Employee Rates

Law enforcement employee rates are expressed as the number of employees per 1,000 inhabitants.

a) Population = 5,825

b) Number of Employee's = 10

$$5,825 \div 1,000 = 5.8$$

$$10 \div 5.8 = 1.7$$

The Employee rate for this agency would be 1.7 employees per 1,000 inhabitants.

21.6 Other Indicators

Another common calculation is the population at risk assessment. Populations at risk are a refined crime rate measuring in units that are most inclined to be a victim of a particular crime.

EXAMPLE:

Rape – The number of females 12 and older

$$\text{Rate} = (\text{Number of Rapes}) \times 100,000 \div (\text{Number of females 12 and older})$$

21.7 Data Limitations

When analyzing UCR data, direct agency-to-agency comparisons should be guarded against. Such comparisons could be misleading unless demographic differences between jurisdictions are taken into account. Every community has a unique social, ethnic, and economic configuration which may affect its crime statistics. Dissimilarities may bias the results of any comparative analysis between agencies. A jurisdiction's crime situation is complex and cannot always be treated superficially as it might be in direct agency-to-agency comparisons.

In general, the decision to use any indicator for analysis purposes must be made with care. No single indicator is a panacea for crime analysis. Instead, decisions that law enforcement administrators are called upon to make require a multifaceted analytical approach.

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