

*Maryland-National Capital Park Police  
Prince George's County Division*

**DIVISION DIRECTIVE**

TITLE <b>REPORTING SYSTEM</b>		PROCEDURE NUMBER <b>PG910.0</b>	
SECTION <b>Reporting Procedures</b>	DISTRIBUTION <b>A</b>	EFFECTIVE DATE <b>06/01/04</b>	REVIEW DATE <b>06/01/06</b>
REPLACES <b>PG910.0 "Reporting System", issued 02/15/02</b>			
RELATED DIRECTIVES <b>PG900.0, 911.0, 911.1, 913.0</b>	REFERENCES <b>CALEA 42, 82</b>	AUTHORITY <b>Commander Larry M. Brownlee, Sr.- Division Chief</b>	

**I. PURPOSE**

The purpose of this directive is to establish a report writing system.

**II. POLICY**

- A. Police reports are of major importance to a modern police department. Information contained therein is the basis of the daily activity of a police department. Crimes, and subsequent events relating to them, must be promptly noted and reported. Numerous non-criminal activities of concern to the police department must also be reported. Members of the department should bear in mind that their reports are likely to be seen by numerous public and private agencies. As a result, the professional image of both the department and the individual officer is reflected in the quality of reports submitted.
- B. Some of the more important uses of police reports are as follows:
1. They create a permanent record of the subject matter reported.
  2. They are used in compiling statistics relative to crime.
  3. They are used in investigating and prosecuting crime.
  4. Reports are used as references in civil matters by attorneys, adjusters or other litigants, and may become a matter of public record or publication.

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**III. REPORT PROCEDURES**

A. In preparing reports, members shall be guided by the following rules:

1. Reports shall be either handwritten or printed with a black ballpoint pen, in a neat and legible manner. Reports may also be typed.
2. The report shall be completed at the time of the complaint or incident on the appropriate report form, and shall be turned in prior to the completion of the member's tour of duty for supervisory review and submission to the Records Management Section.

If a report cannot be completed at the time of the incident, a report may be held no more than 24 hours pending approval of the officer's supervisor before being submitted to the Records Management Section, and in its stead a report hold form will be submitted.

The report shall be kept in a designated location at the officer's station or unit until such time as it is completed so as to allow for administrative review, if applicable.

3. Particular care must be taken to present facts accurately, especially when referring to proper names, street names, telephone and house numbers, vehicle registration numbers, etc.

The names and addresses of persons and business places appearing on a report shall be printed legibly and must be complete.

4. The information in the body of the report shall be stated in logical form and shall be concise, yet complete. Attention must be given to spelling and grammar.

5. All reports must contain an Incident Report Number (IRN). Supervisors shall not accept reports without such a number.

- a. The Communications Section will issue an IRN for all offenses and incidents that are dispatched to an officer. This number will be given to the officer after he clears the call by reporting the type of complaint he has found. This should be noted because of the fact that final dispositions of calls may be different than originally received.
- b. An officer who witnesses, or has his attention called to, a complaint requiring a report shall obtain a IRN from the Communications Section by radio or telephone.
- c. If a citizen reports a complaint to an officer at a substation, the officer shall contact the Communications Section to obtain an IRN.
- d. When completing a supplement report form for additional information the original IRN will be used. No other number will be required. If the original IRN is not known to the officer then the officer should contact the Communications Section or Records Management Section to obtain the original IRN.

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6. The Shift Supervisor or designee will collect the completed reports during, or at the end of their shift.
  - a. The reports will be checked by the supervisor for completeness, accuracy, legibility, proper format, and compliance with related divisional directives.
  - b. They will either approve the report and sign it, or return it to the officer for correction or rewriting.
    - A Shift Supervisor or Squad Leader will approve and sign any report that they write themselves.
  - c. They will ensure reports are collected and reviewed prior to securing from duty, and prepared for submission to the Records Management Section, via the Communications Section.
  - d. For officers assigned to Headquarters, all reports will be turned in to the Communications Section at the end of the tour of duty. Substation personnel will place reports in envelopes at the substations for mail pick-up.
  - e. Reports found deficient by report review will be returned to the officer's supervisor from Records Management Section. All corrected reports will be returned to the Records Management Section the next scheduled duty day, along with the completed report correction form.
  
7. Military time will be used in all radio communications and on all Division reports. (This does not include traffic summons.)
  - a. Military time is the 24 hour time reporting system.
  - b. Listed below are examples of the 24 hour system and a comparison with the 12 hour time system.

<u>24 Hour Time</u>	<u>12 Hour Time</u>
2400	midnight
0001	one minute after midnight
0800	8 a.m.
1600	4 p.m.

8. When participating under the Mutual Aid Agreement a Division MIR will be written, unless the officer writes a Maryland Uniform Traffic Citation or a report using Prince George's County Police case numbers as required under the Mutual Aid Agreement. The reason for the Department MIR is to measure proper compliance with Division Directive PG464.0 - "Mutual Aid Agreement". The body of the report must describe in detail the emergency situation you encountered. In brief, an emergency situation is defined as the actual or threatened commission of a criminal act that either (1) poses an immediate danger to a person's life, limb, or serious property damage; (2) allows the perpetrator of such offense to escape; or (3) requests from Prince George's County Police Department for your assistance. The Department MIR will carry the Park Police IRN numbers. Appropriate County police reports will carry County case numbers-authority by Division Directive PG464.0.

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**B. Telephone Reporting**

At the direction of the Operation Duty Officer (ODO) or on-duty supervisor any report call that does not require the on-scene response of an officer may be handled by an officer receiving the information by telephone. Types of report calls that may be handled in this manner are:

1. Reports providing supplemental information that does not involve physical evidence, i.e., credit card information, serial numbers for stolen items, additional suspect descriptors, reports of stolen auto's initiated by this department and recovered by another agency, etc.
2. Reports of property crimes that occurred at another location, with no suspect information, where the delay in reporting has eliminated the possibility of physical evidence collection, i.e., theft from locker or auto reported the next day or from the victim's residence outside the county.
3. Reports of hit and run parking lot accidents and property damage, with no suspect information, where the damage is reported after leaving the area or reported a day or days later after the incident.

**IV. REPORT FORMS**

- A. Specific instructions for individual report forms are explained in separate division directives.
- B. An officer responding to an initial complaint will use one of the following forms to make an initial record of the matter. On additional information types of calls that have been previously reported, the supplement report will be used. Officers will use supporting forms when appropriate.

INITIAL REPORT FORMS

Animal Bite Report  
Arrest Report (Adult/Juvenile)  
Contact Form  
Crimes Against Persons Report  
  
Crimes Against Property Report  
Death Report  
Incident Report (MIR)  
Juvenile Alcohol Contact Form  
MD Uniform Citation  
Missing Persons Report  
Motor Vehicle Accident Report (MAARS)  
Vehicle Report

SUPPORTING FORMS

Continuation Sheet  
Juvenile Recognizance Form  
Field Observation Report  
Statement of Charges/Statement of Probable Cause  
Property Record (Inventory)  
  
Supplemental Report  
  
Warning Notice 72 hours  
  
Vehicle Releases

- C. A Death Report will be considered a supporting form in cases of a crime or motor vehicle accident.
- D. Arrest Record and Contact Form will be supporting forms in cases of a crime when a crime

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report is completed.

- E. A Vehicle Report is a supporting form when a State Citation or Infraction is issued. The narrative of this report should be completed the same as the MIR, Crimes Against Property, Crimes Against Persons, etc.
- F. When an officer follows up a report and closes the case by arrest, obtaining a warrant or by determining that the initial report was unfounded, a supplement report (along with any other necessary reports) must be submitted to the Records Management Section as soon as possible.
- G. When seizing or recovering property reported to MILES/NCIC, the officer shall complete an MIR and Property Report if he/she fails to affect an arrest. All other seizing or recovering of property requires a Property Report, as well as an Initial Report.

**V. CLASSIFICATION OF CRIMES**

- A. When a member makes a Crimes Against Property or Persons Report they should observe the following guidelines in classifying it.

<u>CRIMES AGAINST PERSONS</u>	<u>CRIMES AGAINST PROPERTY</u>
Assault	Arson
Homicide	Burglary/Breaking and theft
Indecent or harassing phone calls	Destruction of property
Kidnapping	embezzlement
Rape	Forgery and uttering of worthless documents
Robbery	Fraud
Sex offense	Sabotage
Suicide	Theft from auto (accessory or non- accessory)

- 1. Examples of classification include the following:
  - a. A cutting would be classified as a 1<sup>st</sup> Degree Assault.
  - b. A stolen bike is classified as a theft.
  - c. Pocketbook snatching should be classified as a theft if there is no resistance; if there is resistance, and physical force is used or threatened, the incident is classified as a robbery.

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- d. Theft from auto will be classified as either a theft from auto (non-accessory) or theft from auto (accessory).
  - 1) Non-accessories are articles taken from any area of a motor vehicle, locked or un-locked, including the trunk and glove compartment, and includes such items as cameras, suitcases, apparel, packages, etc.
  - 2) Accessories are articles or parts attached to the interior or exterior of a motor vehicle and include motors, transmissions, radios, tape players, hub caps, manufacturer's emblems or other insignias, license plates (one license plate is classified lost property on an Incident Report unless circumstances indicate theft), radio antennas, side view mirrors, gasoline, etc.
  - 3) All thefts will include a parenthesized classification. Example:

- Theft (auto/accessory)
- Theft (auto/non-accessory)
- Theft (embezzlement)
- Theft (forgery)
- Theft (fraud)
- Theft (P.B.S.)
- Theft (over \$500)-Felony
- Theft (under \$500)-Misdemeanor

- B. Most crimes will fall under one of the above categories. There will be some circumstance in which a crime does not fit these categories and must be classified accordingly. In those cases a reasoned judgment by the officer or supervisor will be required.
- C. When a combination of offenses occurs in the same incident, the offense considered most serious will classify the report.

**VI. NO REPORT REQUIRED**

- A. Certain assignments do not require that a written report be completed and submitted.
  - 1. Assignments for which police response is necessary, but in which a report would only provide statistical data of police service which is also logged on the communications card, may be cleared Code 300 (no report necessary).
  - 2. In all cases of dispatched complaints that are unfounded, handled by another agency, G.O.A., unable to locate, or cancelled by the dispatcher (10-22), no report will be required.
  - 3. In any instance in which a call for service would otherwise meet the criteria for a Code 300 (no report required) disposition, because of the circumstances the officer feels that it would be in the best interest of the public or the Division to write a report, the officer shall complete and submit an appropriate report.
- B. Upon completing a dispatched assignment that falls in a category in which a report is not required, the following procedure will be utilized:

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1. The officer will advise the dispatcher that he has completed the assignment by clearing the call using the radio Code 300 (no report required) and give a brief disposition, i.e., disorderly sent on way, domestic--advised warrants, G.O.A., complaint unfounded, advise State Roads that the traffic signal at \_\_\_\_\_ is out, etc.

If the officer does not give a brief disposition, then the dispatcher shall request a disposition from the officer.

2. If any information is different from that transmitted by the dispatcher, the change must be given to the dispatcher who will make the official correction. Example:
  - a. Code 300, no theft - unfounded complaint
  - b. Code 300, no hold-up - disorderly, G.O.A.
  - c. Code 309, no accident - nothing found

## VII. CLARIFICATION OF PARTICULAR AREAS (listed alphabetically)

- A. Abbreviations - Use of common abbreviations shall be avoided. The officer may use abbreviations after writing out the proper name and noting the abbreviation. Example: Executive Office Building (EOB). \* See Appendix II for listing of common abbreviations.
- B. Addresses - The apartment, suite, or room number is an integral part of an address. (Unit Number and the name of the ship, station, or military installation must identify military personnel.) Indicate each address by street number, and where no street number is available, use the distance and direction from a known geographical location. Addresses recorded in the block provided should represent the permanent residence address. Temporary addresses should be indicated under the narrative section of the report if sufficient space is not found in the block for address. For example, an address might be recorded as "157 Pine Street, Little Rock, Arkansas, temporarily at Hilton Hotel."
- C. Auto Theft in Conjunction with Other Crimes - When an auto theft occurs as a part of another crime, a separate auto theft report must be taken.
- D. Beat - This is the number of the beat in which the incident occurred.
- E. Boxes generally
  1. Except in those instances where the nature of the report or circumstances clearly indicate otherwise, all boxes must be completed with either the complete information or one of the following terms: (1) none; (2) not applicable; (3) refused; (4) unknown; (5) same as; or (6) unavailable. The use of these terms shall be completed when filling out each box on the report.
  2. If any box provides inadequate space in a particular case, note in the box the words "see below" and record or continue the details under the narrative or additional information section (inserting the number of the box continued under "item number" in the left column of the narrative).

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3. On report forms where additional space is provided on the reverse side, the officer may place "N/A" in the middle of the page and draw the slash mark (/) from one corner of the page diagonally to the other corner to indicate this space was not needed.

### F. Complainant

1. The name of the person listed as the complainant should, as a general rule, be the person who suffered the loss, either monetary or physical. The reporting person is not always the complainant.

Examples: If a recreation center is burglarized, M-NCPPC would be listed as the complainant. The employee reporting the crime would be listed as the reporting person and not as the complainant.

2. On occasions when the officer observes a reportable incident during routine patrol, the officer shall list M-NCPPC as the complainant if the incident occurred on park property. If the incident occurred off park property, the complainant shall be "mutual aid". The officer writing the report will be the reporting person.
3. Juveniles may be listed as complainants or a parent or legal guardian of the juvenile may be listed as the complainant.
  - a. Juveniles should be listed as victims/witnesses on Crimes Against Person Reports.
  - b. Juveniles' parents, etc., should be listed as complainants for Crimes Against Property Reports.
4. Same as (S/A) will not be used in complainant block.

### G. Dates

1. The number of the month followed by the number of the day and last two digits of the year is the approved order for recording the date, for example: 09/18/01.
2. A span of dates shall be written as 09/18-25/01.
3. When the date of occurrence is not known, the officer will rely upon his best judgment and list a span of dates. **Unknown** will not be used. The same rule will apply to time of occurrence; unknown will not be used.

### H. Legibility

All reports are to be completely legible. Illegible reports must be corrected before the reporting officer ceases duty for the day.



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### I. Multiple Complainants

1. When one criminal incident involves numerous complainants, all complainants and their respective properties will be included in one report, having one case number.

(For instance, if a T/A robbery occurs in which numerous customers are also robbed, one report will list each customer/victim and identify respective properties taken there from.)

2. When a T/A has custody of articles belonging to numerous customers, and these articles are taken or destroyed in a crime, the T/A will be listed as the sole complainant. All property will be listed on this report, however property ownership will be clarified. For instance, if four thefts from Commission vehicles occur at Glenridge Maintenance Yard, then M-NCPPC will be carried as the complainant. If personal property was also taken from the vehicles, then owner information for the personal property will be included. This does not apply to articles or vehicles left in public areas such as cloakrooms or parking lots.

Exception: When several auto thefts result from one criminal incident, a separate vehicle report will be completed for each vehicle. All reports will contain the same Incident Report Number (IRN) and complainant (person or T/A having custody), but ownership will be clarified. The details must reflect the total number of vehicles stolen in the incident.

### J. Names

All proper names, including names of businesses, must be spelled out in full. In recording proper names, the last name is listed first, followed by the first name and middle name. The last name is to be printed in capital letters.

### K. Occupations

A number of the report forms provide for recording the occupation of individuals. Record the general line of work by means of which the person ordinarily earns his livelihood. For example, a bricklayer, even if temporarily unemployed, would be shown as "bricklayer". An officer in a bank would be shown as "banker", while a bookkeeper in a bank would be shown as "bookkeeper". If the individual is unemployed by reason of retirement, the word "retired" should be indicated.

### L. Sex, Race, and Age

The sex, race, and age of suspects and witnesses should be obtained as accurately as possible through observation, interview, or by questioning persons who might be able to provide this information. With reference to victims, this information should be obtained tactfully, by interview, or if refused, by observation.

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### M. Signatures

An investigating officer completing a report shall sign it and indicate his/her ID number in the space provided. If, in answering a complaint, a second car is assigned and a third or fourth officer conducts some investigation pertinent to the case, the officer covering the beat of occurrence (or if he is not available, the first car to arrive at the scene) should assume responsibility for obtaining the pertinent information from other officers and executing the required report.

### N. Supply of Report Forms

At the beginning of their tour of duty, members of the division are required to ensure they have available an adequate supply of forms.

### O. T/A

1. The designation T/A (trading as) refers to the name of the business as it normally appears on the outside of the store. This may not be the proper corporate name of the business. For example "Good Luck Community Center" would be a T/A designation, while the proper corporate name would normally be "M-NCPPC".

If the T/A designation and the proper corporate name are different, the proper corporate name must be included in the details or narrative section of the report.

2. An incident or crime occurring at a business establishment or their property does not necessarily require the listing of the business as a T/A. In many cases it would be more appropriate to list the address of the business in the space provided for location of crime, and name the business where we describe the location. In this instance the T/A block would not be applicable.

### P. Telephone Numbers

Include extension numbers when applicable. Show the abbreviation for the exchange, for example: (301) 922-3737, extension 258, write "(301)922-3737/258". Include the area code for all numbers.

### Q. Value

Indicate the total fair market value for articles subject to depreciation. Use cost to merchant (wholesale price) in thefts from retail outlets, warehouses, concessionaires, etc. Concerning checks, securities and non-negotiable instruments, the value is the cost of the paper only (usually five to ten cents per item). The face amount or dollar and cents sum for which drawn is to be indicated in the narrative (or in the proper item space if a Crimes Against Property Report is required).

### R. Weather Conditions

On Crimes Against Persons and Property Reports list the weather conditions for time of

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occurrence in the narrative.

#### **S. Witnesses**

Obtain as complete information as possible, keeping in mind the instructions above as to names and addresses. Record sex, race, and age using standard abbreviations. This general descriptive information as to witnesses is often pertinent when it is later necessary to locate a witness for interview or to testify in court. If the space is inadequate, record the information as to additional witnesses in the narrative.

#### **T. Writing the Narrative**

1. The narrative portion of a police report should be written so that it provides the reader with an accurate mental picture of the matter under investigation. This does not imply that brevity is improper, however, the information must be completed.

To help ensure clarity in the narrative of the report, members shall avoid use of references to block numbers on the report form and police signal codes.

2. A report must be self-explanatory as it is normally directed to persons removed from the source of the incident. The reader depends on the thoroughness and accuracy of the report to obtain the facts. If any part of the communication requires further explanation, the report has failed to serve its purpose.
3. Any action taken by an officer during an investigation should be noted in writing. This not only ensures your supervisor that the proper, on-the-scene investigation was performed, but it may assist the reporting officer if later allegations of improper police service arise.
4. The narrative in a vehicle report must be descriptive enough to stand on its own. It should not say, "see juvenile arrest for further information . . ."

**End of Document**

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**APPENDIX I**

**TABLE OF OFFENSES AND INCIDENTS AND RELATED REPORTS**

The following is a list of offenses and incidents generally brought to the attention of the department for investigation, with an indication of the appropriate classification and the report form to be used.

<u>INCIDENT</u>	<u>CLASSIFICATION</u>	<u>REPORT CATEGORY</u>
Abandoned vehicle (impound)	Same as incident	Vehicle Report
Abandoned vehicle (not towed)	Same	72 hour notice
Abandonment of refrigerator	Same	Incident
Abortion	Abortion	C/A Person
Accidental injury	Same	Incident
Air rifle, illegal uses	Same	Incident or Juvenile Contact
Animal bite	Same	Animal Bite Report
Animal complaint (not bite)	Same	Incident
Arson	Same	C/A Property
Assault (all degrees)	Assault	C/A Person
Attempts	Same	Report Form of Offense Attempted
Auto improperly parked—no tow	Same	None required
Auto theft	Same	Vehicle Report
Bad checks and uttering of worthless check)	Forgery	C/A Property
Ball playing in streets	Same	None required
Barking dog	Same	None required
Bicycle theft	Theft	C/A Property
Bigamy	Same	Incident
Breaking and entering	Same	C/A Property
Bribery	Same	C/A Person
Burglary	Same	C/A Property
Burning trash	Same	Incident
Carnal knowledge	Rape	C/A Person
Confidence game	Fraud	C/A Property
Conspiracy to commit a crime	Same	Report for crime involved
Civil disturbance	Same	Commanders Log Report & Incident
Contributing to delinquency or neglect of children	Same	C/A Person
Counterfeit money or Securities	Same	Incident
Crime against nature	Sex offense	C/A Person
Cross burning	Same	Commanders Log Report & Incident
Cruelty to animals	Same	Incident
Damage to property (accidental)	Same	Incident
Dangerous excavations	Same	Incident

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Deaths, non-criminal	Same	Death report
Discharging firearms (no assault)	Same	Incident
Disturbance, no assault	Same	Incident
Drugs--narcotics	Same	Incident
Embezzlement	Theft (Embezzlement)	C/A Property
Extortion	Same	C/A Person
False alarm (fire)	Same	Incident
False pretenses	Same	C/A Person
Family argument	Same	Incident
Fire--assist with traffic	Same	None required
Firearms--illegal possession	Same	Arrest Record
Forgery	Same	C/A Property
Fortune-telling	Same	Incident
Found property	Same	Property Record & Incident
Fraud	Theft (Fraud)	C/A Property
Gambling & related offenses	Same	Incident
Gas leak	Same	Incident
Homicide	Same	C/A Person
Hotel fraud	Fraud	C/A Property
Impersonation of officer	Same	C/A Person
Incest	Sex offense	C/A Person
Indecent exposure	Sex offense	C/A Person
Injured officer/prisoner	Injured person	Commanders Log Report & Incident
Kidnapping	Same	C/A Person
Licenses & permit violation	Same	Incident
Mini-bikes, stolen	Stolen vehicle	Vehicle Report
Mini-bikes, impounded	Impounded vehicle	Vehicle Report
Missing person	Same	Missing Person
Obscene phone calls	Same	C/A Person
Overdose (intentional)	Attempt suicide	C/A Person
Overdose (accidental)	Accidental Ingestion	Incident
Peeping Tom	Same	C/A Person
Poisons/accidental ingestion	Sex offense	C/A Person
Perversion	Sex offense	C/A Person
Pickpocket	Theft	C/A Property
Lost property	Same	Incident
Prostitution complaint	Same	Person
Prowler (no arrest)	Same	Incident
Purse snatcher	Theft	C/A Property
Radios, loud	Same	None required
Rape	Same	C/A Person
Robbery (armed/unarmed) or by putting in fear	Same	C/A Person
Sabotage	Same	C/A Person or Property
Safe cracking	Break & entering	C/A Property
Sex offenses	Same	C/A Person

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Shoplifting	Theft	C/A Property
Sidewalks, obstructing	Same	None
Sodomy	Sex offense	C/A Person
Stereos, loud	Same	Incident
Stinkbombs, depositing	Same	Incident
Stolen auto	Same	Vehicle Report
Stolen property--receiving possession, etc.	Same	C/A Property
Stray animal	Same	Incident
Suicide	Same	C/A Person
Swindling	Theft (Fraud)	C/A Property
Tampering with auto	Same	C/A Property
Theft	Same (type)	C/A Property
Threatening phone calls	Same	C/A Person
Ticket scalping	Same	Incident
Towing vehicle	Impounded vehicle	Vehicle Report
Trash dumping	Same	Incident
Unauthorized use of motor vehicle	Same	Vehicle Report
Vandalism	Same	C/A Property
Weapons, carrying or possession	Same	Incident
Wires down	Same	Incident

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**APPENDIX II**

**COMMON ABBREVIATIONS**

**RACE :** Racial designations have become more varied and complex due to the application of some cultural descent to all categories. Officer must use the code listed below corresponding to the proper race.

I = American Indian or Alaskan Native  
A = Asian or Pacific Island  
H = Hispanic  
B = Black  
W = White  
U = Unknown

**SEX:** M = Male  
F = Female  
X = Unknown

**COLOR:** BLK = Black  
BLU = Blue  
BRO = Brown  
GRN = Green  
GRY = Grey  
WHT = White

**MISCELLANEOUS:** N/A = Non applicable  
S/A = Same as  
REF = Refused  
UNAV = Unavailable  
UNK = Unknown

**APPENDIX III**

**PROPER METHOD FOR DESCRIPTIONS OF PERSONS AND PROPERTY**

A. PERSONS (Suspects, Wanted Persons, etc.)

For the purpose of report writing, it is essential that the description of any person who is the subject of police attention be detailed and complete. Emergency descriptions identifying a fleeing suspect, obtained for immediate broadcast, should be supplemented by further questioning of complainant or witnesses, before the officer submits his report. In addition to name, nickname and address, the description must, if possible, include:

SEX:                   M = Male  
                          F = Female  
                          X = Unknown

RACE:                I = American Indian or Alaskan Native  
                          A = Asian or Pacific Island  
                          H = Hispanic  
                          B = Black  
                          W = White  
                          U = Unknown

AGE:                 Use the age of the person on his last birthday. A span of ages such 25-30 may be used if the exact age is unknown. Show a date of birth if possible.

COMPLEXION:       Use positive terms such as light, brown, olive, ruddy, etc.

HEIGHT:             Obtain by comparison with yourself or others present. Sample entry: 5'11".

WEIGHT:             Obtain by comparison with yourself or others present. Sample entry: 185 lbs.

BUILD:              Use explanatory terms such as slim, husky, etc.

HAIR:                Include here the type such as straight, curly, kinky, etc., and/or condition of baldness such as frontal, total, or crown. Note the type of haircut and the possibility of a wig. Identify the hair color.

EYES:                Describe shape and color. Note the suspect's use of glasses.

CLEAN SHAVEN:     Yes or no. If no, describe.



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**PECULIARITIES:** What is unusual about the person. For example, amputations, nervous tic, peculiar mannerisms or movements, gold teeth, prominent scars, deformities, speech oddities, tattoos, etc.

**EARRINGS:** State style and length; whether screw, clasp, or pierce type; describe stones, color, etc.

**EMBLEMS/CHARMS/  
PLEDGE PINS, ETC:** State size and shape; name of lodge, fraternity or club (Masonic, Elks, Eagles, etc., Phi Beta Kappa, Sigma Chi, etc., nurses or military service pins; American Legion, etc.).

**BUCKLES/OTHER  
MISC ARTICLES OF  
JEWELRY:** State size, color, shape, stones, etc.

**NOTE:** If any of the above are matched sets (rings, pin, necklace, earrings, bracelet, etc.), so state. State whether costume, antique, or modern type jewelry.

**CAUTION:** When officers are personally describing items of recovered jewelry in property reports, indicate colors rather than materials, example: brooch, yellow colored metal, red and white stones (rather than gold pin with rubies and diamonds).

**B. HOUSEHOLD ARTICLES**

Give the name of the article being described.

**RUGS:** State size, color or combination of colors, plain or design, whether domestic or oriental, type (Axminster, Wilton, Broadloom, etc.), give maker's name when known, whether fringed or bordered, cleaner's marks, also all other marks such as stains, tears, mends, etc.

**BEDDING:** Includes sheets, pillowcases, blankets, spreads, quilts, comforters, mattress covers, etc. State what article is, then give a complete description of size, color, material, cleaner or laundry marks, and monograms, if any.

**DISHES AND  
GLASSWARE:** State whether complete sets, giving pattern and number of pieces (both china and glass); state whether porcelain, pottery, cut glass, blown glass, or just ordinary china.

**SILVERWARE:** Includes flatware (table silver, knives, forks, spoons, etc.) as well as hollow-ware (coffee, tea and chocolate sets, and complete silver services). Give maker's label. Kind of silver (sterling, plated or pewter); owner's initials or other inscriptions; type; pattern; and number of pieces to set.

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**CLOCKS:** State kind, color, size, movement and case numbers if known; whether china, porcelain, bronze, iron, wood, plastic, glass, leather, etc. State whether mantel, kitchen, boudoir, grandfather, traveling, etc.; give maker's label; state whether eight day type; and if chime clock, kind of chimes (Westminster, etc.).

**FURNITURE:** State what article is, then give complete description stating kind of wood or metal, color, kind of material covering, and trimming. In cases of matched sets, such as bedroom, dining or living room furniture, give number of pieces in set and state number of pieces stolen.

**PIANOS, RADIOS,  
& TELEVISIONS:** Pianos - state maker's label and serial number, if any; state if upright, baby grand, spinet, etc. Radios and televisions - show maker's label, serial number, color or B/W, whether console, table model, midget, transceiver, portable, low or high-boy type, size of screen, etc. Give kind of wood or metal, show color or kind of TV kind, i.e., floor, or table.

**MISCELLANEOUS:** Includes ornaments, pictures, statues, bric-a-brac. Describe in detail, stating particularly any labels, serial numbers, or other identifying marks.

### C. OTHER PROPERTY

Give name of article to be described.

**FIREARMS:** State maker's name, caliber or gauge, color of metal, serial numbers, type of handles or stocks, any marks, inscriptions or initials. State whether revolver, automatic pistol, pump gun, rifle, or shotgun.

**TIRES:** State size, maker's name, color, thread and serial numbers, if available, and state whether mounted on rim with wheel or alone, with tube or tubeless.

**DRUGS:** State amount, kind, manufacturer, container, size, valuation, and any other descriptions available.

**CASH REGISTERS/ADDING MACHINE/TYPEWRITERS/BOOK-KEEPING MACHINES/  
CALCULATORS/CHECK PROTECTORS/OTHER MACHINES:** State maker's name, size, model and serial numbers, color, etc. Also other marks, labels, or inscriptions.

**CAMERAS AND EQUIPMENT/PROTECTORS & CASES:** State maker's name, model number, serial number, lens numbers and names, and shutter numbers. Type of camera (movie, cine, graphlex, box, folding, etc.). State kind of material (wood or leather) of both camera, projector, and case.

**ELECTRICAL EQUIPMENT:** Includes toasters, irons, curling irons, bulbs, sockets, generators, motors waffle irons, percolators, portable water heaters, bottle warmers, refrigerators, etc. State maker's name, kind of

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material, color, size, model and serial numbers, wattage, voltage, and any initials or other marks or inscriptions.

**BUILDING EQUIPMENT:** Includes lathe, wire, plaster, bricks, stucco, glass, marble, lumber, roofing materials, paint, nails, cement, etc. Give size, color, maker's name, number or amount of articles lost or stolen, as well as any lot of serial number available.

**OPTICAL GOODS:** Includes spectacles and cases, opera glasses, binoculars, telescopes and cases, etc. State maker's name, color, material or article, as well as case, serial number of model numbers (power number of size in case of binoculars, telescopes, etc.) initials, or other marks of identification.

**BOOKS:** State name of book, author, publisher's name if known, color and kind of material of binding, also approximate size of book, as well as any writer's inscriptions, such as owner's name, book-plates, or author's signature (first editions).

**DOCTOR'S AND DENTIST'S INSTRUMENTS:** Includes stethoscopes, blood-testing apparatus, hypo-needle outfits, etc. State maker's name, size, serial numbers, model numbers, material, color and marks of identification. Also show case size and color.

**LEATHER GOODS:** Includes trunks, suitcases, purses, briefcases, sample cases, belts, suspenders, gladstone and boston bags, saddles, billfolds, etc. State size, color, maker's name, serial numbers, initials, or other marks of identification.

**BICYCLES:** State name, size, color, kind of seat, brake, tires, baskets, horns, light, serial number and license number if known, and initials and any other identifying marks.

**IMPORTANT:** On all articles listed, no matter what they may be, always show the maker's or brand name; serial and model numbers; size and color; and valuation. Show any initials or other marks of identification that may have been added after purchase of articles. If owner is not sure of valuation, give approximate valuation.