

Police & Security User Manual V. 1.0

March 1994

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Introduction

The V. 1.0 Police & Security software package provides an automated system of procedures that generates the necessary reports and other forms of records pertinent to the VA Police and Security Service (VA Police) operation. In most instances, a single data entry procedure will create the permanent record, as well as generate statistical data necessary to produce a variety of management level reports.

By statutory provisions, the Secretary of Veterans Affairs (VA) is responsible for the protection of patients, visitors, employees, protection of property, and the maintenance of law and order on property under the charge and control of the Department of Veterans Affairs. This responsibility is subsequently delegated to the Deputy Assistant Secretary for Security and Law Enforcement who provides program guidance and assistance to the VA Police located at each VA Medical Center (VAMC). The primary function of the VA Police is to prevent crime on VA property.

The role of the VA Police Officer is crime prevention, preliminary investigation of crimes, apprehension, legally correct handling of suspected offender(s), and the transfer of suspected offender(s) to appropriate authorities. This package is designed to assist the VA Police Officers in accomplishing these goals.

The ESP MASTER NAME INDEX file (#910) serves as the primary repository file for the storage of names, addresses, and other demographic data for all persons who come in contact with the VA Police during normal operations.

National Upward Reporting includes transmitting the Monthly Crime Report through MailMan to Central Office. The local office will be able to send a Uniform Offense Report (UOR) to VACO through MailMan to facilitate meeting the 48 hour notification requirement on specific types of investigations.

The V. 1.0 Police & Security software is composed of the following modules.

Daily Operations Journal Module

The Daily Operations Journal module provides a system for storage and retrieval of information currently being manually placed on the VA Police Daily Operations Journal (VA Form 10-1433) and Continuation Sheet (VA Form 10-1433A).

Evidence/Property Module

The Evidence/Property module provides a system to record and retrieve information contained on the Evidence Property Custody Record (VA Form 10-3524). The electronic record of this information allows the formation of the required Evidence Property Log and other necessary documentation in a faster manner than the current manual methods. This module contains several report options for management purposes.

Package Management Module

There are several files contained within the program that should only be altered sporadically once the package has been fully implemented. This is accomplished through the options in this module.

Quick Name Check Module

The Quick Name Check module allows for the retrieval of stored information for a selected person(s) from files in several different modules and displays the information. The Quick Name Check option displays any data on file for an individual, such as vehicle registrations, demographics, wants and warrants, violations, offenses, and previous investigative involvements.

Criminal Statute Module

The primary menus assigned throughout this program can look at or print any criminal offense code and its definition within the ESP OFFENSE CODES file (#915). This file is referenced by any "Offense Committed" question throughout the various modules of the program. Its use is expanded to include an on line lookup in order to determine the legal wording of each particular criminal offense. It is necessary for each local field station to add any local medical center, city, county or state ordinances under which they can place criminal charges to the ESP OFFENSE CODES file.

Training Records Module

The Training Records module provides a system for storing information about training completed by staff members assigned to VA Police and Security Service. The accumulation of this data allows for the printing of training records for documentation purposes, as well as management planning for funding justifications.

Uniform Crime Reports Module

The Uniform Crime Reports module accesses selective data from entries in the Offense Report and Violations modules. This data will be assembled into a standardized report format for the VA Police Chief to document the numbers and types of criminal incidents occurring at the medical center. The Uniform Crime Report is a greatly expanded version of the Automated Management Information System (AMIS) report. It provides a much more in depth record of the type of criminal activities which occur, as well as recording dollar values for investigations dealing with loss and recovery factors. The Uniform Crime Reports module downloads and transmits the Uniform Crime Reports to the database maintained within Security and Law Enforcement in Washington, DC. The combined statistical data from all VAMCs will provide important information at the national level to the Deputy Assistant Secretary for Security and Law Enforcement regarding program planning strategies.

Offense Reports Module

The Offense Reports module facilitates the entry of data normally contained on the VA Police Uniform Offense Report, Investigative Notes, and Case Log. It will also facilitate entry of data from preparatory documentation assembled during a criminal investigation. By entering the data into the Offense Reports Module, the VA Police Officer will be creating an electronic record of his investigation that will be readily retrievable for future use. At the same time, the software package will be assembling statistical data for creating trend studies and other beneficial management tools.

Vehicle Registrations Module

The Vehicle Registrations module records all information necessary for the maintenance of the VA Police Vehicle Registration program. The information contained within this module is highly beneficial to those VAMCs operating a Ride Sharing Program. Because of the diverse complexity of operations throughout the VAMCs, ranging from single building high-rise complexes to large expanded-campus style facilities, this module also contains a system of miscellaneous registration files that can be used at the discretion of the individual VA Police Chief.

Violations Module

The Violations module allows for the entry of all violation information contained on US District Court Violations Notices and Courtesy Warnings issued by VA Police Officers at the medical center. This module generates several types of management tracking reports.

Wants & Warrants Module

The Wants & Warrants module is used to record any data pertinent to individuals currently under any type of criminal proceedings. This includes individuals with outstanding warrants, summons, court commitments, or other types of legal documentation. This module provides a flag notification to officers on duty that the individual in question is wanted, has been involved in some prior serious physical altercation, or other incident that can require additional preparation, or requires caution when being approached. The Wants & Warrants module contains several print options for maintaining list of persons currently in an active want or detained status.

Daily Activity Module

The Daily Activity module provides a method for VA Police Officers to enter specific activities that occurred during their tours of duty and the time required to complete these activities. This module also allows a VA Police Officer to create an entry of his or her activities and combine them with the entries of other VA Police Officers. This information helps the Chief of VA Police to justify and plan the patrol activities of the VA Police and Security Service.

Orientation

How To Use This Manual

The Police & Security User Manual is provided in Adobe Acrobat PDF (portable document format) files. The Acrobat Reader is used to view the documents. If you do not have the Acrobat Reader loaded, it is available from the **VISTA** Home Page, “Viewers” Directory.

Once you open the file, you may click on the desired entry name in the table of contents on the left side of the screen to go to that entry in the document. You may print any or all pages of the file. Click on the “Print” icon and select the desired pages. Then click “OK”.

Package Management

The V. 1.0 Police & Security package contents are covered by the Privacy Act of 1974 and should not be treated differently than previous or currently held hard copy documents. Access to the Police & Security V. 1.0 files should be limited to those VA Police and Security Service staff members with the need to know and only if the functions requiring access are within the VA Police staff member's scope of employment.

Names and social security numbers used in the examples are fictitious.

The criminal classification codes provided in ESP CRIME CATEGORIES file (#912.7), ESP CRIME TYPES file (#912.8), and ESP CRIME SUB-TYPES file (#912.9) have been determined by the Program Directors for Security and Law Enforcement, Veterans Affairs Central Office (VACO). These file entries are **not** to be altered at the local sites.

Package Operation

Menu Distribution

The V. 1.0 Police & Security package consists of four main menus. A fifth menu containing all four of the main menus has been included for use by IRM staff and the Police & Security Service applications coordinator (ADPAC). At sites where the Police Chief also functions as the ADPAC, it is suggested that he be assigned the combination menu. The following is our recommended distribution of menus to users.

1. Police Chief [ESP POLICE CHIEF MENU]

Recommended Assignments: Chief of Police, Assistant Chief of Police, and possibly the Police Chief's Secretary.

2. Police Supervisor [ESP POLICE SUPERVISOR]

Recommended Assignments: Supervisors and Detectives.

3. Police Officer [ESP POLICE OFFICER MENU]

Recommended Assignments: Police Officers (patrol level).

4. Police Clerical [ESP POLICE CLERICAL]

Recommended Assignments: Secretary, Clerks, and Dispatchers.

5. Police Menu [ESP POLICE & SECURITY MENU]

Police Chief [ESP POLICE CHIEF MENU]
Police Supervisor [ESP POLICE SUPERVISOR]
Police Officer [ESP POLICE OFFICER MENU]
Police Clerical [ESP POLICE CLERICAL]

It is understood that there will be a significant diversity across the system due to the different size and complexity of most local sites. Because of this, it is expected that larger sites will be able to follow the above indicated breakdown of menu assignments. It is also expected that smaller sites, due to limited staffing will need to determine the appropriate menu assignments for the size and complexity of their individual operation.

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- Make Evidence Sensitive

- Print All Evidence/Property Records

- Print Open Evidence/Property Records

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- Print Training Record by Selections

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Uniform Crime Reports

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- Transmit a Crime Report

- Delete Crime Statistics

Offense Reports

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- Case Assignment Register-Open

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Missing Patient Reports

Missing Patient Report-All Cases

Missing Patient Report-Open Cases

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Police Chief Menu, cont.

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Lookup Wants & Warrants Record

Print Active Wants & Warrants

Personal Descriptor Lookup

Print Wants & Warrants Records

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Police Chief Menu
Daily Operations Journal Menu

The Daily Operations Journal Module has been designed to match the existing VA Police Daily Operations Journal, VAF 10-1433 and VAF 10-1433a, Continuation Sheet. The data entered into this module is exactly the same as that manually typed on the forms.

Police Chief Menu
Daily Operations Journal Menu
Add a Journal Entry

The Add a Journal Entry option allows you to add a journal entry to an existing journal without having to scroll through multiple data fields. In this example, it is assumed that the user left the option and has returned at a later time to make an additional entry.

```
Select ESP DAILY JOURNAL DATE: 3 31   MAR 31, 1993
Select TIME: 2300// 2400
  ARE YOU ADDING '2400' AS A NEW TIME (THE 10TH FOR THIS ESP DAILY JOURNAL)? Y
(YES)
  OFFICER: ONE,PATROL
  ACTIVITY: CLOSE JOURNAL
  ENTRY SUMMARY:
  1>Watch B, off duty, master keys present, Journal closed.
  2><RET>
EDIT Option: <RET>
Select TIME: <RET>
```

Police Chief Menu
Daily Operations Journal Menu
Create a Daily Journal

It is recommended that this option be used only by the person responsible for initiating the Daily Operations Journal. This can occur at the start of the 24 hour period or at the start of each assigned watch. Subsequent entries are more quickly entered through the Add a Journal Entry option.

Select ESP DAILY JOURNAL DATE: **3 31 93** MAR 31, 1993
ARE YOU ADDING 'MAR 31, 1993' AS A NEW ESP DAILY JOURNAL (THE 3RD)? **Y** (YES)
DATE: MAR 31,1993// **<RET>**
FROM: **93-03-31-0001**
TO: **93-03-31-2400**
Select WATCH: **A** (WATCH A)
ARE YOU ADDING 'WATCH A' AS A NEW WATCH (THE 1ST FOR THIS ESP DAILY JOURNAL)? **Y** (YES)
Select OFFICER: **??**

Enter the names of all officers currently assigned to work each shift.
The officers' names must be contained within the NEW PERSON file (#200)
and must also be assigned the ESP POLICE Security Key.

CHOOSE FROM:
ONE,PATROLER
TWO,PATROLER
THREE,PATROLER

Select OFFICER: **ONE,PATROLER**
ARE YOU ADDING 'ONE,PATROLER' AS A NEW OFFICER (THE 1ST FOR THIS WATCH)? **Y**
(YES)
Select OFFICER: **<RET>**
Select WATCH: **B** (WATCH B)
ARE YOU ADDING 'WATCH B' AS A NEW WATCH (THE 2ND FOR THIS ESP DAILY JOURNAL)? **Y** (YES)
Select OFFICER: **TWO,PATROLER**
ARE YOU ADDING 'TWO,PATROLER' AS A NEW OFFICER (THE 1ST FOR THIS WATCH)? **Y**
(YES)
Select OFFICER: **<RET>**
Select WATCH: **C** (WATCH C)
ARE YOU ADDING 'WATCH C' AS A NEW WATCH (THE 3RD FOR THIS ESP DAILY JOURNAL)? **Y** (YES)
Select OFFICER: **THREE,PATROLER**
ARE YOU ADDING 'THREE,PATROLER' AS A NEW OFFICER (THE 1ST FOR THIS WATCH)? **Y**
(YES)
Select OFFICER: **<RET>**

Police Chief Menu
Daily Operations Journal Menu
Create a Daily Journal

Select WATCH: <RET>

SPECIAL INSTRUCTIONS: <RET>

1>Watch A - Speed enforcement Patient Recreation areas.

2><SPACE>

3>Watch B - Secure Bldg 7, 2100 hours.

4><SPACE>

5>Watch C - Additional patrol parking area C.

6><RET>

EDIT Option: <RET>

Select TIME: 0001

ARE YOU ADDING '0001' AS A NEW TIME (THE 1ST FOR THIS ESP DAILY JOURNAL)? Y
(YES)

OFFICER: ONE,PATROLER

ACTIVITY: ADMINISTRATIVE

ENTRY SUMMARY:

1>Open Daily Journal. Assigned staff present and master keys present.

2><RET>

EDIT Option: <RET>

Select TIME: 0200

ARE YOU ADDING '0200' AS A NEW TIME (THE 2ND FOR THIS ESP DAILY JOURNAL)? Y
(YES)

OFFICER: ONE,PATROLER

ACTIVITY: BUILDING CHECKS

ENTRY SUMMARY:

1>Patrol check of Bldg 11, all secure.

2><RET>

EDIT Option: <RET>

Police Chief Menu
Daily Operations Journal Menu
Print Daily Journal

This option is used to print out the Daily Journal. It can be printed at the conclusion of the 24 hour period or as desired. The only prompts are for date and device.

Police Chief Menu
Evidence/Property Menu

The Evidence/Property Module has been designed to match the existing Evidence/Property Custody Record, VAF 10-3524. The data entered into the file is available from the Custody Record.

Police Chief Menu
Evidence/Property Menu
Create/Edit Evidence/Property Record

This option allows for the adding or editing of an Evidence/Property Record. This option is locked with the ESP EVIDENCE security key and will not appear on the menu if you are not assigned the key.

It is expected that this option will only be made available to the Primary and Secondary Evidence Custodians and other staff members as designated by the Chief of Police.

Police Chief Menu
Evidence/Property Menu
Lookup Evidence/Property Record

This option allows the lookup of a specific Evidence/Property Custody Record. You can select an entry by either the owner's name or the record number.

Police Chief Menu
Evidence/Property Menu
Make Evidence Sensitive

This option allows the user to designate an Evidence/Property Custody Record as sensitive or non-sensitive. A “sensitive” record can only be viewed by those staff members assigned the ESP CHIEF security key.

Police Chief Menu
Package Management Menu

There are several files contained within the program that should only be altered sporadically once the package has been fully implemented. This is accomplished through the options in this module.

Some of these options will also appear on the Police Supervisor's menu under the Supervisor Functions menu.

Police Chief Menu
Package Management Menu
Activity Code Add/Edit

This option allows for the entry of additional activity codes. This is essential for the monitoring of site-specific work activities that need to be tracked, in addition to those initially provided by the program. This is a management level option which should not be accessible to all users.

The primary activity codes used on the last version of the Staffing Guidelines have been included with the program. In order to more accurately track work load activities, it might be necessary for the Police Chief to break down the primary classifications into more specific work activities.

Select ESP ACTIVITY CODES NAME: **BUILDING CHECKS**
ARE YOU ADDING 'BUILDING CHECKS' AS
A NEW ESP ACTIVITY CODES (THE 43TH)? **Y** (YES)
ESP ACTIVITY CODES CODE NUMBER: **305A**

NAME: BUILDING CHECKS// **<RET>**
CODE NUMBER: 305A// **<RET>**
MINUTES: **<RET>**

Select ESP ACTIVITY CODES NAME: **ALARM RESPONSES**
ARE YOU ADDING 'ALARM RESPONSES' AS
A NEW ESP ACTIVITY CODES (THE 44TH)? **Y** (YES)
ESP ACTIVITY CODES CODE NUMBER: **305B**

NAME: ALARM RESPONSES// **<RET>**
CODE NUMBER: 305B// **<RET>**
MINUTES: **<RET>**

Select ESP ACTIVITY CODES NAME: **SECURITY ESCORTS**
ARE YOU ADDING 'SECURITY ESCORTS' AS
A NEW ESP ACTIVITY CODES (THE 45TH)? **Y** (YES)
ESP ACTIVITY CODES CODE NUMBER: **305C**

NAME: SECURITY ESCORTS// **<RET>**
CODE NUMBER: 305C// **<RET>**
MINUTES: **<RET>**

Police Chief Menu
Package Management Menu
Activity Code Add/Edit

Select ESP ACTIVITY CODES NAME: **MISSING PATIENTS/GRID SEARCHES**
ARE YOU ADDING 'MISSING PATIENTS/GRID SEARCHES' AS
A NEW ESP ACTIVITY CODES (THE 46TH)? **Y** (YES)
ESP ACTIVITY CODES CODE NUMBER: **555A**

NAME: MISSING PATIENT/GRID SEARCHES// **<RET>**
CODE NUMBER: 555A// **<RET>**
MINUTES: **<RET>**

Select ESP ACTIVITY CODES NAME: **MISSING PATIENTS/ON GROUNDS**
ARE YOU ADDING 'MISSING PATIENTS/ON GROUNDS' AS
A NEW ESP ACTIVITY CODES (THE 47TH)? **Y** (YES)
ESP ACTIVITY CODES CODE NUMBER: **555A**

NAME: MISSING PATIENTS/ON GROUNDS Replace **<RET>**
CODE NUMBER: 555A// **<RET>**
MINUTES: **<RET>**

Select ESP ACTIVITY CODES NAME: **MISSING PATIENTS/OFF GROUNDS**
ARE YOU ADDING 'MISSING PATIENTS/OFF GROUNDS' AS
A NEW ESP ACTIVITY CODES (THE 48TH)? **Y** (YES)
ESP ACTIVITY CODES CODE NUMBER: **555B**

NAME: MISSING PATIENTS/OFF GROUNDS Replace **<RET>**
CODE NUMBER: 555B// **<RET>**
MINUTES: **<RET>**

Police Chief Menu
Package Management Menu
Disposition Code Add/Edit

This option allows adding or editing disposition codes which apply to several entry modules. This is a management level option and should not be accessible to all users.

The disposition codes listed below are those which have been selected by the Security and Law Enforcement program directors, VACO, as the codes preferred for program use. Local police chiefs should not add any additional codes unless directed to do so.

ADMINISTRATIVE ACTION PENDING
CHARGED
CHARGES PENDING
CLINICAL ACTION PENDING
DISMISSED
GUILTY/FINED
GUILTY/IMPRISONED & FINED
GUILTY/IMPRISONMENT
GUILTY/INCREASED FINE
GUILTY/PROBATION
NOT GUILTY
OPEN/CVB
OPEN/FAILED TO APPEAR
OPEN/ISSUED WARRANT
OPEN/REFERRED TO COURT
OPEN/REQUESTED WARRANT
PROBATION BEFORE VERDICT
REFERRED/JUVENILE SERVICES
REFERRED/LAW ENFORCEMENT AGENCY
VOID
WARNED

Police Chief Menu
Package Management Menu
Master Name Add/Edit

This option allows direct entry of names into the ESP MASTER NAME INDEX file (#910) and editing of existing entries. This is a management level option and should not be accessible to all users.

You can enter section numbers, separated by commas to select more than one section for editing.

Police Chief Menu
Package Management Menu
Offense Code Add/Edit

This option allows the addition or editing of offense codes. This is a management level option and should not be accessible to all users.

It is recommended that you begin your locally added codes with Print #100. In order to have the criminal statute listing print in a sequential order, (based on statute) you should enter a number of your choice. The file, as provided at time of release, is numbered as follows.

Print #'s 1-47 at VA 1.218(b)'s

Print #'s 47-77 are 18 USC

Print #'s 78-81 are 21 USC

Since you can be populating this file with codes and ordinances from VAMC regulations, city, county, and state criminal statutes, you can choose to wait until a later time to be concerned with the Print # field. When you have reached the point that you feel your file is complete, you can then determine number ranges to be entered for each source of criminal offense code.

```
Select ESP OFFENSE CODES SHORT NAME: DISTURBING THE PEACE
  ARE YOU ADDING 'DISTURBING THE PEACE' AS
    A NEW ESP OFFENSE CODES (THE 82ND)? Y (YES)
    ESP OFFENSE CODES STATUTE: 331.7 TX
    ESP OFFENSE CODES SECTION: 32
NAME: DISTURBING THE PEACE Replace <RET>
STATUTE: 331.7 TX// <RET>
SECTION: 32// <RET>
PRINT #: <RET>
CLASSIFICATION: C CRIMINAL
DEFINITION:
  1>Any person(s) conducting activities in a public place, and such
  2>activities cause other person(s) within a reasonable distance to
  3>be disturbed, bothered or may otherwise interfere with their
  4>reasonable standard of living, is deemed to be in violation of
  5>this State of Texas ordinance. Any person found guilty of this
  6>ordinance may be subjected to a fine not to exceed $250.00 and a
  7>jail term not to exceed 30 days. Repeat offenders may be subject
  8>to a fine not to exceed $1,000.00 and a jail term not to exceed
  9>one year.
  10><RET>
EDIT Option: <RET>
```

Police Chief Menu
Package Management Menu
Police Officer Add/Edit

This option allows adding or editing police officer information into the NEW PERSON file (#200). The police officer's name must already exist in the NEW PERSON file. This is a management level function and should not be accessible to all users.

Each police officer added to this file must also be assigned the ESP POLICE security key. This key controls whether this individual can be selected as Investigating Officer, Follow-Up Officer, Issuing Officer, etc., throughout the various Police & Security modules. When a VA police officer transfers, retires, or terminates employment, the ESP POLICE security key should be removed.

Do not delete the individual's name or badge number from the record.

Police Chief Menu
Package Management Menu
Police Records Information
Inquire to Police Files
Print from Police Files

The Police Records Information options include a restricted-access version of the VA FileManager Inquire and Print options. The Inquire to Police Files and Print from Police Files options allow access only to the files contained within Police & Security. Sites might utilize these options to conduct a single file entry inquiry or request a report of statistical data.

This option is locked with the ESP CHIEF security key and will not appear on the menu if you do not have this key.

Inquire to Police Files option

```
OUTPUT FROM WHAT VA POLICE FILE: 910  ESP MASTER NAME INDEX
Select ESP MASTER NAME INDEX: ONE,TEST      123456789      07-04-72
EMPLOYEE
ANOTHER ONE: <RET>
STANDARD CAPTIONED OUTPUT? YES// <RET>
DISPLAY COMPUTED FIELDS? NO// <RET>
```

```
NAME: ONE,TEST
DOB: JUL  4, 1972
```

```
SOCIAL SECURITY NUMBER: 123456789
CATEGORY: EMPLOYEE
```

Police Chief Menu
Package Management Menu
Police Records Information
Inquire to Police Files
Print from Police Files

Print from Police Files option

OUTPUT FROM WHAT VA POLICE FILE: **910.8** ESP EVIDENCE
SORT BY: RECORD NUMBER// **<RET>**
START WITH RECORD NUMBER: FIRST// **<RET>**
FIRST PRINT FIELD: **RECORD NUMBER**
THEN PRINT FIELD: **UOR NUMBER**
THEN PRINT FIELD: **RECORD STATUS**
THEN PRINT FIELD: **<RET>**
HEADING: ESP EVIDENCE LIST// **<RET>**
DEVICE: **<RET>** LAN RIGHT MARGIN: 80// **<RET>**

ESP EVIDENCE LIST JUL 6,1993 11:04 PAGE 1

RECORD NUMBER	UOR NUMBER	STATUS
92-007	302251030	OPEN
93-001	302261602	CLOSED
93-002	302251030	CLOSED
93-003	302271000	OPEN
93-004	302121000	OPEN
93-005	304230800	OPEN
93-006	304280800	OPEN
93-007	304290800	CLOSED
93-008	304300948	CLOSED
93-009	302240830	OPEN
93-010	305041309	CLOSED
93-011	305031000	OPEN
93-012	305041400	OPEN
93-013	305121247	OPEN
93-015	305121247	OPEN
93-111	305121030	OPEN
93-112	305121100	CLOSED
93-115	302251030	CLOSED

Police Chief Menu
Package Management Menu
Selectables Add/Edit

The ESP SELECTABLES file is used to screen replies to various prompts throughout the package. Entering YES to any of the questions allows the reply to be chosen as an answer to certain prompts, as indicated. This is a management level option and should not be accessible to all users.

```
Select ESP SELECTABLES NAME: SMITH & WESSON
NAME: SMITH & WESSON// <RET>
TYPE: MAKE
CODE: S&W
HAIR COLOR (Y/N):<RET>
EYE COLOR (Y/N): <RET>
VEHICLE COLOR (Y/N): <RET>
BICYCLE COLOR (Y/N): <RET>
PET COLOR (Y/N): <RET>
DECAL COLOR (Y/N): <RET>
VEHICLE MAKE (Y/N): <RET>
BICYCLE MAKE (Y/N): <RET>
WEAPON MAKE (Y/N): YES
```

Police Chief Menu

Quick Name Check

The Quick Name Check option allows the user to do a quick inquiry into the Police files to determine if any information exists on a specific individual. This is particularly beneficial when police officers are asked to respond to an incident and need to know who they will be approaching.

The option will sort through the ESP MASTER NAME INDEX file (#910), ESP POLICE REGISTRATION LOG file (#910.2), ESP EVIDENCE file (#910.8), ESP OFFENSE REPORT file (#912), ESP WANTS & WARRANTS file (#913), and ESP VIOLATIONS file (#914) and provide a listing of every record containing the name entered. Data fields that do not contain information will not be displayed.

Following is a brief explanation of Quick Name Check entries.

VEHICLE REGISTRATION - 456 BLACK

456 = Issued Decal Number

Black = Color of Issued Decal

VIOLATION- SEP 1,1992@09:00 SPITTING ON PROPERTY

SEP 1,1992@09:00 = Date/Time of Offense

SPITTING ON PROPERTY = Offense Committed

OFFENSE REPORT - Indicates the person's involvement, Uniform Offense Report (UOR) Number, and Crime Classification assigned to the report.

WANT OR WARRANT 1801 A

1801 = Warrant or document number

A = Active I = inactive

EVIDENCE RECORD NUMBER 93-011 C

93-011 = Evidence Record Number

C = Closed O = Open

MASTER NAME INDEX RECORD

Contains basic demographic data on each person entered into any DVA police record (i.e., name, date of birth, home address).

Police Chief Menu
Criminal Statute Info Menu

The primary menus assigned throughout this package have the ability to look at or print any criminal offense code and its definition contained within the ESP OFFENSE CODES file (#915). This file is referenced by any “offense committed” question. Its use was expanded to include on-line lookup to determine the legal wording of each particular criminal offense. It will be necessary for each facility to add any local medical center, city, county or state ordinances under which they can place criminal charges to the ESP OFFENSE CODES file.

Police Chief Menu
Criminal Statute Info Menu
Criminal Statute Lookup

The Criminal Statute Lookup option allows the user to lookup individual offense statutes. Information includes statute number and the definition of the statute.

Select ESP OFFENSE CODES NAME: **ARSON** 18 USC 81

DEVICE: **<RET>** LAN RIGHT MARGIN: 80// **<RET>**

ARSON 18 USC 81
Whoever, within the special maritime and territorial jurisdiction of the United States, willfully and maliciously sets fire to or burns, or attempts to set fire to or burns any building, structure, or vessel, any machinery or building materials or supplies, military or naval stores, munitions of war, or any structural aids or appliances for navigation or shipping, shall be fined not more than \$1,000 or imprisoned not more than five years, or both. If the building be a dwelling or if the life of any person be placed in jeopardy, he shall be fined not more than \$5,000 or imprisoned not more than twenty years, or both.

Police Chief Menu
Criminal Statute Info Menu
Print Criminal Statute List

The Print Criminal Statute List option allows a complete printout of all offense code definitions contained within the ESP OFFENSE CODES file (#915). The option is locked with the ESP CHIEF security key.

Select Criminal Statute Info Option: **PCS** Print Criminal Statute List
DEVICE: **<RET>** LAN RIGHT MARGIN: 80// **<RET>**

IMPROPER DISPOSAL	1.218(b) VA REG	1
Improper disposal of rubbish on property.		
SPITTING ON PROPERTY	1.218(b) VA REG	2
Spitting on property.		
THROWING OF ARTICLES	1.218(b) VA REG	3
Throwing of articles from a building or the unauthorized climbing upon a part of a building.		
WILLFUL DESTRUCTION	1.218(b) VA REG	4
Willful destruction, damage, or removal of Government property without authorization.		
DEFACEMENT	1.218(b) VA REG	5
Defacement, destruction, mutilation or injury to, or removal or disturbance of, grave marker or headstone.		
FAILURE TO COMPLY WITH SIGNS	1.218(b) VA REG	6
Failure to comply with signs of a directive and restrictive nature posted for safety purposes.		
TAMPERING WITH	1.218(b) VA REG	7
Tampering with, removal, marring, or destruction of posted signs.		
ENTRY INTO AREAS POSTED	1.218(b) VA REG	8
Entry into areas posted as closed to the public or other trespass.		
UNAUTHORIZED DEMONSTRATION	1.218(b) VA REG	9
Unauthorized demonstration or service in a national cemetery or on other VA property.		
DISTURBING A BURIAL CEREMONY	1.218(b) VA REG	10
Creating a disturbance during a burial ceremony.		

Police Chief Menu
Criminal Statute Info Menu
Print Criminal Statute List

DISORDERLY CONDUCT	1.218(b) VA REG	11
Disorderly conduct which creates loud, boisterous, and unusual noise, or which obstructs the normal use of entrances, exits, foyers, offices, corridors, elevators, and stairways or which tends to impede or prevent the normal operation of a service or operation of the facility.		
FAILURE TO DEPART	1.218(b) VA REG	12
Failure to depart premises by unauthorized persons.		
UNAUTHORIZED LOITERING	1.218(b) VA REG	13
Unauthorized loitering, sleeping or assembly on property.		
GAMBLING	1.218(b) VA REG	14
Gambling- participating in games of chance for monetary gain or personal property; the operation of gambling devices, a pool or lottery; or taking or giving of bets.		
DRIVING UNDER THE INFLUENCE	1.218(b) VA REG	15
Operation of a vehicle under the influence of alcoholic beverages or narcotic drugs, hallucinogens, marijuana, barbiturates or amphetamines.		
UNDER THE INFLUENCE	1.218(b) VA REG	16
Entering premises under the influence of alcoholic beverages or non prescribed narcotic drugs, hallucinogens, marijuana, barbiturates or amphetamines.		
UNAUTHORIZED USE	1.218(b) VA REG	17
Unauthorized use on property of alcoholic beverages or narcotic drugs, hallucinogens, marijuana, barbiturates, or amphetamines.		
UNAUTHORIZED INTRODUCTION	1.218(b) VA REG	18
Unauthorized introduction on VA controlled property of alcoholic beverages or narcotic drugs, hallucinogens, marijuana, barbiturates, or amphetamines or the unauthorized giving of same to a patient or beneficiary.		
UNAUTHORIZED SOLICITATION	1.218(b) VA REG	19
Unauthorized solicitation of alms and contributions on premises.		
COMMERCIAL SOLICITING	1.218(b) VA REG	20
Commercial soliciting or vending, or the collection of private debts on property.		
DISTRIBUTION OF PAMPHLETS	1.218(b) VA REG	21
Distribution of pamphlets, handbills, and flyers.		
DISPLAY OF PLACARDS	1.218(b) VA REG	22
Display of placards or posting of material on property.		
UNAUTHORIZED PHOTOGRAPHY	1.218(b) VA REG	23
Unauthorized photography on premises.		
NOT COMPLY W/ TRAFFIC DIR	1.218(b) VA REG	24
Failure to comply with traffic directions of VA police.		

Police Chief Menu
Criminal Statute Info Menu
Print Criminal Statute List

HANDICAP PARKING	1.218(b) VA REG	25
Parking in spaces posted as reserved for physically disabled persons.		
PARKING IN NO-PARKING AREAS	1.218(b) VA REG	26
Parking in no-parking areas, lanes, or crosswalks so posted or marked by yellow borders or yellow stripes.		
PARKING IN EMERGENCY SPACES	1.218(b) VA REG	27
Parking in emergency vehicle spaces, areas and lanes bordered in red or posted as EMERGENCY VEHICLES ONLY or FIRE LANE, or parking within 15 feet of a fire hydrant.		
PARKING/BLOCKING	1.218(b) VA REG	28
Parking within an intersection or blocking a posted vehicle entrance or posted exit lane.		
PARKING / RESERVED OR OVERTIME	1.218(b) VA REG	29
Parking in spaces posted as reserved or in excess of a posted time limit.		
FAILURE TO STOP AT STOP SIGN	1.218(b) VA REG	30
Failure to come to a complete stop at a STOP sign.		
FAILURE TO YIELD AT CROSSWALK	1.218(b) VA REG	31
Failing to yield to a pedestrian in a marked and posted crosswalk.		
WRONG WAY ON A ONE-WAY STREET	1.218(b) VA REG	32
Driving in the wrong direction on a posted one-way street.		
RECKLESS DRIVING	1.218(b) VA REG	33
Operation of a vehicle in a reckless or unsafe manner, too fast for conditions, drag racing, overriding curbs, or leaving the roadway.		
SPEEDING/ BY UP TO 10 MPH	1.218(b) VA REG	34
Exceeding posted speed limits by up to 10 mph.		
SPEEDING/ BY UP TO 20 MPH	1.218(b) VA REG	34
Exceeding posted speed limits by up to 20 mph.		
SPEEDING/ OVER 20 MPH	1.218(b) VA REG	34
Exceeding posted speed limits by over 20 mph.		
CREATING A DISTURBANCE	1.218(b) VA REG	35
Creating excessive noise in a hospital or cemetery zone by muffler cut out, excessive use of a horn, or other means.		
FAILURE TO YIELD RIGHT OF WAY	1.218(b) VA REG	36
Failure to yield right of way to other vehicles.		
POSSESSION OF FIREARMS	1.218(b) VA REG	37
Possession of firearms, carried either openly or concealed, whether loaded or unloaded (except by Federal or State law enforcement officers on official business).		

Police Chief Menu
Criminal Statute Info Menu
Print Criminal Statute List

INTRODUCTION OF FIREARMS	1.218(b) VA REG	38
Introduction or possession of explosives, or explosive devices which fire a projectile, ammunition, or combustibles.		
POSSESSION OF KNIVES	1.218(b) VA REG	39
Possession of knives which exceed a blade length of 3 inches; switchblade knives; any of the variety of hatchets, clubs, and hand-held weapons; or brass knuckles.		
POSS OF WEAPONS/LIQUID OR GAS	1.218(b) VA REG	40
The unauthorized possession of any of the variety of incapacitating liquid or gas-emitting weapons.		
UNAUTHORIZED USE OF KEYS	1.218(b) VA REG	41
Unauthorized possession, manufacture, or use of keys or barrier card-type keys to rooms or areas on the property.		
OPENING OF LOCKS	1.218(b) VA REG	42
The surreptitious opening, or attempted opening, of locks or card-operated barrier mechanisms on property.		
PROSTITUTION	1.218(b) VA REG	43
Soliciting for, or the act of, prostitution.		
UNLAWFUL SEXUAL ACTIVITY	1.218(b) VA REG	44
Any unlawful sexual activity.		
IMPROPER ACTIVITY ON CEMETERY	1.218(b) VA REG	45
Jogging, bicycling, sledding or any recreational physical activity conducted on cemetery grounds.		
ACCESSORY AFTER THE FACT	18 USC	3
Whoever, knowing that an offense against the United States has been committed, receives, relieves, comforts or assists the offender in order to hinder or prevent his apprehension, trial or punishment, is an accessory after the fact.		
MISPRISION OF FELONY	18 USC	4
Whoever, having knowledge of the actual commission of a felony by a court of the United States, conceals and does not as soon as possible make known the same to some judge or other person in civil or military authority under the United States, shall be fined not more than \$500 or imprisoned not more than three years, or both.		

Police Chief Menu
Criminal Statute Info Menu
Print Criminal Statute List

ASSIMILATIVE CRIMES STATUTE 18 USC 13

Whoever within or upon any of the places now existing or hereafter reserved or acquired as provided in section 7 of this title, is guilty of any act or omission which, although not made punishable by an enactment of Congress, would be punishable if committed or omitted within the jurisdiction of the State, Territory, Possession, or District in which such place is situated, by the laws thereof in force at the time of such act or omission, shall be guilty of a like offense and subject to a like punishment.

(Explanation of the Assimilative Crimes Statute and its Use)

a. The applicability of Section 13 of Title 18 (18 USC 13), or the Assimilative Crimes Statute, to law enforcement on VA property depends upon the type jurisdiction which the U.S. government exercises over the property on which the VA facility is located. The method of acquisition or the terms of agreement between the United States and the legislature of a state regarding the rights of the respective governments will result in one of three categories of Federal jurisdiction; exclusive, concurrent or proprietorial. As a general rule, where the U.S. government has only proprietorial jurisdiction the provisions of the Assimilative Crimes Statute are not applicable.

b. U.S. Attorneys frequently invoke the Assimilative Crimes Statute (18 USC 13) in pursuing prosecution of crimes on Federal reservations in those instances where the crime committed is more clearly a violation of a specific state statute. Whenever the Assimilative Crimes Statute is applied, the specific state statute must be cited along with the indication that it has been adopted as a Federal law in that instance. An example is a violation of New Jersey Statute 2A-170.77.8, Possession of Dangerous Drugs. When adopted and applied as an offense committed on Federal property it is written as:

"18 USC 13 NJ 2A-170-77.8 Possession of Dangerous Drugs"

To all Federal law enforcement officers and justice authorities working in the state of New Jersey this criminal citation readily indicates that the state offense of dangerous drug possession has been adopted as a Federal law under the Federal statute specifically established by the U.S. Congress. At a Federal reservation in the state of New Jersey where exclusive or concurrent jurisdiction is not possessed by the Federal government and where local (state) law enforcement authority prevails, the reference to 18 USC 13 is not necessary since the offender will be prosecuted through the state judicial process by local authorities.

Police Chief Menu
Criminal Statute Info Menu
Print Criminal Statute List

ARSON	18 USC	81
<p>Whoever, within the special maritime and territorial jurisdiction of the United States, willfully and maliciously sets fire to or burns, or attempts to set fire to or burn any building, structure, or vessel, any machinery or building materials or supplies, military or naval stores, munitions of war, or any structural aids or appliances for navigation or shipping, shall be fined not more than \$1,000 or imprisoned not more than five years, or both. If the building be a dwelling of if the life of any person be placed in jeopardy, he shall be fined not more than \$5,000 or imprisoned not more than twenty years, or both.</p>		
ASSAULT/RESIST/IMPEDE POLICE	18 USC	111
<p>Whoever forcibly assaults, resists, opposes, impedes, intimidates, or interferes with any person designated in section 1114 of this title while engaged in or on account of the performance of his official duties, shall be fined not more than \$5000 or imprisoned not more than three years, or both.</p> <p>Whoever, in the commission of any such acts uses a deadly or dangerous weapon, shall be fined not more than \$10,000 or imprisoned not more than ten years, or both.</p> <p>(18 USC 1114 - Whoever kills or attempts to kill any judge of the United States, any United States Attorney,---,or any officer or employee of the Department of Veterans Affairs assigned to perform investigative or law enforcement functions. The inclusion of the VA Police in this section makes the mandates of 18 USC 111 applicable in those instances where a person assaults, resists or impedes a VA Police Officer in the performance of their duties.)</p>		
ASSAULT W/INTENT MURDER/RAPE	18 USC	113(A)
<p>Assault with intent to commit murder or rape, by imprisonment for not more than twenty years.</p>		
ASSAULT W/INTENT FELONY	18 USC	113(B)
<p>Assault with intent to commit any felony, except murder or rape, by fine of not more than \$3,000 or imprisonment for not more than ten years, or both.</p>		
ASSAULT WITH WEAPON	18 USC	113(C)
<p>Assault with a dangerous weapon, with intent to do bodily harm, and without just cause or excuse, by fine of not more than \$1,000 or imprisonment for not more than five years, or both.</p>		
ASSAULT WITHOUT WEAPON	18 USC	113(D)
<p>Assault by striking, beating, or wounding, by fine of not more than \$500 or imprisonment for not more than six months, or both.</p>		
SIMPLE ASSAULT	18 USC	113(E)
<p>Simple assault, by fine of not more than \$300 or imprisonment for not more than three months, or both.</p>		

Police Chief Menu
Criminal Statute Info Menu
Print Criminal Statute List

BUYING/RECEIVING U.S. PROPERTY 18 USC 1024

Whoever purchases, or receives in pledge from any person any arms, equipment, ammunition, clothing, military stores, or other property furnished by the United States under a clothing allowance or otherwise, to any member of the Armed Forces of the United States or of the National Guard or Naval Militia, or to any person accompanying, serving, or retained with the land or naval forces and subject to military or naval law, or to any former member of such Armed Forces at or by any hospital, home, or facility maintained by the United States, having knowledge or reason to believe that the property has been taken from the possession of or furnished by the United States under such allowance, or otherwise, shall be fined not more than \$500 or imprisoned not more than two years, or both.

MURDER 18 USC 1111

(a) Murder is the unlawful killing of a human being with malice aforethought. Every murder perpetrated by poison, lying in wait, or any other kind of willful, deliberate, malicious, and premeditated killing; or committed in the perpetration of, or attempt to perpetrate, any arson, escape, murder, kidnapping, treason, espionage, sabotage, rape, burglary, or, robbery; or perpetrated from a premeditated design unlawfully and maliciously to effect the death of any human being other than him who is killed, is murder in the first degree. Any other murder is murder in the second degree.

(b) Within the special maritime and territorial jurisdiction of the United States. Whoever is guilty of murder in the first degree, shall suffer death unless the jury qualifies its verdict by adding thereto "without capital punishment", in which event he shall be sentenced to imprisonment for life. Whoever is guilty of murder in the second degree, shall be imprisoned for any term of years or for life.

MANSLAUGHTER 18 USC 1112

(a) Manslaughter is the unlawful killing of a human being without malice. It is of two kinds:

Voluntary - Upon a sudden quarrel or heat of passion.

Involuntary - In the commission of an unlawful act not amounting to a felony, or in the commission in an unlawful manner, or without due caution and circumspection, of a lawful act which might produce death. (b) Within the special maritime and territorial jurisdiction of the United States. Whoever is guilty of voluntary manslaughter, shall be imprisoned not more than ten years. Whoever is guilty of involuntary manslaughter, shall be fined not more than \$1,000 or imprisoned not more than three years, or both.

ATTEMPTED MURDER/MANSLAUGHTER 18 USC 1113

Except as provided in section 113 of this title, whoever, within the special maritime and territorial jurisdiction of the United States, attempts to commit murder or manslaughter, shall be fined not more than \$1,000 or imprisoned not more than three years, or both.

Police Chief Menu
Training Records Menu

The Training Records Module is used to store and retrieve data on training received during a police officer's employment history. The records are sorted by police officer, type of training, subject matter, and minutes of training received. The software automatically converts minutes of training received into hours.

Police Chief Menu
Training Records Menu
All Officers Record Print

The All Officers Record Print option allows the user to generate a report of all training received by police staff within a selected date range. Information provided includes attendee name, training date, subject, type, instructor, minutes, and hours. Subtotals and grand totals are provided.

Police Chief Menu
Training Records Menu
Create/Edit Training Record

This option allows police staff to enter or edit training record information.

If you wish to enter training records for police staff other than police officers (i.e., secretary, dispatchers) you will need to have IRM staff assign these other staff members the ESP POLICE security key.

Police Chief Menu
Training Records Menu
Individual Officer Record Print

This option allows the user to print an individual staff member's training record. The report should be printed at 132 character format. Information provided includes attendee name, training date, subject, type, instructor, minutes, and hours.

Police Chief Menu
Training Records Menu
Print Training Record by Selections

This option allows the user to generate site-specific training reports by entering various ranges of selection data. It can be used by the Police Chief or his designee to develop training trend studies. The report should be printed at 132 character format. Information provided includes attendee name, training date, subject, type, instructor, minutes and hours.

Police Chief Menu
Training Records Menu
Select Type of Training Print

This option allows the user to generate a training report by the specific type of training. The report should be printed at 132 character format. Information provided includes attendee name, training date, subject, type, instructor, minutes and hours. Subtotals and grand totals are provided.

Police Chief Menu
Uniform Crime Reports Menu

The Uniform Crime Reports Module is designed to provide the VA Police a way to automatically generate a profile of criminal activities being investigated at their medical centers. The data necessary to generate this report are available from information already put into the system through the entry of the Offense Reports within the Offense Module.

The statistical data assembled by this module will be transmitted to the Office of Law Enforcement and Security, VACO, on a periodic basis as set forth within VA Police Program Directives.

Police Chief Menu
Uniform Crime Reports Menu
Generate Crime Statistics

This option allows the Chief of Police, or his authorized designee, to generate a Uniform Crime Report for a selected time period. When entering the date range add one day to the Ending Date (i.e., to get the full monthly report, you need to enter the date range as 1-1-93 to 2-1-93). This date range would include all statistical data between 0001 hrs 1-1-93 up to 2359 hrs, 1-31-93.

You must use this option to generate a report before you can use the Print Crime Report.

Police Chief Menu
Uniform Crime Reports Menu
Print Crime Report

Once a Uniform Crime Report is generated, it is retained in the ESP CRIME DATA file (#912.4) under the Beginning Date. If you are unsure whether the report has already been generated, you can question (?) the first prompt to see a list of all Crime Reports that have been generated.

Police Chief Menu
Uniform Crime Reports Menu
Transmit A Crime Report

This option allows the Chief of Police Service or other designated staff members to transmit a Crime Report via a mail message to desired recipients. The members of the mail group are determined by Security & Law Enforcement program staff.

The mail message will appear in much the same format as the printed Uniform Crime Report. There can be minor differences since it must comply with E-Mail formatting conditions such as formatting for 80 columns to fit a screen, but will contain all basic information in the Uniform Crime Report.

Police Chief Menu
Uniform Crime Reports Menu
Delete Crime Statistics

This option allows for the deletion of crime reports that do not need to be retained. Prompts include beginning date and ending date.

Police Chief Menu
Offense Reports Menu

The Offense Reports allow access to all functions relative to the Uniform Offense Report (UOR).

Police Chief Menu
Offense Reports Menu
Case Assignment Register - All

This option allows you to print a Case Assignment Register, by date range, based upon data already entered for the Uniform Offense Reports.

CASE ASSIGNMENT REGISTER				FEB 9,1993 10:59			PAGE 1	
UOR	CLASSIFICATION	ASSIGNED OFFICER	OFFENDER VICTIM	DOLLAR LOSS	DOLLAR RECOVERED	CASE STATUS	REPORT STATUS	FOLLOW-UP OFFICER
210161541	THEFTS	BROWN		2000	0	OPEN	COMPLETE	
210191557	THEFTS	GREEN		2000		CLOSED	COMPLETE	

Police Chief Menu
Offense Reports Menu
Case Assignment Register - Open

This option allows you to print a Case Assignment Register, based upon data already entered for the Uniform Offense Reports, for all Offense Reports with a case status of OPEN.

To receive correct print format, select a 132 character device!

```
CASE ASSIGNMENT REGISTER                                FEB  9,1993  10:59    PAGE 1
UOR              CLASSIFICATION  OFFICER          DOLLAR DOLLAR   CASE   REPORT  FOLLOW-UP
                ASSIGNED  OFFENDER  VICTIM   LOSS   RECOVERED  STATUS STATUS  OFFICER
-----
210161541 THEFTS          BROWN              2000   0        OPEN  COMPLETE
210191557 THEFTS          GREEN              2000              OPEN  COMPLETE
```

Police Chief Menu
Offense Reports Menu
Close an Offense Report

This option allows the Police Chief, or any person assigned the ESP SUPERVISOR security key, to designate an Offense Report as CLOSED.

Police Chief Menu
Offense Reports Menu
Create Offense Report

The Create Offense Report option allows you to enter all the pertinent information regarding a crime.

If the report classification requires the Office of Law Enforcement and Security to be notified within 48 hours, the software will generate a mail bulletin to the Police Chief and any other designated staff members entered into the ESP VACO 48 HR CRITERIA mail group.

If you have begun to create the report and need to stop, you can always go back at a later time and complete the report through the Resume an Offense Report Entry option.

In investigations where single or multiple unidentified offenders exist, you can enter descriptive information useful in linking the potential offender to other investigations. This information remains within the UOR and does not go into the ESP MASTER NAME INDEX file (#910).

Police Chief Menu
Offense Reports Menu
Delete Offense Report

This option allows the Police Chief (or any person assigned the ESP CHIEF security key) to delete an Offense Report.

Police Chief Menu
Offense Reports Menu
Edit a Completed Offense Report

The investigating officer uses this option after receiving a mail message from his supervisor requesting additional information be added to a completed report.

Police Chief Menu
Offense Reports Menu
Follow-Up Offense Reports
Follow-Up Entry Add/Edit

The Follow-Up Entry Add/Edit option provides the ability to add or edit follow-up investigative notes. You are given the option of printing the report first.

Police Chief Menu
Offense Reports Menu
Follow-Up Offense Reports
Print Any Follow-Up Note

This option prints only follow-up notes that have been added to an original Offense Report. The PRINT ANY OR and PRINT OFFENSE REPORT options will automatically include the follow-up notes with the original Offense Report.

Police Chief Menu
Offense Reports Menu
Missing Patient Reports
Missing Patient Report - All Cases

This option assembles a list of missing patient reactions within a selected time range. It lists all investigations whether the case is CLOSED or OPEN.

MISSING PATIENT REACTION REPORT-ALL		SEP 24,1993 08:28	PAGE 1
UOR NUMBER	NAME	LOCATION	CASE STATUS
123456789	ONE,TEST	WARD 2 SOUTH	CLOSED
999999999	TWO,TEST	WARD 3 NORTH	OPEN

Police Chief Menu
Offense Reports Menu
Missing Patient Reports
Missing Patient Report - Open Cases

This option assembles a list of missing patient reaction investigations with a case status of OPEN.

MISSING PATIENT REACTION REPORT-OPEN		SEP 24,1993 08:28	PAGE 1
UOR NUMBER	NAME	LOCATION	CASE STATUS
123456789	FOUR,TEST	WARD 3 NORTH	OPEN
888888888	FIVE,TEST	WARD 2 SOUTH	OPEN

Police Chief Menu
Offense Reports Menu
Make a Report Sensitive

This option allows the Police Chief, or other persons assigned the ESP CHIEF security key, to make a completed offense report sensitive and inaccessible to others. If the report is already designated sensitive, you will be asked if you want to make it nonsensitive.

Police Chief Menu
Offense Reports Menu
Open a Closed Offense Report

This option allows a closed Offense Report to be opened and the officer to print/edit the report.

By pressing a return at the "Press RETURN to continue or '^' to exit:" prompt, the option prints out the Uniform Offense Report so that you can review it and make changes or additions as needed.

Police Chief Menu
Offense Reports Menu
Offense Match Report

This option sorts Offense Reports and displays their UOR numbers within a specified date range. The computer sorts the UORs by classification code, offender's name, investigating officer, and location. This information can be used to determine a pattern or trend.

OFFENSE REPORT MATCHES				FEB 9,1993 10:58	PAGE 1	
UOR NUMBER	CLASSIFICATION	OFFENDER	STATUS	INVESTIGATOR	DATE/TIME OF OFFENSE	LOCATION
211130857	ASSAULT	CROOK, IMA	VISITOR	WAYNE	NOV 13,1992 11:01	BLDG 361
211150800	ASSAULT	DUCK, ONE	EMPLOYEE	BAUER	NOV 15,1992 08:34	CANTEEN

Police Chief Menu
Offense Reports Menu
Print Any Offense Report

This option allows the Police Chief (or any person assigned the ESP CHIEF security key) to print any Offense Report, regardless of its designated status (i.e., Incomplete, Closed, Sensitive).

Police Chief Menu
Offense Reports Menu
Review Completed Offense Report

This option allows the supervisor to review an officer's completed offense report.

If the report is complete, the supervisor can close the report. If the report needs additional information, a mail message is sent to the investigating officer by answering "NO" to the prompt "Is the report completed fully? YES//." An example of the mail message follows.

Subj: UOR REVIEWED [#11295] 29 Jan 93 11:25 3 Lines
From: <JONES,ONE> in 'IN' basket. Page 1

Your offense report, UOR # 302251030, has been reviewed and additional information is needed. Please see me for further details.

Select MESSAGE Action: IGNORE (in IN basket)//

Police Chief Menu
Offense Reports Menu
Resume an Offense Report Entry

This option allows you to reenter the report, edit fields, and designate the report as COMPLETE. This option only allows access to reports that you have entered into the file and are designated as INCOMPLETE.

Once the report is designated complete, a MailMan bulletin is dispatched to the ESP UOR COMPLETED mail group. After receiving the mail bulletin, the Police Chief or designated supervisor reviews the report. An example of the mail bulletin is provided below.

Subj: UOR COMPLETED- READY FOR REVIEW [#11244] 25 Feb 93 12:35 1 Line
From: <SWIFT,ONE> in 'IN' basket. Page 1

UOR # 302251030 has been investigated by SWIFT,ONE and is ready to review.
The UOR was entered into the records by SWIFT,ONE.

Select MESSAGE Action: IGNORE (in IN basket)//

Police Chief Menu
Offense Reports Menu
Transmit an Offense Report

This option allows the user to transmit a Uniformed Offense Report to the Office of Security and Law Enforcement, VACO, for review. It was developed to assist local field stations in complying with the 48 hour notification requirement on certain types of investigations. This option is locked with the ESP CHIEF security key and might not appear on your menu.

The mail message which is created will appear in much the same format as the printed Uniform Crime Report. There can be minor differences since it must comply with E-Mail formatting conditions such as formatting for 80 columns to fit a screen, but will contain all basic information in the Uniform Crime Report. Membership in the mail group is determined by Security & Law Enforcement program staff.

If you enter two question marks (??) at the UOR# prompt, the help screen will list the UOR numbers from which to choose. You can also enter a UOR by entering an abbreviated form of the internal entry number (e.g., 06.93 (6th report entered for 1993 at field station 7000)).

UOR#: **06.93** 7000**93000006** 302240830

Mail message is now being created.
COMPLETED.

Send mail to: **G.POLICE AND SECURITY OSLE@FORUM.VA.GOV** via DALLAS.VA.GOV

And send to: **<RET>**

**Police Chief Menu
Uniform Offense Report Worksheet**

<p>DEPARTMENT OF VETERANS AFFAIRS VA POLICE UNIFORM OFFENSE REPORT WORKSHEET</p>
--

<p>DATE/TIME RECEIVED:</p> <p>____ ____ ____ _____</p>	<p>DATE/TIME OF OFFENSE:</p> <p>____ ____ ____ _____</p>
<p>CLASSIFICATION CODE:</p>	
<p>LOCATION:</p>	<p>WEAPON USED:</p>
<p>INVESTIGATING OFFICER:</p>	<p>FOLLOW-UP INVESTIGATOR:</p>
<p>METHOD OF OPERATION:</p>	

<p>COMPLAINANT NAME:</p>	<p>STATUS:</p>
<p>HOME ADDRESS:</p>	<p>HOME PHONE:</p>
<p>WORK ADDRESS:</p>	<p>WORK PHONE:</p>

**Police Chief Menu
Uniform Offense Report Worksheet**

Uniform Offense Report Worksheet UOR # _____|_____|_____|_____ Page 2

VICTIM NAME:		STATUS:	
SEX:	RACE	DRIVER'S LICENSE	STATE
HOME ADDRESS:		HOME PHONE:	
WORK ADDRESS:		WORK PHONE	
MEDICAL TREATMENT:			

OFFENDER NAME:		STATUS:	
SSN:	DOB:	HEIGHT	WEIGHT
HAIR COLOR	EYE COLOR	SKIN TONE	SCARS/MARKS
SEX:	RACE	DRIVER'S LICENSE	STATE
HOME ADDRESS:		HOME PHONE:	
WORK ADDRESS:		WORK PHONE	
PERSONAL DESCRIPTION:			
Hat:	Coat:	Shirt:	Pants:
OFFENSE COMMITTED:			
DISPOSITION:			

**Police Chief Menu
Uniform Offense Report Worksheet**

Uniform Offense Report Worksheet UOR # _____|_____|_____|_____ Page 3

WITNESS NAME:	STATUS:
HOME ADDRESS:	HOME PHONE:
WORK ADDRESS:	WORK PHONE:

VEHICLE INFORMATION:			
LICENSE TAG:	STATE:	MAKE:	MODEL:
STYLE:	COLOR:	DECAL #:	COLOR:
YEAR OF MANUFACTURE:	OWNER NAME:		

PROPERTY (LOST)	
ITEM NAME:	
DESCRIPTION:	
DOLLAR LOSS:	DOLLAR RECOVERED:

**Police Chief Menu
Uniform Offense Report Worksheet**

Uniform Offense Report Worksheet UOR # _____|_____|_____|_____ Page 4

WAS CIP WEAPON USED?	WAS POLICE BATON USED?
OTHER AGENCY NOTIFIED	U.S. ATTORNEY NOTIFIED
DATE/TIME NOTIFIED: CONTACT PERSON:	DATE/TIME NOTIFIED: INSTRUCTIONS RECEIVED:

<p>NARRATIVE:</p> <p>ORIGIN:</p>
<p>INITIAL OBSERVATION:</p>

**Police Chief Menu
Uniform Offense Report Worksheet**

Uniform Offense Report Worksheet UOR # _____|_____|_____|_____ Page 5

NARRATIVE (Continued)

INVESTIGATION:

DISPOSITION:

Police Chief Menu

Uniform Crime Classification Breakdown

Assaults

- Aggravated
- Dangerous
- Kidnapping
- No Weapon
- Simple

Burglaries

- All Other Areas
- Canteen
- Agent Cashier
- Locker Areas
- Office
- Pharmacy
- Vehicles

Contraband

- Drugs
 - Forged Prescriptions
 - Introduction
 - Possession
 - Sale
 - Under the Influence
- Alcohol
 - Introduction
 - Possession
 - Under the Influence
- Weapons
 - Firearms
 - Knives/Hatchets/Clubs
 - Explosives
 - Other

Disturbances

- Bomb Threats
- Demonstrations
- Disorderly Conduct
- Employee Threat
- Other Threat
- Smoking Violation
- Trespassing
- Unauthorized Photography
- Unauth/Poss/Use/Keys/Cards

Manslaughter/Murder

- Manslaughter/Murder/Negligent
- Manslaughter/Murder/Non-Neg.

Non Criminal Investigations

- Alarm Response
- Assist Law Officer
- Information
- Missing Patient Reaction
- Motor Vehicle Accident
 - Government Vehicle
 - Personal Vehicle
- Safety Hazard
- Staff Assist

Other Offenses

- Arson
- Possession of Stolen Property
- Receive/Sell Stolen Property
- Suicide
- Suicide Attempt

Rapes

- Attempted Rape
- Forcible Rape

Police Chief Menu

Uniform Crime Classification Breakdown

Robbery

Armed Robbery
 \$100 & Above
 <\$100

Strong-Armed Robbery
 \$100 & Above
 <\$100

Drugs Only
 Total \$ Loss
 Total \$ Recovered

Vandalism

Vice Soliciting

Bribery
Forgery
Fraud
Gambling
Solicitation/Prostitution
Sexual Misconduct

Stops & Arrest

Physical Arrests

Stops for Questioning
 Package Stops
 All Other Stops

Thefts

Coin-Operated Machines

Actual Drug Thefts
 Controlled Substance
 Non-Controlled Substance

Attempted Drug Thefts
 Controlled Substance
 Non-Controlled Substance

Government Property
 \$100 & Above
 <\$100

Personal Property
 \$100 & Above
 <\$100

Motor Vehicles
 Government Motor Vehicle
 Private Motor Vehicle

Police Chief Menu
Vehicle Registrations Menu

The Vehicle Registrations Module is composed of options that allow for entry and retrieval of data that constitute the vehicle registration record. Data stored in the records is used by the VA Police to identify the owner of vehicles. These records are helpful to the VA Police if the owner of the vehicle files a report that the property has been stolen.

The information contained within this module also provides the VA Police with a method of quickly identifying that a vehicle is owned by an employee and is authorized to be on the facility grounds.

Police Chief Menu
Vehicle Registrations Menu
Car Pool Lists
Car Pool Availability List

This option allows the user to generate a list, by zip code, of individuals with registered vehicles. The zip code field of the ESP MASTER NAME INDEX file (#910) must contain the zip code information for the entry to be included on this list.

The list indicates whether the individual does participate in car pooling, does not participate, or has not indicated a preference.

CAR POOL AVAILABILITY LIST JUL 6,1993 11:05 PAGE 1

DECAL #	COLOR	OWNER	SERVICE	ZIP CODE	CAR POOLS
1235	BLUE	ONE , OWNER	PATHOLOGY	81902	
0121	RED	TWO , OWNER	RADIOLOGY	81902	YES

Police Chief Menu
Vehicle Registrations Menu
Car Pool Lists
Assigned Car Pool Spaces

This option is used to generate a list of vehicles assigned to car pool parking spaces.

CAR POOL ASSIGNMENT LIST			JUL 6,1993	11:05	PAGE 1
DECAL	COLOR	OWNER	SERVICE	ASSIGNED SPACE	CAR POOLS
0999	BLUE	FIVE, OWNER	SUPPLY	111	YES
1000	GREEN	FOUR, OWNER	ENGINEER	123	YES

Police Chief Menu
Vehicle Registrations Menu
Create/Edit Vehicle Registration

This option allows the user to add or edit vehicle registration information. You may add a new person to the ESP MASTER NAME INDEX file (#910) through this option.

Police Chief Menu
Vehicle Registrations Menu
Identify Unknown Vehicle

This option allows police staff to run a check of vehicle registration records when only a limited amount of information is known about the vehicle. This is particularly useful when conducting investigations involving hit and run vehicles.

ESP POLICE REGISTRATION LOG LIST

FEB 9,1993 10:57

PAGE 1

VA TAG ID: 546

OWNER NAME: ONE,PERSON
REGISTRATION TYPE: VEHICLE
LICENSE TAG NUMBER: 150 YTS
VEHICLE MAKE: CHEVROLET
VEHICLE STYLE: 4 DOOR
YEAR OF MANUFACTURE: 1989
CAR POOL MEMBER: YES

DECAL COLOR: BLACK

DATE ASSIGNED: DEC 5, 1991
STATE: MARYLAND
VEHICLE MODEL: LUMINA
VEHICLE COLOR: WHITE

VA TAG ID: 0001

OWNER NAME: TWO,PERSON
DATE ASSIGNED: JUN 10, 1992
LICENSE TAG NUMBER: TIE888
VEHICLE MAKE: CHEVROLET
VEHICLE STYLE: 2 DOOR
YEAR OF MANUFACTURE: 1991
CAR POOL MEMBER: NO

DECAL COLOR: RED

REGISTRATION TYPE: VEHICLE
SHORT DESCRIPTION: THIS GUY IS BAD!
STATE: ARKANSAS
VEHICLE MODEL: PICK UP
VEHICLE COLOR: WHITE
ASSIGNED PARKING SPACE: LP 237

Police Chief Menu
Vehicle Registrations Menu
Lookup Vehicle Registration

This option can be used to lookup a vehicle registration by plate number, decal number, or the owner's name.

Select Vehicle Registration: **ABC869** 456 GREEN

VA TAG ID: 456

DECAL COLOR: GREEN

OWNER NAME: ONE,PERSON

REGISTRATION TYPE: VEHICLE

LICENSE TAG NUMBER: ABC 123

VEHICLE MAKE: FORD

VEHICLE STYLE: 4 DOOR

YEAR OF MANUFACTURE: 1987

VEHICLE: WALL,RUSSELL

DATE ASSIGNED: MAR 1, 1992

STATE: MARYLAND

VEHICLE MODEL: ESCORT

VEHICLE COLOR: MAROON

CAR POOL MEMBER: YES

Police Chief Menu
Vehicle Registrations Menu
Print Vehicle Registration Log

This option allows police staff to generate a list of all vehicle registrations on file. The option is locked with the ESP CHIEF security key to prevent unnecessary system workload.

To receive correct print format, select a 132 character device.

```
VEHICLE REGISTRATION LOG                                JUL  6,1993  11:05  PAGE 1
                LICENSE TAG
DECAL  OWNER          STATUS  NUMBER  VEHICLE MAKE MODEL  STYLE  COLOR  YEAR
-----
456    NEW,PERSON     VOLUNTEER 123TAG   FORD          F100      TRUCK   RED     1908
456    OLD,PERSON     EMPLOYEE  TAG869   OLDSMOBILE    DELTA 88  4 DOOR BEIGE  1984
```

Police Chief Menu
Violations Menu

The Violations Module allows access to entering and updating data contained on issued U.S.D.C. Violations Notices and VA Courtesy Warnings. You can also print reports using data stored in the ESP VIOLATIONS file (#914). The accessibility of the options will differ based upon your assigned primary menu.

Police Chief Menu
Violations Menu
Create Courtesy Violation Notice Entry

This option allows entering or editing of information contained on the Courtesy Violation Notice. The Offense Description field may be used to enter any observations you feel might be useful in future violations.

Police Chief Menu
Violations Menu
Create Violation Notice Entry

This option allows entering or editing of information contained on the United States District Court Violation Notices. You can get a list of disposition codes by entering two question marks at the Disposition field.

Police Chief Menu
Violations Menu
Print a Violation by Name

This option allows police staff to print a specific Courtesy Violation entry.

* * * COURTESY VIOLATION NOTICE * * *

DATE/TIME OF OFFENSE: FEB 15, 1993@10:00
OFFENSE CHARGED: SPEEDING/ BY UP TO 20 MPH
INVESTIGATING OFFICER: TESTER,ONE
LOCATION: AVENUE K AND 9TH STREET
OFFENSE DESCRIPTION: REALLY MOVING ALONG.
OFFENDER: TEST,THREE
DRIVER'S LICENSE #: 222338383 STATE: MASSACHUSETTS
HOME ADDRESS: 137 OLD HOME PLACE
BOX 234
ANYWHERE,MASSACHUSETTS 23478
DECAL # & COLOR: 9999 BLUE TAG # & STATE: 123 DKZ ARIZONA
MAKE: FORD MODEL: GALAXIE
STYLE: 4 DOOR VEHICLE COLOR: GREEN YEAR: 1989

Police Chief Menu
Violations Menu
Print a U.S.D.C. Violation by #

This option allows police staff to print a specific United States District Court Violation Notice (USDCVN) record by the Violation Number or by the name of the individual issued the Violation Notice.

* * * VIOLATION NOTICE * * *
VIOLATION #: 128384

DATE/TIME OF OFFENSE: FEB 15, 1993@10:01
OFFENSE CHARGED: ENTRY INTO AREAS POSTED
INVESTIGATING OFFICER: BROWN,ONE
LOCATION: AVENUE K AND 9TH STREET
OFFENSE DESCRIPTION: ACTING SUSPICIOUS.
OFFENDER: TESTER,TEN
DRIVER'S LICENSE #: 222338383

STATE: MASSACHUSETTS

HOME ADDRESS: 137 OLD HOME PLACE
BOX 234
ANYWHERE,MASSACHUSETTS 23478

HOME PHONE: 530-234-1897

BIRTH DATE: APR 3, 1957

SEX: MALE

RACE: CAUCASIAN

HEIGHT: 6-00 WEIGHT: 195

DECAL # & COLOR: 9999 BLUE

TAG # & STATE: 123 ABJ ARIZONA

MAKE: FORD

MODEL: GALAXIE

STYLE: 4 DOOR

VEHICLE COLOR: GREEN YEAR: 1989

COURT DATE: MAR 9, 1993

DISPOSITION: OPEN/REFERRED TO COURT

REMARKS:

Police Chief Menu
Violations Menu
Update Violation Notice Entry

This option allows police staff to update status information on a United States District Court Violation Notice record.

Police Chief Menu
Violations Menu
Violations Issued by Officer

This option generates a list of violations issued by a specified police officer (or officers) for a specified date range. You can also sort the list by type of offense charged.

To receive correct print format, select a 132 character device!

```
VIOLATIONS ISSUED BY OFFICER          FEB 16,1993  12:11          PAGE 1
          TICKET      VIOLATION          ISSUING
DATE/TIME OF OFFENSE TYPE      NUMBER    OFFENSE CHARGED          OFFICER
-----
DEC 8,1992  17:00    USDCVN    107839    SPEEDING/ BY 10 MPH      ONE,TESTER
DEC 5,1992  10:00    COURTESY          SPITTING ON PROPERTY      TWO,TESTER
```

Police Chief Menu
Violations Menu
Violation Match Report

This option allows police staff to generate a site-specific report from information contained within the ESP VIOLATIONS file (#914). You can use this option to customize a report for local site needs.

To receive correct print format, select a 132 character device!

VIOLATION MATCH LIST				FEB 9,1993 10:57	PAGE 1
DATE/TIME OF OFFENSE	TICKET TYPE	VIOLATION NUMBER	OFFENSE CHARGED	OFFENDER	ISSUING OFFICER
OCT 10,1992 16:00	USDCVN	105234	FAILURE TO STOP	TEN,TESTER	GREENE
DEC 8,1992 17:00	USDCVN	107839	SPEEDING/BY UP TO 10 MPH	ONE,TESTER	BROWN

Police Chief Menu
Violations Menu
Violation Notices Issued Report

This option allows police staff to print a list of all United States District Court Violations issued within a selected date range.

To receive correct print format, select a 132 character device!

U.S.D.C. VIOLATIONS ISSUED				JUL 27,1993 09:06		PAGE 1
DATE/TIME OF OFFENSE	TICKET TYPE	VIOLATION NUMBER	OFFENSE CHARGED	OFFENDER	ISSUING OFFICER	
JUN 28,1993 09:00	USDCVN	11182	ASSAULT W/INTENT FELONY	ONE,TESTER	BROWN	
JUN 28,1993 09:00	USDCVN	11991	ASSAULT W/INTENT FELONY	TWO,TESTER	GREEN	

Police Chief Menu
Violations Menu
Warnings and Violations Issued Report

This option allows police staff to print a list of all Courtesy Warnings and United States District Court Violations issued within a selected date range.

To receive correct print format, select a 132 character device!

WARNINGS/VIOLATIONS ISSUED			JUL 27,1993 09:08			PAGE 1
		TICKET	VIOLATION		ISSUING	
DATE/TIME OF OFFENSE	TYPE		NUMBER	OFFENSE CHARGED	OFFENDER	OFFICER

JAN 14,1992	14:00	USDCVN	22828	PARKING IN NO-PARKING AREAS	ONE,TESTER	BROWN
JAN 17,1992	09:59	COURTESY		THEFT-GOVERNMENT PROPERTY	TWO,TESTER	GREEN

Police Chief Menu
Wants & Warrants Menu

The Wants & Warrants Module is composed of five options that allow for entry and retrieval of information pertinent to person(s) who need to be identified within the VA Police files and daily operations. The person(s) entered into these records are either under some type of criminal or civil court order or can be someone who is wanted in connection with a current police investigation.

The module has been given enough flexibility to include information generated by the VA Police operations or by outside law enforcement or health care agencies who work with the VA Police on a regular basis. It has also been designed to allow for a variety of reasons why the VA Police need to be aware that particular attention should be directed to an individual.

Police Chief Menu
Wants & Warrants Menu
Create/Edit Wants & Warrants Record

This option allows the user to enter a new entry or edit an existing entry within the ESP WANTS & WARRANTS file (#913).

Select ESP WANTS & WARRANTS NAME: **ONE,TESTPATIENT** 123456789 04-03-47 PATIENT
ARE YOU ADDING 'ONE,TESTPATIENT' AS
A NEW ESP WANTS & WARRANTS (THE 6TH)? **Y** (YES)
NAME: ONE,TESTPATIENT// **<RET>**
ISSUE DATE: **T-2** (JAN 30, 1993)
EXPIRE DATE: **<RET>**
UOR#: **2-1-93@1000** FEB 1, 1993@10:00
ACTION: **D** DETAIN
DETAINER STATUS: **A** ACTIVE
WARRANT TYPE: **H** HEARING OFFICER COMMITTED
ISSUING AGENCY: **WALTHAM STATE HOSPITAL**
WARRANT #: **103239**
WARRANT DATE: **T-2** (JAN 30, 1993)
REPORTING OFFICER: **SWIFT**
1 SWIFT,ONE 234987234 02-07-55 EMPLOYEE
2 SWIFTY,TWO 222000111 07-04-72 EMPLOYEE
CHOOSE 1-2: **1**
REVIEWED BY: **SWIFTY,TWO** 222000111 07-04-72 EMPLOYEE
REVIEW DATE: **T** (FEB 01, 1993)
ADMISSION DATE: **T** (FEB 01, 1993)
WARD: **1H**
Select CHARGES: **<RET>**
Select NOTIFY PERSON: **DR. BEN CASEY**
ARE YOU ADDING 'DR. BEN CASEY' AS A NEW NOTIFY PERSON (THE 1ST FOR THIS
WANTS & WARRANTS)? **Y** (YES)
NOTIFY TIME: **<RET>**
PHONE NUMBER: **1-213-7832-1000**
REMARKS (CAUTION):
1>**PATIENT IS CONSIDERED TO BE SUICIDAL AND HAS EXPRESSED DESIRE TO**
2>**CAUSE INJURY TO MEMBERS OF HIS FAMILY.**
3>**<RET>**
EDIT Option: **<RET>**

Police Chief Menu
Wants & Warrants Menu
Print Active Wants & Warrants

This option generates a print of all Wants & Warrants records with a status of OPEN.

WANTS & WARRANTS LIST		FEB 1,1993 10:22		PAGE 1
NAME	ACTION	DETAINER STATUS	WARRANT TYPE	REVIEW DATE
ONE, TESTER	DETAIN	ACTIVE	HEARING OFFICER	JAN 11,1993
TWO, TESTER	ARREST	ACTIVE	STATE WARRANT	JAN 7,1993

Police Chief Menu
Wants & Warrants Menu
Print Wants & Warrants Records

This option generates a print of all Wants & Warrants records on file.

WANTS & WARRANTS LIST		FEB 1,1993 10:22		PAGE 1
NAME	ACTION	DETAINER STATUS	WARRANT TYPE	REVIEW DATE
TESTER, ONE	DETAIN	ACTIVE	HEARING OFFICER	JAN 11,1993
TESTER, TWO	ARREST	ACTIVE	STATE WARRANT	JAN 7,1993

Police Chief Menu Daily Activity Module

The Daily Activity Module consists of two options which allow you to enter and retrieve workload statistical data. The activities included are the same ones as last designated in the Quarterly Activity Report, prior to the demise of the Staffing Guidelines Program.

Each Police Chief will have the ability to add subclassification breakdowns to allow s/he to more accurately track specific work activities at thier medical center. This can be accomplished by using the Activity Code Add/Edit option in the Package Management menu.

Police Chief Menu
Daily Activity Module
Create/Add Daily Activity Entry

This option allows the user to enter Daily Activity Report information for each officer assigned to work a shift during a 24 hour period.

```
Select ESP ACTIVITY REPORT DATE: T FEB 1, 1993
ARE YOU ADDING 'FEB 1, 1993' AS A NEW ESP ACTIVITY REPORT (THE 7TH)? Y
(YES)
DATE: FEB 1,1993// <RET>
Select OFFICER: ONE,TESTOFFICER 123456789 02-07-55 POLICE OFFICER
ARE YOU ADDING 'ONE,TESTOFFICER' AS A NEW OFFICER (THE 1ST FOR THIS ESP
ACTIVITY REPORT)? Y (YES)
SHIFT: A WATCH A
Select ACTIVITY: FOOT PATROL TOTAL
...OK? YES// Y (YES)
ARE YOU ADDING 'FOOT PATROL TOTAL' AS A NEW ACTIVITY (THE 1ST FOR THIS
OFFICER)? Y (YES)
NUMBER: 5
MINUTES: 200
Select ACTIVITY: 310 VEHICLE PATROL TOTAL
...OK? YES// Y (YES)
ARE YOU ADDING 'VEHICLE PATROL TOTAL' AS A NEW ACTIVITY (THE 2ND FOR THIS
OFFICER)? Y (YES)
NUMBER: 4
MINUTES: 120
Select ACTIVITY: CRIMINAL INVESTIGATIONS TOTAL
...OK? YES// Y (YES)
ARE YOU ADDING 'CRIMINAL INVESTIGATIONS TOTAL' AS
A NEW ACTIVITY (THE 3RD FOR THIS OFFICER)? Y (YES)
NUMBER: 3
MINUTES: 180
Select ACTIVITY: ACCIDENT INVESTIGATIONS TOTAL
...OK? YES// Y (YES)
ARE YOU ADDING 'ACCIDENT INVESTIGATIONS TOTAL' AS
A NEW ACTIVITY (THE 4TH FOR THIS OFFICER)? Y (YES)
NUMBER: 1
MINUTES: 30
Select ACTIVITY: ADMIN
1 ADMINISTRATION/OTHER
2 ADMINISTRATION/SUPERVISION
3 ADMINISTRATION/TRAINING POLICE PERSONNEL
4 ADMINISTRATION/POLICE OFFICERS
5 ADMINISTRATION/SECRETARIAL
CHOOSE 1-5: 4
ARE YOU ADDING 'ADMINISTRATION/POLICE OFFICERS' AS
A NEW ACTIVITY (THE 5TH FOR THIS OFFICER)? Y (YES)
NUMBER: 4
MINUTES: 50
Select ACTIVITY: <RET>
Select OFFICER: <RET>
Select ACTIVITY REPORT DATE: <RET>
```

Police Chief Menu
Daily Activity Module
Print Workload Report

This option allows the user to print a statistical report showing the number of actions and time spent for a variety of workload areas.

WORKLOAD REPORT
 ALL OFFICERS

PAGE: 1

BEGINNING DATE: OCT 1,1992
 ENDING DATE: MAR 31,1993

DESCRIPTION	CODE	NUMBER	MINUTES	HOURS
BOMB THREATS	60	2	60	1.00
HOSPITAL STAFF ASSISTS	85	1	15	0.25
AMBULANCE/PATIENT TRANSPORT	90	1	10	0.17
EMERGENCY PICKUP/DELIVERY	130	1	180	3.00
ASSIST LAW ENFORCEMENT OFFICER	175	2	30	0.50
IDENTIFICATION/PASS ID	235	0	0	0.00
VEHICLE REGISTRATION	240	10	60	1.00
KEY CONTROL	245	2	10	0.17
RECORDS CHECK	250	3	15	0.25
COURT APPEARANCES	275	2	240	4.00
DISPOSITION OF UNAUTHORIZED VEHICLES	295	3	20	0.33
OPERATIONS/DISPATCHER	300	4	60	1.00
FOOT PATROL TOTAL	305	11	760	12.67
VEHICLE PATROL TOTAL	310	17	540	9.00
ADMINISTRATION/SUPERVISION	315	6	1020	17.00
ADMINISTRATION/SECRETARIAL	320	10	300	5.00
ADMINISTRATION/POLICE OFFICERS	325	10	230	3.83
ADMINISTRATION/TRAINING POLICE PERSONNEL	335	1	60	1.00
ADMINISTRATION/OTHER	350	3	1550	25.83
TOTAL PAID HOURS	375	3	1440	24.00
OVERTIME	380	4	240	4.00
CONTINUATION OF PAY	385	0	0	0.00
TOTAL HOURS WORKED	400	2	1115	18.58
VOLUNTEER HOURS	405	0	0	0.00
LWOP/AWOL HOURS	420	0	0	0.00
CRIMINAL INVESTIGATIONS TOTAL	505	6	720	12.00
DISTURBANCES TOTAL	510	2	150	2.50
ASSAULTS TOTAL	515	2	120	2.00
INTRODUCTION/POSSESSION CONTRABAND TOTAL	520	10	600	10.00
ARRESTS TOTAL	530	2	240	4.00
STOP AND QUESTION	535	10	50	0.83
MOVEMENT/EVACUATION PATIENTS	560	0	0	0.00
ACCIDENT INVESTIGATIONS TOTAL	575	6	80	1.33
DISASTER/FIRE TOTAL	580	0	0	0.00
LOCK/UNLOCK DOORS	585	20	240	4.00
MAN-HOURS BORROWED	695	0	0	0.00
MAN-HOURS LOANED	700	0	0	0.00

Police Supervisor Menu

The options in the Police Supervisor Menu are all found in the Police Chief Menu. Please refer to that section for the option documentation. The Supervisor functions options may be found on the Police Chief Menu under Package Management.

Daily Operations Journal

- Add a Journal Entry

- Create a Daily Journal

- Print Daily Journal

Evidence/Property

- Create/Edit Evidence/Property Record

- Lookup Evidence/Property Record

- Make Evidence Sensitive

- Print All Evidence/Property Records

- Print Open Evidence/Property Records

Quick Name Check

Criminal Statute Info

- Criminal Statute Lookup

- Print Criminal Statute List

Supervisor Functions

- Master Name Add/Edit

- Offense Code Add/Edit

- Police Officer Add/Edit

Training Records

- All Officers Record Print

- Create/Edit Training Record

- Individual Officer Record Print

- Print Training Record by Selections

- Select Type of Training Print

Uniform Crime Reports

- Generate Crime Statistics

- Print Crime Report

- Transmit a Crime Report

- Delete Crime Statistics

Offense Reports

- Case Assignment Register-All

- Case Assignment Register-Open

- Close an Offense Report

- Create Offense Report

- Delete Offense Report

- Edit a Completed Offense Report

Police SupervisorMenu

Follow-Up Offense Reports

Follow-Up Entry Add/Edit

Print Any Follow-Up Note

Missing Patient Reports

Missing Patient Report-All Cases

Missing Patient Report-Open Cases

Make a Report Sensitive

Open a Closed Offense Report

Offense Match Report

Print Any Offense Report

Review Completed Offense Report

Resume an Offense Report Entry

Transmit An Offense Report

Vehicle Registrations

Car Pool Lists

Car Pool Availability List

Assigned Car Pool Spaces

Create/Edit Vehicle Registration

Identify Unknown Vehicle

Lookup Vehicle Registration

Print Vehicle Registration Log

Violations

Create Courtesy Violation Notice Entry

Create Violation Notice Entry

Print a Violation by Name

Print a U.S.D.C. Violation by #

Update Violation Notice Entry

Violations Issued By Officer

Violation Match Report

Violation Notices Issued Report

Warnings and Violations Issued Report

Wants & Warrants

Create/Edit Wants & Warrants Record

Lookup Wants & Warrants Record

Print Active Wants & Warrants

Personal Descriptor Lookup

Print Wants & Warrants Records

Daily Activity

Create/Add Daily Activity Entry

Print Workload Report

Police Officer Menu

This module is designed to provide the patrol level police officers with an abbreviated user's manual that addresses only those options available to them.

- Create/Add Daily Activity Entry
- Criminal Statute Lookup
- Daily Operations Journal
 - Add a Journal Entry
 - Create a Daily Journal
 - Print Daily Journal
- Lookup Evidence/Property Record
- Lookup Wants & Warrants Record
- Offense Report Options
 - Create Offense Report
 - Edit Offense Report
 - Follow-Up Officer Notes
 - Add/Edit Officer Follow-Up Notes
 - Print Officer Follow-Up Notes
 - Resume an Offense Report Entry
- Personal Descriptor Lookup
- Quick Name Check
- Vehicle Registrations
 - Car Pool Lists
 - Car Pool Availability List
 - Assigned Car Pool Spaces
 - Create/Edit Vehicle Registration
 - Identify Unknown Vehicle
 - Lookup Vehicle Registration
 - Print Vehicle Registration Log

Police Officer Menu

Create/Add Daily Activity Entry

This option allows you to create a new Daily Activity entry or add information to an existing entry.

```
Select ESP ACTIVITY REPORT DATE: T  FEB  1, 1993
ARE YOU ADDING 'FEB  1, 1993' AS A NEW ESP ACTIVITY REPORT (THE 7TH)? Y
(YES)
DATE: FEB 1,1993// <RET>
Select OFFICER: OFFICER,ONE      123456789      02-07-55      POLICE OFFICER
ARE YOU ADDING 'OFFICER,ONE' AS A NEW OFFICER (THE 1ST FOR THIS ESP ACTIVITY
REPORT)? Y (YES)
SHIFT: A  WATCH A
Select ACTIVITY: FOOT  PATROL TOTAL
...OK? YES// Y (YES)
ARE YOU ADDING 'FOOT PATROL TOTAL' AS A NEW ACTIVITY (THE 1ST FOR THIS
OFFICER)? Y (YES)
NUMBER: 5
MINUTES: 200
Select ACTIVITY: 310  VEHICLE PATROL TOTAL
...OK? YES// Y (YES)
ARE YOU ADDING 'VEHICLE PATROL TOTAL' AS A NEW ACTIVITY (THE 2ND FOR THIS
OFFICER)? Y (YES)
NUMBER: 4
MINUTES: 120
Select ACTIVITY: CRIMINAL INVESTIGATIONS TOTAL
...OK? YES// Y (YES)
ARE YOU ADDING 'CRIMINAL INVESTIGATIONS TOTAL' AS
A NEW ACTIVITY (THE 3RD FOR THIS OFFICER)? Y (YES)
NUMBER: 3
MINUTES: 180
Select ACTIVITY: ACCIDENT INVESTIGATIONS TOTAL
...OK? YES// Y (YES)
ARE YOU ADDING 'ACCIDENT INVESTIGATIONS TOTAL' AS
A NEW ACTIVITY (THE 4TH FOR THIS OFFICER)? Y (YES)
NUMBER: 1
MINUTES: 30
Select ACTIVITY: ADMIN
1  ADMINISTRATION/OTHER
2  ADMINISTRATION/SUPERVISION
3  ADMINISTRATION/TRAINING POLICE  PERSONNEL
4  ADMINISTRATION/POLICE OFFICERS
5  ADMINISTRATION/SECRETARIAL
CHOOSE 1-5: 4
ARE YOU ADDING 'ADMINISTRATION/POLICE OFFICERS' AS
A NEW ACTIVITY (THE 5TH FOR THIS OFFICER)? Y (YES)
NUMBER: 4
MINUTES: 50
Select ACTIVITY: <RET>
Select OFFICER: <RET>

Select ACTIVITY REPORT DATE: <RET>
```

Police Officer Menu Criminal Statute Lookup

The Criminal Statute Lookup option allows the user to lookup individual offense statutes. Information includes statute number and the definition of the statute.

ARSON	18 USC	81
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Whoever, within the special maritime and territorial jurisdiction of the United States, willfully and maliciously sets fire to or burns, or attempts to set fire to or burns any building, structure, or vessel, any machinery or building materials or supplies, military or naval stores, munitions of war, or any structural aids or appliances for navigation or shipping, shall be fined not more than \$1,000 or imprisoned not more than five years, or both. If the building be a dwelling or if the life of any person be placed in jeopardy, he shall be fined not more than \$5,000 or imprisoned not more than twenty years, or both.

For your convenience the entire Criminal Statute List is provided here.

IMPROPER DISPOSAL	1.218(b) VA REG	1
Improper disposal of rubbish on property.		
SPITTING ON PROPERTY	1.218(b) VA REG	2
Spitting on property.		
THROWING OF ARTICLES	1.218(b) VA REG	3
Throwing of articles from a building or the unauthorized climbing upon a part of a building.		
WILLFUL DESTRUCTION	1.218(b) VA REG	4
Willful destruction, damage, or removal of Government property without authorization.		
DEFACEMENT	1.218(b) VA REG	5
Defacement, destruction, mutilation or injury to, or removal or disturbance of, grave marker or headstone.		
FAILURE TO COMPLY WITH SIGNS	1.218(b) VA REG	6
Failure to comply with signs of a directive and restrictive nature posted for safety purposes.		
TAMPERING WITH	1.218(b) VA REG	7
Tampering with, removal, marring, or destruction of posted signs.		
ENTRY INTO AREAS POSTED	1.218(b) VA REG	8
Entry into areas posted as closed to the public or other trespass.		
UNAUTHORIZED DEMONSTRATION	1.218(b) VA REG	9
Unauthorized demonstration or service in a national cemetery or on other VA property.		
DISTURBING A BURIAL CEREMONY	1.218(b) VA REG	10
Creating a disturbance during a burial ceremony.		

Police Officer Menu Criminal Statute Lookup

DISORDERLY CONDUCT	1.218(b) VA REG	11
Disorderly conduct which creates loud, boisterous, and unusual noise, or which obstructs the normal use of entrances, exits, foyers, offices, corridors, elevators, and stairways or which tends to impede or prevent the normal operation of a service or operation of the facility.		
FAILURE TO DEPART	1.218(b) VA REG	12
Failure to depart premises by unauthorized persons.		
UNAUTHORIZED LOITERING	1.218(b) VA REG	13
Unauthorized loitering, sleeping or assembly on property.		
GAMBLING	1.218(b) VA REG	14
Gambling- participating in games of chance for monetary gain or personal property; the operation of gambling devices, a pool or lottery; or taking or giving of bets.		
DRIVING UNDER THE INFLUENCE	1.218(b) VA REG	15
Operation of a vehicle under the influence of alcoholic beverages or narcotic drugs, hallucinogens, marijuana, barbiturates or amphetamines.		
UNDER THE INFLUENCE	1.218(b) VA REG	16
Entering premises under the influence of alcoholic beverages or non prescribed narcotic drugs, hallucinogens, marijuana, barbiturates or amphetamines.		
UNAUTHORIZED USE	1.218(b) VA REG	17
Unauthorized use on property of alcoholic beverages or narcotic drugs, hallucinogens, marijuana, barbiturates, or amphetamines.		
UNAUTHORIZED INTRODUCTION	1.218(b) VA REG	18
Unauthorized introduction on VA controlled property of alcoholic beverages or narcotic drugs, hallucinogens, marijuana, barbiturates, or amphetamines or the unauthorized giving of same to a patient or beneficiary.		
UNAUTHORIZED SOLICITATION	1.218(b) VA REG	19
Unauthorized solicitation of alms and contributions on premises.		
COMMERCIAL SOLICITING	1.218(b) VA REG	20
Commercial soliciting or vending, or the collection of private debts on property.		
DISTRIBUTION OF PAMPHLETS	1.218(b) VA REG	21
Distribution of pamphlets, handbills, and flyers.		
DISPLAY OF PLACARDS	1.218(b) VA REG	22
Display of placards or posting of material on property.		
UNAUTHORIZED PHOTOGRAPHY	1.218(b) VA REG	23
Unauthorized photography on premises.		
NOT COMPLY W/ TRAFFIC DIR	1.218(b) VA REG	24
Failure to comply with traffic directions of VA police.		

Police Officer Menu Criminal Statute Lookup

HANDICAP PARKING	1.218(b) VA REG	25
Parking in spaces posted as reserved for physically disabled persons.		
PARKING IN NO-PARKING AREAS	1.218(b) VA REG	26
Parking in no-parking areas, lanes, or crosswalks so posted or marked by yellow borders or yellow stripes.		
PARKING IN EMERGENCY SPACES	1.218(b) VA REG	27
Parking in emergency vehicle spaces, areas and lanes bordered in red or posted as EMERGENCY VEHICLES ONLY or FIRE LANE, or parking within 15 feet of a fire hydrant.		
PARKING/BLOCKING	1.218(b) VA REG	28
Parking within an intersection or blocking a posted vehicle entrance or posted exit lane.		
PARKING / RESERVED OR OVERTIME	1.218(b) VA REG	29
Parking in spaces posted as reserved or in excess of a posted time limit.		
FAILURE TO STOP AT STOP SIGN	1.218(b) VA REG	30
Failure to come to a complete stop at a STOP sign.		
FAILURE TO YIELD AT CROSSWALK	1.218(b) VA REG	31
Failing to yield to a pedestrian in a marked and posted crosswalk.		
WRONG WAY ON A ONE-WAY STREET	1.218(b) VA REG	32
Driving in the wrong direction on a posted one-way street.		
RECKLESS DRIVING	1.218(b) VA REG	33
Operation of a vehicle in a reckless or unsafe manner, too fast for conditions, drag racing, overriding curbs, or leaving the roadway.		
SPEEDING/ BY UP TO 10 MPH	1.218(b) VA REG	34
Exceeding posted speed limits by up to 10 mph.		
SPEEDING/ BY UP TO 20 MPH	1.218(b) VA REG	34
Exceeding posted speed limits by up to 20 mph.		
SPEEDING/ OVER 20 MPH	1.218(b) VA REG	34
Exceeding posted speed limits by over 20 mph.		
CREATING A DISTURBANCE	1.218(b) VA REG	35
Creating excessive noise in a hospital or cemetery zone by muffler cut out, excessive use of a horn, or other means.		
FAILURE TO YIELD RIGHT OF WAY	1.218(b) VA REG	36
Failure to yield right of way to other vehicles.		
POSSESSION OF FIREARMS	1.218(b) VA REG	37
Possession of firearms, carried either openly or concealed, whether loaded or unloaded (except by Federal or State law enforcement officers on official business).		

Police Officer Menu Criminal Statute Lookup

INTRODUCTION OF FIREARMS	1.218(b) VA REG	38
Introduction or possession of explosives, or explosive devices which fire a projectile, ammunition, or combustibles.		
POSSESSION OF KNIVES	1.218(b) VA REG	39
Possession of knives which exceed a blade length of 3 inches; switchblade knives; any of the variety of hatchets, clubs, and hand-held weapons; or brass knuckles.		
POSS OF WEAPONS/LIQUID OR GAS	1.218(b) VA REG	40
The unauthorized possession of any of the variety of incapacitating liquid or gas-emitting weapons.		
UNAUTHORIZED USE OF KEYS	1.218(b) VA REG	41
Unauthorized possession, manufacture, or use of keys or barrier card-type keys to rooms or areas on the property.		
OPENING OF LOCKS	1.218(b) VA REG	42
The surreptitious opening, or attempted opening, of locks or card-operated barrier mechanisms on property.		
PROSTITUTION	1.218(b) VA REG	43
Soliciting for, or the act of, prostitution.		
UNLAWFUL SEXUAL ACTIVITY	1.218(b) VA REG	44
Any unlawful sexual activity.		
IMPROPER ACTIVITY ON CEMETERY	1.218(b) VA REG	45
Jogging, bicycling, sledding or any recreational physical activity conducted on cemetery grounds.		
ACCESSORY AFTER THE FACT	18 USC	3
Whoever, knowing that an offense against the United States has been committed, receives, relieves, comforts or assists the offender in order to hinder or prevent his apprehension, trial or punishment, is an accessory after the fact.		
MISPRISION OF FELONY	18 USC	4
Whoever, having knowledge of the actual commission of a felony by a court of the United States, conceals and does not as soon as possible make known the same to some judge or other person in civil or military authority under the United States, shall be fined not more than \$500 or imprisoned not more than three years, or both.		

Police Officer Menu

Criminal Statute Lookup

ASSIMILATIVE CRIMES STATUTE 18 USC

13

Whoever within or upon any of the places now existing or hereafter reserved or acquired as provided in section 7 of this title, is guilty of any act or omission which, although not made punishable by an enactment of Congress, would be punishable if committed or omitted within the jurisdiction of the State, Territory, Possession, or District in which such place is situated, by the laws thereof in force at the time of such act or omission, shall be guilty of a like offense and subject to a like punishment.

(Explanation of the Assimilative Crimes Statute and its Use)

a. The applicability of Section 13 of Title 18 (18 USC 13), or the Assimilative Crimes Statute, to law enforcement on VA property depends upon the type jurisdiction which the U.S. government exercises over the property on which the VA facility is located. The method of acquisition or the terms of agreement between the United States and the legislature of a state regarding the rights of the respective governments will result in one of three categories of Federal jurisdiction; exclusive, concurrent or proprietary. As a general rule, where the U.S. government has only proprietary jurisdiction the provisions of the Assimilative Crimes Statute are not applicable.

b. U.S. Attorneys frequently invoke the Assimilative Crimes Statute (18 USC 13) in pursuing prosecution of crimes on Federal reservations in those instances where the crime committed is more clearly a violation of a specific state statute. Whenever the Assimilative Crimes Statute is applied, the specific state statute must be cited along with the indication that it has been adopted as a Federal law in that instance. An example is a violation of New Jersey Statute 2A-170.77.8, Possession of Dangerous Drugs. When adopted and applied as an offense committed on Federal property it is written as:

"18 USC 13 NJ 2A-170-77.8 Possession of Dangerous Drugs"

To all Federal law enforcement officers and justice authorities working in the state of New Jersey this criminal citation readily indicates that the state offense of dangerous drug possession has been adopted as a Federal law under the Federal statute specifically established by the U.S. Congress. At a Federal reservation in the state of New Jersey where exclusive or concurrent jurisdiction is not possessed by the Federal government and where local (state) law enforcement authority prevails, the reference to 18 USC 13 is not necessary since the offender will be prosecuted through the state judicial process by local authorities.

ARSON

18 USC

81

Whoever, within the special maritime and territorial jurisdiction of the United States, willfully and maliciously sets fire to or burns, or attempts to set fire to or burn any building, structure, or vessel, any machinery or building materials or supplies, military or naval stores, munitions of war, or any structural aids or appliances for navigation or shipping, shall be fined not more than \$1,000 or imprisoned not more than five years, or both. If the building be a dwelling of if the life of any person be placed in jeopardy, he shall be fined not more than \$5,000 or imprisoned not more than twenty years, or both.

Police Officer Menu Criminal Statute Lookup

ASSAULT/RESIST/IMPEDE POLICE 18 USC 111
Whoever forcibly assaults, resists, opposes, impedes, intimidates, or interferes with any person designated in section 1114 of this title while engaged in or on account of the performance of his official duties, shall be fined not more than \$5000 or imprisoned not more than three years, or both.
Whoever, in the commission of any such acts uses a deadly or dangerous weapon, shall be fined not more than \$10,000 or imprisoned not more than ten years, or both.
(18 USC 1114 - Whoever kills or attempts to kill any judge of the United States, any United States Attorney,---,or any officer or employee of the Department of Veterans Affairs assigned to perform investigative or law enforcement functions. The inclusion of the VA Police in this section makes the mandates of 18 USC 111 applicable in those instances where a person assaults, resists or impedes a VA Police Officer in the performance of their duties.)

ASSAULT W/INTENT MURDER/RAPE 18 USC 113(A)
Assault with intent to commit murder or rape, by imprisonment for not more than twenty years.

ASSAULT W/INTENT FELONY 18 USC 113(B)
Assault with intent to commit any felony, except murder or rape, by fine of not more than \$3,000 or imprisonment for not more than ten years, or both.

ASSAULT WITH WEAPON 18 USC 113(C)
Assault with a dangerous weapon, with intent to do bodily harm, and without just cause or excuse, by fine of not more than \$1,000 or imprisonment for not more than five years, or both.

ASSAULT WITHOUT WEAPON 18 USC 113(D)
Assault by striking, beating, or wounding, by fine of not more than \$500 or imprisonment for not more than six months, or both.

SIMPLE ASSAULT 18 USC 113(E)
Simple assault, by fine of not more than \$300 or imprisonment for not more than three months, or both.

SERIOUS ASSAULT 18 USC 113(F)
Assault resulting in serious bodily injury, by fine of not more than \$10,000 or imprisonment for not more than ten years, or both.

MAIMING 18 USC 114
Whoever, within the special maritime and territorial jurisdiction of the United States, and with intent to maim or disfigure, cuts, bites, or slits the nose, ear, or lip, or cuts out or disables the tongue, or puts out or destroys an eye, or cuts off or disables a limb or any member of another person, or Whoever, within the special maritime and territorial jurisdiction of the United States, and with like intent, throws or pours upon another person, any scalding water, corrosive acid, or caustic substance---Shall be fined not more than \$25,000 and imprisoned not more than twenty years, or both.

Police Officer Menu

Criminal Statute Lookup

CIVIL DISORDER

18 USC

231

(a)(1) Whoever teaches or demonstrates to any other person the use, application, or making of any firearm or explosive or incendiary device or technique capable of causing injury or death to persons, knowing or having reason to know or intending that the same will be unlawfully employed for use in, or in furtherance of a civil disorder which may in any way or degree obstruct, delay or adversely affect commerce or the movement of any article or commodity in commerce or the conduct or performance of any federally protected function; or (3) Whoever commits or attempts to commit any act to obstruct, impede, or interfere with any fireman or law enforcement officer lawfully engaged in the lawful performance of his official duties incident to and during the commission of a civil disorder which in any way or degree obstructs, delays, or adversely affects commerce or the movement of any article or commodity in commerce or the conduct or performance of any federally protected function;--Shall be fined not more than \$10,000 or imprisoned not more than five years, or both. (18 USC 232 - DEFINITIONS - The term "civil disorder" means any public disturbance involving acts of violence by assemblages of three or more persons, which causes an immediate danger of or results in damage or injury to the property or person of any other individual.

THEFT-GOVERNMENT PROPERTY

18 USC

641

Whoever embezzles, steals, purloins, or knowingly converts to his use or the use of another, or without authority, sells, conveys or disposes of any record, voucher, money, or thing of value of the United States or of any department or agency thereof, or any property made or being made under contract for the United States or any department or agency thereof, or whoever receives, conceals or retains the same with intent to convert it to his use or gain, knowing it to have been embezzled, stolen, purloined or converted--- Shall be fined not more than \$10,000 or imprisoned not more than ten years, or both; but if the value of such property does not exceed the sum of \$100, he shall be fined not more than \$1,000 or imprisoned not more than one year, or both. The word "value" means face, par or market value, or cost price, either wholesale or retail; whichever is greater.

THEFT-PERSONAL PROPERTY

18 USC

661

Whoever, within the special maritime and territorial jurisdiction of the United States, takes and carries away, with intent to steal or purloin, any personal property of another, shall be punished as follows: If the property taken is of a value exceeding \$100, or is taken from the person of another, by a fine of not more than \$5,000, or imprisonment for not more than five years, or both; in all other cases by a fine of not more than \$1,000 or by imprisonment not more than one year, or both. If the property stolen consists of any evidence of debt, or other written instrument, the amount of money due thereon, or secured to be paid thereby and remaining unsatisfied, or which in any contingency might be collected thereon, or the value of the property the title to which is shown thereby, or the sum which might be recovered in the absence thereof, shall be the value of the property stolen.

Police Officer Menu

Criminal Statute Lookup

MURDER 18 USC 1111

(a) Murder is the unlawful killing of a human being with malice aforethought. Every murder perpetrated by poison, lying in wait, or any other kind of willful, deliberate, malicious, and premeditated killing; or committed in the perpetration of, or attempt to perpetrate, any arson, escape, murder, kidnapping, treason, espionage, sabotage, rape, burglary, or, robbery; or perpetrated from a premeditated design unlawfully and maliciously to effect the death of any human being other than him who is killed, is murder in the first degree. Any other murder is murder in the second degree.

(b) Within the special maritime and territorial jurisdiction of the United States. Whoever is guilty of murder in the first degree, shall suffer death unless the jury qualifies its verdict by adding thereto "without capital punishment", in which event he shall be sentenced to imprisonment for life. Whoever is guilty of murder in the second degree, shall be imprisoned for any term of years or for life.

MANSLAUGHTER 18 USC 1112

(a) Manslaughter is the unlawful killing of a human being without malice. It is of two kinds:

Voluntary - Upon a sudden quarrel or heat of passion.

Involuntary - In the commission of an unlawful act not amounting to a felony, or in the commission in an unlawful manner, or without due caution and circumspection, of a lawful act which might produce death. (b) Within the special maritime and territorial jurisdiction of the United States. Whoever is guilty of voluntary manslaughter, shall be imprisoned not more than ten years. Whoever is guilty of involuntary manslaughter, shall be fined not more than \$1,000 or imprisoned not more than three years, or both.

ATTEMPTED MURDER/MANSLAUGHTER 18 USC 1113

Except as provided in section 113 of this title, whoever, within the special maritime and territorial jurisdiction of the United States, attempts to commit murder or manslaughter, shall be fined not more than \$1,000 or imprisoned not more than three years, or both.

DAMAGE GOVERNMENT PROPERTY 18 USC 1361

Whoever willfully injures or commits any depredation against any property of the United States, or of any department or agency thereof, or any property which has been or is being manufactured or constructed for the United States, or any department or agency thereof, shall be punished as follows: If the damage to such property exceeds the sum of \$100, by a fine of not more than \$10,000 or imprisonment for not more than ten years, or both; if the damage to such property does not exceed the sum of \$100, by a fine of not more than \$1,000 or by imprisonment for not more than one year, or both.

Police Officer Menu Criminal Statute Lookup

DAMAGE GOVERNMENT BUILDINGS 18 USC 1363

Whoever, within the special maritime and territorial jurisdiction of the United States, willfully and maliciously destroys or injures or attempts to destroy or injure any building, structure or vessel, any machinery or building materials and supplies, military or naval stores, munitions of war or any structural aids or appliances for navigation or shipping, shall be fined not more than \$1,000 or imprisoned not more than five years, or both, and if the building be a dwelling, or the life of any person be placed in jeopardy, shall be fined not more than \$5,000 or imprisoned not more than twenty years, or both.

ROBBERY-PERSONAL PROPERTY 18 USC 2111

Whoever, with the special maritime and territorial jurisdiction of the United States by force and violence, or by intimidation, takes from the person or presence of another anything of value, shall be imprisoned not more than fifteen years.

ROBBERY-GOVERNMENT PROPERTY 18 USC 2112

Whoever robs another of any kind or description of personal property belonging to the United States, shall be imprisoned not more than fifteen years.

AGGRAVATED SEXUAL ASSAULT 18 USC 2241

(a) By force or threat--Whoever, in the special maritime and territorial jurisdiction of the United States or in a Federal prison, knowingly causes another person to engage in a sexual act--

(1) by force against that other person, or

(2) by threatening or placing that other person in fear that any person will be subjected to death, serious bodily injury, or kidnapping; or attempts to do so, shall be fined under this title, imprisoned for any term of years of life, or both. (b) By other means--Whoever, in the special maritime and territorial jurisdiction of the United States or in a Federal prison, knowingly--

(1) renders another person unconscious and thereby engages in a sexual act with that other person, or

(2) administers to another person by force or threat of force, or without the knowledge or permission of that person, a drug, intoxicant, or other similar substance and thereby--

(A) substantially impairs the ability of that other person to appraise or control conduct, and

(B) engages in a sexual act with that other person; or attempts to do so, shall be fined under this title, imprisoned for any term of years of life, or both.

Police Officer Menu

Criminal Statute Lookup

SEXUAL ABUSE

18 USC

2242

Whoever, in the special maritime and territorial jurisdiction of the United States or in a Federal prison, knowingly--

(1) causes another person to engage in a sexual act by threatening or placing that other person in fear (other than by threatening or placing that other person in fear that any person will be subjected to death, serious bodily injury, or kidnapping); or

(2) engages in a sexual act with another person if that other person is--

(A) incapable of appraising the nature of the conduct; or

(B) physically incapable of declining participation in, or communicating unwillingness to engage in, that sexual act; or attempts to do so, shall be fined, under this title, imprisoned not more than 20 years, or both.

ABUSIVE SEXUAL CONTACT

18 USC

2244

(a) Sexual conduct in circumstances where sexual acts are punished by this chapter--Whoever, in the special maritime and territorial jurisdiction of the United States or in a Federal prison, knowingly engages in or causes sexual contact with or by another person, if so to do would violate--

(1) section 2241 of this title had the sexual contact been a sexual act, shall be fined under this title, imprisoned not more than five years, or both;

(2) section 2242 of this title had the sexual contact been a sexual act, shall be fined under this title, imprisoned not more than three years, or both; (b) In other circumstances--Whoever, in the special maritime and territorial jurisdiction of the United States or in a Federal prison, knowingly engages in sexual contact with another person without that other person's permission shall be fined not more than \$5,000, imprisoned not more than six months, or both.

SEXUAL ACT DEFINITIONS

18 USC

2245

As used in this chapter--

(1) the term "sexual act" means--

(A) contact between the penis and the vulva or the penis and the anus, and for purposes of this subparagraph contact involving the penis occurs upon penetration, however slight;

(B) contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus; or

(C) the penetration, however slight, of the anal or genital opening of another by hand or finger or by any object, with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person; and

(2) the term "sexual contact" means the intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.

Police Officer Menu
Daily Operations Journal Menu

The Daily Operations Journal Module has been designed to match the existing VA Police Daily Operations Journal, VAF 10-1433 and VAF 10-1433a, Continuation Sheet. The data entered into this module is exactly the same as that manually typed on the forms.

Police Officer Menu
Daily Operations Journal Menu
Add a Journal Entry

The Add a Journal Entry option allows you to add a journal entry to an existing journal without having to scroll through multiple data fields. In this example, it is assumed that the user left the option and has returned at a later time to make an additional entry.

```
Select ESP DAILY JOURNAL DATE: 3 31   MAR 31, 1993
Select TIME: 2300// 2400
  ARE YOU ADDING '2400' AS A NEW TIME (THE 10TH FOR THIS ESP DAILY JOURNAL)? Y
(YES)
  OFFICER: ONE,PATROL
  ACTIVITY: CLOSE JOURNAL
  ENTRY SUMMARY:
  1>Watch B, off duty, master keys present, Journal closed.
  2><RET>
EDIT Option: <RET>
Select TIME: <RET>
```

Police Officer Menu
Daily Operations Journal Menu
Create a Daily Journal

It is recommended that this option be used only by the person responsible for initiating the Daily Operations Journal. This can occur at the start of the 24 hour period or at the start of each assigned watch. Subsequent entries are more quickly entered through the Add a Journal Entry option.

Select ESP DAILY JOURNAL DATE: **3 31 93** MAR 31, 1993
ARE YOU ADDING 'MAR 31, 1993' AS A NEW ESP DAILY JOURNAL (THE 3RD)? **Y** (YES)
DATE: MAR 31,1993// **<RET>**
FROM: **93-03-31-0001**
TO: **93-03-31-2400**
Select WATCH: **A** (WATCH A)
ARE YOU ADDING 'WATCH A' AS A NEW WATCH (THE 1ST FOR THIS ESP DAILY JOURNAL)? **Y** (YES)
Select OFFICER: **??**

Enter the names of all officers currently assigned to work each shift.
The officers' names must be contained within the NEW PERSON file (#200)
and must also be assigned the ESP POLICE Security Key.

CHOOSE FROM:
ONE,PATROLER
TWO,PATROLER
THREE,PATROLER

Select OFFICER: **ONE,PATROLER**
ARE YOU ADDING 'ONE,PATROLER' AS A NEW OFFICER (THE 1ST FOR THIS WATCH)? **Y**
(YES)
Select OFFICER: **<RET>**
Select WATCH: **B** (WATCH B)
ARE YOU ADDING 'WATCH B' AS A NEW WATCH (THE 2ND FOR THIS ESP DAILY JOURNAL)? **Y** (YES)
Select OFFICER: **TWO,PATROLER**
ARE YOU ADDING 'TWO,PATROLER' AS A NEW OFFICER (THE 1ST FOR THIS WATCH)? **Y**
(YES)
Select OFFICER: **<RET>**
Select WATCH: **C** (WATCH C)
ARE YOU ADDING 'WATCH C' AS A NEW WATCH (THE 3RD FOR THIS ESP DAILY JOURNAL)? **Y** (YES)
Select OFFICER: **THREE,PATROLER**
ARE YOU ADDING 'THREE,PATROLER' AS A NEW OFFICER (THE 1ST FOR THIS WATCH)? **Y**
(YES)
Select OFFICER: **<RET>**

Police Officer Menu
Daily Operations Journal Menu
Create a Daily Journal

Select WATCH: <RET>

SPECIAL INSTRUCTIONS: <RET>

1>Watch A - Speed enforcement Patient Recreation areas.

2><SPACE>

3>Watch B - Secure Bldg 7, 2100 hours.

4><SPACE>

5>Watch C - Additional patrol parking area C.

6><RET>

EDIT Option: <RET>

Select TIME: 0001

ARE YOU ADDING '0001' AS A NEW TIME (THE 1ST FOR THIS ESP DAILY JOURNAL)? Y
(YES)

OFFICER: ONE,PATROLER

ACTIVITY: ADMINISTRATIVE

ENTRY SUMMARY:

1>Open Daily Journal. Assigned staff present and master keys present.

2><RET>

EDIT Option: <RET>

Select TIME: 0200

ARE YOU ADDING '0200' AS A NEW TIME (THE 2ND FOR THIS ESP DAILY JOURNAL)? Y
(YES)

OFFICER: ONE,PATROLER

ACTIVITY: BUILDING CHECKS

ENTRY SUMMARY:

1>Patrol check of Bldg 11, all secure.

2><RET>

EDIT Option: <RET>

Police Officer Menu
Daily Operations Journal Menu
Print Daily Journal

This option is used to print out the Daily Journal. It can be printed at the conclusion of the 24 hour period or as desired. The only prompts are for date and device.

Police Officer Menu
Lookup Evidence/Property Record

This option allows the lookup of a specific Evidence/Property Custody Record. You can select an entry by either the owner's name or the record number.

Police Officer Menu Lookup Wants & Warrants Record

This option allows the user to do an inquiry on a specific Wants & Warrants record.

ESP WANTS & WARRANTS LIST

FEB 1,1993 10:22 PAGE 1

NAME: ONE,TESTPATIENT	ISSUE DATE: JAN 30, 1993
UOR NUMBER: 000000000	ACTION: DETAIN
DETAINER STATUS: ACTIVE	WARRANT TYPE: HEARING OFFICER COMMITTED
ISSUING AGENCY: WELCH STATE HOSPITAL	
WARRANT #: 103239	WARRANT DATE: JAN 30, 1993
REPORTING OFFICER: SWIFT,ONE	REVIEWED BY: SWIFTY,TWO
REVIEW DATE: FEB 1, 1993	ADMISSION DATE: FEB 1, 1993
WARD: PSYCH	
NOTIFY PERSON: DR. BEN CASEY	
REMARKS (CAUTION):	PATIENT IS CONSIDERED TO BE SUICIDAL AND HAS EXPRESSED DESIRE TO CAUSE INJURY TO MEMBERS OF HIS FAMILY.

Police Officer Menu
Offense Report Options
Create Offense Report

The Create Offense Report option allows you to enter all the pertinent information regarding a crime.

If the report classification requires the Office of Law Enforcement and Security to be notified within 48 hours, the software will generate a mail bulletin to the Police Chief and any other designated staff members entered into the ESP VACO 48 HR CRITERIA mail group.

If you have begun to create the report and need to stop, you can always go back at a later time and complete the report through the Resume an Offense Report Entry option.

In investigations where single or multiple unidentified offenders exist, you can enter descriptive information useful in linking the potential offender to other investigations. This information remains within the UOR and does not go into the ESP MASTER NAME INDEX file (#910).

Police Officer Menu
Offense Report Options
Edit Offense Report

You have designated an Offense Report as COMPLETED but it has not been CLOSED by your Police Chief or other assigned reviewer, and you realize that additional information needs to be entered. Selecting this option will allow you to access the Offense Report to add additional information.

You will not be asked if the report is COMPLETED again.

You can only access reports that you have entered into the system.

This option operates the same as the Resume an Offense Report Entry option. Please reference that option documentation for assistance, if necessary.

Police Officer Menu
Offense Report Options
Follow-Up Officer Notes
Add/Edit Officer Follow-Up Notes

This option allows the user to add follow-up investigative notes to a previously entered Offense Report. The original Offense Report may be viewed but not edited. You are given the option of printing the report first.

Police Officer Menu
Offense Report Options
Follow-Up Officer Notes
Print Officer Follow-Up Notes

This option is used to print the follow-up notes portion of a Uniform Offense Report. Only Offense Reports that are completed and non-sensitive may be selected.

Police Officer Menu
Offense Report Options
Resume an Offense Report Entry

This option allows you to reenter the report, edit fields, and designate the report as COMPLETE. This option only allows access to reports that you have entered into the file and are designated as INCOMPLETE.

Once the report is designated complete, a MailMan bulletin is dispatched to the ESP UOR COMPLETED mail group. After receiving the mail bulletin, the Police Chief or designated supervisor reviews the report. An example of the mail bulletin is provided below.

Subj: UOR COMPLETED- READY FOR REVIEW [#11244] 25 Feb 93 12:35 1 Line
From: <SWIFT,ONE> in 'IN' basket. Page 1

UOR # 302251030 has been investigated by SWIFT,ONE and is ready to review.
The UOR was entered into the records by SWIFT,ONE.

Select MESSAGE Action: IGNORE (in IN basket)//

Police Officer Menu Personal Descriptor Lookup

This option allows a quick scan of the ESP MASTER NAME INDEX file (#910) and produces a print of all persons matching the range of descriptive information entered. This could be useful when an investigation in progress has produced only limited descriptive information on the alleged offender.

NAME:	ONE,TESTER	DOB:	FEB 29,1952	SSN:	123456789
RACE:	CAUCASIAN	HEIGHT:	5-11	WEIGHT:	185
EYES:	BLUE	HAIR:	BROWN	SCARS/MARKS:	4 fingers on left hand
AKA:	WILD BILL	CATEGORY:	PATIENT		

NAME:	TWO,TESTER	DOB:	SEP 1,1900	SSN:	123456789
RACE:	CAUCASIAN	HEIGHT:	5-11	WEIGHT:	185
EYES:	HAZEL	HAIR:	BROWN	SCARS/MARKS:	4 fingers on left hand
AKA:	WINO	CATEGORY:	EMPLOYEE		

Police Officer Menu Quick Name Check

The Quick Name Check option allows the user to do a quick inquiry into the Police files to determine if any information exists on a specific individual. This is particularly beneficial when police officers are asked to respond to an incident and need to know who they will be approaching.

The option will sort through the ESP MASTER NAME INDEX file (#910), ESP POLICE REGISTRATION LOG file (#910.2), ESP EVIDENCE file (#910.8), ESP OFFENSE REPORT file (#912), ESP WANTS & WARRANTS file (#913), and ESP VIOLATIONS file (#914) and provide a listing of every record containing the name entered. Data fields that do not contain information will not be displayed.

Following is a brief explanation of Quick Name Check entries.

VEHICLE REGISTRATION - 456 BLACK

456 = Issued Decal Number

Black = Color of Issued Decal

VIOLATION- SEP 1,1992@09:00 SPITTING ON PROPERTY

SEP 1,1992@09:00 = Date/Time of Offense

SPITTING ON PROPERTY = Offense Committed

OFFENSE REPORT - Indicates the person's involvement, Uniform Offense Report (UOR) Number, and Crime Classification assigned to the report.

WARRANT OR WARRANT 1801 A

1801 = Warrant or document number

A = Active I = inactive

EVIDENCE RECORD NUMBER 93-011 C

93-011 = Evidence Record Number

C = Closed O = Open

MASTER NAME INDEX RECORD

Contains basic demographic data on each person entered into any DVA police record (i.e., name, date of birth, home address).

Police Officer Menu
Vehicle Registrations Menu

The Vehicle Registrations Module is composed of options that allow for entry and retrieval of data that constitute the vehicle registration record. Data stored in the records is used by the VA Police to identify the owner of vehicles. These records are helpful to the VA Police if the owner of the vehicle files a report that the property has been stolen.

The information contained within this module also provides the VA Police with a method of quickly identifying that a vehicle is owned by an employee and is authorized to be on the facility grounds.

Police Officer Menu
Vehicle Registrations Menu
Car Pool Lists
Assigned Car Pool Spaces

This option is used to generate a list of vehicles assigned to car pool parking spaces.

CAR POOL ASSIGNMENT LIST			JUL 6,1993	11:05	PAGE 1
DECAL	COLOR	OWNER	SERVICE	ASSIGNED SPACE	CAR POOLS
0999	BLUE	FIVE, OWNER	SUPPLY	111	YES
1000	GREEN	FOUR, OWNER	ENGINEER	123	YES

Police Officer Menu
Vehicle Registrations Menu
Create/Edit Vehicle Registration

This option allows the user to add or edit vehicle registration information. You may add a new person to the ESP MASTER NAME INDEX file (#910) through this option.

Police Officer Menu
Vehicle Registrations Menu
Identify Unknown Vehicle

This option allows police staff to run a check of vehicle registration records when only a limited amount of information is known about the vehicle. This is particularly useful when conducting investigations involving hit and run vehicles.

ESP POLICE REGISTRATION LOG LIST

FEB 9,1993 10:57

PAGE 1

VA TAG ID: 546

OWNER NAME: ONE,PERSON
REGISTRATION TYPE: VEHICLE
LICENSE TAG NUMBER: 150 YTS
VEHICLE MAKE: CHEVROLET
VEHICLE STYLE: 4 DOOR
YEAR OF MANUFACTURE: 1989
CAR POOL MEMBER: YES

DECAL COLOR: BLACK

DATE ASSIGNED: DEC 5, 1991
STATE: MARYLAND
VEHICLE MODEL: LUMINA
VEHICLE COLOR: WHITE

VA TAG ID: 0001

OWNER NAME: TWO,PERSON
DATE ASSIGNED: JUN 10, 1992
LICENSE TAG NUMBER: TIE888
VEHICLE MAKE: CHEVROLET
VEHICLE STYLE: 2 DOOR
YEAR OF MANUFACTURE: 1991
CAR POOL MEMBER: NO

DECAL COLOR: RED

REGISTRATION TYPE: VEHICLE
SHORT DESCRIPTION: THIS GUY IS BAD!
STATE: ARKANSAS
VEHICLE MODEL: PICK UP
VEHICLE COLOR: WHITE
ASSIGNED PARKING SPACE: LP 237

Police Officer Menu
Vehicle Registrations Menu
Lookup Vehicle Registration

This option can be used to lookup a vehicle registration by plate number, decal number, or the owner's name.

Select Vehicle Registration: **ABC869** 456 GREEN

VA TAG ID: 456

DECAL COLOR: GREEN

OWNER NAME: ONE,PERSON

REGISTRATION TYPE: VEHICLE

LICENSE TAG NUMBER: ABC 123

VEHICLE MAKE: FORD

VEHICLE STYLE: 4 DOOR

YEAR OF MANUFACTURE: 1987

VEHICLE: WALL,RUSSELL

DATE ASSIGNED: MAR 1, 1992

STATE: MARYLAND

VEHICLE MODEL: ESCORT

VEHICLE COLOR: MAROON

CAR POOL MEMBER: YES

Police Officer Menu
Vehicle Registrations Menu
Print Vehicle Registration Log

This option allows police staff to generate a list of all vehicle registrations on file. The option is locked with the ESP CHIEF security key to prevent unnecessary system workload.

To receive correct print format, select a 132 character device.

VEHICLE REGISTRATION LOG								JUL 6,1993 11:05	PAGE 1
DECAL	OWNER	STATUS	LICENSE NUMBER	TAG VEHICLE	MAKE	MODEL	STYLE	COLOR	YEAR
456	NEW, PERSON	VOLUNTEER	123TAG	FORD	F100	TRUCK	RED		1908
456	OLD, PERSON	EMPLOYEE	TAG869	OLDSMOBILE	DELTA 88	4 DOOR	BEIGE		1984

**Police Officer Menu
Uniform Offense Report Worksheet**

<p>DEPARTMENT OF VETERANS AFFAIRS VA POLICE UNIFORM OFFENSE REPORT WORKSHEET</p>
--

<p>DATE/TIME RECEIVED:</p> <p>____ ____ ____ _____</p>	<p>DATE/TIME OF OFFENSE:</p> <p>____ ____ ____ _____</p>
<p>CLASSIFICATION CODE:</p>	
<p>LOCATION:</p>	<p>WEAPON USED:</p>
<p>INVESTIGATING OFFICER:</p>	<p>FOLLOW-UP INVESTIGATOR:</p>
<p>METHOD OF OPERATION:</p>	

<p>COMPLAINANT NAME:</p>	<p>STATUS:</p>
<p>HOME ADDRESS:</p>	<p>HOME PHONE:</p>
<p>WORK ADDRESS:</p>	<p>WORK PHONE:</p>

Police Officer Menu

Uniform Offense Report Worksheet

Uniform Offense Report Worksheet UOR # _____ | _____ | _____ | _____ Page 2

VICTIM NAME:		STATUS:	
SEX:	RACE	DRIVER'S LICENSE	STATE
HOME ADDRESS:		HOME PHONE:	
WORK ADDRESS:		WORK PHONE	
MEDICAL TREATMENT:			

OFFENDER NAME:		STATUS:	
SSN:	DOB:	HEIGHT	WEIGHT
HAIR COLOR	EYE COLOR	SKIN TONE	SCARS/MARKS
SEX:	RACE	DRIVER'S LICENSE	STATE
HOME ADDRESS:		HOME PHONE:	
WORK ADDRESS:		WORK PHONE	
PERSONAL DESCRIPTION:			
Hat:	Coat:	Shirt:	Pants:
OFFENSE COMMITTED:			
DISPOSITION:			

**Police Officer Menu
Uniform Offense Report Worksheet**

Uniform Offense Report Worksheet UOR # _____|_____|_____|_____ Page 3

WITNESS NAME:	STATUS:
HOME ADDRESS:	HOME PHONE:
WORK ADDRESS:	WORK PHONE:

VEHICLE INFORMATION:			
LICENSE TAG:	STATE:	MAKE:	MODEL:
STYLE:	COLOR:	DECAL #:	COLOR:
YEAR OF MANUFACTURE:	OWNER NAME:		

PROPERTY (LOST)	
ITEM NAME:	
DESCRIPTION:	
DOLLAR LOSS:	DOLLAR RECOVERED:

**Police Officer Menu
Uniform Offense Report Worksheet**

Uniform Offense Report Worksheet UOR # _____|_____|_____|_____ Page 4

WAS CIP WEAPON USED?	WAS POLICE BATON USED?
OTHER AGENCY NOTIFIED	U.S. ATTORNEY NOTIFIED
DATE/TIME NOTIFIED: CONTACT PERSON:	DATE/TIME NOTIFIED: INSTRUCTIONS RECEIVED:

<p>NARRATIVE:</p> <p>ORIGIN:</p>
<p>INITIAL OBSERVATION:</p>

**Police Officer Menu
Uniform Offense Report Worksheet**

Uniform Offense Report Worksheet UOR # _____|_____|_____|_____ Page 5

NARRATIVE (Continued)

INVESTIGATION:

DISPOSITION:

Police Officer Menu Uniform Crime Classification Breakdown

Assaults

- Aggravated
- Dangerous
- Kidnapping
- No Weapon
- Simple

Burglaries

- All Other Areas
- Canteen
- Agent Cashier
- Locker Areas
- Office
- Pharmacy
- Vehicles

Contraband

- Drugs
 - Forged Prescriptions
 - Introduction
 - Possession
 - Sale
 - Under the Influence

- Alcohol
 - Introduction
 - Possession
 - Under the Influence

- Weapons
 - Firearms
 - Knives/Hatchets/Clubs
 - Explosives
 - Other

Disturbances

- Bomb Threats
- Demonstrations
- Disorderly Conduct
- Employee Threat
- Other Threat
- Smoking Violation
- Trespassing
- Unauthorized Photography
- Unauth/Poss/Use/Keys/Cards

Manslaughter/Murder

- Manslaughter/Murder/Negligent
- Manslaughter/Murder/Non-Neg.

Non Criminal Investigations

- Alarm Response
- Assist Law Officer
- Information
- Missing Patient Reaction
- Motor Vehicle Accident
 - Government Vehicle
 - Personal Vehicle
- Safety Hazard
- Staff Assist

Other Offenses

- Arson
- Possession of Stolen Property
- Receive/Sell Stolen Property
- Suicide
- Suicide Attempt

Rapes

- Attempted Rape
- Forcible Rape

Police Officer Menu Uniform Crime Classification Breakdown

Robbery

Armed Robbery
 \$100 & Above
 <\$100

Strong-Armed Robbery
 \$100 & Above
 <\$100

Drugs Only
 Total \$ Loss
 Total \$ Recovered

Vandalism

Vice Soliciting

Bribery
Forgery
Fraud
Gambling
Solicitation/Prostitution
Sexual Misconduct

Stops & Arrest

Physical Arrests

Stops for Questioning
 Package Stops
 All Other Stops

Thefts

Coin-Operated Machines

Actual Drug Thefts
 Controlled Substance
 Non-Controlled Substance

Attempted Drug Thefts
 Controlled Substance
 Non-Controlled Substance

Government Property
 \$100 & Above
 <\$100

Personal Property
 \$100 & Above
 <\$100

Motor Vehicles
 Government Motor Vehicle
 Private Motor Vehicle

Police Clerical Menu

The options in the Police Clerical Menu are all found in the Police Chief Menu. Please refer to that section for the option documentation.

Daily Operations Journal

- Add a Journal Entry
- Create a Daily Journal
- Print Daily Journal

Print Offense Report

Quick Name Check

Criminal Statute Info

- Criminal Statute Lookup
- Print Criminal Statute List

Training Records

- All Officers Record Print
- Create/Edit Training Record
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- Print Training Record by Selections
- Select Type of Training Print

Uniform Crime Reports

- Generate Crime Statistics
- Print Crime Report
- Transmit a Crime Report
- Delete Crime Statistics

Vehicle Registrations

- Car Pool Lists
 - Car Pool Availability List
 - Assigned Car Pool Spaces
- Create/Edit Vehicle Registration
- Identify Unknown Vehicle
- Lookup Vehicle Registration
- Print Vehicle Registration Log

Violations

- Create Courtesy Violation Notice Entry
- Create Violation Notice Entry
- Print a Violation by Name
- Print a U.S.D.C. Violation by #
- Update Violation Notice Entry
- Violations Issued By Officer
- Violation Match Report
- Violation Notices Issued Report
- Warnings and Violations Issued Report

Police Clerical Menu, cont.

Wants & Warrants

Create/Edit Wants & Warrants Record

Lookup Wants & Warrants Record

Print Active Wants & Warrants

Personal Descriptor Lookup

Print Wants & Warrants Records

Daily Activity

Create/Add Daily Activity Entry

Print Workload Report

Glossary

Abbreviated Response	This feature allows you to enter data by typing only the first few characters for the desired response. This feature will not work unless the information is already stored in the computer.
Activity Code	An activity performed by police officers for workload reporting purposes.
AKA	Also Known As (an alias)
AMIS	Automated Management Information System
Arrest	This is the placing of a person in custody or under restraint, usually for the purpose of compelling obedience to the law and to have the person answer for a criminal charge. This does not include issuance of a USDCVN instead of physical incarceration for the purpose of the Uniform Crime Report statistics.
Assault Types	<p>Aggravated - Assault with or without injuries, involving a weapon, i.e., chair, lamp, etc.</p> <p>Dangerous - Assault with or without injuries involving a dangerous weapon, i.e., gun, knife.</p> <p>No Weapon - Actual physical assault, with or without injuries, (i.e., fist, kicking).</p> <p>Simple - Verbal assault or threats with no physical contact.</p>
Classification Code	One of the 13 major crime categories.
Closed	An offense report status when the investigation is complete. A closed report can not be edited. The supervisor who reviews a completed report is asked if the case is closed. If the supervisor answers yes, the report is marked closed and cannot be edited.

Complainant	The person, company, or agency that notified the VA Police that an incident has occurred that requires the preparation of a Uniform Offense Report investigation. In investigations where the Complainant is also the Victim, dual entry of the name is not necessary within the report. It is preferred that the person be entered into the Uniform Offense Report as the Victim. They can be identified as the Complainant in the Narrative portions of the report.
Completed	An offense report status achieved when an officer has entered all information for a report and editing is finished. The program asks the officer if the report is complete. If the officer answers yes, the report is marked complete and a mail message is sent to a supervisor mail group, ESP UOR REVIEW, notifying the supervisor that this report is ready for his/her review.
Courtesy Violation	VA FORM 10-6160
Crime Category	Thirteen major crime classifications as determined by the VA police program authorities. All offenses reported fall within one of these categories. No additional categories are to be added at the local facility.
Crime Sub Type	Subcategories of specific criminal activities which fall under Crime Types.
Crime Type	Subcategorization of criminal activity falling under the thirteen crime categories. These crime types have been identified by the VA Police program authorities and no additional crime types are to be added at the field station level.
Disposition Code	Offense or violation disposition. Descriptive of resolution of recorded offenses and issued violation notices. Some apply only to offenses and others only to violation notices. These codes are screened so that only appropriate choices can be made.

Dual Entry of Names	When an individual's name and personal data can be placed in more than one name field within the Uniform Offense Report (i.e., Complainant & Victim; Victim & Witness; or Complainant, Victim & Witness). It is not necessary to enter the individual in multiple name fields within the Uniform Offense Report. Enter the name in the report in its highest priority and identify other involvement within the narrative portions of the report. In situations where multiple involvement occurs, the priority of involvement should be: <div style="margin-left: 40px;">Victim Complainant Witness</div>
Investigative Detention (Stop)	When knowledge of specific facts leads a police officer to reasonably suspect that a person is involved in criminal activity, he can stop and briefly detain the person for questioning even though probable cause does not yet exist for an arrest. A detention on less than probable cause should be brief, and unless mitigating circumstances are present, generally limited to fifteen minutes or less.
Key	A security code that is assigned to individual users that allows access to options.
Master Name	A name in the ESP MASTER NAME INDEX file (#910).
Master Name Index	A central file containing the names of all individuals in the police records.
NCIC	National Crime Information Center
Offender	The person who has been identified as being responsible for the commission of a crime or other incident recorded in a Uniform Offense Report.
Offense Code	Criminal offenses. Offenses contained within VA Regulations 1.218, United State Code, Titles 18 and 21.

Open	An offense report status when the case is still being investigated. A report must be open to be edited.
Quick Name Check	A lookup for a selected person's name in multiple files. It reports all files which contain the selected person and allows immediate inquiry to a record.
Reopened	An offense report status. If for some reason the report needs to be edited after it was closed, it must be reopened by an officer holding the ESP SUPERVISOR security key.
Selectables	A file containing makes and colors that can be selected for fields such as vehicle color and eye color. Selections are screened so that you cannot choose RED as an eye color. The appropriate selections are based on the NCIC codes.
Sensitive	An offense report or evidence entry status so that only persons holding the ESP CHIEF security key can have access to this report.
Soundex	SOUNDEX prevents duplicate entry of names. The last name and first three characters of the first are used to find sound alike.
Uniform Crime Report (UOR)	A record of crime and misconduct, incidents, property, and traffic infractions at a VA facility for a specific time period.
UOR #	The date/time received in a different format. UOR#=the last digit of the year, 2 digit month, 2 digit day, and military time. Example: 3/12/93@12:00 UOR# =303121200. This is often displayed as 3-03-12-1200.
USDCVN	United States District Court Violation Notice
VA Tag ID	An ID in ESP POLICE REGISTRATION LOG file (#910.2). For vehicles, enter the VA Decal number. This file also may contain other registrations so this field is free text 3-30 characters so that an appropriate VA ID can be entered.

Victim	The individual, company, or agency that has been determined to have been injured or wronged by the action or incident requiring the preparation of the Uniform Offense Report.
Want	An official notification indicating that a law enforcement agency has reason to make contact with a specific individual.
Warrant	A legal court document issued against an individual, normally requiring the individual to be taken into custody and/or requiring the individual to post some type of monetary security bond.
Witness	An individual that has observed some action or possesses information pertinent to the event or action being recorded by the Uniform Offense Report. If this person has already been identified as the Complainant or Victim, it is not necessary to make a dual entry of the name. If the person is an assisting police officer, identify that individual's participation in the investigation in the Narrative portions of the Uniform Offense Report.
Workload Report	A report of officer activity summary based on entries in the ESP ACTIVITY REPORT file(#910.1).

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