



**Police & Security V. 1.0**

**User Manual**

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Department of Veterans Affairs  
Office of Enterprise Development  
Management & Financial Systems



# Revision History

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2/2/05	Added documentation for the Facility Reports and Options Menu to the Police Chief Menu		REDACTED
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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.

**Facility Reports and Options Module**

This module holds all the specialized options for facility reports.

**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 Online

The Police & Security User Manual is provided in an Adobe Acrobat PDF (portable document format) file. The Acrobat Reader is used to view the document. 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 bookmarks listing 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.



# 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.

## Menu Distribution

# Police Chief Menu

## 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

## Facility Reports and Options Menu

- Case Assignment Reg-All by Facility
- Case Assignment Register/Fac-Open
- Generate Crime Stat by Facility
- Print Facility Crime Report
- Delete Facility Crime Statistics

## Package Management

- Activity Code Add/Edit
- Disposition Code Add/Edit
- Master Name Add/Edit
- Offense Code Add/Edit
- Police Officer Add/Edit
- Police Records Information
  - Inquire to Police Files
  - Print from Police Files
- Selectables Add/Edit

## Quick Name Check

## Criminal Statute Info

- Criminal Statute Lookup
- Print Criminal Statute List

## 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
- 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

## 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.

## 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: PSOFFICER,ONE
  ACTIVITY: CLOSE JOURNAL
  ENTRY SUMMARY:
    1>Watch B, off duty, master keys present, Journal closed.
    2><RET>
EDIT Option: <RET>
Select TIME: <RET>
```

## 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:
PSPATROLLER, ONE
PSPATROLLER, TWO
PSPATROLLER, THREE
```

```
Select OFFICER: PSPATROLLER, ONE
ARE YOU ADDING 'PSPATROLLER, ONE' 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: PSPATROLLER, TWO
ARE YOU ADDING 'PSPATROLLER, TWO' 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: PSPATROLLER, THREE
ARE YOU ADDING 'PSPATROLLER, THREE' AS A NEW OFFICER (THE 1ST FOR THIS
WATCH)? Y (YES)
Select OFFICER: <RET>
```

**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: PSPATROLLER,ONE

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: PSPATROLLER,ONE

ACTIVITY: BUILDING CHECKS

ENTRY SUMMARY:

1>Patrol check of Bldg 11, all secure.

2><RET>

EDIT Option: <RET>

**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.

## **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.

### **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.

### **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.

### **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.

**Evidence/Property Menu**  
***Print All Evidence/Property Records***

This option allows the user to print a list of all Evidence/Property Custody Records within the file or just those for a specific time period. The print will display all records regardless of their status. The report should be printed at 132 col. format.

ALL EVIDENCE RECORDS				FEB 12, 1993 09:13		PAGE 1	
RECORD NUMBER	DATE/TIME	OBTAINED	ITEM NAME	REASON OBTAINED	OWNER	FINAL DISPOSITION	RECORD STATUS
92-030	JAN 3, 1993	0030	BEER	EVIDENCE	PSOWNER, ONE.	DESTROYED	CLOSED
92-035	FEB 1, 1993	0730	KNIFE	SAFEKEEPING	PSOWNER, TWO	PENDING	OPEN

**Evidence/Property Menu**  
***Print Open Evidence/Property Records***

This option allows police staff to print a list of Evidence/Property Custody Records with a record status of OPEN.

OPEN EVIDENCE RECORDS				FEB 12, 1993 09:13		PAGE 1	
RECORD NUMBER	DATE/TIME	OBTAINED	ITEM NAME	REASON OBTAINED	OWNER	FINAL DISPOSITION	RECORD STATUS
92-035	FEB 1, 1993	0730	KNIFE	SAFEKEEPING	PSOWNER, ONE	PENDING	OPEN
93-002	MAR 7, 1993	1630	ITEM 1	FOUND	PSOWNER, TWO	PENDING	OPEN

## **Facility Reports and Options Menu**

This module holds all the specialized options for facility reports. These include the following options.

Case Assignment Register - All by Facility  
Case Assignment Register - Facility Open  
Generate Crime Statistics by Facility  
Print Facility Crime Report  
Delete Facility Crime Statistics

### **Facility Reports and Options Menu**

#### ***Case Assignment Reg-All by Facility***

This option allows you to print a Case Assignment Register for one/many/all facilities, by a date/time of offense date range, based upon data already entered for the Uniform Offense Reports.

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

### **Facility Reports and Options Menu**

#### ***Case Assignment Register/Fac-Open***

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

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

**Facility Reports and Options Menu**  
***Generate Crime Stat by Facility***

This option allows you to generate a Uniform Crime Report for a specific time period by facility.

When entering the date range, add one day to the Ending Date to get the full report. For example to obtain the report for the month of January enter “1-1-05” to “2-1-05”. This date range would include all statistical data between 1-1-05 and 1-31-05.

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

**Facility Reports and Options Menu**  
***Print Facility Crime Report***

This option allows you to print a crime report for a specific time period and facility. You must first run the Generate Crime Stat by Facility option before you can print a crime report.

Once a Uniform Crime Report is generated, it is retained. If you are unsure whether the report has already been generated, you can enter a question mark (?) at the first prompt of this option to see a list of all generated crime reports.

**Facility Reports and Options Menu**  
***Delete Facility Crime Statistics***

This option allows you to delete facility crime reports for a specific time period. You will be prompted for a beginning date and confirmation that you are sure you want to delete the selected statistics.

## 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.

## 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>
```

**Package Management Menu**  
**Activity Code Add/Edit**

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>**

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>**

**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

**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.

## 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>
```

## **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.

**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: PSEMPLOYEE,ONE      666456789      07-04-72
EMPLOYEE
ANOTHER ONE: <RET>
STANDARD CAPTIONED OUTPUT? YES// <RET>
DISPLAY COMPUTED FIELDS? NO// <RET>
```

```
NAME: PSEMPLOYEE,ONE          SOCIAL SECURITY NUMBER: 666456789
DOB: JUL  4, 1972             CATEGORY: EMPLOYEE
```

**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>
```



## 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
```

## 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).

## 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.

## 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.
```

**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.		
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.		

**Criminal Statute Info Menu**  
***Print Criminal Statute List***

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.		

**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).		

**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.		

**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 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.

**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>		





**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.







**Criminal Statute Info Menu**

***Print Criminal Statute List***

DISTRIBUTION TO <AGE 21

21 USC

845

(a) Any person at least eighteen years of age who violates section 841(a) (1) of this title by distributing a controlled substance to a person under twenty-one years of age is (except as provided in subsection (b) of this section) punishable by (1) a term of imprisonment, or a fine, or both, up to twice that authorized by section 841 (b) of this title and (2) at least twice any special parole term authorized by section 841 (b) of this title, for a first offense involving the same controlled substance and schedule.

## **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.

### **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.

### **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.

### **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.

### **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.

### **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.

## **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.

## **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.

## **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.

### **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.

### **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.

**Offense Reports Menu**

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

**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	OFFICER ASSIGNED	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	

**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 ASSIGNED	OFFENDER	VICTIM	DOLLAR LOSS	DOLLAR RECOVERED	CASE STATUS	REPORT STATUS	FOLLOW-UP OFFICER
210161541	THEFTS	BROWN			2000	0	OPEN	COMPLETE	
210191557	THEFTS	GREEN			2000		OPEN	COMPLETE	

**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.

## **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).

## **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.

## **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.

## **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.



**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.

**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.

**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	PSOFFENDER, ONE	VISITOR	PSONE	NOV 13,1992 11:01	BLDG 361
211150800	ASSAULT	PSOFFENDER, TWO	EMPLOYEE	PSTEN	NOV 15,1992 08:34	CANTEEN

**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).

**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: <PSSUPERVISOR,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)//

## **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: <PSOFFICER,ONE>  in 'IN' basket.    Page 1
```

---

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

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

## 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 REDACTED** via REDACTED

And send to: **<RET>**

## Uniform Offense Report Worksheet

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

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

COMPLAINANT NAME:	STATUS:
HOME ADDRESS:	HOME PHONE:
WORK ADDRESS:	WORK PHONE:

## 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:			

## 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:

**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>

## Uniform Offense Report Worksheet

Uniform Offense Report Worksheet UOR # \_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_ Page 5

**NARRATIVE (Continued)**

**INVESTIGATION:**

---

**DISPOSITION:**

## 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

## 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

## 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.

## 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	PSOWNER, ONE	PATHOLOGY	81902		
0121	RED	PSOWNER, TWO	RADIOLOGY	81902	YES	

**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	PSOWNER, FOUR	SUPPLY	111	YES
1000	GREEN	PSOWNER, FIVE	ENGINEER	123	YES

**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.



**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: PSPERSON, ONE DATE ASSIGNED: MAR 1, 1992  
REGISTRATION TYPE: VEHICLE STATE: MARYLAND  
LICENSE TAG NUMBER: ABC 123 VEHICLE MAKE: FORD VEHICLE MODEL: ESCORT  
VEHICLE MAKE: FORD VEHICLE COLOR: MAROON  
VEHICLE STYLE: 4 DOOR CAR POOL MEMBER: YES  
YEAR OF MANUFACTURE: 1987

**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 TAG NUMBER	VEHICLE MAKE	MODEL	STYLE	COLOR	YEAR
456	PSOWNER, ONE	VOLUNTEER	123TAG	FORD	F100	TRUCK	RED	1908
456	PSOWNER, TWO	EMPLOYEE	TAG869	OLDSMOBILE	DELTA 88	4 DOOR	BEIGE	1984

## **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.

### **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.

### **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.

**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: PSOFFICER, ONE  
LOCATION: AVENUE K AND 9TH STREET  
OFFENSE DESCRIPTION: REALLY MOVING ALONG.  
OFFENDER: PSOFFENDER, ONE  
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

**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: PSOFFICER, ONE  
LOCATION: AVENUE K AND 9TH STREET  
OFFENSE DESCRIPTION: ACTING SUSPICIOUS.  
OFFENDER: PSOFFENDER, TEN  
DRIVER'S LICENSE #: 222338383 STATE: MASSACHUSETTS  
  
HOME ADDRESS: 137 OLD HOME PLACE  
BOX 234  
ANYWHERE, MASSACHUSETTS 23478  
HOME PHONE: 530-555-1897  
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:

**Violations Menu**

***Update Violation Notice Entry***

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

**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	OFFENDER	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	

**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
		TICKET	VIOLATION			ISSUING
DATE/TIME OF OFFENSE	TYPE	NUMBER	OFFENSE CHARGED	OFFENDER	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

**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		

**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	
DATE/TIME OF OFFENSE	TICKET TYPE	VIOLATION NUMBER	OFFENSE CHARGED	OFFENDER	ISSUING 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		

## **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.

**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: PSPATIENT,ONE 666456789 04-03-47 PATIENT
ARE YOU ADDING 'PSPATIENT,ONE' AS
A NEW ESP WANTS & WARRANTS (THE 6TH)? Y (YES)
NAME: PSPATIENT,ONE// <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: PSEMPLOYEE
  1 PSEMPLOYEE,ONE 000987234 02-07-55 EMPLOYEE
  2 PSEMPLOYEE,TWO 666000111 07-04-72 EMPLOYEE
CHOOSE 1-2: 2
REVIEWED BY: PSEMPLOYEE,TWO 666000111 07-04-72 EMPLOYEE
REVIEW DATE: T (FEB 01, 1993)
ADMISSION DATE: T (FEB 01, 1993)
WARD: 1H
Select CHARGES: <RET>
Select NOTIFY PERSON: PSPROVIDER,ONE
ARE YOU ADDING 'PSPROVIDER,ONE' 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>
```

**Wants & Warrants 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: PSPATIENT,ONE ISSUE DATE: JAN 30, 1993  
UOR NUMBER: 302251030 ACTION: DETAIN  
DETAINER STATUS: ACTIVE WARRANT TYPE: HEARING OFFICER COMMITTED  
ISSUING AGENCY: WELCH STATE HOSPITAL  
WARRANT #: 103239 WARRANT DATE: JAN 30, 1993  
REPORTING OFFICER: PSEMPLOYEE,ONE REVIEWED BY: PSEMPLOYEE,TWO  
REVIEW DATE: FEB 1, 1993 ADMISSION DATE: FEB 1, 1993  
WARD: PSYCH  
NOTIFY PERSON: PSPROVIDER,ONE  
REMARKS (CAUTION): PATIENT IS CONSIDERED TO BE SUICIDAL AND HAS EXPRESSED  
DESIRE TO CAUSE INJURY TO MEMBERS OF HIS FAMILY.

**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

**Wants & Warrants 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:  PSPATIENT, ONE           DOB: FEB 29, 1952   :      000456789
RACE:  CAUCASIAN              HEIGHT:  5-11      WEIGHT:  185
EYES:  BLUE    HAIR:  BROWN    SCARS/MARKS:  4 fingers on left hand
AKA:  WILD BILL               CATEGORY:  PATIENT

NAME:  PSEMPLOYEE, ONE        DOB: SEP  1, 1900  SSN:      000876789
RACE:  CAUCASIAN              HEIGHT:  5-11      WEIGHT:  185
EYES:  HAZEL   HAIR:  BROWN    SCARS/MARKS:  4 fingers on left hand
AKA:  WINO                    CATEGORY:  EMPLOYEE
    
```

**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
                                     DETAINER
NAME                                ACTION    STATUS    WARRANT TYPE    REVIEW
-----
PSPATIENT, ONE                     DETAIN   ACTIVE   HEARING OFFICER  JAN 11, 1993
PSPATIENT, TWO                     ARREST  ACTIVE   STATE WARRANT    JAN  7, 1993
    
```

## **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 their medical center. This can be accomplished by using the Activity Code Add/Edit option in the Package Management 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>
```

**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.

## 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 Supervisor Menu

- 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
- Uniform Offense Report Worksheet
- Uniform Crime Classification Breakdown

## 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>
```

## 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.		

**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.		

**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).		

## 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.		

## 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 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.



**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

641

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.



**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.

## 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.





## 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.

## 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: PSPATROLLER,ONE
  ACTIVITY: CLOSE JOURNAL
  ENTRY SUMMARY:
  1>Watch B, off duty, master keys present, Journal closed.
  2><RET>
EDIT Option: <RET>
Select TIME: <RET>
```

## 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 OFFICER: PSPATROLLER,ONE
ARE YOU ADDING 'PSPATROLLER,ONE' 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: PSPATROLLER,TWO
ARE YOU ADDING 'PSPATROLLER,TWO' 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: PSPATROLLER,THREE
ARE YOU ADDING 'PSPATROLLER,THREE' AS A NEW OFFICER (THE 1ST FOR THIS
WATCH)? Y (YES)
Select OFFICER: <RET>
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: PSPATROLLER,ONE
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: PSPATROLLER,ONE
ACTIVITY: BUILDING CHECKS
ENTRY SUMMARY:
1>Patrol check of Bldg 11, all secure.
2><RET>
EDIT Option: <RET>
```

**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.

**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.

**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: PSPATIENT,ONE	ISSUE DATE: JAN 30, 1993
UOR NUMBER: 302251030	ACTION: DETAIN
DETAINER STATUS: ACTIVE	WARRANT TYPE: HEARING OFFICER COMMITTED
ISSUING AGENCY: WELCH STATE HOSPITAL	
WARRANT #: 103239	WARRANT DATE: JAN 30, 1993
REPORTING OFFICER: PSEMPLOYEE,ONE	REVIEWED BY: PSEMPLOYEE,TWO
REVIEW DATE: FEB 1, 1993	ADMISSION DATE: FEB 1, 1993
WARD: PSYCH	
NOTIFY PERSON: PSPROVIDER,ONE	
REMARKS (CAUTION): PATIENT IS CONSIDERED TO BE SUICIDAL AND HAS EXPRESSED DESIRE TO CAUSE INJURY TO MEMBERS OF HIS FAMILY.	

## **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).

## **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.

## **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.

**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.

**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: <PSOFFICER,ONE> in 'IN' basket.    Page 1
```

---

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

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

## 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:	PSPATIENT, ONE	DOB:	FEB 29, 1952	SSN:	000456789
RACE:	CAUCASIAN	HEIGHT:	5-11	WEIGHT:	185
EYES:	BLUE	HAIR:	BROWN	SCARS/MARKS:	4 fingers on left hand
AKA:	WILD BILL	CATEGORY:	PATIENT		

NAME:	PSEMPLOYEE, ONE	DOB:	SEP 1, 1900	SSN:	000876789
RACE:	CAUCASIAN	HEIGHT:	5-11	WEIGHT:	185
EYES:	HAZEL	HAIR:	BROWN	SCARS/MARKS:	4 fingers on left hand
AKA:	WINO	CATEGORY:	EMPLOYEE		

## 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).

## 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.

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

**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	PSOWNER, FOUR	SUPPLY	111	YES
1000	GREEN	PSOWNER, FIVE	ENGINEER	123	YES

**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.



**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: PSPERSON, ONE DATE ASSIGNED: MAR 1, 1992
REGISTRATION TYPE: VEHICLE STATE: MARYLAND
LICENSE TAG NUMBER: ABC 123 VEHICLE MAKE: FORD
VEHICLE MAKE: FORD VEHICLE MODEL: ESCORT
VEHICLE STYLE: 4 DOOR VEHICLE COLOR: MAROON
YEAR OF MANUFACTURE: 1987 CAR POOL MEMBER: YES
```

**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 TAG 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
```

## Uniform Offense Report Worksheet

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

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

COMPLAINANT NAME:	STATUS:
HOME ADDRESS:	HOME PHONE:
WORK ADDRESS:	WORK PHONE:

## 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:			

## 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:

# 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>

## Uniform Offense Report Worksheet

Uniform Offense Report Worksheet UOR # \_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_ Page 5

**NARRATIVE (Continued)**

**INVESTIGATION:**

---

**DISPOSITION:**

## 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

## Uniform Crime Classification Breakdown

### Robbery

- Armed Robbery
  - \$100 & Above
  - <\$100
- Strong-Armed Robbery
  - \$100 & Above
  - <\$100
- Drugs Only
  - Total \$ Loss
  - Total \$ Recovered

### 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

### Vandalism

#### Vice Soliciting

- Bribery
- Forgery
- Fraud
- Gambling
- Solicitation/Prostitution
- Sexual Misconduct

# 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
- 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

## 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

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 cannot 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.

## Glossary

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 <b>no</b> 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:  Victim Complainant Witness
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.

## Glossary

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 alikes.
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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Print All Evidence/Property Records  
Print Any Follow-Up Note  
Print Any Offense Report  
Print Crime Report  
Print Criminal Statute List  
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