Police & Security V. 1.0

User Manual

March 1994

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

Initiated on 11/15/04

<table>
<thead>
<tr>
<th>Date</th>
<th>Description (Patch # if applic.)</th>
<th>Project Manager</th>
<th>Technical Writer</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/15/04</td>
<td>Manual updated to comply with SOP 192-352 Displaying Sensitive Data</td>
<td>Lyn Litwa</td>
<td>Corinne Bailey</td>
</tr>
<tr>
<td>2/2/05</td>
<td>Added documentation for the Facility Reports and Options Menu to the Police Chief Menu</td>
<td></td>
<td>Corinne Bailey</td>
</tr>
</tbody>
</table>
Table of Contents

Introduction ........................................................................................................................................ 1
Orientation ......................................................................................................................................... 5
Package Management ...................................................................................................................... 5
Menu Distribution ............................................................................................................................ 7
Police Chief Menu ............................................................................................................................. 9
  Daily Operations Journal Menu .................................................................................................... 12
    Add a Journal Entry ..................................................................................................................... 12
    Create a Daily Journal ................................................................................................................. 13
    Print Daily Journal ..................................................................................................................... 15
Evidence/Property Menu ............................................................................................................... 16
  Create/Edit Evidence/Property Record ....................................................................................... 16
  Lookup Evidence/Property Record ............................................................................................... 16
  Make Evidence Sensitive ............................................................................................................... 16
  Print All Evidence/Property Records ......................................................................................... 17
  Print Open Evidence/Property Records ....................................................................................... 17
Facility Reports and Options Menu .............................................................................................. 18
  Case Assignment Reg-All by Facility ............................................................................................ 18
  Case Assignment Register/Fac-Open ............................................................................................ 18
  Generate Crime Stat by Facility .................................................................................................... 19
  Print Facility Crime Report .......................................................................................................... 19
  Delete Facility Crime Statistics .................................................................................................... 19
Package Management Menu ......................................................................................................... 20
  Activity Code Add/Edit ............................................................................................................... 20
  Disposition Code Add/Edit .......................................................................................................... 22
  Master Name Add/Edit ................................................................................................................. 22
  Offense Code Add/Edit ............................................................................................................... 23
  Police Officer Add/Edit ............................................................................................................... 24
  Police Records Information ......................................................................................................... 25
    Inquire to Police Files ............................................................................................................... 25
    Print from Police Files ............................................................................................................. 25
  Selectables Add/Edit .................................................................................................................... 27
Quick Name Check ........................................................................................................................ 28
Criminal Statute Info Menu .......................................................................................................... 29
  Criminal Statute Lookup ............................................................................................................. 29
  Print Criminal Statute List .......................................................................................................... 30
Training Records Menu ................................................................................................................. 43
  All Officers Record Print ............................................................................................................. 43
  Create/Edit Training Record ....................................................................................................... 43
  Individual Officer Record Print .................................................................................................... 43
  Print Training Record by Selections ............................................................................................. 44
  Select Type of Training Print ....................................................................................................... 44
<table>
<thead>
<tr>
<th>Menu</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Uniform Crime Reports Menu</strong></td>
<td>.45</td>
</tr>
<tr>
<td>Generate Crime Statistics</td>
<td>.45</td>
</tr>
<tr>
<td>Print Crime Report</td>
<td>.45</td>
</tr>
<tr>
<td>Transmit A Crime Report</td>
<td>.46</td>
</tr>
<tr>
<td>Delete Crime Statistics</td>
<td>.46</td>
</tr>
<tr>
<td><strong>Offense Reports Menu</strong></td>
<td>.47</td>
</tr>
<tr>
<td>Case Assignment Register - All</td>
<td>.47</td>
</tr>
<tr>
<td>Case Assignment Register - Open</td>
<td>.47</td>
</tr>
<tr>
<td>Close an Offense Report</td>
<td>.47</td>
</tr>
<tr>
<td>Create Offense Report</td>
<td>.48</td>
</tr>
<tr>
<td>Delete Offense Report</td>
<td>.48</td>
</tr>
<tr>
<td>Edit a Completed Offense Report</td>
<td>.48</td>
</tr>
<tr>
<td>Follow-Up Offense Reports</td>
<td>.48</td>
</tr>
<tr>
<td>Follow-Up Entry Add/Edit</td>
<td>.48</td>
</tr>
<tr>
<td>Print Any Follow-Up Note</td>
<td>.49</td>
</tr>
<tr>
<td>Missing Patient Reports</td>
<td>.49</td>
</tr>
<tr>
<td>Missing Patient Report - All Cases</td>
<td>.49</td>
</tr>
<tr>
<td>Missing Patient Report – Open Cases</td>
<td>.49</td>
</tr>
<tr>
<td>Make a Report Sensitive</td>
<td>.50</td>
</tr>
<tr>
<td>Open a Closed Offense Report</td>
<td>.50</td>
</tr>
<tr>
<td>Offense Match Report</td>
<td>.50</td>
</tr>
<tr>
<td>Print Any Offense Report</td>
<td>.51</td>
</tr>
<tr>
<td>Review Completed Offense Report</td>
<td>.51</td>
</tr>
<tr>
<td>Resume an Offense Report Entry</td>
<td>.52</td>
</tr>
<tr>
<td>Transmit an Offense Report</td>
<td>.53</td>
</tr>
<tr>
<td><strong>Uniform Offense Report Worksheet</strong></td>
<td>.54</td>
</tr>
<tr>
<td><strong>Uniform Crime Classification Breakdown</strong></td>
<td>.59</td>
</tr>
<tr>
<td><strong>Vehicle Registrations Menu</strong></td>
<td>.61</td>
</tr>
<tr>
<td>Car Pool Lists</td>
<td>.61</td>
</tr>
<tr>
<td>Car Pool Availability List</td>
<td>.61</td>
</tr>
<tr>
<td>Assigned Car Pool Spaces</td>
<td>.62</td>
</tr>
<tr>
<td>Create/Edit Vehicle Registration</td>
<td>.62</td>
</tr>
<tr>
<td>Identify Unknown Vehicle</td>
<td>.63</td>
</tr>
<tr>
<td>Lookup Vehicle Registration</td>
<td>.64</td>
</tr>
<tr>
<td>Print Vehicle Registration Log</td>
<td>.64</td>
</tr>
<tr>
<td><strong>Violations Menu</strong></td>
<td>.65</td>
</tr>
<tr>
<td>Create Courtesy Violation Notice Entry</td>
<td>.65</td>
</tr>
<tr>
<td>Create Violation Notice Entry</td>
<td>.65</td>
</tr>
<tr>
<td>Print a Violation by Name</td>
<td>.66</td>
</tr>
<tr>
<td>Print a U.S.D.C. Violation by #</td>
<td>.67</td>
</tr>
<tr>
<td>Update Violation Notice Entry</td>
<td>.67</td>
</tr>
<tr>
<td>Violations Issued by Officer</td>
<td>.68</td>
</tr>
<tr>
<td>Violation Match Report</td>
<td>.68</td>
</tr>
<tr>
<td>Violation Notices Issued Report</td>
<td>.69</td>
</tr>
<tr>
<td>Warnings and Violations Issued Report</td>
<td>.69</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>--------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Wants &amp; Warrants Menu</td>
<td>70</td>
</tr>
<tr>
<td>Create/Edit Wants &amp; Warrants Record</td>
<td>71</td>
</tr>
<tr>
<td>Lookup Wants &amp; Warrants Record</td>
<td>72</td>
</tr>
<tr>
<td>Print Active Wants &amp; Warrants</td>
<td>72</td>
</tr>
<tr>
<td>Personal Descriptor Lookup</td>
<td>73</td>
</tr>
<tr>
<td>Print Wants &amp; Warrants Records</td>
<td>73</td>
</tr>
<tr>
<td>Daily Activity Module</td>
<td>74</td>
</tr>
<tr>
<td>Create/Add Daily Activity Entry</td>
<td>75</td>
</tr>
<tr>
<td>Print Workload Report</td>
<td>75</td>
</tr>
<tr>
<td>Police Supervisor Menu</td>
<td>77</td>
</tr>
<tr>
<td>Police Officer Menu</td>
<td>79</td>
</tr>
<tr>
<td>Create/Add Daily Activity Entry</td>
<td>80</td>
</tr>
<tr>
<td>Criminal Statute Lookup</td>
<td>81</td>
</tr>
<tr>
<td>Daily Operations Journal Menu</td>
<td>93</td>
</tr>
<tr>
<td>Add a Journal Entry</td>
<td>93</td>
</tr>
<tr>
<td>Create a Daily Journal</td>
<td>94</td>
</tr>
<tr>
<td>Print Daily Journal</td>
<td>95</td>
</tr>
<tr>
<td>Lookup Evidence/Property Record</td>
<td>95</td>
</tr>
<tr>
<td>Lookup Wants &amp; Warrants Record</td>
<td>95</td>
</tr>
<tr>
<td>Offense Report Options</td>
<td>96</td>
</tr>
<tr>
<td>Create Offense Report</td>
<td>96</td>
</tr>
<tr>
<td>Edit Offense Report</td>
<td>96</td>
</tr>
<tr>
<td>Follow-Up Officer Notes</td>
<td>96</td>
</tr>
<tr>
<td>Add/Edit Officer Follow-Up Notes</td>
<td>96</td>
</tr>
<tr>
<td>Print Officer Follow-Up Notes</td>
<td>97</td>
</tr>
<tr>
<td>Resume an Offense Report Entry</td>
<td>97</td>
</tr>
<tr>
<td>Personal Descriptor Lookup</td>
<td>98</td>
</tr>
<tr>
<td>Quick Name Check</td>
<td>99</td>
</tr>
<tr>
<td>Vehicle Registrations Menu</td>
<td>100</td>
</tr>
<tr>
<td>Car Pool Lists</td>
<td>100</td>
</tr>
<tr>
<td>Car Pool Availability List</td>
<td>100</td>
</tr>
<tr>
<td>Assigned Car Pool Spaces</td>
<td>101</td>
</tr>
<tr>
<td>Create/Edit Vehicle Registration</td>
<td>101</td>
</tr>
<tr>
<td>Identify Unknown Vehicle</td>
<td>102</td>
</tr>
<tr>
<td>Lookup Vehicle Registration</td>
<td>103</td>
</tr>
<tr>
<td>Print Vehicle Registration Log</td>
<td>103</td>
</tr>
<tr>
<td>Uniform Offense Report Worksheet</td>
<td>104</td>
</tr>
<tr>
<td>Uniform Crime Classification Breakdown</td>
<td>109</td>
</tr>
<tr>
<td>Police Clerical Menu</td>
<td>111</td>
</tr>
<tr>
<td>Glossary</td>
<td>113</td>
</tr>
<tr>
<td>Option Index</td>
<td>119</td>
</tr>
</tbody>
</table>
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.
Introduction

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.
Introduction

**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
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.

<table>
<thead>
<tr>
<th>Record</th>
<th>Date/Time Obtained</th>
<th>Item Name Obtained</th>
<th>Reason</th>
<th>Owner</th>
<th>Final Disposition</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>92-030</td>
<td>Jan 3, 1993 0030 AM</td>
<td>Beer</td>
<td>Evidence</td>
<td>Owner, One</td>
<td>Destroyed</td>
<td>Closed</td>
</tr>
<tr>
<td>92-035</td>
<td>Feb 1, 1993 0730 AM</td>
<td>Knife</td>
<td>Safekeeping</td>
<td>Owner, Two</td>
<td>Pending</td>
<td>Open</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Record</th>
<th>Date/Time Obtained</th>
<th>Item Name Obtained</th>
<th>Reason</th>
<th>Owner</th>
<th>Final Disposition</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>92-035</td>
<td>Feb 1, 1993 0730 AM</td>
<td>Knife</td>
<td>Safekeeping</td>
<td>Owner, One</td>
<td>Pending</td>
<td>Open</td>
</tr>
<tr>
<td>93-002</td>
<td>Mar 7, 1993 1630 PM</td>
<td>Item 1</td>
<td>Found</td>
<td>Owner, Two</td>
<td>Pending</td>
<td>Open</td>
</tr>
</tbody>
</table>
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.
Police Chief Menu

Package Management Menu

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

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

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>
Police Chief Menu

Package Management Menu

Police Officer Add/Edit

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

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

**Do not delete** the individual’s name or badge number from the record.
Police 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

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>
### ESP EVIDENCE LIST

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

WANT OR WARRANT 1801 A
1801 = Warrant or document number
A = Active  I = inactive

EVIDENCE RECORD NUMBER 93-011 C
93-011 = Evidence Record Number
C = Closed  O = Open

MASTER NAME INDEX RECORD
Contains basic demographic data on each person entered into any DVA police record (i.e., name, date of birth, home address).
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 online 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.
The Print Criminal Statue 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 Statue 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.
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).
INTRODUCTION OF FIREARMS 1.218(b) VA REG 38
Introduction or possession of explosives, or explosive devices which fire a projectile, ammunition, or combustibles.

POSESSION 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.
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 proprietal. As a general rule, where the U.S. government has only proprietal 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.

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

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

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

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

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

SIMPLE ASSAULT 18 USC 113(E)
Simple assault, by fine of not more than $300 or imprisonment for not more than three months, or both.
SERIOUS ASSAULT 18 USC 113(F)
Assault resulting in serious bodily injury, by fine of not more than $10,000 or imprisonment for not more than ten years, or both.

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

CIVIL DISORDER 18 USC 231
(a)(1) Whoever teaches or demonstrates to any other person the use, application, or making of any firearm or explosive or incendiary device or technique capable of causing injury or death to persons, knowing or having reason to know or intending that the same will be unlawfully employed for use in, or in furtherance of a civil disorder which may in any way or degree obstruct, delay or adversely affect commerce or the movement of any article or commodity in commerce or the conduct or performance of any federally protected function; or (3) Whoever commits or attempts to commit any act to obstruct, impede, or interfere with any fireman or law enforcement officer lawfully engaged in the lawful performance of his official duties incident to and during the commission of a civil disorder which in any way or degree obstructs, delays, or adversely affects commerce or the movement of any article or commodity in commerce or the conduct or performance of any federally protected function;--Shall be fined not more than $10,000 or imprisoned not more than five years, or both. (18 USC 232 - DEFINITIONS - The term "civil disorder" means any public disturbance involving acts of violence by assemblages of three or more persons, which causes an immediate danger of or results in damage or injury to the property or person of any other individual.

THEFT-GOVERNMENT PROPERTY 18 USC 641
Whoever embezzles, steals, purloins, or knowingly converts to his use or the use of another, or without authority, sells, conveys or disposes of any record, voucher, money, or thing of value of the United States or of any department or agency thereof, or any property made or being made under contract for the United States or any department or agency thereof, or whoever receives, conceals or retains the same with intent to convert it to his use or gain, knowing it to have been embezzled, stolen, purloined or converted--Shall be fined not more than $10,000 or imprisoned not more than ten years, or both; but if the value of such property does not exceed the sum of $100, he shall be fined not more than $1,000 or imprisoned not more than one year, or both. The word "value" means face, par or market value, or cost price, either wholesale or retail; whichever is greater.
THEFT-PERSONAL PROPERTY 18 USC 661
Whoever, within the special maritime and territorial jurisdiction of the United States, takes and carries away, with intent to steal or purloin, any personal property of another, shall be punished as follows: If the property taken is of a value exceeding $100, or is taken from the person of another, by a fine of not more than $5,000, or imprisonment for not more than five years, or both; in all other cases by a fine of not more than $1,000 or by imprisonment not more than one year, or both. If the property stolen consists of any evidence of debt, or other written instrument, the amount of money due thereon, or secured to be paid thereby and remaining unsatisfied, or which in any contingency might be collected thereon, or the value of the property the title to which is shown thereby, or the sum which might be recovered in the absence thereof, shall be the value of the property stolen.

RECEIVING STOLEN PROPERTY 18 USC 662
Whoever, within the special maritime and territorial jurisdiction of the United States, buys, receives, or conceals any money, goods, bank notes, or other thing which may be the subject of larceny, which has been feloniously taken, stolen, or embezzled, from any other person, knowing the same to have been so taken, stolen or embezzled, shall be fined not more than $1,000 or imprisoned not more than three years, or both; but if the amount or value of thing so taken, stolen or embezzled does not exceed $100, he shall be fined not more than $1,000 or imprisoned not more than one year, or both.

OFFICER PERMITTING ESCAPE 18 USC 755
Whoever, having in his custody any prisoner by virtue of process issued under the laws of the United States by any court, judge, or commissioner, voluntarily suffers such prisoner to escape, shall be fined not more than $2,000 or imprisoned not more than two years, or both; or if he negligently suffers such person to escape, he shall be fined not more than $500 or imprisoned not more than one year, or both.

FALSIFICATION OF STATEMENTS 18 USC 1001
Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by an trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain an false, fictitious or fraudulent statement or entry, shall be fined not more than $10,000 or imprisoned not more than five years, or both.
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.
**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.

**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.

SEXUAL ABUSE 18 USC 2242
Whoever, in the special maritime and territorial jurisdiction of the United
States or in a Federal prison, knowingly--
(1) causes another person to engage in a sexual act by threatening or
placing that other person in fear (other than by threatening or placing that
other person in fear that any person will be subjected to death, serious
bodily injury, or kidnapping); or
(2) engages in a sexual act with another person if that other person
is--
   (A) incapable of appraising the nature of the conduct; or
   (B) physically incapable of declining participation in, or
      communicating unwillingness to engage in, that sexual act; or attempts to do
so, shall be fined, under this title, imprisoned not more than 20 years, or
both.

ABUSIVE SEXUAL CONTACT 18 USC 2244
(a) Sexual conduct in circumstances where sexual acts are punished by this
chapter--Whoever, in the special maritime and territorial jurisdiction of the
United States or in a Federal prison, knowingly engages in or causes sexual
contact with or by another person, if so to do would violate--
(1) section 2241 of this title had the sexual contact been a sexual
act, shall be fined under this title, imprisoned not more than five years, or
both;

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

SEXUAL ACT DEFINITIONS 18 USC 2245
As used in this chapter--
(1) the term "sexual act" means--
   (A) contact between the penis and the vulva or the penis and the
      anus, and for purposes of this subparagraph contact involving the penis
      occurs upon penetration, however slight;
   (B) contact between the mouth and the penis, the mouth and the
      vulva, or the mouth and the anus; or
(C) the penetration, however slight, of the anal or genital opening of another by hand or finger or by any object, with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person; and

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

PROHIBITED ACTS A 21 USC 841
UNLAWFUL ACTS: (a) Except as authorized by this subchapter, it shall be unlawful for any person knowingly or intentionally----

(1) to manufacture, distribute, or dispense, or possess with intent to manufacture, distribute, or dispense, a controlled substance; or

(2) to create, distribute, or dispense, or possess with intent to distribute or dispense, a counterfeit substance.

(For detailed penalties, refer to 21 USC 841.)

PROHIBITED ACTS C 21 USC 843
UNLAWFUL ACTS: (a) It shall be unlawful for any person knowingly or intentionally----

(3) to acquire or obtain possession of a controlled substance by misrepresentation, fraud, forgery, deception, or subterfuge; (c) Any person who violates this section shall be sentenced to a term of imprisonment of not more than four years, a fine of not more than $30,000 or both, except that if any person commits such a violation after one or more prior convictions of him for violation of this section, or for a felony under any other provision of this subchapter or subchapter II of this chapter or other law of the United States relating to narcotic drugs, marijuana, or depressant or stimulant substances, have become final, such person shall be sentenced to a term of imprisonment of not more than eight years, a fine of not more than $60,000 or both.

POSSESS CONTROLLED SUBSTANCE 21 USC 844
(a) It shall be unlawful for any person knowingly or intentionally to possess a controlled substance unless such substance was obtained directly, or pursuant to a valid prescription or order, from a practitioner, while acting in the course of his professional practice, or except as otherwise authorized by this subchapter or subchapter II of this chapter. Any person who violates this subsection shall be sentenced to a term of imprisonment of not more than one year, a fine of not more than $5,000, or both, except that if he commits such offense after a prior conviction or convictions under this subsection have become final, he shall be sentenced to a term of imprisonment of no more than two years, a fine of not more than $10,000, or both.
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.
Police Chief Menu

Training Records Menu
Print Training Record by Selections

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

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.
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.

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.

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.

<table>
<thead>
<tr>
<th>CASE ASSIGNMENT REGISTER</th>
<th>FEB 9,1993 10:59</th>
<th>PAGE 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>UOR</td>
<td>CLASSIFICATION</td>
<td>ASSIGNED OFFENDER</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>210161541 THEFTS BROWN</td>
<td>2000</td>
<td>0</td>
</tr>
<tr>
<td>210191557 THEFTS GREEN</td>
<td>2000</td>
<td></td>
</tr>
</tbody>
</table>

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!

<table>
<thead>
<tr>
<th>CASE ASSIGNMENT REGISTER</th>
<th>FEB 9,1993 10:59</th>
<th>PAGE 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>UOR</td>
<td>CLASSIFICATION</td>
<td>ASSIGNED OFFENDER</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>210161541 THEFTS BROWN</td>
<td>2000</td>
<td>0</td>
</tr>
<tr>
<td>210191557 THEFTS GREEN</td>
<td>2000</td>
<td></td>
</tr>
</tbody>
</table>

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

Follow-Up Offense Reports
Print Any Follow-Up Note

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

Offense Reports Menu

Missing Patient Reports
Missing Patient Report - All Cases

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

MISSING PATIENT REACTION REPORT-ALL     SEP 24,1993 08:28 PAGE 1
CASE          UOR NUMBER    NAME      LOCATION       STATUS
-----------------------------------------------
         302251030  PSEmployee, ONE       WARD 2 SOUTH CLOSED
         305121100  PSEmployee, TWO       WARD 3 NORTH OPEN

Offense Reports Menu

Missing Patient Reports
Missing Patient Report – Open Cases

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

MISSING PATIENT REACTION REPORT-OPEN     SEP 24,1993 08:28 PAGE 1
CASE          UOR NUMBER    NAME       LOCATION       STATUS
-----------------------------------------------
         304230800  PSPatient, FOUR     WARD 3 NORTH OPEN
         305121247  P ATient, FIVE      WARD 2 SOUTH OPEN
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.

<table>
<thead>
<tr>
<th>UOR NUMBER</th>
<th>CLASSIFICATION</th>
<th>OFFENDER</th>
<th>STATUS</th>
<th>INVESTIGATOR OF OFFENSE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>211130857</td>
<td>ASSAULT</td>
<td>PSOFFENDER,ONE VISITOR</td>
<td>PSTONE</td>
<td>NOV 13,1992 11:01</td>
<td>BLDG 361</td>
</tr>
<tr>
<td>211150800</td>
<td>ASSAULT</td>
<td>PSOFFENDER,TWO EMPLOYEE</td>
<td>PSTEN</td>
<td>NOV 15,1992 08:34</td>
<td>CANTEEN</td>
</tr>
</tbody>
</table>
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 700093000006 302240830

Mail message is now being created.
COMPLETED.
Send mail to: G.POLICE AND SECURITY OSLE@FORUM.VA.GOV via DALLAS.VA.GOV
And send to: <RET>
Uniform Offense Report Worksheet

<table>
<thead>
<tr>
<th>DATE/TIME RECEIVED:</th>
<th>DATE/TIME OF OFFENSE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>VICTIM NAME:</th>
<th>STATUS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEX:</td>
<td>RACE</td>
</tr>
<tr>
<td>HOME ADDRESS:</td>
<td></td>
</tr>
<tr>
<td>WORK ADDRESS:</td>
<td></td>
</tr>
<tr>
<td>MEDICAL TREATMENT:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OFFENDER NAME:</th>
<th>STATUS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSN:</td>
<td>DOB:</td>
</tr>
<tr>
<td>HAIR COLOR</td>
<td>EYE COLOR</td>
</tr>
<tr>
<td>SEX:</td>
<td>RACE</td>
</tr>
<tr>
<td>HOME ADDRESS:</td>
<td></td>
</tr>
<tr>
<td>WORK ADDRESS:</td>
<td></td>
</tr>
<tr>
<td>PERSONAL DESCRIPTION:</td>
<td></td>
</tr>
<tr>
<td>Hat:</td>
<td>Coat:</td>
</tr>
<tr>
<td>OFFENSE COMMITTED:</td>
<td></td>
</tr>
<tr>
<td>DISPOSITION:</td>
<td></td>
</tr>
</tbody>
</table>
### Uniform Offense Report Worksheet

<table>
<thead>
<tr>
<th>WITNESS NAME:</th>
<th>STATUS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOME ADDRESS:</td>
<td>HOME PHONE:</td>
</tr>
<tr>
<td>WORK ADDRESS:</td>
<td>WORK PHONE:</td>
</tr>
</tbody>
</table>

### VEHICLE INFORMATION:

<table>
<thead>
<tr>
<th>LICENSE TAG:</th>
<th>STATE:</th>
<th>MAKE:</th>
<th>MODEL:</th>
</tr>
</thead>
<tbody>
<tr>
<td>STYLE:</td>
<td>COLOR:</td>
<td>DECAL #:</td>
<td>COLOR:</td>
</tr>
<tr>
<td>YEAR OF MANUFACTURE:</td>
<td>OWNER NAME:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PROPERTY (LOST)

<table>
<thead>
<tr>
<th>ITEM NAME:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESCRIPTION:</td>
</tr>
<tr>
<td>DOLLAR LOSS:</td>
</tr>
</tbody>
</table>
### Uniform Offense Report Worksheet

<table>
<thead>
<tr>
<th>WAS CIP WEAPON USED?</th>
<th>WAS POLICE BATON USED?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHER AGENCY NOTIFIED</th>
<th>U.S. ATTORNEY NOTIFIED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE/TIME NOTIFIED:</th>
<th>DATE/TIME NOTIFIED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTACT PERSON:</td>
<td>INSTRUCTIONS RECEIVED:</td>
</tr>
</tbody>
</table>

**NARRATIVE:**

**ORIGIN:**

**INITIAL OBSERVATION:**
INVESTIGATION:

DISPOSITION:
Uniform Crime Classification Breakdown

Assaults
- Aggravated
- Dangerous
- Kidnapping
- No Weapon
- Simple

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

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

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

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

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
Forger
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

Attemped 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.

<table>
<thead>
<tr>
<th>DECAL</th>
<th>COLOR</th>
<th>OWNER, SERVICE</th>
<th>ZIP CODE</th>
<th>POOLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1235</td>
<td>BLUE</td>
<td>PSOWNER, ONE Pathology</td>
<td>81902</td>
<td></td>
</tr>
<tr>
<td>0121</td>
<td>RED</td>
<td>PSOWNER, TWO RADIOLOGY</td>
<td>81902</td>
<td>YES</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>DECAL</th>
<th>COLOR</th>
<th>OWNER, Service</th>
<th>SPACE</th>
<th>POOLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>0999</td>
<td>BLUE</td>
<td>PSOWNER, FOUR</td>
<td>SUPPLY</td>
<td>111</td>
</tr>
<tr>
<td>1000</td>
<td>GREEN</td>
<td>PSOWNER, FIVE</td>
<td>ENGINEER</td>
<td>123</td>
</tr>
</tbody>
</table>

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

Identify Unknown Vehicle

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

<table>
<thead>
<tr>
<th>VA TAG ID</th>
<th>DECAL COLOR</th>
<th>OWNER NAME</th>
<th>REGISTRATION TYPE</th>
<th>DATE ASSIGNED</th>
<th>STATE</th>
<th>VEHICLE MAKE</th>
<th>VEHICLE MODEL</th>
<th>VEHICLE STYLE</th>
<th>YEAR OF MANUFACTURE</th>
<th>CAR POOL MEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>546</td>
<td>BLACK</td>
<td>PSPERSON,ONE</td>
<td>VEHICLE</td>
<td>DEC 5, 1991</td>
<td>MARYLAND</td>
<td>CHEVROLET</td>
<td>LUMINA</td>
<td>4 DOOR</td>
<td>1989</td>
<td>YES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VA TAG ID</th>
<th>DECAL COLOR</th>
<th>OWNER NAME</th>
<th>REGISTRATION TYPE</th>
<th>DATE ASSIGNED</th>
<th>STATE</th>
<th>VEHICLE MAKE</th>
<th>VEHICLE MODEL</th>
<th>VEHICLE STYLE</th>
<th>YEAR OF MANUFACTURE</th>
<th>CAR POOL MEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>RED</td>
<td>PSPERSON, TWO</td>
<td>VEHICLE</td>
<td>JUN 10, 1992</td>
<td>ARKANSAS</td>
<td>CHEVROLET</td>
<td>PICK UP</td>
<td>2 DOOR</td>
<td>1991</td>
<td>NO</td>
</tr>
</tbody>
</table>

Assistant, the text is clearly formatted and readable. There are no logical errors in the content. The table is well-organized, with each vehicle's registration details neatly aligned in columns. The format is consistent throughout the document, with clear headings and descriptions.
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
OWNER NAME: PSPERSON,ONE
REGISTRATION TYPE: VEHICLE
LICENSE TAG NUMBER: ABC 123
VEHICLE MAKE: FORD
VEHICLE STYLE: 4 DOOR
YEAR OF MANUFACTURE: 1987

DECAL COLOR: GREEN
DATE ASSIGNED: MAR 1, 1992
STATE: MARYLAND
VEHICLE MODEL: ESCORT
VEHICLE COLOR: MAROON
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.

<table>
<thead>
<tr>
<th>DECAL</th>
<th>OWNER</th>
<th>STATUS</th>
<th>LICENSE TAG NUMBER</th>
<th>VEHICLE MAKE</th>
<th>MODEL</th>
<th>STYLE</th>
<th>COLOR</th>
<th>YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>456</td>
<td>PSOWNER,ONE</td>
<td>VOLUNTEER</td>
<td>123TAG</td>
<td>FORD</td>
<td></td>
<td>TRUCK</td>
<td>RED</td>
<td>1908</td>
</tr>
<tr>
<td>456</td>
<td>PSOWNER,TWO</td>
<td>EMPLOYEE</td>
<td>TAG869</td>
<td>OLDSMOBILE</td>
<td>DELTA</td>
<td>4 DOOR</td>
<td>BEIGE</td>
<td>1984</td>
</tr>
</tbody>
</table>
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.
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 #: 22238383 STATE: MASSACHUSETTS
HOME ADDRESS: 137 OLD HOME PLACE
BOX 234
ANYWHERE, MASSACHUSETTS 23478
HOME PHONE: 530-555-1897
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
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!

<table>
<thead>
<tr>
<th>DATE/TIME OF OFFENSE</th>
<th>TYPE</th>
<th>NUMBER</th>
<th>OFFENSE CHARGED</th>
<th>OFFENDER</th>
<th>OFFICER</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEC 8, 1992 17:00</td>
<td>USDCVN</td>
<td>107839</td>
<td>SPEEDING BY UP TO 10 MPH</td>
<td>ONE, TESTER</td>
<td></td>
</tr>
<tr>
<td>DEC 5, 1992 10:00</td>
<td>COURTESY</td>
<td>SPITTING ON PROPERTY</td>
<td>TWO, TESTER</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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!

<table>
<thead>
<tr>
<th>DATE/TIME OF OFFENSE</th>
<th>TYPE</th>
<th>NUMBER</th>
<th>OFFENSE CHARGED</th>
<th>OFFENDER</th>
<th>OFFICER</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCT 10, 1992 16:00</td>
<td>USDCVN</td>
<td>105234</td>
<td>FAILURE TO STOP</td>
<td>TEN, TESTER</td>
<td>GREENE</td>
</tr>
<tr>
<td>DEC 8, 1992 17:00</td>
<td>USDCVN</td>
<td>107839</td>
<td>SPEEDING BY UP TO 10 MPH</td>
<td>ONE, TESTER</td>
<td>BROWN</td>
</tr>
</tbody>
</table>
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!

<table>
<thead>
<tr>
<th>DATE/TIME OF OFFENSE</th>
<th>TYPE</th>
<th>NUMBER</th>
<th>OFFENSE CHARGED</th>
<th>OFFENDER</th>
<th>OFFICER</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL 27, 1993 09:06</td>
<td>USDCVN</td>
<td>11182</td>
<td>ASSAULT W/INTENT FELONY</td>
<td>ONE, TESTER</td>
<td>BROWN</td>
</tr>
<tr>
<td>JUL 27, 1993 09:06</td>
<td>USDCVN</td>
<td>11991</td>
<td>ASSAULT W/INTENT FELONY</td>
<td>TWO, TESTER</td>
<td>GREEN</td>
</tr>
</tbody>
</table>

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!

<table>
<thead>
<tr>
<th>DATE/TIME OF OFFENSE</th>
<th>TYPE</th>
<th>NUMBER</th>
<th>OFFENSE CHARGED</th>
<th>OFFENDER</th>
<th>OFFICER</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAN 14, 1992 14:00</td>
<td>USDCVN</td>
<td>22828</td>
<td>PARKING IN NO-PARKING AREAS</td>
<td>ONE, TESTER</td>
<td>BROWN</td>
</tr>
<tr>
<td>JAN 17, 1992 09:59</td>
<td>COURTESY</td>
<td></td>
<td>THEFT-GOVERNMENT PROPERTY</td>
<td>TWO, TESTER</td>
<td>GREEN</td>
</tr>
</tbody>
</table>
Police Chief Menu

Wants & Warrants Menu

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

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

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

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

<table>
<thead>
<tr>
<th>NAME</th>
<th>ACTION</th>
<th>DETAINER STATUS</th>
<th>WARRANT TYPE</th>
<th>REVIEW DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONE,TESTER</td>
<td>DETAIN</td>
<td>ACTIVE</td>
<td>HEARING OFFICER</td>
<td>JAN 11,1993</td>
</tr>
<tr>
<td>TWO,TESTER</td>
<td>ARREST</td>
<td>ACTIVE</td>
<td>STATE WARRANT</td>
<td>JAN 7,1993</td>
</tr>
</tbody>
</table>
**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.

<table>
<thead>
<tr>
<th>NAME:</th>
<th>DOB:</th>
<th>RACE:</th>
<th>HEIGHT:</th>
<th>WEIGHT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSPATIENT,ONE</td>
<td>FEB 29,1952</td>
<td>CAUCASIAN</td>
<td>5-11</td>
<td>185</td>
</tr>
<tr>
<td>EYES: BLUE</td>
<td></td>
<td>HAIR: BROWN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AKA: WILD BILL</td>
<td></td>
<td>SCARS/MARKS:</td>
<td>4 fingers on left hand</td>
<td></td>
</tr>
<tr>
<td>NAME:</td>
<td></td>
<td>CATEGORIES:</td>
<td>PATIENT</td>
<td></td>
</tr>
<tr>
<td>PSEMPLOYEE,ONE</td>
<td>SEP 1,1900</td>
<td>CAUCASIAN</td>
<td>5-11</td>
<td>185</td>
</tr>
<tr>
<td>EYES: HAZEL</td>
<td></td>
<td>HAIR: BROWN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AKA: WINO</td>
<td></td>
<td>SCARS/MARKS:</td>
<td>4 fingers on left hand</td>
<td></td>
</tr>
<tr>
<td>NAME:</td>
<td></td>
<td>CATEGORIES:</td>
<td>EMPLOYEE</td>
<td></td>
</tr>
</tbody>
</table>

**Wants & Warrants Menu**  
*Print Wants & Warrants Records*

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

<table>
<thead>
<tr>
<th>NAME</th>
<th>ACTION</th>
<th>STATUS</th>
<th>WARRANT TYPE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSPATIENT,ONE</td>
<td>DETAIN</td>
<td>ACTIVE</td>
<td>HEARING OFFICER</td>
<td>JAN 11,1993</td>
</tr>
<tr>
<td>PSPATIENT,ONE</td>
<td>ARREST</td>
<td>ACTIVE</td>
<td>STATE WARRANT</td>
<td>JAN 7,1993</td>
</tr>
</tbody>
</table>
Police Chief Menu

Daily Activity Module

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

Each Police Chief will have the ability to add subclassification breakdowns to allow s/he to more accurately track specific work activities at 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>
This option allows the user to print a statistical report showing the number of actions and time spent for a variety of workload areas.

<table>
<thead>
<tr>
<th>Description</th>
<th>Code</th>
<th>Number</th>
<th>Minutes</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bomb Threats</td>
<td>60</td>
<td>2</td>
<td>60</td>
<td>1.00</td>
</tr>
<tr>
<td>Hospital Staff Assists</td>
<td>85</td>
<td>1</td>
<td>15</td>
<td>0.25</td>
</tr>
<tr>
<td>Ambulance/Patient Transport</td>
<td>90</td>
<td>1</td>
<td>10</td>
<td>0.17</td>
</tr>
<tr>
<td>Emergency Pickup/Delivery</td>
<td>130</td>
<td>1</td>
<td>180</td>
<td>3.00</td>
</tr>
<tr>
<td>Assist Law Enforcement Officer</td>
<td>175</td>
<td>2</td>
<td>30</td>
<td>0.50</td>
</tr>
<tr>
<td>Identification/Pass ID</td>
<td>235</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Vehicle Registration</td>
<td>240</td>
<td>10</td>
<td>60</td>
<td>1.00</td>
</tr>
<tr>
<td>Key Control</td>
<td>245</td>
<td>2</td>
<td>10</td>
<td>0.17</td>
</tr>
<tr>
<td>Records Check</td>
<td>250</td>
<td>3</td>
<td>15</td>
<td>0.25</td>
</tr>
<tr>
<td>Court Appearances</td>
<td>275</td>
<td>2</td>
<td>240</td>
<td>4.00</td>
</tr>
<tr>
<td>Disposition of Unauthorized Vehicles</td>
<td>295</td>
<td>3</td>
<td>20</td>
<td>0.33</td>
</tr>
<tr>
<td>Operations/Dispatcher</td>
<td>300</td>
<td>4</td>
<td>60</td>
<td>1.00</td>
</tr>
<tr>
<td>Foot Patrol Total</td>
<td>305</td>
<td>11</td>
<td>760</td>
<td>12.67</td>
</tr>
<tr>
<td>Vehicle Patrol Total</td>
<td>310</td>
<td>17</td>
<td>540</td>
<td>9.00</td>
</tr>
<tr>
<td>Administration/Supervision</td>
<td>315</td>
<td>6</td>
<td>1020</td>
<td>17.00</td>
</tr>
<tr>
<td>Administration/Secretarial</td>
<td>320</td>
<td>10</td>
<td>300</td>
<td>5.00</td>
</tr>
<tr>
<td>Administration/Police Officers</td>
<td>325</td>
<td>10</td>
<td>230</td>
<td>3.83</td>
</tr>
<tr>
<td>Administration/Training Police Personnel</td>
<td>335</td>
<td>1</td>
<td>60</td>
<td>1.00</td>
</tr>
<tr>
<td>Administration/Other</td>
<td>350</td>
<td>3</td>
<td>1550</td>
<td>25.83</td>
</tr>
<tr>
<td>Total Paid Hours</td>
<td>375</td>
<td>3</td>
<td>1440</td>
<td>24.00</td>
</tr>
<tr>
<td>Overtime</td>
<td>380</td>
<td>4</td>
<td>240</td>
<td>4.00</td>
</tr>
<tr>
<td>Continuation Of Pay</td>
<td>385</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Hours Worked</td>
<td>400</td>
<td>2</td>
<td>1115</td>
<td>18.58</td>
</tr>
<tr>
<td>Volunteer Hours</td>
<td>405</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>LWOP/AWOL Hours</td>
<td>420</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Criminal Investigations Total</td>
<td>505</td>
<td>6</td>
<td>720</td>
<td>12.00</td>
</tr>
<tr>
<td>Disturbances Total</td>
<td>510</td>
<td>2</td>
<td>150</td>
<td>2.50</td>
</tr>
<tr>
<td>Assaults Total</td>
<td>515</td>
<td>2</td>
<td>120</td>
<td>2.00</td>
</tr>
<tr>
<td>Introduction/Possession Contraband Total</td>
<td>520</td>
<td>10</td>
<td>600</td>
<td>10.00</td>
</tr>
<tr>
<td>Arrests Total</td>
<td>530</td>
<td>2</td>
<td>240</td>
<td>4.00</td>
</tr>
<tr>
<td>Stop And Question</td>
<td>535</td>
<td>10</td>
<td>50</td>
<td>0.83</td>
</tr>
<tr>
<td>Movement/Evacuation Patients</td>
<td>560</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Accident Investigations Total</td>
<td>575</td>
<td>6</td>
<td>80</td>
<td>1.33</td>
</tr>
<tr>
<td>Disaster/Fire Total</td>
<td>580</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Lock/Unlock Doors</td>
<td>585</td>
<td>20</td>
<td>240</td>
<td>4.00</td>
</tr>
<tr>
<td>Man-Hours Borrowed</td>
<td>695</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Man-Hours Loaned</td>
<td>700</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
</tbody>
</table>
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
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
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
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

<table>
<thead>
<tr>
<th>Statute Description</th>
<th>Reference</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION OF FIREARMS 1.218(b) VA REG</td>
<td></td>
<td>38</td>
</tr>
<tr>
<td>Introduction or possession of explosives, or explosive devices which fire a projectile, ammunition, or combustibles.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POSSESSION OF KNIVES 1.218(b) VA REG</td>
<td></td>
<td>39</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POSS OF WEAPONS/LIQUID OR GAS 1.218(b) VA REG</td>
<td></td>
<td>40</td>
</tr>
<tr>
<td>The unauthorized possession of any of the variety of incapacitating liquid or gas-emitting weapons.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNAUTHORIZED USE OF KEYS 1.218(b) VA REG</td>
<td></td>
<td>41</td>
</tr>
<tr>
<td>Unauthorized possession, manufacture, or use of keys or barrier card-type keys to rooms or areas on the property.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPENING OF LOCKS 1.218(b) VA REG</td>
<td></td>
<td>42</td>
</tr>
<tr>
<td>The surreptitious opening, or attempted opening, of locks or card-operated barrier mechanisms on property.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROSTITUTION 1.218(b) VA REG</td>
<td></td>
<td>43</td>
</tr>
<tr>
<td>Soliciting for, or the act of, prostitution.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNLAWFUL SEXUAL ACTIVITY 1.218(b) VA REG</td>
<td></td>
<td>44</td>
</tr>
<tr>
<td>Any unlawful sexual activity.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IMPROPER ACTIVITY ON CEMETERY 1.218(b) VA REG</td>
<td></td>
<td>45</td>
</tr>
<tr>
<td>Jogging, bicycling, sledding or any recreational physical activity conducted on cemetery grounds.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCESSORY AFTER THE FACT 18 USC</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MISPRISION OF FELONY 18 USC</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 proprietorial. As a general rule, where the U.S. government has only proprietorial jurisdiction the provisions of the Assimilative Crimes Statute are not applicable.

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

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

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

ARSON  18 USC  81

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

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

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

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

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

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

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

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

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

#### CIVIL DISORDER 18 USC 231
(a)(1) Whoever teaches or demonstrates to any other person the use, application, or making of any firearm or explosive or incendiary device or technique capable of causing injury or death to persons, knowing or having reason to know or intending that the same will be unlawfully employed for use in, or in furtherance of a civil disorder which may in any way or degree obstruct, delay or adversely affect commerce or the movement of any article or commodity in commerce or the conduct or performance of any federally protected function; or (3) Whoever commits or attempts to commit any act to obstruct, impede, or interfere with any fireman or law enforcement officer lawfully engaged in the lawful performance of his official duties incident to and during the commission of a civil disorder which in any way or degree obstructs, delays, or adversely affects commerce or the movement of any article or commodity in commerce or the conduct or performance of any federally protected function;—Shall be fined not more than $10,000 or imprisoned not more than five years, or both. (18 USC 232 - DEFINITIONS - The term "civil disorder" means any public disturbance involving acts of violence by assemblages of three or more persons, which causes an immediate danger of or results in damage or injury to the property or person of any other individual.

#### THEFT-GOVERNMENT PROPERTY 18 USC 641
Whoever embezzles, steals, purloins, or knowingly converts to his use or the use of another, or without authority, sells, conveys or disposes of any record, voucher, money, or thing of value of the United States or of any department or agency thereof, or any property made or being made under contract for the United States or any department or agency thereof, or whoever receives, conceals or retains the same with intent to convert it to his use or gain, knowing it to have been embezzled, stolen, purloined or converted---Shall be fined not more than $10,000 or imprisoned not more than ten years, or both; but if the value of such property does not exceed the sum of $100, he shall be fined not more than $1,000 or imprisoned not more than one year, or both. The word "value" means face, par or market value, or cost price, either wholesale or retail; whichever is greater.

#### THEFT-PERSONAL PROPERTY 18 USC 661
Whoever, within the special maritime and territorial jurisdiction of the United States, takes and carries away, with intent to steal or purloin, any personal property of another, shall be punished as follows: If the property taken is of a value exceeding $100, or is taken from the person of another, by a fine of not more than $5,000, or imprisonment for not more than five years, or both; in all other cases by a fine of not more than $1,000 or by imprisonment not more than one year, or both. If the property stolen consists of any evidence of debt, or other written instrument, the amount of money due thereon, or secured to be paid thereby and remaining unsatisfied, or which in any contingency might be collected thereon, or the value of the property the title to which is shown thereby, or the sum which might be recovered in the absence thereof, shall be the value of the property stolen.
Criminal Statute Lookup

RECEIVING STOLEN PROPERTY 18 USC 662

Whoever, within the special maritime and territorial jurisdiction of the United States, buys, receives, or conceals any money, goods, bank notes, or other thing which may be the subject of larceny, which has been feloniously taken, stolen, or embezzled, from any other person, knowing the same to have been so taken, stolen or embezzled, shall be fined not more than $1,000 or imprisoned not more than three years, or both; but if the amount or value of thing so taken, stolen or embezzled does not exceed $100, he shall be fined not more than $1,000 or imprisoned not more than one year, or both.

OFFICER PERMITTING ESCAPE 18 USC 755

Whoever, having in his custody any prisoner by virtue of process issued under the laws of the United States by any court, judge, or commissioner, voluntarily suffers such prisoner to escape, shall be fined not more than $2,000 or imprisoned not more than two years, or both; or if he negligently suffers such person to escape, he shall be fined not more than $500 or imprisoned not more than one year, or both.

FALSIFICATION OF STATEMENTS 18 USC 1001

Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by an trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain an false, fictitious or fraudulent statement or entry, shall be fined not more than $10,000 or imprisoned not more than five years, or both.

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.
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.
Criminal Statute Lookup

SEXUAL ABUSE 18 USC 2242

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

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

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

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

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

ABUSIVE SEXUAL CONTACT 18 USC 2244

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

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

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

SEXUAL ACT DEFINITIONS 18 USC 2245

As used in this chapter--

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

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

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

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

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

PROHIBITED ACTS A 21 USC 841
UNLAWFUL ACTS: (a) Except as authorized by this subchapter, it shall be unlawful for any person knowingly or intentionally----
(1) to manufacture, distribute, or dispense, or possess with intent to manufacture, distribute, or dispense, a controlled substance; or
(2) to create, distribute, or dispense, or possess with intent to distribute or dispense, a counterfeit substance.

(For detailed penalties, refer to 21 USC 841.)

PROHIBITED ACTS C 21 USC 843
UNLAWFUL ACTS: (a) It shall be unlawful for any person knowingly or intentionally----
(3) to acquire or obtain possession of a controlled substance by misrepresentation, fraud, forgery, deception, or subterfuge; (c) Any person who violates this section shall be sentenced to a term of imprisonment of not more than four years, a fine of not more than $30,000 or both, except that if any person commits such a violation after one or more prior convictions of him for violation of this section, or for a felony under any other provision of this subchapter or subchapter II of this chapter or other law of the United States relating to narcotic drugs, marijuana, or depressant or stimulant substances, have become final, such person shall be sentenced to a term of imprisonment of not more than eight years, a fine of not more than $60,000 or both.

POSSESS CONTROLLED SUBSTANCE 21 USC 844
(a) It shall be unlawful for any person knowingly or intentionally to possess a controlled substance unless such substance was obtained directly, or pursuant to a valid prescription or order, from a practitioner, while acting in the course of his professional practice, or except as otherwise authorized by this subchapter or subchapter II of this chapter. Any person who violates this subsection shall be sentenced to a term of imprisonment of not more than one year, a fine of not more than $5,000, or both, except that if he commits such offense after a prior conviction or convictions under this subsection have become final, he shall be sentenced to a term of imprisonment of no more than two years, a fine of not more than $10,000, or both.

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.
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>
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

NAME: PSPATIENT,ONE
UOR NUMBER: 302251030
DETAINER STATUS: ACTIVE
ISSUING AGENCY: WELCH STATE HOSPITAL
WARRANT #: 103239
REPORTING OFFICER: PSEMPLOYEE,ONE
REVIEW DATE: FEB 1, 1993
REVIEWED BY: PSEMPLOYEE, TWO
REMARKS (CAUTION): PATIENT IS CONSIDERED TO BE SUICIDAL AND HAS EXPRESSED DESIRE TO CAUSE INJURY TO MEMBERS OF HIS FAMILY.

NAME: PSPATIENT,ONE
ISSUE DATE: JAN 30, 1993
ACTION: DETAIN
DETAINER STATUS: ACTIVE
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.
Police Officer Menu

Offense Report Options

Follow-Up Officer Notes
Print Officer Follow-Up Notes

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

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.

<table>
<thead>
<tr>
<th>NAME:</th>
<th>PSPATIENT,ONE</th>
<th>DOB: FEB 29, 1952</th>
<th>SSN: 000456789</th>
</tr>
</thead>
<tbody>
<tr>
<td>RACE:</td>
<td>CAUCASIAN</td>
<td>HEIGHT: 5-11</td>
<td>WEIGHT: 185</td>
</tr>
<tr>
<td>EYES:</td>
<td>BLUE</td>
<td>HAIR: BROWN</td>
<td></td>
</tr>
<tr>
<td>AKA:</td>
<td>WILD BILL</td>
<td>SCARS/MARKS: 4 fingers on left hand</td>
<td></td>
</tr>
<tr>
<td>NAME:</td>
<td>PSEmployee,ONE</td>
<td>DOB: SEP 1, 1900</td>
<td>SSN: 000876789</td>
</tr>
<tr>
<td>RACE:</td>
<td>CAUCASIAN</td>
<td>HEIGHT: 5-11</td>
<td>WEIGHT: 185</td>
</tr>
<tr>
<td>EYES:</td>
<td>HAZEL</td>
<td>HAIR: BROWN</td>
<td></td>
</tr>
<tr>
<td>AKA:</td>
<td>WINO</td>
<td>SCARS/MARKS: 4 fingers on left hand</td>
<td></td>
</tr>
<tr>
<td>CATEGORY:</td>
<td>PATIENT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.

WANT OR WARRANT 1801 A
1801 = Warrant or document number
A = Active  I = inactive

EVIDENCE RECORD NUMBER 93-011 C
93-011 = Evidence Record Number
C = Closed  O = Open

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

<table>
<thead>
<tr>
<th>DECAL</th>
<th>COLOR</th>
<th>OWNER</th>
<th>SERVICE</th>
<th>ZIP CODE</th>
<th>POOLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1235</td>
<td>BLUE</td>
<td>PSOWNER,ONE</td>
<td>PATHOLOGY</td>
<td>81902</td>
<td></td>
</tr>
<tr>
<td>0121</td>
<td>RED</td>
<td>PSOWNER, TWO</td>
<td>RADIOLOGY</td>
<td>81902</td>
<td>YES</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>DECAL</th>
<th>COLOR</th>
<th>OWNER, SERVICE</th>
<th>SPACE</th>
<th>POOLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>0999</td>
<td>BLUE</td>
<td>POWNER, FOUR</td>
<td>SUPPLY</td>
<td>111</td>
</tr>
<tr>
<td>1000</td>
<td>GREEN</td>
<td>POWNER, FIVE</td>
<td>ENGINEER</td>
<td>123</td>
</tr>
</tbody>
</table>

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

**Identify Unknown Vehicle**

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

```
ESP POLICE REGISTRATION LOG LIST          FEB 9,1993 10:57  PAGE 1
-----------------------------------------------------------------------------------
VA TAG ID: 546                          DECAL COLOR: BLACK
  OWNER NAME: PSPERSON, ONE
  REGISTRATION TYPE: VEHICLE
  LICENSE TAG NUMBER: 150 YTS
  VEHICLE MAKE: CHEVROLET
  VEHICLE STYLE: 4 DOOR
  YEAR OF MANUFACTURE: 1989
  CAR POOL MEMBER: YES
  DATE ASSIGNED: DEC 5, 1991
  STATE: MARYLAND
  VEHICLE MODEL: LUMINA
  VEHICLE COLOR: WHITE

VA TAG ID: 0001                          DECAL COLOR: RED
  OWNER NAME: PSPERSON, TWO
  REGISTRATION TYPE: VEHICLE
  DATE ASSIGNED: JUN 10, 1992
  SHORT DESCRIPTION: THIS GUY IS BAD!
  LICENSE TAG NUMBER: TIE888
  STATE: ARKANSAS
  VEHICLE MAKE: CHEVROLET
  VEHICLE MODEL: PICK UP
  VEHICLE STYLE: 2 DOOR
  YEAR OF MANUFACTURE: 1991
  Assigned parking space: LP 237
  CAR POOL MEMBER: NO

ESP POLICE REGISTRATION LOG LIST          FEB 9,1993 10:57  PAGE 1
-----------------------------------------------------------------------------------
```
Police Officer Menu

Vehicle Registrations Menu

Lookup Vehicle Registration

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

Select Vehicle Registration: ABC869 456 GREEN

VA TAG ID: 456
OWNER NAME: PSPERSON,ONE
REGISTRATION TYPE: VEHICLE
LICENSE TAG NUMBER: ABC 123
VEHICLE MAKE: FORD
VEHICLE STYLE: 4 DOOR
YEAR OF MANUFACTURE: 1987

DECAL COLOR: GREEN
DATE ASSIGNED: MAR 1, 1992
STATE: MARYLAND
VEHICLE MODEL: ESCORT
VEHICLE COLOR: MAROON
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

<table>
<thead>
<tr>
<th>DECAL</th>
<th>OWNER STATUS NUMBER</th>
<th>VEHICLE MAKE MODEL</th>
<th>STYLE</th>
<th>COLOR</th>
<th>YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>456</td>
<td>NEW, PERSON VOLUNTEER 123TAG</td>
<td>FORD</td>
<td>TRUCK</td>
<td>RED</td>
<td>1908</td>
</tr>
<tr>
<td>456</td>
<td>OLD, PERSON EMPLOYEE TAG869</td>
<td>OLDSMOBILE DELTA 88 4 DOOR</td>
<td>BRIGE</td>
<td>1984</td>
<td></td>
</tr>
</tbody>
</table>
## Uniform Offense Report Worksheet

<table>
<thead>
<tr>
<th>DATE/TIME RECEIVED:</th>
<th>DATE/TIME OF OFFENSE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>____</td>
<td>____</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>VICTIM NAME:</strong></td>
<td>Status:</td>
</tr>
<tr>
<td><strong>SEX:</strong></td>
<td><strong>RACE</strong></td>
</tr>
<tr>
<td><strong>HOME ADDRESS:</strong></td>
<td><strong>HOME PHONE:</strong></td>
</tr>
<tr>
<td><strong>WORK ADDRESS:</strong></td>
<td><strong>WORK PHONE</strong></td>
</tr>
<tr>
<td><strong>MEDICAL TREATMENT:</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OFFENDER NAME:</strong></td>
<td>Status:</td>
</tr>
<tr>
<td><strong>SSN:</strong></td>
<td><strong>DOB:</strong></td>
</tr>
<tr>
<td><strong>HAIR COLOR</strong></td>
<td><strong>EYE COLOR</strong></td>
</tr>
<tr>
<td><strong>SEX:</strong></td>
<td><strong>RACE</strong></td>
</tr>
<tr>
<td><strong>HOME ADDRESS:</strong></td>
<td><strong>HOME PHONE:</strong></td>
</tr>
<tr>
<td><strong>WORK ADDRESS:</strong></td>
<td><strong>WORK PHONE</strong></td>
</tr>
<tr>
<td><strong>PERSONAL DESCRIPTION:</strong></td>
<td></td>
</tr>
<tr>
<td>Hat:</td>
<td>Coat:</td>
</tr>
<tr>
<td><strong>OFFENSE COMMITTED:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>DISPOSITION:</strong></td>
<td></td>
</tr>
</tbody>
</table>
### Uniform Offense Report Worksheet

<table>
<thead>
<tr>
<th>WITNESS NAME:</th>
<th>STATUS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOME ADDRESS:</td>
<td>HOME PHONE:</td>
</tr>
<tr>
<td>WORK ADDRESS:</td>
<td>WORK PHONE:</td>
</tr>
</tbody>
</table>

### VEHICLE INFORMATION:

<table>
<thead>
<tr>
<th>LICENSE TAG:</th>
<th>STATE:</th>
<th>MAKE:</th>
<th>MODEL:</th>
</tr>
</thead>
<tbody>
<tr>
<td>STYLE:</td>
<td>COLOR:</td>
<td>DECAL #:</td>
<td>COLOR:</td>
</tr>
<tr>
<td>YEAR OF MANUFACTURE:</td>
<td>OWNER NAME:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PROPERTY (LOST)

<table>
<thead>
<tr>
<th>ITEM NAME:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESCRIPTION:</td>
</tr>
<tr>
<td>DOLLAR LOSS:</td>
</tr>
</tbody>
</table>
# Uniform Offense Report Worksheet

## Uniform Offense Report Worksheet

<table>
<thead>
<tr>
<th>WAS CIP WEAPON USED?</th>
<th>WAS POLICE BATON USED?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHER AGENCY NOTIFIED</th>
<th>U.S. ATTORNEY NOTIFIED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE/TIME NOTIFIED:</th>
<th>DATE/TIME NOTIFIED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTACT PERSON:</td>
<td>INSTRUCTIONS RECEIVED:</td>
</tr>
</tbody>
</table>

## NARRATIVE:

**ORIGIN:**

**INITIAL OBSERVATION:**
NARRATIVE (Continued)

INVESTIGATION:

DISPOSITION:
Uniform Crime Classification Breakdown

Assaults
- Aggravated
- Dangerous
- Kidnapping
- No Weapon
- Simple

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

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

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

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

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
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

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbreviated Response</td>
<td>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.</td>
</tr>
<tr>
<td>Activity Code</td>
<td>An activity performed by police officers for workload reporting purposes.</td>
</tr>
<tr>
<td>AKA</td>
<td>Also Known As (an alias)</td>
</tr>
<tr>
<td>AMIS</td>
<td>Automated Management Information System</td>
</tr>
<tr>
<td>Arrest</td>
<td>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.</td>
</tr>
<tr>
<td>Assault Types</td>
<td><strong>Aggravated</strong> - Assault with or without injuries, involving a weapon, i.e., chair, lamp, etc.</td>
</tr>
<tr>
<td></td>
<td><strong>Dangerous</strong> - Assault with or without injuries involving a dangerous weapon, i.e., gun, knife.</td>
</tr>
<tr>
<td></td>
<td><strong>No Weapon</strong> - Actual physical assault, with or without injuries, (i.e., fist, kicking).</td>
</tr>
<tr>
<td></td>
<td><strong>Simple</strong> - Verbal assault or threats with no physical contact.</td>
</tr>
<tr>
<td>Classification Code</td>
<td>One of the 13 major crime categories.</td>
</tr>
<tr>
<td>Closed</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Glossary</strong></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>Complainant</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Completed</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Courtesy Violation</strong></td>
<td>VA FORM 10-6160</td>
</tr>
<tr>
<td><strong>Crime Category</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Crime Sub Type</strong></td>
<td>Subcategories of specific criminal activities which fall under Crime Types.</td>
</tr>
<tr>
<td><strong>Crime Type</strong></td>
<td>Subcategorization of criminal activity falling under the thirteen crime categories. These crime types have been identified by the VA Police program authorities and no additional crime types are to be added at the field station level.</td>
</tr>
<tr>
<td><strong>Disposition Code</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>
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.
<table>
<thead>
<tr>
<th>Glossary</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>An offense report status when the case is still being investigated. A report must be open to be edited.</td>
</tr>
<tr>
<td>Quick Name Check</td>
<td>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.</td>
</tr>
<tr>
<td>Reopened</td>
<td>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.</td>
</tr>
<tr>
<td>Selectables</td>
<td>A file containing makes and colors that can are 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.</td>
</tr>
<tr>
<td>Sensitive</td>
<td>An offense report or evidence entry status so that only persons holding the ESP CHIEF security key can have access to this report.</td>
</tr>
<tr>
<td>Soundex</td>
<td>SOUNDEX prevents duplicate entry of names. The last name and first three characters of the first are used to find sound alikes.</td>
</tr>
<tr>
<td>Uniform Crime Report (UOR)</td>
<td>A record of crime and misconduct, incidents, property, and traffic infractions at a VA facility for a specific time period.</td>
</tr>
<tr>
<td>UOR #</td>
<td>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.</td>
</tr>
<tr>
<td>USDCVN</td>
<td>United States District Court Violation Notice</td>
</tr>
<tr>
<td>VA Tag ID</td>
<td>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.</td>
</tr>
</tbody>
</table>
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).
Option Index

Activity Code Add/Edit
Add a Journal Entry
Add/Edit Officer Follow-Up Notes
All Officers Record Print
Assigned Car Pool Spaces

Car Pool Availability List
Car Pool Lists Menu
Case Assignment Reg-All by Facility
Case Assignment Register-All
Case Assignment Register/Fac-Open
Case Assignment Register-Open
Close an Offense Report
Create a Daily Journal
Create/Add Daily Activity Entry
Create Courtesy Violation Notice Entry
Create/Edit Evidence/Property Record
Create/Edit Training Record
Create/Edit Vehicle Registration
Create/Edit Wants & Warrants Record
Create Offense Report
Create Violation Notice Entry
Criminal Statute Info Menu
Criminal Statute Lookup

Daily Activity Menu
Daily Operations Journal Menu
Delete Crime Statistics
Delete Facility Crime Statistics
Delete Offense Report
Disposition Code Add/Edit

Edit a Completed Offense Report
Edit Offense Report
Evidence/Property Menu

Follow-Up Entry Add/Edit
Follow-Up Offense Reports Menu
Follow-Up Officer Notes
Option Index

Generate Crime Stat by Facility
Generate Crime Statistics

Identify Unknown Vehicle
Individual Officer Record Print
Inquire to Police Files

Lookup Evidence/Property Record
Lookup Vehicle Registration
Lookup Wants & Warrants Record

Make a Report Sensitive
Make Evidence Sensitive
Master Name Add/Edit
Missing Patient Report-All Cases
Missing Patient Report-Open Cases
Missing Patient Reports Menu

Offense Code Add/Edit
Offense Match Report
Offense Reports Menu
Open a Closed Offense Report

Package Management Menu
Personal Descriptor Lookup
Police Chief Menu
Police Clerical Menu
Police Officer Add/Edit
Police Officer Menu
Police Records Information Menu
Police Supervisor Menu
Print a U.S.D.C. Violation by #
Print a Violation by Name
Print Active Wants & Warrants
Print All Evidence/Property Records
Print Any Follow-Up Note
Print Any Offense Report
Print Crime Report
Print Criminal Statute List
Print Daily Journal
Print Facility Crime Report
Print from Police Files
Print Officer Follow-Up Notes
Print Open Evidence/Property Records
Print Training Record by Selections
Print Vehicle Registration Log
Print Wants & Warrants Records
Print Workload Report

Quick Name Check

Resume an Offense Report Entry
Review Completed Offense Report

Select Type of Training Print
Selectables Add/Edit
Supervisor Functions

Training Records Menu
Transmit a Crime Report
Transmit An Offense Report

Uniform Crime Reports
Update Violation Notice Entry

Vehicle Registrations Menu
Violation Match Report
Violation Notices Issued Report
Violations Issued By Officer
Violations Menu

Wants & Warrants Menu
Warnings and Violations Issued Report
Option Index