

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 200-P

REFERENCE STANDARDS: 82.2.1 82.2.2 82.2.3 82.2.4

SUBJECT: Field Reporting

PURPOSE: Reports prepared by police department members are an accurate account of criminal incidents and/or activities relevant to our law enforcement function. The report may become part of an official record that is used as a basis for evaluation of what has been done or what needs to be done. The report is frequently used in judicial proceedings; used to explain and demonstrate training needs; used to justify needs in manpower and equipment; reviewed by the news media to convey important information to the public; used by victims to recover losses associated with crime and/or crashes; analyzed by the department to determine trends and patterns of criminal activity and to accurately project problem areas in order to efficiently allocate existing resources; and used as a basis of performance evaluation for the individual employee. Therefore, it is incumbent on each and every member of this department to ensure that a report is completed when appropriate and that every report is of the highest possible quality. (82.2.1a)

I. DEFINITIONS

Offense - Any incident involving the violation of any Federal or State statute or Municipal ordinances.

Incident - Any documented event not covered by Offense.

UNF (Unfounded) - This classification is appropriate when there is no evidence of an incident having occurred and there is no complainant or witnesses to contact.

Case Report – The NetRMS report completed by the employee assigned to perform the preliminary investigation of any incident or the report in addition to the primary report containing facts and information concerning the preliminary or follow-up investigation.

Incident/Offense Report - The alternative to NetRMS report completed by the employee assigned to perform the preliminary investigation of any incident.

Supplemental Report – Alternative to NetRMS reports in addition to the primary report containing facts and information concerning the preliminary or follow-up investigation.

POLICE OPERATIONS MANUAL

Dir.#: 200-P

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VILLAGE OF HANOVER PARK

Rescinds:

Auth:

Narrative Continuation Report – An alternative to NetRMS report used when the original report does not have enough space.

Report Forms - Current forms in use by this department for field reporting (Appendix A) (82.2.1b)

II. PROCEDURES

A. GENERAL REPORTING REQUIREMENTS (82.2.2)

1. All dispatched and field initiated calls for service are reported/recorded in the computerized dispatch system. An employee will complete a NetRMS or written report in all cases where any of the following occur: (82.2.1c) (82.2.2c)
 - a. A citizen reports a crime; (82.2.2a)
 - b. Criminal cases that are initiated by law enforcement employees or a result of a citizen complaint; (82.2.2b & d)
 - c. There is an incident involving arrests, citations or summonses; (82.2.2e)
 - d. Assists to other law enforcement agencies;
 - e. As directed by the on-duty patrol supervisor.
2. All forms and reports shall be completed in a clear and concise manner providing all available and pertinent information. Written forms and reports shall be completed using a black, medium point ink pen.
3. NetRMS reports are to be completed in the squad car unless approved by a supervisor.
4. All reports must be reviewed and approved by a supervisor or his/her designee.
5. All completed reports will be forwarded to the Records Unit for recording and dissemination.
6. *Whenever there is any doubt as to whether a written report should be made, the officer shall prepare a report.*

B. CLASSIFICATION OF CALLS FOR SERVICE DISPOSITIONS

1. **STATUS CODE** – A two-character code to be used to describe the status of the reported offense(s) within an incident. The values for the offenses status code are:
 - a. 00 Unfounded
 - b. 01 Referred to Other Jurisdiction
 - c. 02 Pending
 - d. 03 Cleared by Adult Arrest
 - e. 04 Cleared by Juvenile Arrest
 - f. 05 Cleared Exceptionally by Death of Offender

- g. 06 Cleared Exceptionally, Denied Extradition
- h. 07 Cleared Exceptionally by Refusal to Cooperate
- i. 08 Cleared Exceptionally, Prosecution Denied
- j. 09 Administratively Closed
- k. 10 Cleared Exceptionally, Juvenile, No Custody

2. UCR/SERVICE CODE - Code used when an officer completes a report in response to a dispatched or employee initiated call for service. The NetRMS report or written report form may be an accident report, incident/offense report, or other originating report.
3. DISPOSITION – Code used in NetRMS to describe the status of a case report. The values include:
 - a. 1 - Exception
 - b. 2 - Arrest
 - c. 3 - Unfounded
 - d. 4 - Active
 - e. 5 - Inactive
 - f. 6 - Citation
 - g. 7 - Warrant Issued
 - h. 8 - Not a Crime/Other Service

C. REPORT/CASE NUMBERING SYSTEM (82.2.3)

1. All reports will be assigned a unique, sequential number computer generated by the DuComm dispatcher beginning with 000001 at 00:00 hours on January 1st of each year and ending at 24:00 hours on December 31st. Each report number will have a prefix consisting of the letters HP followed by the last two numbers of the current year (i.e. 00 - for the year 2000), then the sequential incident number. A sample case number would be HP07003548 that equates to the year 2007 with incident number 003548.
2. Only one report number will be assigned to each incident. All reports related to this incident, such as supplemental reports by other officers or follow-up investigative reports, will utilize the same report number. NetRMS will automatically assigns an additional sequence number on the end of each report number, such as .1, .2, .3, etc.

D. REPORT PROCESSING AND MANAGEMENT (82.2.1e)

1. All primary reports should be completed within the reporting officer's work shift. If circumstances prevent the completion of a primary report within the work shift, the reporting officer must confer with the on-duty supervisor for authorization to hold the report until the officer's next working shift. Officers who are scheduled for their days off, compensatory time, personal time, or vacation must complete all reports before being excused from duty.

2. Reports of significant events (homicides, serious assaults, etc.) shall be completed, reviewed, and forwarded to the Records Unit as soon as possible.
3. All reports will be reviewed by a supervisor or his/her designee to insure that each report is complete, legible, accurate, and in the appropriate format.
4. After review, NetRMS reports will be verified. All paper reports will be placed in the "in" box in the Records Unit for recording, copying and dissemination to the appropriate section and/or agencies.

E. SPECIFIED REPORT COMPLETION PROCEDURES (82.2.1d)

1. NetRMS Case Report - a primary and secondary report used to report any violations of federal or state statutes, local ordinances, extensive incident documentations, etc. including misdemeanor traffic violations
2. Incident/Offense Report - a primary report used as an alternative to NetRMS to report any violations of federal or state statutes, local ordinances, extensive incident documentations, etc. including misdemeanor traffic violations.
3. Supplemental Report – a supplement report to an already reported incident used as an alternative to NetRMS to record further action.
4. Illinois Traffic Crash Report - refer to the Illinois Traffic Crash Report Preparation Manuals, including Mobile Crash Reporting Instructions.
5. Waiver of Right to Remain Silent and of Right to Advice of Counsel –an internal form detailing an individual's rights under the Miranda warning. Used primarily in custodial situations but can also be used in conjunction with the consent to search form. After having read and initialed by each line of the rights statement, the suspect enters the date and time and signs the form. There are spaces for the officers who witnessed the suspect's signature to sign.
6. For information on other report forms, see the Crime and Incident Reporting System Manual.

F. SUPERVISORY REPORT REVIEW (82.2.4)

1. Each NetRMS and written report shall be reviewed by a department supervisor or his/her designee prior to entry into the records system.
2. The person reviewing the report shall evaluate and insure:
 - a. Completeness of the report and investigation to include, but not limited to:
 - (1) elements of the crime
 - (2) probable cause

- (3) witness/suspect statements and information
 - b. Clarity
 - c. Organization
 - d. Spelling
 - e. Grammar
 - f. Professional appearance
 - g. Accuracy
3. Upon completion of his/her review and evaluation of a written report, the supervisor or designee shall sign in the appropriate box indicating that he/she is satisfied with the content of the investigation presented, the level of service provided, and accepts the report as an accurate representation of both. After the report has been signed as approved, the report shall be delivered to the appropriate location in the Records Unit for processing and routing.
4. Upon completion of his/her review and evaluation of a NetRMS report, the supervisor or designee shall mark the bottom of the narrative “Approved by [NAME] on [DATE]”, entering their name and the date approved. The report shall then be “verified” in the system in preparation for processing by the Records Unit.

Report Forms Index

<u>Form Description</u>	<u>Form Source</u>	<u>Form Number</u>
Abandoned Auto Incident Report	Internal	P.D. #401
Abandoned Auto Inoperable Vehicle Log	Internal	none
Action Plan	Internal	none
Additional Victims/ Offenders	Internal	P.D. #407
Affidavit of Process Server		
Animal Bite Cook County	Cook County	none
Animal Bite DuPage County	DuPage County	none
Animal Control Form	Internal	none
Apartment Incident Report	Internal	P.D. #96-23
Arrest Card		
Arrest Report	Internal	P.D. #411
Arresting Officer's checklist for D.U.I.	Internal	none
Authorization to release impounded vehicle	Internal	none
Authorization to release Individual records	Internal	Appendix E DIR 537S
B.A.T.T.L.E. Vehicle Theft & Recovery Report	DuPage	SO-00305
Bad Check Program	Internal	none
Behavioral observation report	Internal	none
Bicycle License Application	Internal	none
Bio-Hazard Sticker	Internal	none
Body Diagram Chart	Internal	none
Body Fluid Contact Report	Internal	none
Booted Vehicle Sticker	Internal	none
Building Maintenance	Internal	none
Bulletin Information Sheet	Internal	none
Canine Training Report	Internal	none
Career Development Review	Internal	Appendix A DIR 511S
C.E.R.T. application	Internal	none
Certified Mail receipt	Postal	PSForm3800
Check Request Form	Internal	none
Check ride evaluation sheet	Internal	none
Child Safety seat checklist report revised 5/17/01	Internal	
Child Safety Seat Release & Waivers	Internal	none
Citizen's Police Academy Application	Internal	none
Code Enforcement HotlineForm	Internal	none
Code Enforcement Compliance Agreement	Internal	none
Code Enforcement Court Folder	Internal	none
Code Enforcement Failure to Maintain Scavenger Service	Internal	none
Code Enforcement Internal Memo	Internal	none
Code Enforcement Mediation Request	Internal	none
Code Enforcement Property Maintenance Violation Notice	Internal	none
Commuter Lot Empty Spaces Report	Internal	none
Commuter Lot Empty Spaces	Internal	none
Complaint for Search Warrant	Cook County	CCMC1-219
Compliance Agreement	Internal	none
Consent to Search Form	Internal	P.D. #093
Consent to Search Form – Spanish	Internal	P.D. #093
Cook County Animal Control Bite Report	Cook County	none
Cook County Animal Control Community Assistance	Cook County	none
Cook County Arrest Warrant	Cook County	CCCR-N656
Cook County Bond Court Notification	Cook County	
Cook County C Bail Bond	Cook County	CCG-N695
Cook County D Bail Bond	Cook County	CCG-N696
Cook County I Bail Bond	Cook County	CCGN697
Cook County Compliance Citation	Cook County	C series
Cook County Court Diversion Envelope	Cook County	
Cook County D.L.. Plastic Baggie	Cook County	none
Cook County D.U.I. Emergency Cost Worksheet Form	Cook County	CCG
Cook County Felony Complaint Form	Cook County	CCCR-0662
Cook County Juvenile Data Sheet	Cook County	none
Cook County Local Ordinance Citation	Cook County	L series

Report Forms Index

<u>Form Description</u>	<u>Form Source</u>	<u>Form Number</u>
Cook County Memorandum of Judgment	Cook County	CCG-001`5
Cook County Misdemeanor Complaint Form	Cook County	CCCR-0655
Cook County Non-Secure Custody Affidavit	Cook County	none
Cook County Order of Protection Proof of Service Form	Cook County	none
Cook County Parking Ticket	Cook County	P series
Cook County Recognizance Bail Bond	Cook County	CCG-N697
Cook County Subpoena Request Form	Cook County	none
Cook County Subpoena	Cook County	none
Cook County Uniform Traffic Ticket	Cook County	Y series
Cook County Witness Notification Form	Cook County	none
Court Date Change Notification Letter	Internal	none
Court Folder	Internal	none
Court Mileage Request	Internal	
Crimes Against Persons Report	Internal	P.D. #403
Crimes Against Property Report	Internal	P.D. #402
Criminal Database Submission Form	Internal	none
Crisis Resolution Team Armory Log	Internal	none
Crisis Resolution Team Challenge Worksheet	Internal	none
Crisis Resolution Team Monthly Inventory	Internal	none
Crisis Resolution Team Raid Planner	Internal	none
Crossing Guard Inspection Report	Internal	none
Crossing Guard Time Sheet	Internal	none
Daily Bulletin Report - Confidential	Internal	
Daily Bulletin Report	Internal	
Daily Log Report	Internal	
Daily Vehicle Impoundment Transmittal (to Village Clerk)	Internal	none
Data Collection Stickers	Internal	none
Directed Patrol Report	Internal	none
Disciplinary Warning Notice & Action Taken	Internal	none
Domestic Return Receipt	Postal	PS Form3811
Domestic Violence Supplemental Report	Cook County	none
Domestic Violence Supplemental Report	DuPage County	none
Driving Abstract Request Form	Internal	P.D. #061
D.U.I. - Alcohol/ Drug Report	Internal	P.D. #410
D.U.I. Breath Analysis Log Sheet	Internal	none
D.U.I. Officer's Checklist Form	Internal	none
D.U.I. Traffic Violation Envelope	S.O.S.	none
Drug Register Form	Internal	none
DuComm Authorization to Release Individual Records	DuComm	none
DuComm Incident Clarification Form	DuComm	none
DuComm Request for LSI Entry	DuComm	none
DuPage Additional Complaints Form	DuPage County	TCR 103
DuPage Arrest Warrant	DuPage County	TCR 42
DuPage Bail Bond	DuPage County	B series 1047
DuPage Complaint for Search Warrant	DuPage County	none
DuPage County Intake Data Sheets	DuPage County	none
DuPage Court Notification Log	Internal	none
DuPage Juvenile Data Sheet	DuPage County	none
DuPage Notice To Appear	DuPage County	TCR-43
DuPage Search Warrant Return & Inventory	DuPage County	none
DuPage Uniform Complaint Form	DuPage County	1102
DuPage Uniform Traffic Ticket	DuPage County	HP series
DuPage Verification Form	DuPage County	1036
DuPage Verification of Limited Custody	DuPage County	none
Eagle Eye Microphone Pac Log	Internal	none
Emergency Call-Out Report / Non-Police Services	Internal	
Emergency Contact Information Form	Internal	none
Emergency Request For Funds	Internal	none
Employee Action Form	Internal	none
Employee Statement of injury	Internal	none

Report Forms Index

<u>Form Description</u>	<u>Form Source</u>	<u>Form Number</u>
Evidence – Fingerprint Tag	Internal	none
Evidence Receipt Form (forensic toxicology)	I.S.P.	ISP6-36a
Evidence Submission Form (serology)	I.S.P.	DSP 6-524
Evidence Tag	Internal	none
Evidence Tag – To be tested for fingerprints	Internal	none
Extra Patrol Roll-Call Form	Internal	
Facial Chart	Internal	none
Fax Transmittal	Internal	none
FAX Transmittal Line-Up Form	Internal	
Felony Review Form 101	Cook County	
Felony Review Refusal Form	Internal	none
Felony Review Tracking Form	Internal	none
Field Contact Card	Internal	none
Field Training Daily Observation Report	Internal	none
Field Training Final Evaluation Report	Internal	none
Field Training Weekly Observation Report	Internal	none
FinCEN/ Gateway Request Form	I.S.P.	none
Fingerprint Arrest Cards (adult)	I.S.P.	ISP 6-402
Fingerprint arrest card (FBI)		
Fingerprint Arrest Cards (fee applicant)	I.S.P.	ISP6-404
Fingerprint Arrest Cards (green)	I.S.P.	FD-353
Fingerprint Arrest Cards (juvenile)	I.S.P.	ISP 6-657
Fingerprint Arrest Cards (red)	I.S.P.	FD-249
Fingerprint Arrest Card (Police Applicant)	U.S.G.P.O.	1989-172-720
Firearms National Tracing Center Request	A.T.F.	ATF 3312.1
Firearm Qualification Report	Internal	none
Fireworks Offense Summary Report	Internal	none
Form 45: Employees First Report of Injury/ Illness	I.I.C.	Form 45
Freedom of Information Act Request Form	Internal	
FTO Daily Observation Report	Internal	none
FTO Final Observation Report	Internal	none
FTO Weekly Observation Report	Internal	none
Get Well / Sympathy Form	Internal	none
Graffiti Removal Waiver	Internal	none
Graffiti Violation Notice	Internal	none
Help Reduce Crime	Internal	none
Hold Report Form	Internal	none
Holding facility inspection form	Internal	none
Homeland Security cover page		
Home Security Survey	Internal	none
Housing Court Request Form (for summons & complaint)	Internal	none
I.D.O.T. Accident records section	Internal	none
Illinois Domestic Violence Act Victim Information - English	I.S.P.	95043-250M
Illinois Domestic Violence Act Victim Information - Polish I.S.P.		95053-250M
Illinois Domestic Violence Act Victim Information - Spanish	I.S.P.	95053-250M
Illinois Domestic Violence Programs		
Illinois Image Request Form	S.O.S.	none
Illinois Traffic Crash Reports	I.D.O.T.	SR 1000A 35M
Illinois Traffic Crash Reports (additional units)	I.D.O.T.	SR 1050 A 1 OOM
Incident – First Aid Report	Internal	none
Incident / Offense Report	Internal	P.D. 401
Incident / Offense Report – Illegal Signs	Internal	P.D. 401
Informant Advise and Agreement	Internal	none
Informant Waiver	Internal	none
Information and evidence transactions		
Intake Data Sheet	Internal	none
Intelligence Bulletin	Internal	none
Intelligence Crime Analyst Unit Work Request	Internal	none
Inter-Office Memorandum	Internal	none
Investigations Account Closed Notification Letter	Internal	none

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<u>Form Description</u>	<u>Form Source</u>	<u>Form Number</u>
Investigations Bad Check Program	Internal	none
Investigations Case Tracking Report	Internal	none
Investigations Daily Activity Log	Internal	none
Investigations Forged Signature Affidavit	Internal	none
Investigations Handwriting Analysis	Internal	none
Investigations Leads/Activity Sheet	Internal	none
Investigations Verification of Limited Custody	Internal	none
IRMA Employers first report of injury or illness	IRMA	#45
IRMA Employee's Statement of Injury	IRMA	none
IRMA Incident / First Aid Report	IRMA	5.07
IRMA non-workers Compensation Accident Report	IRMA	none
IRMA Supervisors Investigation Report	IRMA	SI-008
Jail & Lockup Quarterly Population Report	D.O.C.	DC-408B
Jail Report of Extraordinary & Unusual Occurrences	D.O.C.	DC464-2-C
Juvenile Contact Card	Internal	none
Juvenile Data Sheet	Internal	P.D. #001 Juvenile
Juvenile Information File	Internal	none
Juvenile Monitoring Log	Internal	none
Juvenile Notice of Court Referral Letter	Internal	none
Juvenile Station Adjustment Agreement	Internal	none
Juvenile Station Adjustment Violation Notice	Internal	none
Laboratory Analysis Request Form	Internal	P.D. #041
Laptop Computer Waiver	Internal	none
Law Enforcement License Confiscation Report	S.O.S.	DSD DC-156
Leads/NCIC data entry understanding	Internal	none
Local Ordinance Ticket Summary	Internal	none
Local Ordinance Transfer Log	Internal	none
Local Ordinance Violation Notice	Internal	none
Lockout Report	Internal	none
Lost Property Report	Internal	
Maintenance Log	Internal	
Medical Reporting & Re-examination Request	S.O.S.	DSD DA-11 6
Miranda Warning and Waiver Form	Internal	
Miscellaneous - X Yellow Cards	Internal	
Miscellaneous Property Identification	Internal	none
Missing Persons Report	Internal	P.D. #405
Money Drawer Receipt	Internal	none
Monthly Activity Report	Internal	none
Motor Vehicle Theft Report	Internal	P.D. #404
Multi Family Inspection Report	Internal	none
Mutil Family Inspection Report Page 2		
Mutil Family Inspection Report continuation		
Multi Family Inspection Report Spanish	Internal	none
Narrative Continuation Report	Internal	P.D. #406
Neighborhood Crime Info. Canvass Form	Internal	none
N. R.T. Daily Activity Report	Internal	none
Neighborhood Survey Crime Prevention	Internal	none
News Release Form	Internal	none
Night Park Log (extended version)	Internal	none
Night Park Log	Internal	none
Non-Court jacket cover page	Internal	none
Notice of Court Appearance – Proof of Service	Internal	none
Notice of Default Judgment	Internal	none
Notice of Hearing-Seized or impounded Vehicle	Internal	none
Notice to Abate Report	Internal	P.D. #054
Notice/ Inventory of Seized Property Report	I.S.P.	ISP 4-64a
Notice/ Inventory of Seized Real Property Report	I.S.P.	ISP 4-64c
Notice of Tow		
Numbered Memorandum	Internal	none
Offer of Reward	Internal	none

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<u>Form Description</u>	<u>Form Source</u>	<u>Form Number</u>
Officer's Business Card	Internal	none
Overweight Arrest Supplemental Form	Linane & Assoc.	none
Overweight Violation Form	Speediply	none
Parental Responsibility Notice Letter	Internal	none
Parking ticket mediation request		
Parking Violation Notice (snowfall/ sidewalk)	Internal	none
Parking Violation Notice	Internal	none
Personal Issue Complaints Transfer Listing	Internal	none
Personnel Complaint Form	Internal	none
Personnel Complaint Form	Internal	none
Petition for Involuntary/ Judicial Admission	Circuit Court	IL462-0532
Photographic Line-Up Instruction Form	Internal	
Photographic Mug shot Log	Internal	none
Police Report Batch Control Sheet	I.D.O.T.	SR-74
Police Response Form	Internal	none
Police Tow Sticker	Internal	none
Polygraph Statement of Consent Waiver Form	I.S.P.	ISP 6-165
Pool Radio Sign In/ Out Log	Internal	
Pre-tow notice		
Prisoner Check Cards (blue)	Internal	none
Prisoner Property Inventory Form	Internal	none
Property Destruction Authorization Letter	Internal	none
Property Inventory Report	Internal	P.D. #34
Property Maintenance Violation Notice	Internal	none
Public Speaking Assignment Form	Internal	none
Purchase Requisition	Internal	none
Pursuit Driving Report	Internal	none
Radio Repair Sheet	Internal	none
Radio repair log		
Range Equipment	Internal	none
Range Firearm list	Internal	none
Records division work request	Internal	none
Record Request Form	Internal	none
Records Search Request	Internal	none
Relocator Practices Complaint Report	I.C.C.	none
Report of Extraordinary or Unusual Occurrences	I.D.O.C.	DOC 0135
Request for Background Check Letter	Internal	P.D. #108
Request for Lab Analysis	Internal	none
Request for Leave	Internal	none
Request for LSI Data Entry	Internal	Appendix D DIR 537S
Request for Parking Complaints	Internal	none
Ride Along request Form	Internal	
Roll Call Bulletin Information Sheet	Internal	none
Roll Call Training Sheet	Internal	none
Safety Review Recommendation	Internal	none
Second Chance Program Intake Form	Hanover Township	none
Service of an OOP	Cook County	none
Service of Unpaid Parking Tickets	Internal	none
Sex Offender Access Log	Internal	none
Shotgun and Ammunition Log	Internal	none
Social Services Resident Referral Form	Internal	none
Speed Tractor Checklist	Internal	none
State Citations issued to Officers	Internal	none
State Citation Log	Internal	none
Stolen Property Report	Internal	P.D. #004
Strip Search Report & Authorization	Internal	none
Summary of Seminar	Internal	Appen.C 509-S
Supplemental Report	Internal	P.D. #408
Task Force Call Out	Internal	none
Taxicab Driver Permit Application	Internal	none

Report Forms Index

<u>Form Description</u>	<u>Form Source</u>	<u>Form Number</u>
Telephone Audio Cartridge Log	Internal	none
Tow Request Form	Internal	
Tow Report	Internal	357F
Towed and Relocated Vehicles Form	Internal	
Towed Vehicle Inventory Log	Internal	none
Towed/Impounded Vehicle Inventory Log	Internal	none
Traffic Accident Statement Form	Internal	none
Traffic Accidnets & your responsibilities	Internal	none
Traffic Citation Log	Internal	none
Traffic Incident Report	Internal	P.D. #409
Training Request Form	Internal	none
Transfer for Local Ordinance Citations	Internal	none
Trespass Enforcement Agreement	Internal	P.D. #96-23
Trespass Notification Form	Internal	P.D. #96-23
Truck Enforcement Worksheet	Internal	none
Uniform Stop Card	Internal	none
Use of Force Report	Internal	
Vacation Request/ Approval Form	Internal	
Vacation Watch Report	Internal	none
Vehicle Immobilization Procedure	Internal	none
Vehicle Immobilization Report (12 pages)	Internal	none
Vehicle Impound Synopsis Sheet	Internal	none
Vehicle Inspection Report	Internal	P.D. #040
Vehicle notice of seizure	Internal	none
Vehicle Seizure	Internal	none
Vehicle Trip Ticket	Internal	
Vendors contacted for quotations	Internal	none
Visitor Badge	Internal	none
Visitor Log	Internal	none
Voluntary Statement Form	Internal	none
Voluntary Statement Form (continuation)	Internal	none
Voluntary Statement Form (non custodial)	Internal	P.D. #006
Voluntary Statement Form (under arrest)	Internal	
Warning to Motorist		
Warning to Motorist / Commercial Vehicle	S.O.S.	
Warning to Motorist / School Bus Driver	S.O.S.	DSD SB-7
Warning to Motorist / Traffic Accident	S.O.S.	DSD DC 157.3
Warning to Motorist / Zero Tolerance	S.O.S.	
Warning to Motorist/ English	S.O-S	DSD DC 35.17
Warning to Motorist/ Polish	Internal	
Warning to Motorist/ Spanish	Internal	
Warrant Tracking Log	Internal	none
Work Order for Printed Material	Internal	none
Written Warning Ticket Summary Log	Internal	none