

GENERAL OFFENSE CASE REPORT

CHICAGO POLICE DEPARTMENT

(Rev. 8/96)

CPD-11.380

FORM PREPARATION INSTRUCTIONS

The category which most closely reflects the individual's recognition in his community should be used for purposes of reporting on persons who are of mixed racial and/or ethnic origins. If the individual refuses to answer, it is up to the reporting officer to make a judgment.

PURPOSE: To record the preliminary investigation of all cases of bona fide offenses except for those cases which are reported on vehicle case reports, Vice Case Reports, Worthless Document Case Report, Miscellaneous Incident Exception Report and those cases which are handled by means of the miscellaneous incident procedure. Non-criminal cases are also reported elsewhere.

The numbers below refer to box numbers on the reporting form. If known, include apartment, floor and room number whenever an address is requested.

1. **Offense/Incident--Primary Classification:** Enter the offense using the Incident Reporting Guide as reference. Enter the Illinois Uniform Crime Reporting (I-UCR) offense code from the Incident Reporting Guide.
2. **Secondary Classification:** Enter the secondary classification using the Incident Reporting Guide as a reference.
3. Enter the R.D. number assigned to the report. Also record the R.D. number in the space provided on the reverse side of the report **ONLY** when a narrative is continued on the reverse.

BOXES 4 - 12: SCENE

4. **Address of Occurrence:** Enter street number, direction and street name supplied by complainant and/or investigation.
5. **Fire Related:** Check appropriate square if fire or explosion occurred.
6. Enter the date(s) of occurrence and the time or time span of occurrence.
7. Enter the correct beat of occurrence using the current beat map.
8. Enter the beat or unit assigned to the investigation.
9. Enter type and name of location of occurrence. Refer to Location Codes on outside cover of case report booklet (i.e., Grocery/Food Store - Jewel).
10. Enter the appropriate Location Code from outside cover of booklet.
11. Enter the date and time the reporting officer arrived at the scene.
12. Check appropriate square to indicate how assignment was received. This eliminates the necessity to begin the narrative with a statement such as, "Beat 2201 sent by C.O. 5. to 111 E. West Street on a call of a Burglary."

BOXES 20 - 29: VICTIM

20. Enter total number of victims.
21. Print last name of victim first, then first name and middle initial if any. If the victim's identity is verified through examination of documents, check Verified square. If victim is a business, use the firm name. If there are more than three victims, list names in the beginning of narrative.
Parent or Guardian, if victim is a juvenile; Enter name, address, sex, race code number (listed to the right), age and phone numbers of parent/guardian if applicable.
22. Enter address of victim. If a business, enter the company address.
23. Enter sex, race code number and age of victim.
NOTE: The racial and ethnic categories for victims, witnesses and offenders are defined as follows:

- 1- Black: A person having origins in any of the black racial groups of Africa.
- 2- White: A person having origins in any of the peoples of Europe, North Africa, or the Middle East.
- 3-4 Black-Hispanic/White-Hispanic: A person who is black or white and, in addition, is of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin.
- 5- American Indian or Alaskan Native: A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- 6- Asian or Pacific Islander: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands; this area includes, for example, China, India, Japan, Korea, the Philippine Islands, Samoa, etc.

24. Enter the victim's home telephone number.

25. Enter the victim's business telephone number.

26. Enter time victim/company representative is available at residence or place of employment.

27. Enter the victim's occupation.

28. Check the appropriate column.

29. Enter code from Offender/Victim Relationship Code table printed immediately below on the report. If relationship is not listed, use 23 - Other and describe in narrative.

BOXES 30 - 35: WITNESS: If all the information requested is unknown or not applicable to the offense being reported, check appropriate square in the margin of the witness section.

30. Enter total number of witnesses.
31. Enter name(s) of person(s) who discovered, witnessed, or reported offense and check appropriate square. If more space is required, identify as Witness and use narrative.
32. Enter home address(es) of person(s).
33. Enter sex, race code number and age of the witness(es).
34. Enter home telephone number of witness.
35. Enter business telephone number of witness.

BOXES 40 - 45: OFFENDER: If all the information requested is unknown or not applicable to the offense being reported, check the appropriate square in the margin of the offender section.

40. Enter total number of offenders.
41. Enter alleged offender's name and/or alias; if unknown, give clothing description. If more space is required, identify as Offender and use narrative.
42. Enter home address (if known) of the offender.
43. Enter sex, race code number, age and physical description of offender.
44. Enter C.B. number: if an offender is arrested; enter I.R. number if known.
45. Enter code from Offender/Victim Relationship Code table printed immediately above on the report. If relationship is not listed, use 23 - Other and describe in narrative.

BOXES 50 - 59: CIRCUMSTANCES: If all the information requested is unknown or not applicable to the offense being reported, check appropriate square in the margin of the circumstances section.

51. **Object/Weapon:** Check appropriate square in horizontal line (used, displayed, unknown). Then check appropriate box below. If weapon is recovered or if more space is required use narrative.
- 52., 53., 54. Check appropriate square.
55. **Burglar Alarm:** check appropriate square. Alarm circumvented: check appropriate square.
- 56., 57. Check appropriate square.
58. Supply modus operandi information. If more space is required use narrative.
59. Gang related: Check square for victim and/or offender if applicable and enter gang name.

BOXES 70 - 74: If all information requested is unknown or not applicable to the offense being reported, check appropriate square in the margin of the property section. List any property damaged in the narrative section and indicate the nature of damage.

71. If the property being described has been taken (T) (stolen) or recovered (R), check the appropriate square in the applicable box to identify the type and

give the value of the property. When reporting recovered property which has been verified as stolen property, check both the Taken (T) and Recovered (R) squares.

a. When the dollar value of the property stolen is the same amount as is that of the property recovered, only one dollar amount need be inserted to the right of the checked (T) and (R) squares.

b. When the dollar value of the property stolen is different from the dollar value of the property recovered, both dollar amounts must be inserted to the right of the checked (T) and (R) squares.

Describe property taken/recovered as last entry in the narrative. Supply serial numbers or identifiable markings if available.

72. If a vehicle or trailer is stolen or a theft occurred from a vehicle, check appropriate square and give identifying information for the vehicle.

Offender's vehicle: Check appropriate square if applicable and enter additional information if known.

If more than one vehicle is involved, use narrative.

73. List all property inventory numbers for all evidence or recovered property.

74. Enter motor vehicle inventory number and pound number if applicable. **BOXES 80 - 82: NARRATIVE:** If no additional information is available other than that already supplied in the numbered boxes, check the "No Additional Information" square in the margin of the narrative section. Make no further entry in boxes. Do not unnecessarily repeat information already contained in the numbered boxes. Otherwise, give a concise statement of the facts of the case. If address of occurrence is different from the address where the report is being made, indicate in the narrative.

81., 82. Check appropriate square.

BOXES 90 - 97: POLICE PERSONNEL

91. Indicate the number and recipient of extra copies required of this report. For normal distribution, check Normal square.

92. Mark the square to the right, if the report is continued on the reverse side. Enter the name of the person making the notification, the number of the unit and the name of the person notified; indicate presence at scene of personnel notified by checking Arrived square; enter date and time of notification.

NOTIFICATIONS ARE REQUIRED in cases of major losses (\$5000 or more), newsworthy cases, homicide or serious injury, seizure under Ch. 38, Art. 36, IRS, or under Ch. 564, Art. 1505 (720 ILCS 5/36-1 or 720 ILCS 570/505) cases where prominent persons or visitors to our city are involved, cases which involve police officers, robbers, home invasions, or any case where immediate follow-up might result in an arrest of the offender.

93. Enter name and star number of the first officer at the scene of the offense. If the first officer to arrive is the reporting officer, check R.O. square and make no further entry.

94. Other notifications made. Mark square to indicate who was notified, enter name of person making notification, the number of the unit and the name of the person notified, date and time notified. Indicate presence of personnel at scene by marking Arrived square. If more space is required use narrative.

95. Enter printed name of officer completing the report, star number and signature. Enter date and time investigation was completed.

96. Enter printed name, star number and signature of a second officer if applicable.

97. Approving supervisor: enters his printed name, star number and signature when he approved the report. Enter date and time report is approved. If narrative is continued on the reverse side, approving supervisor's signature and date is also required on the reverse.

VICTIM INFORMATION NOTICE: This notice is Part 3 of the formset. Reporting officers will mark the appropriate square indicating which unit has follow-up responsibility for the reported offense and leave the notice with the victim.