

FORM PREPARATION INSTRUCTIONS

The arresting officer completes the unshaded portions of the report. The booking officer completes most of the shaded portions. When completing the Arrest Report, **HAND PRINT** all information legibly (with exception of boxes requiring signatures) and use a black ballpoint pen.

1. Use all capital letters and, whenever possible, copy from some printed identification obtained from the arrestee and verify spelling.
2. & 3. Use abbreviations listed below. If arrestee refuses to answer, it is up to the arresting officer to make a judgment.
4. Be sure age is consistent with date of birth.
5. Try to verify date with identification.
6. The booking officer records the arrestee's Central Booking number.
7. Print all known aliases, nicknames.
8. Complete only if resident of Chicago.
9. to 14. Self explanatory.
15. Identification Record number.
16. Be exact; do not show business address unless arrestee actually resides on business premises. For transients, use temporary address in city or nearby area, and show home address in Narrative. If no residence anywhere, print NO ADDRESS.
17. Describe identifying tattoos, physical or mental impairment fully, including orthopedic device(s) for People with Disabilities.
18. Self explanatory.
19. IN ALL JUVENILE ARRESTS enter Y.D. number.
20. Enter state (use standard abbreviation) or place of birth if foreign country.
21. Self explanatory.
22. Complete if offense is one for which a case report has been or is being completed. If not available at District, number may be obtained from the dispatcher, Communication Operations Section.
23. Use usual occupation: clerk, bricklayer, student, etc., regardless of whether currently employed or not.
24. Name of organization presently employing arrestee, or school and grade presently attended. If located in another city, print name of city.
25. Be exact; include building, room or apartment number. If location cannot be specifically identified, show distance and direction from a known point.
26. Record total number of persons arrested on this occasion. If one, enter "1." If more than one, enter number and print names and C.B. numbers of others arrested in Narrative.
27. Enter code for type of location where arrest occurred; obtain code from table "Location Codes" below.
28. Beat where arrest occurred. This may or may not be the beat of assignment of the arresting officers.
29. Self explanatory.
30. The transporting officers will complete this box at time transportation has begun.
31. Answer appropriately. The YES squares may be checked even if the arrestee is not charged with resisting arrest. However, the circumstances must be explained in detail in the Narrative.
32. Specify any weapon recovered at the time of arrest.
33. Enter inventory numbers for all property inventoried in this arrest. List additional inventory numbers in the Narrative.
34. When cannabis or controlled substances are seized, complete the narcotic information.
35. Any vehicle in arrestee's possession at the time of arrest. Note year, make, model, body style, color, State license/V.I.N. and disposition.
36. Name of person in investigative unit.
37. The arresting officer will ask whether the arrestee has "unattended" children under 18 years of age living with him who may be neglected as a result of the arrest. If yes, a member of the Youth Division will be notified and that member's name entered.
38. When approval of felony charges is required, enter the name of assistant state's attorney/Felony Review.
39. If no victim, identify complainant who summoned police. Describe any injuries and identify hospital.
40. & 41. Print the chapter, paragraph and section number of each statute or ordinance violated for which a complaint is being formally submitted. LIST MOST SERIOUS CHARGE FIRST. Next to each reference listed in box 40, briefly describe the offense in box 41. Example:

1. 720 ILCS 5/18-2(a)	1. Armed Robbery
2. 720 ILCS 5/24-1(a)(2)	2. U.U.W.
3. 720 ILCS 5/11-14(a)	3. Prostitution
4.	4.
42. Court sergeant prints final disposition for each charge.
- 42A. (District Record Copy only) Person sending facsimile completes this.
43. Describe and fully explain the circumstances of the arrest in a manner which will substantiate the charges. State whether on-view or on warrant, the names and C.B. numbers of persons with whom arrested, witnesses to arrest, and any other details not covered by the other boxes of the report. Insert the event number in the appropriate box. For persons arrested without an arrest warrant, the ORIGINAL signature of BOTH the arresting officer and the responsible Department member acting as a deputy clerk are required on the Permanent Record Copy and Court Sergeant's Copy in the spaces provided in the printed affirmation statement.
44. The arresting officer having court appearance responsibility will print his name first, indicating beat, furlough, day off group and misdemeanor/ordinance court key.

45. The second arresting officer will print his name indicating star number and unit of assignment number. NOTE: Beat officers will write their four-digit beat assignment number, such as "1601." "0812" in the space; officers of other units will write their unit number in the space, i.e., a detective assigned to Violent Crimes, Area 2, would enter "622."
46. If arresting officer is a beat officer, check box indicating one or two P.O. car: all arresting officers assigned to other units check "Other."
47. Watch commander of unit of detention signs and enters star number indicating there is probable cause to detain arrestee, and the elements of the offense have been included in box 43. If the arrestee is to be released without charging, watch commander will check the "Yes" box in the "Release Without Charging" section on the line below and document reasons on the reverse side. The watch commander will NOT check the "No" box in this section until box 49 "Approval of Charges" is completed. In cases wherein a district watch commander authorizes the transfer of an arrestee to another district for detention processing, the authorizing watch commander will sign and enter his star number in box 47. Watch commander may enter notations concerning arrestee.
48. Watch commander in charge of the detention facility signs and enters his star number, date and time if fingerprint results are waived in accordance with the General Order entitled "Processing Persons Under Department Control."
49. When booking is completed, watch commander of unit of detention signs, enters star number and date, and checks the "No" box in the "Release Without Charging" section on next line to indicate approval of charges and of preparation of report including completeness and legibility. If the arrestee is to be released without charging, watch commander will check the "Yes" box and document reasons on the reverse side.
50. Refers to searching officers at unit of detention.
51. Show exact date and time when the arrestee first arrives at police lockup where booking process is initiated.
52. Self explanatory.
53. Booking officer will enter telephone number and time of arrestee's telephone call. If more than one telephone call was made, list additional call in the Narrative.
54. Booking officer prints name here.
55. Enter time arrestee was fingerprinted.
56. Show time photographed or D.N.A.
- 57 & 58. Self explanatory.
59. This date will be selected at the convenience of the complainant and/or arresting officer within the time criteria set by the General Order on "Processing Persons Under Department Control."
60. Will court sergeant handle the case?
61. Date and court branch of arrestee's first appearance is entered here by the desk sergeant.
62. Court sergeant enters final court branch and date.
63. Desk officer to enter bonded date and time or D.N.A.
64. Self explanatory.
65. To be entered by clerk of the court.
66. Court sergeant enters name of judge in final court appearance.
67. Booking officer enters C. B. number left to right after turning form.

SPECIAL INSTRUCTIONS

The section on the reverse side of the Court Copy entitled "Continued To" is completed by the court sergeant. The sections on the reverse side of the Permanent Record - Records Division entitled:

1. "Moving of Arrestee Out Of & Into Arrest/Detention Facility" is completed by booking personnel or other Department Members responsible for arrestee safekeeping recording all arrestee movement out and into a Department arrest/detention facility (whether arrestee remains in building or not). The time that the arrestee first arrives in the Department facility may be recorded here if the time differs from the time recorded in box 51.
2. "Record of Interviews in Lockup" and "Receiving Screening Record for Arrestee to be Held in Lockup" are completed by detention personnel.
3. "Record of Visitors to Arrestee" is completed by detention personnel. Watch commander signs indicating his approval.
4. Lockup personnel will complete the "Receiving Screening Record."
5. "Release of Arrestee From Custody" is completed and signed by the arresting officer or investigating detective. Watch commander signs indicating his approval.

Use additional reports as continuation sheets when:

1. box 43 is not adequate to print the complete Narrative, or
2. more than eight charges are placed against the arrestee. On the original Arrest Report, print "SEE CONTINUATION REPORT" at bottom of Narrative. On a second report, complete box 1, box 6, and print "CONTINUATION REPORT" at the top of the Narrative section. Show any additional charges in boxes 40 and 41. Print any additional narrative information in box 43.

The following abbreviations/codes are to be used when needed:

SEX: M- Male F- Female
 RACE: 1- Black 3- Black Hispanic 5- Amer. Indian/Alask. Native
 2- White 4- White-Hispanic 6- Asian/Pacific Islander

LOCATION CODES

096 - Abandoned Building	169 - College/University Bldg./Grounds	123 - Parking Lot/Grounds CHA	221 - Store - Grocery/Food
095 - Airport/Airport	170 - College/University Residence Hall	166 - Pool Room	240 - Store - Liquor
092 - Alley	171 - Construction Site	317 - Railroad Property	261 - Store - Small Retail
230 - Animal Hospital/Vet Clinic	177 - Day Care Center	290 - Residence	304 - Street
100 - Bank	126 - Delivery Truck	090 - Residence - Apartment	240 - Tavern/Liquor Store
103 - Bar or Tavern	209 - Factory/Manufacturing Building	210 - Residence - Garage	309 - Taxicab
167 - Barber/Beauty Shop	220 - Gas Station	289 - Residence - Porch/Hallway	200 - Vacant Lot/Land
104 - Boat/Watercraft	292 - Government Building/Property	293 - Restaurant	262 - Vehicle - Commercial
109 - Bowling Alley	238 - Highway/Expressway	298 - Savings and Loan	126 - Vehicle - Delivery Truck
132 - Bridge	233 - Hospital Building/Grounds	313 - School - Private - Building	259 - Vehicle-Non-Commercial
140 - Business Office	260 - Hotel/Motel	299 - School - Private - Property	327 - Warehouse
121 - CHA Apartment	273 - Lake/Waterway/Riverbank	314 - School - Public - Building	
122 - CHA Hallway/Stairwell/Elevator	245 - Library	300 - School - Public - Property	
123 - CHA Parking Lot/Grounds	250 - Medical/Dental Office	303 - Sidewalk	
119 - CTA Bus	267 - Movie House/Theater	305 - Sports Arena/Stadium	
323 - CTA Platform	165 - Newsstand	097 - Store - Appliance	
321 - CTA Train	268 - Nursing Home	192 - Store - Cleaning	257 - Other Commercial
151 - Church/Synagogue/Place of Worship	269 - Park Property	174 - Store - Department	Transportation
160 - Coin Operated Machine	277 - Parking Lot/Garage (Non-Res.)	193 - Store - Drug	330 - Other - Specify