

# PROCEDURES FOR COMPLETING AN ARREST REPORT

Directive: 4.2

Block #1 - (Defendant's name)

Include the defendant's name in the following format;  
DOE, John Edward

Block #2 - (Case Number)

Enter the case number for the charges pertaining to  
this report

Block #3 - (Defendant's Address)

Enter the house number and street name  
(123 West 4th St.)

Block #4 - (Race, Sex, Ethnic Origin)

Enter the proper codes.  
(See page 28 of State of Delaware Report Writing  
Manual)

Block #5 - (Date of Birth)

Enter Month/Day/Year (Ex. 12/31/50)

Block #6 - (Residence Phone/Business Phone)

Enter the home phone including area code.  
Enter the business phone including area code, if any.

Block #7 - (Place of Employment)

Enter the name of the defendant's employer, if any.  
(If the defendant is a student enter the name of the  
school they attend)

Block #9 - (Location of Arrest)

Enter the location where the subject was taken into custody.

(This location may or may not be the same as the location where the offense occurred.)

Block #10 - (Reporting Area)

This block is completed by the Police Service Technician (PST)

Block #11 - (Date/Time of Arrest)

Enter the date and time the defendant was taken into custody.

Block #12 - (Sector)

Enter the sector number that corresponds to the location of arrest.

Block #13 - (Car No.)

Enter the call number for the Officer(s) making the arrest.

Block #14 - (Date of Crime)

Enter the date that the crime occurred.

Block #16 - (Charge- Title/Section)

Enter the charge, title, and section number associated with this case number. In the event of multiple charges, enter the most serious charge in block 16 and carry the related charges down to the narrative section, list in descending order.

Block #17 - (Classification)

This block is completed by the PST.

Block #18 - (Page #)

Enter the appropriate page number

Block #22 - (Scars, Marks, Tattoos)

Enter any distinguishing scars, marks or tattoos.  
(Ex. Sc UR Arm 2"/Tat UL Arm a heart)

Block #24 - (Describe Type of Premise)

Enter the type of premise where the arrest took place,  
use list on P. #31 in Report Writing Manual.  
(EX. 13- Highway)

Block #30 - (Witness)

Enter the name, address, home phone and business phone  
of any witnesses

Block #42 - (Second Officer)

Enter the name of the second transporting officer if  
any.

Block #44 - (Vehicle involved)

Enter the description of any vehicle involved directly  
with this arrest. Use the instructions on P. 54 of  
State of Delaware Report Writing Manual.

Block #45 - (Narrative)

Use this field for the continuation of any blocks,  
followed by the narrative.

Block #46 - (Arresting Officer)

Enter the name of the arresting officer.

Block #47 - (Second Officer)

Enter the name of the second arresting officer.

Block #65 - (Vehicle Towed To)

If the vehicle was towed, enter the name of the tow company taking custody of the vehicle.

Block #66 - (Hold placed on vehicle)

Is the vehicle to be held as evidence, seized for forfeiture, or may it be released to the owner. Check the appropriate block.

Block #85 - (Arrest Number)

The House Sergeant will complete this block by entering the next assigned number.

Block #86 - (Ident. No.)

If the arrestee has a previously issued Ident Number greater the 20000, enter that number. If no previous Ident number can be determined leave this block blank it will be completed by E.D.U./Ident Personnel.

Block #87 - (Occupation)

Enter the occupation of the defendant (Example Laborer/Clerk). If the defendant is a full-time student enter "Student".

Block #88 - (Social Security Number)

Enter the complete social security number of the defendant.

Block #89 - (Alias or Nickname)

Enter the complete alias or nickname that the defendant uses.

Block #90 - (Place of Birth)

Enter the city and state of the defendant's birthplace. In the event that the subject is a foreigner enter the city and country of his/her birth (Ex. Paris, France).

Block #95 - (Defendant's Money, Property Receipt No.)

If property is taken from the defendant enter "Yes" and the disposition "Stored". If no property is taken indicate so "No".

Block #96 - (Defendant searched by/Date/Time)

Enter the Officer's name searching the defendant, and the date and time of the search.

Block #97 - (Date/Time Booked)

The House Sergeant will complete this block as the defendant's charge information is placed in the arrest book.

Block #98 - (Booking Officer)

The House Sergeant will sign his name in this block.

Block #99 - (Transporting Officer)

Enter the name of the primary transporting officer.

Block #100 - (Victim/Complainant)

Enter the name, address home and business phones of any victim or complainant.

Block #101 - (Name of Parent/Guardian/Next of Kin Notified)

If the defendant is a juvenile enter the name of the family member or guardian notified of his/her arrest.

Block #103 - (Warrant Check)

Check the appropriate blocks for the warrant checks performed and the results of the inquiry.

Block #104 - (Date of last photo)

Enter the date that the last mug shot was taken.

Block #105 - (Photo Taken)

Was a new photograph taken on the date of this report. Officers will follow existing procedures.