POLICE DD4 FORM

This prop is based on actual vintage police paperwork.

Enter information using built-in Acrobat form fields (or delete default entries and print prop "blank", and enter info using a real typewriter or by hand).

Print on various kinds of light colored paper. The prop is meant to be printed on both sides of the paper. Print page two of this file on one side, then reinsert paper and print page three on the reverse.

ARKHAM POLICE DEPARTMENT

DETECTIVE DIVISION

COMPLAINT REPORT

H.P.L.H.S PPDD4

DET. DIST.	PCT. DET. SQD.	DET. SQD. SER. No.	U. F. 61. No.	DATE OF REPORT

SURNAME OF COMPLAINANT, FIRST NAME AND INITIALS

ADDRESS OF COMPLAINANT

DATE AND TIME OF OCCURRENCE

A. M.   P. M.

PLACE OF OCCURRENCE

DATE AND TIME REPORTED
BY THE COMPLAINANT

A. M.   P. M.

DETECTIVE ASSIGNED

DETAILS:

(SIGNATURE OF DETECTIVE)

(Space for Initials of Clerks at Headquarters)

PAWN LISTS AND ALARMS	AUDIT	PRECINCT NOTED	INDEXED	CRIME LEDGER

(OVER)   **(DO NOT FOLD OR ROLL THIS REPORT)**   D. D. 4

Quantity	Article Name Only	DESCRIPTION OF PROPERTY	CARD	VALUE

DESCRIPTION OF PERSONS WANTED

NAME, ALIAS AND ADDRESS	NATIVITY	AGE		HEIGHT		WEIGHT	EYES	HAIR	
		Years	Months	Feet	Inches	Pounds	Color	Color	

REMARKS:

ARRESTS AND DISPOSITIONS

NAME, ALIAS AND ADDRESS	Pick Up Complaint Warrant For Other Authorities	Discharged Convicted Acquitted Delivered To Other Authorities	SENTENCES				
			Years	Months	Days	Fines	

CRIME CLASSIFICATION	P. D. CODE NO.	STATE CODE NO.	STATUS OF CASE

Signature of Squad Commander

NOTES

1.   Each complaint or investigation shall be assigned a consecutive "Detective Squad Serial Number " in the Detective Squad office to which it is reported, or first referred for investigation. Subsequent reference to complaint or investigation shall be by the Detective Squad and Serial Number originally assigned.

2.   Each complaint or investigation referred to a Detective Squad shall be the subject of a report upon a Complaint Report (D. D. 4). Original shall be forwarded to the Statistical, Correspondence and Records Bureau, a copy filed in the detective squad and a copy forwarded to the Detective Borough Headquarters, Detective Borough Office and Detective District.

3.   If a complaint or investigation has been received and disposed of, within 72 hours, the final action shall be entered on the original Complaint Report (D. D. 4). In this case no Supplementary Complaint Report (D. D. 5) is required. In all other cases a Supplementary Complaint Report (D. D. 5) shall be used to report additional facts and subsequent action.

4.   If any Photographs, Bertillon Measurements, Fingerprints, or Descriptive Portrait information, etc., is later obtained, it shall be forwarded with Supplementary Complaint Report (D. D. 5).

5.   The Complaint Report (D. D. 4) shall be signed by the Detective assigned to investigate the complaint and also by the Commanding Officer of the Detective Squad. The signature of the latter shall be taken to mean that he is familiar with the contents of the report and believes it to be complete and accurate as rendered.

6.   Commanding Officer will indicate above his signature, in his own handwriting, the Crime Classification, the P . D. and State code numbers, and status of case, viz., "Active," or "Closed," and, if "Closed," in what manner, viz., by "Arrest of Perpetrators," "Other Result," or "No Result."