

A GUIDE for the
ESTABLISHMENT and MAINTENANCE
of a CENTRALIZED
CRIMINAL RECORDS SYSTEM for the
NATIONAL GUARD
of
EL SALVADOR 1966

A G U I D E
for the
ESTABLISHMENT and MAINTENANCE
of a CENTRALIZED
CRIMINAL RECORDS SYSTEM
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NATIONAL GUARD
of
EL SALVADOR

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TABLE OF CONTENTS

	<u>Page Number</u>
INTRODUCTION	
CHAPTER I - General Discussion	1
CHAPTER II - Indices Organization and Procedures	3
CHAPTER III - Criminal File Section Records	14

LIST OF EXHIBITS

EXHIBIT A - Specimen Name Index File Drawer	3-a
EXHIBIT B - Specimen Name Index Cards	5-a
EXHIBIT C - Complaint and Offense Report	18-a
EXHIBIT D - Supplementary Offense Report	23-a
EXHIBIT E - Arrest Record	26-a

system. This guide, therefore, will assist the NCS personnel in the proper establishment and maintenance of a modernized records management operation.

The records of the NGS should be available to authorized personnel on a 24-hour basis. This is very difficult to achieve unless the records are centralized. Time is very often a vital element in the solution of a crime. Many times information that was "locked-up" in the files of a Department and which was not available after normal working hours has meant the difference between the unsuccessful questioning of a suspect and the solution of a crime.

Administrators and directors of police agencies are interested in efficiency, and efficiency is encouraged by a centralized records system. All employees can be trained in the various types of record duties and can be rotated on assignments when vacations or sickness interfere with normal records management; or, when any particular phase of records work becomes congested. Duplication of records work is reduced to a bare minimum when records are centralized. To properly discharge the obligations and responsibilities of his office, there are three basic things concerning crime about which the NGS Commander must be furnished current and complete information: (1) how much of each type of crime occurs; (2) where these crimes are occurring; and (3) where do they occur. With this knowledge the Commander has the greatest chance of placing the best available manpower in the most strategic areas at the most opportune time.

INDICES ORGANIZATION AND PROCEDURES

The true test of any filing system is the ability to answer "yes" to the question "Can I find what I want when I want it?". The operation and maintenance of the various files and indices that greatly assist all police operations is a technical skill, which if allowed to become disorganized will probably destroy any effectiveness of the records themselves. If index cards are misfiled they are extremely difficult to locate. Considerable supervision is therefore needed to maintain the indices and files in their proper order. It may very well be possible after a test period of Criminal File Section operations, that the quantity and scope of the work to be performed by the file section will necessitate the assignment of additional personnel to maintain the necessary records effectively and accurately.

A. Central Name Indices

1. Index cards are prepared for filing from a variety of sources. Names of complainants and victims are indexed as are the names of arrested persons, wanted persons, persons injured in traffic accidents and the like. Indexing and searching of indices can be most efficiently handled if the number of separate name index files is kept to a minimum.

EL INDICE CENTRAL DE NOMBRES INCLUYE TARJETAS DE ARCHIVO SOBRE...

PERSONAS ARRESTADAS

VÍCTIMAS
CORRESPONDENCIA

QUERELLANTES

JUVENILES

SOSPECHOSOS

PORTADORES DE LICENCIAS

PERSONAS BUSCADAS

PERSONAS HERIDAS

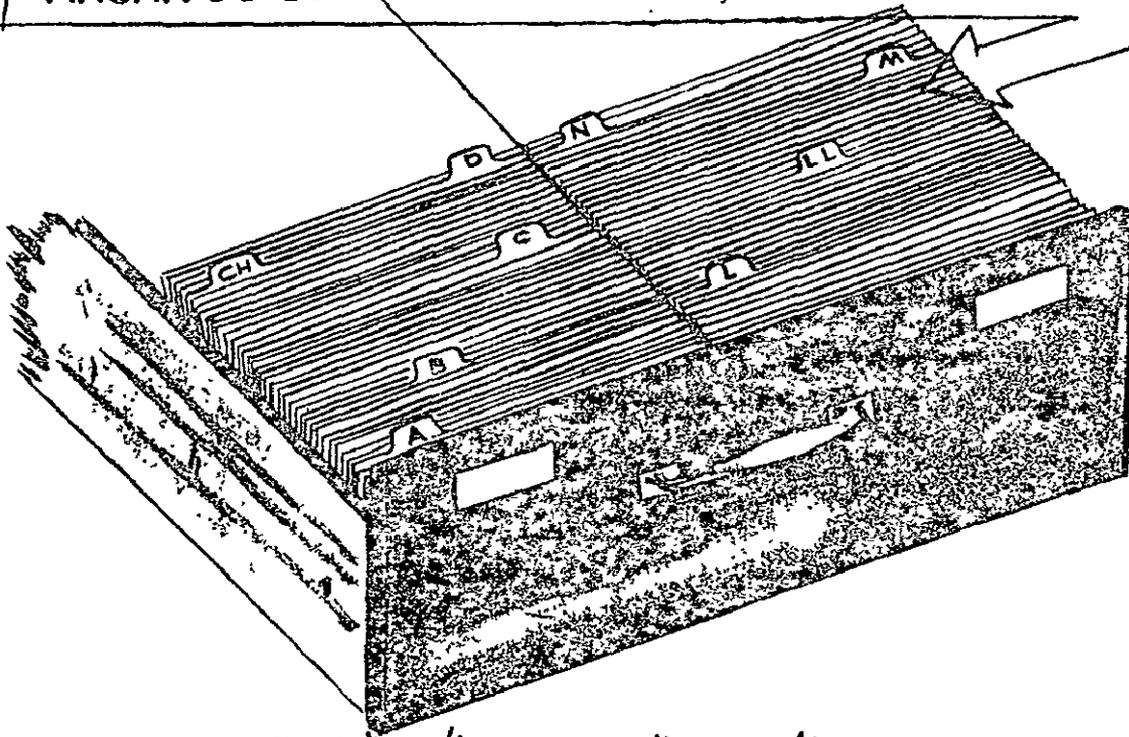
TESTIGOS

PERSONAS MATADAS

PERSONAS PERDIDAS

INFORMACION CONCERNIENTE

ARCHIVOS DE IDENTIFICACIÓN



(INCLUYA LA "K" Y LA "W" EN LOS
TABULARES PARA PODER ARCHIVAR LOS
NOMBRES EXTRANJEROS CUANDO SEA
NECESARIO.)

2. The simplest system is usually the best system. The many advantages of the single Master Name Index are apparent when practical use of the index cards are considered. With all the NGS name cards in one file there is no chance of filing an index card in the wrong file. In addition, when it is necessary to determine what information the complete files of the NGS contain on a particular name, the name search is necessary in only one index file. This single name search will determine whether the individual was ever a wanted or arrested person, a complainant, witness, etc. In general, everything the NGS knows about him should be indicated in the Master Name Indices. Thus, duplication of manpower, time, material and the effort of preparing cards for several name indices is reduced to a bare minimum; and records management, training, and procedures are considerably simplified.

3. The Master Name Index for the NGS should include index cards on:

- a) Arrested Persons
- b) Wanted Persons

Quere llante

PEÑA-Trejos, Julio
Hurto
#001519

la. A.S.#45, Sesori, Reg. #5

1966 Chev.Sed.,rojo,mtr D7-S4575869
chas CD45-098722

De curva mencionada dirección 3-5pm 3/9/66

Direc.Dueño: 55 A.S.#3,Sesori

Sospechosos: Juan PERLA-Rosas
Mario VASQUEZ-Luna

Sospechosos
desconocidos

TARJETA DE INDICE POR INFRACCION DE HURTO

Victima

PEREZ-Santos, Juan
Robo
#00085

la. C.P.#219, San Sebastián, Reg.#1

Entró por escalera, ventana cocina 2o. piso.

Robó: 2 trajes hombre, demás ropa - \$300.00

8:20-10:00 Noche 4/2/66

Sospechosos: desconocidos.

Que Pasó
cuando Pasó
Que fue robado
cuando Pasó

TARJETA DE INDICE POR INFRACCION DE ROBO

Exhibit "B"

D. Type of Crime Index

1. The crime or complaint index contains an index card for each crime reported to the police. The index serves at least two purposes: it aids in selecting cases which may have been committed by the same criminal and serves as a simple "modus operandi" (MO) file; and it enables the file section to locate a case file on which the date and names of victims have been forgotten when the nature and type of crime is known. In this manner the crime index is used to tie unsolved cases together which are similar in nature. All of the index cards in the "cleared" section will identify known criminals if the MOs of persons arrested in the past are noted and compared with the methods used in current unsolved crimes.
2. Index cards prepared for the type of crime index should contain a brief description of the "modus operandi" used in each crime. The classification of criminal offenses as adopted by the NGS and applicable to the laws of El Salvador provides the major breakdown for insertion on guide cards. As each category of crime within one guide card section becomes sufficiently large it may be further subdivided by using MO headings. Supervision of this index should

concentrated on the installation of the Central Name Index for several months. However, at such time as the ICS Commander is assured that the name index is functioning properly, he may decide to add the Stolen Property Index as it will greatly assist the efficiency of his police responsibilities and will further his service to the people of El Salvador.

2. One principal objective of any investigation is the identification and recovery of lost or stolen property. The stolen-property index is an investigative aid of inestimable value in achieving this objective.

There are two means of identifying property: One is through the serial number placed on the article by the manufacturer, and the other is by the description of the article when it contains no manufacturer's serial number, or when the number is not known. Obviously, a serial number offers a more positive means of identification. When an unnumbered article contains a monogram or the initials of the owner, it too, is subject to more positive identification.

A property-identification index is subdivided according to the means by which property may be identified. Generally, such an index consists of two

sections, numbered and unnumbered. In the numbered section all property bearing an identifiable number is indexed according to the last one, two, or three digits of the number, depending upon the size of the file. In the unnumbered section, property not identifiable by a serial number may be indexed according to the description of the article.

3. Numbered Section

Numbered property would be indexed by a three-digit file containing guide cards numbered from 000 through 999. All numbered property may be indexed according to the last three digits of the number without regard to the type of article. Licenses, automobile motors, watches, firearms, electric drills, etc., are indexed together according to the last three digits of the serial numbers regardless of the make or model of the article.

The index cards in each section are filed behind the guide cards corresponding to the last three digits of the number. The index cards are filed behind each guide card in numerical order according to the fourth and fifth digits from the end.

4. Unnumbered Section

Property not identifiable by a manufacturer's serial

number is indexed in the unnumbered section by description of the article and much of the success of this section of the index depends upon the accuracy and care with which the property is indexed.

The main classification, such as clothing, furniture, footwear, jewelry, tools, etc., should be indicative of the general character of the article indexed. Material of which the various articles are composed such as cloth, gold, leather, plastic, steel, etc., should be avoided as primary classification.

Within each general group, the list should be further reduced by providing for specific types of articles. For example, under the main classification of "clothing" there should be subdivisions for "male" and within each of these a breakdown for the type of article. Under the heading "female", guide cards may be made for coats, dresses, skirts, suits, miscellaneous, etc. As these subsections grow they may be broken down further according to the material, color size, and style.

The breakdown by type of article and the reference cards should be in as great detail as possible for in this unnumbered section the search is made entirely according to the description of the property, and all

persons filing and searching must be thoroughly familiar with the indexing procedure.

5. Description of Stolen Property

In order that the index may be of maximum value to a department it is essential that investigating officers obtain complete descriptions of property reported stolen. The manufacturer's serial number should be obtained in every instance if one is available. If not known, the victim or owner may be encouraged to obtain the number to assist the department in identifying and recovering the article. If a watch has been repaired, the jeweler may have made a record of the watch movement or the scratch number which he inscribed in the case. The jeweler from whom the watch was purchased may have a record of the case and movement numbers. If a guarantee was registered with the manufacturer of an article, the owner might obtain the number from that source.

Many law enforcement agencies through newspapers, radio talks, and the like, have encouraged the public to make a record of all their property which contains a number, or initials, and description of unnumbered property. Unnumbered property must be more fully described than numbered property because the only means of recovery is through the description. As many qualifying

adjectives as possible should be used in describing each article. A ring described by a detective or by the Complainant as "one lady's medium-sized diamond ring" does not mean much to the person who must index the article.

Articles containing a monogram or initials may be indexed according to the engraved or imprinted letters. Major breakdowns in alphabetical sequence may be provided for the last letter in the initial or monogram. Monograms, particularly, should be cross-referenced with all letters due to the difficulty in many cases of determining the proper order of the letters.

6. Preparing Index Cards

At least one index card will be prepared for each article reported lost or stolen, unless it is clear the article is not worth indexing. Separate index cards should be prepared if an article contains more than one identifying number. An example of this is found in a watch which contains a movement number and a case number. Each would be indexed.

The complete description should be recorded on the index card to eliminate the need for a searcher to check the investigative report to obtain the complete description.

Whenever an article is recovered, the corresponding index cards may be removed from the file and destroyed. The unnumbered section should be examined at least once each year to eliminate therefrom index cards representing perishable items more than one year old. For example, a lady's diamond bracelet would probably remain indexed in the file indefinitely or until recovered whereas an index card for a man's blue overcoat, size 42, would probably be removed after the case is one year old, since the likelihood of recovery and identification by that time is rather remote. For this reason, the date of the offense should be recorded on the index card in every instance.

CRIMINAL FILE SECTION RECORDS

In the preceding chapter we have discussed methods of operation and the proper maintenance of specialized indices. In this chapter the systems for recording the initial complaint, the subsequent investigation and the preparation of a chronological file of arrest records will be set forth together with a description of the actual forms and their implementation.

The human mind loses a considerable number of details when it tries to recall events and circumstances. For this reason and many others that have been previously stated, it is very important that an accurate written record be made immediately. The original copy of a record, after necessary completion, review and approval should be immediately sent to the Criminal Records Section (Archivos) where it will receive a serial number, the 3x5 index cards pertaining to the record placed in the central name indices, and the record placed in the appropriate file. Such procedure places all records under unified control. Most of the information which enables the NCS to find a criminal would be useless if not uniformly reported, recorded, and integrated into a system of records. Information gathered in investigations, therefore, must be promptly recorded, indexed and filed as part of the complete system which facilitates further investigation.

The complaint and investigative record is the heart of any police records system. It is concerned with recording crimes and other incidents reported to the police and is used for controlling investigation through the filing of additional reports. It is the basis for an analysis of offenses and the methods by which they are committed. The system is necessary to assure satisfactory disposition of each case.

An incident calling for police action is reported usually by telephone; the essential facts are briefly recorded, and the policemen are dispatched to the scene. The investigating officers record all information concerning the incident and the results of their investigations in their notebooks. Before the end of their tour of duty, they prepare the Complaint and Offense Report summarizing all of the facts of the case.

Concept

Any reports of crimes that may come to the direct attention of police officers, whether they be on duty in the streets, in radio, patrol cars, in central NGS headquarters or substations, or while off-duty, should be referred promptly to the nearest NGS headquarters. Probably the majority of complaints will be comparatively minor in nature; however, regardless of the gravity or apparent trivial nature of a particular complaint, each one is important and of personal concern to the complainant (Querellante) and therefore should be important to each

official of the NGS.

Efficient police work is important both to the citizens of El Salvador and to the Minister of Defense, who supervises the activities of most police operations within the Republic. Therefore, police action should be represented by adequate records of complaints received and action taken. All NGS echelons are accountable for the action taken or the investigation conducted on each crime referred to them. As administrative control over complaints should be promptly established, a permanent written record must be prepared at the time the complaint is received.

Internal Application

All complaints should be received and recorded by a police official of the NGS who is responsible to the executive head of the NGS Region, who in turn, is responsible only to the Commander of the NGS. The matter should be promptly relayed to the unit that will be responsible for taking the required police action. This action will then be recorded in detail on the combined form "Complaint and Offense Report" by the officer who conducts the preliminary investigation into the complaint.

Each of the 5 NGS Regions of the Republic of El Salvador should be included in the reporting system as described thereafter.

thus, crimes that occur and are investigated by NGS police personnel entirely within one NGS Region, should be recorded in duplicate by the headquarters of that region. For example, a robbery that may occur in Chinameca, a suburban town of San Miguel in the 5th NGS Region, should be investigated by NGS personnel of that region. The details should be recorded on the Complaint and Offense Report in duplicate at the headquarters in San Miguel. If an arrest and confinement is requested, that action should be recorded on the Arrest Record (5x8 card) also in duplicate. The original of each form or record should be forwarded to the Criminal Files Section of NGS Headquarters in San Salvador for immediate inclusion in their files. If a similar crime should occur within the jurisdiction of the NGS headquarters in San Salvador that action should be recorded in exactly the same manner and the forms and records forwarded immediately by the Shift Commander to the Criminal Files Section.

Complaint and Offense Report

A. Description and Application

All complaints that fall into the category embracing the loss, theft, or destruction of property or injury to persons, should be followed up immediately on the return of the investigating officers by the submission of the Complaint and Offense Report (COR). A copy of the COR follows this page and is listed as Exhibit "C".

The investigating officer should record the investigative action taken on the original and carbon copy of the COR. Both copies of the COR will then be reviewed for sufficiency by the Shift Chief and/or the Shift Commander, who will indicate his approval and disposition of the matter. Many cases can be closed with the submission of the preliminary report - the COR, when there is no further investigation to be conducted. If this is the case, the Shift Commander or Shift Chief will indicate his disposition and will then forward the original copy of the COR to the HCS Criminal Files Section for their prompt inclusion in the central name indices and the preparation of the central investigative file in the matter.

B. Numbering Complaint and Offense Reports

One series of numbers for filing all material pertinent to the same investigation should be used. It makes

PROPIEDAD ROBADA (describir)	Cantidad	Valor Estimado	RECUPERADA	
			Fecha	Valor
		Total:		Total:
Recuperado por:	Propietario firmado en propiedad		fecha	

DESCRIPCION DE SOSPECHOSOS O PERSONAS BUSCADAS

	NUMERO 1	NUMERO 2
Nombre		
Domicilio		
Raza		
Sexo y edad		
Altura y peso		
Color Cabello		
Color ojos		
Cutiz-barba		
Vestimenta-Marca		
Ocupación		
Nacionalidad		

for simplicity and provides a simple chronological record of activities. Old records may be removed without disturbing the system and all current files are in one place. A straight numerical system modified for use by all echelons of the NGS is highly recommended and an explanation of its NGS application follows.

A basic 5 digit numbering system should be installed which will function very smoothly and is easily applied. Each of the 5 NGS regions should be issued a block of 1,000 numbers from which they can consecutively number each Complaint and Offense Report (COR) that is prepared for each separate investigation. The first number will always represent the NGS region and the next four numbers represent the numerical sequence of investigations as each case is opened by an NGS Region. For example, the 26th investigation initiated by the 5th NGS Region in San Miguel, that will require the preparation of a COR, will be numbered 50026. Another example would be the 536th COR prepared by the 2nd NGS Region at Santa Ana and should be numbered as 20536. The numbers should be assigned by each region as follows:

1 to 1000	assigned	the	1st	Region,	San	Salvador-	10001
1 to 1000	"	"	2nd	"	Santa	Ana	- 20001
1 to 1000	assigned	"	3rd	"	Cojutepeque	-	30001
1 to 1000	"	"	4th	"	Zacatecoluca-	40001	
1 to 1000	"	"	5th	"	San	Miguel	- 50001

NGS Headquarters should issue the second thousand series of numbers to a NGS Region only if that Region has entirely used numbers 1 through 999. This process of issuing numbers should be controlled by NGS headquarters and can be continued indefinitely without starting a new series each year. At the time the maximum number possible, 9999, is used in any one region, the entire process can be repeated by using the prefix "A" before the five digit number, subsequently "B", etc.

A control record for the COR numbers should be established in each of the five NGS regions. As each number is issued in numerical sequence, the number, date, subject's name and the offense should be listed on a one-line entry. This procedure can easily be maintained in an inexpensive logbook or loose-leaf binder as follows:

30019	7/25/66	Lopez-Romero, Miguel	Robo
30020	7/25/66	Rodriguez-Santo, José	Hurto
30021	7/27/66	García-Medina, Antonio	Ustafa

C. Filing the COR and Related Material

The Criminal Files Section should enter the same number, as received on a COR from any of the five NGS regions, directly onto the file guide-strip of a manila file folder. Thereafter all material of a documentary nature which has a bearing on the investigation should be placed within the same file folder. This refers to such

material as signed statements; Supplementary Offense Reports; photographs of subject, crime scenes; correspondence telegrams, etc. On this manner the NGS will have a complete chronological file on each crime committed and investigation conducted. If it happens that several investigations utilizing consecutive numbers and consisting only of CORs of minor incidents occur, these may all be filed consecutively together within one file folder. This folder in turn should be adequately marked to denote its contents; for example, 10075 - 10090.

All investigative files which represent crimes that have occurred entirely within one NGS Region and are denoted by the numerical sequence of numbers as issued to that Region, should be filed together. This can easily be accomplished in a 5 drawer filing cabinet by devoting one drawer to those numbers assigned to one of the five NGS Regions. Thus the top drawer could include 10001 - 19990 denoting those investigations occurring in the San Salvador NGS Region, etc.

Sufficient care should always be taken to ensure that some document is always in the investigative file cabinet that will account for every number assigned to a COR and its investigative file. There never should be a file number missing from the file cabinet. If an investigative file is

removed from the cabinet, and only by an official authorized by the NGS Commander, an appropriate "charge-out" should be made. The simplest method involves a charge-out slip which should be a bit taller than the file folders in the file and should be of bright distinctive color. When an investigative file is charged out to an authorized person, the name of the officer to whom the file is furnished, the name of the subject of the investigation, the date the file was charged out and the file number should be recorded on the "charge-out slip". This slip should extend above the file folders and a glance at a file drawer will indicate what files are missing.

Supplementary Offense Report

Most cases will be closed with the submission of the COR when there is no further investigation logically to be conducted. If an investigation is left in a pending status after a preliminary report is submitted, a supplementary offense report should be submitted at definite stated periods until the case is closed. For example, a supplementary report may be required 3-5 days after the preliminary investigation is reported and weekly thereafter.

A supplementary report should be made out by any NGS personnel who gains information bearing on the investigation after the COR has been filed. Thus, while the majority of the supplementary offense reports will be made by the investigating NGS personnel assigned to the investigation, some may be made by other NGS personnel. As an example, an NGS patrol during their tour of duty, recovers some of the stolen property listed in a burglary case, or he learns from an informant that a recent robbery was committed by a certain person. This information should be recorded on the supplementary offense report form in duplicate and the original immediately sent to the Criminal Records Section for inclusion in the investigative file in this matter. If one of the criminals involved is arrested for a crime in which there has been submitted a preliminary COR, the arresting police

officer is responsible for the preparation of a supplemental report, listing all the circumstances of the arrest.

The supplementary report will be given exactly the same number as assigned to the original Complaint and Offense Report and each succeeding report will also bear the same number until the investigation is closed. Following is set forth a model of the Supplementary Offense Report recommended for use by the NGS and listed as Exhibit "D".

Arrest Record

As all five NGS Regions have detention capabilities with temporary confinement facilities available within the regional headquarters, there naturally must be a record of each arrest made by the NGS personnel.

Immediately following this discussion is a copy of the Arrest Record, Exhibit "E", intended for use by the NGS and prepared in duplicate in each case where an arrest has been made by NGS personnel. This form provides for recording the descriptive data and circumstances surrounding the arrest on the front, with the list of prisoner's property and the receipt therefore to be listed on the back. Sufficient space is also available on the reverse side of the Arrest Record for recording the plain fingerprint impressions of the right hand on both copies if such is desired by the NGS Commander.

A chronological file of arrest records is readily adapted to statistical treatment, i. e., the arrests for a month are available for analysis as to age, sex, race, and the like and, at the same time, an arrest record of a person can be promptly located through the alphabetical index. Then, too, as the file of arrest reports grows, the older ones can be removed for storage very easily. The arrest records should be filed in strict numerical order beginning with number 1 and continuing

on indefinitely. Each 25 Arrest Reports should be separated by a guide card that lists the 25 numbers representing the filed Arrest Reports between guide cards, such as 150-175. Thus the numerical sequence will be the same for all NGS Regions and can be numbered by each region as follows:

NGS Region #1, San Salvador	150-175 A
NGS Region #2, Santa Ana	150-175 B
NGS Region #3, Cojutapeque	150-175 C
NGS Region #4, Zacatecoluca	150-175 D
NGS Region #5, San Miguel	150-175 E

The original should be forwarded to the Criminal Records Section at NGS Headquarters for inclusion in their central arrest records file.

It must be emphasized that the arrest record is incomplete until the final disposition is recorded thereon. The outcome of any trial should have some bearing on the administration of the NGS and in some cases will reflect on the adequacy of the investigation. Thus arrangements must be made to obtain the final disposition for recording on the original arrest record in each instance.

PREPARED FOR THE SPANISH VERSION

Apellidos- 1er Nombre - 2do. Nombre		Apodos		No de Arresto			
Dirección Residencial		Sexo	Raza	Edad	Altura	Peso	Cab. Ojos
Oficio	Tez	Fecha y Lugar de Nacimiento		Nacionalidad			
Acusación/Violación	Lugar de Arresto	Arresto-Horay Fecha		Arresto hecho por			
No de Ident./Foto	Profesión	Numero de la Denuncia		Reportes Hecho por			
Juzgado	Disposicion	Fecha del Fallo		Nombre del Jeuz			

Brevemente - Circunstancias bajo las cuales se hizo el arresto:

Exhibit "E"

PREPARED FOR THE SPANISH VERSION

REGISTRO DE ARRESTO - GUARDIA NACIONAL DE EL SALVADOR