**CASE OF PLACE COVER REPORT**

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| --- | --- |
| 1. Case Number |  |
| 1. Specific geographic location (please include printed map) |  |
| 1. Describe location (i.e., school, residential, business, mixed, etc. be specific) |  |
| 1. Date case is opened |  |
| 1. Date case is closed |  |
| 1. Detective(s) assigned |  |
| 1. Supervisor assigned |  |
| 1. Problem(s) at this place |  |

**SECTION A: CRIME HISTORY OF THE PLACE**

**SECTION A1: HOW DID THIS PLACE COME TO THE ATTENTION OF THE POLICE?** *Be specific, noting whether the source was the community, the police, management meetings, or another source.*

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**SECTION A2: CRIMINAL HISTORY TRENDS FOR THIS PLACE.** *Crime analysis units may be useful in providing this information. Please attach documents as supplements to this form.*

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| --- | --- |
| 1. Reported crime incidents at this place 1-5 years[[1]](#footnote-1) | Describe briefly here and attach crime analysis information as supplements |
| 1. Arrest history for 1-5 years (amt and type) | Describe briefly here and attach crime analysis information as supplements |
| 1. Calls for service for 1-5 years (amt and type) | Describe briefly here and attach crime analysis information as supplements |
| 1. Immediate crime incident history of this place (past 30 days) | Describe briefly here and attach crime analysis information as supplements |
| 1. Immediate arrest history of this place (past 30 days) | Describe briefly here and attach crime analysis information as supplements |
| 1. Immediate calls for service history of this place (past 30 days) | Describe briefly here and attach crime analysis information as supplements |
| 1. Other crime history of this place (gangs, juveniles, probationers). | Describe briefly here and attach crime analysis information as supplements |

**SECTION A3: EXISTING COMMUNITY INFORMATION ABOUT THIS PLACE.** *Please attach any documents as supplements to this form. Proactive information gathering from officers, community members and other sources are conducted in sections B-D. This is just existing historical information about this place.*

|  |  |
| --- | --- |
| From officers |  |
| From community members |  |
| From other sources (census, city data, etc.) |  |

**SECTION A4: KNOWN CITY RECORDS OR COMPLAINTS ABOUT THIS PLACE.** *Please attach any documents as supplements to this form.*

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**SECTION A5: INITIAL SURVEILLANCE ABOUT THIS PLACE.**

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| --- | --- |
| 1. Date of preliminary surveillance |  |
| 1. Surveillance conducted by |  |
| 1. Is Surveillance consistent with historical trends described above? |  |
| 1. Write a general narrative describing the nature of this location given the surveillance and analysis collected. |  |

**SECTION B: PLACE-BASED SUSPECTS**

**SECTION B1: SUSPICIOUS PEOPLE AT THIS PLACE**

|  |  |
| --- | --- |
| 1. Active/known offenders or arrestees | List names and attach supplemental information about individuals, arrest records, and types of crimes, whereabouts |
| 1. Probationers/parolees | List names and attach supplemental information about individuals, arrest records, and types of crimes, whereabouts |
| 1. Field interviews (past and present) | List here and attach forms as supplements |
| 1. Gangs and groups | List here and attach forms as supplements |
| 1. Vagrants, homeless, mentally ill, drunk in public | List here and attach forms as supplements |
| 1. Truants, juvenile delinquents | List here and attach forms as supplements |

**SECTION B2: SPECIFIC PROBLEM LOCATIONS AT THIS PLACE**

|  |  |
| --- | --- |
| 1. Problem residential or business addresses | List here, and provide information as supplements |
| 1. Other problem locations (such as a bus stop, park, corner, alley, or lot) | List here, and provide information as supplements |

**SECTION B3: ENVIRONMENTAL "SUSPECT" - PROBLEM CONDITIONS AT THIS PLACE.**  *List environmental suspects such as poor lighting, graffiti, trash, abandonment, overgrown lots, abandon cars, other social and physical disorders, vulnerable spots. Attach information and photographs as supplements.*

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**SECTION C: VICTIMS AND PLACE-BASED TARGETS OF CRIME**

**SECTION C1: VICTIMS (PEOPLE)**

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| --- | --- |
| 1. General profile of types of people who are victimized |  |
| 1. Repeat victims | List names and locations and attach supplemental information |

**SECTION C2: VICTIMS (PROPERTY)**

|  |  |
| --- | --- |
| 1. General profile of types of property being victimized |  |
| 1. Properties repeatedly victimized | List locations and attach supplemental information |

**SECTION C3. SUMMARIZE THE BROADER HARM OR IMPACT OF THE PROBLEM ON THE COMMUNITY.** *Describe additional ways crime has impacted this community - be specific. Fear? Quality of life? Abandonment? Lack of investment or involvement? More crime?*

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**SECTION D: GUARDIANS AND POTENTIAL FOR PREVENTION AND DETERRENCE**

**SECTION D1: NON-POLICE, INFORMAL GUARDIANS.** *Identify and describe nature of these guardians and the types and levels of guardianship they provide. Examples include business and civic leaders, apartment and business managers, citizens, neighborhood watch groups, etc.*

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**SECTION D2: FORMAL POLICE/GOVERNMENT GUARDIANS.** *Identify and describe nature of these guardians and the types and levels of guardianship they provide. Examples include the police, probation officers, school teachers, social services, private security, code enforcers.*

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**SECTION D3: TECHNOLOGY AND PHYSICAL FEATURES TO PREVENT CRIME.** *List other technology and physical features, including CCTV, fences, locks, signage, gates, etc. used to prevent crime.*

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**SECTION E: THE INTERVENTION**

**SECTION E1. PAST SIGNIFICANT POLICE AND COMMUNITY EFFORTS/ INTERVENTIONS AT THIS PLACE.** *Identify past interventions at the place and their impacts if known.*

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| --- | --- |
| 1. Police Operations | Describe operation and impacts, as well as who led operation |
| 1. Community Efforts | Describe operation and impacts, as well as who led operation |

**SECTION E2: REVIEW/FIND INFORMATION OR RESEARCH ABOUT WHAT MAY WORK FOR THIS PROBLEM**

|  |  |
| --- | --- |
| Checked? | SOURCE |
| Y N | Evidence-Based Policing Matrix [www.policingmatrix.org](http://www.policingmatrix.org) |
| Y N | POP CENTER guides <http://www.popcenter.org/guides/> |
| Y N | COPS OFFICE [http://www.cops.usdoj.gov](http://www.cops.usdoj.gov/) |
| Y N | Campbell Collaboration Crime and Justice Coordinating Group <http://www.campbellcollaboration.org/reviews_crime_justice/index.php> |
| Y N | Office of Justice Programs CRIMESOLUTIONS.GOV <http://crimesolutions.gov> |
| Y N | Subject matter experts on the eConsortium by area of expertise <http://gmuconsortium.org/> |
| Y N | Ideas from Smart Policing Initiative <http://www.smartpolicinginitiative.com/> |

*Which sources apply and what information is useful?*

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**SECTION E3: DESCRIBE THE PLAN FOR THE INTERVENTION(S).** *Utilizing information collected on problems and victims, as well as potentially effective interventions, describe in detail the plan for intervention here.*

|  |  |
| --- | --- |
| 1. Police actions | List the step by step plan of action the police will take based on the information collected in Sections A-E. |
| 1. Non-police guardians | Role for non-police guardians (as described in Section D) if applicable. Describe here. |
| 1. Community members | Role for community members (as described in Section D) if applicable. Describe here. |
| 1. Other formal guardians | Role for other formal guardians (as described in Section D) if applicable. Describe here. |
| 1. Other actions related to physical environment | Describe in detail. |

**SECTION E4. DOCUMENT INTERVENTION AND RESULTS POST-INTERVENTION, AND PLANS FOR FOLLOW-UP AND MAINTENANCE.** *Describe the actual intervention, its implementation, and results based on post-intervention follow up and de-briefing. Attach crime analysis before-after information if available, or after-action reports. Document plans for follow-up and maintenance.*

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1. "1-5 years" is only a suggestions. The goal is for agencies to consider examining the historic trends of crime at this place. [↑](#footnote-ref-1)