

INSTRUCTIONS

1. **TYPE.** Enter an X to indicate if this is an original, continuation page, or a supplement to a report previously made.
2. **CODE NO. (OFFENSE/INCIDENT CODE).** *Enter 4-digit offense/incident code that corresponds to the offense/incident. In cases of vandalism, enter the offense/incident code number 1010 or 1020 and enter the word "vandalism" in Item 3, followed by the estimated dollar amount of damage. (Round off amount to nearest dollar; do not use decimal or cents.)
 - 2a. **SORT.** In those incidents involving the use of Special Operations Response Teams (SORT), place an X in this block.
3. **TYPE OF OFFENSE OR INCIDENT.** Enter in words the type of offense or incident being reported.
4. **CASE CONTROL NO.** Enter 11-character alphabetical/numerical case number which is obtained from the control center. The case control number is constructed as follows: first and second places designate the region; third place, the district; fourth place, the zone; fifth place thru ninth, the number of cases listed consecutively throughout the calendar year; 10th place, a letter designating the month, e.g., A=January, B=February, C=March, etc. The 11th place designates the calendar year. Only the last digit of the calendar year is entered. For example: in Region 8, District 2, Zone 5, the 4392 case of the year, occurring in FEBRUARY 1983, would be entered as 082504392B83.
5. **BUILDING NO.** Enter 8-character GSA building number. When building number does not apply, enter NA (not applicable). (It is the responsibility of each region to provide these numbers to all officers.)
6. **ADDRESS.** Enter street, city, and State where offense/incident occurred.
7. **AGENCY/BUREAU NAME.** Enter agency/bureau name (i.e., Internal Revenue Service (IRS)).
8. **AGENCY/BUREAU CODE.** Enter 4-character agency/bureau code in which offense/incident occurred. (It is the responsibility of each region to provide these numbers to all officers.)
9. **SPECIFIC LOCATION.** Enter in words a brief description of location of offense/incident. Always begin with general area, then room area, and then specific location (e.g., 1st floor, office, desk). Refer to example in Item 10.
10. **LOCATION CODE.** *Enter alphabetical/numerical code. The first two places identify the general area or floor level where the incident occurred. The third and fourth places identify the room area; the fifth and sixth places provide the specific location of the incident. For example, if the offense/incident occurred on the first floor, in an office, from a desk code 010FDK would be entered for Item 10. (the last two places are used primarily in theft incidents. When use of the fifth and sixth places is inappropriate, enter NA (not applicable)).
 - 11a and b. **DATE/TIME OF OFFENSE/INCIDENT.** Enter month, day, year and military time of offense/incident. Months must be entered in numerical order (i.e., January-01 through December-12). (If the date of the offense/incident is March 9, 1998, it would be recorded as 030998.) If exact date is unknown, but date last seen can be determined, enter that date. If neither of these dates is known, enter UNK (unknown).
12. **DAY.** Enter 2 letters for day of week on which the offense/incident occurred. Codes for days of the week are: SU, MO, TU, WE, TH, FR, SA, and UK (unknown).
 - 13a and b. **DATE/TIME REPORTED.** Follow same instructions as in Item 11.
 14. **DAY.** Follow same instructions as in Item 12.
 15. **JURISDICTION.** Enter an X in the appropriate box.
 16. **NO. OF DEMONSTRATORS.** Enter the estimated number of demonstrators.
 17. **NO. EVACUATED.** Enter the estimated number of evacuees.
 - 17a. **TIME START.** Enter the time when evacuation began (use military time).
 - 17b. **TIME END.** Enter the time the evacuees returned to evacuated area (use military time).
 18. **PERSONS INVOLVED.** (Suspect, Victim, Witness, Reporting Party). If there are more than two people involved, prepare an additional GSA Form 3155. Use the same case number and fill in only the appropriate blocks.
 - 18a. **ID (IDENTIFICATION) CODE.** Enter appropriate codes of persons involved: SU-suspect; VI-victim; WI-witness; RP-reporting party. If there is more than one person in same category, enter a numeric suffix as 1, 2, etc., (e.g., SU1, SU2, etc.).
 - 18b. **NAME AND ADDRESS.** Enter name(s) and address(es) of person(s) identified. Record subject's full name. Show last name first, followed by first name, then middle initial. If subject doesn't have a middle initial, use NMI (no middle initial) to indicate this.
 - 18c. **AGE.** Enter age if known; otherwise, enter UNK (unknown).
 - 18d. **SEX.** Enter M-male or F-female.
 - 18e. **RACE.** Enter appropriate code: A-Asian Pacific/Oriental; H-Hispanic, I-American Indian; B-Black; W-White; O-Other (explain in narrative), X-Unknown.
 - 18f. **INJURY CODE.** Enter appropriate code: O-none; 1-refused treatment; 2-first aid only; 3-hospitalized; 4-deceased.
 - 18g. **TELEPHONE.** If known, enter area code(s) and number(s); otherwise, enter UNK (unknown).
 19. **VEHICLE.** If more than one vehicle is involved, prepare an additional GSA Form 3155. Use the same control number and fill in only the appropriate blocks.
 - 19a. **STATUS.** Check the appropriate box(es).
 - 19b. **YEAR.** Enter model year of vehicle.
 - 19c. **MAKE.** Enter make of vehicle.
 - 19d. **MODEL.** Enter model of vehicle.
 - 19e. **COLOR.** *Enter appropriate color code. If more than one color, list in order from top to bottom and separate by slashes. Example: Cream vinyl top with blue body is entered as cmr/blu.
 - 19f. **IDENTIFYING CHARACTERISTICS.** List any identifying characteristics of the vehicle, such as a cracked window, dented fenders, etc.
 - 19g. **REGISTRATION.** Enter year, State and registration number printed on vehicle tag.
 - 19h. **VIN (VEHICLE IDENTIFICATION NUMBER).** Enter vehicle identification number.

*HB, FPS UNIFORMED FORCE OPERATION, CHAPTER 8. HB, FPS, STAFF OFFICER'S GUIDE, CHAPTER 5.

- 19i. **VALUE.** Enter estimated value of vehicle.
20. **ITEMS TAKEN.** If there are more than 2 items taken, prepare an additional GSA Form 3155. Use the same case number and fill in only the appropriate blocks.
- 20a. **NAME OF ITEM.** Identify item (e.g., typewriter, tools, radio equipment, etc.).
- 20b. **QUANTITY.** Enter number of items (e.g., for one item enter 001).
- 20c. **OWNERSHIP.** Check the appropriate box.
- 20d. **BRAND NAME.** Enter brand name (e.g., Resmington).
- 20e. **SERIAL NUMBER.** Enter serial number, the word "none", or "unknown", as appropriate.
- 20f. **COLOR.** Enter color*. Separate multi-colors with a slash (e.g., red, brown, and blue = red/bro/blu).
- 20g. **MODEL.** Enter model or number, if any.
- 20h. **VALUE.** Enter value (or estimated value) of items stolen. (Round the amount off to the nearest dollar; do not use decimal or cents).
- 20i. **UNUSUAL OR UNIQUE FEATURES.** List any features that will assist in identifying the property, such as an owner applied number (i.e., owner's social security number).
- 20j. **PROPERTY WAS.** Enter an X in appropriate box.
- 20k. **STATUS OF PROPERTY.** Enter an X in the appropriate box. If property is partially recovered, enter value of the amount recovered.
- 20l. through 20v. same as 20a. through 20k.
21. **NARRATIVE.** Enter details of offense/incident not included elsewhere in report, or when the word "other" has been used. If additional space is required, continue on page 2 of form and/or use and attach a blank sheet of paper.
22. **NOTIFICATION.** As required, enter time (military time) of notification and arrival of appropriate units.
- 23a and b. **EVIDENCE.** Enter an X in the appropriate box, and the evidence tag number if applicable.
- 23c. **TYPE.** Identify type of evidence.
- 23d. **WHERE STORED.** Give current location of evidence.
24. **ATTACHMENTS.** Enter an X in the appropriate boxes, or specify in block marked "Other Attachments" (such as traffic accident forms).
25. **SUSPECT'S STATUS.** Enter an X in the appropriate box.
26. **DISPOSITION OF SUSPECT.** Enter an X in the appropriate box. Enter number of any citation issued to suspect.
27. **TIME (OF OFFENSE/INCIDENT).** Use military time.
- 27a. **RECEIVED.** Enter the assignment received.
- 27b. **ARRIVED.** Enter time arrived on scene.
- 27c. **RETURNED TO SERVICE.** Enter time returned to service.
- 28a. **REVIEWED BY.** Enter an X in the appropriate box to indicate FPS (Federal Protective Service) or CG (Contract Guard).
- 28b and c. **NAME AND SIGNATURE.** Enter printed name and the signature of immediate supervisor reviewing report.
- 28d. **DATE.** Enter date report was reviewed.
- 29a. **BADGE.** Enter badge number of FPO completing the offense/incident report. Contract guards will enter the letters "CG". (when filling in these blocks, begin on the left and work from left to right).
- 29b and c. **NAME AND SIGNATURE.** Enter printed name and the signature of FPO or contract guard completing the offense/incident report.
- 29d. **DATE SUBMITTED.** Enter date report submitted.
30. **CASE REFERRED TO.** Enter an X in the appropriate box(es). (The approving official is responsible for completing this block.)
31. **CASE STATUS.** Enter an X in the appropriate box. A case is closed when the offender has been identified, sufficient evidence has been collected to charge him/her, and he/she has been taken into custody. A case is also closed in instances where some element beyond police control precludes the placing of formal charges* against an offender (e.g., the U.S. Attorney refuses to prosecute).
- 32a and c. **APPROVING OFFICIAL (SIGNATURE AND NAME).** Completion of these blocks will indicate the report has been reviewed for accuracy and completeness of data. Enter printed name and the signature of approving official (to be designated by the district supervisor). This should not be the same as the reviewing official.
- 32b. **DATE.** Enter date report was approved.
33. **DETECTIVE STATUS.** This set of blocks is to be used by the detectives only. These blocks will be filled out showing what results occurred to the offense/incident report upon completion of a followup investigation, if conducted.
- 33a. **CASE NUMBER.** Enter Detective Section case number assigned.
- 33b. **HOW CLOSED.** Place an X in appropriate box to signify how the investigation was closed.
- 33c. **SUSPECT.** Place an X in the box if a suspect was developed or arrested.
- 33d. **ENTERED NCIC (NATIONAL CRIME INFORMATION CENTER).** Enter an X in the appropriate box.
- 33e. **PROPERTY RECOVERED.** Enter an X in the box to indicate if stolen property was recovered.
- 33f. **VALUE OF PROPERTY.** If property recovered, indicate the value of recovered property.
- 33g. **CLEARED NCIC.** Enter an X in the appropriate box.
- 33h. **REFERRED TO.** If followup investigation was referred to another investigative unit and accepted, indicate name.
- 33i. **DATE REFERRAL ACCEPTED.** Enter date referral was accepted.

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