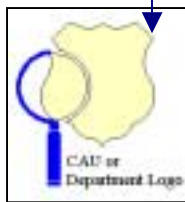


Click on this image, and then select Insert – Picture From File to insert your own agency or CAU logo.



[Agency Name]

Replace the text and brackets with your department's name.

# Crime Analysis Unit – Persons Bulletin

**Bulletin Number:** Bulletin numbers typically include the year and are numbered chronologically (e.g., 2002-01).

**Date:** *November 29, 2001*

Today's date will appear automatically.

[TITLE]

Replace the text and brackets with the persons bulletin title, such as "Suspicious Person, Field Contact, Wanted Person, or Attempt to Locate."

**Name:** Insert subject's name.

Enter "Unknown" or "None" if DOB, Physical Description, or Markings are not available. Do not leave blank.

**DOB:** Insert subject's date of birth, if known.

**Physical Description:** Insert sex, race, age, height, weight, hair/eye color, and any other known physical description.

**Markings:** Describe any known scars, marks, or tattoos.

**Last Known Address:** Insert subject's address.

**Aliases:** List all known aliases.



Click on this image, and then select Insert – Picture From File to insert a photo, if available.

**Accomplices:** List any known accomplices and include photos of them, if available.

Replace the text and brackets with your phone number or e-mail address.

Please contact the Crime Analysis Unit at [telephone number or e-mail] if you have any questions or updates to the information contained in this report.

## Summary of Subject's Activity:

- Summarize subject's arrests, field contacts, and criminal history.
- For example, in a Suspicious Person Bulletin...Subject has been contacted by various officers loitering near Washington Elementary School between 0800 and 0930. Subject has three prior arrests for indecent exposure.

Double click on Created by to access footer and change text.

File path will automatically appear once you re-save the document.

Supervisor's initials to indicate that the bulletin has been reviewed prior to dissemination.

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Created by: Enter name of bulletin author so that questions/updates can be directed to the appropriate person.

Approved \_\_\_\_\_