

404.6 HANDWRITTEN LETTER STYLE AND ABBREVIATIONS:

Recommended letter style when handwriting reports:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Ø 1 2 3 4 5 6 7 8 9

1. The numeral "one" is written as shown above so it will not be confused with the letter "I".
2. A line is placed through the letter "Z" so that it is not confused with a poorly written "two", (2).
3. The numeral nine is written as shown to avoid being confused with a poorly written numeral four (4).
4. A slash is placed through the numeral zero (0) to avoid its being mistaken for the letter "o".
5. An exaggerated "tail" is placed on the letter "G" to avoid confusion with the letter "C".

Elements Common to Reports:

Names: All proper names, including businesses, should be spelled out in full, using only accepted abbreviations for types of firms; e.g., Corp. - Corporation.

Dates: Dates will be written with the day first, the first three letters of the month, the last two digits of the year; e.g., 12 Sep 41. This format will be used in all reports unless specifically excepted; e.g., traffic citation, impound report.

Time: Times of day will be written using the military system. Hours will run 0001 hrs. (12:01 am) through 2400 hrs. (12:00 AM), this format will be used in all reports unless specifically excepted; e.g., traffic reports.

Race: Race will be written using the following abbreviations: W-White, B-Black, A-Asian/Pacific Islander, I-American Indian/Alaskan Native, and U-Unknown.

Sex: Sex will be written M-Male and F-Female.

Abbreviations: Common Accepted Abbreviations

A/(Sgt.).....Acting	Cont Continued
A/C.....Air Conditioning	Def Defendant
Amp.....Amperes	DL..... Drivers License
Approx.Approximately	Hrs. Hours
Att.Attempt	Lic..... License
Atty.Attorney	Mod #. Model Number
Blk.....Black	NSEW..... North, South, East, West
Brn.....Brown	Ser #..... Serial Number
Complt.....Complainant	Sqd..... Squad

Street Type Abbreviations:

Al.....Alley	Ovps..... Overpass
Av.....Avenue	Park..... Park
Blvd.....Boulevard	Pkwy Parkway
Br.....Branch	Pl..... Place
Brdg.....Bridge	Plz..... Plaza
Byp.....Bypass	Pt..... Point
Cir.Circle	Ramp Ramp
Ct.....Court	Rd. Road
Ctr.Center	Sq..... Square
Dr.Drive	St..... Street
Frwy.Freeway	Ter. Terrace
Hill.Hill	Trl. Trail
Hwy.....Highway	Tun..... Tunnel
La.Lane	Unp. Underpass
LoopLoop	View. View
MallMall	Wy. Way

Unit Type Abbreviations:

Apt.....Apartment	Rm.....Room
Bldg.....Building	Sp.....Space

State Abbreviations

AL.....	Alabama	MO.....	Missouri
AK.....	Alaska	MT.....	Montana
AZ.....	Arizona	NB.....	Nebraska
AR.....	Arkansas	NV.....	Nevada
CA.....	California	NH.....	New Hampshire
CO.....	Colorado	NJ.....	New Jersey
CT.....	Connecticut	NM.....	New Mexico
DE.....	Delaware	NY.....	New York
DC.....	District of Columbia	NC.....	North Carolina
FL.....	Florida	ND.....	North Dakota
GA.....	Georgia	OH.....	Ohio
HI.....	Hawaii	OK.....	Oklahoma
ID.....	Idaho	OR.....	Oregon
IL.....	Illinois	PA.....	Pennsylvania
IN.....	Indiana	RI.....	Rhode Island
IA.....	Iowa	SC.....	South Carolina
KS.....	Kansas	SD.....	South Dakota
KY.....	Kentucky	TN.....	Tennessee
.....		TX.....	Texas
LS.....	Louisiana	UT.....	Utah
ME.....	Maine	VT.....	Vermont
MD.....	Maryland	WA.....	Washington
MA.....	Massachusetts	VA.....	Virginia
MI.....	Michigan	WV.....	West Virginia
MN.....	Minnesota	WI.....	Wisconsin
MS.....	Mississippi	WY.....	Wyoming

Supersedes SOP 404.6, dated 5/12.