

Yeadon Borough Police Department

Office of the Chief of Police

Police Department

Monthly Report: June 01 – June 30, 2018

July 9, 2018

Mayor Rohan Hepkins
Public Safety Committee
Yeadon, PA 19050

Dear Mayor Hepkins:

It is my pleasure to present to you and Council the Police Department's Monthly Report for the services performed by the members of the Yeadon Police Department for the period June 1-30, 2018.

General Information. Information is a vital part of being able to provide answers to residents that can help others understand the dynamics of law enforcement and the activities that occur daily to make a community safe. This report contains information obtained from the Department's Alert2 Information Records System, as well as personal insight related to daily operations of the Police Department. Instead of providing you with just totals, I wanted to provide you with reports that provide more information to better understand what goes on in the Borough, and the work of the personnel in the Department.

Crime Prevention.

- **#MissionLockItUp** has taken off in the Borough. Through use of Nextdoor and Twitter the program continues to promote dialogue and increase public awareness for crime prevention efforts that can dramatically affect criminal success.
 - Website features will soon include an anonymous crime tip and vacant property check request form.
 - I have spoken with the owner of the Church Lane Deli regarding loitering outside of the establishment. Foot patrols will be occurring in this area to deter any criminal activity.
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Safety Tip – Scams and Identity Theft. Identity theft can create anxiety for all of us. Criminals are always looking for ways to get your personal information and use that information quickly before you can realize it has occurred to obtain as much cash, goods, and/or services as they can. There are steps you can do and things you should know to help protect yourself. The elderly are very vulnerable to this type of crime, especially if they have any type of medical issues involving their thought process. So take his information and be informed, and pay it forward.

1. Never give personal information over the phone, unless you called a specific business or person who you know.
2. Never send money for payment of goods when the requestor asks for gift cards.
3. Do not send money to the IRS, Police, bail bondsman, or anyone that will call you and ask you to send money or gift cards to an address or goggle pay, apple pay, or any other type of account to settle a debt, pay back taxes, fines, bail, or whatever. You would receive an official letter about potential fines/costs etc. that would offer full information to guide you if this was true.
4. Microsoft or Apple will never call you to go over your account information or help you clear a virus from your computer they detected.

5. Listen to the background noise of the call. Can you hear numerous people talking in the background? Does the call sound like a computer instead of a person talking?
6. When in doubt call your Police Department and ask. That is the safest thing to do to avoid losing money and your identity.
7. If you believe you may be a victim of identity theft call police for a report and information on resources to recover your identity and prevent further issues.

There are numerous scams that are out there, and in an effort to provide as much information as possible, a police public safety awareness – identity theft and scam alert presentation is being planned. More information to follow.

Some Internet resources:

1. <https://www.identitytheft.gov>
 2. <https://www.ncoa.org> (National Council on Aging)
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Attached Reports.

1. Calls for Service (723)
 2. Parking Tickets Report (755)
 3. Part 1 Offenses (31)
 4. Part 2 Offenses (31)
 5. Persons Charged Report (12)
 - a. Part 1 Offenses (3)
 - b. Part 2 Offenses (9)
 6. Arrest Details Report (12) (*Note-does not include names for open investigations, nor does it include arrests for Juveniles.
 - a. Juvenile Petitions (2)
 - i. A Juvenile Petition is an arrest of a juvenile offender that results in a Criminal Record being generated. A Petition is for a felony or misdemeanor offense, which the juvenile has been charged with, and the District Attorney has reviewed and approved related charges.
-

Traffic Citations issued: 151

Based on a review of the areas that present repeated problems, complaints from the public, or officers and/or my observations, directed traffic patrols will be continued for resident, pedestrian, and motorists safety. Major violations continue to revolve around stop sign violations.

On a slightly humorous note, a resident seemed concerned because she was seeing too many police on her street. Yes, you read that right. The reason is because I had directed strict traffic enforcement in the area, and that was the reason she was seeing police so much. The concern told me three things, residents notice the patrols, the officers are following through with my orders, and most importantly if residents notice increased patrols, so do the criminals.

Non-Traffic Citations issued: 8

The most common offense for the month was disorderly conduct, with an additional 25 instances were warnings were given in lieu of a citation by officers.

Police Department Activity.

1. The new patch is in place.
2. The new car design has been completed. Pics to follow when the new car arrives in the next month or so.

3. Flag day was a huge success.
 4. National Night Out plans are underway.
 - a. I have plans to distribute to residents with small children, a take-home child ID kit, which includes fingerprints, hair, and DNA samples, dental record info, etc. in case God forbid the information is ever needed to help locate or identify a missing child.
 - b. I plan on working with the schools to promote this idea in the district for all students.
 5. Yeadon PAL is being developed and we are working with various entities to bring basketball, soccer, and other activities to our Yeadon Youth with police officers as coaches and mentors.
 6. Promoting Yeadon through the use of my twitter account @ChiefChachi_YPD and Nextdoor continues.
 7. Attended the monthly Public Safety meeting.
 8. On-going interviews for part-time police officers continue, with two officers being sworn in, in June. Both officers are doing well and moving through our Field Training Program with a FTO trained officer.
 9. The Body Cam Program is delayed merely by the setup with the vendor for our computer and in-car air cards. Officers know it's coming and are enthusiastic about the potential the cameras offer for law enforcement.
 10. Public Safety Presentation for residents – Identity theft and Scams is in the works.
 11. The Department participates in regional DUI Roving Patrols. (OT costs for all officers involved and those working the street to supplement our involvement are reimbursed by a grant).
 12. Bike patrols are set, and officers will also be walking in teams in areas prone to problems to make our presence known to offenders.
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Police Training.

1. Mandatory In-Service Training, as well as other training continues which includes:
 - a. Firearms requalification.
 - b. First Aid.
 - c. Yearly Police required coursework (ACT180).
 - d. Warrant service tactics
 - e. SWAT training (Firearms, Entry Tactics, etc.)
 - f. Verbal De-Escalation training (train the trainer) is coming.

Training is a vital aspect of a professional police agency, and ongoing education and training will be afforded officers to promote officer development and a quality of service to the public second to none.

Recruitment, Hiring, Promotional Examinations

1. Ongoing interviews for Part-Time Police Officer positions continue.
2. Further outreach to additional police academies and colleges to garner applicants for our department will continue.
3. Discussions with the Civil Service Commission Chair to prepare a promotional test are underway.
4. Ongoing discussions and research for future police candidate testing continues.

Respectfully submitted:

Chief Anthony R. Paparo

Calls for Service - by UCR Code

Incidents Reported Between 06/01/2018 and 06/30/2018

All Municipalities



Code	Description	Primary Count	Secondary UCR Count		
			Code 2	Code 3	Code 4
0293	FORCIBLE FONDLING	1			
0440	ASSAULT- HANDS,FISTS,FEET	1			
0441	ASSAULT- HANDS,FISTS,FEET (DOMESTIC)	2			
0512	BURGLARY-FORCED ENTRY-RESIDENCE-DAY	1			
0613	THEFT-\$200 & OVER-RETAIL THEFT	1			
0614	THEFT-\$200 & OVER-FROM AUTO (EXCPT 0615)	4			
0617	THEFT-\$200 & OVER-FROM BUILDINGS	1			
0619	THEFT-\$200 & OVER-ALL OTHER	1			
0623	THEFT-\$50 TO \$200-RETAIL THEFT	1			
0624	THEFT-\$50 TO \$200-FROM AUTO (EXCPT 0625)	4			
0625	THEFT-\$50-\$200-AUTO PARTS & ACCESSORIES	1			
0627	THEFT-\$50 TO \$200-FROM BUILDINGS	1			
0633	THEFT-UNDER \$50-RETAIL THEFT	3			
0634	THEFT-UNDER \$50-FROM AUTO (EXCEPT 0635)	1			
0644	THEFT-ATTEMPTED-FROM AUTO (EXCEPT 0645)	2			
0710	MOTOR VEHICLE THEFT-AUTO	2			
0716	M.V.THEFT-AUTOS - ALL OTHER PARKING LOTS	1			
0830	ASSAULT (SEXUAL)	3			
1026	COUNTERFEITING - USING	1			
1100	FRAUD	1			
1130	FLIM FLAM	1			
1140	UNAUTHORIZED USE OF A MV	1			
1150	FRAUD - CREDIT CARDS, ATM	1			
1331	STOLEN PROP.-POSSESSING - MOTOR VEHICLE	1			
1410	CRIMINAL MISCHIEF TO AUTOMOBILES	8			
1430	CRIMINAL MISCHIEF TO BUILDINGS	0	1		
1440	CRIMINAL MISCHIEF - ALL OTHER	1			
1810	DRUG VIOLATIONS	1			
1832	NARCOTICS-POSSESSION-MARIJUANA,ETC.	4			
2112	DRIVE UNDER INFLUENCE-ALCOHOL-IMPAIRED	1			
2300	PUBLIC DRUNKENESS	1			
2410	HARASSMENT BY COMMUNICATION	1			
2600	ALL OTHER CRIMES CODE VIOLATIONS	1			
2626	ALL OTHER OFFENSES - FALSE ALARM	2			
2648	PORNOGRAPHY/OBSCENE MATERIAL	1			
2656	THREATS TO DO HARM	3			
2657	THREATS TO DO HARM - SCHOOL PROPERTY	1			
2710	SUSPICIOUS PERSON/ VEHICLE/ ACTIVITY	47			
2800	PRISONER TRANSPORT	1			
2811	ANNOYING PHONE CALLS	1			
2812	THREATENING PHONE CALLS	1			
2820	REC. STOLEN PROPERTY (NO ARREST)	1			
2821	REC. STOLEN VEH (STOLEN FROM YEADON)	2			
2822	REC. STOLEN VEH(STOLEN FROM OTHER JURIS)	1			
2900	PROTECTION FROM ABUSE ORDER	4			
2910	MENTAL HEALTH COMMITMENT	2			
2911	CUSTODY ORDERS/DISPUTES	3			
2921	MISSING PERSON (JUVENILE MALE)	2			

Calls for Service - by UCR Code
Incidents Reported Between 06/01/2018 and 06/30/2018
All Municipalities



Code	Description	Primary Count	Secondary UCR Count		
			Code 2	Code 3	Code 4
2922	MISSING PERSON (JUVENILE FEMALE)	1			
2990	MISSING PERSON (ADULT)	6			
3100	MOTOR VEHICLE ACCIDENTS	36	2		
3500	NEIGHBOR PROBLEM	4			
3610	CIVIL DISTURBANCE	5			
3620	DOMESTIC DISTURBANCE	54			
3710	911 HANG UP CALL	9			
3805	ANIMAL CARCASS	3			
3810	ASSIST MOTORIST (LOCKOUT)	9			
3811	ASSIST PUBLIC	5			
3820	HAZARDOUS ROAD CONDITION	10			
3830	TRAFFIC LIGHT OUT	1			
3870	FIRE ALARM (COMMERCIAL & RESIDENTIAL)	7			
3871	FIRE - AUTOMOBILE	1			
3873	FIRE - GAS LEAK	2			
3874	FIRE - INVESTIGATION	1			
3876	FIRE - OTHER	4			
3880	ALARM (BURGLAR, HOLD-UP, ETC...)	38			
3890	MENTAL SUBJECT	7			
3900	AMBULANCE CASE	69			
4005	DAMAGED PROPERTY	3			
4006	FOUND PROPERTY	1			
4007	LOST PROPERTY	6			
4010	OPEN DOOR/WINDOW (RESIDENTIAL)	3			
4012	WARRANT SERVICE	1			
4014	DISABLED VEHICLE	5			
4016	ABANDONED VEHICLE	13			
4022	POLICE PERSONNEL - OFFICER OUT SICK	5			
4026	ASSIST OTHER POLICE AGENCY	20			
4027	ASSIST OTHER AGENCY	3			
4028	TRAFFIC VIOLATION	8			
4502	ILLEGAL DUMPING	2			
4504	ANIMAL COMPLAINTS	17			
4510	NATURAL DEATH	3			
5006	POLICE INFORMATION	31			
5007	POLICE INFORMATION-SEX OFFENDER	1			
5008	VEHICLE REPOSSESSION	8			
5014	NOISE COMPLAINT	11			
5016	DISORDERLY GROUP/SUBJECT (NO ARREST)	25			
5017	DISORDERLY GROUP (DRUG ACTIVITY)	2			
5020	FIGHT (NO ARREST)	3			
5090	LOUD RADIO	2			
5502	CHECK ON THE WELL-BEING	6			
5504	TOWED VEHICLE	5			
5506	TRAFFIC ARREST	2			
5507	SCHOOL DETAIL	2			
5508	MISCELLANEOUS	3			
5509	SPECIAL DETAIL	9			

July 09, 2018

Calls for Service - by UCR Code
Incidents Reported Between 06/01/2018 and 06/30/2018
All Municipalities



Code	Description	Primary Count	Secondary UCR Count		
			Code 2	Code 3	Code 4
5510	PARKING PROBLEM	52			
5590	UNWANTED SUBJECT	1			
5592	LANDLORD TENANT PROBLEM	4			
5593	CUSTOMER DISPUTE	5			
6006	MV ACCIDENT INVOLVING INJURY	1			
6008	MV ACCIDENT - PEDESTRIAN INJURY	1			
6302	FOOT PATROL	2			
6309	FINGERPRINTS FOR EMPLOYMENT	6			
6310	PROPERTY CHECK	25			
CITN	NON-TRAFFIC CITATION	3			
CITT	TRAFFIC CITATION	18			
CITW	WARNING	6			
Total Calls		723			

July 09, 2018

Issued Tickets - Count

06/01/2018 to 06/30/2018



Badge	Officer	Count
4621	A/SGT NICHOLAS DALESSANDRO	49
4622	OFF RODNEY IRBY	1
4624	OFF RONALD KENT	10
4625	OFF WILLIAM MCCOLLUM	8
4627	OFF PHILLIP STEPHENS	5
4628	OFF ROBERT WELLBROCK	5
4629	NICHOLAS STEPHEN TOKONITZ	5
4631	OFF ROLAND NORMAN	3
4635	OFF KEVIN L THOMPSON JR	7
4642	SGT THOMAS REYNOLDS	30
4644	SGT ANTHONY JOHNSON	1
4645	SGT SHAWN BURNS	5
4652	DET. FERDIE INGRAM	4
4665	OFF JENNA LONG	6
4666	OFF LEAH CESANEK	2
4668	PEO RICHARD SMALLEY	473
4669	PEO SANFORD DICKERSON	140
4675	OFF PHILLIP BERRY	1
		<hr/>
		755

Juris No. 23427
 NCIC Code PA0233900

**RETURN A MONTHLY COUNT OF OFFENSES
 KNOWN TO POLICE**

1 CLASSIFICATION OF OFFENSES PART I OFFENSES	2 OFFENSES REPORTED	3 UNFOUND COMPLAINTS	4 ACTUAL OFFENSES	(a) TOTAL CLEARED	(b) JUVENILE CLEARED
1. HOMICIDE A. MURDER B. MANSLAUGHTER					
2. RAPE TOTAL	1		1		
A. RAPE B. ATTEMPTED RAPE	1		1		
3. ROBBERY TOTAL					
A. FIREARM B. KNIFE OR CUTTING INST. C. OTHER DANGEROUS WEAPON D. STRONG ARM (HANDS, ETC)					
4. ASSAULT TOTAL	7		7	1	
A. FIREARM B. KNIFE OR CUTTING INST. C. OTHER DANGEROUS WEAPON D. AGGRAVATED (HANDS, ETC) E. SIMPLE (HANDS, ETC)	2 5		2 5	1	
5. BURGLARY TOTAL	1		1	1 *@	
A. FORCIBLE ENTRY B. UNLAWFUL ENTRY C. ATTEMPTED FORCIBLE	1		1	1 *@	
6. LARCENY THEFT TOTAL	20		20	3	1
7. MOTOR VEHICLE THEFT TOTAL	2		2		
A. AUTOS B. TRUCKS AND BUSES C. OTHER VEHICLES	2		2		
9. ARSON TOTAL					
TOTAL PART I OFFENSES	31		31	5	1

* EXCEPTIONAL CLEARANCES INCLUDED

@ INCLUDES OFFENSE(S) REPORTED IN PREVIOUS MONTHS

NUMBER OF POLICE OFFICERS KILLED		ASSAULTED
FELON	NEGLIG	

YEADON POLICE DEPARTMENT

(610)623-1500

Department Reporting

DELAWARE, PA 19050

County

Report for the month of June, 2018

Date of Report: July 9, 2018

Prepared by _____

Juris No. 23427
 NCIC Code PA0233900

**RETURN A MONTHLY COUNT OF OFFENSES
 KNOWN TO POLICE**

1 CLASSIFICATION OF OFFENSES PART II OFFENSES		2 OFFENSES REPORTED	3 UNFOUND COMPLAINTS	4 ACTUAL OFFENSES	(a) TOTAL CLEARED	(b) JUVENILE CLEARED
100. FORGERY & COUNTERFEIT.		1		1		
110. FRAUD		4		4		
120. EMBEZZLEMENT						
130. STOLEN PROP-REC,POSSES		1		1		
140. VANDALISM		9		9	1	1
150. WEAPONS-CARRYING, POSSES						
160. PROSTITUTION, COMM VICE						
170. SEX OFFENSES (EX 02,160)						
180. DRUG ABUSE VIOL TOTAL		5		5	5	
SALE	A. OPIUM-COCAINE B. MARIJUANA C. SYNTHETIC D. OTHER	1		1	1	
POSSESSION	A. OPIUM-COCAINE B. MARIJUANA C. SYNTHETIC D. OTHER	4		4	4	
190. GAMBLING TOTAL						
A. BOOK MAKING B. NUMBERS, ETC. C. OTHER						
200.OFF AGAINST FAMILY & CHILD.						
210. DRIVING UNDER INFLUENCE		1		1		
220. LIQUOR LAWS						
230. DRUNKENNESS		1		1		
240. DISORDERLY CONDUCT		1		1		
250. VAGRANCY						
260. ALL OTHER OFFENSES		8		8	2	
TOTAL PART II OFFENSES TOTAL		31		31	8	1

ARREST DETAILS

06/01/2018 06:30 Through 06/30/2018 23:59

NICHOLAS STEPHEN TOKONITZ [3]Offender/DefendantDate & TimeIncidentCharges

06/25/2018 14:35

20180625M0013

Poss Of Marijuana.
Use/poss Of Drug Paraph.
Driving While Suspended Dui Related.

06/30/2018 20:30

20180630M0019

Driving Under Influence Of Alcohol Or
Controlled.
Accident Involv Damage Attended
Vehicle/prop.
Fail Stop And Give Infor Render Aid.
Duties At Stop Sign.

06/30/2018 20:30

20180630M0019

Driving Under Influence Of Alcohol Or
Controlled.
Accident Involv Damage Attended
Vehicle/prop.
Fail Stop And Give Infor Render Aid.
Duties At Stop Sign.**OFF LEAH CESANEK [1]**Offender/DefendantDate & TimeIncidentCharges

06/04/2018 19:25

20180604M0019

Int Poss Contr Subst By Per Not Reg.
Use/poss Of Drug Paraph.
Duties At Stop Sign.**OFF MICHAEL SARRO [1]**Offender/DefendantDate & TimeIncidentCharges

06/22/2018 15:39

20180622M0012

Retail Theft-take Mdse.

OFF PAUL MCGRENERA [3]Offender/DefendantDate & TimeIncidentCharges

06/16/2018 00:00

20180616M0004

Int Poss Contr Subst By Per Not Reg.
Poss Of Marijuana.
Use/poss Of Drug Paraph.
Driving Under Influence Of Alcohol Or
Controlled.
Careless Driving.

06/23/2018 00:00

20180623M0016

Int Poss Contr Subst By Per Not Reg.
Manufacture, Delivery, Or Possession With
Intent T.
Use/poss Of Drug Paraph.
Simple Assault.
Simple Assault.
Simple Assault.
Aggravated Assault.
Aggravated Assault.
Recklessly Endangering Another Person.
Terroristic Threats W/ Int To Terrorize Another.
Harassment - Subject Other To Physical
Contact.
Strangulation - Applying Pressure To Throat Or
Nec.

ARREST DETAILS



06/01/2018 06:30 Through 06/30/2018 23:59

OFF PAUL MCGRENERA [3]

Offender/Defendant

Date & Time

Incident

Charges

06/19/2018 00:00

20180619M0023

Neglect Of Animals - Sustenance/water.
Neglect Of Animals - Shelter/protection.
Cruelty To Animals.
Aggravated Cruelty To Animals - Causing Sbi
Or Dea.

OFF PHILLIP STEPHENS [3]

Offender/Defendant

Date & Time

Incident

Charges

06/12/2018 17:05

20180612M0032

Fleeing Or Attempting To Elude Officer.
Oper Veh W/o Req'd Financ Resp.
Use Improp Class Of Lic.
Dr Unregist Veh.
Duties At Stop Sign.
Careless Driving.
Drive On Sidewalk.

06/06/2018 20:10

20180606M0015

Poss Of Marijuana.
Use/poss Of Drug Paraph.

06/17/2018 16:16

20180617M0012

Terroristic Threats W/ Int To Terrorize Another.
Harassment - Comm. Lewd, Threatening, Etc.
Languag.
Harassment - Subject Other To Physical
Contact.
Disorder Conduct Hazardous/physi Off.

OFF RODNEY IRBY [1]

Offender/Defendant

Date & Time

Incident

Charges

06/25/2018 11:28

20180625M0009

Aggravated Assault.
Resist Arrest/other Law Enforce.
Crim Misch/dmg Prop Intent, Reckless, Or
Neglig.
Institut'l Vand'ism Educ Facil.

Total Arrest Count 12

SAFETY TIPS FOR EVERY FAMILY

My Emergency Information Card



Yeadon Police Department
 600 Church Lane, 1st Floor
 Yeadon PA 19050
www.Yeadonpd.org/police

CHILD'S NAME _____ DATE COMPLETED _____

...they are home alone.
 ...when on the phone.
 ...without asking their parent first.
 ...with someone they do not know or trust.
 ...at a friend's house, school, or other isolated area.
 ...to be taken from their parents, even if told to by someone else.

- **Safety Star Kit** Always...
 - Knows their full name, home phone number, and how to call 911.
 - Knows their ID card or "tag" to an adult.
 - Tells their parent immediately if touched somewhere that a bathing suit would cover.
 - Tells "This is not my parent" or "stranger" if followed, grabbed, or touched by someone they do not know or trust. Children need to be taught to kick, hit, bite, cry, yell, or do whatever they can to escape or draw attention to themselves if grabbed.
 - Stays away from tall vehicles when not with a parent or trusted adult.
 - Tells their parent when they are in all areas.
 - Tells their parent about places they do not feel safe or people who make them afraid.

- **Safety Minded Parent**...
 - Always accompanies children on door-to-door activities and to public, recreational, parks, playgrounds, and other public places.
 - Instructs their child on what to do if they get separated in a public place such as finding the nearest teacher or an employee dressed in a uniform.
 - Knows where and with whom their child is at all times.
 - Never lets children remain around or walk alone in public.
 - Tells their child to make requests for help from strangers.
 - Identifies notes what their child is wearing each day.

When to call if your child is missing...
 If in a store, immediately contact an employee so they can make announcements and monitor video surveillance. Code Adam.
 If in a public place, immediately call the police. Code Adam.
 If in a public place, immediately call the National Center for Missing and Exploited Children.
 Home Number: 1-800-THE-LOST



The best way to ensure your child is missing are the most critical. There is no waiting period requirement for reporting a missing child. If you suspect that your child might be lost or in danger, contact your local law enforcement agency immediately.

Child's Name	Parent's Name	Date of Birth	Street Address	City	State & Zip Code	Nearest Crossroads	Blood Type	Eye Color	Hair Color	Favorite Toy/Book	Aliases	Notes	Notes

PHYSICAL CHARACTERISTICS


Indicate any birthmarks, scars, and other identifying characteristics not appear on your child including piercings, prostheses, dental work, or previously broken bones.

Brown
 Dark Brown
 Green or Blue


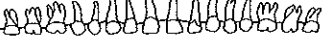


Yes
 No

Yes
 No


Yes
 No


EMERGENCY PHONE NUMBERS	
	List names and phone numbers of important contacts you may quickly need to know in an emergency situation.

MEDICAL CONSENT AUTHORIZATION	
In the event of an emergency, I hereby give the doctor and/or hospital, as selected by the holder of this card, my permission to treat, hospitalize, and order injections, medications, and anesthesia as necessary for the following child.	
Child's Name: _____	
Legal Guardian: _____	
Signature: _____	
Date of Signature: _____	

DENTAL CHART	
Have your dentist complete this chart any time dental work is performed on your child.	
Facial	
Lingual	
Lingual	
Facial	

GROWTH CHART			
DATE	HEIGHT	WEIGHT	SHOE SIZE

CURRENT PHOTOGRAPH	
	
Place your child's photograph here. Preferably a shot of the head & shoulders. Update photo and growth chart at least twice a year.	

 **Important Tips:** Completely wash and dry your child's hands before taking samples. Sufficient ink is provided with this kit. It is recommended that practice prints be done on a sheet of paper before using the actual card. If needed, contact your local law enforcement agency for assistance.

1. Peel apart the ink strip and lay on a flat surface. Press the child's finger flat on the ink strip. Make sure ink evenly coats the entire finger.
2. With one touch, press each thumb & finger flat onto the card. Do not roll the finger as this could produce a smudged print.
3. Remove the ink from hands with soap and water. Once samples have completely dried, store the completed card in the included sleeve.

RIGHT THUMB	RIGHT INDEX	RIGHT MIDDLE	RIGHT RING	RIGHT LITTLE

LEFT THUMB	LEFT INDEX	LEFT MIDDLE	LEFT RING	LEFT LITTLE