



## *Santa Cruz County Sheriff-Coroner*

Number: O.00

Date: 07/25/07

### **SUBJECT: REPORT REVIEW**

#### **POLICY**

It shall be the policy of this Office to have a supervisor review the deputies' reports in the Patrol Division.

#### **PURPOSE**

To standardize the report review process in the Patrol Division and to facilitate dissemination of report information to the Investigation Division, District Attorney's Office, Family and Children Services, Juvenile Probation and outside agencies.

#### **PROCEDURE**

- I. Report Review
  - A. Reports should be completed by reporting deputies before going off duty.
    1. Upon completion of reports, reporting deputies should notify their immediate supervisors for review.
    2. Completed reports must be reviewed by patrol supervisors before routing to the Records Division.
    3. After review, supervisors are to sign, date and note their badge numbers on the report in the spaces provided. The reports shall be time stamped at the top of the face sheet.
    4. Supervisors should make every attempt to review all reports initiated and completed during their shift before going off duty.
  - B. Exceptions
    1. When reporting deputies reasonably conclude that reports cannot be completed during normal shift hours, they should notify their

supervisor and submit the completed front and back of the face sheet for review.

- a. Completed face sheets will be considered preliminary reports.
- b. Supervisors will evaluate the circumstances of the case to insure that it does not require immediate follow-up or involve an in-custody suspect.
- c. Supervisors may authorize deputies to remain on overtime to complete the report and submit it to another supervisor for review, if necessary.
- d. Supervisors will sign, date and note their badge number on the preliminary report.
- e. Under certain circumstances such as going off duty, shift supervisors may defer this review to other supervisors within their team.
- f. In-custody cases may be held over at the discretion of the supervisor until the next day, if it is positively confirmed that the suspect will be released within a few hours. In these instances, supervisors are required to attach a memo to the preliminary report specifying the circumstances, i.e., "I confirmed with the jail staff that the suspect was to be released on his/her own recognizance within two hours."
- g. Statements of probable cause must be attached to preliminary reports in cases involving arrests. Only charges of 647f PC do not require this statement.
- h. Supervisors will then stamp "Preliminary" in red ink on the top of the face sheet and route the report to the Records Division.
- i. Upon receipt of the preliminary report, Records staff will forward a copy to the Investigation Division so that basic information about the case is immediately available to detectives.
- j. The copy stamped "Preliminary," along with a shift supervisor's memo when applicable, will be maintained in the case assignment log until the original report is received.

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- k. When an original report is routed to Records, the preliminary copy will be shredded.
- l. Original reports will be retained by reporting deputies and submitted when completed, preferably the next day, BUT IN NO CASE LATER THAN THE END OF THE DEPUTY'S WORK WEEK.

*Steve Robbins*  
STEVE ROBBINS, Sheriff-Coroner



## *Santa Cruz County Sheriff-Coroner*

Number: O.02  
Date: 07/25/07

### **SUBJECT: CASE NUMBER ASSIGNMENT**

#### **POLICY**

It shall be the policy of this Office to assign case numbers to reports to facilitate orderly records retention.

#### **PURPOSE**

Establish a standardized procedure for numbering cases.

#### **PROCEDURE**

##### **I. Case Number Assignment**

##### **A. Issuance of Case Numbers**

1. Santa Cruz County Consolidated Emergency Communications Center (NetCom) will issue all case numbers. However, a deputy responding to a detail will evaluate the situation and use his/her judgment as to whether a case number is needed.
2. The responding deputy is responsible for conducting a reasonable investigation of the circumstances of the case and determining what action is necessary.
3. A case number should be requested by the investigating deputy whenever there is any indication that information given to the deputy may be of relevance to any past or future official inquiry.
4. When in doubt about writing a report, it is preferable to write the report. Questions often arise later about situations which initially appear to be of marginal importance.
5. In no circumstances will a computer event number be given to a citizen in lieu of a case number when a case number is justified.

B. Reporting a Case

1. The call to NetCom must include basic information for the assignment of a case number and entry on the Case Number Ledger. That information is the type of report, officer(s) assigned and name of the principal party involved.
2. The following is used to determine the principal party:
  - a. The arrestee, if there is an arrest.
  - b. The victim, if there is no arrest.
  - c. The complainant or reporting party, if there is no arrestee or victim.
3. When a deputy or correctional officer initiates a report, he/she will advise NetCom of the type of case and NetCom will assign a case number

C. No-Report Cases

1. If no report is necessary but an officer wishes to have information entered in the computer system, he/she will notify NetCom.
2. If no report is necessary, the J-Code number can be given over the radio to show disposition of the call.

D. Assignment of "Master Case Number"

1. There are situations where the use of a "Master Case Number" may be appropriate. Such events include, but are not limited to, mail theft, vandalism and automobile burglary. Master case numbers would be appropriate in such events where there are multiple victims in the same geographic area and the crimes appear to have occurred during one continual course of conduct perpetrated by the same individual(s).
2. Deputies, upon supervisory approval, may obtain one master case number used to describe, in detail, the crime(s) involved, method of operation, possible suspects and any investigative leads or evidence that was obtained. This will serve as the main report and should contain as much detail as possible. In the "Synopsis" area of this report, any associated case numbers or block of case numbers, as described in section 3, must be entered to appropriately connect the cases.

3. Each victim, however, must be assigned their own individual case number with a separate crime report face sheet, (SHF-0424), listing identifying information, vehicle information, Supplementary List of Missing Property form, (SHF-0428), if applicable, or any other victim-specific forms necessary. A written narrative is not necessary since this will be contained in the master case report. In the "Synopsis" area of the report form, deputies are to reference the master case number for further information and details.

*S. Robbins*

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STEVE ROBBINS, Sheriff-Coroner



## *Santa Cruz County Sheriff-Coroner*

Number: O.04

Date: 07/25/07

**SUBJECT: CRIME REPORT**

### **POLICY**

It shall be the policy of this office to write reports, to record reported crimes and other incidents in a uniform and professional manner, either computer generated or printed in black ink.

### **PURPOSE**

To standardize the writing of the Sheriff's Crime Report and the Supplementary List of Missing Property Report.

### **REFERENCES**

**TRAFFIC MATTERS:** Violations that are assigned to the Traffic Division do not require a report if all information can be written on the back of the citation. If evidence is involved, an Evidence Report must accompany the citation. When a citation is used for a report, the case number must appear in the space provided and the words "THIS IS CASE" should be written in the upper right hand portion of the citation.

**FOUND PROPERTY:** Found property reports may be submitted on EVIDENCE AND PHOTOGRAPHIC REPORT (SHF-0316).

**MISSING PERSONS:** Missing person reports will be submitted on the MISSING PERSON REPORT REPORTING FORM (SS-8568).

DRUNK DRIVING (CHP-202), STOLEN VEHICLE (CHP-180), NARCOTICS INFLUENCE (SHF-0347), and APPLICATION FOR 72-HOUR DETENTION FOR EVALUATION AND TREATMENT (MH-302) forms may be accompanied by an OFFICER'S REPORT.

OFFICER'S REPORT Form SHF-0424

The narrative portion of the OFFICER'S REPORT is to be written on CONTINUATION FORM (SHF-0425) or alternatively on CONTINUATION FORM (SHF-0468) when additional subjects need to be listed in the continuation. See NARRATIVE.

### **PROCEDURE**

The attached OFFICER'S REPORT FORM, SHF-0424, will be completed in the following

manner: (Numbers correspond to numbers on sample Officer's Report attached.)

I. Crime Report

A. Procedure for Completing the Crime Report

1. Check "Crime Report" box if the report deals with any criminal offense, even if no action is contemplated.

Check "Incident Report" box for all other reports not involving criminal activity or when all the elements of an offense have not been clearly established.

Check "Supplemental Report" box if the report is supplemental to another deputy's report regarding the same matter or a follow-up report regarding the same matter.

Check "Continuation" box if Continuation Form SHF-0468 is being used to list additional persons or vehicles.

2. Enter the case number as obtained from NetCom.
3. When a warrant is requested, this box must be checked to initiate the required review by Investigations. It is no longer necessary to check the "Follow-up Required" box for warrant requests.
4. Check the "Yes" box under "Follow-up Required" when specific follow-up work is requested by Investigations. If this box is checked, the corresponding box on page 2 in the Conclusions/Recommendations section must also be checked (Box #4, "Investigation Division Follow-up Requested"), and a specific explanation of the work requested articulated in the References/Explanations section, also on page 2.

If no specific follow-up is requested by the Investigation Division, check the "No" box under "Follow-up Required."

5. Check if arrest made or citation issued. Do not check if warrant requested but not served, or if probable cause exists but the suspect has not been taken into custody.
6. Check the "Crimes Against Property" box if the listed offense(s) is a property crime. Check the Crimes Against Persons box if the listed



offense(s) is a person crime. If both property and person offenses are listed, the box corresponding to the classification which the report deputy feels is the MOST SERIOUS offense should be checked. (For example, if the listed offenses were 242 PC and 487 PC, the grand theft [being a felony] would normally be the most serious offense, and the Crimes Against Property box would therefore be checked.)

7. This box is only to be used when there is unique behavior by the suspect which can be specifically described in a short phrase that may assist investigators in categorizing his/her specific mode of operation. (For example: "door kick," "window smash," etc.)
8. Indicate the page number of the face sheet and the total number of pages in the report.
9. "Section": Number of the applicable statute.

"Sub-section": Always include a sub-section when appropriate.

"Code": Include the standard abbreviation for the particular code from which the section and sub-section are drawn. (Example: PC, H&S, etc.)

"Crime": Include the precise title of the particular code section and sub-section. Also note whether the crime is a felony or a misdemeanor in sections where specification is necessary; for example:

594(b)(1) PC VANDALISM - FELONY

"Classification": Classifications apply only for the following:

211 PC Armed or Other  
261 PC Forcible or Other  
459 PC Residence, Cabin, Commercial, Auto or Other  
484 PC Petty or Other  
487 PC Auto or Other

10. Enter the main beat number and the sub-beat number.
11. Enter the complete date(s) in the following form: include the year, the time(s) in military time, and the days that the crime occurred or may have occurred. Days of the week should be abbreviated (i.e., Wed for Wednesday).

12. Enter the complete date and the military time the person reporting the occurrence called or notified the Sheriff's Office of the need for a report.
13. Enter the exact address or location of occurrence.
14. Check this box if there are more names on a supplementary Continuation Form. Use additional SHF-0468 forms as needed to list more persons.
15. Enter the appropriate code abbreviation shown below for the listed person. When there are more than one of any code, the code shall be followed by the number of the person, i.e., V-1, C-3, etc.

Persons or entities listed in this section shall be listed in the following order utilizing these abbreviations:

Reporting party (RP)	Persons who discovered the crime (DC)
Victims (V)	Persons contacted (C)
Witnesses (W)	Persons mentioned (M)

List the entire last, first and middle name of the person when known. If the entity is a business, include the complete name of the business. If the victim is a business, list the business as such. Do not include suspects in this section. Possible suspects should be listed as Persons Contacted or Persons Mentioned if there is insufficient information to list them as suspects. If the reporting deputy feels that there is a strong likelihood that a listed person may be revealed to be a suspect through additional follow-up, the relevant facts supporting such a belief should be noted in the narrative.

Enter the entire residence address of the person, including the full name of the city or town. If the person has a post office box, enter the actual address and place the post office box number in the body of the report.

The entire residence phone number should be entered. If the number is outside the 831 area, include the area code.

The closest description of the person's occupation shall be included. If the person is the owner or manager, etc. of a business which is also listed, the occupation may be indicated as "owner", "manager", etc. If not, the closest description of the occupation should be included. (Avoid such ambiguous terms as "store owner" or "businessman.")

Indicate the race of the person using the following one letter code:

W - White	A - Asian or Pacific Islander (Oriental)
B - Black	I - Indian (Native American or Eskimo)
H - Hispanic	U - Unknown

Include the actual age when known, or the approximate age when not known.

If the date of birth is unknown, print "UNK" in the DOB box. When known, the complete business address or school address of the person named shall be entered. Include the complete business phone number (and area code if outside the 831 area).

16. Enter the number of the vehicle involved and the code for the vehicle as listed in #14, i.e., S for suspect vehicle, V for victim's vehicle, etc. Include all information about the listed vehicle. Indicate whether the vehicle was towed. Only mark "Yes" in the Vehicle Held box if the vehicle was impounded.
17. The number of the suspect should be entered in the left hand box if there is more than one suspect or there is a likelihood that another suspect will be developed.

List the last, first and middle name of the suspect when known. Race shall be indicated using the same method as stated for #14. Enter the exact age, when known, to correspond with the date of birth. Date of birth shall be entered in order by month, day and year, using only numerals. Enter the height in feet and inches and the weight in pounds. Enter the current residence address of the suspect when known.

Check "yes" under "Arrested" if the suspect was booked or cited.

If "yes" is checked for "Advised of Rights", the narrative must indicate the wording of the suspect's waiver or assertion of rights.

If the "Citizen's Arrest" box is checked, the person making the arrest must be identified in the Synopsis section.

Describe the suspect's occupation as set forth under #14. Also list the suspect's business address, as well as business and residence phone numbers when obtainable (including area code if outside the 831 area).

If the suspect is released in the field with a citation to appear, enter the citation number.

Hair Length/Type, Hairstyle and Facial Hair - check the box next to the most accurate descriptors. Check the "Unk" box ONLY if it is impossible to obtain specific information. Do not leave blank.

If the suspect used or possessed a weapon, mark the appropriate box. Weapons marked "other" must be described in the References/Explanations section. Do not include weapons that were merely in the area (i.e., a hunting rifle in the back bedroom closet) that were not utilized or specifically and threateningly alluded to. If a suspect is listed but no weapon has been involved, the N/A box MUST be checked. Check the "Unk" box when:

- a. It has not been conclusively determined that a weapon was utilized, or
- b. When witness statements and/or wound characteristics do not provide enough information to draw a reasonable conclusion as to the type of weapon involved. An explanation must be included in the narrative whenever this box is marked.

18. If there was a rape or an attempted rape, check the appropriate box.
19. Mark the "Gang Related" box if events described in the report may be linked to gang activity.

If the report involves overt or threatened domestic violence, or if the report entails a non-violent disturbance regarding individuals with a history of violence, the "Domestic Violence" box should be checked.

If there are children involved whose safety or welfare has been jeopardized by the listed incident or offense, or if there is a reasonable likelihood that involved children might be subjected to conditions or circumstances either which might endanger the person or health of the children, or cause or tend to cause such children to come under the provisions of Sections 300, 601, or 602 W&I, the "Children in Home" box should be checked. When this box is checked, a copy of the report will be forwarded to Child Protective Services by the Records Section.

20. The reporting deputy shall place his/her name and number in the space. The date and time should indicate the time the report was completed.

21. Signature, number and date signed by reviewing officer and reviewing Field Training Officer when appropriate.
22. The reporting deputy should not make any marks in these boxes. If the reviewing officer is directly filing the report, the Direct File box should be checked.
23. Enter the case number.

SHF-0424 - Side 2

24. Same as #7.
25. Enter the case number.
26. If any of the parties listed on the face sheet sustained an injury under circumstances related to the report, the name, code and nature of the injury should be noted. If the subject received medical treatment, the examination site should also be included. If the subject refuses medical treatment, the "Refused" box should be checked. For every additional subject who has been injured, this same information must be provided either in the References/Explanations section or in the space provided on attached Continuation form(s) SHF-0468.

The following sections require a check in the applicable box:

27. Mark the "type of structure" and "description" (of the structure) boxes if a structure was the crime scene or portion thereof, or if a structure was an integral and important part of the subject of the report. Leave blank if no structure, vehicle or listed area was involved.
28. Mark the box which most nearly corresponds to the point of entry. If it is impossible to ascertain the point of entry, check "Unk." Leave blank if the crime or incident does not involve an entry.
29. Mark the "Method of Entry" box if known; if not, mark the "Unk" box. As with #28, leave blank if no entry is involved.
30. Mark the appropriate box(es) to describe the tools utilized. Check the "other" box and specify "unknown" in the space provided it is impossible to determine the type of tool(s) that was used. Check N/A if no tools were

