



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

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

involved in the crime or incident.

31. Check one of the boxes in "Weather Conditions" only if the conditions are observed by the reporting deputy or if the conditions are clearly described by a competent witness.
32. Same as for weather conditions.
33. Mark the appropriate box when physical evidence has been collected; leave blank otherwise.
34. There are two sections in this area. First, check the box in the column on the left which most closely corresponds to any activity listed; this box is optional. Second, mark the box in the column on the right which describes the victim's relationship with the suspect; this box must be marked whenever a victim is listed.
35. Check the proper box in this area whenever there is an action by the suspect corresponding to that listed, or similar behavior which is distinctive enough to be noted under "other."
36. SYNOPSIS

The synopsis should be a concise chronological outline of the prominent facts of the report. The synopsis shall be BRIEF. Do NOT include unimportant or unnecessary details or information that has already been stated on the face sheet (i.e., it is not necessary to mention names in most cases, nor to specify the street name and number.) Ambiguous phrases (such as, "I responded to the above address at the listed time and took a report from the listed victim about the aforementioned crime,") have no value and only take up space. It is not intended that each and every feature of the incident should be referred to, nor is it necessary to include every action taken during the investigation. Rather, the purpose of the synopsis is to provide a basic outline of events and the elements of any crimes. In ALL cases, the synopsis should be no longer than the space provided.

In some cases, the entire report will be able to be written in the synopsis section, but it must be emphasized that such a condensed report will not normally be allowed, as it is rare that all the facts can be included in so small a space. Examples of reports that might fit in the synopsis section could include Found Property reports or minor vandalism with no suspects (such as "a BB through a window"). If ALL OF THE TEXT does not fit in the

synopsis section, DO NOT continue a condensed report over to the next page. If it is ONE WORD over available space, write both a synopsis AND a narrative. Remember, even though in a VERY FEW cases this condensed report will be appropriate, it is NOT encouraged.

37. CONCLUSIONS/RECOMMENDATIONS

This section is intended to formalize and standardize recommendations in order to facilitate the proper routing and ultimate disposition of each case. It is the responsibility of the reporting deputy to recommend a disposition, to initiate any follow-up, and to route the report to the appropriate bureau and/or agency. A recommendation is necessary for EVERY report that is written. If there is insufficient information to reach a preliminary conclusion and to make a recommendation, the investigation should be continued until a recommendation CAN be made, and box #5 should be checked.

1) "Warrant Requested"

This box is checked when a suspect has not been arrested, but the deputy is able to substantiate sufficient probable cause for the issuance of a warrant. When this box is checked, the "Warrant Requested" box on the face sheet must also be marked in order to alert the Investigation Division, as they review all warrant requests before they are forwarded to the District Attorney.

2) "Prosecution Recommended"

Based on factors enumerated in the report, it is the conclusion of the reporting deputy that prosecution is warranted.

3) "Prosecution Not Recommended"

This box is checked when it is the deputy's conclusion that prosecution is not warranted based on the facts of the case. A reason for this recommendation should be included (for example, "uncooperative victim" or "false statements by victim"). Unsubstantiated opinions or mere "hunches" are not enough. There must be a valid and logical reason(s) why charges should not be filed.

4) "Investigation Division Follow-up Requested"

Specify exactly what the Investigation Division needs to do (i.e., contact witness, process evidence, etc.). The follow-up box on the face sheet must be marked "yes."

5) "Investigation Continuing (by Patrol)"

This section is used by patrol deputies who are continuing to follow up on a particular case and information will be submitted at a later date to supplement the original report. If this section ONLY is marked, a supplement report is REQUIRED. If one of boxes #1 through #7 is marked in conjunction with this section, a supplement report MAY be written although it is not required. If box #11 is marked, a supplement will be required UNLESS it is absolutely clear that the reporting deputy has either brought the case to a rational conclusion, or is making an alternative recommendation that will logically lead to a reasonable disposition of the case.

Any time this box is checked, the specific follow-up anticipated must be described in the REFERENCES / EXPLANATIONS section.

6) "Insufficient Evidence for Prosecution"

Little or no evidence or statements obtained, or reported events are unverifiable.

7) "Insufficient Evidence for Further Investigation at this time"

No follow-up is possible without additional information.

8) "Report for Information Only"

Victim requests case for information only, and no further action is required; or the reporting deputy is providing documentation of an incident or facts about which he/she feels a record should reasonably be made.

9) "Report for Insurance Purposes Only"

Used when a form letter is not appropriate.

10) "Refer to Outside Agency or Agencies"

Specify agency or agencies and, if necessary, why the referral is being made.

11) "Other"

Used when the above sections are not appropriate for the present case. Recommendation should be clear, specific and substantiated by the facts included in the report. DO NOT use this section to avoid the responsibility of making a recommendation as to the disposition of this case. DO NOT make ambiguous, overly broad, or clearly unrealistic recommendations.

38. REFERENCES/EXPLANATIONS

Use this section for making reference to RELEVANT work done by other bureaus or agencies and/or to refer the report to the appropriate entities. Do not use this section for redundant or unnecessary information (i.e., "Refer to E & P R", or "Refer to CHP-180"). Do not make long lists of people or agencies involved unless they are writing a report and are not mentioned in the body of the report, or if there is an obviously real and compelling reason for including them. This section is also intended to be used for explaining the recommendations and/or conclusions mentioned in the preceding section. If necessary, this section may be continued onto the next page; however, this procedure is not encouraged. If the information is continued, it must be clearly marked "REFERENCES/EXPLANATIONS, cont'd".

NARRATIVE

The narrative is to be written on CONTINUATION FORM SHF-0425, or on the rear of CONTINUATION FORM SHF-0468 when there are more subjects listed on additional pages, and should be clearly labeled NARRATIVE. (There are no longer any sub-categories.) See attached forms SHF-0425 and SHF-0468.

Narrative information should be written in as close to chronological sequence as possible. If a crime was involved, the elements of the crime must be clearly described as they apply to the incident(s) in the report. All of the relevant facts should be included, but any extraneous information or irrelevant detail should be avoided. Important areas might include, but are not limited to: a breakdown of the events leading to a response by this office, initial observations upon arrival at a scene and a description of the

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scene and conditions, a report of the actions of the deputies involved in conducting an investigation, and any statements obtained from victims, witnesses, etc. Statements should generally be paraphrased except when an exact quote is necessary for clarity, or when precise wording is important to the case.

The narrative is quite simply a chronicle of WHAT happened, WHO was involved, and WHERE the events took place (unless the location[s] listed on the face sheet is sufficient). Remember, the idea is to use words to create the clearest possible picture of the events as they transpired. Strive to write a story that is COMPLETE, CONCISE, READABLE, and above all, ACCURATE. Every attempt should also be made to ensure that the narrative is grammatically and structurally correct and free from spelling errors.



STEVE ROBBINS, Sheriff-Coroner

POLICY # O.04

CASE NO

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MEDICAL TREATMENT		NAME—LAST, FIRST, MIDDLE 26	REFUSED <input type="checkbox"/>	CODE	Nature of Injury	Where Hospitalized or Examined
STRUCTURE TYPE — N/A		POINT OF ENTRY — UNK	METHOD OF ENTRY — UNK — N/A		TOOLS USED — N/A — UNK	
Residential Apartments/Condo Campsite Garage Mobilehome Shed Single Family Dwelling Miscellaneous Airport/Hanger Beach Church Government Bldg. Park Raking Lot School Vehicle Airplane Auto Boat Bus Motorcycle RV/Camper Trailer Truck/Pickup Van		Adjacent Premises Basement Door Duct Vent Floor Front Garage Ground Level Luggage Post Door Rear Roof Side Skylight Sliding Glass Door Window Only Wall Window Window Only Convertible Top Door Hood Summit Trunk/Hatchback Wind Wing Window Window	29 28		Awl Bolt/Cutter Brick/Rock Channel Lock Pliers Drill Garage Door Opener Glass Cutter Hammer Key Pipe	30 31 32
PHYSICAL EVIDENCE		VICTIM PROFILE		SUSPECT ACTIONS		
Blood Saliva Clothing Documents Fingerprints Glass Fragments Hair Mud/Soil Narcotics Paint Samples Photo Projectile Rape Kit Semen Tire Tracks/Footprints Tool Marks Vehicle Weapons Other None Located		Blindfolded Bound Choked Clothes Rip/Torn Cut/Slabbed Destrined Gagged Imprisoned Kidnapped Muzzled Photographed Raped Raped with Object Sexually Assaulted Struck Tied Tortured Other		Alarm Disabled Auto-Drain on Premises Attempt to Purchase Cashed Location Cash Demanded Call Bungalow Dislocated Demand Note Used Exit Prepared Forged Documents Gloves Worn Hid in Building Invited Injury Knew Location of Property Lookout Used Mask Worn/Face Hidden Matches Used Masturbated Multiple Suspects Phone Disabled Pickpocket Pile-drive used Power Disabled Pretended to be		

SYNOPSIS

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CONCLUSIONS/RECOMMENDATIONS

1) Warrant requested. 3) Prosecution not recommended.
 2) Prosecution recommended 4) Investigation Bureau follow-up requested.

5) Investigation continuing (by Patrol). 8) Report for insurance purposes only
 6) Insufficient evidence for prosecution. 10) Refer to outside agency
 7) Insufficient information for further investigation on at this time. 9) Report for information only.
 11) Other

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REFERENCES/EXPLANATIONS

38



Santa Cruz County Sheriff-Coroner

Number: O.06
Date: 07/25/07

SUBJECT: SUPPLEMENTARY LIST OF MISSING PROPERTY

POLICY

It shall be the policy of this Office to write reports to record missing property in a uniform and professional manner, either computer generated, using E-Forms or printed in black ink .

PURPOSE

To standardize the writing of Supplementary Lists of Missing Property Reports.

PROCEDURE

- I. Supplementary List of Missing Property
 - A. The SUPPLEMENTARY LIST OF MISSING PROPERTY FORM, SHF-0428, will be completed as follows. (Numbers correspond to numbers on the attached sample.)
 1. Enter the case number obtained from NetCom.
 2. Enter the last, first and middle name or the business name of the victim as listed in #15 under Form SHF-0424.
 3. Enter the location of occurrence as listed in #13 under Form SHF-0424.
 4. Enter type of premises, i.e., residence, cabin, commercial building, warehouse, open field, public road, etc.
 5. Enter the date, time and day occurred as listed in #11 under Form SHF-0424.
 6. Enter the date and time reported as listed in #12 under Form SHF-0424.

7. Write the number of the item of missing property in consecutive, ascending order as listed.
8. Indicate the type of missing property. If the article is a combination type item, such as a portable radio and cassette player, the article will be listed given its primary use. As with missing jewelry, be specific. List jewelry as, "ring," "pendant," "bracelet," etc.
9. Enter the manufacturer's name, not the model name.
10. Enter complete serial number whenever available.
11. Enter model number whenever applicable.
12. Include the item color, descriptive characteristics, inscriptions and ID marks. When entering stolen cell phones/pagers, include the assigned phone number in this area.
13. Enter the market value, as stated by the reporting party.
14. Enter reporting deputy name, badge and employee number as listed in #20 under Form SHF-0424.
15. Enter date and time of missing property report.
16. Leave blank. For Records use.

Enter page number and total number of Missing Property forms at the designated area, bottom right of Form SHF-0428.

CASH: If the item missing is cash, indicate an item number, the word "cash" and the market value of the cash. Cash total includes both currency and coin.

When Form SHF-0428 is left with the victim, the deputy shall complete sections 1 through 6 and 14 and provide instructions for completing the form.


STEVE ROBBINS, Sheriff-Coroner



Santa Cruz County Sheriff-Coroner

Number: O.08

Date: 07/23/07

SUBJECT: MISSING PERSONS/RUNAWAYS

POLICY

It shall be the policy of this Office to investigate any report, including any telephonic report, of missing persons, including runaways, without delay and to give priority to the handling of these reports over crimes involving property.

PURPOSE

To establish a procedure for initiating missing persons and runaway investigations, coordinating with appropriate law enforcement agencies and reporting to the California Department of Justice (DOJ) and National Crime Information Center Missing Person System (NCIC), as mandated by statute.

REFERENCES

Sheriff's Office Policy O.09 – Amber Alert
California Penal Code Sections 277, 278, 278.5, 14205, 14206, 14207, 14210, 14213
California Penal Code Section 49068.6 (a) Any law enforcement agency responsible for the investigation of a missing child shall inform the school district, other local educational agency or private school, in which the child is enrolled, that the child is missing. The notice shall be in writing and shall include a photograph of the child, if a photograph is available.

DEFINITIONS

Missing Person - Any person who is reported missing to a law enforcement agency until the person is located or determined to be a voluntarily missing adult. Missing persons include any of the following:

1. Involuntary Missing - Includes the involuntary abduction of an adult, the involuntary abduction of a child under circumstances other than "parental abduction," children who have been rejected by their families, missing adults or children who have left and are considered unable to care for themselves.

2. Parental Abduction - Abduction or concealment of a child by either parent or their agent in violation of current law (California Penal Code Sections 277, 278, 278.5).
3. Runaway - Any child who is voluntarily missing.
4. Unknown Missing - Cases where there are insufficient facts to determine the missing person disposition.
5. Suspicious Circumstances - Circumstances which give rise to the belief that "foul play" may have been involved; the person is suffering from a physical, mental or emotional condition which causes them to constitute a danger to themselves or others; the disappearance is out of character for the person and no reason can be determined.
6. At Risk (14213 P.C.)
 - a. The person is the victim of a suspected crime or foul play.
 - b. The person missing is in need of medical attention.
 - c. The person missing is mentally or emotionally impaired.
 - d. The person missing has no pattern of running away or disappearing.
 - e. The person missing may be the victim of parental abduction.

PROCEDURES

- I. Missing Persons/Runaways
 - A. Accept any report, including any telephonic report, of a missing person or runaway promptly (14205 P.C.).
 1. It is the duty of all law enforcement agencies to immediately assist any person who is attempting to make a report of a missing person or runaway (14210 P.C.).
 2. A report must be accepted regardless of jurisdiction.
 3. Generally, the agency having jurisdiction over the missing person's place of residence has ultimate investigative responsibility for the missing person case.
 - B. Initial Investigation of Missing Persons.

1. Upon notification of a missing person or runaway, a patrol deputy shall be dispatched to conduct an investigation where the person is under 16 years of age or circumstances indicate the person is "at risk." The Patrol Division Team Leader/Watch Commander shall be notified by the assigned deputy immediately upon determining that a missing person's disappearance was under suspicious circumstances, the person is considered "at risk" or the person is or may be a danger to others.
 2. The Patrol Division Team Commander/Watch Commander will evaluate the circumstances and may initiate immediate search and rescue or additional investigation resources as applicable. Considerations for initiating immediate search and rescue or investigation may include, but are not limited to the following:
 - a. Circumstances of the disappearance.
 - b. Threat of physical danger to missing person or other persons.
 - c. Hazards in area where missing person was last observed.
 - d. Age of missing person.
 - e. Physical/mental condition of missing person.
 - f. Weather conditions (present and forecast).
 3. In cases where the runaway/missing person is twelve years of age or younger, the on-call detective shall be notified using the chain of command. It will be the responsibility of the on-call detective to direct the course of any follow-up investigation.
 4. All other reports of missing persons/runaways may be telephonic reports and completed by the assigned deputy or modified duty desk officers.
 5. Report forms shall be as complete as possible and where deputies are dispatched to contact a reporting relative or guardian, the report shall include a signed waiver to obtain dental records and recent photograph of the missing/runaway person.
- C. Other Agency Notification
1. A local "Be On the Lookout" (B.O.L.) shall be broadcast without delay when the missing person/runaway is as follows:

- a. Less than 16 years of age.
 - b. Considered "at risk".
 - c. May be a danger to others.
 - d. Missing under suspicious circumstances.
2. In cases where the missing person/runaway is the resident of another jurisdiction or was last seen in another jurisdiction, the investigating officer shall immediately notify, via teletype, the agency having jurisdiction of the residence address or the place where last seen and forward a copy of the completed missing person report to the affected agency.
 3. In cases where the missing person/runaway is under 16 years of age or at risk, a report shall be completed and forwarded to affected agencies within 24 hours after accepting the report.
 4. Within 10 days of child's disappearance, any law enforcement agency responsible for the investigation of a missing child shall inform the school district, other local educational agency or private school, in which the child is enrolled, that the child is missing. The notice shall be in writing and shall include a photograph of the child, if a photograph is available.

D. DOJ and NCIC Reporting

1. In all cases involving a missing/runaway person under the age of 16 years or persons "at risk", the reporting officer shall, within four hours of accepting the report, via Sheriff's Records, notify the California Department of Justice and National Crime Information Center Missing Persons Systems.
2. All other missing person reports shall be reported to DOJ and NCIC upon receipt by Sheriff's Office Records prior to forwarding to the Investigation Division.
3. A copy of reporting teletypes shall be attached to all reports.

E. Follow-up Investigation

1. All missing person reports shall be forwarded to the Investigation Division for follow-up investigation, where applicable.

2. When a missing person/runaway report received by the Investigation Division does not include a signed authorization of release of dental records and/or photograph, a form provided by the Department of Justice, authorizing release, shall be mailed to the missing person's next of kin, if known. Included with the form shall be instructions which state that if the person reported missing is still missing 45 days after the report is made, dental records and photographs are to be obtained and submitted to the Sheriff's Office within 10 days.
 3. When a reported missing person has not been found within 45 days of the initial report, a Department of Justice report form, dental records and photograph of the missing person shall be submitted to the Department of Justice except as follows:
 - a. Under age 16 years and has been missing at least 14 days, dental records and photograph of missing/runaway person shall immediately thereafter be obtained and submitted to the Department of Justice.
 - b. Any age and the disappearance is determined to be under suspicious circumstances, dental records and photographs shall immediately be obtained and submitted to the Department of Justice.
- F. When Missing Person Has Been Located
1. When a missing person has been found, the Investigation Division, via the Records Section, shall immediately notify the State Department of Justice and National Crime Information Center.
 2. When a person reported missing/runaway by another jurisdiction is located, the reporting agency shall be immediately notified and a teletype informing the reporting agency of the disposition of their missing/runaway person shall be sent via the Records Section.
 3. The officer locating a person who has been reported as missing/runaway by any law enforcement jurisdiction shall complete a report to include the circumstances of the contact and disposition of the missing person.
 4. In the event that a missing person has been found before being reported to DOJ, a report and disposition shall be submitted to the Department of Justice.

G. Missing Persons Returned

1. When a missing person/runaway, who has been reported to the Sheriff's Office, is determined to have returned and no unusual conditions exist (runaway, overdue). The case may be cleared by noting the date and time of return. If return occurs following notification to California Department of Justice or National Crime Information Center, the officer clearing the case shall notify them via the Records Section.

Steve Robbins

STEVE ROBBINS, Sheriff-Coroner



Santa Cruz County Sheriff-Coroner

Number: O.09
Date: 04/07/06

SUBJECT: AMBER ALERT

- I. Introduction/General Information
- II. Criteria
- III. Law Enforcement Responsibilities
- IV. 9-1-1 Emergency Communications Center Responsibilities
- V. Media Responsibilities

POLICY

It shall be the policy of this Office to have a standardized procedure for initiating an Amber Alert and conducting an investigation of an abducted child.

PURPOSE

The purpose of this policy is to facilitate the safe return of an abducted child and apprehension of child abductors by establishing an effective and coordinated rapid response between law enforcement, the media and the community on cases warranting immediate public attention.

REFERENCES

Monterey Bay Regional Amber Alert Policy/Procedure
California Amber Alert Activation Field Guide

DEFINITIONS

“Child” – For purposes of this policy, a child is defined as any person 17 years of age or younger.

“Emergency Notification and Tactical Alert Center” (ENTAC) – The state center responsible for providing coordination for the entire state regarding child abductions.

“Emergency Digital Information Service” (EDIS) – The direct computer link to media outlets and other law enforcement agencies. Administered by the Office of Emergency Services (OES).

“Emergency Alert Broadcast System” (EAS) – Can be enacted by CHP or by the Office of Emergency Services and sends the signal to interrupt regular broadcasting on radio and television.

“Technology to Recover Abducted Kids” (TRAK) - TRAK is an image-based system linking state, county and local law enforcement agencies.

“Critical Reach System” – An image-based system linking state, county, national and local law enforcement agencies. Utilized to send fliers in electronic form.

“C.L.E.T.S.” – California Law Enforcement Telecommunications System

“LP-1” – The radio station which receives the initial EAS broadcast and then is responsible to forward the message to all other radio and television stations.

“LP-2” – The back up station for LP-1

“Changeable Message Signs” (CMS) – Electronic messages set up on the highway transportation system that display necessary information to the public. Operated and controlled by the California Department of Transportation (Caltrans).

PROCEDURE

I. INTRODUCTION AND GENERAL INFORMATION

America’s Missing Broadcast Emergency Response Alert, or Amber Alert, is a statewide program designed to facilitate immediate emergency responses to child abduction cases. Specific protocols and procedures are in place by which Santa Cruz County Sheriff’s Deputies may employ the broadcast media to immediately enlist public involvement in the safe recovery of children and apprehension of the abductors. These cases are time sensitive. Rapid, efficient deployment of the abduction information is critical.

Amber Alert is not intended for cases involving runaways, missing children in which there is no evidence of foul play or custody disputes that are not reasonably believed to endanger the life or physical health of a child. However, deputies should continue to exercise their discretion when determining which of the many tools available would be most appropriate for transmitting information and photos of missing children to other deputies, law enforcement agencies, the media and the public.

II. CRITERIA

THE AMBER ALERT SHALL ONLY BE IMPLEMENTED IN CASES WHEN ALL OF THE FOLLOWING ELEMENTS APPLY:

- A. A confirmed abduction has occurred.**

1. Parental abduction where the child faces threat of injury or death.
 2. Non-parental (stranger) abduction.
- B. The victim is 17 years of age or younger, or of proven mental or physical disability.
- C. Law enforcement has credible information the child is in imminent danger of serious bodily injury or death.
- D. There is enough descriptive information about the child, abductor and/or suspect's vehicle to believe an immediate broadcast alert will assist in the safe recovery of the victim.

III. LAW ENFORCEMENT RESPONSIBILITIES

- A. The deputy will gather and assess pertinent information at the scene of a reported child abduction.
- B. If the incident case information is in agreement with the needed criteria, the deputy will notify their supervising sergeant.
- C. The supervising sergeant will contact the patrol lieutenant for Amber Alert approval.
1. Once a Sheriff's Office Lieutenant approves the Amber Alert, the supervising sergeant will complete the information requested in the Amber Alert/Child Abduction flow chart form. This form will be retained by the supervising sergeant and provided to the investigating case agent.
 - a. A press information officer (P.I.O.) must be designated by the patrol lieutenant. The P.I.O. will have a dedicated phone number to field media calls. The P.I.O. line will be different from the number provided to the public for investigative leads. The P.I.O. name and dedicated phone number must be entered into the Amber Alert flow chart.
 2. The deputy will request activation of Project ROPE.
 3. The deputy will complete the CHP broadcast form. The information on the form will be both phoned into NETCOM and sent via FAX.
 - a. The deputy will obtain a phone number from dispatch that will be listed on the CHP broadcast form. The number will

have the capability of at least three different rollover lines. This number will be broadcast to the public. If at all possible, the deputy should avoid using the 1-800-TELL-CHP (835-5247) number.

- b. The deputy will request a multi-regional or statewide broadcast. Otherwise, the Amber Alert will only go to the Monterey Bay region consisting of Santa Cruz, San Benito and Monterey Counties.
4. The deputy will obtain a photo of the child and suspect (if applicable) and ensure the photo(s) get transported to the Sheriff's Office for preparation of a TRAK/Critical Reach flier.
 5. If applicable, the authorizing lieutenant or the supervising sergeant, on scene, will establish an Incident Command Center and become the incident commander.
 6. If applicable, the authorizing lieutenant will initiate Search and Rescue.
 7. The reporting deputy will ensure the child is entered into the Missing and Unidentified Persons system (MUPS). If the suspect is known, the deputy should also have the suspect's name entered into MUPS along with information of the abduction. This is a national database.
 8. If the license plate of the suspect vehicle is known, the reporting deputy will contact Sheriff's Office records and ensure a "DOJ Stop" is placed on the vehicle.
- D. The Investigation Division will be notified as soon as possible by following the procedure for summoning a detective. On-call detective(s) will respond and assist with any of the above steps, if necessary. In general, the Investigation Division Sexual Assault Unit will oversee the investigation.
1. During non-business hours or on weekends, the supervising sergeant will notify the on-call Investigation Division Supervisor. During business hours, the Investigation Division Commander will be notified. In all cases, all available detectives, within the Investigation Division, will be utilized.

2. Crime Scene Investigation Detectives (CSI) will be called to respond to the scene and process the area prior to any search and rescue personnel or neighborhood canvases.
3. The Investigation Division will immediately designate at least one deputy to respond to Netcom to field phone calls from the public.
 - a. The Netcom representative will forward all investigative tips to the Investigation's Division Case Agent. All tips will be documented on investigation lead cards.

E. Investigative Steps

1. The responding sergeant from the Investigation Division will designate a detective as a Case Agent. The assigned Case Agent, or a designee, will complete a TRAK/Critical Reach flier for law enforcement, Netcom, OES, media and the public. If there is critical investigative information that may jeopardize the investigation if known to the public, it is imperative a separate law enforcement flier is made. Only information that will assist in the identification of the child or location of the child/suspect should be on the flier released to the public and media. Deputies should avoid alerting the public to case sensitive evidence. The contact number for the P.I.O. should be listed on the flier along with a number for the public to call with possible leads.
 - a. Critical reach fliers should be sent electronically to all law enforcement agencies within California.
 - b. Critical reach fliers can be sent electronically to individual members of the public or media by utilizing the "single recipient" option. An e-mail address or FAX number is required.
 - (1) The critical reach flier, for public release, will be sent to the CHP by e-mail at [REDACTED]@chp.ca.gov.
 - (2) The critical reach flier, for public release, will be sent to the EDIS website at <http://edis.oes.ca.gov/amber/>. A password is required to upload images on this site. The password can be obtained from an Investigation Division Supervisor.

- (3) The critical reach flier for public release will be posted on the Sheriff's Office home page www.scsheriff.com.
2. The Investigation Division Commander, or responding Investigation Division Sergeant, may designate an Investigation Division representative to respond to the Incident Command Center. This detective would be responsible for coordinating investigative efforts with patrol operations.
3. Responding detectives will coordinate with patrol to initiate a neighborhood canvass. This canvass is part of a criminal investigation and not for search and rescue purposes. All deputies who are involved in the neighborhood canvass will complete a crime report documenting what person(s) were contacted and at what locations. Deputies should inquire about what person(s) reside in the home, regardless of age, what person(s) are visiting, and have recently visited, names and birthdays, criminal history and inquire about other person(s) residing in the neighborhood. Deputies are encouraged to ask those person(s) they contact for a consent search of their home and property for elimination purposes.
4. The Sex Assault Unit Supervisor, or designee, will coordinate obtaining a list of all known sex offenders who reside in the neighborhood of the abduction and/or match the suspect description.
5. An Investigation Division Supervisor will notify the National Center for Missing and Exploited Children (NCMEC) at 1-800-THE-LOST. Investigative support may be provided to the Sheriff's Office by NCMEC.
6. The Investigation Division may notify the Department of Justice Investigative Support Unit for criminal analysis.

 - a. The Department of Justice Sexual Predator Apprehension Teams (SPAT), based in Santa Clara, San Francisco and San Mateo Counties, may be contacted if additional assistance is needed.
7. The Investigation Division may notify the FBI.
8. The Incident Commander may notify non-profit missing children advocacy groups to assist in flier distribution and public notifications.

9. Upon the safe return of the child, and after medical needs are addressed, a detective, trained in forensic interviews of children, will complete an interview with the victim. The detective will determine if a sexual assault exam is needed.
10. Upon apprehension of a suspect, the case agent will coordinate a suspect interview and evaluate the case for possible search warrant(s) as necessary.
11. Once a suspect is identified, the District Attorney's Office will be contacted according to standing guidelines.

IV. 9-1-1 EMERGENCY COMMUNICATION CENTER RESPONSIBILITIES

- A. Receive the alert information from the patrol deputy and ensure that proper approval has been obtained.
- B. Prepare the CLETS message to be sent to all state law enforcement agencies, Oregon State Patrol, Nevada State Patrol, OES and California media.
- C. Activate EAS by calling CHP dispatch.
 1. Upon EAS activation, CHP will contact the LP-1 radio station by phone to confirm receipt. If no answer, the LP-2 radio station will be contacted.
 2. Upon EAS activation, CHP will contact Caltrans to initiate the freeway Changeable Message Signs (CMS).
- D. Receive any incoming calls and transfer to the Netcom representative or dispatch the information based on specific information received.
- E. Provide a work station for the deputy sent to assist with incoming calls.
- F. Immediately upon notification the child has been found, cancel the Amber Alert using the same procedure as to initiate with the exception of the initial EAS message.

V. MEDIA RESPONSIBILITIES

- A. RADIO
 1. Upon receipt, the LP-1/LP-2 radio stations will interrupt current broadcasting with a verbal message.
 2. A rebroadcast will be made every 20 minutes for the first 3 hours.

3. From 3 to 24 hours, a broadcast will be made at each regular news spot.
4. After 24 hours, at the discretion of the station until the child is located.
5. Upon location of the child, broadcast to be made at the discretion of the station.
6. Make follow-up inquiries using the number provided for the P.I.O.

B. TELEVISION

1. Television will begin an immediate "crawler" at the bottom of the TV screen to disseminate the case information for the first three hours. Actual broadcasts will be at the discretion of the station.
2. From 3 to 24 hours, a broadcast will be made at each regular news broadcast.
3. Upon location of the child, broadcast to be made at the discretion of the station.
4. Make follow-up inquiries using the number provided for the P.I.O.

C. NEWSPAPER

1. Upon receipt of the Amber Alert flyer, call the Sheriff's Office using only the number provided for the P.I.O.
2. Complete and publish story at the discretion of the individual agency

Steve Robbins

STEVE ROBBINS, Sheriff-Coroner



Santa Cruz County Sheriff-Coroner

Number: O.10
Date: 07/09/07

SUBJECT: 72 HOUR DETENTION - 5150 W&I HOLD

POLICY

It shall be the policy of this Office to place subjects exhibiting behavior described in 5150 W&I into the Santa Cruz County designated behavioral unit at Dominican Hospital or Dominican Hospital Emergency Room.

PURPOSE

The 5150 W&I policy is a guide for law enforcement regarding access to appropriate behavioral health services within the County of Santa Cruz.

REFERENCES

5150W&I
5150.2W&I
MOU between SCSO AND Dominican Hospital Behavioral Health Unit (May 30th, 2003)
Memorandum from Dominican Hospital (George Jarrow, RN) and BHU Staff, dated 6-13-03

DEFINITIONS

"Danger to Self"

1. The individual exhibits gross neglect for their personal safety or is at risk of being seriously injured due to mental illness.
2. The individual's statements or actions indicate a specific plan by which to commit suicide or inflict harm on themselves and the means are available or within their ability to access.

"Danger to Others"

1. The individual's acts or words regarding intent to cause harm to another person are

based on, or caused by, the individual's mental state, which indicates the need for psychiatric evaluation and treatment.

2. The individual, because of a mental disorder, is engaging in or intends to engage in acts or behavior of such an irrational, impulsive or reckless nature, so as to put others directly in danger of harm.

"Gravely Disabled"

1. A condition in which a person, as a result of a mental disorder, is unable to provide for his basic personal needs for food, clothing or shelter.
2. Gravely disabled does not apply to being developmentally disabled alone.
3. Gravely disabled does not apply to individuals under the influence of alcohol or drugs whose admission is intended for detoxification purposes.

"Overtly Violent"

1. An obvious physical threat to staff or patients whose behavior is beyond control with soft restraint equipment.

California State Law provides authority for the County Board of Supervisors to designate additional persons or positions eligible to initiate 5150 holds. As of May 22, 2001, the following are the primary positions authorized:

1. All Peace Officers, Correctional Sergeants and Supervising Correctional Officers.
2. Emergency Room Physicians, selective Dominican Hospital Psychiatric Staff, County Mental Health employees and Dominican Behavioral Health Unit workers.
3. Selective supervisors at the El Dorado Center, and the River St. Shelter.
4. Various other clinical support service providers under contract with Santa Cruz County.

PROCEDURE

- I. 72 Hour Detention - 5150 W&I Hold
 - A. Individuals Eligible for Admission

1. All persons who fit the above mentioned criteria.

B. Involuntary Admission

1. Deputy observes one or more of the criteria listed under "Definitions" or one or more of the criteria is reported to the Deputy by a credible witness.
2. Deputy informs the individual that he/she is not under arrest but being admitted for a 72-hour mental health evaluation. Per MOU with Dominican Hospital, detainees shall remain in handcuffs until an initial search and the Behavioral Health Unit staff completes determination of safety.
3. If the individual is violent or difficult to control, the Deputy may request Netcom to notify Dominican Behavioral Health of their impending arrival and then transport the subject to the rear entrance of the Behavioral Health Unit.
4. Deputy completes the "Application for 72-Hour Detention" form, checking box at bottom of form and completing the agency notification information if the subject is under arrest for a criminal charge. The arresting agency will be notified when the subject is ready for release from Behavioral Health Unit.
5. Firearms are secured in trunk of vehicle.
6. Using rear door intercom, the deputy will contact Behavioral Health Unit personnel.
7. After the individual is delivered to the behavioral health unit, the deputy will make a copy of the paperwork, leaving the original paperwork with the Behavioral Health Unit staff.
8. An individual can be taken into (protective) custody for an evaluation by telephone order by persons eligible to initiate a 5150 hold. The person initiating the hold is also responsible for the paperwork and the Sheriff's Office shall be the transporting agency only.
9. If the subject is over the age of 60 years, is in need of emergency medical treatment, or is under the influence of drugs or alcohol to the extent that they are not ambulatory, they should be taken to the Dominican Hospital Emergency Room. The Application for 72-Hour Detention will be

completed and left with emergency room staff to be attached to the medical chart.

10. Persons under 18 years of age will be taken to Dominican Hospital Emergency Room and evaluated by a children's crisis worker, and if appropriate, placed by Children's Behavioral Health. The Application for 72-Hour Detention is completed and the original left with hospital staff.
11. As per 5150.2W&I, "officers shall be detained no longer than the time necessary to complete documentation of the factual basis of the detention under section 5150W&I and for a safe and orderly transfer of physical custody of the person." Deputies will stand by for a reasonable time to facilitate this safe transfer of custody to Dominican Hospital staff.

C. A 5150 W&I Subject who is under arrest for a serious criminal offence such as a violent felony, or who is under arrest and overtly violent should be transported to County Jail for confinement.

1. If subject is taken directly to County Jail, the 72 Hour Detention Form should **NOT** be completed. The County Jail is not considered a Behavioral Health Unit and cannot accept an "Application for 72-Hour Treatment" form. The transporting deputy must instead inform the jail Watch Commander and jail Nursing Staff of the behavioral health issues and behavior of the subject during the intake process. Jail Medical Personnel shall initiate appropriate mental health care.
2. If a subject is arrested for a criminal offense and is appropriate for the Dominican Behavioral Health Unit, a criminal hold must be indicated on the form at the time of intake at the Behavioral Health Unit. After a suspect with a criminal hold is evaluated and ready for release, the Arresting Agency will be called to arrange transport.
3. During events in which Behavioral Health Unit staff request assistance from the Sheriff's Office to either intervene during a disturbance or to investigate possible criminal activity in which an arrest may occur, deputies will not be prohibited by Dominican Staff from bringing their equipment into the Behavioral Health Unit. This equipment may include weapons.

D. Voluntary Admission

1. Using front entrance of the Behavioral Health Unit, the deputy will contact

Number: O.10
Date: 07/09/07

the personnel at front desk and explain the circumstances to a Behavioral Health worker. The deputy delivers the individual to the custody of the Behavioral Health Unit and no report is required.

Steve Robbins

STEVE ROBBINS, Sheriff-Coroner



Santa Cruz County Sheriff-Coroner

Number: O.12

Date: 07/09/07

SUBJECT: PUBLIC INTOXICATION REPORT

POLICY

It shall be the policy of this Office to complete a Public Intoxication Report for any custody resulting from public intoxication.

PURPOSE

This policy is adopted to establish an expeditious report format that meets the legal requirements in public intoxication custodies.

REFERENCES

Penal Code Section 647f
Penal Code Section 647ff
Sheriff's Office Report Form SHF-0453 (Intoxication Report)

PROCEDURES

- I. Public Intoxication Report
 - A. Public Intoxication Reports (SHF-0453) shall be completed in all of the following cases:
 1. When the arrestee is taken to a detoxification center.
 2. When the arrestee is taken to jail for protective custody and no criminal charges are requested. (849b P.C.)
 3. When the arrestee is taken to jail and criminal prosecution is requested.
 - B. The report will only be used in cases where an individual was solely arrested for public intoxication. If intoxication is a secondary part of the arrest, the appropriate Sheriff's report form should be completed and the intoxication charge should be added to that form.

Example: Arrest for battery and drunk. A Sheriff's Crime Report should be used and the intoxication charge should be listed on that form.

- C. A separate report form should be completed for each person arrested for public intoxication. If multiple individuals are taken into custody from the same incident/location, one case number should be used and the forms should be attached together with one narrative.
- D. The report form has three main sections: a fill-in-the-box section, a check-off section, and a narrative section.
 - 1. Complete all appropriate boxes in the fill-in section.
 - 2. Check the appropriate areas concerning observations and custody of the arrestee in the check-off portion of the report.
 - 3. In the narrative section of the report, briefly give any circumstances of the custody not covered in the check-off portion of the report.

Example: Medical attention for the arrestee was required because of a fall sustained prior to contact with deputies.

- 4. If the individual is arrested for public intoxication and a report is going to be forwarded to the District Attorney's Office, a Sheriff Crime Report must be completed with a detailed narrative of the offenses and the reasons why criminal prosecution is being sought.
- 5. The deputy should sign off the report and submit it for approval by a supervisor. In any case where a deputy has questions concerning custody, a field supervisor should be contacted for assistance.

S. Robbins

STEVE ROBBINS, Sheriff-Coroner



Santa Cruz County Sheriff-Coroner

Number: O.14
Date: 07/25/07

SUBJECT: 11550(A) H&S-UNDER THE INFLUENCE INVESTIGATION/PROCEDURE

POLICY

It shall be the policy of this Office to investigate all persons determined to be under the influence of a controlled substance within the definitions of Section 11550(A) of the Health and Safety Code, either by being observed ingesting or inhaling same, displaying characteristic objective symptoms, admitting influence or as determined by thorough investigation. Persons determined to be under the influence, shall be taken into custody and transported to the County Jail. All applicable and appropriate reports shall be completed as necessary.

PURPOSE

To set forth the procedures that should be followed during an "Under the Influence" case, to explain the 11550(A) HS Report Form and to provide guidelines for its completion.

DEFINITIONS

Central Nervous System (CNS)-The part of the nervous system which consists of the brain and the spinal cord and controls the sensory impulses and the function of the body.

Cooker - The street term meaning the device used to heat/mix a controlled substance prior to injection. The devices range from metal spoons, tin foil, to the torn bottom of aluminum cans.

Chipping - The street term describing the act of a person continuing heroin use in the addition to their current Methadone program/prescription.

Hallucination - A perception of objects with no reality of existence, often caused by drug use.

Hippus - Pupil pulsates while light is in the eye, (No larger than 0.5 MM).

Methadone - A synthetic narcotic similar to Morphine and taken orally used in the treatment of addicts trying to quit Heroin.

Non-Convergence - The inability of the eyes to cross or stay crossed.

Nystagmus - Bounce of the pupil and iris following a stimulus, may be either horizontal or vertical

Objective Symptoms - Indicators of drug influence.

Pupilometer - A small card on which a series of small black dots meant to represent the size of a person's pupils. The black dots are measured in millimeters.

Rebound Dilation - Condition in which a pupil constricts then dilates back out in a pulsating fashion while exposed to a direct light stimulus.

Rig - The street term meaning hypodermic syringe/needle.

Tracks - The common term used to describe the elevated ridges of scar tissue that are located directly above the veins of an intravenous drug user.

Tooter - The street term used to describe a small hollowed out cylinder used for snorting drugs.

Under the Influence - Anytime a chemical, natural or synthetic, is taken into the body that causes physical or psychological changes.

Usable Amount - Any amount of drug which can be manipulated by hand and ingested into the body.

Withdrawal - A condition caused when the blood no longer carries a drug to the brain.

Ptosis - Droopy eyelids.

Miosis - Constricted Pupils.

Mydriasis - Dilated Pupils.

PROCEDURE

I. Under the Influence Procedure:

- A. The under the influence evaluation is a series of observations. The evaluating deputy is looking for a combination of objective symptoms that are consistent with the intoxicating effects of one or more drugs.

- B. The determination of the drug influence should not be made solely on one or two observations but rather on the totality of the circumstances and examination. This may include, but be limited to; pupil size, speech, pulse rate, internal clock rate, nystagmus, etc.
- C. The evaluating deputy notes the objective symptoms being displayed and compares them against what they know to be normal.

II. Under the Influence Evaluation:

- A. Note the subject's general demeanor, appearance and reason for contact. Based on the subject's demeanor and outward appearance, you should start to form an opinion as to what the subject is under the influence of.
 - 1. If the subject is sedated and lethargic, has slowed and slurred speech, droopy eyelids, is scratching his/her face or neck, you should suspect opiate influence.
 - 2. If a subject is hyperactive, talking rapidly, breathing rapidly, over reacting to the situation or paranoid, you should suspect the subject is under the influence of a CNS stimulant such as cocaine or methamphetamine.
- B. Look at the pupils and note if they appear to be dilated or constricted. Now with the use of a pupilometer, measure both pupils separately and determine if they are within the normal range (3.0 MM-6.5 MM).
 - 1. With the use of a **low beam penlight** apply light directly into each eye for a period of approximately 15 seconds. Note if the pupils constrict. If it takes longer than one second for the pupil to constrict, this is a slow reaction.
 - 2. If conducting the evaluation in bright light have the subject move to a shaded area when possible or have the subject close their eyes and cover them with their hands for at least one minute. Hold your pupilometer next to the subject's face and measure their pupils when they open their eyes. A normal pupil will be dilated and then quickly restrict.
 - 3. Hold your finger, or some other stimuli, in a vertical position approximately 12 to 15 inches away from directly in front of the person's nose. Note the ability of the subject's eyes to track smoothly and note the angle of on set looking for distinct jerking (nystagmus) at maximum deviation.

4. Check for convergence by bringing your finger to the tip of the subject's nose in an effort to cause the subject's eyes to become crossed. Different drugs disable the ability of the eyes to hold steady at a point of convergence causing one eye to drift away.
- C. Obtain Vital Signs.
1. Take the subject's pulse and calculate how many times the heart beats in one minute. Take the subject's pulse three times during the evaluation process. The normal beat should range from 60-90 beats per minute (BPM).
 2. Count how many times the person's chest or stomach rises and falls in one minute. A person normally takes approximately 20 breaths per minute.
 3. Feel if the subject is warm or cold and clammy. Note if they are sweating relative to the current temperatures and conditions. The normal body temperature is 98.6 degrees.
- D. Have the subject stand in a modified position of attention, eyes closed and their head tilted backward and estimate thirty seconds in their head (Rhombert Test). A normal person should display a plus/minus 10-second margin of error. Note if the subject is swaying, grinding their teeth or displaying rapid eyelid tremors.
- E. Look for signs of ingestion of drugs on the subject. Look for injection marks on the arms, hands or neck. Look for fresh injection sites directly over veins. These injection sites will appear to be red, raised puncture wounds with the presence of body fluids still visible. Note old puncture wounds in various stages of healing. Examine the nasal passages looking for powder, sores or irritation caused by substance abuse. Note any strange odor on the subject's breath or person. Check for burn marks on the subject's fingertips, fingers and hands.
- F. Identify drugs and paraphernalia in the subject's possession, which could range from glass pipes, tooters, squares of tin foil, hand held butane torches or canisters.
- G. Every objective symptom of drug influence can be caused by medical disorders, injuries or congenital conditions. Before a subject can be determined as being under the influence of a controlled substance, all legitimate explanations must be eliminated. Take care to ask your subject if they have any current medical conditions.

- H. If a subject displays symptoms of being under the influence of a controlled substance, he/she may be placed under arrest pursuant to Section 11550 (A) of the Health and Safety Code.
- I. Note your findings on an 11550(A) HS Arrest Report Form (SHF-0347). This form is to be completed on all 11550(A) HS cases when an arrest is made solely for being under the influence of a controlled substance. A copy of this form, as well as an explanation for its completion, is attached to Addendum #1. The standard Sheriff's Office Arrest Form/Face Sheet (SHF-0424) is to be completed only when a subject is arrested for an 11550(A) HS in addition to other charges. The 11550(A) HS charge should then be added to the Face Sheet (SHF-0424).
- J. Advise the subject of the urine sample requirement (Sarkissian Admonition) exactly as stated on the 11550(A) HS Arrest Report Form. Note the deputy advising the admonition, date and time on the form. Indicate if they will submit to the test. The urine sample shall be collected in the appropriate specimen bottle, packaged and labeled per the Crime Scene Investigation (CSI) Evidence Packaging/Handling Booklet. Place the approved Department of Justice bottle into the approved Department of Justice mailer and deposit in U.S. mail for delivery.
- K. On the reverse side of the 11550(A) HS Form (SHF-0347), complete a drawing in the box provided showing the location and a detailed description of any marks on the body depicting any drug use such as puncture wounds or burn marks on the fingertips or hands.
- L. Note the suspect's prior drug history if any. If any spontaneous statements are made, record them.
- M. Complete an 11550(A) HS Arrest Report Form (SHF-0347) detailing the information obtained. Attach an Evidence and Photographic Report (EP&R) Form (SHF-0316), if necessary, and a Misdemeanor Non-Release Form (SHF-0365). The EP&R only needs to be completed if evidence and photographs are booked.
1. If only a urine specimen has been obtained and mailed to the Department of Justice an EP&R Form does not need to be completed. List the pertinent witness and packaging information

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of the specimen on the bottom of the 11550(A) HS Arrest Report
Form (SHF-0347).

Steve Robbins

STEVE ROBBINS, Sheriff-Coroner

ADDENDUM #1
11550(A) HS ARREST REPORT FORM (SHF-0347)

Box #:

- 1-2.) Self-explanatory.
- 3.) Offense
- 4.) Location of Occurrence
- 5.) Date/Time of Arrest
- 6.) Date/Time of Occurrence
- 7-23.) Self-explanatory
- 24.) Miranda Warning from Department Issued Card (Yes/No). Deputy Giving Warning?
- 25.) Specific Drugs Used; Methamphetamine, Heroin, Cocaine (Verbatim what the suspect tells you)
- 26.) Suspect's Response Verbatim.
- 27.) Suspect's Response Verbatim.
- 28.) How the Drugs Were Used; Snorting, Self-injecting, Smoking
- 29.) Suspect's Response Verbatim
- 30.) Suspect Been Drinking? (Yes or No)
- 31.) Self-explanatory, (Verbatim).
- 32.) Note the Suspect's Speech. Slurring Words or Rapid Speech Could Signal Specific Drug Use.
- 33-35.) Self-explanatory, (Verbatim)
- 36.) Note the suspect's coordination. Gesturing wildly, slow or lethargic.
- 37.) Note the suspect's breathing. Fast, shallow, slow

- 38.) Suspect's demeanor and appearance. Note if the suspect is agitated or excited. What about the suspect's appearance, are they dressed appropriately for weather conditions? For example; Opiates slow the body's metabolism and cause the user to dress more heavily, even on warm days.
- 39.) Does the suspect wear contacts or glasses?
- 40.) Suspect's eyelid appearance. Closed, drooping, fluttering, normal
- 41.) Check the appropriate box.
- 42.) Dry mouth?
- 43.) This means penlight, pupilometer, mag-lite, etc.
- 44.) Both of suspect's pupil size. Check the appropriate box.
- 45.) Pupils reaction to light.
- 46.) Suspect's pulse rate. Attempt to get three readings throughout the interview. The average pulse rate is between 60-90 beats per minute.
- 47.) Is the suspect's head nodding
- 48.) Note if the suspect is continually scratching their neck, face or arms.
- 49.) Have the suspect estimate thirty seconds while standing in a modified position of attention with their head tilted backwards. Write the number of seconds estimated.
- 50.) The lighting in the location of the examination. Controlled, uncontrolled, lighted or dim.
- 51-53.) Estimate the angle of onset for horizontal/vertical gaze nystagmus if necessary. (Primarily used with alcohol related investigations)
- 54.) Suspect's muscle tone. Check one.
- 55.) Read the urine sample admonition to the suspect making sure the suspect understands each and every aspect of same. Note the deputy who advised the admonition, date and time in the appropriate space provided, indicating he/she understands the admonition. Check the box to indicate whether or not the suspect agreed to provide a urine sample.

- 56-60.) Urine specimen collection information.
- 61.) Draw a diagram of puncture marks and their location.
- 62.) Written description of puncture marks. Scar tissue, fresh injection sights.
- 63-64.) Photographs
- 65.) Complete the narrative section of the form detailing all the information obtained in chronological order, as is the case in a standard crime report narrative. Document reasons for contact, observations and evidence recovered/collected.



Santa Cruz County Sheriff-Coroner

Number: O.16
Date: 07/25/07

SUBJECT: DRIVING UNDER THE INFLUENCE INVESTIGATIONS

POLICY

It shall be the policy of this office to turn over suspected intoxicated drivers to the Highway Patrol.

PURPOSE

The purpose of this policy is to standardize the procedure for driving under the influence (DUI) arrests and establish guidelines for procedures in the event the Highway Patrol is unable to respond.

REFERENCES

C.H.P./Sheriff M.O.U. dated 01/02/01
California Vehicle Code Section 23152 a & b

DEFINITIONS

"D.U.I." - Driving Under the Influence

PROCEDURE

- I. Driving Under the Influence Investigations
 - A. When a motorist is stopped and is suspected of being intoxicated, the Highway Patrol should be requested for an intoxication investigation. If personnel are available, C.H.P. will respond and accept turnovers of D.U.I. suspects.
 1. If the D.U.I. arrest is incidental to another crime (148, 242, 484 P.C., etc.), the investigation will be handled to conclusion by the Sheriff's Office. If C.H.P. is available, the deputy may cite for the associated crime and turn over the D.U.I driver.

2. If the D.U.I. stop is made in an incorporated city, the first request for response should be to the appropriate police department.
 3. When the Highway Patrol's investigation results in arrest, the deputy will write an Assist Outside Department (AOD) report. The report shall contain the probable cause for the stop and the deputy's observations, which led to suspicion of intoxication. The arrested person's name and information shall be listed under the "suspect" section of the crime report.
- B. In the event the Highway Patrol cannot respond, the deputy should conduct a D.U.I. investigation.
1. A series of field sobriety tests should be administered to determine the driver's level of sobriety. Field sobriety tests should be kept simple. The officer must be able to complete and demonstrate all tests used with ease.
 2. The CHP-202 form shall be used as a supplement to the Officer's crime report, should the investigation result in arrest. The CHP-202 Form is self-explanatory.
 3. DMV form DS 367 (Age 21 and Older Officer's Statement) shall also be completed and a right thumb print obtained from the suspect. The pink copy of the form should be given to the suspect as their temporary driver license. The suspect's original driver's license should be confiscated and returned to DMV.
 4. A citation will be written charging 23152 a or b CVC, (or a and b if applicable) Driver Under Influence. The words "in custody" shall be written in the signature box.
 5. An intoxication interview should be conducted after a chemical test has been completed or refused. Should the driver refuse to submit to a chemical test, Implied Consent 13353 CVC should be read to the driver. If the driver still refuses to submit to a chemical test, then a forced blood draw may be considered.
 6. All chemical test samples of blood or urine shall be packaged in the proper envelopes and placed in the CSI refrigerator. A memo shall be left with CSI indicating the location of the sample. A urine sample may only be used as a chemical test if drug use is suspected.

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7. A deputy may obtain a breath sample using an EPAS machine if they have been trained and certified by the Department of Justice. The original printed breath sample results should be booked into evidence. A photocopy of the printed results should be attached to the crime report.

Steve Robbins

STEVE ROBBINS, Sheriff-Coroner



Santa Cruz County Sheriff-Coroner

Number: 0.18
Date: 12/10/07

**SUBJECT: UNLICENSED DRIVER / STOLEN VEHICLES / STORAGE
AUTHORITIES / POST HEARING PROCEDURES / SHERIFF
RECORD REQUIREMENTS**

POLICY

It shall be the policy of the Sheriff's Office to comply with vehicle code requirements regarding the storage, impoundment, recovery, reporting and release of motor vehicles. We will also abide by the Memorandum of Understanding with the California Highway Patrol as it applies to this policy.

PURPOSE

The purpose of this policy is to establish and maintain procedures and guidelines for: Unlicensed Drivers, Storage Authorities, Stolen Vehicles, Post Hearing Procedures and Sheriff's Record Division requirements.

REFERENCES

California Vehicle Code Sections 10500, 10501, 10751, 12500(a), 13101, 13102, 14601(a), 14601.1(a), 14601.2(a), 14601.3(a), 14601.4(a), 14602.6(a), 14602.7(a), 14604, 14607.6(a), 22651(b), 22651(h), 22651(o) (1), 22651(p), 22651.2, 22651.5, 22651.6 (Speed Contests), 22652, 22653, 22654, 22656, 22702, 22852, 23109(a) (Speed Contests), 23109.2 (Speed Contests), 23109.2(a) (Speed Contests), 148.5 PC and 503 PC.

The Memorandum of Understanding between the Santa Cruz Sheriff and the Santa Cruz office of the California Highway Patrol (CHP).

Requests for Requesting Storage Hearing Forms (Pertaining to Records)

PROCEDURE

- I. **UNLICENSED DRIVER:** "Unlicensed Driver" - Driving privilege has been suspended, revoked, rescinded or a driver's license has never been issued.
 - A. Confirm driver's license status with Net Com.

- B. Attach a copy of driver's license printout to report via Sheriff's Records.
- C. The driver must be cited if the vehicle is to be stored and/or impounded.
 - 1. If the vehicle is to be stored, use Section 22651(p) CVC.
 - 2. If the vehicle is to be impounded (30 Days), use Sections 14602.6, 14602.7 or 14607.6 of the CVC.
 - 3. A CHP180 form will be filled out completely and thoroughly.
- D. If CLETS is down, cite for 12951(a), do not store vehicle.
- E. Approval for storing or impoundment should be obtained from a supervisor, when possible. If unavailable at the time of storage, notification is to be made as soon as possible.
- F. The driver must meet the criteria for 22651(p) CVC.
- G. In the event the driver is in violation of a suspension section and has service order "T" (returned unclaimed), issue DMV form DL310. The vehicle should not be stored unless further evidence of service can be established.
- H. If the unlicensed driver authorized the release of the vehicle to a licensed passenger at the discretion of the deputy, that must be documented in your report.
- I. Do not store or impound a vehicle if the driver has an expired driver's license.

II. STOLEN, EMBEZZLED OR RECOVERED VEHICLE PROCEDURES: It shall be the policy of this Office to take reports, make investigations and keep records on all stolen vehicles reported to deputies when CHP is not available. In an agreement with the local CHP, CHP will take stolen vehicle reports and recover stolen autos in the unincorporated area (except when the vehicle is taken during a burglary). If CHP is unable to respond, the responsibility rests with the Sheriff's Office.

- A. A vehicle is "stolen" when it has been unlawfully taken without the consent of the owner in violation of Section 10851 of the Vehicle Code or Section 487 of the Penal Code. A stolen vehicle component is a vehicle part which has been taken without the owner's consent. A vehicle is "embezzled" when it has been fraudulently appropriated by a person to whom it has been entrusted, as defined by Section 503 PC.

- B. Sheriff's personnel receiving a vehicle/component theft report or a vehicle embezzlement report shall attempt to determine the validity of the report. When there is reason to believe it is not a legitimate report, essential information is being withheld, or a theft does not appear to exist, the individual/victim making the report shall be cautioned as to the criminal consequences of making a fraudulent report. (Refer to Section 10501 CVC and section 148.5 PC.) However, if the person insists, the report shall be accepted. After completing the report, it shall be forwarded to the appropriate Investigations Division for immediate follow up.
- C. Stolen Vehicles
1. Form CHP180 shall be used to report stolen, recovered, impounded and stored vehicles. This form need not be typed, but reports prepared by hand shall be printed. In recording Vehicle Identification Numbers (VIN) and engine numbers, care shall be taken to distinguish between letters of the alphabet and numerals. Letters of the alphabet shall be legibly written to avoid being mistaken for numerals
 2. The person reporting the vehicle theft shall answer all questions and sign the CHP180 form.
 3. Formal reports shall not be accepted over the telephone. A deputy will be directed to the location of the reporting party to take a written report.
 - a. An initial report received by telephone may immediately be broadcast as a possible stolen vehicle, including the fact that "no waiver has been signed." The broadcast shall be cancelled immediately thereafter if no formal signed report is obtained.
 - b. When the deputy determines the vehicle was stolen, the following procedure should occur:
 - 1) Request that Communications broadcast the information to all local and surrounding agencies including the CHP. This broadcast will be self-canceling in 72 hours.
 - 2) The deputy, as soon as possible, shall fax a copy of the CHP180 form to Sheriff's Records, confirming it

was received by phone to have the vehicle entered into the Stolen Vehicle System through CLETS, as stolen.

- 3) Request Records Section, by telephone, to run a registration check on the vehicle to verify ownership and vehicle information. The Records clerk will write the case number on the registration printout, vehicle entry into CLETS and local BOL. It will be placed in the front Record's desk "supp" basket to be attached to the case.
- 4) Complete the stolen vehicle portion of the Vehicle Report CHP180 and, on the bottom of the form, make a notation, "Computer entry requested, time requested and ownership verified by (Records Clerk name)."

- c. Upon completion, this report shall be submitted to the shift supervisor for approval.
- d. No other report is necessary unless another crime is involved or additional information is available, or extenuating circumstances are present, that space will not permit on the CHP180 form. For additional investigation information, a Sheriff's Office Supplementary Report form will be used.

D. Lost, Stolen and Recovered License Plate Reports when CHP is not available.

1. Lost, stolen and recovered license plates shall be classified as follows:
 - a. Lost license plates are those which the owner or owner's agent report as lost.
 - b. Stolen license plates are those which the owner or owner's agent has reasonable cause to believe have been stolen.
 - c. Recovered license plates are those that have been reported stolen or appear to have been lost or discarded. The recovered plate shall not be placed into evidence unless there is evidentiary value. Lost or discarded plates may either be taken to the local DMV and turned in or booked into Property who will take it to DMV.

- d. In accordance with Section 10500 CVC, license plates coming into possession of the Sheriff's Office which are determined to be lost, stolen or discarded shall be reported to the Stolen Vehicle System (SVS) by Sheriff's Records.
2. Deputies responsibilities for lost or stolen plate reports.
 - a. Reports of lost or stolen plate(s) shall be taken when one or both plates are lost or stolen.
 - b. For stolen license plates reports, the deputy taking the report shall print the word "stolen" to the left of the "plates report" box on the CHP180 and the "plates report" box shall be checked.
 - c. For lost license plates reports, the deputy taking the reports shall print the word "lost" to the left of the "plates report" box on the CHP180 and the "plates report" box shall be checked.
- E. Recovered Vehicle Reports
1. Upon recovery of a vehicle that was reported stolen, regardless of the reporting authority, deputies shall request the Sheriff Records, via telephone, to notify the reporting department by teletype. A copy of the teletype shall be placed in the front Record's desk clerk's "supp" basket for attachment to the case.
 2. When a vehicle is determined to be stolen, but not reported as such, deputies shall make a recovery and arrange for a stolen vehicle report to be secured from the proper jurisdiction. No information need be broadcast, but it must be entered and removed from computer files. The fact that the vehicle is stolen, the area or city stolen from, and the person notified should be placed in the "remarks" section.
 3. When a stolen vehicle is recovered, CHP Form 180 shall be prepared in duplicate. The original shall be submitted to Sheriff Records for retention in the master file. The duplicate shall be given to the agent storing the vehicle.
 4. Recovered vehicles shall only be released by the Investigation Division except when the recovered vehicle is abandoned, no suspects are available, evidence processing is not warranted and the registered owner is at the location. The vehicle may be released to the registered owner or his agent in the field, after completion of the

