

**SAN DIEGO POLICE DEPARTMENT
PROCEDURE**

DATE: AUGUST 21, 2024

NUMBER: 6.04 - PATROL

SUBJECT: CASE REPORT FORM

RELATED POLICY: 6.04

ORIGINATING DIVISION: TRAINING

NEW PROCEDURE: ☐

PROCEDURAL CHANGE: ☒ **MINOR CHANGES**

SUPERSEDES: DP 6.04 – 04/23/2018

I. PURPOSE

This Department procedure establishes guidelines for proper crime or incident reporting and routing.

II. SCOPE

This procedure applies to all members of the Department.

III. BACKGROUND

A. The purpose of a crime report is:

1. To establish the fact that a crime was committed;
2. To compile information that will assist in identifying, arresting, and prosecuting the suspect(s) who committed the crime;
3. To furnish statistical data for computer analysis of crime trends for administrative, investigative and field operational planning;
4. To furnish statistical data for computer and other analysis of the suspect's method of operation and crime series identification; and,

5. To create an official record of the crime that may be used in court.

B. Responsibility for Reporting Crimes

NEW

1. An officer, or other designated Department member, who is directed to investigate and report a crime, is responsible for preparing a case report when it has been determined that a crime was committed, even if the victim does not want a report made or an investigation conducted.

NEW

2. When an officer determines a crime has occurred, through personal discovery or investigation, that officer becomes responsible for the case report. Personnel shall not routinely have citizens call Communications Division to initiate an investigation or tell victims to call the Centralized Telephone Report Unit (CTRU) for a report.

NEW

Exception: If officer or Communications Division personnel become aware of a crime that has occurred, or is occurring, on the freeway or within the boundaries of CHP's jurisdiction, CHP dispatchers will be notified of the incident and will dispatch their officers to the scene to conduct the investigation. The San Diego Police Department will provide assistance, if requested. However, the San Diego Police Department maintains primary responsibility for investigating all sexual assaults and homicides that occur within the City limits, even if they occur on a freeway.

3. Deliberate failure to report a crime is dereliction of duty and grounds for disciplinary action.
4. Making a false report, knowing the report to be false, is also cause for disciplinary action.

IV. **PROCEDURES**

A. Types of Crimes Reported

1. All felony crimes are to be reported by the responsible Department member, except those crimes determined by procedures to be of such a nature that the knowledge of a specialist is required.

NEW

2. The Metro Arson Strike Team (MAST) will complete case reports for crimes falling within their investigative specialty. The Narcotics and Vice Units will complete case reports for major crimes falling within their investigative specialties.

NEW

3. Generally, all child abuse, molest and neglect preliminary reports will be submitted on a case report, utilizing the 934000ZZ crime type, along with

completing all necessary fields for family members associated with the household. (Refer to DP 3.31, Child Abuse Procedures.)

4. All misdemeanor crimes are to be reported if the crime is against persons or property and has a victim against whose person or property the crime was directed.
5. Generally, there is no requirement for crime report preparation in minor crimes of misconduct where the reporting officer is the complaining witness and there is no victim.
6. Officers will complete a report on all domestic violence crimes and incidents (mandatory per 13730(c) PC), all sex crimes (except NIR SARTs, see DP 6.11 for details), and all other felony crimes, even if the victim does not want a report completed or an investigation conducted.

NEW

B. Juvenile Shoplifts

NEW

The facts involved in a juvenile shoplifting case shall be reported on the Juvenile Contact Report. When the amount of property stolen in a shoplifting incident by one juvenile is less than \$10.00 retail value, a case report is not necessary. A loss of more than \$10.00 requires that a case report be completed.

C. Incident Report

1. Except as noted above, an Incident Report will be completed in the following instances:
 - a. The victim does not desire investigation or prosecution of a misdemeanor, at the time of report documentation;
 - b. A crime may have occurred but cannot be positively established;
 - c. A crime has occurred but there is insufficient information; or,
 - d. The victim of the crime is unavailable. The officer or other reporting member should leave a note informing the victim of the discovery of the crime, directing the victim to call the appropriate investigative unit.
2. In these instances, it is vital that the information be recorded for the following reasons:
 - a. Detectives, supervisors, and other officers are kept informed and up to date on the crime in their area;

NEW

- b. The victim may discover additional loss or damage, or change his/her mind for other reasons, and desire to report the crime at a later date; and,
- c. The known suspect(s) of an unreported crime may be responsible or sought for similar crimes on reported cases.

NEW

3. Incident Report Procedure

Officers shall do the following to complete a case report/incident report:

- a. Complete a case/incident report with the available facts and information.
- b. Under the section labeled “Offenses”, officers shall enter 981153ZZ in the Offense field.
- c. Obtain a case number via MPS. If a victim’s name is not available, enter “Unknown” If other information required for case number assignment is missing, contact Records Division personnel for instructions.
- d. If, after evaluating the report and/or obtaining additional information, an investigator feels that a crime report is warranted, they must change the crime code from 981153ZZ to the appropriate crime code for that case number through NetRMS. This information will be updated in ARJIS.
- e. The report shall be submitted through the NetRMS submission procedures. Reporting officer shall have the Working Organization (Investigating Unit) selected in NetRMS for proper delivery.

D. Writing and Routing of Reports

NEW

- 1. Reports are to be completed and submitted using electronic reporting and submission.
- 2. With the approval of a supervisor, reports may be completed at a substation when the report is determined to be detailed and lengthy.

NEW

- 4. The NetRMS case report consists of blank fields that call for specific responses by the reporting member. These fields are identified as a guide to ensure that vital information is not excluded from the report. The fill-in portion of this form has been designed to facilitate the rapid transfer of the reported data to the computer.

NEW

5. In order to assist investigators, as well as the District Attorney and/or City Attorney, officers shall attempt to obtain the e-mail address of all victims, witnesses or other parties to an investigation. The e-mail address should be documented in the "Contact Info" section of victim or witness section in the report.

NEW

E. Changing the Offense Code

1. If it is determined that the offense listed on a case is incorrect or inaccurate after the case report has been submitted to NetRMS, then the officer shall notify the assigned investigator of the need to change the offense code.
2. Upon discovery of an incorrect or inaccurate offense code, the investigator shall create an additional "dot" report in NetRMS to change the offense code. The investigator must state the specific reason for changing an offense code in the narrative of the "dot" report. This is the only approved way to change a case offense code.

NEW

V. **LAW ENFORCEMENT VICTIMS OF CRIME**

When a member of the criminal justice system (peace officer, law enforcement officer, officer of the court, correctional officer, or custodial officer) is the victim of a crime, the following procedures shall be followed, in addition to those listed above.

- A. The victim officer shall not complete their own case report. The crime shall be investigated and reported by a member of the agency having jurisdiction over the investigation or crime, other than the victim officer.
- B. Victim officers shall not provide personal identifying information that could later become public records, such as their residential address, telephone number, or Social Security number. Instead, they shall use the address and telephone number of their assigned duty station for contact purposes. Victim officers should also provide their Department identification number in place of a government-issued identification number. Officers who are involved in traffic collisions shall provide their California Driver's License to the investigating officer.

VI. **VICTIMS OF CRIME PROGRAM**

When an officer has contact with a crime victim or a victim's family member during the course of an investigation, and it appears the victim or victim's family member(s) are in need of financial assistance as a result of injuries sustained from a crime, the officer shall provide the victim or victim's family member information on the potential for compensation through the Victims of Crime Program. Officers shall provide the victim or victim's family member with the telephone number, (619) 531-2772 or (619) 531-

2263, of the District Attorney's Victim/Witness Unit, located on the 5th floor of the Headquarters building.

In January 2009, the Victims' Bill of Rights Act of 2008 (Marsy's Law) was enacted. Penal Code Section 679.026 (c)(1) mandates that all crime victims be provided with an informational card advising them of various rights to which they are entitled. To comply with Marsy's Law, officers will provide a Marsy Rights Card to all crime victims at the time of initial contact and include a sentence at the end of the "Investigation" section narrative detailing all persons to whom a Marsy Rights Card was provided. In the event the officer conducting the initial investigation was not able to provide the card to the victim, the assigned investigator shall provide the required brochure to the victim.

NEW

VII. FEDERAL REPORTING REQUIREMENTS

- A. In order to maintain compliance with the National Incident Based Reporting System (NIBRS), officers shall input reports using the NetRMS application. This application has been designed specifically to comply with NIBRS standards.
- B. During report approvals, supervisors shall verify the data fields are thoroughly and accurately provided for proper reporting.
- C. Standardized reports will continue to be created, on a monthly basis, from the NetRMS application which encapsulate the NIBRS aggregate reports for management personnel.
- D. During agency specific training, the SDPD Training Division shall provide training to ensure data fields are thoroughly and accurately filled out during report writing via NetRMS.