

**SAN DIEGO POLICE DEPARTMENT  
PROCEDURE**

**DATE:** APRIL 23, 2018  
**NUMBER:** 6.04 - PATROL  
**SUBJECT:** CRIME/INCIDENT REPORT FORM  
**RELATED POLICY:** 6.04  
**ORIGINATING DIVISION:** TRAINING  
**NEW PROCEDURE:**   
**PROCEDURAL CHANGE:**  **MINOR CHANGE**  
**SUPERSEDES:** DP 6.04 – May 17, 2017

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**I. PURPOSE**

This Department procedure establishes guidelines for proper crime/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

1. An officer, or other designated Department member, who is directed to investigate and report a crime, is responsible for preparing a crime 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.
2. When an officer determines a crime has occurred, through personal discovery or investigation, that officer becomes responsible for the 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.

**Exception:** If an 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.
2. The Metro Arson Strike Team (MAST) will complete crime reports for cases falling within their investigative specialty. The Narcotics and Vice Units will complete crime reports for major cases falling within their investigative specialties.

3. Generally, all child abuse, molest and neglect preliminary reports will be submitted on an ARJIS-2 form using the Department's Child Abuse format (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 and all other felony crimes, even if the victim does not want a report completed or an investigation conducted.
7. Incident Only Report
  - a. Except as noted above, an Incident Only Report will be completed in the following instances:
    - (1) The victim is unwilling to sign a complaint on a misdemeanor;
    - (2) A crime may have occurred but cannot be positively established;
    - (3) A crime has occurred but there is insufficient information; or,
    - (4) 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.
  - b. In these instances, it is vital that the information be recorded for the following reasons:
    - (1) Detectives, supervisors, and other officers are kept informed and up to date on the crime in their area;
    - (2) 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,

- (3) The known suspect(s) of an unreported crime may be responsible or sought for similar crimes on reported cases.

c. Incident Only Report Procedure

Officers will do the following to complete an Incident Only Report:

- (1) Complete an ARJIS-2 with the available facts and information.
- (2) Under the section labeled "Code Section and Description", officers will enter ZZ981153 to designate the report as an Incident Only Report rather than a crime report.
- (3) Obtain a case number via CAD. If a victim's name is not available, enter "Miscellaneous Report." If other information required for case number assignment is missing, contact Records Division for instructions.
- (4) Attach an interoffice memo to the copies of the report noting the reason for making it an "Incident Only Report" and forward to the appropriate investigative unit. The report shall be submitted through the AFR submission procedures. In the event of an edit reject or other issue which prevents the successful submission of incident reports, the officer shall forward a copy of the entire incident report with "Original" clearly written at the top of page one to Records Division, as is done for a crime case.
- (5) If, after evaluating the report and/or obtaining additional information, an investigator feels that a crime report is warranted, he/she must change the crime code from ZZ981153 to the appropriate crime code for that case number through the CRMS investigator's "Change of Crime Code" function. Amending reports to change the crime code is not an acceptable method. This information will be updated in ARJIS.

8. Juvenile Shoplifts

- a. Experience has shown that no statistical or investigative purpose is served by reporting minor juvenile shoplifting on a crime case report. The facts are contained on the Juvenile Contact Report (JCR).

- b. When the amount of property stolen in a shoplift incident by one juvenile is less than \$10.00 retail value, a crime report is not necessary. A loss of more than \$10.00 requires that a crime report be completed.

B. Writing and Routing of Reports

1. Reports are to be completed and submitted to Records Division using electronic reporting and submission, whenever possible.
  - a. All paper reports submitted to Records Division must have an interoffice memo attached explaining why the report was not submitted electronically.
  - b. Handwritten reports and paper submissions to Records Division shall only be used when electronic reporting is unavailable or impractical. Handwritten reports will be completed using Department approved forms and black ink. Original documents shall be submitted to Records Division after making all necessary investigative copies.
  - c. To minimize duplicative data entry, paper copies of successfully submitted reports shall not be resubmitted to Records Division.
2. Continuations of crime reports (additional pages) are to be done on an ARJIS-9 form and stapled to the first pages of the report. ARJIS-3 and ARJIS-4 forms are to be numbered and attached after the narrative pages(s). ARJIS-2 and ARJIS-8 forms are always used, separately, as pages one and two. They will not be submitted together as one report. These instructions apply to hand-printed reports.
3. With the approval of a supervisor, reports may be completed at a substation when the report is determined to be detailed and lengthy.
4. The San Diego Regional Crime/Incident Report Form (ARJIS-2) 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.

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 "Notes" section of the AFR report or in the "Additional Information" section of the hand-written ARJIS-2 report form.

C. Changing the Crime Case Code

1. If it is determined that the violation section listed on a crime case (crime case code) is incorrect or inaccurate after the crime report has been submitted to CRMS or to Records Division, then the officer shall notify the assigned investigator of the need to change the crime case code.
2. Upon discovery of an incorrect or inaccurate crime case code, the investigator shall use the Change of Crime Code function in CRMS to prepare an electronic Change of Crime Code form. The investigator must state the specific reason for changing a crime code on the form. This is the only approved way to change a crime case code. Amending reports to change the crime code is not an acceptable method.

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 should be followed, in addition to those listed above.

- A. The victim officer shall not complete his/her own crime 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 record, 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. The exception to this would be 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.