



San Diego Community College District Police Department Policy and Procedures

1.24 PROCESSING & RETENTION OF REPORTS

EFF. 10/01/19

I. PURPOSE

This Department procedure establishes guidelines for the processing and retention of reports.

II. SCOPE

This procedure applies to all members of the Department.

III. BACKGROUND

The San Diego Community College District Police have primary responsibility for providing law enforcement services to the college community in partnership with the San Diego Police Department. College Police enforce laws and conduct extended preliminary investigations. Follow-up investigations and processing of requests for criminal complaints with prosecuting agencies are mainly the responsibility of the San Diego Police Department.

The San Diego Police Department is charged with the responsibility of investigating crimes occurring within the City of San Diego. To discharge its responsibilities it operates a variety of specialized investigative units, a crime laboratory, and a records division. The San Diego Police Department conducts both preliminary investigations (using uniform patrol personnel) and comprehensive follow up investigations through a decentralized investigative system.

Successful prosecution of criminal cases requires coordination with and knowledge of the San Diego Police Department investigative system. To ensure the college community receives the highest level of law enforcement service possible, College Police will process reports in accordance with these procedures.

IV. PROCEDURES

A. Completion of Reports Prior to End of Shift

Officers are responsible for the completion of their assigned reports and for obtaining approval of their completed reports. Unless an officer has approval from a supervisor, all reports and preliminary investigations must be completed prior to the officer leaving the station at the end of the officer's shift.

B. Assignment of Incident & File Numbers

1. SDCCD incident and file numbers are assigned by the RIMS computer system. Officers completing reports in connection with crimes or other incidents shall request a file number from Dispatch.
2. San Diego Police Department case numbers are assigned by the San Diego Police Department upon request. Case numbers will be obtained by the College Police officer investigating the crime.
 - a. Officers may request case numbers by calling SDPD Records Division at 531-2350 (for stolen vehicles and recoveries) or 531-2157 (all other cases).
 - b. Officers shall request case numbers for the following:
 - (1) All crime cases requiring a case number:
 - (2) Stolen Vehicle cases (see San Diego Police Department Procedure 6.13)
 - (3) Missing Adult cases (see San Diego Police Department Procedure 3.17)

C. Report Distribution

1. Distribution of routine reports is normally handled by the Police Records Supervisor or College Police clerical staff at the Office of the Chief of Police.
2. The original of all reports, except juvenile contacts, are routed to SDPD Records Division by the Police Records Supervisor.
3. Copies of San Diego Police reports are routed to investigative units based on crime type and location of occurrence.
 - a. Reports involving homicides, arson, commercial robberies, kidnappings, felony sex crimes, child abuse, domestic violence, financial crimes (forgery, computer crimes), traffic related investigations, gang related crimes, and major narcotics investigations are routed to specialized investigative units regardless of where they occurred in the City.

b. The following reports are normally handled by SDPD area commands based on location of occurrence:

- (1) Assault, battery, ADW;
- (2) Robbery, except commercial;
- (3) Burglary, possession of stolen property;
- (4) Theft, grand theft, embezzlement;
- (5) Vandalism, tampering with vehicles;
- (6) Narcotics arrests, cases;
- (7) Juvenile contacts, cases; and,
- (8) Indecent exposure.

4. Officers will copy and distribute reports in cases where distribution to investigative units must be done before the beginning of the next business day.

a. In-custody suspects must be arraigned within 48 hours after the arrest. A suspect arrested, for example, at noon on Monday must be arraigned by noon on Wednesday. Completed investigations packages must be in the District Attorney's Office with sufficient time to provide for issuance and arraignment on the second day after arrest (not including Saturday, Sunday and court holidays).

b. Copies of College Police in-custody reports will, therefore, be hand delivered to the appropriate San Diego Police investigative unit (either centralized unit or area station):

- (1) Upon approval and assignment of a case number during normal business hours (including weekends for domestic violence cases), or
- (2) By 0800 hours the following business day for arrests occurring after hours and on weekends.

D. Traffic Collision Reports

Traffic Collision reports do not require an SDPD case number. Send the original report to SDPD Records, MS 726.

E. Stolen Vehicle & Stolen Plates Report (ARJIS-11)

1. Vehicle reports require a case number that is obtained by calling SDPD Teletype at (619) 531-2350. This will ensure that the vehicle's information will be entered into the Stolen Vehicle System (SVS).
2. After the report has been completed and uploaded into RIMS, it must then be delivered to SDPD Teletype.
3. Stolen plate reports do not require a formal case number. However, the vehicle's license plate number should be placed into the "Case Number" section of the ARJIS-11. The license plate number will serve as the case number.

F. Impounded Vehicle Reports (ARJIS-11)

1. Vehicles impounded for 5 or more unpaid parking citations.
 - a. A copy of the impound report and the vehicle teletype printout will be sent to the College Police Parking Program Supervisor.
2. Vehicles impounded for all other violations.

All original copies of the impound report are to be delivered to SDPD Teletype.

G. Field Interviews (ARJIS-1)

Field Interviews are used for multiple purposes around the district and are routed based on the crime potential.

1. Field Interview reports listing a crime in the "crime potential" section are routed as follows:
 - a. White original to SDPD Records.
 - b. Canary copy to SDPD area investigative unit.
 - c. Goldenrod copy is retained by the issuing officer.
 - d. For FI's involving City Schools, forward a copy to Schools Police at SDPD MS- 726A.
2. Field Interview reports listing "Alarm" or "Policy 3100" in the crime potential section are routed as follows:

- a. White original to the College Police Records Supervisor.
 - b. Canary copy for the SDCCPD office of origin Lieutenant.
 - c. Goldenrod copy to the issuing officer.
3. Additional copies of Field Interview reports may be attached to crime, arrest, or other reports as appropriate.

V. ROUTING RELATED TO NOTICES TO APPEAR

A. Forms should be collated before submitting them to a supervisor for review. (White copies and pink copies are kept together.) Citations will be sent to College Police Records staff for processing.

B. College Police Records staff will disburse them to correct locations as follows:

1. Traffic Citations

a. SDPD Records gets:

- (1) White and pink original of Notice to Appear.
- (2) White and pink originals of supplementals (if any).
- (3) Copies of L1 print out from Dispatch (if required).

2. Misdemeanor Citations

a. SDPD area investigations gets:

- (1) White and pink original of Notice to Appear.
- (2) White and pink original of supplemental (if any).
- (3) Copy of any forms attached as reference items.
- (4) Any property or narcotic impound print-out tags
- (5) Copy of any ARJIS reports needed to complete the investigation.

SDPD area investigations unit will send the originals of the Notice to Appear to SDPD Records once the package is complete.

3. Notice to Appear Correction Notice

The College Police officer who issued the original citation will complete the Notice to Appear correction notice in triplicate form.

- a. The officer will then attach the correction notice to the original Notice to Appear and send it to College Police Records staff at DSC.
- b. Records staff will send the defendant's copy to the defendant.
- c. For traffic citations: send the court copy to SDPD Records, MS 726 with the Notice to Appear.
- d. For misdemeanor citations: send the court copy to the City Attorney's office and a copy to SDPD Records, MS 726.
- e. If the Post Office sends the Notice to Appear Correction back as undeliverable or return to sender, then Records staff will attach the undeliverable correction notice/envelope to the copy of the Notice to Appear to show proof that an attempt to notify the defendant of the correction(s) to their citation was made.

VI. **ROUTING RELATED TO NON-SDPD REPORTS**

A. Injury/Illness Reports (11-47)

1. Retain original report in RIMS; and:
 - a. If the injury occurred on the Mesa campus send a copy to:
 1. Student Health Services office, I-400, Room 209 at Mesa College.
 2. Facilities Services.
 - b. If the injury occurred on the Miramar campus send two copies to:
 1. Administrative Services
 - c. If the injury occurred on the City campus send a copy to:
 1. Student Health Services office, Room A-180 at City College.
 2. Facilities Services.
 - d. If the injury occurred on a Continuing Education site, send a copy to:

1. Administrative Service, Room 176 at ECC.

B. Property Damage of Loss Report (PDL)

A Property Damage or Loss Report (PDL) documents damage to or loss of SDCCD property. The PDL report is completed by field personnel.

1. For all campuses and District properties, a copy of the PDL is sent to:

- a. Risk Management, Room 385 District Offices.
- b. DSC Facilities Services Department.

2. If the PDL occurred at any campus (Mesa, Miramar, City, or any Continuing Education site), an additional copy is sent to:

- a. Facilities Services at the respective location.
- b. Administrative Services at respective location.