



# *San Diego Community College District Police Department Policy and Procedures*

6.04 CRIME INCIDENT REPORT FORM

EFF. 10/01/19

## **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.
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 to initiate an investigation.

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. If College Police receive a report of an arson that has occurred on any District property, the investigating officer should request that MAST detectives respond to the scene to evaluate.
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 3.12, Child Abuse Procedures.)
4. Unless a victim declines, 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. 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.
6. Incident Only Report
  - a. Except as noted above, an Incident Only Report will be completed in the following instances:
    - (1) The victim is District, but the need for documentation is for information purposes only;
    - (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 police.
- 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.

#### B. Writing and Routing of Reports

1. Reports are to be completed and submitted using electronic reporting and submission.
2. Continuations of crime reports (additional pages) are to be done on an ARJIS-9 form
3. 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 RIMS report.

**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 the District Service Center – College Police Headquarters. 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**

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.