

SACRAMENTO POLICE DEPARTMENT

REPORT

WRITING

MANUAL

RM 524.02



DEPARTMENT OF POLICE

CITY OF SACRAMENTO CALIFORNIA

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TO: ALL PERSONNEL

Proper documentation of our actions is mandated by law. The purpose of the Report Writing Manual is to establish guidelines to facilitate uniform completion of police report forms.

It shall be the policy of the Sacramento Police Department that all forms and reports conform to the instructions and guidelines outlined in this manual.

AKTURO VENEGAS, JR.

CHIEF OF POLICE,

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FOREWORD

To prepare Police Reports of high quality, employees must effectively combine interviewing, investigative and writing skills with knowledge of the people who are in the justice system.

Successful interviews require knowledge of laws and policies, methods to keep people focused and techniques to detect deception.

Investigation is the product of curiosity, diligence and objectivity.

Knowledge of the justice system begins with an awareness of the responsibilities and capabilities of the various functional units within the Department and extends to an understanding of the roles played by other members of the justice community. The better writers know about the people who will read the Police Report, what information the various readers need and what they will do with it. Writers who master all these elements will be able to produce Police Reports which are factual, accurate, objective and clearly written. More important, they will be able to produce Police Reports which are supportive of the duties and responsibilities of those of read them.

INTRODUCTION

The Report Writing Manual, RM 524.02, has been prepared to provide employees with basic information to enable them to prepare Police Reports which are factual, accurate, objective, and clearly written. Because the entire justice system must rely on our accounts of events and circumstances which affect the lives and livelihood of our citizens, Police Reports are the most significant documents we prepare.

Police Reports must be factual. Facts assert and verify the truth. Police Reports may contain opinions and conclusions, but they must clearly identify opinions and conclusions as either those of the person being interviewed or of the employee.

Police Reports must be accurate. Decisions to arrest, search or otherwise suspend freedoms continuously hinge on facts and evidence documented in Police Reports. Determinations of how to properly protect the community or equitably settle controversy are based on information contained in Police Reports.

Police Reports must be objective. Our contribution to truth and fairness in the justice system is most often expressed in our Police Reports. Impartiality to all members of the community is paramount to professionalism and must be reflected in our Police Reports.

Police Reports must be clearly written. Time wasted by any employee on problems created by substandard Police Reports is time not spent providing essential services to other employees or the public.

Because we constantly prepare a high volume of Police Reports, it is appropriate that we be evaluated on their quality. Our written work product is the foundation of our reputation among our peers. This applies to the Department as a member of the justice community, as well as to each of us as individuals. We must, therefore, as individuals and a Department, set and maintain standards for Police Reports which are reflective of their importance to the citizens we serve. This manual is intended to establish such a standard.

I. PURPOSE OF THE CRIME REPORT FORM

- A. The Crime Report (SPD 100) is used as:
 - 1. a Crime Report.
 - 2. a Casualty Report.
 - 3. both, if the information represents the result of a single occurrence or a single sequence of events.
- B. When used as a Crime Report, the preparation of the form is usually the first phase of a written criminal investigation. The report is the primary method of recording criminal offenses occurring in the City of Sacramento. It is the primary vehicle for transmitting criminal information among the various units within our Department and the criminal justice system.
- C. When used as a Casualty Report, the Crime Report form is used to record certain casualties, injuries or deaths that may be of significant interest to the Department or to the City of Sacramento. The Casualty Report shall be prepared in circumstances where:
 - employees administer first aid or transport an injured or ill subject to a hospital, or request a subject be transported to a hospital.
 - 2. a death occurred in a place other than a hospital.
 - 3. officers initiated a detention due to mental illness (5150 W&I, 5170 W&I).
 - 4. the injury was a result of suspicious circumstances or criminal action.
 - 5. the City might incur a liability.
 - 6. an injury or death resulted from an accident on city property or in a city vehicle.

Example: A woman falls down the stairs at a City Library because of a loose heel on her shoe. She suffers a knee injury and says she will visit her family physician for treatment. She says she does not want to make a report because she was aware that she had

a loose heel and that her injury is not the City's fault. The employee shall politely explain that the Department requires that a Casualty Report must be taken and that the citizen's cooperation would be appreciated. The documented facts and statements are necessary if the citizen later decides to file a lawsuit against the City claiming that her injury was caused by the negligent maintenance of the stairway, i.e., wax was on the stairs, a loose handrail, an obstruction caused her to slip. If the citizen is adamant in not cooperating, the employee shall complete the report and document the refusal to cooperate.

II. WHEN TO WRITE A CRIME REPORT

A. General Rule: A Crime Report shall be prepared to document any crime, or suspected crime, regardless of kind or degree.

1. Exceptions

- the crime is outside jurisdiction of a. If the the in it documented Department, shall be an Incident/Information by the agency of Report orjurisdiction.
- b. Auto Theft is reported on a Motor Vehicle Report due to computerized Vehicle System (SVS) requirements. See <u>MULTIPLE OFFENSES</u> on the next page.
- c. Vehicle Code violations committed <u>by drivers</u> are documented in a Traffic Collision Report, DUI Intox Summary Report or Notice to Appear.
- Vehicular Manslaughter is documented in <u>both</u> a Crime Report and a Traffic Collision Report. Each shall be assigned its own report number, due to statistical reporting requirements.

B. Request for Warrant

- A Crime Report is required whenever an Arrest Warrant is requested for the violation of any law or ordinance with the exception of any vehicle code violation which is documented on a Traffic Collision Report, DUI Intox Summary Report, or Motor Vehicle Report.
- 2. The District Attorney will not issue a warrant unless the charge has been fully documented.

C. Non-Driving Vehicle Code Violations: A Crime Report shall be prepared for non-driving VC violations.

Examples: 23110 VC--throwing a missile at a vehicle

4463 VC--falsifying registration

D. Non-Traffic Arrests:

- A Crime Report shall be prepared whenever a non-traffic arrest is made.
- Exceptions: Do not prepare a Crime Report whenever an arrest is made exclusively for:
 - a. 647(c) PC (begging). If committed in an officer's presence, only an Arrest Report is required. (Citizen's Arrests do require a Crime Report).
 - b. 647(f) PC (drunk in public). It only requires an Adult Inebriate Arrest/Patient Report.
 - c. 601 Welfare and Institutions Code (W&I) (status offenders) requires only an Acceptance of Custody Report.
 - d. booking a suspect for the charge of 1551.1 PC/Pugitive from Justice, based on an out-of state warrant. Obtain a Report Number and enter it on <u>both</u> the Arrest Report and the Probable Cause Declaration. Take your copy of the PC and submit it, with the Page 2 of the Arrest Report, to the Records Section.
 - e arrests made for outside agencies within the State of California.

III. MULTIPLE OFFENSES

- A. If there is a separation of time and place between the commission of several crimes, each of the crimes shall be documented on a separate Crime Report.
- B. Auto Theft must always be reported separately on a Motor Vehicle (Report form, with its own report number, regardless of its relationship to other crimes.

- C. When complex situations indicate that several crimes have been committed during the course of one distinct operation, only one Crime Report shall be prepared to report all of the crimes.
- D. When multiple crimes are committed by a person or a group of persons at the same time, or during a continuing sequence of events, only one Crime Report shall be prepared to document all of the crimes.
- E. Crime Reports that document multiple crimes <u>must</u> be classified by the highest crime that appears on the Uniform Crime Reporting Handbook (UCR) list of Part I crimes.
 - 1. The victim of the highest offense will be listed as the primary victim.
 - 2. One Crime Report may list several businesses and persons as victims.
- F. Affect on Prosecution: The process of classifying a report by the most severe crime does not affect the number of crimes for which the suspect(s) may be charged or prosecuted. Therefore, document each lesser Part I and Part II offense in the Crime Report narrative.

Example: A subject is arrested for 594 (b) (4) PC (misdemeanor vandalism). At the booking area, the officer discovers an 11350 H&S (felony possession of narcotics) violation.

Both crimes are deemed to have been committed during one continuous act of criminal conduct. The delayed discovery of the narcotics violation does not constitute a separation of time and place between the commission of the two offenses.

One Crime Report, classified 11350 H&S, shall document both crimes. 594(b)(4) PC is a secondary charge.

Example: Suspect enters a bank armed with a handgun and robs the bank. During the commission of the robbery, the suspect strikes a teller with the butt of the gun. The suspect then runs from the bank and steals an automobile parked at the curb.

All three crimes occurred in a continuous sequence of events. One Crime Report is prepared to report the robbery of the bank and the AWDW against the teller. The report is classified 211 PC because robbery is the more severe offense. A separate Motor Vehicle Report must be prepared for the auto theft.

IV. MULTIPLE BURGLARIES

A. Hotel-Transient Rule

- According to the UCR, the burglaries of hotels, motels, lodging houses, etc., are to be counted under the principle of the "Hotel-Transient Rule."
- 2. This rule is used when a number of dwelling units under a single manager are burglarized and the offenses are most likely to be reported to the police by the manager, instead of by individual tenants.
- 3. For statistical purposes, these burglaries are classified (as one crime. On one Crime Report, the business shall be listed as the victim. Its owner or agent shall be listed as the Reporting Person and the tenants as additional victims.
- B. Rented and Leased Premises: When individual living areas or commercial spaces in a building are rented or leased for extended periods of time, the tenancy is not transient, and burglaries shall be counted and reported separately, such as:
 - 1. burglaries of multiple apartments in an apartment house.
 - 2. multiple business offices in a commercial building complex.
 - 3. offices of separate businesses within one building.

V. WHAT INFORMATION SHALL BE INCLUDED

A. The standard for inclusion of information in a Crime Report is not the admissibility of evidence at trial, but whether the information is material to the investigation.

- B. A detailed account, not an outline, is required. All material information known shall be recorded.
- C. All discoverable information shall be included.
 - Discoverable information: Any data or documents which one party to a legal action must disclose to the opposing party, either prior to or during a legal proceeding.
 - a. This includes both admissible evidence and information that might lead to the discovery of admissible evidence.
 - b. All material evidence and information is discoverable whether it relates to the question of guilt, to matters relevant to punishment or to credibility of witnesses.
 - 2. The court may invoke sanctions when the District Attorney fails to promptly disclose material information to the defense, whether the failure is intentional, inadvertent, or negligent. Possible sanctions for non-disclosure of discoverable matter includes:
 - a. exclusion from evidence if the matter is incriminating.
 - b. dismissal if it is exculpatory.
 - 3. Defendant's right to discovery extends not only to evidence and information in the possession of, or known to, the District Attorney, but also to evidence and information in the possession of, or known to, other agencies in the criminal justice system.
 - 4. Information shall be disclosed although it may not be in a written report. All pertinent information known to the District Attorney or our Department is discoverable, even though it has never been reduced to writing.
 - 5. All information that is material to an investigation shall be included in the Crime Report, such as casual talk or "off the record" statements made by a suspect.
- D. All exculpatory information, i.e., statements, evidence, or information which clears, or tends to clear, a subject of responsibility for a crime, shall be included.

* ^-

Example: One suspect made a statement exculpating another by stating he did not do anything.

Example: An eyewitness attempted an identification from a lineup, but was unable to identify the suspect.

Example: Attempts to match the suspect's fingerprints with latent fingerprints found at the scene were unsuccessful.

E. Negative information must be included.

Example: A tape recording of a statement or conversation was attempted, but the tape is unintelligible.

Example: A neighborhood canvas revealed no witnesses.

- F. The report shall reflect as much identifying information as possible of all known witnesses who may have material information. This includes, but is not limited to:
 - 1. those not located or interviewed
 - 2. other Department employees
 - 3. "Ride-Alongs"
 - 4. firefighters and ambulance crews.
- G. No material information shall be omitted from the report because of the apparent strength of the case.

Example: The arrestee confesses to the armed robbery. The officer assumes the case is "solid" because of the confession. The officer must still identify, locate and interview witnesses in case the confession is ruled inadmissible.

VI. GRAMMAR AND STYLE

A. All reports shall be written in the first person.

Example: I entered the bedroom and saw... I then looked under the bed and...

B. Crime Reports shall be written in the active tense; never in the passive tense.

Don't write: A shotgun was seen in the car on the floor in the front seat area.

Write: I, Officer T. Smith, saw a shotgun in the car...

<u>Don't write</u>: Jones was heard to whisper to Smith that Jones would "take the rap" for Smith.

Write: I, Officer Jones, heard Jones whisper to Smith...

C. The use of pronouns (he, she, they, etc.) must be minimized. Use proper names instead.

Don't write: He stated that he fired a shot at him.

Write: Witness Jones stated, "I saw Smith fire a shot at Green."

D. Police cliches shall not be used.

Don't write: Officer alighted from the vehicle.

Write: I got out of the car.

E. Employees shall not use police radio codes in a report.

Don't write: I responded to a 923.

Write: I responded to an indecent exposure call.

VII. REPORTING THE FACTS

1 ...

A. The Crime Report must recount facts, not conclusions. When conclusions or opinions are included, the basis for them must be clearly set forth.

Incorrect: Suspect simulated a weapon. (This is really the
officer's conclusion drawn from a factual witness's
statement).

<u>Correct</u>: The suspect had his hands in his pocket. There was an object protruding from his pocket which could have been a weapon. (This reflects only what the witness states was seen).

<u>Incorrect</u>: Suspect consented to a search. (This is the officer's legal conclusion).

<u>Correct</u>: I, Officer R. Jones, then asked, "May I search your garage?" The suspect replied, "Sure, go ahead. I have nothing to hide." (This reflects exactly what the officer and the suspect said). Note: The best procedure would be to use the Consent to Search (SPD 132).

B. In multiple suspect cases, the report shall be written in terms of individual, not joint guilt.

<u>Incorrect</u>: I, Officer Brown, saw the two suspects, later identified as Smith and Jones, standing in the victim's living room. They were filling a bag with property.

<u>Correct</u>: I, Officer Brown, saw suspects Smith and Jones standing in the victim's living room. Smith handed a radio to suspect Jones, who placed the radio into a black bag.

VIII. INJURIES

- A. Detectives and the District Attorney need injury data:
 - 1. to prove guilt
 - 2. to evaluate the case for what charges to file
 - 3. for sentencing and/or plea bargaining.
- B. The report shall describe, in detail, the nature and extent of the victim's injuries, and how the injuries were received.
 - 1. If a victim claims injuries, but none are visible, the claim shall be documented in the report.
 - 2. Photographs shall be taken as provided in Department Orders.
 - 3. Obtain a medical release signature (SPD 152) from victims who were treated at a hospital. This allows Detectives and/or the District Attorney to obtain hospital records (without a subpoena.

- 4. State law requires notification regarding financial aid benefits be made to victims of violent crimes. Refer to Department Orders regarding form SPD 187.
- C. The report shall describe, in detail, the nature and extent of the <u>suspect's</u> injuries, and how the injuries were received.
 - 1. If a suspect claims injuries, but none are visible, the claim shall be documented in the report.
 - 2. Photographs shall be taken as provided in Department Orders.
 - 3. Documentation requirements for the use of force and/or weapons by officers are provided in Department Orders.
 - 4. Proper documentation of the suspect's injuries, supplemented by photographs, may indicate the:
 - a. suspect's guilt
 - b. suspect's level of violence
 - c. amount of resistance a victim or officer had to overcome.
- D. When an injury is reported in a Crime Report, the report will be classified as "Both" in Box 1 of page 1 and a separate Casualty Report is not necessary.

IX. INTERVIEWING

- A. A Crime Report shall indicate what people saw, heard, did or knew.
- B. A Crime Report shall reflect which person(s) can testify to what facts or information.
- C. Detectives, the District Attorney and others who will read the report need to know when, how and why they came to see, hear, act or gain knowledge.
- D. Explain the relationship, or lack of relationship, of the person interviewed to any other involved person(s). Also explain their vantage point and how they gained it.

Example: Witness Jones stated, "I am victim Smith's neighbor. SMITH asked me to check his house..."

Example: Victim Jones stated, "I was en route home from work. I come this way every night at this time. When I saw there were no lights on at the Arco station, I looked..."

Example: Witness Jones stated, "I have known victim SMITH since high school. He dated my sister, Rose JONES, until he went to Folsom Prison about four years ago..."

Example: Witness Jones stated, "I was on my lunch break eating a hamburger in McDonald's parking lot. I had backed into the space on the west side of the drive-up window. I heard two loud pops, which caused me to look..."

Example: Witness Jones stated, "I was going to my aunt's house on North Avenue, to visit her. I was walking N/B on the E side of May Street just south of Grand, when I saw..."

Example: Victim Jones stated, "I had gone to bed at 2200 hours. I was asleep. The crashing noise woke me up. I didn't know the time or what had happened. Then I heard..."

- E. Indicate whether <u>or not</u> victims or witnesses can identify a suspect(s) they may have seen. If they can document whether they can identify the suspect(s):
 - 1. by physical characteristics, clothing, or both
 - 2. from a photograph line-up
 - 3. from a live line-up
 - 4. from some other source, such as high school yearbook.
- F. Do not interview one person within the hearing of another involved person. Each person shall be interviewed separately to obtain a statement which is not influenced by others.
- G. Determine how much conversation may have occurred among various victims/witnesses before you start interviewing.
- H. Use specific questions to separate first hand knowledge of each from their pool of knowledge.

X. RULES OF FORM COMPLETION

- *All reports shall be completed with BLACK ball-point pen.*
- A. All applicable boxes shall be completed, if possible. If not possible, indicate the reason as:
 - NONE--such as for people with work phone.
 - 2. REFUSED--when the person refused to provide the information.
 - 3. UNKNOWN--cannot be obtained or is not available. Explain the reason in the body of the report.
- B. This does not mean every box must be completed. For example, if the State of California is the victim, the remaining boxes in the victim section do not apply.
- C. Juveniles: Whenever a Juvenile is a suspect or a victim in a report, place a "X" in the "Juvenile Involved" Box on page 1.

D. Names of Persons

- Last names shall be entered first, followed by a comma. The first name and middle name(s) follow the comma.
 - a. No middle name shall be indicated as NMN.
 - b. Jr., Sr., II or M.D., and so on shall follow as applicable.

Example: McFinn, John Mark, Sr., PhD.

Exceptions:

- c. Traffic Collision Reports and Notice to Appear forms require the last name last, followed by Jr. and so on as applicable.
- d. In the narrative, the last name is last for ease of reading.
- e. Department employees shall be indicated by first initial, last name and the four digit badge/I.D. number.

 In the narrative, the last name shall be used each time. If more than one person has the same last name, use first names or initials.

Example: ...suspect Johnson was...

Example: ...suspect Johnson hit victim G. Jones with a...

- E. Identifying Information About Persons
 - 1. Complete the boxes with as much detail as possible. Add additional information to the narrative as necessary.
 - 2. In addition to full name, sex, age, date of birth, residence and business addresses and phone numbers, indicate names of employers or schools. State if the person is transient, unemployed and/or a student.
 - 3. List message phones for those who have no phone or to supplement those who do and indicate whose phone it is.
 - 4. Indicate at which phone number and address the person can be reached during the daytime. State if the person travels, works odd shifts, checks in for messages or can be reached at certain times.
 - 5. If complete information is not available, indicate any partial name, nickname, description, address, work place and so on that is known.
- F. How to Describe Persons: Descriptions must be uniform, standard, detailed and complete. The following abbreviations and descriptions are to be used when describing persons.
 - 1. Sex: Use F for female and M for male. If the sex is in doubt indicate the apparent sex, followed by a question mark.
 - 2. Race: Describe the person by visual appearance. The apparent race of a person is of paramount importance for future identification. Use the following single letter abbreviations:

A - Other Asian⁽¹⁾ H - Hispanic P - Pacific Islander⁽³⁾

B - Black I - Indian S - Samoan

C - Chinese J - Japanese U - Hawaiian

D - Cambodian K - Korean V - Vietnamese

F - Filipino L - Laotian W - White G - Guamanian O - Other(2) X - Unknown

z - Asian Indian

(1) Any person who is Asian but whose specific ethnic origin is not known or declared, or if none of the other Asian codes apply. This allows for sight identification by officers.

3. Age: Use the exact age, if known. Use a span of ages if the exact age is unknown, i.e., 18-25 yrs or 25-30 yrs.

4. Date of Birth: Use two digits each for the month, date and year. January 10th, 1961, shall be entered as 01-10-61.

5. Height: Use the exact height. If not known, obtain an estimate.

Write as 5'10" or as 5'10"-6'1".

6. Weight: Use the exact weight. If not known, obtain an estimate.

Write as 170 or 165-180.

7. Hair: Describe hair style and length as straight, curly, wavy, kinky, greasy, braided, pony tail, shaved, partially shaved, short, shoulder-length, crew-cut, etc. Indicate color, using the listed abbreviations. Dyed hair shall be described.

AUB	Auburn	BLK	Black	BLN	Blonde
RED	Red	BRN	Brown	WHI	White
ORN	Orange	GRY	Gray	LT	Light
DK	Dark	S&P	Mixed Grav	and	Black

⁽²⁾ Any person who cannot be designated as any of the general or specific racial/ethnic groups listed.

⁽³⁾ Any Pacific Islander who cannot be identified as belonging to one of the listed Pacific Islander racial/ethnic groups such as Samoan, Guamanian, Hawaiian, etc.

8. Eyes: Use the abbreviations:

BLU Blue BLK Black GRY Gray GRN Green BRN Brown HZL Hazel

- 9. Build: Use explanatory terms such as obese, fat, pot belly, stocky, muscular, skinny, large frame, petite.
- 10. Physical Characteristics: Describe all obvious characteristics and peculiarities.
 - a. If a suspect is at large or may be involved in a crime series, describe, in detail, the type of nose, eyebrows, or chin, gold or missing teeth, deformities, birthmarks, scars, tatoos, limps, manner of speech, accent, eye glasses, facial hair, etc.
 - b. Use the remarks section or narrative to be thorough. The results enable Detectives and the Crime Analysis Unit to connect crimes and issue bulletins, which are distributed throughout the Department and to allied agencies, including Parole Agents and Probation Officers.
- G. A red flag sheet (SPD 98) shall cover Police Reports for fresh felony arrests to expedite processing to the District Attorney. Refer to Department Orders.

XI. ABBREVIATIONS COMMON IN REPORT WRITING

- A. Abbreviations shall be avoided as much as possible in the narrative.
- B. Abbreviations shall not be used to the extent that clarity, accuracy, and details are sacrificed.
- C. The abbreviations listed on the next page are frequently used and are acceptable.

REPORT WRITING MANUAL

CHAPTER I-THE CRIME REPORT-GENERAL INFORMATION

ACCEPTABLE ABBREVIATIONS

AB	Arrest Bulletin	M.O.	Modus Operandi
AKA	Also known as	N/B	North bound
AWDW	Assault with a deadly weapon	NFD	No further description
COMP	Complainant	NMN	No middle name
DEF	Defendant	OFF	Officer (Shall be
Dr\orn	Driver's license	R/F	followed by a name) Right front
DOA	Dead on arrival	R/O	Reporting Officer
DOB	Date of birth	R/R	Right rear
E/B	East bound	S/B	South bound
FCR	Field contact report	s.s.	Social security
GOA	Gone on arrival	sus	Suspect
HDB	Had been drinking	UNK	Unknown
I.B.	Information bulletin	W/B	West bound
L/F	Left front	VIC	Victim
LIC	License	WIT	Witness
L/R	Left rear		

L and R may be used to abbreviate left and right, if the result will be clearly understood, such as L arm or R seat.

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CRIME REPORT FORM

- Box 1 TYPE OF REPORT--"X" the applicable box to indicate whether the report is a Crime Report, a Casualty Report, or both. If a victim or suspect was injured, include casualty information and "X" "Both". Check if "Juvenile Involved"
- Box 2 REPORT NUMBER--This is the sequential number assigned to each report.

Box 3 CRIME CODE SECTION/SOURCE

3

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- A. When multiple offenses are documented in one report, enter the offense ranked highest in severity in the FBI UCR Box 3.
 - 1. The second highest offense is entered into Box 6.
 - 2. If a felony(s) and a misdemeanor(s) are documented in one report, classify the highest felony in Box 3.

Example: A suspect breaks a window [594 (b) PC]. The victim attempts apprehension. The suspect stabs the victim [245 (a) (1) PC]. Report this as:

Box 3: 245(a)(1) PC Box 6: 594(b)(4) PC

B. Attempts to commit a crime are ranked as serious as though they were completed. The only exception is attempted murder (644/187). Rank (664/187 PC) as Aggravated Assault.

The following is the UCR ranking by severity of Part I offenses.

- 1. Criminal Homicide
- 2. Forcible Rape
- 3. Robbery
- 4. Aggravated Assault (all felony assaults)
- 5. Burglary
- 6. Larceny (except motor vehicle theft)
- 7. Motor Vehicle Theft

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PAGE 1 OF ___

- C. The UCR ranking of Part II offenses by severity is not applicable to Department reports.
 - 1. Classify Part II offenses documented in one report by the offense that carries the highest penalty.
 - 2. Use reasonable familiarity with the various codes to determine the highest penalty.
- D. Enter only one crime code in Box 3 or Box 6, even if they are related crimes, such as 240 PC (Assault) and 242 PC (Battery). The only exception is 664 PC (attempts), which may be indicated.

Example: 664/459 PC may be placed in either Box 3 or 6.

E. Use the entire crime code, including sub-sections, to be specific and exact.

Example: 245 PC shall include all sub-sections to exactly indicate victim and weapon information.

- F. The classification of the report has no bearing on the number of counts or lesser charges with which a suspect may be charged. Therefore, it is imperative that all counts and lesser offenses be clearly set out in the narrative.
- Box 4, <u>CRIME DEFINITION/CRIME CLASS CODE</u>--Use the Crime Class Code
 5,7 &8 Book to enter the crime definition and corresponding crime class code.

Example for 459 PC: [Box 4] BUR/RES/DAY/FORCE [Box 5] - BRDF

- Box s <u>CSI NOTIFIED -- "X" or v</u> if Crime Scene Investigations was requested.
- Box 10 DATE REPORTED/TIME REPORTED--Indicate when the reporting employee contacted the reporting person, or when an employee discovered the offense, whichever is first.

If it was a dispatched call, use the arrival date and time rather than when the call was received or dispatched. If that information is material, put it in the narrative.

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Box 12-14 DATE OCCURRED/TIME OCCURRED/DAY--Enter the exact information when known, or the best estimate, including a span of time or dates/days.

Example: [Box 12] 01-30/02-02-96, [Box 13] 0800-1600, and [Box 14] TUE-FRI, is used if a victim left at 0800 01-30-96 and returned to discover the crime at 1600 02-02-96.

Box 15 LOCATION OF OCCURRENCE--Indicate the exact address or location where crime occurred.

Example: 1412 26th ST, #314

Example: Alley between 16th & 17th STS./T & U STS.

Example: S sidewalk of J ST between Mission WY & 42nd ST.

Example: Garcia Bend Park boat ramp--7660 Pocket RD

Box 16 PATROL DISTRICT--Indicate the patrol district in which the crime occurred, (i.e., 10, 15, 25, 32, 41, etc.).

Box 17 <u>VICTIM'S NAME/FIRM NAME</u>—Use the full last name, first name and middle name of a person, or the complete business or agency name, as applicable. "X" the box to indicate the City of Sacramento or State of California, as appropriate.

Identify additional victims on Additional Persons pages.

The victim is the State of California for a violation of state law and no individual person, business or agency has sustained an injury or loss.

The victim is the City of Sacramento for a violation of the Sacramento City Code.

In crimes against property, list the individual owner or business name. Use the popular business name, such as McDonald's Restaurant or Weinstock's Department Store, rather than the full corporate name or the individual franchisee. Include applicable store or branch numbers and/or individual office names.

Example: 7 Eleven Food Store #14095

3 CRIME CODE SECTION SOURCE 4 CRIME DEFINITION	EPORT NUMBER
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Example: Bank of America -- Fort Sutter Branch

In Armed Robbery--Business: Use the business name as the victim unless a victim is raped or murdered. Include employees as Reporting Persons, Additional Victims or Witnesses, as applicable.

- Box 18 AGE/DATE OF BIRTH--Enter both exactly, if known. Estimate when necessary and explain in the narrative.
- Box 20 <u>SEX/RACE</u>--Enter both exactly, if known. Estimate when necessary and explain in the narrative.
- Box 22 <u>RESIDENCE ADDRESS</u>--Use the full address including zip code. Use "transient" as applicable. Leave blank if the victim is a business or agency.
- Box 23 <u>RESIDENT PHONE</u>--Use the victim's home phone number, or a message phone number.
- BOX 24 <u>BUSINESS ADDRESS/BUSINESS PHONE</u>--Use the work, school business or agency address and phone number. If unemployed, enter "None".
- Box 26 <u>CASUALTY INFORMATION</u>--"X" the yes box or no box. If YES, "X" Boxes A through E, as applicable.

Box E may require brief information, such as "Kaiser North:, or enter the page number of the narrative in which more detailed information is explained.

Box 27 <u>EXTENT OF INJURY/TRANSPORTED BY</u>--Describe the nature and extent of injury and body part(s) involved. A complaint of pain is an injury and shall be indicated.

Example: 1/4" puncture/stab wound to R chest

Example: Complaint of pain to L wrist

Name the ambulance company and their unit number, or complete information about a private person who transported the victim. Enter the page number of the narrative in which more detailed information is explained.

If Department employee(s) transported, enter the 4 digit badge/I.D. number(s).

	SACRAME	NTO POLICE DE	PARTMENT	2 REPORT NUM	NBER .	
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65 ASSISTED BY

NOTE: Providing the ambulance company unit number helps Detectives or the District Attorney locate individual crew members later. The same purpose is served by listing a Sacramento Fire Department crew by both their station number and the alpha character of their shift, such as Engine 4C or Truck 8A.

Box 28 <u>VICTIM'S RELATIONSHIP TO SUSPECT</u>--Use this box to explain as much as possible.

Example: Fellow gang member (or opposing gang member)

Example: Passerby/None

Example: Brother (or estranged brother)

Example: Business partner (or business competitor)

Box 29 <u>REPORTING PERSON--"X"</u> the box and leave the section blank if the Reporting Person is the same as the victim.

Complete the section if the Reporting Person is an Additional Victim listed on an Additional Persons/Suspect Vehicle Supplement page. This repetition is necessary for casualty information.

If the Reporting Person is a witness, do not list the Reporting Person again on the Additional Persons/Suspect Vehicle Supplement page.

Employees who are the Reporting Person on reports they are preparing may enter only their 4 digit badge/I.D. number.

- BOX 38 CASUALTY INFORMATION -- "X" the box, if injured. If checked, "X" Boxes A through E, as applicable.
- Box 39 METHOD OF ATTACK--"X" the box best describing the weapon or force used in the crime. Box D may require a brief description, such as "pool cue", or enter the page number of the narrative in which more detailed information is explained.

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1 D CRIME D CASUALTY D BOTH D JUVENILE INVOLVED	SACRAN	MENTO POLICE DE CRIME REPORT	PARTMENT	2 REPORT	NUMBER	
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C 22 RESIDENCE ADDRESS				23 RESIDENCE P	HONE	
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28 INJURED? I IF VICTIM WAS INJURED, INI	DICATED CASUALTY DISPOS	ITION: CHECK APPROPRIATE	BOX			
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65 ASSISTED BY	66 BADGE 67 DIV	68 YRS SERV 69 TIME	70 DAT	E 71 TIME	PAGE	1 OF

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BOX 40 BIAS RELATED -- "X" a box to indicate whether or not a bias was the motive. Such offenses are also known as "hate crimes".

Types of Bias

- a) Race or ethnic origin e) Religious Belief
- b) National origin
- f) Sex

c) Age

- g) Disability
- d) Sexual orientation/preference

Bias Related Crimes: Any crime which is committed primarily to injure, degrade or deprive a person of their dignity, well-being, or possessions because of prejudice against their race, nationality, age, sexual preference, sex, religion, or disability.

Example: A group of male white juveniles have been snatching the purses of elderly Asian women. This is not a bias-related crime. The women are easy targets and the crime is committed for monetary gain.

When monetary gain is involved, in order to classify a crime as bias-related, there must be an objective sign of prejudice also committed by the suspect.

If the juveniles were shoving the women to the ground and shouting racial slurs as well as taking their purses, the crime would be bias-related.

Whenever the bias-related box is used the employee shall document the details in the report narrative.

Box 41 <u>DOMESTIC VIOLENCE</u>--"X" the box to indicate whether Domestic Violence occurred, as defined in Department Orders. If "Complied with 13701 PC" pamphlet given, check box.

Example: If one spouse murders the other, classify the report 187 PC and "X" YES in Box 40.

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T			4	·	25) BUSINESS PHONI	E	
M 24 BUSINESS ADDRESS			CIATE BOY		(<u>).</u>		
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27 SPECIFY EXTENT OF INJURY				TRANSPORT	IED BY 28	VICTIM'S RELATIO		
A 29 ADD VIC WIT NAME:					30	AGE 31 DATE C	F BIRTH 32	SEX 33 RACE
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A DINONMOVABLE F USINGLESWING	(Litroom 18 □ 8	PONT A DUNLOCKET	I	TI EXILTORIA		DINGER R	DOOR KICK DRUG HOUSE	G \square FENCE
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55 CONNECTED REPORTS • AND TYPE							*	(
58 1 D SUSPECT ARRESTED 2 D SUSPEC	л спер в 🛚 suspect	OUTSTANDING 4 E	MEDICAL	RELEASE 5	□ ENIDENC	E 800KED 8 D	FIELD EVIDENCE	RELEASE .
EZ JE INCLUDED : DISUSPECTO 3 DIADO	(TIONAL VICTIM(S) 5	PROPERTY DESCRIPTK PHYSICAL EVIDENCE	ON(S) 7	O VICTIM STA	TEMENTS	₽ LI SUSF	ECT STATEMEN	r(s)
IN REPORT 2 UNITNESS(ES) 4 USUS					APPROVED			64 BADGE
58 REPORT PREPARED BY	59 BADGE 60 D		62 DATE					
65 ASSISTED BY	66 BADGE 67 D	IV 58 YRS SERV	69 TIME	70	DATE	71 TIME	PAGE	1 OF

PAGE 1 OF

65 ASSISTED BY

- Box GANG RELATED -- "X" a box to indicate whether or not the reported crime is reasonably suspected to be gang-related, or is possibly gang-related. Explain a YES in the narrative.
- Box 43 WHERE CRIME OCCURRED -- "X" up to three (3) boxes from the residence, business or public premises categories to best describe where the crime occurred. If none of the choices apply, "X" "other" and describe the type of location.

If the crime occurred in a vehicle, "X" the box(es) to best describe the vehicle's location and complete Boxes 49-54.

Box 44 ENTRY TO PREMISES--As applicable, "X" the boxes to best describe where and how initial entry was made.

Complete this section when entry to any structure, building, room within any building, motor vehicle, railroad car, or vessel is an element of any crime being reported or the entry is an illegal entry.

This section does not apply to Casualty Reports or to unlawful entries to fenced years, corrals, or open fields.

- Box 48 M.O. STYLE--"X" the box(es) which best describes the method used to commit the crime, and to indicate the offense as part of a series or as an attempt.
- Box 49 VEHICLE DESCRIPTION--Enter the best description available if the crime occurred against the victim's vehicle or in any vehicle except that of the suspect. Write "See suspect vehicle" as applicable.

NARRATIVE SECTION--May only be used when completing a one (1) page report.

Box 55 CONNECT-UP #/TYPE--List all other reports related to the circumstances reported, by report number and type. Include reports from previous dates. If one previous report has been indicated as a reference for a crime series or specific circumstance, its number alone may be entered.

If outside agency report numbers are listed, indicate the agency name.

1 D CRIME D CASUALTY D BOTH D JUVENILE INVOLVED	SACRAM	ENTO POLICE DE CRIME REPOST	EPARTMENT	2 REPORT NU	DMBER	
3 CRIME CODE SECTION SOURCE	CRIME DEFINITION			18	5 CRIME CLASS CO	DE I
6 CRIME CODE SECTION SOURCE 7	CRIME DEFINITION				8 CRIME CLASS CO	Æ
9 CSI NOTIFIED 10 DATE REPORTED 11	TIME REPORTED	12 DATE OCCURRED	13 TIME (OCCURAED	14 DAY	
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15 LOCATION OF OCCURRENCE			4			
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M 24 BUSINESS ADORESS						
28 INJURED? IF VICTIM WAS INJURED, INDICED. IN TO SMC B TA	KEN HOME COCORONE	R D I REFUSED AID E	JOTHER: (SPECIFY)	-		-
27 SPECIFY EXTENT OF INJURY			TRANSPORTE	D BY 28 VICTIM'S RELATK	ONSHIP TO SUSPECT:	1
A 29 D ADO VIC D WIT NAME:				30 AGE 31 DATE 0	OF BIRTH 32 SEX	33 FACE
D REPORTING PERSON	·			35 RESIDENCE PHO	ME	1
J 34 RESIDENCE ADORESS				()	F	
E DE BUSINESS ADDRESS				()		
S 38 INJURED? IF VICTIM WAS INJURED, INDIC	CATE CASUALTY DISPOSITION	NI: CHECK APPROPRIATE E	BOX I OTHER: (SPECIFY)			
39 METHOD OF ATTACK:			40 BIAS-RELATED 41		COMPLIED W/ 42 GA	VG RELATED
A [] FIREARM B [] KNIFE C [] PHYSICAL/NO WEJ	APON DILI OTHER WEAPO	N:			13/01/10 4	
H RESIDENCE BUSINESS				PUBUC PRE		
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O E DUPLEX/FOURPLEX D DRUG STO	_ 8	FI, MOTORCYCLE, OR CYCLE SALES WNSHOP/SECOND HAND	Z D BOX CAR 1 D LONGHAUL TE	ғ 🛚 сниясн		(
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R J DRIVEWAY I CONVENIE	NCE STORE PI	HONE BOOTH BEATER/DRIVE-IN	REPAIR	J □ SHOPPIN K □ UGHT RV		`
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CHECK WHERE APPLICABLE 44 POINT OF ENTRY	^	46 METHOD OF ENTRY		1 —	M.O. STYLE	<u> </u>
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E THOLWERED OR GARAGE	DSTAYEDON E D TOP	F D BODY FORCE	M ☐ STIPLOCK	F D BYPASSED	O DAUG USER J [ANIEMPI
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57 IF INCLUDED 1 D SUSPECTIS) 3 D ADDITIO	NAL VICTIM(S) 5 PR	OPERTY DESCRIPTION(S)	7 O VICTIM STATEM	IENTS 8 🛚 SUSPI	ECT STATEMENT(S)	
IN REPORT 2 D WITNESS[ES] 4 D SUSPEC	CT VEHICLE 8 OPH	YSICAL EVIDENCE	8 O WITNESS STAT	EMENT(S) 10 OBSE		
58 REPORT PREPARED BY	59 BADGE 60 DIV	61 YRS SERV 62 DATI	63 APP	ROVED BY	54	BADGE .
65 ASSISTED BY	66 BADGE 67 DIV	68 YAS SERV 69 TIME	70 DAT	E 71 TIME	PAGE 1 C	F

PAGE 1 OF ___

CHAPTER II—SPD 100 FORM INSTRUCTIONS

Box 56 <u>SUSPECTS ARRESTED/SUSPECTS OUTSTANDING</u>--If suspects have been arrested or cited <u>and</u> suspects <u>may</u> be outstanding, "X" the "suspects outstanding" box.

"X" Box 1, 2, or 3 if a suspect was booked or cited, even if others are outstanding.

"X" Box & if any victim signed the medical release form, which has been consolidated in SPD 152. Child Custody Release Form, and is no longer printed on the back of the SPD 100. Obtain a release from victims who are treated at a hospital.

"X" Box 5 if any evidence was booked.

"X" Box 6 if evidence was released to a victim or agent. Such evidence must be listed and signed for on Property Supplement Report (SPD 110), as it is no longer on the back of the SPD 100. Also list the property on the Property Supplement Report (SPD 110).

Box 57 IF INCLUDED IN REPORT -- "X" applicable boxes to indicate what appears in the rest of the report.

Box 58 REPORT PREPARED BY--Employees preparing this page shall place their first initial and name, 4 digit I.D. number and division number in boxes 58-62 and 69, and the same information in boxes 65-68 for a second employee who assisted in the entire report.

NOTE: If more than one (1) employee prepares the report, the name, 4 digit I.D. number and "division" number of the employee who actually prepares each page appears above that of any other assisting employee.

Box 63— <u>APPROVED BY/BADGE/DATE/TIME</u>--Entered by the approving supervisor.

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SINGLE PAGE REPORT ONLY

2. VICTIM NAME						3. CRIME C	CODE SECTION		

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CHAPTER II-SPD 100 FORM INSTRUCTIONS

BACK PAGE - FOR USE AS A SINGLE PAGE REPORT ONLY

Box 1 REPORT NUMBER -- Same as Report Number in Box 2 on front page. Box 2 <u>VICTIM'S NAME--Same as Box 17 on front page.</u> CRIME CODE SECTION -- Same as Boxes 3 & 6 on front page. Box 3 Box 4 FINE TN MONARS CORESTONENATE COMERED EROPERS CONTRA CONTRA CONTRA appropriate, check A through J using the applicable Involvement Codes (i.e., S-Stolen, R-Recovered, L-Lost, F-Found. Box 5 TTEM #--Enter Item number(s) for item(s) to be listed; Box 6 QUANTITY -- Enter the number of identical items described If the items are not identical, list them separately. -Example: TOTEM # OTY ARTICLE Brass Alarm Clocks Box 7 ARTICLE -- Enter the item to be described. Box 8 BRAND -- Enter the brand name or manufacturer's name Box 9 MODEL--Enter the model number or name. Box 10 VALUE -- Enter the victim's estimated value for the single item. Box 11 INV CODE--Enter the involvement code(s) as listed, More than one (1) code may be entered. CATEGORY--Enter the category in Boxes A through J, from Box Box 12 as applicable to the item listed. Box 13 SERIAL NO.--Enter the serial number, if available. Box 14 WEAPON TYPE--If the item was a firearm, enter the type, such as a rifle, shotgun, revolver, etc. Box 15 WEAPON CAT. -- Enter the action of the firearm, such a bolt-

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action, semi-automatic, pump-action, etc.

SINGLE PAGE RE. JRT ONLY

Z. VICTIM NAME							ODE SECTION		
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. FILL IN TOTA A. CURRENCYI NOTES	LS FOR STOLENIF B. JEWELRY/ METALS	C. CLOTHING/ FURS	D OFFICE EQUIPMENT	E. TV/RADIO ETC.	F. FIREARMS	G. HOUSEHOLD	H. CONSUMABLE	L LIVESTOCK	J. MISC.
STOLEN #	STOLEN	STOLEN 1	STOLEN \$	STOLEN 1	STOLEN \$	STOLEN \$	STOLEN \$	STOLEN 1	STOLEN 1
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17, COLOR		18. ADDITIONAL	DESCRIPTION	·					•
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19. REPORT PRE	PARED BY		20. BADGE	21. DIV	22. DATE	23. APPROVED BY			24. BADGE
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REPORT WRITING MANUAL

CHAPTER II-SPD 100 FORM INSTRUCTIONS

Box 16	CALIBER Enter the caliber of the firearm.
Box 17	COLOREnter the color(s) of the item.
Box 18	ADDITIONAL DESCRIPTIONEnter any additional description of the item, such as owner's social security number engraved on T.V., etc.
Box 19- 22,5 28	REPORT PREPARED BYEmployees preparing this page shall place their first initial and name, 4 digit I.D. number, and division number in Boxes 19-22 & 28.
Box 25- 27	ASSISTED BYEmployees who assisted in preparing this page shall place their first initial and name, 4 digit I.D. number, and division number in Boxes 25-27.
Box 23- 30	APPROVED BY/BADGE/DATE/TIMEEntered by the approving supervisor.

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☐ CRIME REPORT SU				SACRAMI DITIONAL					=	[1	RE	PORT NUMBER	·
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CASUALTY SUPPLE	EMENT									<u> </u> 3	CRIME CO	DE SECTION	
2 Vicinis route													
4A ☐ SUSPECT ONLY B ☐ BOOKED:	6 NAME							7	AKA / NICKNAI	4E			(
CHARGES:	8 RESID	ENCE ADDRE	SS							9 RESIO	ENCE PHON	Æ	
Crosses:	10 BUSI	NESS / SCHO	OLADORE:	SS			······			11 BUSIN	ESS PHONE		
	12 AGE	13 D.O.B.		14 SEX	15 FIACE	16 OLN			STATE	17 SOCW	L SECURITY	NUMBER	
	18 HEIG	V-7	19 WEK	3ru	IO HAIR C	OLOR / STYLE	// ENGTH		<u> </u>	21 E	YE COLOR	22 BUH	مـــــــــــــــــــــــــــــــــــــ
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E ADDIL VICTIM	32 GEN/	PP 371.D	EMEANOR	34 TRADE	MARKS				35 PROBABI	E GANG	NAME		
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B TAKEN HOME	42 ADDIT	TONAL DESC	RIPTION / C	CASUALTY INFO	DRMATION:								
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63 REPORTED BY		64 BADGE	65 DIV	66 ASSISTE	DBY		67 BADO	E 55 D	V 69 APPRK	OVED BY		70 E	BADGE
71 DATE	72 TIME		 					<u></u>					

CHAPTER III—SPD 104 FORM INSTRUCTIONS

ADDITIONAL PERSON/SUSPECT VEHICLE SUPPLEMENT FORM

Any person who is material to the crime, incident or information being reported, and who is not listed on the initial page of the report, shall be identified on this form. In the upper left corner of the Additional Persons/Suspect Vehicle form, check the box to indicate which type of Police Report this form is supplementing.

If there are no additional material persons or suspect vehicles, this form shall not be used. If more than two additional persons or more than one suspect vehicle are identified or described, use additional forms.

If this form is required for an original report, it shall be placed immediately under the initial page and numbered sequentially beginning with page 2.

If the form is used to supplement an earlier report, it shall be used as the top page(s), numbered sequentially beginning with page 1.

- Box 1 REPORT NUMBER -- Enter the report number assigned to the report.
- Box 2 VICTIM'S NAME--Use the primary victim from the report.
- Box 3 <u>CRIME CODE SECTION</u>--Enter the crime code section or incident type of the report being supplemented.
- Box 4 "X" only <u>one</u> box to categorize the person being listed. Each person shall be identified only once as either:
 - A. A Suspect Only Suspect was not booked or cited.
 - B. A Booked Person Suspect was booked on the charges indicated.
 - C. <u>A Cited Person</u> Suspect was cited. Indicate the citation number.
 - D. A Witness Person witnessed the incident.
 - E. As Additional Victim "X" a box to indicate injured or non-injured. If injured, enter the casualty disposition in Box 5, and the nature and extent of injury in Box 42. Follow the same instructions as for Boxes 26 and 27 of the Crime/Casualty Report.

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CASUALTY SUPPLEM	MENT									4	3 C	RIME COO	E SECTION		
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HARGES:	6 RESIDE	NCE ADDRESS	S								() SS PHONE			
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CHAPTER III—SPD 104 FORM INSTRUCTIONS

If a suspect was injured, complete Boxes 5 and 42, but do not "X" another box in Box 4.

If the suspect was not apprehended, document what is known or reported about injuries.

- Box 5 <u>CASUALTY DISPOSITION/TRANSPORTING UNIT--Complete</u> as applicable. See comments above for Box 4.
- Box 6 <u>ADDITIONAL PERSON INFORMATION</u>--Complete Boxes 6-15 for <u>all</u> additional persons.

When an additional person is a suspect, also complete Boxes 16-42, as applicable.

If a business is the additional victim, use Box 6.

<u>Do</u> list the State of California or the City of Sacramento as an additional victim for a property crime, but <u>do not</u> list either solely because the suspect faces charges that have no other victim.

<u>Do</u> list the Reporting Person again as a victim or suspect, but not as a witness.

- Box 16 OPERATOR'S LICENSE NUMBER--Enter the operator's license number and state. If the suspect has only a state I.D. card, enter that number and state and note it as an I.D. card.
- Box 17 <u>SOCIAL SECURITY NUMBER</u>—-Enter the suspect's social security number.
- Box 18 HEIGHT--Enter the actual or estimated height of the suspect.
- Box 19 <u>WEIGHT</u>--Enter the actual or estimated weight of the suspect.
- Box 20 <u>HAIR COLOR/STYLE/LENGTH</u>--Enter the suspect's hair description.
- Box 21 EYE COLOR--Enter the suspect's eye color.
- Box 22 BUILD--Enter the suspect's build.

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CHAPTER III-SPD 104 FORM INSTRUCTIONS

- Box 23 COMPLEXION--"X" the box most descriptive of the suspect.
- Box 24 FACIAL HAIR--"X" applicable boxes.
- Box 25 <u>HAT</u>--"X" the applicable box and enter the color of the hat. If suspect was bare-headed, leave Box 25 blank.
- Box 26 MASK-If the suspect was wearing a mask, "X" the most descriptive box and enter the color. If the mask was distinctive, describe it further in Box 42.
- Box 27 <u>GLASSES--"X"</u> the most descriptive box. Enter the color of the frames.
- Box 28 <u>GLOVES--"X"</u> the most descriptive box. Enter the color of the gloves.
- Box, 29 <u>SHOES--"X"</u> the most descriptive box. Enter the color of the shoes.
- Box 30 <u>UPPER BODY CLOTHING/COLOR</u>-Describe with details. Enter the color abbreviation, i.e., satin Raider's jacket, zip-up/BLK.
- Box 31 <u>LOWER BODY CLOTHING/COLOR</u>--Describe with details. Enter the color abbreviation, i.e., dress pants/GRY.
- Box 32 GENERAL APPEARANCE/DEMEANOR--"X" the boxes which best describe the suspect's appearance and demeanor.

Box 34 TRADEMARKS

Speech--"X" applicable boxes and explain in Box 42.

Voice -- "X" applicable boxes and explain in Box 42.

Suspect Action--"X" applicable boxes and describe, in detail, in the narrative.

Box 35 <u>PROBABLE GANG NAME</u>--Enter the name of the gang with whom the suspect affiliates, if applicable. If the suspect has a special gang nickname or moniker, enter it in Box 7.

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CHAPTER III—SPD 104 FORM INSTRUCTIONS

- Box 36 <u>WEAPON--This</u> applies only to the suspects. Enter the type of weapon such as a handgun, rifle, knife or a baseball bat. Enter the color of the metal and caliber, if applicable. Enter the length of the barrel or blade.
- Box 37 <u>PROBATION/PAROLE STATUS--"X"</u> the boxes which apply and enter the probation/parole officer's name if available.

One tattoo, mark, scar or physical characteristic may be described in Boxes 38-41. If the suspect has more than one tattoo, enter the most prominent or distinctive tattoo. Describe other features in Box 42.

- Box 38 TYPE--"X" the box for the characteristic which will be described.
- Box 39 <u>SPECIFIC LOCATION--"X"</u> which side the characteristic is located. Enter the body part on which the characteristic is located in the space provided. BE SPECIFIC.
- Box 40 <u>DESCRIPTION</u>--Describe the characteristic, i.e., marijuana leaf [tattoo], oval [mark], 6" line [scar], limp [physical characteristic]
- Box 41 <u>COLOR--Enter the color of the characteristic, if any.</u>
- Box 42 <u>ADDITIONAL DESCRIPTION/CASUALTY INFORMATION</u>--Include any distinctive description which was omitted from Boxes 6-41. Up to 58 characters will be picked up by the computer.

Example: Susp cane is wooden with an open-mouthed snake head handle.

Casualty Information for the additional victim or the suspect is entered here.

<u>SUSPECT VEHICLE</u>--Any vehicle associated or identifiable with the suspect shall be described here, <u>not</u> on page 1 of the Crime Report.

- Box 43 <u>VEHICLE TYPE</u>--"X" the most applicable box.
- Box 44 YEAR--Enter the exact or estimated year of the vehicle.
- Box 45 MAKE--Enter the make or manufacturer's name, i.e., Ford.
- Box 46 MODEL--Enter the model name, i.e., Monte Carlo SS.

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CHAPTER III—SPD 104 FORM INSTRUCTIONS

Box 47 BODY STYLE--Indicate the vehicle's body style. Use the following descriptions:

Station Wagon - S/W Pickup - P/U Two Door - 2/DR Hatchback - H/B Four Door - 4/DR Motorcycle - M/C

Box 48 <u>VEHICLE COLOR(S)</u>--List the vehicle's color from top to bottom and front to back. Up to two colors may be entered.

Black Grn Silver - \mathtt{Blk} Green -Tan Tan - Blu Gray Gry Blue White -Whi Brown - Brn Orange - Orn Cream - Crm Maroon - Mar Pink Pnk Gold - Gld Red - Red Purple -Pur Dk Light - Lt Dark -

Example: If the roof is light brown and the body is white write Lt Brn/Whi.

Box 49 <u>USED BY</u>--Enter the first initial and last name of suspect driving the vehicle. If the name is unknown, enter "UNK".

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- Box 50 <u>LICENSE PLATE NUMBER/STATE/YEAR</u>--Enter the vehicle license number, the state of issuance and the year of registration.
- Box 52 <u>LICENSE PLATE COLORS</u>--Enter the license colors if: 1) the license number is unknown, 2) the state of issuance is unknown, or 3) the license is from out-of-state.

List the background color first, then the color of the numbers or letters.

- Box 53 <u>REGISTERED OWNER/ADDRESS</u>--Enter the name and address of the registered owner. If the registered owner is the same as a listed suspect, so indicate.
- Box 54 <u>DAMAGE/VEHICLE DESCRIPTION</u>--Check the boxes to describe vehicle damage and/or distinctive vehicle characteristics, if any. Rate its overall condition.
- Box 63 Complete as instructed for the Crime Report. -72

☐ CRIME REPORT SUPPLEMENT ☐ MOTOR VEHICLE SUPPLEMENT ☐ COLLISION/TRAFFIC SUPPLEMENT ☐ INCIDENT REPORT SUPPLEMENT ☐ CASUALTY REPORT SUPPLEMENT ☐ MEMORANDUM 2 LAST NAME, FIRST, MIDDLE (FIRM NAME IF CR	SACRAMENTO POLICE DEPARTMENT REPORT SUPPLEMENT VICTIM OR COMPLAINANT RIME AGAINST BUSINESS)	1 REPORT NUMBER 3 CRIME CODE SECTION
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CHAPTER IV—SPD 105 FORM INSTRUCTIONS

REPORT SUPPLEMENT FORM

The Report Supplement page is designed for use with all Police Reports. "X" the applicable box in the upper left corner to indicate the type of report being written. Place the report number and classification in Boxes 1 and 3. Complete Boxes 4 through 15 at the bottom as instructed for the Crime Report.

In Box 2, enter the name of the person indicated for each of the following report types:

Crime or Casualty Report.....the victim
Motor Vehicle Report....the registered owner
Traffic Collision Report.....Party 1
Incident/Information Report...the complainant
Memorandum....the addressee

The Report Supplement page is used to expand or explain any facts or information for which there was insufficient room on another form. For example, if the injuries in a Crime Report required a narrative explanation, they would be explained on a Report Supplement page and labeled as "Injuries, Con't".

Use the Report Supplement page to document all the facts and information pertaining to the topic or nature of the Police Report. The narrative should reflect the results of a thorough investigation.

Use the Report Supplement page to document all facts and information which are material, discoverable, negative or exculpatory. It shall contain the statements of all persons involved. Refer to Chapter I.

The material actions of each involved employee, victim, witness and suspect shall be provided in the narrative with as much detail as possible.

As applicable, the narrative shall be written in the following sequence:

- 1. Victim(s) statement
- 2. Witness(es) statement
- Suspect(s) statement
- 4. Observations

☐ CRIME REPORT SUPPLEMENT ☐ MOTOR VEHICLE SUPPLEMENT ☐ COLLISION/TRAFFIC SUPPLEMENT ☐ INCIDENT REPORT SUPPLEMENT ☐ CASUALTY REPORT SUPPLEMENT ☐ MEMORANDUM	SACRAMENTO POLICE DEPARTMENT REPORT SUPPLEMENT	JMBER
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CHAPTER IV—SPD 105 FORM INSTRUCTIONS

I. STATEMENTS -- GENERAL

- A. Statements are documented for the following purposes:
 - 1. To determine what, in fact, occurred.
 - 2. To establish the required elements of the crime(s).
 - To provide a written record for the case file.
 - 4. For use at trial to refresh recollection, allow impeachment, and monitor testimony presented.
 - 5. To discourage changing testimony at trial.
 - 6. To enable the prosecution to plan its presentation and reduce elements of surprise introduced by unforeseen testimony.

B. Statement Headings

- 1. Identify each statement as being made by a victim, witness or suspect in <u>underlined print</u> at the left margin, followed by the name of the person giving the statement (last name first).
- 2. Provide only one person's statement for each heading.
- C. Introduction to the Statement shall include:
 - 1. the date and time the statement was obtained.
 - 2. the name of employee taking the statement.
 - 3. location where the statement was taken.
 - 4. the demeanor of the victim/witness/suspect, such as excited, calm, drunk, evasive, etc.

Example:

<u>Witness Statement</u>: Adams, Ingrid F.

"On 02/03/90, at 0320 hrs, I, Off. Cotter #0000, contacted Wit. Adams at 906 21st ST. Adams' breath smelled of

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CHAPTER IV-SPD 105 FORM INSTRUCTIONS

alcoholic beverages and she slurred her words. She told me the following in summary:..."

D. Contents

- 1. All statements shall be written in first person, past tense. [I was walking down the street...] Allow the statement to tell that person's story as to what occurred.
- 2. The statement is a summary, not a direct quote. A direct quote may be used to emphasize a portion of a statement.

3. Always include:

- a. the victim's or witness' personal knowledge of the circumstances of the incident. Include only first hand knowledge: What that person saw, head, etc.
- b. the vantage point, or location of the person in relationship to the incident.
- c. the relationship, or lack of relationship, of the person to other victims, witnesses or suspects.

4. When applicable:

- a. include a description of the suspect.
- b. indicate that the description shown on the Additional Persons/Suspect Vehicle page was supplied by this person (and refer to the page number). Add to such descriptions, such as in which hand the suspect held the gun.

NOTE: If multiple descriptions of a suspect are available, they shall be reported separately and attributed to each person.

II. SUSPECT STATEMENT

- A. Use the heading and introduction format described.
- B. List all statements made by the suspect which are pertinent to the incident being reported.

☐ CRIME REPORT SUPPLEMENT ☐ MOTOR VEHICLE SUPPLEMENT ☐ COLLISION/TRAFFIC SUPPLEMENT ☐ INCIDENT REPORT SUPPLEMENT ☐ CASUALTY REPORT SUPPLEMENT ☐ MEMORANDUM	SACRAMENTO POLICE DEPARTMENT REPORT SUPPLEMENT	1 REPORT NUMBER	
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CHAPTER IV-SPD 105 FORM INSTRUCTIONS

- C. Enter all casual or spontaneous comments which are material.
 Include comments the suspect indicated were "off the record".
- D. Document all statements even if they appear inadmissible. It may:
 - 1. lead to the discovery of admissible evidence.
 - 2. become admissible for a limited purpose, such as to impeach the suspect.
- E. Whenever the Miranda Warning is applicable, use the following procedure:
 - Read both the warning and the waiver to the suspect verbatim from the Department issued card (SPD 133).
 (The card can be produced in court.)
 - 2. Document the reading, even when suspects refuse to waive their rights. Detectives may later have to evaluate an additional interview and will need this information.

Example:

Suspect Statement: Ringo, Betty Jean

On 03/11/90 at 1530 hrs., I, Off. Potter #0000, stopped suspect Ringo in front of 1210 Capitol AV. She immediately said to me, "My friend, John, gave me this backpack, I never stole it!"

At 1540 hrs. As Ringo sat in the rear of my squad car, I read her Miranda rights verbatim from the Department issued Miranda card and asked if she wished to waive them. She said, "I understand my rights. I want to tell you about what happened. Today I saw my friend, John, and..."

F. If suspects make no spontaneous statements or spontaneously invoke their Miranda rights, document those facts in the Observations part of the narrative.

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CHAPTER IV-SPD 105 FORM INSTRUCTIONS

III. OBSERVATIONS

- A. The format for this portion of the narrative shall be the sequence in which the events occurred, with significant dates and times placed at the beginning of paragraphs.
- B. The first paragraph indicates the date and time the:
 - 1. call was received or dispatched.
 - 2. complainant approached the employee.
 - 3. employee discovered the offense.
 - 4. employee took some action that lead to the discovery.
- C. In the sequence they occur, document the date, time and location that:
 - victims, complainants, or witnesses were contacted, interviewed, transported, etc.
 - 2. suspects were contacted, arrested, interviewed, transported.
 - 3. other employees, allied agencies, ambulance crews, firefighters, family members or others arrived.
- D. Document material facts, such as weather, environment of the scene, lighting conditions, etc.
- E. Adequately describe the crime scene. If the circumstances dictate, describe it thoroughly. Especially as they are significant to, or may have altered the scene, include the:
 - 1. locations of evidence, witnesses, victims, or suspects.
 - actions of yourself, other employees, ambulance crews, firefighters or other parties.
- F. To the extent they are not covered by statements, document the required elements of all crimes reported.

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CHAPTER IV—SPD 105 FORM INSTRUCTIONS

- G. Describe all actions of the reporting and assisting employees. When possible, employees shall document their own actions.
- H. If entry to a premises is significant, use the following format. Set the format out distinctly, either in the sequence of events or at the end of the narrative. Within this format, make applicable references to key evidence or to observations by victims or witnesses.
 - 1. Entry: Method and location of entry to the premises.
 - 2. <u>Action</u>: Probable actions of the suspect(s) within the premises. If the sequence of actions can be determined, so indicate.
 - 3. Exit: Method and location of exit from the premises.

SACRAMENTO POLICE DEPARTMENT PROPERTY SUPPLEMENTAL REPORT

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CHAPTER V-SPD 110 FORM INSTRUCTIONS

PROPERTY SUPPLEMENT FORM

Use the Property Supplement to document all property which is stolen, lost, or recovered.

Property which is booked into the Property Management Section shall also be documented on the Officer's Booking and Field Report (SPD 779).

- Box 1 REPORT NUMBER -- Enter the number assigned to the report.
- Box 2 <u>VICTIM'S NAME</u>--Enter the name of the victim or complainant.
- Box 3 <u>CRIME CODE SECTION</u>--Enter the crime code section or incident type of the report being supplemented.
- Box 4 <u>STOLEN/RECOVERED PROPERTY</u>--Indicate the total dollar value of property stolen for applicable categories A through J.
 Use the victim's estimated value of the stolen property.

If property recovery has been made, enter an estimated value of the recovered items in the "recovered" box for the applicable category. If an estimate cannot be determined, indicate "unknown" in the appropriate category.

NOTE: If more than one Property Supplement page is used, place the totals only in Box 4 on the first page.

- Box 5 <u>ITEM NUMBER</u>--Enter the item number(s) for the item(s) to be listed.
- Box 6 <u>OUANTITY</u>--Enter the number of identical items described. If the items are not identical, list them separately.

Example: ITEM # OTY ARTICLE

1-3 3 Brass Alarm Clocks

- Box 7 ARTICLE--Enter the item to be described.
- Box 8 BRAND--Enter the brand name or manufacturer's name.
- Box 9 <u>MODEL</u>--Enter the model number or name.
- Box 10 <u>VALUE</u>--Enter the victim's estimated value for the single item.

SACRAMENTO POLICE DEPARTMENT PROPERTY SUPPLEMENTAL REPORT

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CHAPTER V-SPD 110 FORM INSTRUCTIONS

- Box 11 INVOLVEMENT CODE--Enter the involvement code(s) as listed between Boxes 3 and 4, as applicable to the item. More than one (1) code may be entered.
- Box 32 <u>CATEGORY</u>--Enter the category in Boxes A through J, from Box 4, as applicable to the item listed.
- Box 13 SERIAL NUMBER -- Enter the serial number, if available.
- Box 14 WEAPON TYPE--If the item is a firearm, enter the type, such as a rifle, shotgun, revolver, etc.
- Box 35 WEAPON CATEGORY--Enter the action of the firearm, such as bolt-action, semi-automatic, pump-action, etc.
- Box 16 CALIBER--Enter the caliber of the firearm.
- Box 17 <u>RELEASED TO OWNER--"X"</u> the box if the item(s) were released to owner, not if the weapon was released to owner.
- Box 18 <u>COLOR</u>--Enter the color(s) of the item.
- Box 19 <u>ADDITIONAL DESCRIPTION</u>—Enter any additional description of the item, such as, owner's social security number engraved on T.V., etc.

FIELD EVIDENCE RELEASE--When evidence is released to a victim or agent, it must be listed and signed for. Have the victim or agent print name or business, date and sign the form.

Box 20-23 REPORT PREPARED BY--Employees preparing this page shall enter their first initial and name, 4 digit I.D. number, division, date, and time in Boxes 20-23 & 29 and the same information in Boxes 26-28 for a second employee Who assisted in the entire report.

NOTE: If more than one (1) employee prepares the report, the name, 4 digit I.D. number and "division" number of the employee who actually prepares each page appears above that of any other assisting employee.

Box 24-31 APPROVED BY/BADGE/DATE/TIME--Entered by the approving supervisor.

□ SUSPECTS □ WITNESSES □ PROPERTY SUPPLEMENT □ EVIDENCE BOOKED □ STATEMENTS □ OBSERVATIONS

SACRAMENTO POLICE DEPARTMENT MOTOR VEHICLE REPORT

□ OTHER:

STOLEN VEHICLE ID MISSING VEHICLE	2 CRIM
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CHAPTER VI—SPD 103 FORM INSTRUCTIONS

MOTOR VEHICLE REPORT FORM

"X" the applicable boxes at the top of the Motor Vehicle Report to indicate the material included in the report and the type of vehicle report:

- 1. Stolen Vehicle Any vehicle, aircraft, vessel, etc.
 Indicate type in Box 22.
- 2. Attempted Stolen Vehicle
- 3. Missing Vehicle Missing vehicles associated with missing persons.
- 4. Other Vehicles which fall under 10855 CVC (leased and not returned).
- Box 1 REPORT NUMBER--Enter the report number. When the missing vehicle box is "X"ed, both the Missing Person Report and Motor Vehicle report receive the same report number.
- Box 2 <u>CRIME CODE SECTION/SOURCE</u>—Enter the crime code section and the source, such as 10851 CVC.
- Box 3 CRIME CLASS CODE--Enter from the Crime Class Code Book.
- Box 4 <u>C.S.I. NOTIFIED</u>--"X" yes or no.
- Box 5-6 <u>DATE/TIME REPORTED</u>--Complete as instructed for the Crime Report.
- Box 7-9 <u>DATE/TIME/DAY OCCURRED</u>--Enter the exact information when known, or the best estimate, including a span of time or dates/days.
- Box 10 <u>LOCATION OF OCCURRENCE</u> -Enter the location from where the vehicle was stolen. If the vehicle is missing, enter the location where it was last seen.
- Box 11 TYPE OF LOCATION--"X" the box most applicable to the type of location where the incident occurred or where the vehicle was last seen.

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SPD 103 (REV 3/96)

SACRAMENTO POLICE DEPARTMENT MOTOR VEHICLE REPORT

□ STOLEN VEHICLE □ MISSING VEHICLE

☐ ATTEMPTED STOLEN VEHICLE

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CHAPTER VI—SPD 103 FORM INSTRUCTIONS

Box 12-21 <u>INVOLVED PARTIES INFORMATION</u>--Enter the information for each involved person. Include the driver's license number, if available, in Box 17. Complete as described in the instruction for the Crime Report.

If the registered owner is the same as the victim, write "same as victim: in the Reg/Own boxes. If the registered owner is not the same as the victim, the victim must have proof of ownership of the vehicle. The victim shall also sign Box 48. Enter the registered owner's name as it appears on the DMV registration.

If the legal owner is the same as the victim, write "same as victim" in the Leg/Own box. If not, enter the legal owner's name and information as it appears on the DMV registration.

Box 22-31 <u>VEHICLE INFORMATION</u>--Enter the vehicle information. If the vehicle is a vessel, enter the vessel registration number instead of the license number in Box 28 and the hull number instead of the VIN number in Box 31.

Box 22 Other - Use this Box to record aircraft, mobile homes, trailers, etc.

- Box 32 <u>ESTIMATED VALUE</u>--Enter the victim's or reporting person's estimated value for the vehicle.
- Box 33 <u>IGNITION LOCKED?--"X"</u> yes or no according to the reporting person.
- Box 34 KEYS IN IGNITION?--"X" yes or no according to the reporting person.
- Box 35 <u>DOORS LOCKED?--"X"</u> yes or no according to the reporting person.
- Box 36 <u>CONDITION OF VEHICLE</u>--Enter the condition of the vehicle when last seen according to the reporting person.
- Box 37-40 VESSEL INFORMATION ONLY -- Complete only for vessels.
- Box 41 <u>VEHICLE INSURED BY/AGENT</u>--Enter the name of the insurance company and agent when available.

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56 ASSISTED BY

57 BADGE 58 DIV 59 YRS SERVED 60 DATE 61 TIME PAGE ____ OF ____

CHAPTER VI—SPD 103 FORM INSTRUCTIONS

- Box 42 <u>WAS THE VEHICLE LOANED TO ANYONE?</u>—If the vehicle was loaned to someone, "X" yes and enter the name of the person to whom it was loaned.
- Box 43 ARE LOAN PAYMENTS CURRENT?--"X" yes or no according to the reporting person.
- Box 44 ANY UNUSUAL EQUIPMENT ON VEHICLE--When unusual equipment, i.e. a car phone, CB radio, or tape deck, is in the vehicle, describe it on Property Supplement page (SPD 110).
- Box 45 <u>CAMPER SHELL ON VEHICLE</u>--If a camper shell was on the vehicle, describe it on a Property Supplement page (SPD 110). Crime Report not required.
- Box 46 <u>VEHICLE DAMAGE PRIOR TO THEFT</u>--If the vehicle was damaged <u>prior</u> to the theft, "X" yes and describe the damage.
- Box 47 FCN--Enter the File Control Number (FCN) assigned when the vehicle is entered into the Stolen Vehicle System (SVS).

The FCN shall be supplied to field officers via the MDT VU command (or voiced). Report writers shall obtain the FCN directly from the SVS. See Box 52 below.

Box 48 <u>VICTIM/REPORTING PERSON SIGNATURE</u>--Victims or reporting persons who are not the registered owner shall sign Box 48.

SYNOPSIS--Write a brief summary of the incident, including the required elements of the crime. Continue on a Report supplement page as necessary.

Example: Victim reported locking the vehicle in the driveway on 05/50/90 at 2230 hrs and discovering it gone on 05/31/90 at 0800 hrs. Broken car window glass in the driveway indicated forced entry. Nothing seen or heard by victim or neighbors.

- Box 49 <u>CONNECT-UP NUMBER/TYPE</u>--Complete as instructed for the Crime Report.
- Box 50-61 Complete as instructed for the Crime Report.

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CHAPTER VII—SPD 188 FORM INSTRUCTIONS

VEHICLE RECOVERY/STORAGE/INVENTORY FORM

The Vehicle Recovery/Storage/Inventory form is on two-part NCR paper.

This form shall be used for the following occurrences.

"X" the applicable boxes at the top to indicate the material included in the report:

- All Suspects Arrested Suspects Outstanding Witness
- Property Supplement Evidence Booked Statements
- Observations

"X" the applicable box at the top to indicate the recovery status of what was recovered:

- 1 SPD Stolen/SPD Recovered
 - 2 SPD Stolen/Recovered by Outside Agency
 - 3 Outside Agency Stolen/SPD Recovery

"X" the applicable box at the top to indicate the type of report:

- Vehicle Storage/Tow Recovered Parts Only
- Recovered Plates Only Vehicle Inventory Only

Exceptions to completing SPD 188 form when a vehicle is towed are outlined in Department Orders.

Vehicle Inventory Only, occurs when officers enter and look through the contents of a vehicle for a purpose other than to search for evidence of a crime and to safeguard the contents therein.

Box 1 <u>VEHICLE UPDATE</u>--Whenever a vehicle is towed and/or recovered, an entry or update to the Stolen Vehicle System (SVS) shall be made.

This box serves as a reminder to officers and supervisors to obtain the FCN (Box 11 below) and perform the MDT VU command.

"X" Not Applicable when a vehicle is inventoried, (Box 3, Item 6) but not towed or recovered, such as when a driver is arrested and the vehicle is secured at the scene. No SVS entry is made and no FCN is obtained.

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CHAPTER VII—SPD 188 FORM INSTRUCTIONS

Box 2 REPORT NUMBER -- Enter the report number assigned to the report.

For recovery of an SPD stolen or missing vehicle, use the same report number.

When a vehicle inventory is performed as a supplement to the arrest (Box 3, Item 6 below) and the vehicle is NOT recovered or towed, the report number for the crime report shall be used.

- Box 3 <u>VEHICLE DISPOSITION--"X"</u> the box applicable to what was done with the vehicle.
 - 1. Vehicle Hold--Placed only with a supervisor's approval.
 - 2. The vehicle is impounded as evidence.
 - 3. The vehicle is the subject of an Asset Seizure.
 - 4. 10751 CVC, Altered or missing VIN plate.
 - 5. The vehicles towed as authorized by CVC Chapter 10 (Hold for fees, Abandoned, Traffic Accident, Hazard).
 - 6. The vehicle is inventoried as the result of a lawful police action.
 - 7. Recovered stolen vehicle released to Reg. owner.
- Box 4 <u>CRIME CODE SECTION/SOURCE</u>--Enter the crime code section and source, as applicable.
- Box 5 <u>CRIME DEFINITION</u>--Enter the crime definition as found in the Crime Class Code Book.
- Box 6 <u>CRIME CLASS CODE</u>--Enter the corresponding crime class code from the Crime Class Code Book.
- Box 7 CSI NOTIFIED -- "X" yes or no.
- Box 8 <u>RECOVERY DATE/TIME</u>--Enter the date and time of recovery for all stolen/recovered vehicles. This is not the time of tow. If only a vehicle inventory was performed, enter the time the inventory began.

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CHAPTER VII—SPD 188 FORM INSTRUCTIONS

- Box 10 STOLEN DATE/TIME--Enter the information from SVS.
- Box 11 FCN--Enter the FCN number assigned when the vehicle was entered into the SVS.
- Box 12 <u>LOCATION OF THE INCIDENT</u>--Enter the location of the vehicle when it was recovered, towed, inventoried, etc. This box is completed for all vehicles.
- Box 13 <u>AUTHORITY FOR TOW</u>--Enter the CVC section under which the vehicle was towed. 72 Hour Notice: "X" the appropriate box, and date.
- Box 14-43 <u>INVOLVED PARTIES INFORMATION</u>--Complete the driver registered owner and legal owner boxes as specified in directions for the Motor Vehicle Report.
- Box 44-52 PLATES ONLY--Complete this section when only vehicle plates are recovered.

NOTE: When recovering "PLATES ONLY", complete the boxes that are numbered with a blackedot. If you are recovering a reported SPD stolen plate, complete boxes #8, 9, and 12 (recovery date, time, and location) along with boxes #24, 30, 44, 45, 46, 47, and 48. In a plates only recovery do not complete boxes #53 through #81.

- Box 53-69 Complete as specified in the Motor Vehicle Report. Exception: Boxes 64-65
 - Box 53 Other Use this box to record aircraft, mobile homes, trailers, etc.
- Box 64 <u>CONDITION OF STEERING COLUMN/VIN--"X"</u> where applicable.
- Box 70-73 OUTSIDE AGENCY--Complete this section when a vehicle is recovered for an outside agency.
- Box 74 <u>CODES</u>--Enter the codes for condition of vehicle, license plates and custody for vehicles which are towed and/or recovered. See Appendix F.
- Box 75 <u>TOW DRIVER'S SIGNATURE</u>--The tow driver shall sign the completed inventory and be given the yellow copy before taking the vehicle.

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CHAPTER VII—SPD 188 FORM INSTRUCTIONS

- Box 76-77 TIME/DATE TOWED--Enter the date and time the vehicle was towed.
- Box 78 <u>ODOMETER</u>--Enter the odometer reading for <u>all</u> towed vehicles.
- Box 79 TOW COMPANY--Enter the tow company name and I.D. number.
- Box 80 <u>VEHICLE INVENTORY</u>--As provided in Department Orders, a vehicle inventory shall be done whenever a vehicle comes into lawful police custody.

Complete the vehicle inventory for the items listed on the form. Visually check for each item.

Excluding any items removed for booking into the Property Management Section, list all items of property in the vehicle. The list shall be detailed as the apparent value of the property and circumstances dictate.

For example, a laundry basket full of assorted clothing may be listed as such, but an apparently expensive business suit should be itemized. A briefcase full of assorted business and personal papers may be listed as such, but a sample case of jewelry should be itemized.

- Box 81 <u>VALUE AT TIME OF TOW--Enter</u> an estimated value of the vehicle.
- Box 82-84 <u>CONNECT-UP NUMBERS--</u>Complete as instructed for the Crime Report.
- Box 85 <u>DUMPSITE/SERIES</u>--If this location of recovery appears to be a common place of leaving stolen/stripped vehicles and/or the recovered vehicle appears to part of a crime series, indicate that information on the form.
- Box 86-97 Complete as instructed for the Crime Report.

SACRAMENTO POLICE DEPARTMENT INCIDENT/INFORMATION REPORT

1	REPORT	NUMBER	

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CHAPTER VIII—SPD 107 FORM INSTRUCTIONS

INCIDENT/INFORMATION REPORT FORM

Use the Incident/Information Report when the facts or information shall be documented and another Police Report cannot be written.

Prepare an Incident/Information Report when information will be of interest to others, or when information is gathered about a crime in another jurisdiction.

Refer to the Crime Class Code book for the list of the Incident/ Information Report classifications as a guide to when to prepare this report.

- Box.1 REPORT NUMBER--Enter the report number.
- Box 2-3 <u>DATE REPORTED/TIME REPORTED</u>--Enter the date and time the reporting employee contacted the complainant, or when the employee discovered the incident, whichever is first.

If it was a dispatched call, use the arrival date and time rather than when the call was received or dispatched. If that information is material, put it in the narrative.

- Box 4-6 DATE/TIME OCCURRED/DAY Enter the exact information when known, or the best estimate, including a span of time or dates/days.
- Box 7 TYPE OF INCIDENT--Enter the type of incident from the Crime Class Code book.
- Box 8 LOCATION OF INCIDENT--Enter the location of occurrence of the incident.

If the report is for an outside agency and the specific location is not known, enter the name of the agency of jurisdiction.

- Box 9 <u>CSI NOTIFIED</u>--"X" yes or no.
- Box 10-18 <u>COMPLAINANT</u>--Enter the complainant's information as instructed for the Crime Report.

If the reporting employee is the complainant, the first initial, last name and 4 digit I.D. number are sufficient. List the business phone number if desired.

SACRAMENTO POLICE DEPARTMENT INCIDENT/INFORMATION REPORT

1 REPORT NUMBER

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DATE REPORTED	3 TIME REPORTED	4 DATE O	COURRED	5	TIME	OCCURRED	5 DA	Y 7 TYPE	OF INCID	DENT	
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37 ASSISTED BY			38 BADGE	39 DIV	4	DATE	41 T	IME			oc.
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CHAPTER VIII—SPD 107 FORM INSTRUCTIONS

ADDITIONAL PERSONS--All persons involved in the incident except the complainant may be listed as an additional person. Suspects may instead be listed on an Additional Persons/Suspect Vehicle page to document more complete information.

- Box 19-27 Complete as instructed for the Crime Report, except for Box 25.
- Box 25 <u>INVOLVEMENT--"X"</u> the appropriate box for each additional person.

NARRATIVE -- Complete as instructed for the Crime Report. Continue on Report Supplement pages as necessary.

- Box 28-30 <u>CONNECT-UP NUMBERS/TYPE</u>--Complete as instructed for the Crime Report.
- Box 31 If outside agency report numbers are listed, indicate the agency name.
- Box 32-41 Complete as instructed for the Crime Report.

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SPD 113 (REV 7/90)

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CHAPTER IX—SPD 113 FORM INSTRUCTIONS

FIELD CONTACT REPORT FORM

The Field Contact Report (FCR) serves to document contacts with suspicious persons in a variety of circumstances.

Box 1 TYPE OF CONTACT

Physical Contact -- Officer spoke with the subject.

Observation -- The subject and/or vehicle were merely observed and not contacted.

Of Interest--Information only for a specific Department functional unit.

- Box 2 <u>ATTN: INVOLVED UNIT</u>--Enter the unit to which the FCR should be forwarded (Gangs, Narc, Robb, Burg, etc.).
- Box 3 <u>LOCATION OF CONTACT</u>--Enter the location where the subject was contacted.
- Box 4-5 <u>DATE/TIME</u> Enter the date and time when the subject was contacted or observed:
- Box 6 NAME--Enter the name of the subject, last name first.
- Box 7 AGE--Enter subject's age.
- Box 8 D.O.B.--Enter subject's Date of Birth (D.O.B.).
- Box 9 <u>ADDRESS</u>--Enter subject's address (street/city/zip). If out of state, add the state/zip.
- Box 10 <u>SEX</u>--Enter M-Male, F-Female.
- Box 11 RACE--Enter subject's race. (See Chapter I).
- Box 12 NAME OF EMPLOYER/SCHOOL--Enter name of subject's employer or school name.
- Box 13 OPERATOR'S LICENSE NUMBER (OLN) -- Enter subject's operator's license or DMV ID number and state of issuance, if applicable.

I PHYSICAL CONTACT OBSERVATION OF INTEREST	SACRAN POLICE DEF	PARTMENT	2 ATTN: INVOLVED UNIT
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9 ADDRESS		<u> </u>	10 SEX 11 RACE
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15 RESIDENCE PHONE	16 BUSINESS PHON	IE 17 HEI	SHT 18 WEIGHT
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25 LOWER BODY CLOTHING	26 PROBABLE GA	I∏ S€	PAROLE PROBATION ARCHABLE IAME:
28 TYPE 29 SPECIFIC	LOCATION	30 DESCRIPTION	31 COLOR
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	VEHICLE		
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CHAPTER IX-SPD 113 FORM INSTRUCTIONS

- Box 14 <u>SOCIAL SECURITY NUMBER</u>--Enter subject's social security number.
- Box 15 RESIDENCE PHONE--Enter the home phone number of the subject.
- Box 16 <u>BUSINESS PHONE</u>--Enter the work phone or daytime phone number of the subject.
- Box 17-18 <u>HEIGHT/WEIGHT</u>--Enter the subject's actual or estimated height and weight.
- Box 19 <u>BUILD</u>--Enter the subject's build (fat, thin, stocky, etc.).
- Box 20 <u>HAIR COLOR/STYLE/LENGTH</u>--Enter the subject's hair color, style length (lt. brn/braided/collar, etc.).
- Box, 21 <u>EYE COLOR</u>--Enter the subject's eye color. (See Chapter I).
- Box 22 <u>COMPLEXION</u>-Enter the subject's type of complexion (fair, ruddy, dark, etc.).
- Box 23 <u>FACIAL HAIR</u>-Enter the subject's type of facial hair (beard, moustache, goatee, etc.).
- Box 24 <u>UPPER BODY CLOTHING</u>--Enter description of subject's upper body clothing (blu hat, grn jacket, etc.).
- Box 25 LOWER BODY CLOTHING--Enter description of subject's lower body clothing (blu jeans, gry shoes, etc.).
- Box 26 PROBABLE GANG NAME -- Enter the name of the gang with whom the subject is probably affiliated, if applicable.
- Box 27 <u>PROBATION STATUS</u>--"X" the box applicable to the subject's probation or parole status. If subject is searchable, "X" searchable. If subject is not on probation or parole, leave blank.
- Box 28-31 PHYSICAL CHARACTERISTICS -- Enter the appropriate information as instructed on Additional Persons/Suspect Vehicle form.
- Box 32 <u>ADDITIONAL DESCRIPTION</u>--If a subject has unusual clothing, characteristics, etc., that warrant further description, enter the description.

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CHAPTER IX-SPD 113 FORM INSTRUCTIONS

- Box 33-40 VEHICLE INFORMATION -- Enter the vehicle information.
- Box 41 <u>ADDITIONAL DESCRIPTION/DAMAGE</u>--Describe any damage or special characteristics of the subject's vehicle.
- Box 42-45 <u>ASSOCIATES</u>--Up to three (3) associates may be listed. Enter one (1) per line.

Name -- Enter the name of associate, last name first.

Date of Birth--Enter the date of birth of the associate.

Sex--Enter M-Male, F-Female.

Race -- Enter the race character.

Box 46 NARRATIVE--Enter the circumstances of the contact, the subject's actions, the nature of the information, etc.

SACRAMENTO POLICE DEPARTMENT OFFICER'S BOOKING AND FIELD RECEIPT

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CHAPTER X—SPD 779 FORM INSTRUCTIONS

OFFICER'S BOOKING AND FIELD RECEIPT FORM

The Officers Booking and Field Release form is used for booking property into the Property Management Section.

The form is on NCR paper and yields four copies.

- Page 1: The original, white copy is placed into the evidence locker with the booked property. This copy is later assigned a property record number and is filed in the Property Management Section.
- Page 2: The second page is also white. It shall be used as a page of the Police Report to document the booked property. The list of RECOVERED property shall be duplicated on a Property Supplemental Report (SPD 110).
- Page 3: The third page is pink. This copy shall be placed, with page 1, into the evidence locker. The Property Management Section shall forward this copy to the Office of Investigations after processing and assignment of a Property Record Number.
- Page 4: The fourth page is goldenrod. This copy shall be used as a field evidence receipt. The field receipt is given to the citizen in instances of safekeeping, found or personal property, or asset seizure.

LOCKERS USED--Enter the number(s) of the locker(s) used to book the property.

NARCO/MONEY BOOKING--If narcotics or money were placed into the drop slot, "X" the box "Narco/Money Booking."

LARGE PROPERTY BOOKING--When an item is too large for an evidence locker, it shall be booked into designated storage. "X" the "Large Property Booking" box and attach property pages 1 and 3 to the large item. If more than one large item is booked, tag all items and attach the booking sheet to one of the items.

If large property is booked and property from the same report is booked into a locker, "X" the "Large Property Booking" box and place pages 1 and 3 into the locker. Tag the large property items.

SACRAMENTO POLICE DEPARTMENT OFFICER'S BOOKING AND FIELD RECEIPT

LOCKERS USED	СН	ARGE(S)_		REPORT	#			
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CHAPTER X—SPD 779 FORM INSTRUCTIONS

<u>CHARGES</u>--Enter the criminal charges from the Crime Report. If the property is booked for an incident report, enter the incident classification.

REPORT NUMBER -- Enter the report number assigned to the report.

<u>CITATION NUMBER</u>--When a citation has been issued, enter the citation number.

NOTE: When a citation is issued and property is booked, a report number is still necessary.

Example: An officer cites a motorist for possession of an open alcoholic beverage container and collects the alcoholic beverage container for evidence. A report number is necessary in order to book the container into the Property Management Section.

<u>SEARCH WARRANT NUMBER</u>--If the property/evidence was obtained via a search warrant, enter the search warrant number.

PREVIOUS BOOKING PR#--When additional property is booked after the original property booking is completed, enter the previous property record number, if it is available.

LOCATION OF OCCURRENCE--Enter the location where the incident or crime occurred.

TYPE OF BOOKING--Check the box applicable to the condition under which the property is being booked, such as, field receipt, evidence, safekeeping, domestic violence, etc.

<u>VICTIM(S) NAME</u>--Print victim's full name, last name first. Include date of birth and address for the victim in the spaces provided. Up to three additional victims may be included.

<u>DEFENDANT(S) NAME</u>--Print the suspect's full name, last name first. Include date of birth and address for the suspect in the spaces provided. "X" the status of the suspect (booked, suspect only, or cited). Up to four additional suspects may be included.

REPORTING OFFICER/BADGE#/DIVISION--Enter the name, 4 digit I.D. number and "division" number of the employee who prepared the original Police Report.

SACRAMENTO POLICE DEPARTMENT OFFICER'S BOOKING AND FIELD RECEIPT

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SPD 779 (7/90)

CHAPTER X-SPD 779 FORM INSTRUCTIONS

<u>RECEIVED DATE/TIME</u>--Enter the date/time the property was found/received/recovered/seized.

IN LOCKER DATE/TIME -- Enter the date/time the property was booked.

ITEM#/DESCRIPTION--Enter the item number and describe the item in the
prescribed sequence: Type, number of pieces, color, brand, model,
etc.

PROPERTY DESCRIPTION--Describe the items booked as instructed for the Property Supplement form (SPD 110). Up to eight different items may be listed on the Officer's Booking and Field Receipt form (SPD 779) and up to ten different items may be listed on Supplemental page SPD 780, Appendix J. Instructions for the SPD 780 are the same as for the SPD 779.

NOTE: Ownership should be listed for each item. If ownership is unknown, then document from whom the property was taken.

FIREARM CASES--If available, identify all owners and adult cohabitants, including driver's license, social security number and other numbers to facilitate a thorough background check by the Property Management Section prior to release.

IMPORTANT: If the firearm is taken from a 5150 subject, then "X" the box "5150 hold" in the upper right corner of the form.

<u>CRIME LAB</u>--"X" yes or no to indicate if the property is to be sent to the District Attorney's Laboratory of Forensic Services.

PRINT--"X" yes or no to indicate if the property is to be processed
for possible latent fingerprints.

OFFICER SIGNATURE/BADGE NUMBER--Employees who booked the property shall sign their name and write their 4 digit I.D. number. If the signature is not legible, print the name.

FIELD RECEIPT/DATE--Whenever a field receipt is issued, the citizen shall sign in the designated space and enter the date. If the citizen refuses, enter "Refused."

CHAPTER XI-SPD 136 FORM INSTRUCTIONS

MISSING PERSON REPORT FORM

The Missing Person Report is used to report missing persons.

When receiving information about a possible missing person, bring any suspicious circumstances to the immediate attention of a supervisor.

I. CRITERIA FOR TAKING A MISSING PERSON REPORT

- A. Missing Person (MP): One who is absent from the usual place of residence under unusual or curious circumstances.
- B. If there is any doubt whether a report is necessary, the report shall be taken without delay.
- C. At no time shall the reporting person be told that a report will not be taken until the reporting person has checked hospitals, the coroner's office, jails, etc.
- D. A Missing Person Report shall be completed under the following circumstances:
 - 1. The person may be in need of assistance due to age or senility.
 - The person is incapacitated due to a mental or a physical handicap, including those who are in need of medication.
 - 3. The person may be in need of assistance due to extenuating circumstances, foul play, or a possible suicide attempt.
 - 4. The person is any child twelve years of age or under reported missing at any time.
 - 5. The person is a juvenile who may be a runaway or who is missing at night.
 - 6. The complainant is distraught or hysterical.
 - 7. The complainant requests a report.

CHAPTER XI—SPD 136 FORM INSTRUCTIONS

E. Prepare a separate report for each missing person. If several subjects are reported missing and believed or known to be together, prepare a separate report for each person and enter the connect-up numbers on each report.

II. DETERMINATION OF JURISDICTION

- A. The primary criteria for determining which law enforcement agency should take the missing person report for a missing adult or juvenile is the "usual place of residence".
- B. The agency in the jurisdiction from which the person "is absent from the usual place of residence" should take the report.
 - When residents of the City were last seen in the County, they shall be considered missing from the place of residence in the City, not from where they were last seen.
 - When residents of the County were last seen in the City, do not take a report. Refer the complainant to the Sacramento Sheriff's Department.

Exceptions:

- a. If the Sacramento Sheriff's Department (SSD) has mistakenly not taken a Missing Person Report, and has referred the reporting person to this Department in error, we shall take the report and not refer the reporting person again. Indicate the jurisdictional problem in the details.
- b. Jurisdiction shall be determined by "where last seen" whenever facts indicate:
 - (1) foul play
 - (2) extenuating circumstances relating to the absence of either adults or juveniles.
- c. Whenever persons are determined to be missing from their place of employment in the City, regardless of place of residence, we shall take the report.

CHAPTER XI—SPD 136 FORM INSTRUCTIONS

- d. Whenever persons are missing during a visit to or while traveling through the City, we shall take a report, regardless of where they reside.
- e. Regardless of jurisdiction, if a complainant demands a report, take one without delay.

III. EXAMPLES OF MISSING PERSONS

- A. A family from another city is visiting in the City of Sacramento. The juvenile children are left at a show in the downtown area. When the parents return to pick up their children at a designated time, they are unable to locate the children.
 - 1. Take a report for each child reported missing.
 - 2. The juveniles are missing from downtown Sacramento, not their residence. Extenuating circumstances exist. The children may be lost in an unfamiliar area.
- B. A juvenile, who resides in another city, is staying with relatives in the City. Facts indicate the juvenile has run (away from the relative's residence and was last seen in the County.
 - 1. Take a report. The juvenile is missing from the relative's home, however temporary the residency was. The juvenile was in custody of the relatives at the request of the parents.
 - 2. Alert the SSD, depending on the circumstances, but do not refer the reporting person to SSD for a report.
- C. A juvenile runs away from their residence in another city. The parents file a missing person report at the agency in that city and call this Department requesting to make a missing person report as they believe the juvenile is en route to this City.
 - 1. <u>Do not</u> take a missing person report. The juvenile is not missing from this City.

CHAPTER XI—SPD 136 FORM INSTRUCTIONS

- 2. <u>Do</u> obtain the information necessary for an Incident/ Information Report. Include reasons regarding juvenile's absence, description, and possible destination in this City, so a radio broadcast can be made. Dispatching officers to attempt to locate the juvenile may be warranted, depending on circumstances.
- 3. Advise the reporting party to request the agency with whom the report was made to send a confirming teletype to this Department.
- D. A person who resides in Fresno was last seen getting off a bus in Sacramento. Relatives contact this Department to report the person missing. There are no facts to indicate foul play or extenuating circumstances.
 - 1. <u>Do not</u> take a report because the person is missing from Fresno. Advise the relatives to contact the Fresno agency of jurisdiction to make a report and to request a confirming teletype be sent to this Department.
 - 2. Do take a report if the relatives demand one.

IV. HOW TO CLEAR UP A MISSING PERSON REPORT

- A. A Clear Up Report (SPD 102) shall be prepared to clear a missing person report. Refer to Chapter XIII.
- B. If the missing person was a juvenile, document parent notification.
- C. Document the circumstances of how the missing person was found and make reference to any Police Reports which were made as a result.

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CHAPTER XI-SPD 136 FORM INSTRUCTIONS

FORM COMPLETION INSTRUCTIONS

"X" the applicable boxes at the upper left corner of the form to indicate information which will be included in the narrative.

- Box 1 REPORT NUMBER--Enter report number. When the Vehicle Report box is "X"ed, list the Motor Vehicle Report Number. Consult with a supervisor to determine whether a Motor Vehicle Report should be made for the purpose of placing special "STOP" in the SVS due to the unusual circumstances of the case.
- Box 2-3 <u>DATE/TIME REPORTED</u>--Complete as instructed for the Crime Report.
- Box 4-6 <u>DATE/TIME/DAY OCCURRED</u>--Enter the date, time & day the MP was discovered missing, or when the MP was last seen, which ever is earlier.
- Box 7 <u>CLASSIFICATION</u>--Already completed.
- Box 8 LOCATION OF OCCURRENCE -- Enter location where MP was last seen.
- Box 9 NAME--Enter MP's name, last name first.
- Box 10 NICKNAME -- Enter MP's nickname or alias, if any.
- Box 11 NCIC--The National Crime Information Center (NCIC) number assigned to the MP shall be entered by the Office of Investigations or by Report Writers if the report is made via telephone.
- Box 12-13 <u>RESIDENCE ADDRESS/PHONE</u>--Enter the Sacramento area residence address/city/state/zip and phone of the MP.
 - If the MP is visiting Sacramento, or is residing in Sacramento on a temporary basis, enter the temporary Sacramento address/city/state/zip and phone and enter the permanent address/city/state/zip and phone in the remarks section (Box 61).
- Box 14-15 <u>BUSINESS ADDRESS/PHONE</u>--Enter the business address/city/ state/zip and phone of the MP, or the school address/city/ state/zip and phone if the MP is a student.

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SPD 136 (REV 4/94)

CHAPTER XI-SPD 136 FORM INSTRUCTIONS

- Box 16 NAME OF EMPLOYER/SCHOOL NAME--Enter the name of the MP's employer or the name of the MP's school.
- Box 17 AGE--Enter the age of the MP at the time of the report.
- Box 18 D.O.B. Enter the date of birth of the MP.
- Box 19 <u>SEX--Enter M-Male or F-Female.</u>
- Box 20 RACE--Enter the race of the MP.
- Box 21-22 <u>HEIGHT/WEIGHT</u>--Enter the actual or closest estimation of the MP's height and weight.
- Box 23 OLN NUMBER--Enter MP's operator's license number or DMV I.D. number and the state, if applicable.
- Box 24 <u>SOCIAL SECURITY NUMBER</u>--Enter the social security number of the MP.
- Box 25-35 <u>MISSING PERSON DESCRIPTION</u>--Enter description of the MP by entering the MP's hair information and eye color, "X"ing and completing the applicable boxes, and by entering the clothing description.
- Box 36 <u>PROBABLE GANG NAME</u>--Enter the probable gang name, if applicable.
- Box 37 WEAPON--Describe any weapon the MP may have. Do not limit this section to only firearms. Continue or explain in the remarks (Box 61), as necessary.
- Box 38 <u>PROBATION/PAROLE--"X"</u> the boxes and enter the Parole or Probation officer's name as applicable or known.
- Box 39-42 MARKS/SCARS--"X" the applicable boxes and explain in available detail. Continue in the remarks (Box 61) as necessary.
- Box 43 PERSON TO BE NOTIFIED -- Enter the name of the person to be notified when the MP is located. This is the name which will be entered into the personal record.

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CHAPTER XI-SPD 136 FORM INSTRUCTIONS

- Box 44 <u>REPORTING PERSON---Enter</u> the name of the person who reported the MP as missing. If same as person to be notified leave the box blank.
- Box 45 LAST SEEN BY--Enter the name of person who last saw the MP.

 If same as person to be notified, leave the box blank.

Box 46 BACKGROUND INFORMATION

Personal Restriction--If the MP is currently the resident of a foster home, a group home or is a ward of the court, "X" the applicable box(es). If none of the three, leave blank.

Habit History--"X" Check the box applicable to the habits and/or history of the MP.

Mental Condition--"X" yes or no. If the MP has a known mental condition, enter the type of mental condition of the line provided Types of conditions would be Alzheimer's, paranoia, schizophrenia, mental disabilities, etc. Specify details in Box 61.

Known Handicap -- "X" yes or no. If the MP has a known handicap, enter the type of handicap on the line provided. Types of handicaps would be a limp, a prosthesis, etc. Specify details in Box 61.

- Box 47 BLOOD TYPE--If known, enter the MP's blood type.
- Box 48-50 <u>SIZES</u>--If known, enter the sizes of the MP's waist, chest, and shoes.
- Box 51 <u>JEWELRY</u>--"X" yes or no. If the MP was wearing jewelry, describe in Box 61.
- Box 52-53 <u>BODY/DENTAL XRAYS</u>--"X" yes or no. If the MP has ever had x-rays taken, enter the name of the physician/dentist who ordered them in Box 61, if available.
- Box 54 <u>DENTURES</u>--"X" yes or no as to whether or not the MP wears dentures.
- Box 55-56 <u>DATE LAST SEEN/TIME</u>--Enter the date and time when the MP was last seen

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CHAPTER XI-SPD 136 FORM INSTRUCTIONS

- Box 57 REASON FOR ABSENCE--Enter the actual or suspected reason for the MP's absence, such as, fight with parents, left to go to the store, possible foul play or suicide. Bring unusual circumstances to the attention of a supervisor.
- Box 58 <u>LOCATION LAST SEEN</u>--Enter the location where the MP was last seen.
- Box 59 PROBABLE DESTINATION--Enter the MP's probable destination, if known or suspected. Describe the location (street, city or state), such as, father's home in Chicago, IL., unknown address. List multiple possibilities. Continue remarks in Box 61 as necessary.
- Box 60 MODE OF TRANSPORTATION--Enter the actual or suspected mode of transportation which the MP has taken, such as, took the bus last time or Greyhound Bus #110.
- Box 61 REMARKS--Enter any additional information pertaining to the MP or the circumstances. Any statements, actions, observations, or evidence shall be included on the appropriate report forms (supplement pages, additional person pages, evidence booking, etc.).
- Box 62-76 Complete as instructed for the Crime Report.

RREST REPUH!	☐ CHP ☐ SPD	
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89 REPORTING OFFICER BADGE	DIV 92 ASSISTING OFFICER	GE O DIV

CHAPTER XII-ARREST REPORT FORM INSTRUCTIONS

ARREST REPORT

The Arrest Report is used by all law enforcement agencies which use a Sacramento Sheriff's Department (SSD) jail facility, or the Sacramento County Juvenile Hall, for the booking of prisoners.

The Arrest Report is used to document sufficient information to identify the person arrested and to record facts which establish cause to arrest. A separate Arrest Report shall be completed for each suspect who is taken into custody.

I. WHEN TO USE THE ARREST REPORT -- GENERAL

- A. The Arrest Report shall be completed under the following circumstances:
 - 1. An adult is arrested and booked into SSD Main Jail.
 - 2. A juvenile is arrested and booked into Juvenile Hall.
 - 3. A suspect has been admitted to the SSD jail ward at the UC Davis Sacramento Medical Center with injuries too serious to allow booking into the SSD Main Jail.
 - 4. A parole violation has occurred and the parolee is booked into SSD Rio Consumnes Correctional Center (RCCC).
- B. The Arrest Report shall be used to place additional charges on any of the above subjects who are already in custody.

II. USE OF THE ARREST REPORT WITH OTHER POLICE REPORTS

- A. The Arrest Report may be accompanied by the following Police Reports:
 - 1. Crime Report
 - 2. Traffic Collision Report
 - 3. Motor Vehicle Report
 - 4. DUI Intox Summary Report.

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CHAPTER XII-ARREST REPORT FORM INSTRUCTIONS

- B. When accompanied by a Police Report, the Arrest Report shall contain a synopsis which includes:
 - 1. facts supporting cause to arrest the subject for the listed violations.
 - 2. minimum facts (corpus delicti) necessary to establish that a crime was committed.

III. USE OF THE ARREST REPORT WITHOUT OTHER POLICE REPORTS

The Arrest Report may be used as the sole means of documenting certain misdemeanor offenses. It serves the combined purpose of Arrest Report and Crime Report and shall contain all material information concerning the charge.

IV. USE OF THE ARREST REPORT FOR JUVENILES

The Arrest Report may serve as a document for juvenile acceptance at the Juvenile Hall. The Arrest Report shall contain complete details of the violation and investigation in order that the intake Probation Officer may reach a decision regarding a detention or release of the juvenile.

V. MULTIPLE CHARGES

- A. One Arrest Report may document multiple charges and multiple warrants, either felonies or misdemeanors.
- B. When multiple charges and/or multiple warrants exist arresting officers shall answer the following questions:
 - 1. Which charge or warrant shall be entered as the first charge in Box 11?
 - 2. Should one of the charges or warrants be entered as a second charge in Box 17 or as a third charge in the narrative section?
 - 3. Should any charges or warrants be held in abeyance at the time of booking?
- C. The decision is based on several policies affected by:

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CHAPTER XII-ARREST REPORT FORM INSTRUCTIONS

- 1. the desire to adjudicate all Sacramento County cases before an arrestee is moved to another jurisdiction.
- 2. the severity of charges and warrants that may exist against the arrestee from other jurisdictions.

VI. MULTIPLE CHARGES - PRIORITIES

- A. Officers shall list charges by order of severity with all fresh charges listed before warrants. Charges shall be prioritized by jurisdiction and listed on the Arrest Report as outlined:
 - 1. Sacramento Police Department all SPD charges shall be listed first.
 - 2. Sacramento County SSD charges and warrants shall follow SPD.
 - 3. Other California Agencies Hold in Abeyance.
 - 4. Out of State Agencies Hold in Abeyance.
 - 5. Federal Hold in Abeyance.
- B. Out-of-County, out-of-state and federal warrants shall be documented, as requested, in the SYNOPSIS section of the Arrest Report under the heading "Hold in Abeyance."
- C. Federal offenses shall not be charged whenever a California statute appropriately covers the offense committed. If no California statute covers the federal offense, charge the arrestee with the federal offense by entering the federal statute in Box 11 (first charge).

CRAMENTO COUNTY JAIL	SSD CLEAR-UP	☐ SSD ☐ OTHER:	□ СНР	☐ SPD			
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ARRESTING AGENCY ALL OTHER OUTSIDE AGENCY WARRANT:	NAME OF AGENC	v	25 LOCATION OF CRIME				
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2ND CHARGE	Journell	FEL MISD	aiy	STATE		HOME PHONE	_1
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OTHER BOOKING ARRESTING AGENCY A.B. TO FEDERAL ARREST B TO	EUUODIE ING MANKA	****					<u> </u>
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ARRESTEE/SUSPECT NAME (LAST, FIRST, MIDDLE)			NICKNAME			HOME PHONE	<u> </u>
ARRESTEE/SUSPECT ADDRESS (MUMBER-STREET)		⊕ cm	⊕ st∧			TOWNS FILENCE	
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			71 NAME OF PARENT	(CIARDIAN			7
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CHAPTER XII-ARREST REPORT FORM INSTRUCTIONS

FORM COMPLETION INSTRUCTIONS

Arrest Reports shall be printed with a black ball-point pen. All information known to arresting officers shall be entered in appropriate boxes. Non-applicable boxes shall be left blank.

CUSTODY/SSD CLEAR-UP (Located to the left of Box 1) "X" the custody box. Clear-up is used by SSD only.

- Box 1 ARRESTING AGENCY--"X" SPD.
- Box 2 ARREST REPORT NUMBER -- This number is assigned by SSD.
- Box 3 <u>JUVENILE/ADULT--"X"</u> the applicable box.
- Box 4 <u>ADDITIONAL/BODILESS BOOKING--"X"</u> as applicable.

Additional booking--Additional charges against a subject who is in jail require a separate and additional Arrest Report.

Bodiless Booking--This means the arrestee was not fingerprinted during the booking process. This occurs when the arresteeris placed in the SSD jail ward at UCD-SMC.

When an arrestee is placed in the jail ward, the SSD staff will provide a pink hold slip. A photocopy of page 1 of the Arrest Report shall be left with the Jail Ward. Deliver the pink hold slip, Arrest Report and the suspect's property and Property Record to the Main Jail.

- Box 5-10 These boxes are to be completed by Main Jail and SPD Identification Unit staff.
- Box 11 <u>IST CHARGE</u>--Enter only one section code/source.
- Box 12 TYPE OF CHARGE -- "X" felony or misdemeanor.
- Box 13 <u>CRIME DEFINITION</u>--Enter the crime definition as listed in the Crime Class Code Book.
- Box 14 <u>CLASS CODE</u> -- Enter the crime class code listed in the Crime Class Code Book.

٩C	MEST REFORM	SSD CLEAR-UP	SSD OTHER:	☐ CHP	☐ SPD			
		SOURCE	TYPE CHARGE	O JUVENILE ADULT	ADDITIONA SUBJECT II	L BOOKING O AF N CUSTODY BOOKING	RESTING SELNCY F	P NO
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CHAPTER XII-ARREST REPORT FORM INSTRUCTIONS

- Box 15 WARRANT BOOKING--If the first charge is a warrant, one of the five boxes shall be checked. Enter the warrant (docket) number in the space provided. For 40508 CVC warrants, list the original citation charges in the space provided. If the warrant is served for an outside agency, enter the name of the agency in the space provided.
- Box 16 OTHER BOOKING--"X" the appropriate box to indicate if the first charge is based on an SPD Arrest Bulletin, federal arrest, or an en route booking (no warrant). For an en route booking, list the name of the agency which has the warrant.
- Box 17-22 <u>2ND CHARGE</u>--Enter second charge as directed for boxes 11-16.
- Box 23 WARRANT CHECK RUN--Run all warrants checks. "X" all boxes.
- Box 24 IS ARRESTEE A PAROLEE?--"X" all boxes yes or no.
- Box 25 <u>LOCATION OF CRIME</u>—Enter the location where the crime occurred. Leave blank for warrants only arrests.
- Box 26 <u>SPD CRIME REPORT NUMBER</u>--For a fresh crime, enter the report number assigned to the case.

For an SPD warrant, enter the report number from which the warrant was issued. The number should be on the warrant worksheet or contact "warrant radio".

If no report number is available for the warrant, or if the warrant is from an outside agency, obtain and enter a new report number.

- Boxes 27, 29, and 33--DO NOT COMPLETE FOR VICTIMS OF SEXUAL ASSAULTS OR IF VICTIM IS UNDER 18 YEARS OF AGE.
- Box 27 <u>VICTIM/COMPLAINANT'S NAME</u>--Enter the victim's name. For warrant arrests, enter State of California.
- Box 28 <u>DATE/TIME OF CRIME</u>--Enter the date and time the crime occurred. Leave blank for warrant arrests.

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CHAPTER XII-ARREST REPORT FORM INSTRUCTIONS

- Box 29 <u>VICTIM/COMPLAINANT'S ADDRESS</u>--Enter the address of the victim or complainant. Leave blank for warrant arrests.
- Box 30-33 <u>VICTIM INFORMATION</u>--Enter the sex, race, age and home phone number of the victim. Leave blank for warrant arrests.
- Box 34 LOCATION OF ARREST--Enter the location of the arrest.
- Box 35 LOCATION CODE--Leave blank.
- Box 36-38 <u>DATE/TIME/DAY ARRESTED</u>--Enter the date, time and day of the arrest.
- Box 39 ARRESTED BY--"X" officer or private person. Enter the name of the private person or officer if different from the reporting officer (Box 89).
- Box 40&42 DATE/DAY BOOKED -- Enter the booking date and day.
- Box 41 The Jail staff will enter the time.
- Box 43 ACCOMPLICES -- List arrested accomplices.
- Box 44 <u>ARRESTEE/SUSPECT NAME</u>--Enter the arrestee's name, last name first. If the arrestee refuses name, enter DOE, Jane or John, as applicable.
- Box 44-66 <u>ARRESTEE INFORMATION</u>--Enter the arrestee's information. If the arrestee refuses or cannot provide the information, enter "refused" or "unknown".
- Box 67 TRAFFIC ACCIDENT -- "X" yes or no.
- Box 68 ARRESTEE SOBRIETY--"X" the box applicable to the sobriety of the arrestee.
- Box 69 <u>SOBRIETY TEST--"X"</u> no if a sobriety test was not administered. "X" refused if the arrestee refused or failed to complete any sobriety test.
- Box 70 <u>SOBRIETY TEST GIVEN</u>--"X" the box applicable to the type of sobriety test administered. Enter breath results.

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CHAPTER XII—ARREST REPORT FORM INSTRUCTIONS

Box 71-73 NAME OF PARENT/GUARDIAN/ADDRESS/PHONE--For juveniles, enter the information of the legal guardian or parent.

For adults, enter the information of the person they wish to be contacted in the case of an emergency.

Box 74-76 NOTIFIED/HOW/BY WHOM--The law requires the parent or guardian of arrested juveniles be immediately told the charges and location of custody. Enter the information of the parent or guardian notified.

If phone contact cannot be made, document that a note was left at the residence.

If phone contact cannot be made and the parent resides in another city, document that a another police agency was requested to make contact.

- Box 77 Signature of Deputy Probation Officer.
- Box 78 SSD Only do not use this space.
- Box 79-85 <u>SUSPECT VEHICLE</u>--Describe the vehicle the arrestee was in or driving, or enter "on foot" or "none".
- Box 86

 VEHICLE DISPOSITION--"X" to indicate if the arrestee's vehicle was stored or impounded. Enter the location of the tow company. If the vehicle was left at the scene of the arrest, enter "scene". If the suspect released the vehicle to someone, enter that person's name.
- Box 87 REASON FOR NON-RELEASE--If the booking is a misdemeanor, indicate why the suspect was not cited and field-released.
- Box 88 <u>SYNOPSIS</u>--Write a brief summary of the incident including the required elements of the crime.
- Box 89-91 <u>REPORTING OFFICER</u>--Complete as instructed for the Crime Report.
- Box 92-94 ASSISTING OFFICER--Complete as instructed for the Crime Report.

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CHAPTER XIII-SPD 102 FORM INSTRUCTIONS

RECLASS/UNFOUNDED/CLEAR UP FORM

This form serves four (4) functions:

- 1. Reclassification of reports
- 2. Documenting unfounded reports
- 3. Clearing of reports
- 4. Clearing Missing Person Reports when MP's are located.

Original Police Reports shall not be disposed of, changed or edited. When mistakes in fact are learned, Police Reports shall be reclassified, using the same report number, or documented as unfounded.

I. RECLASSIFICATION

A. Use this form when it is necessary to reclassify one Police Report type to another.

Example: Casualty Report to Crime Report

A death is documented in a Casualty Report, then an autopsy reveals the required elements of murder.

Complete Box 4 as applicable to reclassify the Casualty Report to a 187 PC Crime Report. Add SPD 102 form to the original report.

Example: Traffic Collision Report to Crime Report.

An apparent auto versus pedestrian hit and run is written as a Traffic Collision Report. Subsequent investigation reveals the parties know each other and the required elements of AWDW are present.

Complete Box 4 as applicable to reclassify the Traffic Collision Report to a 245 (a)(1) PC Crime Report. Add SPD 102 form to the original report.

B. Use this form when it is necessary to reclassify a Police Report.

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SACRAMENTO POLICE DEPARTMENT RECLASS/UNFOUNDED/CLEAR UP

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CHAPTER XIII—SPD 102 FORM INSTRUCTIONS

Example: The theft of a purse from a shopping cart is documented as a petty theft. The victim later discovers a \$700.00 ring was in the purse.

Complete Box 4 to reclassify the 484 PC Crime Report to a 487.1 PC Crime Report. Add SPD 102 form to the original report.

C. Give a synopsis of the reasons for reclassifying the report in the Remarks section, Box 10. Continue on a Report Supplement page as necessary.

II. UNFOUNDED REPORTS

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- A. Use this form whenever it is determined that the required elements of the crime did not, in fact, exist when the Police Report was written. Complete Box 5 and add SPD 102 form to the original report.
 - 1. Example: Investigation reveals that a "burglary" was, in fact, a civil matter in which an estranged spouse took the property.
 - 2. Example: Investigation reveals that a "stolen" car was, in fact, repossessed.
- B. Do not use this form when a suspected drunk driver passes a breath test and is released per 849(b)(1) PC.
- C. Give a synopsis of the reason for unfounding the report in the Remarks section, Box 10. Continue on a Report Supplement page as necessary.

III. CLEARING REPORTS

- A. Do complete this form whenever:
 - 1. A suspect is arrested or cited for the involved crime after the initial report has been approved and sent to the Records Division. This includes:
 - a. warrantless arrests
 - b. arrests on initial Arrest Warrants issued from the complainant based on the Police Report.

TYPE	OF REF	PORT	
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SACRAMENTO POLICE DEPARTMENT RECLASS/UNFOUNDED/CLEAR UP

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CHAPTER XIII-SPD 102 FORM INSTRUCTIONS

- The victim refuses to cooperate and the offender was not identified, rather or not the initial report has been approved or sent to the Records Division.
- B. Do not complete this form when:
 - 1. a suspect is arrested or cited at the time the report is prepared.
 - 2. a suspect is arrested for secondary Arrest Warrants such as for Failure to Appear.

TYPE OF REPORT
RECLASSIFICATION UNFOUNDED
UNFOUNDED
CLEAR-UP MISSING PERSON LOCATED
2 VICTIM NAME

SACRAMENTO POLICE DEPARTMENT RECLASS/UNFOUNDED/CLEAR UP

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CHAPTER XIII-SPD 102 FORM INSTRUCTIONS

FORM COMPLETION INSTRUCTIONS

- Box 1 REPORT NUMBER -- Enter Report Number.
- Box 2 <u>VICTIM NAME</u>--Enter the name of the victim, last name first.
- Box 3 <u>CRIME CLASSIFICATION</u>--Enter the crime code section and source or incident type of the report.
- Box 4 <u>RECLASSIFICATION/DATE REPORTED</u>--On the FROM line, enter the current crime code section and source.

On the TO line, enter the new crime code section and source.

Under the DATE REPORTED, enter the initial reporting date.

- Box 5 <u>UNFOUNDED</u>--Enter the crime class code, section, source and date of the initial report.
- Box 6 <u>CLEAR UP--"X"</u> boxes 1 through 6, 10 or 11 as applicable. Only detectives may "X" the other boxes.
- Box 7 OFFENDER INFORMATION--Complete as applicable. List additional subjects in the Remarks section, Box 10, providing the same information on each.
- Box 8 <u>ADDITIONAL CRIME REPORTS CLEARED</u> -- Only detectives may complete this box.
- Box 9 MISSING PERSON LOCATED -- Complete as indicated.
- Box 10 REMARKS--Give a synopsis of the clear up.

Example: Booked as sole suspect.

Example: Cited as 1 of 4 responsibles. Suspects D. JONES and J. SMITH still outstanding. Suspect #4 still unidentified.

Example: MP returned home.

TYPE OF REPORT	
RECLASSIFICATION UNFOUNDED CLEAR-UP	سر
CLEAR-UP	TEN

SACRAMENTO POLICE DEPARTMENT RECLASS/UNFOUNDED/CLEAR UP

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REPORT WRITING MANUAL

CHAPTER XIII—SPD 102 FORM INSTRUCTIONS

Example: Reporting person states MP called from Lodi and is with older sister.

Box 11-20 Complete as instructed for the Crime Report.

MEDICAL/CHILD RELEASE AUTHORIZATION(S)

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OFFICER'S SIGNATURE		DATE				

ORIGINAL TO RECORDS

SPD 152 (REV 5/95)

COPY TO CITIZEN

PAGE _____ OF ____

CHAPTER XIV—SPD 152 FORM INSTRUCTIONS

MEDICAN CHARD REPARENCE AUGUSTORA (OR 47/A 44 (ON (S))

The Medical/Child Release Authorization(s) form, SPD 152 is a dualpurpose form. It provides a means for the patient, or the parent/guardian to authorize the Sacramento Police Department or the Sacramento County District Attorney's Office to obtain records relating to the case.

If there is an entry on the Crime Report (SPD 100), Box 56, indicating that a Medical Release has been obtained, Box 4, this form must be completed. Obtain a release from each victim who is treated at a hospital.

It also serves as an authorization form for the parent/guardian to designate a representative to care for their dependent children due to circumstances of a case.

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Crime Report Field Contact Report Incident/Information Report	
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Stolen
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Burglary
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Offenders, Status 601 W&I
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Persons
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Persons Identifying Information

REPORT WRITING MANUAL INDEX -R-Release, Medical/Child Rented/Leased, Burglary . Reporting Facts Report Supplement Form Requests for Warrants -S-Statements General Suspect Status Offenders 601 W&I Stolen Motor Vehicle . . Supplement Forms Officer Booking and Field Receipt Report . . Suspects 9,10, 28, 32, 63 Injuries Vehicle/Additional Persons Form -T--U-Uniform Crime Reporting Unfounded Reports . . -V-Non-Driving 31 Vehicle Colors, Abbreviations Vehicle--See Motor Vehicle Vehicular Manslaughter Vessel Theft

10

Victim, Injuries . .

Victims of Violent Crimes . .

Violence, Domestic . . .

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PAGE 1 OF_

FOR USE AS SINGLE PAGE REI JRT ONLY

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☐ CRIME REPORT SUPPLEMENT
MOTOR VEHICLE SUPPLEMENT
COLLISION/TRAFFIC SUPPLEMENT
INCIDENT REPORT SUPPLEMENT
CASUALTY REPORT SUPPLEMENT

SPD 105 (REV 8/90)

### SACRAMENTO POLICE DEPARTMENT REPORT SUPPLEMENT

	APPENDIX	Ċ	
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*EMORANDUM						•		
			VICTIM OR COMP	LAINANT				
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1. REPORT NUMBER

SACRAMENTO POLICE DEPARTMENT PROPERTY SUPPLEMENTAL REPORT

VICTIM NAME					•	3. CRIME C	ODE SECTION		
LIST IN TOTAL	S FOR STOLEN/R	ECUAEDEU DOVO	ERTY ONLY	Involvement Co	odes: S -	Stolen R - I	Recovered	L - Lost	F - Found
CURRENCY) NOTES	B JEWELRY/ METALS	E CLOTHING! FURS	D. OFFICE EQUIPMENT	E TV/RADIO ETC.	F. FIREARMS	G. HOUSEHOLD	H. CONSUMABLE GOODS	L LIVESTOCK	J. MISC.
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7*			Signed:						
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ASSISTED BY			27. BADGE	28. DIV	29 TIME	30. DATE	31. TV	ME	
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### FORM COMPLETION INSTRUCTIONS FOR VICTIMS

This form is provided for you to list missing articles, related to the incident you have reported to the Sacramento Police Department, which were not included in the initial police report.

Block Block Block Block Block Block	1 2 3, 4 5 6 7	<ul> <li>Indicate Sacramento Police Department report number.</li> <li>Fill in name of victim as reported.</li> <li>LEAVE BLANK – for Department Use Only.</li> <li>Item #: Number each item consecutively.</li> <li>Quantity: For each item listed include (when applicable) the number of articles missing.</li> <li>Article: Give the name of the article. Where appropriate describe the article as Men's, Women's, Boy's, Girl's, Child's, or Infant's.</li> </ul>
Block	8	- Brand: Brand or manufacturer's name.
Block	9	Model: Model name or number.
Block	10	- Value: List the estimated dollar value of the item. If the value is not known, write UNK in this block.
Block	11, 12	- LEAVE BLANK - For Department Use Only.
Block	13	- Serial No.: Manufacturer's serial number.
Block	14	- Weapon Type: This pertains to firearms. See FIREARM TYPE list below and fill in appropriate type.
Block	15	- Weapon Cat.: This pertains to firearms. See FIREARM CATEGORY list delow and not in appropriate category.
Block	16	- Caliber: Caliber of firearm.
Block	17	- LEAVE BLANK - For Department Use Only.
Block	18	Color: Color or colors of article.
Block	19	<ul> <li>Additional Description: List further descriptive information of article, list any inscriptions, engravings, condition or any marks of identification.</li> </ul>

Cannon Disguised gun Electric shock gun Machine gun Pistol Rifle Rifle-shotgun combination Rocket Shotgun Shotgun pistol Submachine gun Machine pistol	FIREARM CATEGORY Automatic action Blank Bolt action Carbine Derringer Double barrel (side by side) Flare Flintlock Gas or air Jet propelled Launcher Lever action More than 2 barrels (list number)	Category, continued Over and under Percussion (Caplock) Pump action Revolver Semi-automatic Single shot Tear gas
--------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------

After completing the list of missing property, enter your name and the other information requested below. Mail (or deliver) the completed form to the Sacramento Police Department, Public Counter, 813 6th Street, Sacramento, CA 95814.

NAME	· · · · · · · · · · · · · · · · · · ·			
HAIIL				
LAST NAME, FIR:	ST, MIDDLE		RESIDENCE PHONE	BUSINESS PHONE
RESIDENCE ADDR	IESS			
NUMBER	STREET	CITY	STATE	ZIP CODE

CITY	STATE	ZIP CODE	

DATE SIGNATURE

□ SUSPECTS

. WITNESSES

□ PROPERTY SUPPLEMENT

□ EVIDENCE BOOKED

`ERVATIONS

## SACRAMENTO POLICE DEPARTMENT MOTOR VEHICLE REPORT

STOLEN VEHICLE	☐ MISSING VEHICLE
ATTEMPTED STOL	EN VEHICLE

OTHER:

1 REPORT NUMBER
2 CRIME CODE SECTION/SOURCE
3 CRIME CLASS CODE

4 CSI NOTIFIED 5 REPORTED DATE 6				6 REPOI	6 REPORTED TIME 7 DATE OCCURRED				8 TIME OCCURRED			9 DAY		
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#### 2 REPORT NUMBER I VEHICLE UPDATE SACRAMENTO POLICE DE 'ARTMENT NOTAPPLICABLE COMPLETE VEHICLE RECOVERY/STORAGE/INVENTORY REPORT ALL SUSPECTS ARRESTED SUSPECTS OUTSTANDING SUSPECTS OUTSTANDING SUSPECTS OUTSTANDING SUSPECTS OUTSTANDING SUSPECTS OUTSTANDING SUSPECTS OUTSTANDING SUSPECTS OUTSTANDING SUSPECTS OUTSTANDING BY OUTSIDE AGENCY TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS TONS T ☐ HOLD FOR FEES 3 VEHICLE DISPOSITION 10751 CVC 17 VEHICLE STORAGE/TOW OO NOT RELEASE TRAFFIC ACCIDENT APPROVED BY ● ( ) RECOVERED PLATES ONLY ☐ ABANDONED ☐ HAZARD ( ) RECOVERED PARTS ONLY I IMPOUNDED DINVENTORIED/SECURED AT SCENE ( ) VEHICLE INVENTORY ONLY RELEASED TO REG. OWNER ASSET SEIZURE 6 CRIME CLASS CODE **SOURCE** 5 CRIME DEFINITION 4 CHASE CODE SECTION 11 FCN # @ RECOVERY TIME 10 STOLEN DATE/TIME @ RECOVERY DATE 7 CSI NOTIFIED ☐ YES ☐ NO 72 HOUR HOTICE LEFT? 13 AUTHORITY FOR TOW (CVC SECTION) (D LOCATION OF RECOVERY / TOW / INVENTOR YES DATE: □ NO 18 RACE 19 D.L. # 17 SEX 15 AGE 16 D.O.B SAME AS SUSPECT NONE **81 RESIDENCE PHONE** CITY / STATE / ZIP 20 RESIDENCE ADDRESS DRIVER 23 BUSINESS PHONE CITY / STATE / ZIP 22 BUSINESS ADDRESS 28 RACE 27 SEX 29 D1. # 26 D.O.B. 25 AGE SAME AS DRIVER (1) NAME 31 RESIDENCE PHONE CITY / STATE / ZIP TESIDENCE ADDRESS 33 BUSINESS PHONE CITY/STATE/ZIP 32 BUSINESS ADDRESS 39 D.L. # 37 SEX TA RACE 36 D.O.B. 35 AGE SAME AS REG. OWNER 34 NAME AT RESIDENCE PHONE CITY / STATE / ZIP 40 RESIDENCE ADDRESS 43 BUSINESS PHONE CITY / STATE / ZIP 42 BUSINESS ADDRESS SEE CODES ON 1 NO PLATES MONTH/YEAR REG C LICENSE NUMBER 3 STATE Lic CUSTODY VEH REVERSE SIDE (FRONT / REART) 52 DATE REPORTED STOLEN ST OUTSIDE AGENCY REPORT SO AGENCY NOTIFIED OUTSIDE AGENCY NAME TYES NO 58 VEHICLE COLOR(S) 57 BODY STYLE 56 MODEL 54 YEAR 55 MAKE S VEH TYPE A DAUTO 62 VIN (FRAME F FOR MC) (HULL & FOR VESSEL) ☐ TRUCK 60 STATE 61 MONTHYEAR REG 59 LICENSE NUMBER (reg num for vessel) C MOTORCYCLE 65 VIN ALTERED? YES / NO VIN REMOVED? YES / NO D MOTORHOME 64 STEERING COLUMN-TAMPERED? YES / NO IGNITION TAMPERED? YES / NO 63 CONDITION GOOD E TVAN EXPLAIN. POOR FAIR EXLY. F OTHER 69 VESSELLENGTH 68 VESSEL TYPE 67 HULL MATERIAL 66 TYPE OF PROPULSIONMOTOR H DVESSEL COMPLETE BOXES 70 THROUGH 73 ONLY IF VEHICLE WAS RECOVERED FOR AN OUTSIDE AGENCY OR BY AN OUTSIDE AGENCY 73 DATE REPORTED STOLEN 71 AGENCY NOTIFIED 72 OUTSIDE AGENCY REPORT . 70 OUTSIDE AGENCY NAME YES NO 75 TOW DRIVER'S SIGNATURE 74 SEE CODES ON LIC VIN CUSTODY VEHICLE REVERSE SIDE PARTS/PLATES FRONT / REAR? (CIRCLE ONE) CONDITION TOW CO. I.D. # 79 NAME OF TOW COMPANY 77 DATE TOWED 78 ODOMETER READ 76 TIME TOWED 81 VALUE AT TIME OF TOW: YES NO UNK YES NO UNK YES NO UNK 80 YES NO UNK YES NO UNK ALESS THAN \$100 B \$100 - \$300 C \$300 - \$1000 HUB CAPS FRONT BUMPER CB RADIO AIR CONDITIONER MAGS ENGINE LEFT FRONT TIRE LEFT REAR TIRE REAR BUMPER OVER \$1000 / IF OVER \$1000, GIVE ESTIMATE: \$ TRANSMISSION RADIO FENDERS BATTERY TAPEDECK FRONT SEATS GRILL RIGHT FRONT TIRE RIGHT REAR TIRE TOP BEAR VIEW MIRROR KEYS BODY CAMPER SHELL SIDEVIEW MIRROR(S) REGISTRATION ITEM ITEM NUMBER ARTICLE NUMBER ARTICLE 85 DUMPSITE/SERIES? 84 CONNECT-UP TYPE TYPE 63 CONNECT-UP . TYPE '-UP # (CIRCLE ONE) 91 BADGE 90 APPROVED BY 89 YRS SRV B7 BADGE 88 DIV 86 REPORT PREPARED BY 97 TIME 96 DATE 94 DiV 95 YRS SRV 93 BADGE 92 ASSISTED BY

#### VEINVEL IMPOVEMENT OUDED

#### **VEHICLE CONDITIONS:**

UNDAMAGED VEHICLES: A - NOT WRECKED, STRIPPED, OR BURNED

B - STRIPPED OF MAJOR COMPONENTS

C - STRIPPED OF MINOR COMPONENTS

**BURNED VEHICLE:** 

D - NOT STRIPPED

E - STRIPPED OF MAJOR COMPONENTS

F - STRIPPED OF MINOR COMPONENTS

DAMAGED VEHICLE:

G - NOT STRIPPED

H - TOTALLY STRIPPED

**VEHICLE PARTS/** 

II - PARTS ONLY

LICENSE PLATE THEFTS: I - LICENSE PLATES RECOVERED

#### LICENSE/VIN-PARTS/PLATES CONDITIONS:

0 - NO PLATES MISSING, VIN OK

1 - ONE PLATE MISSING, VIN OK

2 - TWO PLATES MISSING, VIN OK

3 - NO PLATES MISSING, VIN ALTERED OR MISSING

4 - 1 PLATE MISSING, VIN ALTERED OR MISSING

5 - 2 PLATES MISSING, VIN ALTERED OR MISSING

6 - 0 PLATES MISSING, VIN SWITCHED

7 - 1 PLATE MISSING, VIN SWITCHED

8 - 2 PLATES MISSING, VIN SWITCHED

U - PARTS RECOVERED (STOLEN PART THEFTS ONLY)

I - LICENSE PLATES RECOVERED (STOLEN PLATES ONLY)

#### **CUSTODY:**

Y - SUBJECT IN CUSTODY

N - NO ONE IN CUSTODY

A STATUS CODE OF THREE (3) CHARACTERS IS MANDATORY FOR VEHICLE LOCATE TRANSACTIONS.

EXAMPLE OF STATUS CODES FOR RECOVERED VEHICLES: CONDITION A LICIVIN D CUSTODY N

EXAMPLE OF STATUS FOR RECOVERED PARTS: CONDITION U PARTS U CUSTODY N

EXAMPLE OF STATUS FOR RECOVERED PLATES: CONDITION I LICENSE I CUSTODY Y

FOR A LIST OF TOW COMPANIES REFER TO REDI REF

FOR VIN LOCATION INFORMATION REFER TO REDI REF

#### RECOVERY OF STOLEN PLATES:

WHEN RECOVERING STOLEN VEHICLE PLATES, COMPLETE ONLY THE BOXES WHICH ARE NUMBERED WITH BLACK CIRCLES.

#### Redi Rel updates shall supersede these sections

10751 - POSSESS VEHICLE WITH ALTERED OR REMOVED VIN, PUBLIC VIN (DASH OR DOOR), IF APPLICABLE ***SEE REDI REF*** NOT VALID IF JUST FEDERAL STICKER REMOVED FROM DOOR.

22523a - ABANDONED VEHICLE ON HWY. ***SEE REDI REF***
b - ABANDONED VEHICLE ON PRIVATE PROPERTY

(Except when a vehicle is a hazard, do not tow a vehicle under these sections unless 72 hour notice has been given )

### STORED MOTOR VEHICLES ***SEE REDI REF***

22651 (Circumstances Permitting Removal By Peace Officer)

(a) Left Unattended on Bridge

(b) Parked or Left Standing on Hwy., obstructs normal movement of traffic or creates a hazard (must articulate)

(c) Stolen or Embezzled vehicle found on the highway

(d) Illegally Parked Blocking Entrance to private driveway

(e) Illegally parked blocking a lite hydrant

(f) Freeway right-of-way

(h) Driver or person in charge of vehicle arrested, and taken into custody [see Sec. 22653(c)]

(i) Vehicle issued more than 5 parking violations

(j) Illegally parked, no license plates

(k) Parked or left standing on a highway for more than 72 hours

(I) Parked in hwy. construction, repair cleaning area, when notice authorizing removal posted for 24 hours or more

(m) Parked in special use portion of hwy.

(n) Parked or left standing where parking is prohibited, must be posted

(o) Found on hwy, public lands or off street parking, and registration expired for more than one year prior to date of vehicle being found

(p) Driver issued Notice to Appear for 12500, 14601, 14601.1 or 14601 2, ***Driver must be cited or tow is not valid***

(q) Parked over 24 hours on portion of hwy.

(r) Illegally parked blocking movement of legally parked vehicles

22651.5 Audible alarm device activated inside vehicle

#### IMPOUNDING VEHICLES ***SEE REDI REF***

22655.5 Vehicles are to be impounded only when they are believe, contain evidence which cannot readily be recovered by an of at the scene. Vehicles will be impounded for the foll/ war and the second reasons:

1. Evidence sought requires special techniques and equip-

ment for collections...

2. The vehicle is suspected of being stolen, based on probable cause established by the officer (be careful in this

3. When the officer has reasonable cause to believe the vehicle contains contraband and a search warrant is

necessary.

4. When Crime Scene Investigators (CSI) cannot process the vehicle within a reasonable period of time.

5. Fatal accidents and/or felony drunk driving where it appears to be reasonable cause to believe that vehicle mechanical failure is present.

REMOVAL OF ABANDONED VEHICLES ***SEE REDI REF***

22669(d) VEHICLES WHICH ARE PARKED, RESTING, OR OTHERWISE IMMOBILIZED ON ANY HWY. OR PUBLIC RIGHT-OF-WAY AND WHICH LACK AN ENGINE, TRANSMISSION, WHEELS, TIRES, DOORS, WINDSHIELD, OR ANY OTHER PART OR EQUIP-MENT NECESSARY TO OPERATE SAFELY.

#### REMOVAL FROM PRIVATE PROPERTY

22653(a) Vehicle is reported stolen

(b) Vehicle involved in an accident and private property owner is not available to grant permission to remove vehicle.

(c) Driver of vehicle is arrested and private property owner requests removal

### REMOVAL FOR INVESTIGATION OF EVADING

22655.3 If officer pursues a fleeing/evading person in a vehicle (25 2800.2) and driver abandons vehicle leaving it unatter( vehicle may be towed if driver not arrested.

## SACRAMENTO POLICE DEPARTMENT INCIDENT/INFORMATION REPORT

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#### APPENDIX I

# SACRAMENTO POLICE DEPARTMENT OFFICER'S BOOKING AND FIELD RECEIPT

LOCKERS USED	CHAI	RGE(S)_		REPO	DRT #			····
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			PREVIO	OUS BOOKING	PR #			
LOCATION OF OCCURRENCE							CEIPT	
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DEFENDANT(S) FULL NAME LAST FIRST	MIDDLE	DOE	ADDRESS		ZIP	BOOKED	SUSPECT	CITED
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### APPENDIX J

### *SUPPLEMENTAL PAGE

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ME DEFINITION  ANT BOOKING	© CLASS CODE	6 CH NUMBER	7 FBI NUMBER	**************************************
ARRESTING AGENCY-BENCH WARRANT NO	ATION CHARGES	8 REGISTRY NUMBER	9 BAIL	10 COURT
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CRIME DEFINITION WARRANT BOOKING		34 LOCATION OF ARREST (INCLUDE I	CROSS STREETS)	
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3 WARRANT CHECK RUN: 24 IS ARRESTEE PARO SSD SPD CLETS NO YES:	CAA CYA	43 ACCOMPLICES		
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### APPENDIX M

TYPE OF REPORT

RECLASSIFICATION

UNFOUNDED

CLEAR-UP

## SACRAMENTO POLICE DEPARTMENT RECLASS/UNFOUNDED/CLEAR UP

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### MEDICAL/CHILD RELEASE AUTHORIZATION(S)

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#### AUTHORIZATION FOR RELEASE OF MEDICAL INFORMATION

TO WHOM IT MAY CONCERN	:			<b>;</b>	•	
I, the undersigned, authorize any sy Attorney's Office to obtain any of the	vorn represent he medical rec	ative of ords of		ramento Police Department		O County District
they deem necessary to assist in the	investigation (	of an inc	ident wh	ich occurred on		19 .
I hereby relieve you, your organized disclosure of the information reque	ation, or other	s from a	any and	all civil and/or criminal lia	ability which migh as the original.	t result from the
Patient's signature or Parent/Guar	dian's signatur	e if pati	ent is w	nder 18 years of age.	***************************************	DATE
Relationship to patient if authoriza	tion is by som	eone otl	her than	patient.		
Witness Signature					400000000000000000000000000000000000000	DATE
Please send the above records to the	ne attention of					·
2. CHILD RELEASE AUTHORIZ	ATION		<del> </del>		·	
1	authorize				to release	my child(ren) to
NAME OF PARENT OR GUARDIAN						, , ,
FULL NAME	who is	ELATIONSH	IIP (Uncle. N	I release the Sacra	mento Police Dep	artment from any
further responsibility for the welfar	e and safety o	f my chi	ild(ren).			
CHILD(REN) BEING RELEASE	D					
NAME	D.O.B.	AGE	SEX	ADDRESS		PHONE #
		<b> </b>	<del> </del>			
		<b> </b>				
		<u> </u>	<u> </u>			
		<u> </u>				
Signature of Parent or Guardian					Date	
		CUSTO	DDY AC	CEPTANCE	•	
I, PRINT NAME OF PERSON ACCEPTING CU	STODY			nd responsibility for the saf		
child(ren). I will retain custody of responsibility.	the child(rer	ı) until t	their pai	rent(s) or legal guardian, o	r a court order re	eneves me of my
IGNATURE		ADDRES	S		DATE	PHONE •
				_		
JPFICER'S SIGNATURE		DATE				
SPD 152 (REV 5/95)	ORIGINAL	TO RECOR	DS	COPY TO CITIZEN	P/	AGE OF

SACHAMIENTO PHYSICAL CONTACT POLICE DEPARTMENT OF INTEREST  LOCATION OF CONTACT  NAME  SACHAMIENTO ATTN: INVOLVED UNIT ATTN: INVOLVED UNIT  ATTN: INVOLVED UNIT  FIELD CONTACT REPORT  A DATE  7 AGE   8 D O B  10 SEX   11 RACE									2			
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DOTE     DATE     STIME	OBSERVAT	ION										-
ADDRESS								DA	TE		5 TIN	Æ
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12 NAME OF EMPLOYER:SCHOOL	6 NAME							7	AGE	6	006	
15 RESIDENCE PHONE  16 BUSINESS PHONE  17 HEIGHT  18 WEIGHT  19 BUILD  20 MAIR COLORISTYLEALENGTH  21 EYE COLOR  22 COMPLEXION  23 FACIAL HAIR  24 UPPER BODY CLOTHING  25 LOWER BODY CLOTHING  26 PROBABLE GANG NAME  27 PAROLE  FO. NAME:  28 TYPE  29 SPECIFIC LOCATION  30 DESCRIPTION  31 COLOR  23 ADDITIONAL DESCRIPTION  31 TYPE  34 YEAR  35 MAKE  36 WORL COLORIS)  39 LICENSE  31 ANDITIONAL DESCRIPTION DAMAGE  41 ADDITIONAL DESCRIPTION DAMAGE  42 NAME  43 DOB  44 SEX 45 RACE  45 NARRATIVE  DEFICER  BADGE	9 ADDRESS				<u>,</u>					10	SEX	11 RACE
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#### APPENDIX I

### SACRAMENTO POLICE DEPARTMENT OFFICER'S BOOKING AND FIELD RECEIPT

LOCKERS USED		HAI	RGE(S)_			REP	ORT #			
NARCO/MONEY BOOKING			minut-			CITAT	10N #_ <u>+</u>			
LARGE PROPERTY BOOKING						CH WARR				
					PREVIOL	IS BOOKING	G PR #		· · · · · · · · · · · · · · · · · · ·	<del></del>
LOCATION OF OCCURRENCE								FIELD RE	CEIPT	
VICTIM(S) FULL NAME	····						ZIP	EVIDENCE	#108CF###10#084####	님
LAST FIRST	MID	DLE	DOB	3	ADDRESS			DOMESTIC	INGVIOLENÇE	. <u>"</u>
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SPD 779 (7:98)

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RGE PROFERIT BOOKS				PREVIOU	IS BOOKI	NG PR #		EIPT	[]	
CATION OF OCCURRENC	E			*****************			EVIDENCE			
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APPENDIX J .

### SACRAMENTO POLICE DEPARTMENT OFFICER'S BOOKING AND FIELD RECEIPT

### SUPPLEMENTAL PAGE

OCKERS USED	CHAF	RGE(S)_			XT #		
NARCO/MONEY BOOKING				CITATIO	N #		
ARGE PROPERTY BOOKING					T #		
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REPORTING OFFICER	ADGE # DIV	KECEIVE	DONE				
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## SUPPLEMENTAL PAGE

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TED INVOLVEME TENTH  REPORTING PERSO RELATED INVOLVEME  DATE OF BIRTH  46 PERSONAL REST  GROUP HOME GROUP HOME UWARD OF THE CC DEPENDANT OF THE CC BOARD AND CAR NAME OF SOCIAL WI GUARDIAN IF NOT G  52 REASON FOR AE	SEX  IN IF OTHER  INT  SEX  BICT HABI  ID RI  SURTI ID C  THE COURT  FORCER OR  NEN ABOVE: ISENCE	RACE THAN PERSON NAME  RACE  T/HISTORY I COHOUC I UNAWAY SPUGS ;	ADDRESS ADDRESS COMPL	STREET/CH STREET/CH ETE SPD SUI	TY/ZIP)  PPLEMENTS (S  XTION KNOW  D YES	IN HAND	RES (	SIDENCE PHON )  5) IF OTHER W 47 BLOOD TY	OR MES	S ARE IN 48 WAIST	VOLVED.  T SIZE  3 BOOY XA	BUSINESS PH ( )  AB CHEST S  AYS 54 DEP	ONE	YS 55	DENTURES
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CRAMENTO COUNTY JAIL	CLEAR SE	OTHER:  TYPE CHARGE  FEL MISD	O JUVE	SUBJ	TIONAL BOOKING CIECT IN CUSTODY	ARRESTING AGENCY FA	NO.
IME DEFINITION  ANY BOOKING		O CLASS CODE	6 CII NUMBER	·	7 FBI NUMBER '		
ARRESTING AGENCY BENCH WARRAN ARRESTING AGENCY 40508 VC: ARRESTING AGENCY-PARKING	ORIGINAL CITATION C	HARGES	8 REGISTRY NUM	BEA 9 E	IAIL	10 COURT	
ARRESTING AGENCY ALL OTHER OUTSIDE AGENCY WARRANT: OTHER BOOKING	NAME OF AGENCY ENROUTE INO WARRAN		ZS LOCATION OF			SPD CRIME REPORT  26 DATE/TIME OF CRIME	
ARRESTING AGENCY A.B. FEDERAL ARREST & TO  2ND CHARGE	SOURCE	TYPE CHARGE		AINANT'S ADDRESS STREE	Υ	30 SEX 31 PACE	32 AGE
CRIME DEFINITION	1	EEL MISD  O CLASS CODE	CITY		STATE	33 HOME PHONE	
WARRANT BOOKING  ARRESTING AGENCY BENCH  ARRESTING AGENCY 40508 VC:		TWAGES	34 LOCATION OF	ARREST (INCLUDE CROSS	STREETS)	ESTED TIME	38 DAY
ARRESTING AGENCY-PARKING ARRESTING AGENCY-ALL OTHER OXITSIDE AGENCY WARRANT:	ORIGINAL CITATION C	Y	29 ARRESTED BY	OFFICER C	PRIVATE 40 DATE BOOM	KED 41 TIME	42 DATI
ARRESTING AGENCY A.B. FEDERAL ARREST B TO	ENROUTE IND WARRAN	vn	43 ACCOMPLICE				
SSD SPD CLETS NO	URRESTEE PAROLEE?  D YES: CA		NICKNAME	(B) ALIA	S (LAST, FIRST, MIDDLE)		
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#### APPENDIX M

TYPE OF REPORT RECLASSIFICATION

#### SACRAMENTO POLICE DEPARTMENT RECLASS/UNFOUNDED/CLEAR UP

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### MEDICAL/CHILD RELEASE AUTHORIZATION(S)

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### AUTHORIZATION FOR RELEASE OF MEDICAL INFORMATION

TO WHOM IT MAY CON	ICERN:				•	
I, the undersigned, authoriz Attorney's Office to obtain	e any sworn represent any of the medical rec	ative of ords of	the Saci	ramento Police Departmo	ent or the Sacra	mento County District
they deem necessary to assis	st in the investigation (	of an inc	ident wl	nich occurred on		19 .
I hereby relieve you, your	organization, or other	s from a	any and	all civil and/or criminal	liability which	might result from the
disclosure of the informatio	n requested. A photo	ocopy of	this au	thorization shall be as va	lid as the origin	ıal ·
Patient's signature or Paren	t/Guardian's signatur	e if pati	ent is u	nder 18 years of age.	,	DATE
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Relationship to patient if au	ithorization is by som	cone on	uer than	padent.		•
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Witness Signature						DATE
Please send the above recor	rds to the attention of	•				•
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2. CHILD RELEASE AUT	HORIZATION					
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CHILD(REN) BEING RE	LEASED					
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