

OFFICE OF OPERATIONS

OPERATIONS ORDER NO. 5

August 5, 2013

SUBJECT: CRIME REPORT RECLASSIFICATION PROCEDURE - ESTABLISHED

PURPOSE: This Order establishes procedure that provide additional levels of review and oversight regarding the reclassification of crime reports. Concurrent with the Department's top priority of crime reduction is an absolute commitment to the integrity and diligence in our reporting of crime data. The accurate reporting of crime assures adherence to the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) guidelines, provides a realistic depiction of current crime trends, allows for directed deployment of personnel to provide a safer environment, and thereby builds trust in our communities.

PROCEDURE: Department employees must comply with the following approval cycle prior to reclassifying any crime report:

I. EMPLOYEE'S RESPONSIBILITIES. The employee requesting the reclassification of a crime report must:

- * Complete a Follow-Up Investigation, Form 03.14.00, detailing the justification for the crime report reclassification; and,
- * Present the Follow-Up Investigation request to a detective supervisor for approval.

II. DETECTIVE SUPERVISOR'S RESPONSIBILITIES. The detective supervisor receiving a request for the reclassification of a crime report must:

- * Review the Follow-Up Investigation request for crime report reclassification and approve it once the request is determined to satisfy the UCR guidelines; and,
- * Present the Follow-Up Investigation request to the detective commanding officer or his/her designee.

Note: The Department shall continue to comply with the UCR guidelines concerning crime/arrest report classification and reclassification. Chapter I, page six of the UCR states that, "All offenses reported to the UCR Program, regardless of what offense is called at the local, State, tribal, or federal level, must conform to the UCR classification of offenses."

III. DETECTIVE COMMANDING OFFICER'S RESPONSIBILITIES.

The detective commanding officer or his/her designee receiving a request for the reclassification of a crime report must:

- * Review the Follow-Up Investigation request for crime report reclassification;
- * Initial and date the bottom of the Follow-Up Investigation once the request is determined to satisfy the UCR guidelines; and,
- * Present the Follow-Up Investigation to the Area or patrol commanding officer.

IV. AREA AND/OR PATROL COMMANDING OFFICER'S RESPONSIBILITIES.

The Area or patrol commanding officer receiving a request for the reclassification of a crime report must:

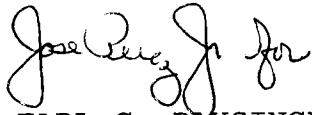
- * Review the Follow-Up Investigation request for crime report reclassification;
- * Initial and date the bottom of the Follow-Up Investigation once the request is determined to satisfy the UCR guidelines; and,
- * Return the form for processing.

Note: Area and/or patrol commanding officers must continue to forward Follow-Up Investigation requests for crime report reclassification involving sexual assault cases to their bureau commanding officer for concurrence, as outlined in Operations Order No. 4, *Procedure To Unfound Sexual Assault Investigations*, dated September 13, 2012.

- V. AREA RECORDS' RESPONSIBILITIES.** Records personnel must ensure the Follow-Up Investigation request has been approved prior to entering the reclassification into the Crime Consolidated Analysis Database. Additionally, records personnel must verify that the date and initials of the detective commanding officer and the Area or patrol commanding officer are on the bottom of the Follow-Up Investigation, signifying their approval.

AUDIT RESPONSIBILITY: The bureau detective coordinator will review this directive and be responsible for conducting random and frequent inspections to certify compliance.

Should you have questions regarding this matter, please contact the Evaluation and Administration Section, Office of Operations, at (213) 486-6050.

A handwritten signature in cursive script, appearing to read "Earl C. Paysinger".

EARL C. PAYSINGER, Assistant Chief
Director, Office of Operations

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