

OFFICE OF OPERATIONS

NOTICE

1.11

November 30, 2015

TO: All Office of Operations Personnel

FROM: Director, Office of Operations


SUBJECT: SUPPLEMENTAL UNIFORMED CRIME REPORTING RESPONSIBILITIES

Office of the Chief of Police Notice, *Uniformed Crime Reporting Responsibilities and Procedures- Established*, dated December 30, 2014, delineated the Department protocol in reporting crime statistics to the California Department of Justice, pursuant to California Penal Code §13020 and guidelines set by the Federal Bureau of Investigation (FBI) Uniformed Crime Reporting (UCR) Program. Accurate crime statistics provide the Department with meaningful information on crime trends to effectively deploy personnel and resources in the delivery of police services to the public. This Notice establishes supplemental responsibilities for Department employees to ensure that the reporting of all Part I crimes and simple assaults are in accordance with established data standards.

All Department employees who complete Investigative Reports (IR) and/or arrest reports shall become familiar with determining the primary UCR Crime Classification (CC) code by utilizing the Decision Tree guideline forms developed by the Data Integrity Unit, COMPSTAT Division. The most updated forms are available on the COMPSTAT page of the Local Area Network. Understanding UCR CC coding requirements will enhance investigations conducted by Department employees and increase the level of detail needed within reports.

Watch Commanders shall continue to maintain the primary responsibility for the proper UCR classification of reports. Additionally, Watch Commanders shall ensure that Department employees become familiar with the Decision Tree guideline forms and provide the necessary guidance, training, direction and motivation to ensure the positive implementation of this Notice.

Should you have any questions, please contact the Data Integrity Unit, COMPSTAT Division, at (213) 484-6710.


JORGE A. VILLEGAS, Assistant Chief
Director, Office of Operations

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