

Welcome!

Welcome to the Chino Police Department's Records Training Program. During your training, you will be assigned to selected Records Training Officers who have been chosen for their experience, dedication, and training skills. The Records Training program is a structured eight-week program. If for some reason you are unable to work on assigned training day, your program may be extended accordingly. Should the Records Training Officer and/or the Records Supervisor determine a need for additional training, your training may also be extended. It is imperative you report to work each day to help complete your training within an acceptable time period. The training program has been designed to be completed within an established time frame, with allowances for the learning ability of the individual trainee.

You will find the Records Training Program can be very demanding and time consuming. It is important that you focus your energy on the training program and give it your undivided attention each day. A careless approach to your training will have a negative impact on your quest to be a Records employee with the City of Chino. The efforts that you put into the training program will be directly proportionate to the benefit you reap from the high quality training you will receive.

It is important you retain all the information provided to you during your training. You will be tested on your job knowledge periodically. At the completion of the training phase, you will be required to take a final written examination to evaluate your retention of the information you were provided.

Your training will be evaluated on a weekly basis. Successful completion of training will allow you to be assigned as a Records employee.

Questions you have regarding your performance, the training program, or your evaluations should be discussed with your Training Officer. If your Training Officer is unable to answer your question or provide a satisfactory response, your Training Officer will arrange a conference with a Records Supervisor.

Please understand that it is our desire that you successfully complete this training program. A great deal of expense and effort has been invested in you and you are already deemed a value to the organization. As you embark on this training program, it is the department's expectation that you will give 100% to learning and mastering the numerous tasks associated with the position. Our commitment is to provide you with everything you will need to successfully complete this process. Congratulations on this adventure!

Employee Signature: _____ Date: _____

USE OF CRIMINAL JUSTICE INFORMATION

As an employee of the Chino Police Department, you have access to confidential criminal record information regarding individuals. Misuse of such information adversely affects the civil rights of the individual concerned and violates the law (Government Code Sections 19251, 6200 and 6201, and Sections 11140-11144 and 13301-13305 of the Penal Code). Penal Code Sections 11142 and 13303 state:

“Any person authorized by law to receive a record or information obtained from a record who knowingly furnishes the record or information to a person who is not authorized by law to receive the record or information is guilty of misdemeanor.”

Such misuse is a misdemeanor under California law; therefore, any employee who is responsible for such misuse is subject to immediate suspension. Violations of this law may also result in additional legal action in the form of a civil lawsuit against you, the City and the Police Department.

In like manner, misuse and unauthorized sale or release of information from the Department of Motor Vehicle files is a violation of the law, and may also result in suspension and additional civil and/or criminal action.

The undersigned has read and understands the aforementioned department policies regarding misuse of information obtained via the CLETS terminal and files of this department.

SIGNATURE: _____ DATE: _____

PERFORMANCE EXPECTATIONS

As a new hire of the Chino Police Department, it is imperative that you understand the Department's expectations of you while in a probationary status.

A training officer will be assigned to you and you will begin a program of on the job training. You will be expected to maintain an acceptable level of performance and progress throughout your training and during your 12-month term as a probationary employee. You will be evaluated by your training officer on a regular basis, and receive a copy of all evaluations and informal memos concerning the progress of your learning and performance.

If you do not understand a specific item or area of training, do not hesitate to ask questions. It is expected that you will make mistakes. However, it is also expected that you will acknowledge your mistakes and learn from them. They will be brought to your attention in the spirit of constructive criticism.

Once you have successfully completed the initial phases of your orientation and training, and your training officer certifies that you are capable of handling a shift by yourself, you will be so assigned. This event will not signify the end of your learning process. You will be expected to continue to expand your knowledge and expertise throughout your employment.

Failure to maintain an acceptable performance level could result in your eventual termination from employment. Such action would be taken only as a last resort.

By signing this letter, you are acknowledging its contents and that you understand that the City will only retain employees who perform at an acceptable level during all training phases.

SIGNATURE OF EMPLOYEE: _____ DATE: _____

CHIEF OF POLICE: _____ DATE: _____

CITY OF CHINO POLICE DEPARTMENT

Shift Expectations

The supervisory staff of the Chino Police Department has clear expectations of each of us. The expectations are clear, written and designed to compliment the professional growth of the Department, the Bureau and the Individual members alike. As your supervisor it is my responsibility to discuss and clarify these expectations with you. In turn, I expect that you will likewise discuss any questions or comments you have with us.

The attached expectations underscore many of the philosophical points of our Department. I have also included additional expectations of my own. They are not intended to be all-inclusive, but rather intended to reflect the Department's commitment to these principles. I do intend to use the expectations as a guide to assist me in making constructive comments and providing feedback in evaluating your overall work performance. They are in no particular order and should be considered equally important.

RECORDS BUREAU

The Chino Police Department Records Bureau has had many changes over the years. However, one thing that remains constant is the Records Technicians' dedication to supporting our officers. Records Technicians help the officers do their job in the field by maintaining the best quality Records system possible.

The rapid growth in population, industry and the jurisdictional area of the City of Chino in the last few years has necessitated an increase in the number of Police Officers required to keep peace in our City. More officers take more reports, requiring new and more sophisticated techniques in Records Management. By staying current with improved methods of tracking criminal activity, Records Personnel can keep the officers in the field up to date.

Our Records Bureau maintains an accurate and reliable Records system to ensure that the officers and supervisors are apprised of any information that will protect them in the field. Records Technicians also assist officers in submitting complete and considerate crime reports. The Records Technicians then prepare the officers' reports for submission to the Courts, to the District Attorney, to Child Protective Services, and Department of Justice.

Approximately 100 people come into our lobby daily. We receive about 500 phone calls per day. To most people who need police assistance, the Records Technicians may be the first contact they have ever had with a Police Department. Each person has a different need: from angry citizens demanding information regarding arrests, citations, or impounded vehicles to senior citizens who need assistance with difficult paperwork, or convicted criminals fulfilling registrant requirements.

Our Records Technicians set the tone for Chino Police Department by being experts in many different areas. In most Police agencies, each Records Technician is trained in a specialty. At the Chino Police Department, all of our Records Technicians are educated to handle any front counter, telephone, officers, computer, report or customer service situations. Chino Police Department can ensure our citizens the best quality service by the efficient, well-trained Record Bureau.

CHINO POLICE DEPARTMENT RECORDS TRAINING CHECKLIST

<i>Orientation</i>	Trainer Task/Material Demonstrated By Trainer	Trainee Knowledge/Ability Demonstrated By Trainee	Trainer Proficiency Achieved
WEEK 1			
Organizational Structure			
Organizational Chart			
Chain of Command			
Crime Analysis Unit/Crime Prevention			
Records - Our Role in the Organization			
Values/Ethics			
Department Mission Statement			
Tour of Facilities			
Police Facility (substations)			
City/County Facilities			
Court, DA, Sheriff, Probation			
Other			
Personnel Orientation			
Scheduling Work Hours			
Shift Hours			
Vacation Policy			
Sick Leave Policy			
Compensation Time			
Holiday Policy			
Tardiness Policy			
Leave of Absence, Leave without Pay			
Social Networking Policy			
Ride Along			
Evaluations			
Policy Manuals			
Lexipol / Request & Obtain Password			
City Employee Rules & Regulations			
Department Policy & Procedures			
Emergency Procedures			
Master Forms Manual			

CHINO POLICE DEPARTMENT RECORDS TRAINING CHECKLIST

	Trainer	Trainee	Trainer
<i>Orientation continued</i>	Task/Material Demonstrated By Trainer	Knowledge/Ability Demonstrated By Trainee	Proficiency Achieved
WEEK 1 con' t			
Confidentiality			
Confidential Information Forms			
Emergency Notification Forms			
Department Identification Cards			
Personnel Files			
Office Protocol			
Agency Expectations			
Appropriate Attire/Dress Codes			
Professional Demeanor			
Public contact, Coworkers, & Supervisors			
Sexual Harassment Policy			
Hostile Work Environment Policy			
Department Ranks			
Study Guides for Week 1			
Phonetic Alphabet			
Military Time			
10-Codes			
Outlook Procedures			

Orientation Section Completed/Proficiency Achieved

Trainee's Signature Date

Trainer's Signature Date

CHINO POLICE DEPARTMENT

MOTTO: *DEDICATED TO THE SAFETY OF OUR COMMUNITY*

MISSION STATEMENT:

*“We, the members of the Chino Police Department,
are dedicated to the safety of our community through
teamwork and problem-solving partnerships; providing
excellent service with dignity and respect.”*

Department Mission Statement And Core Values

“We the members of the Chino Police Department, are dedicated to the safety of our community through teamwork and problem solving partnerships; providing excellent service with dignity and respect”

Honesty-Placing personal integrity and that of our Department above all. We shall endeavor to serve the community with fairness and sincerity.

Integrity-Being consistent and truthful in our beliefs and actions; holding ourselves to the highest level of moral and ethical conduct.

Accountability-Taking responsibility for our actions and ensuring that our behavior earns the support and trust of the public.

Dedication-Devotion to the causes, ideals and customs that make our Department and community unique.

Professionalism-Working in our community with high standards and a strong sense of equality and impartiality.

Respect-Showing consideration and courteous regard for all persons; recognizing and honoring individual characteristics and traits.

Teamwork-The talents and skills of our employees and members of the community working together to achieve our common goals.

Agency Policies

Personnel Rules

During initial orientation with the City by Human Resources, employees will be supplied with a copy of the City of Chino Personnel Rules.

Chino Police Department Operation Manual

Each police department bureau has a copy of the current policies/procedures manual for which each employee will be responsible to read and understand the policies and procedures described in the manual.

CHINO POLICE DEPARTMENT
RECORDS BUREAU TRAINING

TRAINING DETAIL

Values/Ethics

LAW ENFORCEMENT CODE OF ETHICS:

As a LAW ENFORCEMENT OFFICER, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I WILL keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I WILL never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I RECOGNIZE the badge of my office as a symbol of public faith and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.

CHINO POLICE DEPARTMENT RECORDS BUREAU TRAINING

TRAINING DETAIL

Protocol

Codes of conduct conform to local, state, and federal laws, departmental policies, rules, and regulations.

Sexual Harassment and Hostile Work Environment

See Section 1.04 of the Police Department Operations Manual

Professional Demeanor

Records Staff are expected to accord all visitors, co-workers, supervisors, officers, and other employees and citizens' professional attitudes and manners. Dignity and respect will be shown to all.

Appropriate Attire

Records Staff wear the standard department issue uniform as described in the department operations manual during all hours that the Police Department is in operation, and when providing any other duties as assigned either inside the Police facility or in the field.

Tour of Facilities

POLICE DEPARTMENT TOUR

City Hall Offices

County Offices: Courts
District Attorney
Sheriff
Health Department

Schedule a Ride Along with a Patrol Officer

CHINO POLICE DEPARTMENT
RECORDS BUREAU TRAINING

TRAINING DETAIL

Office Equipment

Telephone System

Incoming calls

Outgoing calls

Transferring calls

Phantom extensions

Paging System

Copy Machines

Fax Machine

Incoming

Outgoing

Shredder

Computers

CLETS

Cal-ID Live Scan

CAD (Sit-along with Communications)

RMS

Typewriters

Printers

Door Locks

Light Switches

HT Radios

CHINO POLICE DEPARTMENT
RECORDS BUREAU TRAINING

TRAINING DETAIL

Information Security

Confidentiality
Need to Know/Right to Know
CLETS Overview
CLETS Certification
Criminal Offender Records Info CORI
Local Criminal History
Juvenile Records

Releasing Reports and Information

Outside Agency Requests
Accident and Crime Reports
Calls for Service and DMV Records
Documenting Release of Information
Fee Schedule for Copies
Press Logs
Megan's Law CD-ROM Public Access
Background Checks (Telephone and Written)

Additional Duties

Daily Cash Drawer Audit/Deposit
Front Door Security
Monthly DOJ/CHP Mailing
Monthly NCIC Audit
Matron Duties
 Collecting Urine
 Pat-Down Search
 Stand-by with female arrestee
Ordering supplies

Services

Bicycle Licenses
Voluntary Firearm Registration
Vacation House Checks

General Work Rules

Absences

When an employee is unable to report for duty because of illness, the Records Supervisor shall be notified no less than one hour prior to duty time. If the Records Supervisor is unavailable, notify the Communications dispatcher on duty and/or the Patrol Sergeant (W/C). No employee shall feign illness or injury, falsely report themselves ill or injured or cause their accumulated sick leave to be utilized when their absence from duty is not due to a bona fide illness, injury or other conditions set forth in the current applicable Memorandum of Understanding. Employees shall not be absent from duty without permission or proper leave. (Section 1.02.54 of the Policy and Procedure Manual)

Admittance to the Communications Center

Other than communications and department supervisory personnel, admittance to the Communications Center will be at the discretion of the shift supervisor.

Chain of Command

Chain of command is the routing of problems, complaints, and situations throughout the organizational structure.

Complaints

Complaints received concerning an employee will be forwarded to the Patrol Sergeant on duty. The complainants will be offered a Complaint Form to put their complaint in writing, if they wish. If the Sergeant is not available the take the caller's name and phone number so the Sergeant can return the call. Do not solicit any additional information.

Confidentiality

All Police Department personnel are expected to maintain a high level of confidentiality. It is a felony to divulge any information obtained through any computer system within the department or to use the computer system for personal gain. Any information obtained during the course of the employee's duties is to remain confidential and is not to be divulged outside of the department. Information is not to be released to the news media at any time by Records personnel. The Patrol Sergeant will handle all press releases at the station and the Public Information Officer will handle them at the scene.

Overtime

As a rule, there is no overtime scheduled for Part-Time Records employees. The Records Supervisors or the Technical Services Bureau Lieutenant will allow overtime for Full-Time personnel with prior approval.

Personal Emergencies

If a Records employee has a personal emergency during work hours, that person is to notify the on-duty Records Supervisor. Example: If an employee needs to leave work to take care of the matter or if the Records Supervisor feels the employee is unable to

perform his or her duties due to the condition of the emergency. The Records Supervisor will also ascertain if the employee is in a condition to drive. If the employee handling the emergency needs any assistance, it will be offered and provided by the Records Supervisor.

Ride-a-long/Sit-a-longs

Records personnel will be assigned on-duty sit-a-longs in Communications and Patrol at the discretion of the Supervisors. This is to allow for familiarization of the city, Dispatch and Patrol procedures. All ride-a-longs on and off-duty will have prior approval by the on-duty Watch Commander.

Shift Change

Records personnel are on a 4-10 work week. Employees work four ten-hour days with three consecutive days off. Shift rotation is selected in order of seniority every six months.

Shift sign ups should be completed one month prior to rotation. Sign ups, by seniority, must be completed by the end of the SECOND DUTY DAY after sign-ups have been initiated. Failure to sign up for a shift on the second duty day will cause the employee to be skipped. No bumping will be allowed after the fact. The employee would then have to choose from the remaining shifts.

(Section 2.29.02 of the Policy and Procedure Manual.)

Shift Trades

Shift trades will be permitted at the convenience of the Department. Employees working in like classifications may work for one another upon mutual agreement. When an employee is desirous of trading shifts with another employee, a "Shift trade Approval Form" will be completed. The form will be forwarded to the Records Supervisor.

Once an employee signs the agreement to work for another employee and the schedule is adjusted by the supervisor, the trading employee becomes fully accountable and responsible for the duty day in question. Failure to appear for such duty day will be charged against that employee. The department is not responsible for the repayment of shift trades. It is the sole responsibility of the members involved to ensure repayment is met. (Section 2.29.04 of the Policy and Procedure Manual)

Time Off Requests/Vacation Requests

Time off requests and vacation requests are to be approved by the Records Supervisor. An overview of the department vacations guidelines is outlined in the policies/ procedure manual under section 2.34.

Work Hours

Records personnel work rotating shift schedules. These hours are subject to change based on staffing levels and departmental needs.

Work Hazards

Fire

If there is a fire in the department, regardless of the location of the fire, the Dispatcher should (if time permits) advise the Fire Department, notify the Montclair Police Department to take over all 9-1-1 functions, and leave the building. A broadcast to all field units should be made if possible. If the Dispatcher is unable to make any notifications prior to leaving the building, the Command Post should be activated immediately and all notifications should be made from there. Due to the possibility of toxic fumes from burning materials inside the building it is important for the all employees to leave the building no matter wherein the building the fire is located.

Station Security

Code 900

The following, as a station security plan, represents a practical and workable guide to personnel in the event of an attack on the police facility by an organized, armed, hostile individual/group or a bomb threat:

Tactical Plan: Officers should immediately seal avenues of escape, call for assistance, and make sure that all persons who may be harmed are evacuated whenever possible. Once suspect(s) are isolated, time is to the benefit of the officers, and the full resources of the department, if not already seized, should be used to assist officers in removing suspects from their location. To minimize the possibility of injury to officers and others, appropriate special equipment and trained personnel should be requested as needed. In the event of an attack on the police facility, the designation "CODE 900" will be used in order to notify police personnel via radio and public address system. "CODE 900" will initiate necessary action for station security and field operations.

Station Personnel/Field Units: When initial information of a "CODE 900" is received, broadcast, and/or announced on the public address system, the Patrol Supervisor will immediately determine that the communications unit is adequately protected. He or she will then initiate a police facility security plan by assigning officers at locations to secure and guard the remainder of the station. If possible, the Patrol Supervisor will see that surrounding agencies are notified by phone or broadcast of a "CODE 900", in order to alert them should assistance be required. The Patrol Supervisor will also advise the Chief of Police and Division Commanders, if not in the facility.

Upon being notified of a "CODE 900", personnel in the station will remain indoors, away from windows. No non-emergency phone calls will be made by personnel to avoid congestion of telephone lines. Sworn personnel will assist civilians to locations of safety, and if possible, escort them out of the building and away from it. Once accomplished, the Patrol Supervisor will be contacted for assignment. Field units will move within two blocks of the station, out of sight of the structure. No unit will come directly to the station unless directed to do so by the field supervisor or senior officer acting in his stead. A supervisor or senior officer in the field will establish a command post and direct units in the area to isolate the structure. All fields units will use 9SBLAW1 frequency once a "CODE 900" is broadcast.

In order for station communications and field personnel to determine the establishment of a command post, and to determine what type of security problem is occurring within the police facility, the following will occur: Field supervisor will attempt, by radio, to determine if communications is experiencing a bomb threat, sniper problem, or hostage situation. This will inform the field supervisor at the command post of the type of security problem in existence and how to respond. Also, this inquiry will inform communications that the command post is established and exterior security is in progress. If no response from station communications is received when the above inquiry is made,

the field command post will assume that the police facility is under attack or that personnel are hostages.

Contact other agencies for additional support (i.e. SWAT, manpower, and possible mutual aid) when a hostage situation is suspected or has been determined. The command post will make contact with these agencies by phone, if possible, to avoid being monitored by the hostile force. Use phone booths in the vicinity of the command post or nearby business phones to accomplish this. Code 900 procedures will remain active until the hostile force has been eliminated.

Agency Forms

Advance Paycheck Requests Forms

Employees may request an advanced paycheck for authorized vacation of 10 or more days with the department head approval. The request must be filed with the Director of Management Services five days before the check is desired. The advance paycheck will be issued between 1:00pm and 3:00pm the last working day prior to going on vacation. If you have any questions, contact Administration.

Alert Forms

Officers who have knowledge of specific persons fill out this form. Once completed, the form is forwarded to the Records Bureau and the information is then entered in the local file of the Records Management System.

Inter-Departmental Memo

All memos are to be directed to the employee's immediate supervisor. The supervisor will determine what action should be taken or how the memo should be routed.

Narcotics Activity Form

This form can be filled out by anyone in the department who receives information on narcotics activity at a location. All completed forms are forwarded to the Narcotics unit for follow up.

Officer Safety Worksheet

Officers who have knowledge of hazards or officer safety concerns at a certain location fill out this form. Once completed, the form is forwarded to the communications center and the information is then entered in CAD under the location of the hazard. An officer safety concern is "attached" to the address so officers can be aware of the situation before they arrive at the scene.

Overtime Forms

Overtime slips are to be filled out completely, including duty code, the number of hours worked and whether it is to be paid in cash or time off. The amount of regular and overtime hours worked and the reason for the overtime is to be completed on the overtime slip. Do not forget to sign the bottom and turn it in to the Records Supervisor. Overtime slips that are approved and turned into Administration prior to the close of payroll for that pay period will appear on the next check.

Sick Leave Forms

The Records Supervisor initially completes sick leave forms at the time the employee calls in sick for work. Upon the employee's return to work, the sick leave form will be signed by the employee and forwarded to Administration.

Time Off Request Forms

Time off request forms are to be filled out completely, including exact dates and times, along with the type of time used and forwarded to the Records Supervisor for approval. Also indicate your regular days off by marking an "X" for those days.

Tow Rotation

The City of Chino contracts for tow services. The tow rotation between the companies is daily and changes at midnight. There is a log denoting the tow for the day. For Big Rig Tows, ACTS (All Commercial Towing Service) may be utilized even though it falls outside of the daily rotation.



City of Chino
Police Department
Professional Services Bureau

MEMORANDUM

Wes Simmons, Captain
Keith Bussard, Captain

TO: RECORDS UNIT PERSONNEL
FROM: Christopher Corbin, Professional Services Manager
ATTN: Wes Simmons, Captain
DATE: February 17, 2016
SUBJECT: Use of Personal Communication Devices (Records Unit)

After careful consideration of the memorandum submitted by various staff in the Records Unit requesting that Unit personnel be permitted to keep their personal cell phones on their person or at their workstation, Supervisors Acuna and Chinnis, and I, have decided to approve this request. As we move forward with this new policy, it is important that we remember that our Unit has experienced problems with the excessive use of "Personal Communications Devices" ("PCDs") in the past. In the hope of avoiding a re-occurrence of such problems, we want to take this opportunity to outline the following expectations regarding the use of PCDs while on duty:

1. The use of PCDs while on duty shall comply with Department Policy, including but not limited to Policy 702 (Personal Communication Devices) and Policy 1058 (Social Media), both of which are attached.
2. While it is expected that Unit staff shall limit their use of PCDs while on-duty to official business only, it is recognized that circumstances may occasionally warrant brief personal communications on such devices (e.g. inform family of extended hours; address urgent matters at a child's school; etc.).
3. The use of PCDs while on-duty for casual communication not related to urgent personal or family matters (e.g. checking in with friends, posting on social media, etc.) is not considered appropriate.
4. Records Unit personnel shall not allow the use of personal electronic devices to interfere with or hinder their work performance.

5. The use of personal electronic devices by any employee shall not interfere with or interrupt the work performance of other employees.
6. Cellular telephones shall be set on silent/vibrate mode at all times. Calls shall not be answered while on-duty unless exigent circumstances exist.
7. Extended or frequent use of departmentally issued PCDs or personally owned PCDs while on duty for personal use may be subject to discipline, including but not limited to the removal of the right to keep a PCD at one's workstation.
8. Utilizing PCDs for the unauthorized distribution, receiving, or viewing of audio, visual, or photographic recordings obtained during the course of employment is prohibited.
9. If circumstances exist where an individual believes that special consideration is warranted (e.g. family member in the hospital), said individual should meet with their supervisor(s) to discuss the matter and request special consideration. The granting of such special considerations is not guaranteed.
10. Trainees shall store all PCDs in their day lockers until the successful completion of their training program, at which time they will be afforded the same rights outlined above. Trainees, via their training officer, may request special consideration as outlined above.

Should you have any questions whatsoever about the expectations outlined above, please share them with your supervisors.

Personal Communication Devices

702.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of department-issued mobile phones and personal communication devices, and the on-duty use of such devices personally-owned by personnel.

Because of technical advances and varying manufacturer nomenclature, this policy will generically refer to all Personal Communication Devices (PCD) as such, but is intended to include all mobile phones, Personal Digital Assistants (PDA), and other such wireless two-way communication and/or portable Internet access devices.

702.1.1 PRIVACY POLICY

Any employee utilizing any computer, internet service, phone service or other wireless service provided by or funded by the Department expressly acknowledges and agrees that the use of such service, whether for business or personal use, shall remove any expectation of privacy the employee, sender and recipient of any communication utilizing such service might otherwise have, including as to the content of any such communication. The Department also expressly reserves the right to access and audit any and all communications (including content) sent, received and/or stored using such service.

702.2 DEPARTMENTALLY ISSUED PCD

Depending on an employee's assignment and needs of the position, the Department may, at its discretion, issue a PCD. Such devices shall remain the sole property of the Department and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without reason.

702.2.1 INDIVIDUALLY OWNED PCD

Employees may carry their own PCD while on duty subject to the following conditions:

- (a) Carrying an individually-owned personal communication device is optional.
- (b) The device shall be purchased, used and maintained at the employee's expense.

702.2.2 USE OF PERSONAL COMMUNICATION DEVICES

PCDs may be used by employees to effectively communicate with other personnel during those situations where the use of the radio is either impractical or not feasible. PCDs however, should not be used to replace regular radio communications.

- (a) Hands free devices designed to facilitate communications on PCDs will not be worn by personnel where they may be seen by members of the public.
- (b) Vehicle mounted hands free devices are permitted.
- (c) PCD's may not be used to conduct personal business while on duty except when brief personal calls may be warranted by the circumstances (e.g. inform family of extended

Chino Police Department

Policy Manual

Personal Communication Devices

hours). While employee's may use individually owned PCD's for personal business during authorized breaks, such usage should be limited as much as practical to areas where the call will not be seen or heard by members of the public, or where such use would create a potential distraction in the workplace.

While the use of departmentally issued PCDs and personally owned PCDs while on duty is limited to official business only, it is recognized that circumstances may occasionally warrant brief personal communications on such devices (e.g. inform family of extended hours). Extended or frequent use of departmentally issued PCDs or personally owned PCDs while on duty for personal use may be subject to discipline and employees may be responsible for reimbursing the Department for any charges incurred as a result of personal use.

702.2.3 USE WHILE DRIVING

The use of a PCD while driving can cause unnecessary distractions and presents a negative image to the public. Officers operating emergency vehicles should restrict phone use while driving to matters of an urgent nature and should, where practical, stop the vehicle at an appropriate location to complete their call. Officers shall not drive an emergency vehicle while using a PCD to write, send or read a text based communication.

Except in the case of an emergency employees who are operating non-emergency vehicles shall not use cellular phones or other personal communication devices while driving unless the telephone is specifically designed and configured to allow hands-free listening and talking (Vehicle Code 23123 (a)). Such use should be restricted to business related calls or calls of an urgent nature.

702.2.4 OFFICIAL USE

The use of personal communication devices, inclusive of hands free devices, may be appropriate in the following situations:

- (a) Barricaded suspects.
- (b) Hostage situations
- (c) Mobile Command Post.
- (d) Catastrophic disasters, such as plane crashes, earthquakes, floods, etc.
- (e) Major political/community events.
- (f) Investigative stakeouts where regular phone usage is not practical.
- (g) Emergency contact with outside agency or outside agency field unit equipped with PCDs.
- (h) When immediate communication is needed and the use of the radio is not appropriate and other means are not readily available.

ADMINISTRATIVE ORIENTATION

CHINO POLICE DEPARTMENT
5450 Walnut Avenue
Chino, CA 91710

PHONE NUMBERS:
Emergency (909) 628-1234
Business/Records (909) 334-3001
Dispatch (909) 334-3000

Facility Tour

At the initial phase of your orientation, you will be given a tour of the police department.

Administration

Administration consists of:

The Office of the Chief

Captain of Operations Division

Captain of Administrative Services Division

Chief's Secretary

Professional Standards Lieutenant

Break Room/Kitchen

The break room is available to all employees for use on breaks and lunches. There is a refrigerator, a microwave and a stove in the kitchen, and a wide assortment of vending machines in the break room.

Briefing Room

Prior to each patrol shift deploying, briefing is conducted. Briefing is a way of sharing pertinent information from each shift, covering new policies/procedures, the roll call of officers and police equipment issued.

City Hall

Most city offices are located in the City Hall building across the walkway from the police department.

The Communications Bureau

The Communications Center is the link between emergency service personnel and the public. All calls for service are received by Communications Bureau personnel, who then transmit the call over the radio to patrol officers in the field.

Computer Room

This is where all the Departments main computer bases are kept. Also located in the room are the 24-hour DAT Tape Machine, the 9-1-1 printer and the printer for the CAD system.

Detective Bureau

The Detective Bureau is responsible for investigating unsolved crimes. A Lieutenant oversees this Department.

Door Codes

There are doors in the station that have access codes. They are located in the sally port and jail. This access is primarily for officers with prisoners.

Emergency Operations Center (EOC)

The Emergency Operations Center is activated when the City of Chino experiences a large-scale emergency. Instances when the center may be opened include, but are not limited to earthquakes, floods, riots, or HAZMAT incidents. (This is the same room where daily briefings are held as well as the Citizens Academy courses)

Evidence Processing/Property Rooms

This is where evidence is logged, tagged, sealed and stored. Access to property is for authorized personnel only. The Evidence Storage Room is alarmed.

Front Lobby/Office Area

This is where Records personnel and Police Officers make contact with the public for station reports. An intercom that is a direct line to Communications is located outside the front doors, and is accessible to citizens after hours when the front doors are locked.

Gym

Equipment is supplied by the Association and available to all employees after signing a release waiver.

Jail

Chino's jail is intended to detain an arrestee to complete booking procedures and conduct any investigation interviews or testing needed, i.e. alcohol breath test or blood draw. Once completed, the prisoner will either be released or transported to West Valley Detention Center in Rancho Cucamonga for housing.

Mailboxes

Mailboxes are assigned to all employees. The mailboxes are located in the Mailroom.

Men's Locker Room

All male employees will be issued a locker.

Patrol Lieutenant's Office

The Patrol Lieutenants offices are assigned to the Patrol Lieutenants. The Patrol Lieutenants are responsible for all patrol functions and related personnel issues. The Patrol Lieutenants report directly to the Operations Captain.

Patrol Supervisor's Office

All Sergeants assigned to the patrol division share the Patrol Supervisor's Office. The Patrol Sergeants report directly to the Patrol Lieutenants.

Phone Equipment Room

The phone equipment room is where all Department phone lines originate

Records Bureau

The Records Bureau is responsible for the maintenance and security of all police records. They receive and disseminate information in the form of reports, logs and/or teletypes. The Records Bureau is open to the public Monday through Friday 0730-1730. The Records Bureau is closed for walk in business on weekends and holidays. However, Records personnel are on duty and will release vehicles on the weekends and holidays. Citizens requiring assistance are able to use the Code Blue Intercom located just outside the front doors and will reach the Dispatch center. There are two civilian supervisors in Records. The Technical Services Bureau Lieutenant manages Records.

Report Writing Room

This room is set up for officers to complete paperwork. Officers are able to obtain report forms stored in the cabinet and there is also a printer and a copier/printer that the officers can use.

Restroom Locations

There are male and female restrooms, in the hallway just south of the Records Storage room next to the drinking fountain. There is a second set of restrooms just north of the Watch Commander's offices west of the stairwell. There are restrooms located in both the male and female locker rooms as well.

South Parking Lot/West Parking Lot

Parking restrictions: The South Parking lot is reserved for police emergency vehicles. Any open stall is provided for after hours parking for civilian personnel. It is preferred that civilian personnel use the stalls against the west wall if one is available. The west parking lot areas marked in RED are for official police and city owned vehicles. Areas marked in YELLOW are visitor parking spaces and are not intended for employee parking. Areas marked in GREEN are for vehicle inspections only. The remaining unmarked spaces are available for employees to park.

Station Access

Every new employee is issued a proximity card that will allow the employee access into the building. Each employee's access card is set up to allow him or her access into various areas within the station. Depending on the employee's job description there will be restrictions on the proximity card.

Superior Court

This is the primary reviewing court and the court charged with dispensing justice in all matters of misdemeanors and minor offenses. The Superior Court in Chino presides over all preliminary hearings of felony cases before those cases are forwarded to the Superior Court in Rancho Cucamonga.

Traffic Services Office

This unit is responsible for investigating traffic accidents, any traffic related cases, and coordination of special events.

Women's Locker Room

All female employees will be issued a locker.

Copy Machines

There are three copy machines. There is one located in the mailroom, one in Records, and one in the report writing room. Use of the copier is strictly for work related items.

CHINO POLICE DEPARTMENT
RECORDS BUREAU TRAINING

TOUR OF FACILITY

Employee Entrance

Secured Parking Lot

Administration

Chief

Captains

Chief's Secretary

Chief's Conference Room

Professional Standards

Professional Standards Lieutenant

Professional Standards Sergeant

Backgrounds Corporal

Backgrounds Officer

Clerk Typist

Professional Services Manager

Facilities Coordinator

Management Analyst

Administrative Services

Records Area

Officer's Counter

File Room

Mailboxes

Records Supervisors

Records Technicians

Clerk Typists

Copy Room

Supply Room

Lockers

Shredder Room/Break Room

Records Storage Room

Entry

Lobby, Public Restrooms

Fingerprint Room

Front Counter

Evidence Release Counter

Property Release

CHINO POLICE DEPARTMENT
RECORDS BUREAU TRAINING

TOUR OF FACILITY

Watch Commander's Office
Patrol Bureau Lieutenants
Patrol Bureau Sergeants
Patrol Briefing
Patrol Conference Room

Communications
Dispatch Consoles
Dispatch Supervisors
Dispatch Break Room/Bunk Room/Grab and Go

Evidence
Evidence Processing/Booking
Evidence Lockers
Evidence Refrigerator
Evidence Technicians
Homicide Storage

Jail

Information Technology
Computer Network Administrator
Information Technologist
Wire Room
Server Room

Garages
SWAT Armory
Evidence Processing Room
Evidence Garage

Training Unit
Training Sergeant
Training Officer
Training Coordinator
Training Cadet
Range Master
Range
Simulator

CHINO POLICE DEPARTMENT
RECORDS BUREAU TRAINING

TOUR OF FACILITY

Atrium
Break Room
Locker Rooms
Gym
Interview Rooms
Patrol Armory
Report Writing
Explorers
Janitorial Supply

Traffic Services Bureau
Traffic Sergeant
Traffic Investigators
Traffic Conference Room
Motor Officers
Records Technician
Technical Services Cadets

Special Enforcement Team
Probation

Detective Bureau
Detective Bureau Lieutenant
Detective Bureau Sergeant
Records Technician
Detectives

Readiness, Education, Outreach
Administrative Services Manager
Crime Prevention Supervisor
Crime Prevention Specialists
Interns

Crime Analysis
Crime Analysts

OUTLOOK

READ MESSAGES - INBOX

SAVE MESSAGES

CREATE FOLDER

DELETE MESSAGES – DELETED ITEMS

SEND MESSAGES – FILE-NEW-MAIL MESSAGE

SENT MESSAGES – DELETE PERIODICALLY

LIVESCAN CALENDAR – APPTS FOR LIVESCAN

OUTLOOK TIPS



Message formats

[Message formats in general](#)

[HTML](#)

[Microsoft Outlook Rich Text](#)

[Plain text](#)

Microsoft Outlook can send and receive messages in three formats: HTML, Outlook Rich Text, and plain text. You can specify one of these three as a default message format that you want to use for most messages, but you can always switch to a different format for an individual message. The message format that you specify is independent of your choice of message editor. For example, you can choose Microsoft Word as your default message editor and then specify a message format to use in Word.

Return to [top](#)

HTML

Choose HTML if you want these features: text formatting, numbering, bullets, alignment, horizontal lines, backgrounds, HTML styles, and Web pages. You can use Stationery and Signatures with HTML, but if you're using Word 2000 as your e-mail editor, you must specify those options in Word. HTML is not available if you're using Word 97 as your e-mail editor.

Return to [top](#)

Microsoft Outlook Rich Text

Choose Outlook Rich Text if you want these features: text formatting, bullets, and alignment. You can use Signatures with Outlook Rich Text, but if you're using Word as your e-mail editor, you must create the signature in Word. If you're sending mail over the Internet, not all recipients will be able to see Outlook Rich Text formatting. Return to [top](#)

Plain text

Plain text messages include no formatting. If you send most of your mail over the Internet, you may prefer to use plain text rather than adding formatting that recipients might not be able to see. When you receive plain text messages, you can specify a font to use when you read them. You can use a signature in plain text, but without text formatting.

Return to [top](#)

Note When you reply to a message, Outlook uses the format the message was created in.!!! For example, if you reply to a message sent to you in plain text, Outlook creates a plain text response. However, if you prefer, you can switch to a different format for your reply. Select the message you want to reply to, click **Reply**, and then, in the reply message, on the **Format** menu, click the message format you want to use.

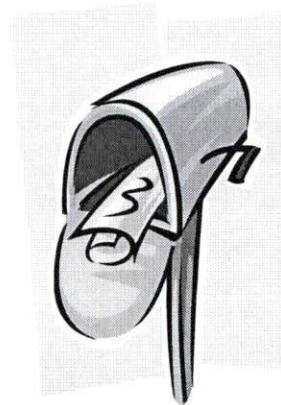
Learn how to choose a default message format, and turn on or off Word as your e-mail editor.

Return to top

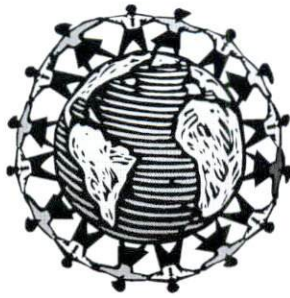
This text is taken from “Help” menu in Outlook. Resources in your help are better than ever.

Give me a call if you have any questions.

ACS-Computer Help Desk 8396



2004-06-23



OUTLOOK TIPS

Create a personal distribution list

1. On the **File** menu, point to **New**, and then click **Distribution List**.
2. In the **Name** box, type a name.

The distribution list is saved in your Contacts folder by the name you give it.

3. Click **Select Members**. In the **Show names from the** list, click the address book that contains the e-mail addresses you want in your distribution list.
4. In the **Type name or select from list** box, type a name you want to include. In the list below, select the name, and then click **Add**.
5. If you want to add a longer description of the distribution list, click the **Notes** tab, and then type the text.
6. Click **Save and Close**.

PS: To add a date to your document press *ALT + SHIFT + D*.
9/19/2004



Contact the IT Staff by email at "Help Desk" or Ext 8396.

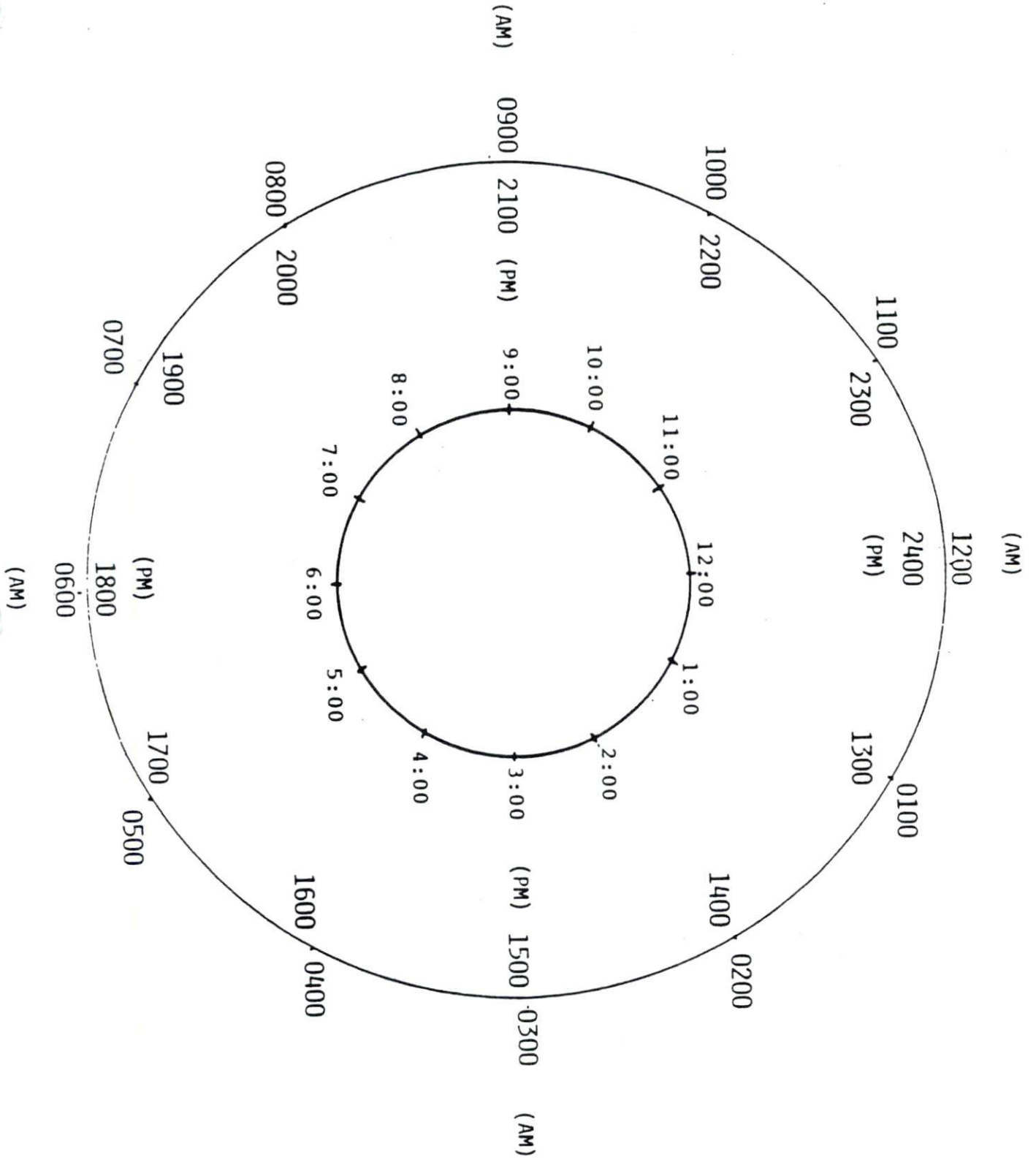
Phonetic alphabet Study Guide

A	ADAM
B	BOY
C	CHARLES
D	DAVID
E	EDWARD
F	FRANK
G	GEORGE
H	HENRY
I	IDA
J	JOHN
K	KING
L	LINCOLN
M	MARY
N	NORA
O	OCEAN
P	PAUL
Q	QUEEN
R	ROBERT
S	SAM
T	TOM
U	UNION
V	VICTOR
W	WILLIAM
X	X-RAY
Y	YELLOW
Z	ZEBRA

RECORDS BUREAU TRAINING MILITARY TIME CONVERSION TABLE

0000	Twenty four hundred hours / midnight / 12:00 am
0100	Zero one hundred hours / 1:00 am
0200	Zero two hundred hours / 2:00 am
0300	Zero three hundred hours / 3:00 am
0400	Zero four hundred hours / 4:00 am
0500	Zero five hundred hours / 5:00 am
0600	Zero six hundred hours / 6:00 am
0700	Zero seven hundred hours / 7:00 am
0800	Zero eight hundred hours / 8:00 am
0900	Zero nine hundred hours / 9:00 am
1000	Ten hundred hours / 10:00 am
1100	Eleven hundred hours / 11:00 am
1200	Twelve hundred hours / noon / 12:00 pm
1300	Thirteen hundred hours / 1:00 pm
1400	Fourteen hundred hours / 2:00 pm
1500	Fifteen hundred hours / 3:00 pm
1600	Sixteen hundred hours / 4:00 pm
1700	Seventeen hundred hours / 5:00 pm
1800	Eighteen hundred hours / 6:00 pm
1900	Nineteen hundred hours / 7:00 pm
2000	Twenty hundred hours / 8:00 pm
2100	Twenty-one hundred hours / 9:00 pm
2200	Twenty-two hundred hours / 10:00 pm
2300	Twenty-three hundred hours / 11:00 pm
2400	Twenty-four hundred hours / midnight / 12:00 am

MILITARY TIME
STUDY GUIDE



Phonetic alphabet
Test may be verbal

A	_____
B	_____
C	_____
D	_____
E	_____
F	_____
G	_____
H	_____
I	_____
J	_____
K	_____
L	_____
M	_____
N	_____
O	_____
P	_____
Q	_____
R	_____
S	_____
T	_____
U	_____
V	_____
W	_____
X	_____
Y	_____
Z	_____

RECORDS BUREAU TRAINING
MILITARY TIME CONVERSION TABLE

0000	_____
0100	_____
0200	_____
0300	_____
0400	_____
0500	_____
0600	_____
0700	_____
0800	_____
0900	_____
1000	_____
1100	_____
1200	_____
1300	_____
1400	_____
1500	_____
1600	_____
1700	_____
1800	_____
1900	_____
2000	_____
2100	_____
2200	_____
2300	_____
2400	_____

CHINO POLICE DEPARTMENT
RECORDS BUREAU
TELEPHONE AND LOBBY TECHNIQUES

When you are on the phone and a person comes in to the lobby, make eye contact and indicate that you will be with them in a moment.

When you are speaking with someone in the lobby and the phone rings, say "excuse me" and answer the phone. Get preliminary info and either transfer or put the call on hold. If you won't be able to get right back to the call, ask a Cadet or other Records personnel to help with the call.

When you are on the phone and another line rings, say "excuse me", "I need to answer another call." When answering the new call, get preliminary info and either transfer or put the call on hold. Note which line each call is on.




If you can't get back immediately to the call on hold, go back on the line and let the person know you are still checking and ask them to continue to hold. If it will take a while, ask for a call back number and be sure to call them back as soon as possible.

When the lobby has 2 or 3 people waiting, check to see if there is anyone you can help immediately. Ask who was first and indicate that you will help them; then ask each person how you can help. If you can handle it quickly, do so. If it appears you will need help, ask a Cadet or other Records personnel to assist.

CYRAPHONE[®] Operating Guide

2 Handset CyraPhone - Model C:

Plug the CyraPhone into an Analog phone line (our phones will not work in Digital outlets).

1. Pick up the **LEFT** handset and wait for a dial tone. If you need to use the speakerphone, leave the handsets in their cradles and press the blue Speaker button.
2. Press the 1st gray button on the phone labeled **ACCESS** to contact the interpreter network. After the system has answered, wait for the account number voice prompt.

3. Press the 2nd gray button labeled **ACCOUNT/PIN #**. This will enter your Account number and PIN automatically.

4. If the language you need is listed on the short language chart on the top of the phone, press the blue **LANGUAGE** button and the one-digit number associated with the language.


Otherwise, follow one of the voice prompts to select a language:

-Press '1' to select a language by its 3-digit language code. If you have the CyraCom language list with all of the languages we provide and their corresponding 3-digit language codes, (i.e. German is 057, Spanish is 060...) press '1', and then enter the 3-digit code of the language you need.

or

-Press '2' to select a language by its English spelling. If you don't know the 3-digit language code, press '2' to select a language by its spelling. Enter the first three letters of the English spelling of the desired language on the telephone keypad. If there are multiple languages for each spelling, our system will let you choose the correct one.

or

-Press '3' to select a language using Operator Assistance. If you don't know how to spell the language or if you don't know what language the person speaks, press '3' and you will be connected to a CyraCom operator. The operator will enter the code for the language you need.

5. Once you have selected and confirmed your language choice, the call is on its way to an interpreter. You now will be prompted about an additional 3rd party. Simply ignore this prompt, unless you need to add in an additional party to your call (in addition to the interpreter). Follow the 3rd party prompts **only** if you need to conference in an additional party.
6. When connected to the interpreter, give them your name, title, and a brief explanation of the call. This will help the interpreter understand the situation and enable them to assist you more effectively.
7. When you are ready, have the non-English speaker pick up the **RIGHT** handset to start the conversation. If the third party option was chosen, press 1 to connect the third party.
3. When finished with the conversation, hang up both handsets or depress Speaker button.

If you are having difficulty operating the **CYRAPHONE**, please contact our Customer Service at 1-800-481-3289 or press the **CUSTOMER SVC.** button

CYRAPHONE[®] Operating Guide

To operate the CYRAPHONE:

Before placing a call you need to determine the language to be interpreted and its corresponding three digit code.

- Look on the *CYRAPHONE* Language chart to see if there is a corresponding number (1-9) button for the desired language.
- If the language is not on the *CYRAPHONE*, look up the language code on the attached language list. (*Knowing the language code will speed up your connection time. The system will allow you to speed dial through the menus*)

1. Plug the CyraPhone into an Analog phone line. Pick up the *LEFT* handset and wait for a dial tone. If you need to use the speakerphone, leave the handsets in their cradles and press the blue Speaker button.
2. Press the blue button labeled "A" for "ACCESS" to contact the interpreter network.
3. After the system has answered, wait for the account number voice prompt, then press the blue button labeled "B" for "ACCOUNT/PIN". This will enter your Account number and PIN automatically.
4. When the system accepts your account number and PIN you will be prompted to "Press 1 to select the language by its language code...."
5. Follow the voice prompts instructions.
 - If the desired language is on the phone's language chart, simply press the gray "DIAL" button and the corresponding key number (1-9), or enter the 3 digit language code from the language list (*i.e. German is 057*).
 - If you don't know the language code, follow the voice prompt instructions to select a language by its spelling and enter the first three letters of the English spelling of the desired language on the telephone keypad (*i.e. Spanish would be spa or 772*).
 - You may add a third party to your call by simply following the voice prompts. If you intend to call a third party you must choose this option upon hearing the prompt. Once the interpreter is on the line, you can no longer choose this option.
 - Please have the telephone number for your third party ready to speed up the process.
6. When connected to the interpreter, give them a brief explanation of the call. This will help them understand the situation and enable them to assist you more effectively.
7. When you are ready, have the other party pick up the *RIGHT* handset to start your conversation. If third party option was chosen, press one (1) to connect the third party.
8. When finished with the conversation, hang up both handsets.
9. If you are having difficulty operating the *CYRAPHONE* service at 1-800-481-3289 or press *DIAL 0* for *Custc*

YOUR ACCOUNT REPRESENTATIVE IS:



Your network of live translation...anywhere anytime

Ana Ontiveros-Cash
Regional Account Executive
Skilled Interpreter & Translator
Multi-Lingual Liason
email: anaontiveros.cash@verizon.net

7332 N. Oracle Rd
Tucson, AZ 85724
(520) 745-9447
(800) 713-4950
(929) 922-5832 Fax
(929) 923-1798 Pager
(929) 862-9236 Cell

CyraCom International Language Code Sheet*

Language	Code	Language	Code	Language	Code
ACHOLI (SUDAN-UGANDA)	264	GANDA (UGANDA)	282	PUNJABI	080
AFRIKAANS	224	GEORGIAN	216	ROMANI	298
ALBANIAN	070	GERMAN	057	ROMANIAN	066
AMHARIC (ETHIOPIA)	027	GREEK	071	RUSSIAN	078
ARABIC	090	GUJARATI	083	SAMOAN	126
ARMENIAN	072	GWA	284	SERBIAN	148
ASSYRIAN	139	HAITIAN CREOLE	129	SERBO-CROATIAN	299
AZERBAIJANI	109	HAKKA	039	SHANGHAI	037
BANDA	267	HAWAII CREOLE	285	SINHALESE	089
BANGI	268	HEBREW	106	SLOVAK	064
BASQUE	136	HINDI	082	SLOVAKIAN	301
BENGALI	084	HMONG	046	SLOVENIAN	134
BERBER	269	HOKKIEN	286	SOMALI	142
BOSNIAN	263	HOPI	310	SPANISH	060
BRAZIL-PORTUGUESE	270	HUNGARIAN	065	SWAHILI	026
BULGARIAN	069	ILOCANO	113	SWEDISH	053
BURMESE	042	ILONGGO	121	TADZHIK	108
CAMBODIAN	048	INDONESIAN	050	TAECHOW	302
CANTONESE	031	ITALIAN	059	TAGALOG	117
CATALAN	132	JAPANESE	040	TAIWANESE	033
CEBUANO	122	JAVANESE	236	TAMIL	137
CHALDEAN	138	KANJOBAL	288	TELEGU	303
CHAVACANO	226	KANNADA	289	THAI	047
CHINESE	030	KHAMU	044	TIBETAN	105
CROATIAN	067	KOREAN	041	TIGRIGNA (ERITREA)	028
CZECH	063	KURDISH	140	TOHONO O'ODOM	307
DAKOTA	271	LAOTIAN	043	TOISAN	305
DANISH	055	LINGALA	024	TOISHANESE	036
DARI (AFGHANISTAN)	111	MACEDONIAN	068	TONGAN	128
DINKA	131	MALAY	051	TSHILUBA	259
DUTCH	056	MALAYALAM	088	TURKISH	112
EBON	272	MANDARIN	035	TWI	095
EDO	273	MANDINGO	015	UKRANIAN	076
ENGLISH	000	MARATHI	205	UNKNOWN LANGUAGE	997
ESTONIAN	077	MARSHALESE	291	URDU	079
FARSI	107	MIEN	045	VIETNAMESE	049
FIJIAN	127	MIXTECO	292	VISAYAN	308
FINNISH	052	MONGOLIAN	150	WOLOF	020
FOOCHOW	276	NAVAJO	144	WU	306
FRENCH	058	NEPALI	081	WUXINESE	260
FRENCH CAJUN	277	NORWEGIAN	054	YIDDISH	135
FRENCH CREOLE	217	NUER (SUDAN)	294	YUGOSLAVIAN	262
FRISIAN	278	OROMO (ETHIOPIA)	251	ZULU	309
FUKIENESE	032	PALUAN	296		
FULANI	014	PAPIAMENTO	253		
FUZHOU	229	PASHTO (AFGHANISTAN)	110		
GAELIC	232	PERSIAN	297		
GALLINYA	280	POLISH	062		

*IF YOUR REQUIRED LANGUAGE IS NOT LISTED,
OR IF YOU NEED ASSISTANCE IDENTIFYING YOUR
PATIENT'S LANGUAGE OR REGION, PLEASE CALL
CYRACOM CUSTOMER SERVICE AT:

Chino Sector Map



Sectors

1	2	3	4	5
---	---	---	---	---

A legend box containing a vertical list of five numbered boxes (1-5) corresponding to the sectors on the map. To the right of the legend is a compass rose with the cardinal directions N, S, E, and W labeled.

New Beat Plan will be implemented on 7/5/05.

CITY GEOGRAPHY

The City of Chino is located in the County of San Bernardino. Chino has a population of approximately 71,000 and covers almost 21 square miles. The City of Chino is divided into five areas called sectors. The north/south east/west divider for the city is Central Avenue and Riverside Drive.

Sectors/Beat

Sector 1-Covers everything west of Central Avenue and north of Riverside Drive

Sector 2-Covers everything east of Central Avenue and north of Riverside Drive;
West of Mountain Avenue and north of Walnut Avenue

Sector 3-Covers everything south of Riverside Drive and west of Monte Vista Avenue;
South of Edison Avenue and west of Central Avenue

Sector 4-Covers everything south of Riverside Drive and west of Mountain Avenue;
North of Edison Avenue and east of Monte Vista Avenue

Sector 5-East of Central Avenue, south of Edison Avenue and east of Mountain Avenue;
South of Walnut Avenue, west of Euclid Avenue and south of Merrill Avenue

Jurisdiction

Neighboring jurisdictions to the City of Chino are as follows:

To the north-Pomona, the county area, Montclair and Ontario

To the south-Chino Hills and county area

To the east-Ontario and county area of San Bernardino and Riverside

To the west-Chino Hills and county area

East/West streets

4-digit number addresses on all east/west-running streets in the City of Chino.

Example: 3400 blk. Schaefer
6835 Walnut

North/South streets

5-digit number addresses on all north/south-running streets in the City of Chino.

Example: 12356 Central
14000 blk Pipeline

There is **NO** north/south/east/west directional used before street names within city limits

Example: 13250 S. Central Avenue (NO)

Odd numbered addresses are located on the east and south sides of the street.

Even numbered addresses are located on the north and west sides of the street.

LANDMARKS

Chino Airport

Chino Airport is located at 7000 Merrill Avenue. It is in the southeast portion of the city. Chino Airport services small aircraft.

City/Government Buildings

Chino City Hall-13220 Central Avenue
Chino Superior Court-13260 Central Avenue
Chino Police Department-13250 Central Avenue
Chino Public Library-13180 Central Avenue
City Yards-5050 Schaefer Avenue
Community Building-5443 B Street
Neighborhood Activity Center (NAC) – 5201 D Street
Senior Center-13170 Central Avenue

College (off site locations)

Chaffey College off site – 13106 Central Avenue
Chaffey College Tech Center – 13170 7th Street

Elementary Schools

Alicia Cortez Elementary-12750 Carissa Avenue
Anna Borba Fundamental Elementary-12970 3rd Street
E.J. Marshall Elementary-12045 Telephone Avenue
Howard Cattle Elementary-13590 Cypress Street
Newman Elementary-4150 Walnut Avenue
Walnut Elementary-5550 Walnut Avenue

Fire Stations

Station 1-Central/Chino Avenue
Station 3-Chino Airport
Station 5-Ramona/60 Fwy.

Freeways

The City of Chino has two major thoroughfares. The 60 freeway (Pomona Freeway) runs through sectors 1 and 2 north of Walnut Avenue and south of Philadelphia Avenue. Highway 71(Chino Valley Freeway), borders sector 3 on the west side. Sections of this highway do fall under the jurisdiction of the City. Euclid Avenue is also known as Highway 83.

High Schools

Buena Vista High Continuation-13509 Ramona Avenue
Chino High School-5472 Park Place
Don Lugo High School-13400 Pipeline Avenue

Hospitals

Chino Valley Medical Center-5451 Walnut Avenue
Canyon Ridge Hospital-5353 G Street

Junior High Schools

Magnolia Jr. High-13150 Mountain Avenue
Ramona Jr. High-4575 Walnut Avenue

Major Shopping Centers

Albertson's Center-Philadelphia/Central NE corner

Chino Promenade-5400 block of Philadelphia Street on the north side of street

Chino Town Square-5400 block of Philadelphia Street on the south side of street

Spectrum Shopping Center-Grand/Pipeline NW corner

Spectrum Towne Center (aka Spectrum South) – Grand/Pipeline SW corner

Major Streets

Major North/South Streets

Pipeline	Mountain
Ramona	Cypress
Yorba	San Antonio
Monte Vista	Fern
Central	Euclid
Benson	Oaks
Magnolia	East End

Major East/West Streets

Phillips	Eucalyptus
Francis	Chino Hills Pkwy.
Philadelphia	Chino
Walnut	Schaefer
Riverside	Edison
Kimball	Pine

Parks

Aguire Square-13169 6th Street
Ayala Park-14225 Central Avenue
Centennial Park – 12728 Central Avenue
Central Park-13219 Central Avenue
Cypress Trails Park-6571 Schaefer Avenue
Heritage Park-4250 Chino Avenue
Liberty Park-11860 Telephone Avenue
McLeod Park-12550 Carrisa
Monte Vista Park-13196 Monte Vista Avenue
Mountain View Park-13351 Mountain Avenue
Sebring Park-12400 Sycamore
Villa Park-13400 3rd Street
Walnut Park-4600 Walnut Avenue

Prisons

California State Institute for Men Chino (CIM) – 14901 Central Avenue

California State Institute for Women Chino (CIW)- 16756 Chino-Corona Road

School District Office

Chino Valley Unified School District Office-5130 Riverside Drive

RELATED LAW ENFORCEMENT AGENCIES

California Department Of Justice (DOJ)

The Bureau of Narcotics, Bureau of Investigations, and Forensic Services are but a few of the bureaus within the DOJ. DOJ is set up to supplement local law enforcement agencies in cases where expertise or assistance is needed due to the complex or sensitive nature of the investigation being handled by the smaller agency.

California Highway Patrol (CHP)

The CHP has investigative responsibility for traffic enforcement and accident investigation for incidents occurring on all freeways, on and off ramps, and roadways in unincorporated county areas of the state. The CHP investigates accidents involving police vehicles only at the Watch Commander's request. The CHP will also investigate accidents involving occupied school buses.

California Institute for Men (CIM)

CIM is a state operated prison facility that provides medium and maximum-security housing for male prisoners. CIM is also a processing center for most prisons in the State of California.

California Institute for Women (CIW)

CIW is a state operated prison facility that provides medium and maximum-security housing for female prisoners.

Child Protective Services (CPS)

CPS is responsible for the supervision of children who, through neglect or abuse, are unable to be left in custody or supervision of their parents or legal guardians. CPS has no jurisdiction over minors who have committed criminal offenses.

Coroner

The Coroner's Office is charged with determining manner and cause of death in unidentified bodies, victims of foul play, and bodies of those not under a doctors care.

Court Room Security

The Sheriff's Department provides bailiff services for the municipal courthouses. They deal with civil matters and disputes pertaining to evictions, etc.

Department Of Motor Vehicles (DMV)

The DMV is not a law enforcement agency. The DMV is responsible for the issuance and maintenance of driver's license, vehicle registration, identification cards, etc. The closest DMV office to the City of Chino is located in Pomona.

Federal Bureau of Investigations (FBI)

The Chino Police Departments main contact with the FBI is in the investigation of robberies occurring at federally insured financial institutions. The FBI is also responsible for the investigation of federal crime.

Humane

The Inland Valley Humane Society provides animal services throughout Pomona Valley and specifically to the city of Chino through contract services.

National Crime Information Center (NCIC)

A nationwide database that links police agencies throughout the United States and allows access to property, vehicle and criminal wants and records.

San Bernardino County Sheriff's Office (SBSO)

SBSO provides air support, crime lab, booking and jail facilities and other expertise and equipment that may exceed the capabilities of CPD. SBSO is also responsible for the law enforcement of the unincorporated areas of the county, and through contract, provides the City of Chino Hills with police services.

Union Pacific Railroad

Union Pacific Railroad owns the majority of train tracks running through the City. In addition to reporting any malfunctioning or damaged railroad property, Union Pacific maintains their own Police Department. These officers investigate crimes that occur on railroad property.

CHINO POLICE DEPARTMENT RECORDS TRAINING

COMMON STREET NAME ABBREVIATIONS

STUDY GUIDE

Cen	=	Central Av
Riv	=	Riverside Dr
Ben	=	Benson Av
Wal	=	Walnut Av
EE	=	East End Av
Pipe	=	Pipeline Av
MV	=	Monte Vista Av
Yor	=	Yorba Av
Mag	=	Magnolia Av
Mtn	=	Mountain Av
San Ant	=	San Antonio Av
Euc	=	Euclid Av
Fran	=	Francis Av
Ram	=	Ramona Av
Sch	=	Schaefer Av
Edi	=	Edison Av
CHP	=	Chino Hills Parkway
Euca	=	Eucalyptus Av
Phil	=	Philadelphia St
Tele	=	Telephone Av

CHINO POLICE DEPARTMENT RECORDS TRAINING

COMMON STREET NAME ABBREVIATIONS - * EXERCISE *

Directions: Fill in the appropriate street name for each abbreviation.

Cen _____

Riv _____

Ben _____

Wal _____

EE _____

Pipe _____

MV _____

Yor _____

Mag _____

Mtn _____

San Ant _____

Euc _____

Fran _____

Ram _____

Sch _____

Edi _____

CHP _____

Euca _____

Phil _____

Tele _____

CHINO POLICE DEPARTMENT RECORDS TRAINING

HUNDRED BLOCKS - * STUDY GUIDE *

(Identifying East/West streets- 4 digit #s & North/South streets - 5 digit #s)

CENTRAL AT PHILLIPS	11300	<u>CENTRAL AVE</u>
MOUNTAIN AT EDISON	14100	<u>MOUNTAIN AVE</u>
PIPELINE AT CHINO	13300	<u>PIPELINE AVE</u>
RIVERSIDE AT RAMONA	4500	<u>RIVERSIDE AVE</u>
SCHAEFER AT MAGNOLIA	6100	<u>SCHAEFER AVE</u>
WALNUT AT MONTE VISTA	4900	<u>WALNUT AVE</u>
PHILADELPHIA AT BENSON	5700	<u>PHILADELPHIA AVE</u>
FRANCIS AT TELEPHONE	5100	<u>FRANCIS AVE</u>
EUCALYPTUS AT CENTRAL	5300	<u>EUCALYPTUS AVE</u>
EAST END AT RIVERSIDE	12900	<u>EAST END AVE</u>
CENTRAL AT CHP	14900	<u>CENTRAL AVE</u>
PIPELINE AT EUCALYPTUS	14500	<u>PIPELINE AVE</u>
WALNUT AT EAST END	3700	<u>WALNUT AVE</u>
OAKS AT SCHAEFER	13700	<u>OAKS AVE</u>
RIVERSIDE AT 12 TH	5500	<u>RIVERSIDE DR</u>
CHINO AT YORBA	4700	<u>CHINO AVE</u>
TELEPHONE AT FRANCIS	11700	<u>TELEPHONE AVE</u>
WALNUT AT SAN ANTONIO	6700	<u>WALNUT AVE</u>
OAKS AT EDISON	14000	<u>OAKS AVE</u>
CHINO AT MOUNTAIN	6300	<u>CHINO AVE</u>

CHINO POLICE DEPARTMENT RECORDS TRAINING

HUNDRED BLOCKS - * EXERCISE *
(Fill in the East/West or North/South streets)

CENTRAL AT PHILLIPS	11300 _____
MOUNTAIN AT EDISON	14100 _____
PIPELINE AT CHINO	13300 _____
RIVERSIDE AT RAMONA	4500 _____
SCHAEFER AT MAGNOLIA	6100 _____
WALNUT AT MONTE VISTA	4900 _____
PHILADELPHIA AT BENSON	5700 _____
FRANCIS AT TELEPHONE	5100 _____
EUCALYPTUS AT CENTRAL	5300 _____
EAST END AT RIVERSIDE	12900 _____
CENTRAL AT CHP	14900 _____
PIPELINE AT EUCALYPTUS	14500 _____
WALNUT AT EAST END	3700 _____
OAKS AT SCHAEFER	13700 _____
RIVERSIDE AT 12 TH	5500 _____
CHINO AT YORBA	4700 _____
TELEPHONE AT FRANCIS	11700 _____
WALNUT AT SAN ANTONIO	6700 _____
OAKS AT EDISON	14000 _____
CHINO AT MOUNTAIN	6300 _____

CHINO POLICE DEPARTMENT RECORDS TRAINING

STUDY GUIDE STANDARD ABBREVIATIONS

ENFORCEMENT CODES

B & P	<i>Business & Professions Code</i>
H & S	<i>Health and Safety Code</i>
MC	<i>Municipal Code</i>
PC	<i>Penal Code</i>
VC (CVC)	<i>Vehicle Code (California Vehicle Code)</i>
WIC	<i>Welfare and Institutions Code</i>

LAW ENFORCEMENT AND OTHER AGENCIES

CHP	<i>California Highway Patrol</i>
CFD	<i>Chino Fire Department</i>
CPD	<i>Chino Police Department</i>
LAPD	<i>Los Angeles Police Department</i>
LASO/LASD	<i>Los Angeles County Sheriff (O-office, D-department)</i>
MPD	<i>Montclair Police Department</i>
OPD	<i>Ontario Police Department</i>
RSO	<i>Riverside Sheriff's Office</i>
SBSO	<i>San Bernardino County Sheriff</i>
SBSO – CH	<i>San Bernardino County Sheriff – Chino Hills Station</i>
YTS/CYA	<i>Youth Training School/California Youth Authority</i>
CIM	<i>California Institute for Men</i>
CIW	<i>California Institute for Women</i>

PHYSICAL DESCRIPTORS

NAM	Name
DESC	Description
M	Male
F	Female
WHI (WHT)	White
BLK	Black
H	Hispanic
HFA	Hispanic Female Adult

CHINO POLICE DEPARTMENT RECORDS TRAINING

STUDY GUIDE STANDARD ABBREVIATIONS

PHYSICAL DESCRIPTORS (Con't)

JUV, JUVIE, JUVE	Juvenile
DOB	<i>Date Of Birth</i>
AKA	<i>Also Known As</i>
HGT	Height
WGT	Weight
HAI	Hair
BAL	Bald
BLK	Black
BRO	Brown
GRY	Gray
BLN	Blond
EYE	Eyes
BLU	Blue
GRN	Green
HAZ, HZL	Hazel
DRK	Dark
MED	Medium
LT	Light
BB CAP	Baseball Cap
SHRT	Shirt
JKT	Jacket
S/S	<i>Short Sleeve</i>
L/S	<i>Long Sleeve</i>
NFD	<i>No Further Description</i>

VEHICLE COLORS & DESCRIPTORS

BGE	Beige
BRZ	Bronze
LBL	Light Blue
TRQ	Turquoise
CRM	Cream
YEL	Yellow

CHINO POLICE DEPARTMENT RECORDS TRAINING

STUDY GUIDE STANDARD ABBREVIATIONS

VEHICLE COLORS & DESCRIPTIONS

GLD	Gold
ONG	Orange
PLE	Purple
SIL	Silver
LIC	License
LIS	License State
2D (2DR)	Two Door
SD (4DR)	Sedan
CP (2DR)	Coupe
SW, S/W	Station Wagon
CV	Convertible
MC, M/C	Motorcycle
PU (P/U)	Pick up
TK (TRK)	Truck
TL (TRLR)	Trailer
SPT (SUV)	Sport Utility Vehicle
OP	Open Body
RV (R/V)	Recreational Vehicle
VN	Van
PC	Passenger Car
VEH	Vehicle

DIRECTIONS

DOT	<i>Direction Of Travel</i>
I/F/O	<i>In Front Of</i>
E/B	Eastbound
E/O	<i>East Of</i>
E/S	<i>East Side</i>
N/B	Northbound
N/O	<i>North Of</i>
N/S	<i>North Side</i>
S/B	Southbound

CHINO POLICE DEPARTMENT RECORDS TRAINING

STUDY GUIDE STANDARD ABBREVIATIONS

MISCELLANEOUS

AOI	<i>Area Of Impact</i>
AR	ARRESTEE
APB	<i>All Points Bulletin</i>
ADW	<i>Assault with a Deadly Weapon</i>
ADV	Advise, Advised
APPROX	Approximately
APT	Apartment
ATT	ATTEMPT
BLDG	Building
BO	<i>Bad Order, OUT OF ORDER, Broken, Inoperative</i>
BOLO	<i>Be On the Look Out</i>
BTWN	Between
CR	<i>Crime Report</i>
CRT	COURT
DEF	DEFENDANT
DL, CDL, ANI (OLN)	Driver's License (Operator's License Number)
DOA	<i>Dead On Arrival</i>
DOT	<i>Direction Of Travel</i>
DUI	<i>Driving Under the Influence (drugs or alcohol)</i>
DWI	Driving While Intoxicated
ECL	<i>East Curb Line</i>
ENR	ENROUTE
ETA	<i>Estimated Time of Arrival</i>
FI	<i>Field Interview</i>
FEL	FELONY
FTA	<i>Failure To Appear</i>
GOA	<i>Gone On Arrival</i>
GTA	<i>Grand Theft Auto</i>
HBD	<i>Has Been Drinking</i>
IN CUST	IN CUSTODY
IA	<i>Internal Affairs</i>
IOD	<i>Injured On Duty</i>

CHINO POLICE DEPARTMENT RECORDS TRAINING

STUDY GUIDE STANDARD ABBREVIATIONS

MISCELLANEOUS (Con't)

INJ	Injured Party
I/P	<i>In Progress</i>
J/O	<i>Just Occurred</i>
H/R , H&R	<i>Hit and Run</i>
KTP	<i>Keep The Peace</i>
LKA	<i>Last Known Address</i>
L/O	<i>Legal Owner</i>
LOC	LOCATION
L/S	<i>Last Seen</i>
LSW	<i>Last Seen Wearing</i>
MO	<i>Modus Operandi (Method of Operation)</i>
MP	<i>Missing Person</i>
NC	<i>No Charge</i>
NFI	<i>No Further Information</i>
NFD	<i>No Further Description</i>
NIP	<i>Not In Possession</i>
NMN	<i>No Middle Name</i>
OBS	Observed
OCC	Occur, OCCURRED
OD	Overdose
OFC, OFF, OFCR	OFFICER
P1	Party 1
PD	POLICE DEPARTMENT
PED	Pedestrian
POE	<i>Point Of Entry</i>
POSS	POSSESSION
PROB	PROBATION
PROP	PROPERTY
REL	Released
RPT	REPORT
RSP	<i>Receiving Stolen Property</i>
RP	<i>Reporting Party</i>
RO	<i>Registered Owner</i>

CHINO POLICE DEPARTMENT RECORDS TRAINING

STUDY GUIDE STANDARD ABBREVIATIONS

MISCELLANEOUS (Cont'd)

SMT	<i>Scars, Marks, Tattoos</i>
SOC (SSN)	Social Security Card Number
SN, SER	<i>Serial Number</i>
STLN	Stolen
SUBJ	SUBJECT
SUSP(S)	SUSPECT(S)
TC, T/C	<i>Traffic Collision</i>
TOS	<i>Time Of Stop</i>
TFC	TRAFFIC
UNK	Unknown
UTL	<i>Unable To Locate</i>
V, VIC, VICT	VICTIM
W, WIT	WITNESS
WARR	WARRANT
WC	<i>Watch Commander</i>
WPN	WEAPON

INFORMATION SYSTEMS & RELATED ITEMS

WPS	<i>Wanted Persons System</i>
ATF	<i>Alcohol, Tobacco, & Firearms</i>
ART	ARTICLE
BRA	BRAND
CAL	Caliber
CAT	CATEGORY
CCW	<i>Carry Concealed Weapon</i>
CII	<i>Criminal Identification Index</i>
CLETS	<i>California Law Enforcement Telecommunications System</i>
DA	<i>District Attorney</i>
DOJ	<i>Department Of Justice</i>
FBI	<i>Federal Bureau of Investigations</i>
NCIC	<i>National Crime Information Center (Federal)</i>
NLETS	<i>National Law Enforcement Telecommunications System</i>
SVS	<i>Stolen Vehicle System</i>

CHINO POLICE DEPARTMENT RECORDS TRAINING

STUDY GUIDE STANDARD ABBREVIATIONS

INFORMATION SYSTEMS & RELATED ITEMS (Con't)

LIT	License Type
LIY	License Year
VMA	Vehicle Make
VMO	Vehicle Model
VST	Vehicle Style
VYR	Vehicle Year
VIN	<i>Vehicle Identification Number</i>
ENG	Engine
MIS	MISCELLANEOUS
PPI	<i>Private Party Impound</i> (of a vehicle)
REPO	REPOSSESSION (of a vehicle)
FCN	<i>File Control Number</i>
ORI	Originating Agency Identifier
OCA	<i>Originating Case Agency</i>
MNE	MNEMONIC
SUPP	SUPPLEMENTAL report or information
TRO	<i>Temporary Restraining Order</i>
CHS	<i>Criminal History System</i> (RAPS)
III (NCIC)	<i>Interstate Identification Index</i>
S/A	Special Assignment
S/L	Sick Leave
S/T	Shift Trade
LWP	Leave Without Pay
OT	Overtime
EOW	<i>End Of Watch</i>

CHINO POLICE DEPARTMENT RECORDS TRAINING

STANDARD ABBREVIATIONS TEST

ENFORCEMENT CODES

B & P
H & S
MC
PC
VC, CVC
WIC

LAW ENFORCEMENT AND OTHER AGENCIES

CHP
CFD
CPD
LAPD
LASO/LASD
MPD
OPD
RSO
SBSO
SBSO – CH
YTS/CYA
CIM
CIW

PHYSICAL DESCRIPTORS

NAM
DESC
JUV, JUVIE, JUVE
DOB
AKA
HGT
WGT
HAI

CHINO POLICE DEPARTMENT RECORDS TRAINING

STANDARD ABBREVIATIONS TEST

BAL
HAZ, HZL
DRK
MED
BB CAP
SHRT
JKT
S/S
L/S
NFD

VEHICLE COLORS & DESCRIPTORS

GLD
ONG
PLE
SIL
LIC
LIS
2D (2DR)
SD
CP
SW, S/W
CV
MC, M/C
PU (P/U)
TK, TRK
TL, TRLR
SPT, SUV
PC
VEH
DOT
E/B
E/O
E/S
I/F/O

CHINO POLICE DEPARTMENT RECORDS TRAINING

STANDARD ABBREVIATIONS TEST

MISCELLANEOUS

APB
ADW
BO
BOLO
CR
CRT
DEF
DL, CDL, ANI (OLN)
DOA
ECL
ENR
ETA
FI
GOA
HBD
IN CUST
INJ
I/P
J/O
KTP
LKA
L/O
L/S
LSW
MO
MP
NFI
NIP
NMN
OD
P1
POE

CHINO POLICE DEPARTMENT RECORDS TRAINING

STANDARD ABBREVIATIONS TEST

RPT
RP
RO
SMT
SOC, SSN
SN, SER
TC, T/C
TOS
TFC
UTL
V, VIC, VICT
WARR
WC
WPN

INFORMATION SYSTEMS & RELATED ITEMS

WPS
ART
BRA
CAL
CAT
CII
CLETS
DOJ
ENG
VMA
VMO
VIN
NCIC
FCN
ORI
OCA
MNE
TRO
CHS

ABBREVIATIONS

ABC.....	Alcoholic Beverage Control
ADDR.....	Address
ADV.....	Advised
ADW.....	Assault with a Deadly Weapon
AKA.....	Alias; also known as
ANI.....	Automated Name Index
APB.....	All Points Bulletin
APT.....	Apartment
ASAP.....	As Soon As Possible
ATC.....	Attempt to Contact
ATFE.....	Alcohol, Tobacco, Firearms, Explosives
ATL.....	Attempt to Locate
ATT.....	Attempt
AWOL.....	Absent Without Leave
BA.....	Blood Alcohol
BB CAP.....	Baseball Cap
BLDG.....	Building
BFA.....	Black Female Adult
BMA.....	Black Male Adult
BO.....	Bad Order (Broken or Inoperative)
BRO.....	Brown
BRZ.....	Bronze
BURG.....	Burglary
BUSN.....	Business
B&P.....	Business & Professions Code
BW.....	Bench Warrant
CAD.....	Computer Aided Dispatch
CCW.....	Carrying a Concealed Weapon
CDL.....	California Driver's License
CHK.....	Check
CHP.....	California Highway Patrol
CII.....	Criminal Identification Index
CLETS.....	California Law Enforcement Telecommunications System
COMM.....	Commercial
CP.....	Command Post
CR; DR.....	Case number
CRM.....	Cream
CSI.....	Crime Scene Investigator
CTR.....	Center
CHS.....	Criminal History System
CYA.....	California Youth Authority
DA.....	District Attorney

DBL..... Dark Blue
 DGR..... Dark Green
 DB..... Detective Bureau; Dead Body
 DBA..... Doing Business As
 DEA..... Drug Enforcement Agency
 DESC..... Description
 DUECE..... Drunk Driver
 DL..... Driver's License
 DMV..... Dept of Motor Vehicles
 DOA..... Dead on Arrival
 DOB..... Date of Birth
 DOJ..... Department of Justice
 DOT..... Direction of Travel
 DROS..... Dealer Record of Sale
 DUI..... Driving Under the Influence (drugs or alcohol)
 EMPL..... Employee
 ENRT..... Enroute
 EOC..... Emergency Operation Center
 EOW..... End of Watch
 ETA..... Estimated Time of Arrival
 FAA..... Federal Aviation Administration
 FBI..... Federal Bureau of Investigations
 FCC..... Federal Communications Commission
 FI..... Field Interrogation
 FST..... Field Sobriety Test
 FTA..... Failure to Appear
 FTP..... Failure to Pay
 FU..... Follow up
 FWY..... Freeway
 GOA..... Gone on Arrival
 GTA..... Grand Theft Auto
 H/R..... Hit and Run
 H&S..... Health and Safety Code
 HBD..... Has been drinking
 HFA..... Hispanic Female Adult
 HMA..... Hispanic Male Adult
 I/P..... In Progress
 IA..... Internal Affairs
 I/C; IC..... In custody
 ID..... Identification
 INFO..... Information
 INJ..... Injury
 IOD..... Injured on Duty
 J/O..... Just occurred
 JUV; JUVIE; JUVE..... Juvenile
 LG..... Large (size)

LIC.....	License
LKA.....	Last known address
LOC.....	Location
LSW.....	Last seen wearing
LT.....	Lieutenant
MARJ.....	Marijuana
MAR.....	Maroon
MED.....	Medical; medium
MGR.....	Manager
MISC.....	Miscellaneous
MISD.....	Misdemeanor
MO.....	Method of Operation
MP.....	Missing Person; Military Police
Mul/Col.....	Multi-colored
MUNI.....	Municipal
NATB.....	National Automobile Theft Bureau
NCIC.....	National Crime Information Center (Federal)
NFD.....	No further description
NFI.....	No further information
NIP.....	Not in possession
NLETS.....	National Law Enforcement Telecommunications System
NMI.....	No middle initial
NMN.....	No middle name
NSF.....	Nonsufficient Funds
NTSB.....	National Transportation Safety Board
OBS.....	Observed; observation
OCC.....	Occur; Occurred
OD.....	Overdose; Off-Duty
OFC; OFF; OFCR.....	Officer
OLN.....	Operator's (driver's) License Number
OR.....	Own Recognizance (To be released on own Recognizance)
ORI.....	Originating agency identifier
OSHA.....	Occupational Safety Health Agency (State & Federal)
OT.....	Overtime
P/U.....	Pick up (to transport or a truck description)
PASS.....	Passenger
PAWC.....	Parties advised, will comply { cooperate }
PC.....	Penal Code; Patrol Check; Probable Cause
PED.....	Pedestrian
PNK.....	Pink
PKD.....	Parked
PKG.....	Parking
POE.....	Point of entry (used for burglaries)
POI.....	Point of impact (used for traffic accident Investigation)
POSS.....	Possible
POV.....	Personal Owned Vehicle

PPI..... Private Party Impound (of a vehicle)
PROP.....Property
PLE; PUR.....Purple
R/O; RO..... Registered Owner
R/P; RP..... Reporting Party
REF..... Reference/ Refer
REPO.....Repossession (of a vehicle)
RESD.....Residence or Resident
RPT..... Report
RSVP.....Retired Senior Volunteer Program
RT..... Right
SCE..... Southern California Edison
SCH..... School
SER..... Serial
SGT..... Sergeant
SUBJ..... Subject
SUPP..... Supplemental report or Supplemental Information
SUSP..... Suspect
SVS..... Stolen Vehicle System
SWAT..... Special Weapons and Tactics Team or Unit
T/C; TC..... Traffic Collision
TSM..... Traffic Signal Maintenance
TRO.....Temporary Restraining Order
TWD.....Towards
UNK.....Unknown
UTI.....Under the Influence
UTL.....Unable to Locate
V; VIC; VICT..... Victim
VC..... Vehicle Code
VEH..... Vehicle
VIN..... Vehicle Identification #
VS..... Vehicle Storage; Versus
W/.....With
W/C; WC..... Watch Commander
WIC..... Welfare & Institutions Code
W/O..... Without
W; Wit..... Witness
WARR..... Warrant
WFA..... White Female Adult
WMA..... White Male Adult
WPN..... Weapon
WPS..... Wanted Persons System
YR..... Year
2-tone..... TOP/BTM (ie: blk/whi) Used for 2 color vehicles,
convertibles, vinyl/paint styles

CHINO POLICE DEPARTMENT RECORDS TRAINING CHECKLIST

<i>Report System</i>	Trainer Task/Material Demonstrated By Trainer	Trainee Knowledge/Ability Demonstrated By Trainee	Trainer Proficiency Achieved
WEEK 3			
Citations			
Traffic Citations			
Parking Citations (Handled by Traffic)			
Curfew/Truancy Citations			
Cite Sign-offs			
Citation Files (Retained for 2 years)			
Misdemeanor Citations			
Admin Truck Route Citations			
Miscellaneous Reports			
FI (Field Interviews)			
False Alarm Reports			
Repeat Disturbance Response (Loud Party)			
Chino Human Services Referral Card (CPU)			
Pawn CLETS entries			
Request for Re-examination of Driver			
Gang FI Cards			
Filing			
Current Report Files			
Previous Years Report Files (Records File Room)			
Archive Files			
Laserfiche			
NCIC Files (Records Bureau)			
Locating "Misfiles" (File correctly)			
Study Guide for Week 3			
Vehicle Codes			
Crime Elements (Definitions of Crimes)			

Report System Section Completed/Proficiency Achieved

Trainee's Signature Date

Trainer's Signature Date



Citation/Summons Module

Used to enter citation data (mover cites)

Assignment: Front Desk

1. Sort Incoming Citations

Cites attached to crime reports & VC 12500/ VC 14601.1	Administrative Cites & Parkers	Truancy Warnings/Notices	Moving Cites
Do not enter into RMS Turn in to Desk 1	Do not enter into RMS Forward to Traffic	Yellow: inner office mail to Ofir or Moemi @ the NAC White: mailed to cited party Pink: Cite file	Enter into RMS Citation/Summons module White: to court Pink: to file Yellow: to officer Amendment: see below

2. Accessing the Citation Module

- Locate and click on the “Modules” tab at the top left of your RMS home screen
- Select “Citation/Summons” under the Traffic Header
- To add a new citation, click the ADD tab

Citation [Initial]

Citation # Agency Case#

Page 1 | Page 2 | Sys # 0

Date / / Time : : Misdemeanor Traffic / Non-Traffic

Name Race Sex DOB / / OLN

Charge

Speed Approx. 0 P.F/Max Speed 0 Veh. Limit 0

Safe Speed Radar/Lidar

Cont. Form Issued Radar Lidar

Comm Veh Haz Material Accident

Booking Required Flag For Roll Call

Violations not committed in my presence, declared on information and belief

OffLoc Block City

Officer Arresting Officer (if different)

Court Date / / Court Court Addr

Grant

Dispositn / /

Retention Info Previous Next **Add** Duplicate Delete Search View Exit

3. Adding a Citation

- Once you have selected add, enter the basic information and name candidate (Remember, if the certified name is not available to use/use, you will be prompted to create a new master name record for your defendant.)
- Once you arrive at the CHARGE tab, select the tab and a new screen will appear. Select the ADD tab to add a new violation See the screens below for reference:

- Citation #
- Date/Time
- Misdemeanor (if applicable)
- Traffic
- Name (LN, FN)
- **Select CHARGE** (seen below)
- Add the speeds when entering a speeding violation. Do not fill in the Lidar portion as it will only except 3 characters
- Complete remaining fields based on info found on paper cite

FKKey	Charge Seq	Charge	Desc	UCR Code	Di
36	1	23123(A) VC	USE CELL PHONE WHILE DRIVING WITHOUT H.	9900	

***For cites with multiple charges listed, select ADD and enter each additional charge**

- Complete remaining fields in accordance with paper cite and Records procedure.
- The location of the violation must be in Chino. Remember that the location entry will **GEO-VERIFY** when you tab past the CITY field. If the address is in Chino, it will auto populate the remaining address fields. If not, you must answer YES to the popup to use the location anyway.
- Select the court and manually type in the address

4. Adding a Vehicle

- Upon saving your initial cite info, you will be prompted to add a vehicle to the citation
 Select YES
 If you select NO, you will need to enter the vehicle manually by clicking the VEHICLE tab at the top right corner of the module screen.

- The following screen will appear. Select ADD to enter a vehicle.

- Add a vehicle by candidating OR entering a new vehicle record. Complete all fields with info provided on cite (this includes registered owner*) and select SAVE. Select EXIT to return to your citation module screen.

Ex of completed vehicle screen:

6. Adding Tracking Codes

- Select the TRACKING tab at the top right of your citation module screen. The following screen will appear:

Actioncode	Tracktime	Trackoffcr	Addtime	Adduser	Trackamt	Serviceamt	Jurisd
------------	-----------	------------	---------	---------	----------	------------	--------

- Select ADD and complete appropriate fields. Once complete, select SAVE tab.

Track Code:

A picklist to reflect routing to a court

OR

a kick-back to an officer

Notes Field:

The track code will auto populate this. However, you must add your

ID #

AND

the send date.

Completed Tracking screen:

Actioncode	Tracktime	Trackoffcr	Addtime	Adduser	Trackamt	Serviceamt	Jurisd
01	09/02/2014 1 402		09/02/2014 1 3551		0.0000	0.0000	

*For incomplete cites and kick-backs, the tracking code will be entered as such. Once the amendment has been made to the citation entry (*edit and tab out of field to save*), you will need to go back into tracking and ADD the appropriate codes as seen below:

The screenshot shows the 'Tracking [Add]' window. The 'Track Code' is 03, 'Date/Time' is 09/02/2014 10:32, and 'Officer' is BISHOP, BROOKE. The 'Notes' field contains 'KICKED BACK TO OFFICER (INC) CH3551 090314'. An orange arrow points to the notes. The table at the bottom has one row:

Actioncode	Tracktime	Trackoffcr	Addtime	Adduser	Trackamt	Serviceamt	Jurisd
09/02/2014 1 402			09/02/2014 1 3551		0.0000	0.0000	

A blue arrow points to the first row of the table.

Example of **kick-back** tracking code added. Single action reflected at bottom of screen.

Example of **amended** citation with updated tracking code ADDED.

Two actions reflected at bottom of screen.

The screenshot shows the 'Tracking [Edit]' window. The 'Track Code' is 02, 'Date/Time' is 09/02/2014 10:35, and 'Officer' is BISHOP, BROOKE. The 'Notes' field contains 'SENT TO FONTANA COURT CH3551 A/C 090314 [09/02/2014 10:36, 3551, 402, CPD]'. An orange arrow points to the notes. The table at the bottom has two rows:

Actioncode	Tracktime	Trackoffcr	Addtime	Adduser	Trackamt	Serviceamt	Jurisd
09/02/2014 1 402			09/02/2014 1 3551		0.0000	0.0000	
09/02/2014 1 402			09/02/2014 1 3551		0.0000	0.0000	

A blue arrow points to the first row of the table.

Miscellaneous Citation Notes:

Court Hearings:

Fontana (Infractions): Mon-Fri @ 0800

Rancho Cucamonga (Misdemeanors): Mon-Thurs @ 0800

Fix-It Tickets:

Often defendants are cited for "correctable" offenses which require correction to reduce the penalty fee. The defendant must have the original cite and the box labeled "correctable" must be checked for us to place a call for service and have it signed off by an officer. Additionally, the defendant must have the corrected vehicle and/or documentation present at the time of sign off. CPD charges \$34.00 cash only for this service. Defendants are still responsible for proving correction to the court and paying a processing fee once we have signed off.

Data Ticket/TicketWizard/Citation Processing Center:

CPD contracts with a third party cite processing company to collect payment on certain types of cites (generally parkers). Customers may often approach the front desk with requests to "pay their tickets". However, we do not accept payment for any citation at the counter. The third party company often has instruction and/or contact info on the cite/letter which we are to refer the customer back to.

Parking cite sign-offs

On many occasions we have had people come into the lobby with the request of "signing off their parking tickets". The citations are usually VC4000(a) citations. Data Ticket will send out a letter to the cited party asking that they have the citation signed off and they will reduce the fee to 10.00. Records Supervisors will be handling the responsibility of the sign offs. Please **do not** have an Officer called in from the field to have this done. If one of us is not available, please advise the person to return on day that one of us is here. We are also **not** going to charge for this request. What will be required is the proof of current registration in hand as well as the ticket.

You will need:

- The original citation
- Proof of registration
- A Vehicle Inspection form (provided by Records - in the cabinet by the front desk)

Municipal Code Violations

On 7-1-14, city council voted to accept an amended municipal code enforcement procedure allowing officers and code officials to now issue administrative citations for all municipal code sections. This does not remove the option to enforce such section with a criminal complaint (notice to appear), but adds the new method of enforcement as an option which may at times be easier and more effective.

Effective immediately, we may use administrative citations for municipal code enforcement when deemed appropriate by the issuing officer.

**COURT COPY
CHINO POLICE DEPARTMENT
CITY OF CHINO, CALIFORNIA**

C 208526

NOTICE TO APPEAR

MISDEMEANOR

Traffic Nontraffic

Date of Violation _____ Time _____ AM PM Case No. _____

Name (First, Middle, Last) _____ Owner's Responsibility (Veh. Code, § 40001)

Address _____

City _____ State _____ ZIP Code _____

Driver Lic. No. _____ State _____ Class _____ Commercial Yes No Age _____ Birth Date _____

Sex _____ Hair _____ Eyes _____ Height _____ Weight _____ Race _____ Juvenile (Phone No.) _____

Veh. Lic. No. or VIN _____ State _____

Yr. of Veh. _____ Make _____ Model _____ Body Style _____ Color _____

Evidence of Financial Responsibility _____ COMMERCIAL VEHICLE (Veh. Code, § 15210(b))

Registered Owner or Lessee _____ Same as Driver

Address _____ Same as Driver

City _____ State _____ ZIP Code _____

Correctable Violation (Veh. Code, § 40610) Booking Required (see reverse) Misdemeanor or Infraction (Circle)

Yes	No	Code and Section	Description	Infraction (Circle)
<input type="checkbox"/>	<input type="checkbox"/>			M I
<input type="checkbox"/>	<input type="checkbox"/>			M I
<input type="checkbox"/>	<input type="checkbox"/>			M I
<input type="checkbox"/>	<input type="checkbox"/>			M I

Speed Approx. _____ P.F./Max Spd. _____ Veh. Lmt. _____ Saie _____ LIDAR _____ UNIT _____ Passengers M / F _____

Location of Violation(s) _____ at _____

Comments (Weather, Road & Traffic Conditions) _____ Collision

Violations not committed in my presence, declared on information and belief.

I declare under penalty of perjury under the laws of the State of California the foregoing is true and correct.

Arresting or Citing Officer _____ CITY I.D. NO. _____

Date _____ Name of Arresting Officer, if different from Citing Officer _____ CITY I.D. NO. _____

WITHOUT ADMITTING GUILT, I PROMISE TO APPEAR AT THE TIME AND PLACE INDICATED BELOW.

X Signature _____

WHEN: ON OR BEFORE THIS DATE: _____ Time: _____ AM PM

WHAT TO DO: FOLLOW THE INSTRUCTIONS ON THE REVERSE

- WHERE: CHINO SUPERIOR COURT
13260 CENTRAL AVE. CHINO, CA (909) 356-5337
- RANCHO CUCAMONGA SUPERIOR COURT
8303 HAVEN, RANCHO CUCAMONGA, CA (909) 350-9761
- JUVENILE COURT: TRAFFIC DIVISION,
9567 ARROW ROUTE, SUITE "E"
RANCHO CUCAMONGA, CA 91730 (909) 481-4270
- NIGHT COURT: MUST APPEAR AT 5:00 P.M. ON THE
SECOND THURSDAY OF EACH MONTH IMMEDIATELY
BEFORE THE ABOVE DATE, EXCEPT HOLIDAYS
- OTHER COURT: _____

RIGHT THUMB PRINT



IMPORTANT - READ CAREFULLY

WARNING: If you fail to appear in court as you have promised, you may be arrested and punished by 6 MONTHS IN JAIL AND/OR A \$1,000 FINE regardless of the disposition of the original charge. (Veh. Code, § 40508 or Pen. Code, § 853.7.) In addition, any person who fails to appear as provided by law may be deemed to have elected to have a trial by written declaration (in absentia) pursuant to Vehicle Code section 40903(a) upon any alleged infraction, as charged by the arresting/citing officer.

JUVENILE: If you were under age 18 at the time the citation was issued, you must appear in court with your parent or guardian.

COURTESY NOTICE: A courtesy notice may be mailed to the address shown on your citation, indicating the required deposit of money (bail) that may be forfeited instead of your appearing in court. If you do not receive such courtesy notice, you are still required to comply with the terms below by the appearance date.

WHAT TO DO

You are required to appear at court for a misdemeanor violation. For all violations, your court date/time/place are on the front of this notice to appear. Have the citation with you when contacting the court. In all infraction cases, you must do one or more of the following for each violation:

- Pay the fine (bail).
- Correct the violation (traffic cases, when applicable).
- Appear in court.
- Request traffic school (traffic cases, when applicable).
- Contest the violation.
- Request trial by written declaration (traffic cases).

If you do not do one of the above actions, then a "failure to appear" charge will be filed against you (Veh. Code, § 40508(a)) and your driver license may be withheld, suspended; or revoked. In some courts you may be charged an amount in addition to the bail amount and the case may be turned over to a collection agency. (Pen. Code, § 1214.1.)

1. If you do NOT contest the violation:

a. (Pay the bail amount): Contact the court for bail information. You will not have to appear in court. You will be convicted of the violation, and it will appear on your record at the Department of Motor Vehicles (DMV). A point count may be charged to your DMV record and your insurance may be adversely affected.

b. (Traffic school): You may be able to avoid the point count by completing traffic school. You must pay the bail amount as a fee, and you may have to pay other fees. Contact the court to request traffic school.

c. (Correctable violations) If the "Yes" box is checked on the front of your ticket, the violation is correctable. Upon correction of the violation, have a law enforcement officer or an authorized inspection/installation station agent sign below. (Veh. Code, § 40616.) Registration and driver license violations may also be certified as corrected at an office of the DMV or by any clerk or deputy clerk of a court. The violation will be dismissed by the court after PROOF OF CORRECTION and payment of a transaction fee are presented to the court by mail or in person by the appearance date. Violations of Vehicle Code section 16028 (automobile liability insurance) will be dismissed only upon (1) your showing or mailing to the court evidence of financial responsibility valid at the time this notice to appear was issued, and (2) your payment of a transaction fee.

CERTIFICATE OF CORRECTION (MUST BE RETURNED TO COURT)

Section(s) Violated	Signature of Person Certifying Correction	Serial No.	I.D. #	Date

2. If you contest the violation (select a or b):

a. (Court trial) Send a certified or registered letter postmarked not later than five days prior to the appearance date or come to the court by the appearance date to request a court trial on a future date when an officer and any witnesses will be present. You will be required to submit the bail amount. —OR—

b. (Trial by written declaration (traffic infractions)) Send a certified or registered letter postmarked not later than five days prior to the appearance date or come to the court on or before the appearance date to request a trial by written declaration. Submit the bail amount. You will be given forms to allow you to write a statement and to submit other evidence without appearing in court. An officer will also submit a statement. The judicial officer will consider the evidence and decide the case.

3. Make check/money order payable to Superior Court. Write your citation number and driver license number on your check or money order. You may pay in person, by mail, by phone, or online at www.epay-it.com.

4. If "Booking Required" is checked you must appear for booking on a Monday or Friday prior to your court date at 13250 Central Ave. Chino, CA between the hours of 10:00 am and 4:00 pm and bring the signed verification to your court appearance.

Booking Verification: I declare under penalty of perjury under the laws of the State of California

that _____ was booked on _____
 Defendant's name: _____ Date: _____ Officer: _____ I.D. #: _____

5. Additional information is available at

Local Web site <http://www.sbcountv.gov/courts/>



**CHINO POLICE DEPARTMENT
PARKING VIOLATION**

NO. **CP 11751**

DATE	TIME	DAY OF WEEK	
		M	
VEHICLE LICENSE NO.	STATE	V.I.N. NO.	
YR. OF VEH.	MAKE	MODEL/BODY STYLE	COLOR
REGISTERED OWNER OR LESSEE, VIOLATOR			
ADDRESS OF OWNER OR LESSEE, VIOLATOR			
LOCATION OF VIOLATION			

VEHICLE CODE VIOLATION(S):	MUNICIPAL CODE VIOLATION(S):
<input type="checkbox"/> 21113(a) VC PUBLIC/SCHOOL GROUNDS	<input type="checkbox"/> 10.28.060(D) CMC NO STOPPING/PARKING PAINTED CURB
<input type="checkbox"/> 22500(a) VC PARKED WITHIN AN INTERSECTION	<input type="checkbox"/> 10.28.060(D) CMC NO STOPPING/PARKING SIGNS POSTED
<input type="checkbox"/> 22500(b) VC PARKED ON A CROSSWALK	<input type="checkbox"/> 10.28.060(F) CMC STOPPING/PARKING CAUSING A HAZARD
<input type="checkbox"/> 22500(e) VC BLOCKING A DRIVEWAY	<input type="checkbox"/> 10.28.160 CMC FOR SALE ON HIGHWAY
<input type="checkbox"/> 22500(h) VC DOUBLE PARKING	<input type="checkbox"/> 10.28.170 CMC FOR REPAIR ON HIGHWAY
<input type="checkbox"/> 22500.1 VC DESIGNATED FIRE LANE	<input type="checkbox"/> 10.29.060(J) CMC PERMIT PARKING ONLY
<input type="checkbox"/> 22502(a) VC WITHIN 18" RHT. HAND CURB	<input type="checkbox"/> 10.30.030 CMC FOR SALE/COMM PROPERTY
<input type="checkbox"/> 22507.8(a) VC DISABLED PARKING	<input type="checkbox"/> 10.32.090 CMC PARKING IN ALLEY
<input type="checkbox"/> 22507.8(c)(2) VC CROSSHATCHED LINES ADJ. DISABLED STALL	<input type="checkbox"/> 10.44.015 CMC UNATTACHED TRAILER
<input type="checkbox"/> 22514 VC WITHIN 15' OF FIRE HYDRANT	<input type="checkbox"/> 10.44.010 CMC COMM. VEHICLE PARKED OFF A TRUCK ROUTE
<input type="checkbox"/> 4000(a) VC EXPIRED REGISTRATION	<input type="checkbox"/> OTHER:
<input type="checkbox"/> OTHER:	

AMOUNT OF PENALTY \$

I CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT, EXECUTED IN THE CITY OF CHINO, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, ON THE DATE SHOWN ABOVE.

OFFICER

ID #

PENALTY MUST BE SENT BY MAIL. Place check or money order made out to: **CITY OF CHINO PARKING ADMIN., P.O. BOX 25120, SANTA ANA, CALIFORNIA 92799-5120**, in this envelope and mail within 20 days.

ENCLOSE THIS NOTICE WITH PAYMENT

ORIGINAL

**CHINO POLICE DEPARTMENT
WARNING CITATION**

CITY of CHINO T-3001

Juvenile Truancy and Curfew Regulations
Chapter 9.80, Chino Municipal Code

TRUANCY - 9.80.030A CMC CURFEW - 9.80.040A CMC

Name of Minor _____

DOB _____ Phone _____

Address _____

City _____ State _____ Zip _____

Parent/Guardian _____

Address _____

Phone _____ Incident # _____

School _____ Grade _____

You are found to be in violation of the City of Chino's Juvenile Truancy and Curfew Regulations of Chapter 9.80 of the Chino Municipal Code.

Please note that pursuant of City Council Resolution No. 96-06. any subsequent violation of the Ordinance will subject you and your parents to payment of the costs of detention, transportation, and administration of the City's program for transporting you to your school, residence or parent's custody.

These costs are in addition to and separate from any fine assessed for violation Chino Municipal Code Chapter 9.80.

Additionally, any subsequent violations will also subject you and your parents to appear in Juvenile Court.

For questions or Information phone (909) 591-9874.

Location of Violation: _____

DATE: _____ TIME: _____

OFFICER _____ I.D. _____

I acknowledge receipt of a copy of this notice.

Signature of Minor

MINOR'S COPY



Field Contact Module

Used to enter field interview data

Assignment: Front Desk

Special Considerations

Field Contacts can be completed by patrol officers in the field through MOBLAN.

What this means for RECORDS:

These FCs will go to 2nd level review and will have to be checked for obvious errors

Field Contacts can also be completed by patrol officers the traditional way (i.e. paper cards)

What this means for RECORDS:

These FCs will need to be entered into RMS with particular attention paid to 602L Advisals

2nd Level Review of Field Contacts

See notes on 2nd Level Review.

Verify accuracy of facts by cross-referencing Calls for Service, the officer narrative, and CLETS.

Notes:

Entering Field Contacts

1. Accessing the Field Contact Module

- Locate and click on the “Modules” tab at the top left corner of you RMS home screen
- Select “Field Contact” under the Investigators header. The Field Contact Module screen will appear.
- To add a new field contact record, select ADD.

1. Adding a Field Contact (Page 1)

- **Date/Time**
- **Reason** - To determine reason, refer to officer narrative
- **Address** - This will geo-verify that the loc in in our jurisdiction
- **Name** - Enter name (LN, FN) and tab past DOB to candidate
Whether you are creating a new record or using an existing one, be sure to update changed personal info in the MASTER NAME RECORD (i.e. residence, tattoos, employer, etc.) Do not add physical characteristics from checkboxes until you reach page 2 of the FC. Physical characteristic entry is described below.
- **Add vehicle if present** - Enter license plate and tab to candidate
- **Admitted Record** - Appropriate to check if mentioned in the officer narrative
- **Remarks** - Enter officer narrative AND event number
- **Officer/Supervisor**
- **SAVE**

2. Adding a Field Contact (Page 2)

Page 2 will primarily be used to enter distinct characteristics (similar to checkboxes in former system). These will be entered into the Physical Characteristics field seen below:

The screenshot shows the 'Field Contact [Edit]' application window, Page 2. The window title bar includes 'Field Contact [Edit]' and a close button. Below the title bar are navigation icons for 'Involve', 'Tracking', 'Vehicle', 'Name', and 'Report'. The main content area is divided into several sections: 'Officer Assignment' with fields for Bureau, Divisn (OPER), Unit (PATR), and Team; 'Audit Info' with an 'Add' field containing '09/02/2014 16:38' and '3551'; 'Mobile Key' and 'Daily Records Review On' fields; 'Geo Info' with fields for Zone (2), Tract (24), District (CPD), Neighbhd, ReportArea (49), SubDivsn, Geo X (665682900), and Y (183210062). A 'Physical Char' button is highlighted with an orange arrow, and a 'Crime Analysis' button is visible below it. At the bottom of the window are buttons for 'Last 30 Days', 'Batch Print', 'Retention Info', 'Previous', 'Next', 'Add', 'Duplicate', 'Delete', 'Search', 'View', and 'Exit'.

The screenshot shows the 'RMS Physical Characters' dialog box. It has two main panes: 'Available' and 'Selected'. The 'Available' pane lists characteristics such as 'Substance Use', 'Sweater', 'Teeth', 'Texture', 'Twin', 'Acne/pimples', 'Freckles', 'Moles', 'Pockmarked', 'Ruddy', 'Sallow/pale', and 'Veins/blood Vessels'. The 'Selected' pane lists 'Build / THIN', 'Conversation / Talkative', 'Hair Length / Long', 'Hands / RIGHT HANDED', 'Pants/dress/skirt / Jeans', 'Shirt/blouse / T-shirt', and 'Texture / Freckles'. Between the panes are navigation arrows. At the bottom are buttons for 'Sort', 'Print All', 'More', 'OK', and 'Cancel'.

Use the menu to scroll and select defining characteristics. Add and remove these by clicking the arrows located in the center of the screen. Once complete, select OK.

3. Linking multiple people to one FC

FC's will no longer be issued case or FI numbers. They will however, be issued "EVENT NUMBERS" by dispatch.

When multiple cards are used to document multiple involved parties during a contact, you will need to enter each individual card as its own FC (this is the same procedure from our former system). In order to link these parties all to one contact, you will utilize the event number.

- **EVENT NUMBERS** are to be included in the officer narrative **notes on page 1** (as seen above).
- These numbers will connect all involved parties
- The number must be entered exactly as it is found on ALL related FC cards

Why this is important:

To see involvement for an FC, you must search the EVENT NUMBER in the notes field to see all involved parties.

Notes

4. 602 Advisals and ALERTS

When RECORDS receives an FC card for a 602L Advisal, an alert must be placed on the involved party's Master Name Record to track their activity.

To complete this process, do the following:

- Access Master Name Record for involved party (Ex: Doe, John) and add an ALERT.
- Select ALERT tab.
- Select ADD and complete the fields accordingly:

The screenshot shows a software window titled "Name Alerts [Edit]". The form contains the following fields and values:

- Alert: 602L ADVISAL
- Active Date: 09/02/2014 17:20
- Source: (empty)
- Expires: // : :
- Approved By: BISHOP, BROOKE
- Notes: 602L @ 12345 Ramona Doe, John 01/01/1950 14-00001

Buttons on the right side include "Add", "Delete", and "Exit". A "Notes" button is also present. Below the form is a table with the following data:

Alert	Date Added	Expires	Type
602L ADVISAL	09/02/2014 17:21:38		N

A "Set Order" link is located to the right of the table.

ALERT: Select 602L ADVISAL

ACTIVE DATE: Date of FC

APPROVED BY: Your name here

NOTES: Enter "602L @" followed by the location at which they received the advisal. Include the individual's name, DOB, and the case #. Tab out and save.

*****Each time you receive another 602L FC for the same individual, enter the location in the NOTES section following the same format. DO NOT attempt to add another alert.*****

This will track the individual's activity and officers will have the ability to identify multiple advisals at one or many locations.



City of Chino
Criminal Investigations Bureau

Wes Simmons, Captain
Keith Bussard, Captain

Office of the Chief of Police
Karen C. Comstock

I, _____, am contesting designation in a shared gang database for myself, my child, or my client.

Parent/Guardian/Attorney Name:

I, _____, am requesting to know if I, my child, or my client, is in a shared gang database.

Parent/Guardian/Attorney Name:

Identifying Information:

- Name: _____
- Date of Birth: _____
- Home Address: _____
- Phone Number: _____

Are you submitting any supporting documentation for your appeal? Yes No

Office Use Only:

Received By:

Date:

Time:

"We, the members of the Chino Police Department, are dedicated to the safety of our community through teamwork and problem-solving partnerships; providing excellent service with dignity and respect."



Officer _____

CHINO POLICE DEPARTMENT CHINO HUMAN SERVICES REFERRAL CARD

Location of occurrence _____ Date/Time _____

1 Name _____

2 Name _____

Date of birth _____

Date of birth _____

Work phone _____

Work phone _____

Home phone _____

Home phone _____

Non-English speaking _____ Children in home (ages) _____

Relationship of parties:

Spouses Dating Relationship Parent/Child Other _____

Nature of dispute: Child Custody Financial

Separation/Divorce pending Other _____



Assist other Jurisdiction/Dept

- Pull a CR in CSM (Baby Cad)
 - Nature code is CR Courtesy Report if received through the mail.
 - Enter VM in comments

A screenshot of a software dialog box titled "Report Only Event". The dialog contains several fields: "Unit" is a dropdown menu with "R3458" selected; "Nature" is a dropdown menu with "CR COURTESY REPORT" selected; "Location" is a text box containing "5450 WALNUT AV"; "Comme..." is a text box containing "MAIL IN COURTESY REPORT FROM ORANGE PD", "PC 484G", a redacted area, and "ACCESS CARD USED AT UNKNOWN/UNKNOWN LOCATION"; "Rpt #" is a yellow text box; "Disposition" is a dropdown menu with "09" selected; and "# of additional report numbers to generate" is a text box with "0". At the bottom are "OK" and "Cancel" buttons.

Report Only Event

Unit: R3458

Nature: CR COURTESY REPORT

Location: 5450 WALNUT AV

Comme...: MAIL IN COURTESY REPORT FROM ORANGE PD
PC 484G
[REDACTED]
ACCESS CARD USED AT UNKNOWN/UNKNOWN LOCATION

Rpt #: [Yellow Box]

Disposition: 09

of additional report numbers to generate: 0

OK Cancel

- CSM- Send to RMS

- Incident Data Entry- Enter all highlighted info and Save (Page 1 & 2)
 - Incident- Date
 - Location
 - Premise
 - Offense
 - Officer/Supervisor- Your Name
 - Status- "Other/Closed"
 - Follow Up Unit- Investigator
 - People
 - Page 2 (Offcr Narr) Enter assisting agency, case # and "See Attached Report"
- Scan
- File

Incident / Investigation [View] x

Agency CPD Case # 14-07094

Involvement View Evid Case Mg Tracking Vehicle Property Name Report

Page 1 Page 2 Page 3 Check Reg Related Case Sys # 2704

Report 09/26/2014 10:34 Occ.From 09/26/2014 10:34 FR At Fnd 09/26/2014 10:34 FR Weather

Location Security Flag Tract 34

City Premise

Offns IDENTITY THEFT: GET CREDIT/ETC P2C Cntr# Forcible Weapon/Tool

Gang Related Domestic

Name VI I F Victim

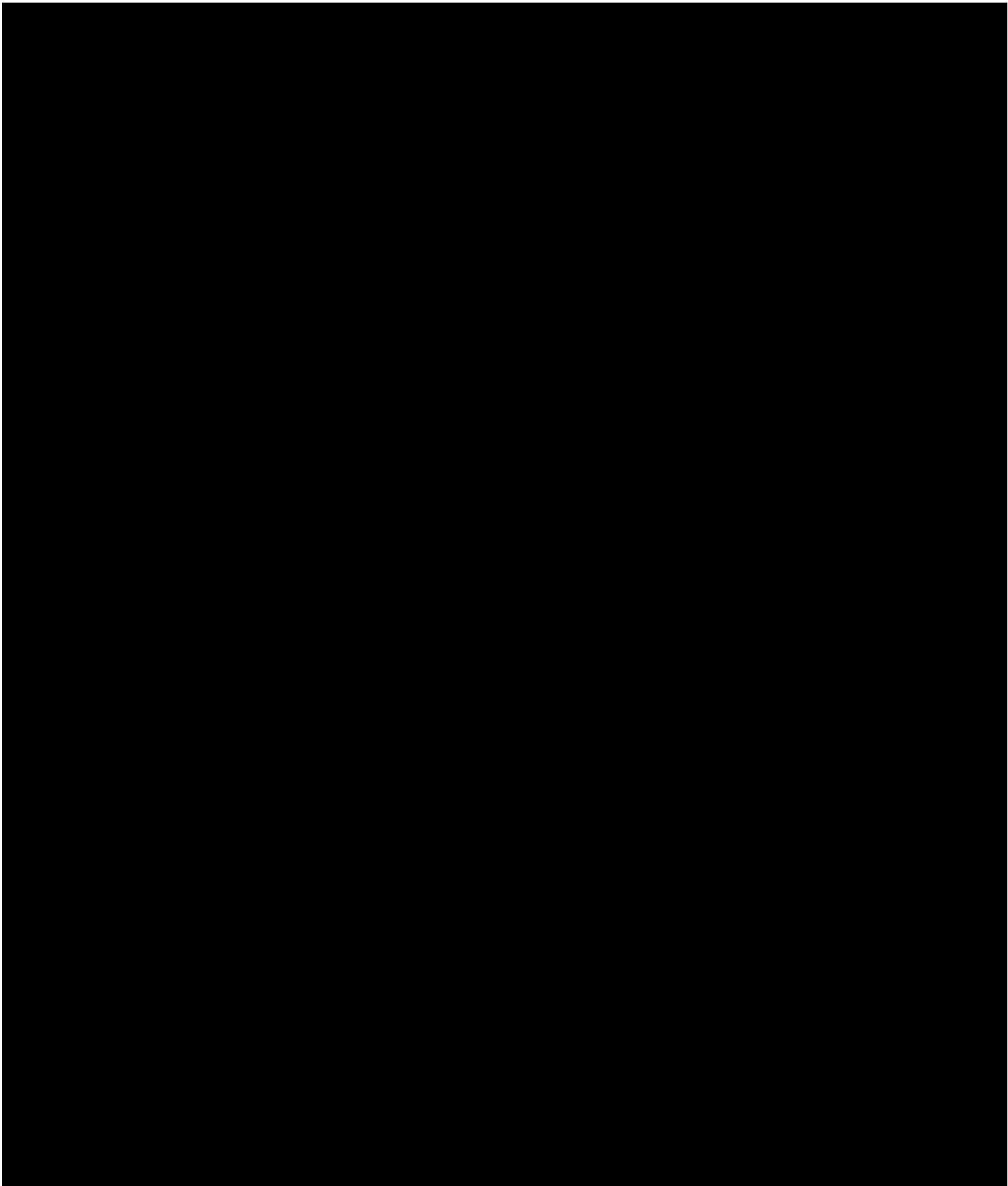
UCR Flag For Roll Call Follow-Up Unit INV

Officer TRAN, KATHLEEN Supervisor TRAN, KATHLEEN Assigned NOTR

Status OPEN/ACTIVE // :: Check MFR Status of Incident Retention Info

Exc Disp // ::

Previous Next Reset Duplicate Option Search View Exit Srch





CPS/APS

Records receives electronic referral from CPS/APS

- Pull a CR in CSM (Baby Cad)
- CSM- Send to RMS
- Incident Data Entry- Enter all data from CPS/APS referral
- SCAN CPS/APS to Incident
- Records hand delivers CPS/APS referral to Dispatch
- Officer completes and submits Supplemental Report
- Records assigns follow up unit when Supplemental is received into RMS

After records submits CPS/APS cover sheet to dispatch it can be destroyed

Notes _____

CSM- Pull a CR and Send to RMS

In comments enter- last name, first name & DOB of the people involved.

Report Only Event

Unit: R3544

Nature: CPS CHILD PROTECTIVE SERV

Location: [Redacted]

Comments: VM LAST NAME, FIRST NAME DOB
SU LAST NAME, FIRST NAME DOB

Rpt #: [Yellow] Disposition: 09

of additional report numbers to generate: 0

OK Cancel

Incident Data Entry- Enter all Info as seen below. (Page 1)

Incident / Investigation [Edit]

Agency: CPD Case #: 14-07017

Involve View Evid Case Mg Tracking Vehicle Property Name Report

Page 1 | Page 2 | Page 3 | Check Req Related Case Sys #: 2600

Report: 09/23/2014 18:59 Occ From: 09/22/2014 00:01 MO At Fnd: 09/23/2014 18:59 TU Weather: []

Location: [Redacted] Security Flag: [] Tract: 21

City: [Redacted] Premise: HOUSE

Offns: CPS REPORT ONLY P2C Cntr#: [] Forcible: [] Weapon/Tool: []

Gang Related: [] Domestic: []

Name: [] UCR: [] Victim: [] R: [] S: [] DOB: //

Flag For Roll Call: [] Follow-Up Unit: []

Officer: TORRES, ELDA Supervisor: TORRES, ELDA Assigned: [] NOTR

Status: OPEN/ACTIVE // :: Check MFR Status of Incident

Exc Disp: [] // :: Retention Info

Previous Next Add Duplicate Delete Search View Exit

In Officer Narrative add "See Attached Report" (Page 2)

Incident / Investigation [Edit]

Agency CPD Case # 14-07017

Involve View Evid Case Mg Tracking Vehicle Property Name Report

Page 1 Page 2 Page 3 Check Req Related Case Sys # 2600

Pub Narr

Off Narr SEE ATTACHED REPORT [09/24/2014 09:21, 2718, 7, CPD]

Death Investigation

Category Grant

Citation #

Domestic Violence Missing Person/Runaway StorageA StorageB

Supplement 0 Assisting Officer 0 CrimeMatch Search CFS Reported As CPS CHLD PROT

Status OPEN/ACTIVE // :: Check MFR Status of Incident

Exc Disp // :: Retention Info

Previous Next Add Duplicate Delete Search View Exit

Enter People as Suspect and Victim

Case#: 1407017 CPD Related Names [Edit]

Code VI Seq 1 Type I Injury Use Drug/Alc N Computer N

Name 404

Suspect Restricted

Victim Of Crime 1, Relation to Offender Residence

Crime Status Type

Circumstance Precipitating Event

Circumstance (2) Precipitating Event (2)

Circumstance (3) Precipitating Event (3)

LE Activity LE Assignment

Code	Seq	Type	Age	Race	Sex	Victim Of Crime	Vic Injury	Rel To Offender	IBR Submit	LE Activity

Add Delete Exit

Records assigns follow up unit when Supplemental is received into RMS

- If a Supplemental comes back with "Report Taken" or "Unable to make Contact"
- Enter "Investigations" in Follow Up Unit

Incident / Investigation [Edit]

Agency CPD Case # 14-07017

Page 1 | Page 2 | Page 3

Report 09/23/2014 18:59 Occ.From 09/22/2014 00:01 MO At Fnd 09/23/2014 18:59 TU Weather

Location [Redacted] Security Flag Tract 21

City [Redacted] Premise HOUSE

Offns CPS REPORT ONLY P2C Cntr# Forcible Weapon/Tool

Gang Related Domestic

Name VI I H M Victim [Redacted]

UCR SU I F

Flag For Roll Call Follow-Up Unit INV

Officer TORRES, ELDA Supervisor TORRES, ELDA Assigned NOTR

Status OPEN/ACTIVE // :: Check MFR Status of Incident

Exc Disp // :: Retention Info

Previous Next Add Duplicate Delete Search View Exit

If supplemental comes back "Unfounded"

Enter **Records** in "Follow Up Unit", **Unfounded** in "Assigned Investigation Status" and **Unfounded** in "Status".

Incident / Investigation [Edit]

Agency CPD Case # 14-07017

Page 1 | Page 2 | Page 3

Report 09/23/2014 18:59 Occ.From 09/22/2014 00:01 MO At Fnd 09/23/2014 18:59 TU Weather

Location [Redacted] Security Flag Tract 21

City [Redacted] Premise HOUSE

Offns CPS REPORT ONLY P2C Cntr# Forcible Weapon/Tool

Gang Related Domestic

Name VI I H M Victim [Redacted]

UCR SU I F

Flag For Roll Call Follow-Up Unit REC

Officer TORRES, ELDA Supervisor TORRES, ELDA Assigned UNF

Status UNFOUNDED // :: Check MFR Status of Incident

Exc Disp // :: Retention Info

Previous Next Add Duplicate Delete Search View Exit

Types of plates/license codes

California license plates are configured according to vehicle types. For example, automobiles have different configurations than trucks; trailers have different configurations than motorcycles. Below are examples of these types of configurations. No license plate has more than seven characters.

<u>TYPE OF VEHICLE</u>	<u>PLATE CONFIGURATION</u>	<u>EXAMPLES</u>
Automobile	3 letters and 3 numbers (either order) OR 1 number followed by 3 letters and 3 numbers	ABC123 123ABC 1ABC123
Commercial Vehicle	5 numbers and a letter (trucks)(either order) OR 1 number 1 letter and 5 numbers	12345A A12345 1A23456
Motorcycles	1 number a letter and 4 numbers OR 2 numbers a letter and 4 numbers	2H4567 12H9876
Trailer or Apportioned	2 letters and 4 numbers	BM5698
State Government Plate	< E > in front of 5 numbers	< E >12345
Personalized	any combination of numbers and letters that does not conform to above	PERSPLT
Special Plates	There are several type of special plates including Olympic plates Dealer plates, Disabled Veterans Plates, Handicapped Placards and Plates with symbols in them such as hearts, hands, or stars	

CHINO POLICE DEPARTMENT RECORDS TRAINING

VEHICLE COLORS & DESCRIPTORS

GLD	Gold
ONG	Orange
PLE	Purple
SIL	Silver
WHI (WHT)	White
LBL	Light Blue
DBL	Dark Blue
RED/WHI, BLU/GRN, SIL/GLD	(Describes two colors on veh)
2D (2DR)	Two Door
4D (4DR)	Four Door
SD	Sedan
CP	Coupe
SW (S/W)	Station Wagon
CV	Convertible
MC (M/C)	Motorcycle
PU (P/U)	Pick Up
TK (TRK)	Truck
TL (TRLR)	Trailer
SPT (SUV)	Sport Utility Vehicle
AP	Apportioned
PE	Personalized
CO	Commercial
PC	Passenger Car
VEH	Vehicle
MAK	Make
MOD	Model
ST	Style
VYR	Vehicle Year
VMA	Vehicle Make
VMO	Vehicle Model
VST	Vehicle Style
VCO	Vehicle Color
LIC	License Year
LIS	License State

CHINO POLICE DEPARTMENT RECORDS TRAINING

DIRECTIONS (Terms used in a Traffic Collision Report)

DOT	Direction of Travel
E/B	Eastbound
E/O	East Of
E/S	East Side
I/F/O	In Front Of
N/B	Northbound
N/O	North Of
N/S	North Side
R/O	Rear Of
S/O	South Of
S/B	Southbound
S/S	South Side
W/B	Westbound
W/S	West Side

PHYSICAL DESCRIPTORS

NAM	Name
AKA	Also Known As
DOB	Date of Birth
HGT	Height
WGT	Weight
HAI	Hair
EYE	Eye
BAL, BLD	Bald
HAZ, HZL	Hazel
LT	Light Complexion
MED	Medium Complexion
DRK	Dark Complexion
BB CAP	Baseball Cap
SHRT	Shirt
JKT	Jacket
S/S	Short Sleeve
L/S	Long Sleeve

CHINO POLICE DEPARTMENT RECORDS TRAINING

CRIME ELEMENTS

VEHICLE CODES -VC-

- 31 **False Information to Peace Officer (M)**
 ***Give false information to a peace officer during the course of enforcing the vehicle code, given orally or in writing
- 4000(a) **Expired Vehicle Registration (I)**
 ***Drive or park a vehicle upon a public roadway without current registration
- 2800.1(a) **Evading (M)**
 ***Knowingly evade a peace officer in a motor vehicle
- 10851(a) **Vehicle Theft (F)**
 ***Permanently or temporarily deprive owner of his vehicle without the consent of the owner
- 10852 **Vehicle Tampering (M)**
 ***Injure or tamper with vehicle and/or contents, or remove any part without consent of the owner
- 12500(a) **Unlicensed Driver (M)**
 ***Drive a vehicle upon a highway without a valid driver's license
- 14601.1(a) **Drive with Suspended or Revoked License (M)**
 ***Drive a vehicle after driving privilege is suspended or revoked
- 16028(a) **Proof of Financial Responsibility (I)**
 ***Any driver of a vehicle shall provide evidence of financial responsibility for the vehicle
- 20001(a) **Felony Hit & Run (F)**
 ***Driver of any vehicle involved in an accident resulting in injury or death to any person other than himself shall immediately stop the vehicle at the scene of the accident and render aid

CHINO POLICE DEPARTMENT RECORDS TRAINING

CRIME ELEMENTS

VEHICLE CODES –VC- Continued

- 20002(a) **Misdemeanor Hit & Run (M)**
**** Driver of any vehicle involved in an accident resulting in property damage (including vehicles) shall immediately stop the vehicle at the scene of the accident and render aid*
- 22651 **Authority to Tow Vehicles**
(a) *Left unattended on a bridge or causeway obstructing traffic*
(b) *Left unattended on a highway obstructing traffic to create a hazard*
(c) *Parked on a highway and previously reported stolen or embezzled*
(d) *Illegally parked blocking entrance to a private driveway*
(e) *Illegally parked blocking access to a fire hydrant*
(f) *Parked over 4 hours on a freeway*
(g) *Parked and driver incapacitated, unable to move vehicle*
(h) *Driver is arrested*
(i) *Parked w/o current registration and has received 5 or more parking violations over 5 or more days*
(j) *Illegally parked with no plates or evidence of registration displayed*
(k) *Parked over 72 hours*
(l) *Illegally parked blocking cleaning, repair/construction on highway (after sign is posted giving notice of removal)*
(m) *Parked blocking street to be used for other than normal flow of traffic*
(n) *Parked in violation of local ordinance (signs are posted giving notice of removal)*
(o) *Parked with registration expired over 6 months*
(p) *Driver is cited for an unlicensed driver or driving on a suspended or revoked license*
- 22658(a) **Authority to Tow Vehicles from Private Property**
**** Owner of any private property may have a vehicle towed off the private property*

CHINO POLICE DEPARTMENT RECORDS TRAINING

CRIME ELEMENTS

VEHICLE CODES –VC- Continued

- 23103(a) **Reckless Driving (M)**
 ****Drive any vehicle on a highway with willful or wanton disregard for the safety of persons or property*
- 23110(a) **Throwing Objects at a Vehicle (M)**
 ****Throw any substance at a vehicle or occupant on a highway*
- 23110(b) **Throwing Objects at a Vehicle Causing Injury (F)**
 ****Throw any substance at a vehicle or occupant with intent to do great bodily injury*
- 23152(a) **Driving Under the Influence (M)**
 ****Driving a vehicle under the influence of an alcoholic beverage or any drug*
- 23152(b) **Driving Under the Influence (M)**
 ****Driving a vehicle under the influence of an alcoholic beverage or any drug with a blood alcohol level of .08% or more*
- 23153(a) **Felony Driving Under the Influence (F)**
 ****Driving a vehicle under the influence of an alcoholic beverage or any drug causing injury or death to another*
- 23153(b) **Felony Driving Under the Influence (F)**
 ****Driving a vehicle under the influence of an alcoholic beverage or any drug with a BAC of .08% or more causing injury or death to another*
- 23222(b) **Possession of Marijuana in a Vehicle (M)**
 ****Possession of less than 1 oz. of marijuana while driving a motor vehicle*
- 40508(a) **Failure to Appear (M)**
 ****Failure to appear in court in violation of a written promise to appear for a vehicle code violation*
- 40508(b) **Failure to Pay a Fine (M)**
 ****Failure to pay a fine for a vehicle code violation*

**CHINO POLICE DEPARTMENT
RECORDS TRAINING**

CRIME ELEMENTS

VEHICLE CODES -(VC)- * **TEST** *

4000(a) _____

12500(a) _____

14601.1(a) _____

16028(a) _____

40508(a) _____

40508(b) _____

20001(a) _____

20002(a) _____

23103(a) _____

23110(a) _____

23152(a) _____

23152(b) _____

23153(a) _____

CHINO POLICE DEPARTMENT RECORDS TRAINING

CRIME ELEMENTS

VEHICLE CODES -(VC)- * TEST *

23222(b) _____

2800.1(a) _____

31 _____

10851(a) _____

22658(a) _____

22651(a) _____

22651(g) _____

22651(h) _____

22651(k) _____

22651(o) _____

22651(p) _____

14602.6(a) _____

051305/lc

CRIMINAL LAW

Criminal law deals with crimes. Crimes are defined as illegal acts, which are punishable by fine, imprisonment, or removal from public office, or a combination thereof. Criminal law deals with injury to the State or to the people of the State. The criminal court then passes a sentence of imprisonment and/or fines as established by State law. Only the State, acting through the courts, can impose fines or imprison a violator. Fines are paid to the State. Crime victims do not have a right to the fine, however, through Victim-Witness programs, specified victims may receive some form of compensation.

Civil law deals with non-criminal legal proceedings such as marriage, divorce, adoption, custody, contracts, lawsuits, etc. Proceedings that prove injury to the individual can result in restitution or compensation for loss or injury.

There are many instances where the distinction between injury to the individual or the "people of the state" is not clear. However, when the victim is interested in recovering their loss, or damages, recourse is through the civil court. If the victim desires prosecution, and there is a statute or law that applies to the situation, it is a matter for law enforcement.

It is the responsibility of the law enforcement agency to determine if a crime did occur. However, it is the decision of the District Attorney's office as to whether or not to prosecute a case. The court decides the disposition of the case.

CRIME CATEGORIES

The following definitions do not indicate the actual complexity of the law. Crimes may be plea-bargained from Felony to Misdemeanor. Sometimes a misdemeanor will become a felony if there is a previous conviction for the same or similar offense.

Administration Code

This contains sections related to Fish & Game, Harbor and Navigation, and other regulations.

Business & Professions Code (B&P)

This is the body of law that regulates the ethics of the business profession regarding truth in advertising, marketing, and controls sales of certain substances. They also contain statutes concerning the sales of alcoholic beverages.

Felony

A crime that is serious in nature, which can be punished by imprisonment in State Prison and fines over \$1,000.

Health & Safety Code (H&S)

This is a body of laws that regulate food and drugs (including controlled substances).

Infraction

A minor offense, which can be punished by fines.

Misdemeanor

A crime which can be punished by up to, but not exceeding, one year in the County Jail and up to \$1,000 in fines.

Municipal Code

This body of ordinances has been enacted by the City Council to regulate the actions of the persons within a given City boundary, which may not already be covered by another code.

Penal Codes

The California Penal Code (PC) contains the majority of the statutes that are enforced by Peace Officers. It also contains laws that establish Peace Officers' powers, jurisdiction, and training. However, there are several other California codes that contain sections enforced by Police Officers.

Vehicle Code (CVC)

This is a body of laws that regulate vehicular traffic within the State of California.

Welfare & Institutions Code (WIC)

This is the body of regulations regarding the treatment of children or others that are unable to care for themselves. This authority directs all juvenile criminal affairs. Included in the WIC are statutes regarding child neglect, incorrigibility, and delinquency.

COMMON REFERRALS

Code Enforcement

Violations of the Chino Municipal Code are often referred to Code Enforcement. Their office is located in City Hall.

Internal Affairs

Most internal affairs investigations begin with some type of citizen complaint. At no time will an employee interrogate a caller as to the specifics of the complaint. Once the Patrol Supervisor has received a complaint, it may be turned over to Internal Affairs.

Phone Reports

Officers or PSOs may take a police report over the phone, when appropriate

Records

The Records Bureau will handle phone calls that are general questions about reports or how to get a copy of a completed report.

PROPER IDENTIFICATION OF FIELD UNITS

Chino Police Department is a part of the West End Communications Authority (WECA). Our Department, along with the other members of WECA, share the 800 MHz radio system. With this shared communication system, each department is assigned a number. That number must precede all of the unit call signs. This is to aid in identifying agencies when a mutual aid situation occurs and multiple agencies are on one channel. A letter followed by a 1 or 2 digit number further identifies our department's call signs. Below is a list of the letters used to identify Chino PD units.

A	Administration	N	Narcotics Unit
B	Bike Patrol/COP	O	
C	Corporal	P	Patrol Unit
D	Detective	Q	
E	Special Event	R	Reserve Unit
F	Fire Unit	S	Sergeant
G	Gang Unit	T	Traffic Unit
H	Hostage Unit	U	
I		V	
J	CST Unit	W	
K	K-9 Unit	X	
L	Lieutenant	Y	
M	Motor Unit	Z	SWAT Unit

CHINO POLICE DEPARTMENT RECORDS TRAINING

PART I OFFENSES

01. Criminal Homicide

- a. Murder and non-negligent manslaughter
- b. Manslaughter by negligence

02. Forcible Rape

- a. Rape by force
- b. Attempts to commit forcible rape

03. Robbery

- a. Firearm
- b. Knife or cutting instrument
- c. Other dangerous weapon
- d. Strong-arm (hands, fists, feet, etc.)

04. Aggravated Assault

- a. Firearm
- b. Knife or cutting instrument
- c. Other dangerous weapon
- d. Hands, fists, feet, etc. (aggravated injury)

05. Burglary

- a. Forced entry
- b. Unlawful entry (no force)
- c. Attempted forced entry

06. Larceny

- a. Theft (except motor vehicle theft)

07. Motor vehicle theft

- a. Autos
- b. Trucks and buses
- c. Other vehicles

09. Arson

- a. Structural
- b. Mobile
- c. Other

CHINO POLICE DEPARTMENT
RECORDS TRAINING

PART I OFFENSES - EXERCISE

01. _____

a. _____

b. _____

02. _____

a. _____

b. _____

03. _____

a. _____

b. _____

c. _____

d. _____

04. _____

a. _____

b. _____

c. _____

d. _____

05. _____

a. _____

b. _____

c. _____

06. _____

a. _____

07. _____

a. _____

b. _____

c. _____

09. _____

a. _____

b. _____

c. _____

INTRODUCTION

Uniform Crime Reporting (UCR) is a city, county, and state law enforcement program. This Program provides a nationwide view of crime based on the submission of statistics by law enforcement agencies throughout the country. The crime data are submitted either to a state UCR Program or directly to the national UCR Program which is administered by the Federal Bureau of Investigation. The success of UCR is a testimony to the dedication and cooperative attitude of law enforcement officials in this Nation.

Historical Background

In the 1920s, the International Association of Chiefs of Police (IACP) envisioned the need for statistics on crime in our Nation. The Committee on Uniform Crime Records of the IACP developed and initiated this voluntary national data collection effort in 1930 and still continues to advise the FBI on its conduct of the UCR Program. During that same year, the IACP was instrumental in gaining congressional approval which authorized the FBI to serve as the national clearinghouse for statistical information on crime. The National Sheriffs' Association in June, 1966, established a Committee on Uniform Crime Reporting to serve in an advisory capacity and to encourage sheriffs throughout the country to fully participate in the Program. The FBI, through the UCR Program, has collected and compiled data for use in law enforcement administration, operation, and management, as well as to indicate the fluctuations in the level of crime in America.

Collection of Crime Data

Crime data are, for the most part, collected on a monthly basis by the UCR Program. The FBI provides report forms, tally sheets, and self-addressed envelopes to many local agencies who complete the forms and return them directly to the FBI. The information submitted to the UCR Program should be only a portion of the data a law enforcement agency tabulates for its own effective and efficient use.

Many states have developed information collection systems of which UCR is a byproduct. These states gather data from the law enforcement agencies within their boundaries and forward the UCR statistics to the FBI. The FBI assembles, publishes, and distributes the data to contributing agencies, state UCR Programs, and others interested in the Nation's crime problem.

In recent years, the development of state UCR Programs has streamlined the collection of UCR data. An important aspect of the transference of this responsibility from the FBI to a state agency is a guarantee of consistency and comparability in the data forwarded by the state Program. Following are the conditions under which a state Program is developed and by which it must operate:

1. The state Program must conform to the national Uniform Crime Reports' standards, definitions, and information required. These requirements, of course, do not prohibit the state from gathering other statistical data beyond the national collection.
2. The state criminal justice agency must have a proven, effective, statewide Program and have instituted acceptable quality control procedures.
3. Coverage within the state by a state agency must be, at least, equal to that attained by Uniform Crime Reports.
4. The state agency must have adequate field staff assigned to conduct audits and to assist contributing agencies in record practices and crime reporting procedures.
5. The state agency must furnish to the FBI all of the detailed data regularly collected by the FBI in the form of duplicate returns, computer printouts, and/or magnetic tapes.
6. The state agency must have the proven capability (tested over a period of time) to supply all the statistical data required in time to meet national Uniform Crime Reports' publication deadlines.

To fulfill its responsibilities in connection with the UCR Program efforts, the FBI continues its internal procedures of editing and reviewing individual agency reports for both completeness and quality; has direct contact with individual contributors within the state when necessary in connection with crime reporting matters, coordinating such contact with the state agency; and as deemed necessary, conducts training programs within the state on law enforcement records and crime reporting procedures. These training sessions are, of course, coordinated with the state agency. Should circumstances develop whereby the state agency does not comply with the aforementioned requirements, the national Program may reinstitute a direct collection of Uniform Crime Reports from law enforcement agencies within the state.

4. All reports are checked to see that the crime classification conforms to the uniform classification of the offenses. That is, all offenses reported to the UCR Program, regardless of what the offense is called at the local or state level, should conform to the UCR classification of offenses.
5. The offense reports on crimes cleared by arrest or exceptional means are noted as cleared.
6. Arrest records are complete, special care being taken to show the final disposition of the charge.
7. Records are centralized; records and statistical reports are closely supervised by the administrator; periodic inspections are made to ensure strict compliance with the rules and regulations of the local agency relative to records and reports.
8. Statistical reports conform in all respects to the UCR standards and regulations.

Small agencies may request the FBI to send free forms entitled *Register of Incidents/Offenses (Daily Log)* and *Register of Persons Charged (Arrest Sheet)* that facilitate maintaining a permanent record for small operations. Preparation of crime reports from these forms is a simple matter. The forms probably will be inadequate in a department with 15 or more officers. Their use in smaller departments is a matter of preference.

Law enforcement agencies desiring to improve their records procedures will be interested in the *Manual of Law Enforcement Records*. The FBI will send law enforcement agencies the manual free of charge upon request.

Offenses Known to Law Enforcement

The monthly Return A collects a count of the number of criminal acts which become known to law enforcement. Offenses cleared by arrest or other means as defined in this handbook also are counted and included on the monthly Return A.

Not all crimes readily come to the attention of the police—embezzlement, for example. Some serious crimes occur infrequently, such as kidnaping. Therefore, for practical purposes, the reporting of offenses known is limited to the following crime classifications because they are the crimes most likely to be reported and which occur with sufficient frequency to provide an adequate basis for comparison. They are also serious crimes by nature and/or volume. The chosen offenses are:

1. Criminal homicide
2. Forcible rape

3. Robbery
4. Aggravated assault
5. Burglary
6. Larceny-theft
7. Motor vehicle theft
8. Arson

These offenses will be discussed in detail in the following chapters.

Persons Arrested

The number of persons arrested for all violations except traffic offenses is compiled from monthly returns submitted by the contributing agencies. The age, sex, race, and ethnic origin of both adult and juvenile arrestees are recorded for the purpose of computing arrest trends and volume.

Jurisdiction

Throughout the United States there are several thousand law enforcement agencies, some of which have overlapping jurisdictions. To be certain that an offense or arrest is not counted more than once by overlapping jurisdictions, the following guidelines have been developed:

1. Police report offenses that occur within their city jurisdiction.
2. County and state law enforcement agencies report offenses which take place in the county outside the jurisdiction of the city.
3. Agencies report only those arrests made for offenses committed within their own jurisdictions.
4. Likewise, the recovery of property is reported only by the jurisdiction from which it was stolen.

Note: The purpose of these jurisdictional guidelines for reporting crime statistics is to accurately depict the nature and volume of crime in a particular community, *not* to claim or take "credit" for the number of investigations, arrests, etc.

For crime reporting, cities having their own police departments generally send in their own figures. However, crime data for smaller locales may be combined with those for larger agencies, e.g., sheriffs' offices and state police. This practice most often occurs in rural or unincorporated places employing constables, town marshals, or other officers who infrequently report Crime Index offenses. A special form has been devised for the use of law enforcement officers in these small locales to report offense data to the sheriff's office or another larger law enforcement agency. This document is the Report of Offenses

CHAPTER I

DEFINITIONS—PART I OFFENSES

The Part I offenses are as follows:

1. Criminal homicide:
 - a. Murder and nonnegligent manslaughter
 - b. Manslaughter by negligence
2. Forcible rape:
 - a. Rape by force
 - b. Attempts to commit forcible rape
3. Robbery:
 - a. Firearm
 - b. Knife or cutting instrument
 - c. Other dangerous weapon
 - d. Strong-arm—hands, fists, feet, etc.
4. Aggravated assault:
 - a. Firearm
 - b. Knife or cutting instrument
 - c. Other dangerous weapon
 - d. Hands, fists, feet, etc.—aggravated injury
5. Burglary:
 - a. Forcible entry
 - b. Unlawful entry—no force
 - c. Attempted forcible entry
6. Larceny-theft (except motor vehicle theft)
7. Motor vehicle theft:
 - a. Autos
 - b. Trucks and buses
 - c. Other vehicles
- 9.8. Arson:
 - a.-g. Structural
 - h.-i. Mobile
 - j. Other

The Uniform Crime Reporting (UCR) Program collects and reports crime offense data for the Nation, and in many instances, for smaller subdivisions of the country. Essential to the maintaining of uniform and consistent data is the utilization of standard definitions of the offenses used in the Program. The standard UCR definitions for Part I offenses are recorded and explained in the sections that follow. The Crime Index is comprised of all of the Part I offenses with the exception of manslaughter by negligence (class 1.b.).

In the reporting of offense data to a state or the national UCR Program, it is first necessary to classify appropriate offenses known into the Part I or II standard offense categories as defined by the Program. This practice ensures that offenses with different titles under state and local law are considered and appropriately counted in UCR. All criminal offenses of law will be classified as either Part I or II in this

Program. Part II offenses will be discussed in a later section.

When *classifying* an offense, it should first be determined if it is one of the Part I offenses and then into which category it would be included. The following pages of definitions and explanations will aid in the classifying of these offenses. Unusual situations will arise in this effort, and not all can be covered in this handbook. In classifying the unusual situations, the nature of the crime should be considered along with the guidelines provided. If assistance is needed, communicate with the UCR Program, Federal Bureau of Investigation, Washington, D.C. 20535.

Counting the number of offenses after they have been classified is referred to as *scoring*. A suggested method of handling information in preparation for submission of the Monthly Return of Offenses Known to the Police (Return A) is to classify and score the Part I offenses in a tally book. These books have the same format as the monthly Return A and are available without charge from the national UCR Program. Tallies can be made from an agency's offense reports on a regular basis during the month and then transferred in total to the monthly reporting form. Remember:

CLASSIFY AND SCORE FROM THE RECORDS OF CALLS FOR SERVICE, COMPLAINTS, AND/OR INVESTIGATIONS. OFFENSE COUNTS ARE TO BE RECORDED, NOT FINDINGS OF A COURT, CORONER, JURY, OR DECISION OF A PROSECUTOR SINCE THESE CRIME STATISTICS ARE INTENDED TO ASSIST IN IDENTIFYING THE LAW ENFORCEMENT PROBLEM.

General Note—To aid in the understanding of the examples in this section, a knowledge of the six columns of the Return A reporting form is necessary. The columns are as follows: (See pages 47-48 for additional comments.)

Column 1: *Classification of Offenses*—The criminal act offenses are printed on the form in this column.

Column 2: *Offenses Reported or Known to Police*—Enter a count of offenses reported or otherwise known to the department.

Column 3: *Unfounded*—Enter the total number of reported offenses that are false or baseless.

In cases of justifiable homicide, a second offense must also be scored. Enter in the appropriate classification, the crime the felon was committing at the time of death, and clear this offense by exceptional means. See examples 1.a.-8 and 9, page 9.

Return A, it is required that the Supplementary Homicide Report (SHR) form be completed. The SHR provides details regarding the victim and offender, their relationship, the weapon used, and the circumstance of the murder. In addition, it is an excellent quality control mechanism. Refer to pages 63-65.

Note: For each criminal homicide reported on the

Examples:

1.a.-1 A berserk gunman shoots and kills three pedestrians. The offender is subdued and placed under arrest. (Three offenses, three offenses cleared by arrest.)

1 CLASSIFICATION OF OFFENSES	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE 'UNFOUNDED' AND ATTEMPTS)	3 UNFOUNDED, I.E. FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 5)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1 CRIMINAL HOMICIDE: a MURDER AND NONNEGLIGENT HOMICIDE (score attempts as aggravated assault) if homicide reported, submit Supplementary Homicide Report	3		3	3	
b MANSLAUGHTER BY NEGLIGENCE					

1.a.-2 Joe and Jim, while playing cards, get into an argument. Joe comes at Jim with a broken bottle and Jim pulls a gun and kills Joe. Jim is arrested and claims self-defense. (One offense, one offense cleared by arrest.)

1 CLASSIFICATION OF OFFENSES	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE 'UNFOUNDED' AND ATTEMPTS)	3 UNFOUNDED, I.E. FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 5)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1 CRIMINAL HOMICIDE: a MURDER AND NONNEGLIGENT HOMICIDE (score attempts as aggravated assault) if homicide reported, submit Supplementary Homicide Report	1		1	1	
b MANSLAUGHTER BY NEGLIGENCE					

1.a.-3 A neighbor discovers an infant who has been beaten. The neighbor rushes the infant to the hospital. Later, the infant dies as a direct result of the injuries. Investigation reveals that the mother is responsible. The mother is not considered mentally competent and the district attorney does not wish to prosecute. (One offense, one offense cleared by exceptional means.)

1 CLASSIFICATION OF OFFENSES	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE 'UNFOUNDED' AND ATTEMPTS)	3 UNFOUNDED, I.E. FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 5)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1 CRIMINAL HOMICIDE: a MURDER AND NONNEGLIGENT HOMICIDE (score attempts as aggravated assault) if homicide reported, submit Supplementary Homicide Report	1		1	1	
b MANSLAUGHTER BY NEGLIGENCE					

1.a.-8 *Justifiable Homicide*. A police officer answers a bank holdup alarm and surprises the robber coming out of the bank. After firing at the police officer, the robber is shot and killed. The officer is charged in a court of record as a matter of routine in such cases. (One offense of murder, unfounded, and one offense of robbery, cleared by exceptional means.)

1 CLASSIFICATION OF OFFENSES	2 OFFENSES REPORTED OR REPORTED TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 5)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1 CRIMINAL HOMICIDE a. MURDER AND NONNEGLIGENT HOMICIDE (where it "emerges as aggravated assault") if homicide reported, submit Subsequent Homicide Report	/	/			
b. MANSLAUGHTER BY NEGLIGENCE					
2 ROBBERY TOTAL	/		/	/	
a. Firearm	/		/	/	
b. Knife or Cutting Instrument					
c. Other Dangerous Weapon					
d. Strong Arm (Hands, Feet, Etc.)					

1.a.-9 *Justifiable Homicide*. When a gunman entered a store and attempted to rob the proprietor, the felon was shot and killed by the storekeeper. (One offense of murder, unfounded, and one offense of robbery, cleared by exceptional means.)

1 CLASSIFICATION OF OFFENSES	2 OFFENSES REPORTED OR REPORTED TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 5)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1 CRIMINAL HOMICIDE a. MURDER AND NONNEGLIGENT HOMICIDE (where it "emerges as aggravated assault") if homicide reported, submit Subsequent Homicide Report	/	/			
b. MANSLAUGHTER BY NEGLIGENCE					
2 ROBBERY TOTAL	/		/	/	
a. Firearm	/		/	/	
b. Knife or Cutting Instrument					
c. Other Dangerous Weapon					
d. Strong Arm (Hands, Feet, Etc.)					

1.b. Criminal Homicide—Manslaughter by Negligence

Definition—the killing of another person through gross negligence.

As a general rule, one offense is counted for each death caused by the gross negligence of another. Not included in this category are deaths of persons due

to their own negligence; accidental deaths not resulting from gross negligence; and traffic fatalities. However, arrests in connection with traffic fatalities should be counted on the Age, Sex, Race, and Ethnic Origin of Persons Arrested form opposite "manslaughter by negligence." *The findings of a court, coroner's inquest, etc., do not affect classifying or scoring; these are law enforcement statistics.*

Examples:

2.a.-1 A complaint was received from a victim that, when leaving work late one night, she was attacked in the company parking lot by an unidentified male and forcibly raped. (One offense, not cleared.)

1 CLASSIFICATION OF OFFENSES	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E. FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 5)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
2 FORCIBLE RAPE TOTAL	1		1		
a Rape by Force	1		1		
b Attempts to commit Forcible Rape					

2.a.-2 Two men lure a girl to their motel room with the promise of a job. They threaten her with a knife and both forcibly rape her. On complaint by the girl, both men are arrested. (One offense, one clearance by arrest.)

1 CLASSIFICATION OF OFFENSES	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E. FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 5)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
2 FORCIBLE RAPE TOTAL	1		1	1	
a Rape by Force	1		1	1	
b Attempts to commit Forcible Rape					

2.a.-3 Investigation determines a forcible rape occurred. Police identify, locate, and prepare to arrest the offender, but the victim refuses to cooperate with prosecution due to fear of possible publicity and embarrassment.

Even though the victim refuses to cooperate, count an offense. The offense took place and must be scored. (One offense, one offense exceptionally cleared.)

1 CLASSIFICATION OF OFFENSES	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E. FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 5)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
2 FORCIBLE RAPE TOTAL	1		1	1	
a Rape by Force	1		1	1	
b Attempts to commit Forcible Rape					

2.a.-4 Three girls were attacked, assaulted, and raped by four boys. Each boy raped each of the girls. No arrests were made. (Three offenses, no clearances.)

1 CLASSIFICATION OF OFFENSES	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E. FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 5)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
2 FORCIBLE RAPE TOTAL	3		3		
a Rape by Force	3		3		
b Attempts to commit Forcible Rape					

3.a. Robbery—Firearm

Count one offense for each distinct operation in which any firearm is used as a weapon or employed as a means of force to threaten the victim or put the victim in fear.

3.b. Robbery—Knife or Cutting Instrument

Score one offense for each distinct operation in which a knife, broken bottle, razor, ice pick, or other cutting or stabbing instrument is employed as a weapon or as a means of force to threaten the victim or put the victim in fear.

3.c. Robbery—Other Dangerous Weapon

In this category of robbery, enter one offense for each distinct operation in which a club, acid, explosive, brass knuckles, or other dangerous weapon is employed or its use is threatened.

3.d. Robbery—Strong-Arm—Hands, Fists, Feet, etc.

This category includes muggings and similar offenses where no weapon is used, but strong-arm tactics (limited to the use of personal weapons such as hands, arms, feet, fists, teeth, etc.) are employed or their use is threatened to deprive the victim of possessions.



SCORE ONE OFFENSE FOR EACH DISTINCT OPERATION

Examples:

3.a.-1 A man comes to a victim's door and asks to use the phone. After being admitted to the residence, he pulls a gun and demands money. He takes the victim's money and flees. (One offense, no clearance).

1 CLASSIFICATION OF OFFENSES	2 OFFENSES REPORTED OR REPORTED TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 5)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3 ROBBERY TOTAL					
a. Firearm					
b. Knife or Cutting Instrument					
c. Other Dangerous Weapon					
d. Strong Arm (Hands, Feet, Fists, Etc.)					

3.b.-1 A man was walking down the street when an assailant grabbed him and held a broken bottle to his throat. While the assailant was attempting to remove the victim's wallet from his pocket, the police arrived. The assailant was arrested. (One offense, one clearance by arrest.)

1 CLASSIFICATION OF OFFENSES	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 5)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3 ROBBERY TOTAL	1		1	1	
a. Firearm					
b. Knife or Cutting Instrument					
c. Other Dangerous Weapon					
d. Strong-Arm (Hands, Feet, Feet, Etc.)					

3.c.-1 Two men accosted a third, an acquaintance, in an alley near a bar. They beat him severely with a club and took his wallet containing several hundred dollars. No arrest was made. (One offense, no clearance.)

1 CLASSIFICATION OF OFFENSES	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 5)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3 ROBBERY TOTAL	1		1		
a. Firearm					
b. Knife or Cutting Instrument					
c. Other Dangerous Weapon					
d. Strong-Arm (Hands, Feet, Feet, Etc.)					

3.c.-2 A woman robbed a jewelry store with threat of detonating a bomb. The bomb was composed of wire, highway flares, and black powder. The suspect was apprehended by two employees of the store. (One offense, one clearance by arrest.)

1 CLASSIFICATION OF OFFENSES	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 5)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3 ROBBERY TOTAL	1		1	1	
a. Firearm					
b. Knife or Cutting Instrument					
c. Other Dangerous Weapon					
d. Strong-Arm (Hands, Feet, Feet, Etc.)					

ments used to club or beat victims. Also include in this category attacks by explosives, acid, lye, poison, scalding water, burning, etc.

4.d. Assault—Hands, Fists, Feet, etc.—

Aggravated Injury

Classify in this category only the attacks by use of personal weapons such as hands, fists, feet, etc., which result in serious or aggravated injury. The seriousness of the injury is the primary factor to consider in establishing whether the assault is aggravated or simple. The assault will be aggravated if the personal injury is serious, e.g., broken bones, internal injuries, or where stitches are required. On the other hand, it is a simple assault if the injuries are not serious (abrasions, minor lacerations, or contusions) and require no more than usual first-aid treatment. These simple assaults are to be scored as 4.e., other assaults.

4.e. Other Assaults—Simple, Not Aggravated

Include in this category all assaults which do not involve the use of a firearm, knife, cutting instrument, or other dangerous weapon and in which there were no serious or aggravated injuries to the victims. Simple assault is not within the Crime Index—it is a Part II offense but is collected under 4.e. as a quality control matter and for the purpose of looking at total assault violence.

Score such offenses as simple assault, assault and

battery, injury caused by culpable negligence, intimidation, coercion, and all attempts to commit these offenses. For other examples, refer to page 79.

An Aid to Classifying Assaults

Careful consideration of the following factors should assist in classifying assaults:

1. The type of weapon employed or the use of an object as a weapon;
2. The seriousness of the injury;
3. The intent of the assailant to cause serious injury.

Usually, the weapons used or the extent of the injury sustained will be the deciding factors in distinguishing aggravated from simple assault. In only a very limited number of instances should it be necessary to examine the intent of the assailant.

Prosecutive policy in a jurisdiction should not control classification or reporting of law enforcement offense data on the Return A. It is necessary that assaults in each jurisdiction be examined and classified according to the standard Uniform Crime Reporting definitions, regardless of whether they are termed felonies by local definitions. In an aggravated assault situation where the victim later dies, count one offense of murder on the Return A for the month in which the death occurred and delete the aggravated assault previously recorded. (See page 42 on adjustments.)

Examples:

4.a.-1 Joe and Sally had an argument. Sally later returned with a gun and shot Joe, attempting to kill him. Joe recovered and Sally was prosecuted for attempted murder. (One actual offense, cleared.)

1	2	3	4	5	6
CLASSIFICATION OF OFFENSES	OFFENSES REPORTED OR REPORTED TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	UNFOUNDED, I.E. FALSE OR BASELESS COMPLAINTS	NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 4)	NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
4 ASSAULT TOTAL					
a. Firearm					
b. Knife or Cutting Instrument					
c. Other Dangerous Weapon					
d. Hands, Fists, Feet, Etc. Aggravated Injury					
e. Other Assaults Simple, Not Aggravated					

4.c.-1 At the scene of a riot, three police officers were attacked by 20 rioters who were armed with clubs and rocks. The police officers sustained injuries which caused their hospitalization. A total of 45 rioters, including 18 of those participating in the assaults, were arrested for disturbance. (Three offenses and three cleared by arrest. This matter should also be reported on the LEOKA form.)

1 CLASSIFICATION OF OFFENSES	2 OFFENSES REPORTED OR REPORTED TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E. FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 5)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
4 ASSAULT TOTAL	3		3	3	
a. Firearm					
b. Knife or Cutting Instrument					
c. Other Dangerous Weapon	3		3	3	
d. Hands, Fists, Feet, Etc. - Aggravated Injury					
e. Other Assaults Simple, Not Aggravated					

4.c.-2 During a neighborhood altercation, a resident, John, hits neighbor Don and Don's wife with a tire iron. Don suffers a minor bruise but his wife has a concussion from a blow to the head. John is arrested. (Two actual offenses, both cleared.)

1 CLASSIFICATION OF OFFENSES	2 OFFENSES REPORTED OR REPORTED TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E. FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 5)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
4 ASSAULT TOTAL	2		2	2	
a. Firearm					
b. Knife or Cutting Instrument					
c. Other Dangerous Weapon	2		2	2	
d. Hands, Fists, Feet, Etc. - Aggravated Injury					
e. Other Assaults Simple, Not Aggravated					

4.d.-1 Jack comes in drunk and during an argument with his wife breaks her jaw. Jack is arrested but his wife refuses to prosecute. (One offense, one offense cleared.)

1 CLASSIFICATION OF OFFENSES	2 OFFENSES REPORTED OR REPORTED TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E. FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 5)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
4 ASSAULT TOTAL	1		1	1	
a. Firearm					
b. Knife or Cutting Instrument					
c. Other Dangerous Weapon					
d. Hands, Fists, Feet, Etc. - Aggravated Injury	1		1	1	
e. Other Assaults Simple, Not Aggravated					



**SCORE ONE OFFENSE FOR EACH
DISTINCT OPERATION**

These offenses are ~~not~~ classified as burglaries in UCR and must be ~~classified~~ ~~as~~ larcenies for reporting purposes. Thefts from automobiles, whether locked or not; shoplifting from commercial establishments; and thefts from telephone booths, coinboxes, or coin-operated machines are all counted as larceny.

theft offenses. Of course, if these thefts are accompanied by unlawful entry of a structure, a multiple offense exists and the burglary would be scored. A telephone booth is not considered a structure under the UCR definition.

5.a. Burglary—Forcible Entry

Count all offenses where force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony. This act includes entry by use of tools; breaking windows; forcing windows, doors, transoms, or ventilators; cutting screens, walls, or roofs; and where known, the use of master keys, picks, unauthorized keys, celluloid, or other devices which leave no outward mark but are used to force a lock. Burglary by concealment inside a building followed by an exiting of the structure is included in this category.

5.b. Burglary—Unlawful Entry—No Force

The entry in these burglary situations involves no force and is achieved by use of an unlocked door or window. The element of trespass to the structure is essential in this classification, which includes thefts from open garages, open warehouses, open or unlocked dwellings, and open or unlocked common basement areas in apartment houses where entry is committed other than by the tenant who has lawful access. If the area entered was one of open access, thefts from the area would not involve an unlawful trespass and would be scored as larceny.

5.c. Burglary—Attempted Forcible Entry

Count in this classification those situations where a forcible entry burglary is attempted. If an entry is actually made, the offense should be classified as 5.a. Include unlawful entry—no force when a perpetrator is frightened off while entering an unlocked door or climbing through an open window. If an actual trespass occurs, classify as 5.b. Law enforcement experience is the determining factor in deciding whether force or no force was used in gaining entry.

A forcible entry or unlawful entry where no theft or felony occurs but where acts of vandalism, malicious mischief, etc., are committed is not scored as a burglary provided investigation clearly establishes that the unlawful entry was for a purpose other than to commit a felony or theft. For the definition of vandalism, refer to page 79.

5.a.-4 A man hides in a theater. After it closes, he steals money from the cashbox and leaves the premises during the night. (One offense, no clearance.)

1 CLASSIFICATION OF OFFENSES	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 5)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
B BURGLARY TOTAL					
a. Forcible Entry	1		1		
b. Unlawful Entry - No Force					
c. Attempted Forcible Entry					

5.a.-b.-5 After closing hours, a thief enters an unlocked door of a warehouse. The warehouse has a number of offices of individual shipping companies within it. The subject breaks into eight of the company offices and rifles the office desks. Some items are stolen from each office. Scoring is similar to that for apartments. (Eight offenses of forcible entry burglary, not cleared; one offense of unlawful entry, not cleared, for a total of nine offenses.)

1 CLASSIFICATION OF OFFENSES	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 5)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
B BURGLARY TOTAL					
a. Forcible Entry	8	9	9		
b. Unlawful Entry - No Force	1		1		
c. Attempted Forcible Entry					

5.b.-1 While a housewife was in the backyard hanging clothes, a 14-year-old boy went in the unlocked front door and took her purse. The boy was located and charged with "juvenile delinquency." (One offense, one offense cleared by arrest of a person under age 18.)

1 CLASSIFICATION OF OFFENSES	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 5)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
B BURGLARY TOTAL					
a. Forcible Entry					
b. Unlawful Entry - No Force	1		1	1	1
c. Attempted Forcible Entry					

6-3 A railroad official reported the theft of a locomotive. Investigation resulted in the arrest of six juveniles. The engine was recovered. (One offense, one offense cleared by arrest of persons under age 18.)

1	2	3	4	5	6
CLASSIFICATION OF OFFENSES	OFFENSES REPORTED OR REPORTS TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 5)	NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
6 LARCENY THEFT TOTAL (Excl. Motor Vehicle Theft)					

6-4 A local airport reported the theft of a single-engine airplane by a mechanic who did not have permission to take the plane. The subject is apprehended. (One offense, one offense cleared by arrest.)

1	2	3	4	5	6
CLASSIFICATION OF OFFENSES	OFFENSES REPORTED OR REPORTS TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 5)	NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
6 LARCENY THEFT TOTAL (Excl. Motor Vehicle Theft)					

6-5 Two 17-year-olds board a rowboat at dockside and steal a fishing pole and reel. They both are apprehended by police, but no charges are formally filed. (One offense, one offense cleared by arrest of persons under age 18.)

1	2	3	4	5	6
CLASSIFICATION OF OFFENSES	OFFENSES REPORTED OR REPORTS TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 5)	NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
6 LARCENY THEFT TOTAL (Excl. Motor Vehicle Theft)					

6-6 A tractor-trailer parked in the company parking lot is broken into and 20 cases of canned foods are taken. (One offense, no clearance.)

1	2	3	4	5	6
CLASSIFICATION OF OFFENSES	OFFENSES REPORTED OR REPORTS TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 5)	NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
6 LARCENY THEFT TOTAL (Excl. Motor Vehicle Theft)					

6-7 A thief broke into a locked car and was attempting to remove an expensive tape deck when the owner of the car returned. Police arrested the subject. (One offense, cleared by arrest.)

1	2	3	4	5	6
CLASSIFICATION OF OFFENSES	OFFENSES REPORTED OR REPORTS TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 5)	NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
6 LARCENY THEFT TOTAL (Excl. Motor Vehicle Theft)					

7.a.-2 An owner awakens to find his vehicle several parking spaces north of where it had been parked the previous night. There is no damage. The vehicle has not been hotwired. The gas tank is now empty. (One offense, no clearance.)

1 CLASSIFICATION OF OFFENSES	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
7 MOTOR VEHICLE THEFT TOTAL	1		1		
a Autos	1		1		
b Trucks and Buses					
c Other Vehicles					

7.a.-3 A lady stops at a mailbox and leaves her auto running while she mails a letter. A 14-year-old boy jumps into the auto and drives away. The auto is recovered 2 hours later, wrecked against a tree. The boy is arrested. (One offense, one offense cleared by arrest of a person under 18 years of age.)

1 CLASSIFICATION OF OFFENSES	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
7 MOTOR VEHICLE THEFT TOTAL	1		1	1	1
a Autos	1		1	1	1
b Trucks and Buses					
c Other Vehicles					

7.a.-4 A taxi is stolen from a parking lot and is recovered in another city. (One offense, no clearance.)

1 CLASSIFICATION OF OFFENSES	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
7 MOTOR VEHICLE THEFT TOTAL	1		1		
a Autos	1		1		
b Trucks and Buses					
c Other Vehicles					

7.b.-1 A motor home was stolen from the driveway of a citizen's residence. The vehicle was later found stripped of all removable parts. (One offense, no clearance.)

1 CLASSIFICATION OF OFFENSES	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
7 MOTOR VEHICLE THEFT TOTAL	1		1		
a Autos	1		1		
b Trucks and Buses					
c Other Vehicles					

rented to outsiders. Residential property not meeting these criteria are classified "Other Residential." For arson reporting purposes, temporary living quarters such as hotels, motels, inns, etc., are included in the "Other Residential" category.

The remaining structural subclassifications address nonresidential property and are self-explanatory.

8.H.-I. Arson—Mobile

"Motor vehicles" by UCR definition must be self-propelled and run on land surface but not on rails. For example, automobiles, motorcycles, motor scooters, and snowmobiles are motor vehicles, while trains, boats, and airplanes are not and should be classified as "Other Mobile Property."



SCORE ONE OFFENSE FOR EACH DISTINCT OPERATION

8.J. Arson—Other

This classification encompasses arsons of all property not classified as structural or mobile. Willful or malicious burnings of property such as crops, timber, fences, signs, and merchandise stored outside structures should be included.

Classifying Arsons

The key to proper arson classification is the establishment of the point of origin of a fire. If an individual willfully burns a vehicle parked adjacent to a home and the subsequent fire spreads and destroys the home, the appropriate arson classification would be "Mobile—Motor Vehicle." In cases where a positive determination of the point of origin is undetermined or in instances of multiple points of origin, the structural, mobile, or other category of property which suffered the greatest damage due to the fire should be scored.

Note: Because of the unique nature of the crime of arson, a separate reporting form (Monthly Return of Arson Offenses Known to Law Enforcement) is utilized for the collection of data regarding this offense.

On the form, the various property classifications appear in column 1. Columnar headings 2 through 6 are identical to those on the Return A, but two additional columns are contained on the arson form. Column 7 is used to enter the number of arson offenses which involved structures (A.-G. only) that were uninhabited, abandoned, deserted, or not normally in use. In column 8, the estimated value of property damage for all arson offenses scored in column 4 is listed. These two additional columns are discussed further in the section of this handbook addressing the specific reporting forms (page 57).

Examples:

8.A. As the result of fire, several rowhouses are destroyed. Investigation reveals an actual arson offense occurred in one rowhouse; however, the fire spread to several adjacent homes, causing \$200,000 total damage. (One offense, no clearance.)

1 PROPERTY CLASSIFICATION	2 Offenses Reported or Known to Police (Structure Destroyed and Attempted)	3 Substantiated, U.S. Files or Domestic Complaints	4 Number of Actual Offenses (Column 1 minus Column 3) (Structure Destroyed)	5 Total Offenses Cleared by Arrest or Suspended (Sum of both Columns 4 & 5)	6 Number of Clearances Involving Only Persons Under 18 Years of Age	7 Offenses Where Structures Uninhabited, Abandoned, or not Normally in Use	8 Estimated Value of Property Damage
A. Single Dwelling Residential (Rowhouse, Townhouse, Duplex, etc.)	1		1				\$200,000

CHAPTER II

CLASSIFYING AND SCORING PROCEDURES

Classifying is determining the proper crime categories in which to report offenses in UCR. Classification is based on the facts of an agency's investigations of crimes.

Scoring is counting the number of offenses after they have been classified and entering the total count on the appropriate reporting form.

Classifying and scoring are the two most important and essential functions that must be performed by a participant in the Uniform Crime Reporting Program. The data provided are based on these two functions and are only as good as agencies' efforts to follow the guidelines of the Program.

Classifying

Generally, attempts to commit a crime are classified as though the crimes were actually completed. The only exception to this rule applies to attempts or assaults to murder wherein the victim does not die. These incidents should be classified as aggravated assaults rather than murders.

In a previous section of this handbook, the UCR Part I offenses have been precisely defined. The exceptions to the definitions also have been discussed and must be considered when classifying criminal acts to guarantee the accuracy and consistency of reports from all agencies in the Nation.

Hierarchy Rule

The experience of law enforcement agencies in handling UCR data shows that for the most part offenses of law occur singly as opposed to many being committed simultaneously. In these single-offense situations, it must be decided whether the crime is one of the Index offenses, and if so, it would be scored accordingly. However, if several offenses are committed at the same time by a person or a group of persons, a different approach must be used in classifying and scoring. The law enforcement matter in which many crimes are committed simultaneously is called a multiple-offense situation in this Program. As a general rule, a multiple-offense situation requires classifying each of the offenses occurring and determining which of them are Part I crimes. The Part I offenses involved must then be located in the listing which follows:

1. Criminal homicide:
 - a. Murder and nonnegligent manslaughter
 - b. Manslaughter by negligence

2. Forcible rape:
 - a. Rape by force
 - b. Attempts to commit forcible rape
3. Robbery:
 - a. Firearm
 - b. Knife or cutting instrument
 - c. Other dangerous weapon
 - d. Strong-arm—hands, fists, feet, etc.
4. Aggravated assault:
 - a. Firearm
 - b. Knife or cutting instrument
 - c. Other dangerous weapon
 - d. Hands, fists, feet, etc.—aggravated injury
5. Burglary:
 - a. Forcible entry
 - b. Unlawful entry—no force
 - c. Attempted forcible entry
6. Larceny-theft (except motor vehicle theft)
7. Motor vehicle theft:
 - a. Autos
 - b. Trucks and buses
 - c. Other vehicles
- 9.8. Arson:
 - a.-g. Structural
 - h.-i. Mobile
 - j. Other

Locate the offense that is highest on the list, score that offense, and ignore the other offenses involved in the incident. The *Hierarchy Rule*, which requires counting only the highest offense on the list and ignoring all others, applies *only* to crime reporting and does not affect the number of charges for which the defendant may be prosecuted in the courts. An exception to the rule is arson, which is discussed later in this chapter.

Example:

Incident: During the commission of an armed bank robbery, the offender strikes a teller with a butt of a handgun. The robber runs from the bank and steals an automobile at curb side.

Classification of this incident: Robbery, aggravated assault, and motor vehicle theft are three Part I offenses apparent in this situation. Each of these offenses should be located on the listing, and by doing so, it is seen that robbery is the crime highest on the list. Therefore, this incident will be classified as robbery, one offense scored accordingly, and all of the other offenses ignored.

PART II OFFENSES

10. Forgery & Counterfeiting
11. Fraud
12. Embezzlement
13. Stolen Property; Buying, Receiving, Possessing
14. Vandalism
15. Weapons; Carrying, Possessing, etc.
16. Prostitution & Commercialized Vice
17. Sex Offenses
18. Drug Abuse Violations
19. Gambling
20. Offenses Against the Family & Children
21. Driving Under the Influence
22. Liquor Laws
23. Drunkenness
24. Disorderly Conduct
25. Vagrancy
26. All other offenses
27. Suspicion
28. Curfew and Loitering Laws (Persons under 18)
29. Runaways (Persons under 18)

PART II OFFENSES – Exercise

10. _____
12. _____
13. _____
14. _____
15. _____
17. _____
18. _____
21. _____
23. _____
26. _____
28. _____
29. _____

CHAPTER VI DEFINITIONS—PART II OFFENSES

The Uniform Crime Reporting Program offenses are divided into two groupings—Part I and Part II crimes. Arrest data are collected on both Part I and Part II offenses, and it is as important and essential to maintain uniformity in the data collection of persons arrested as it is in the offense data collection conducted for Part I crimes only.

The Part II offenses encompass all other crime classifications outside those defined as Part I earlier in this publication. In November, 1932, the UCR Program adopted a Standard Classification of Offenses for the compilation of criminal statistics. This classification was devised and adopted in order that law enforcement, judicial, and penal statistics might be uniformly compiled in terms of a single classification of offenses. The definitions of the Part II offenses that follow include some of the offense titles described in local and state law. These titles have been included as descriptive data to aid in determining the offenses that should be included or excluded in each classification.

9. Other Assaults

Assaults and attempted assaults where no weapon was used or which did not result in serious or aggravated injury to the victim are included as other assaults.

Examples of local jurisdiction offense titles which would be included in "other assaults" are:

- Simple assault;
- Minor assault;
- Assault and battery;
- Injury by culpable negligence;
- Resisting or obstructing an officer;
- Intimidation;
- Coercion;
- Hazing; and
- Attempts to commit the above.

10. Forgery and Counterfeiting

In the majority of states, forgery and counterfeiting are treated as allied offenses. Placed in this class are all offenses dealing with the making, altering, uttering, or possessing, with intent to defraud, anything false in the semblance of that which is true. Include:

- Altering or forging public and other records;
- Making, altering, forging, or counterfeiting bills, notes, drafts, tickets, checks, credit cards, etc.;

Forging wills, deeds, notes, bonds, seals, trademarks, etc.;

Counterfeiting coins, plates, banknotes, checks, etc.;

Possessing or uttering forged or counterfeited instruments;

Erasures;

Signing the name of another or fictitious person with intent to defraud;

Using forged labels;

Possession, manufacture, etc., of counterfeiting apparatus;

Selling goods with altered, forged, or counterfeited trademarks; and

All attempts to commit the above.

11. Fraud

Fraudulent conversion and obtaining money or property by false pretenses.

Include:

- Bad checks, except forgeries and counterfeiting;
- Confidence games;
- Leaving full-service gas station without paying attendant;
- Unauthorized withdrawal of money from an automatic teller machine; and
- Attempts to commit the above.

12. Embezzlement

Misappropriation or misapplication of money or property entrusted to one's care, custody, or control. Include attempts.

13. Stolen Property; Buying, Receiving, Possessing

Include in this class all offenses of buying, receiving, and possessing stolen property, as well as all attempts to commit any of these offenses.

14. Vandalism

Vandalism consists of the willful or malicious destruction, injury, disfigurement, or defacement of any public or private property, real or personal, without consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law. This offense covers a wide range of malicious behavior directed at

property, such as: cutting auto tires, drawing obscene pictures on public restroom walls, smashing windows, destroying school records, tipping over gravestones, defacing library books, etc. Count all arrests for the above, including attempts.

15. Weapons; Carrying, Possessing, etc.

This class deals with weapon offenses, regulatory in nature, such as:

Manufacture, sale, or possession of deadly weapons;

Carrying deadly weapons, concealed or openly;

Using, manufacturing, etc., silencers;

Furnishing deadly weapons to minors;

Aliens possessing deadly weapons; and

All attempts to commit any of the above.

16. Prostitution and Commercialized Vice

Include in this class the sex offenses of a commercialized nature, such as:

Prostitution;

Keeping a bawdy house, disorderly house, or house of ill fame;

Pandering, procuring, transporting, or detaining women for immoral purposes, etc.; and

All attempts to commit any of the above.

17. Sex Offenses

(Except forcible rape, prostitution, and commercialized vice.) Include offenses against chastity, common decency, morals, and the like, such as:

Adultery and fornication;

Buggery;

Incest;

Indecent exposure;

Indecent liberties;

Seduction;

Sodomy or crime against nature;

Statutory rape (no force); and

All attempts to commit any of the above.

18. Drug Abuse Violations

Drug abuse violation arrests are requested on the basis of the narcotics used. Include all arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. Make the following subdivisions of drug abuse violation arrests, keeping in mind to differentiate between Sale/Manufacturing and Possession:

(1) Sale/Manufacturing

a. Opium or cocaine and their derivatives (mor-

phine, heroin, codeine)

b. Marijuana

c. Synthetic narcotics—manufactured narcotics which can cause true drug addiction (demerol, methadones)

d. Dangerous nonnarcotic drugs (barbiturates, benzedrine)

(2) Possession

e. Opium or cocaine and their derivatives (morphine, heroin, codeine)

f. Marijuana

g. Synthetic narcotics—manufactured narcotics which can cause true drug addiction (demerol, methadones)

h. Dangerous nonnarcotic drugs (barbiturates, benzedrine)

Include all attempts to sell, manufacture, or possess any of the above.

19. Gambling

All charges which relate to promoting, permitting, or engaging in illegal gambling are included in this category. To provide a more refined collection of gambling arrests, the following breakdown should be furnished:

a. Bookmaking (horse and sport book)

b. Numbers and lottery

c. All other

20. Offenses Against the Family and Children

Include here all charges of nonsupport and neglect or abuse of family and children, such as:

Desertion, abandonment, or nonsupport of spouse or child;

Neglect or abuse of spouse or child (if injury is serious, score as aggravated assault);

Nonpayment of alimony; and

All attempts to commit any of the above.

Note: Do not count *victims* of these charges who are merely taken into custody for their own protection.

21. Driving Under the Influence

This class is limited to the driving or operating of any vehicle or common carrier while drunk or under the influence of liquor or narcotics.

Include:

Operating a motor vehicle while under the influence; and

Operating an engine, train, streetcar, boat, etc., while under the influence.

22. Liquor Laws

With the exception of "drunkenness" (offense 23) and "driving under the influence" (offense 21), liquor law violations, state or local, are placed in this class.

Include:

- Manufacture, sale, transporting, furnishing, possessing, etc., intoxicating liquor;
- Maintaining unlawful drinking places;
- Bootlegging;
- Operating still;
- Furnishing liquor to a minor or intemperate person;
- Using a vehicle for illegal transportation of liquor;
- Drinking on train or public conveyance; and
- All attempts to commit any of the above.

23. Drunkenness

Include in this class all offenses of drunkenness or intoxication, with the exception of "driving under the influence" (offense 21).

- Drunkenness
- Drunk and disorderly
- Common or habitual drunkard
- Intoxication

24. Disorderly Conduct

In this class are placed all charges of committing a breach of the peace.

Include:

- Affray;
- Unlawful assembly;
- Disturbing the peace;
- Disturbing meetings;
- Disorderly conduct in state institutions, at court, at fairs, on trains or public conveyances, etc.;
- Blasphemy, profanity, and obscene language;
- Desecrating the flag;
- Refusing to assist an officer; and
- All attempts to commit any of the above.

25. Vagrancy

Persons prosecuted on the charge of being a "suspicious character or person, etc." are included in this class.

Include:

- Vagrancy;
- Begging;
- Loitering (persons 18 and over); and
- Vagabondage.

26. All Other Offenses

Include in this class every other state or local of-

fense (except traffic violations) not included in offenses 1 through 25, such as:

- Admitting minors to improper places;
- Abduction and compelling to marry;
- Bigamy and polygamy;
- Blackmail and extortion;
- Bribery;
- Combination in restraint of trade; trusts, monopolies;
- Contempt of court;
- Criminal anarchism;
- Criminal syndicalism;
- Discrimination, unfair competition;
- Kidnaping;
- Marriage within prohibited degrees;
- Offenses contributing to juvenile delinquency (except as provided for in offenses 1 to 25), such as employment of children in immoral vocations or practices, admitting minors to improper places, etc.;
- Perjury and subornation of perjury;
- Possession, repair, manufacture, etc., of burglar's tools;
- Possession of drug paraphernalia;
- Possession or sale of obscene literature, pictures, etc.;
- Public nuisances;
- Riot and rout;
- Trespass;
- Unlawfully bringing weapons into prisons or hospitals;
- Unlawfully bringing drugs or liquor into state prisons, hospitals, etc.; furnishing to convicts;
- Unlawful disinterment of the dead and violation of sepulture;
- Unlawful use, possession, etc., of explosives;
- Violations of state regulatory laws and municipal ordinances (this does not include those offenses or regulations which belong in the above classes);
- Violation of quarantine;
- All offenses not otherwise classified; and
- All attempts to commit any of the above.

27. Suspicion

While "suspicion" is not an offense, it is the grounds for many arrests in those jurisdictions where the law permits. After examination by law enforcement officers, the prisoner is either formally charged or released. Those formally charged are entered in one of the Part I or II offense classes. This class is limited to "suspicion" arrests where persons arrested are released by the police.

Curfew and Loitering Laws—(Persons under 18)

Count all arrests for violations of local curfew or loitering ordinances where such laws exist.

29. Runaways—(Persons under 18)

For purposes of the Uniform Crime Reporting Program, report in this category apprehensions for protective custody as defined by local statute. Arrests of runaways from one jurisdiction by another agency should be counted by the home jurisdiction. Do not include protective custody actions with respect to runaways taken for other jurisdictions.

CHINO POLICE DEPARTMENT RECORDS TRAINING CHECKLIST

<i>Report System continued</i>	Trainer Task/Material Demonstrated By Trainer	Trainee Knowledge/Ability Demonstrated By Trainee	Trainer Proficiency Achieved
WEEK 4			
Incoming Report Trays			
Vehicle Reports			
Cover Sheets (checklist)			
SVS (CLETS entry -Stolen Veh System)			
RMS (Data Entry -Records Mgt System)			
Certified Letters (30-day Impounds)			
Notice of Storage (22852 VC)			
Notice of Recovered Stolen			
Processing			
Vehicle Release Procedures			
Confiscating CDL (Suspended/Revoked)			
PPI (Private Party Impound)			
Repossessions & REPO fees			
Filing (Tickler Files/Case Files)			
Crime Reports			
Mobile Field Reporting (2 nd level rev.)			
Incoming			
Missing Persons Report			
Located Persons Report			
CPS faxed reports/APS faxed reports			
Supplemental reports			
AOJ reports			
BKG/SU page only			
Arrest Reports w/ or w/o bookings			
Name Candidating			
Daily Records Review			
Clets Entry (property/ guns)			
Processing			
Study Guide for Week 4			
Elements of Crime (continued to Week 5)			



Welcome to RMS

This user guide provides a brief introduction to the Sungard Public Sector Records Management System (RMS) as it applies to the policies and operating procedures of the Chino Police Department. As a "Base User", you will have access to the following functions:

- System Login and Desktop Personalization
- Management of your personal employee information record
- RMS Help
- Searching existing records in multiple modules
- Viewing existing records in multiple modules
- Printing existing records in multiple modules
- Updating Tracking statuses in multiple modules

The following pages describe each of these functions in a generalized manner. Notes sections are available throughout to document job-specific details.

Introduction to the RMS Home Screen

RMS Login

- User Name: Your Chino PD identification number (Format: #####)
- Password : Same password used to login into your workstation desktop

Changing Your Password

- Despite the presence of an option to “Change Password” under your name line, your login password **cannot** be changed through RMS.
- The password for RMS can only successfully be changed when your **desktop** login password is changed. This is a function enabled by Active Directory.

Who Am I

- This feature can be accessed by clicking your name at the top right corner of the RMS home screen
- Opening this feature allows you to view and/or edit your personal employee record

Employee [Edit]

BISHOP, B.

Address

City/State Zip

Contact Numbers

Home Work

Mobile Pager PIN

Emergency Contact Information

Contact Nm Wk Ph Relation

Address Hm Ph Medical Alert

Pager

Physician Information

Physician Wk Ph Pager

Address Hm Ph

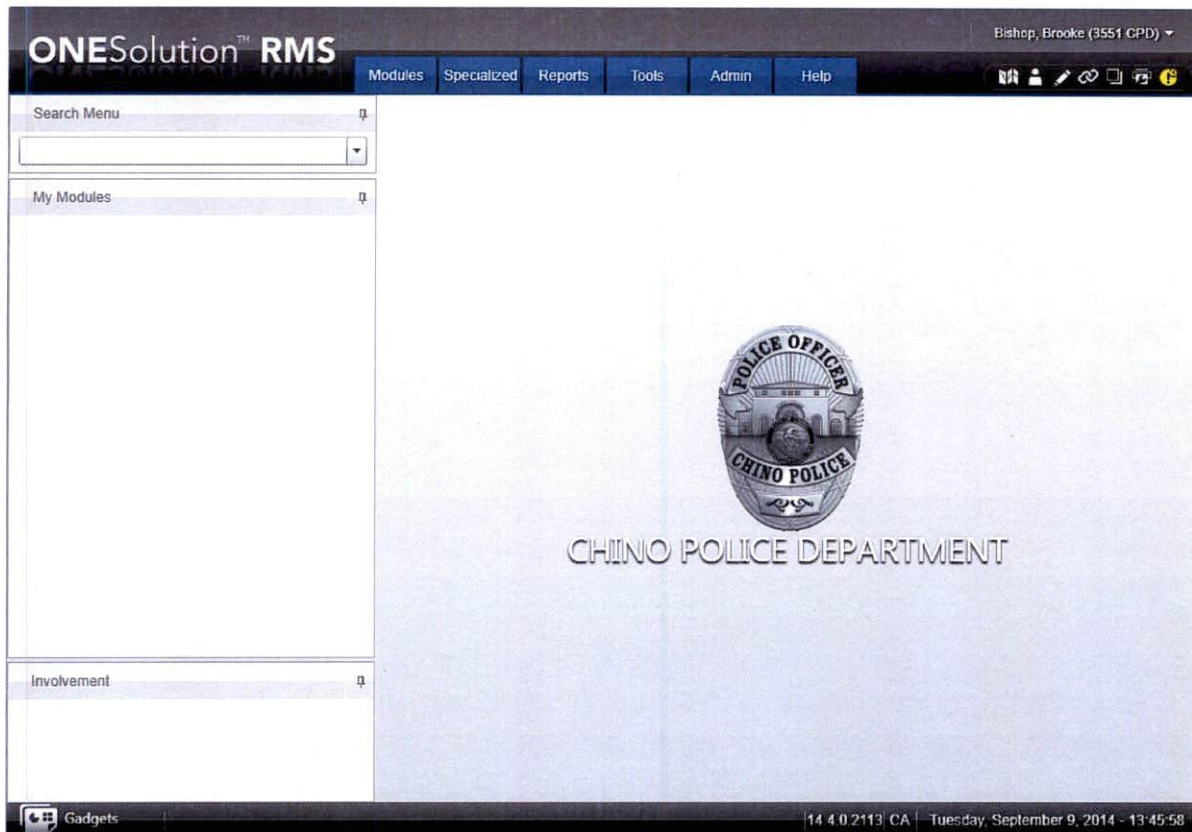
Notify By Preferred Hospital

Show Investigator Dashboard on Startup Classic Search Results (Leave blank for system default)

Exit

Basic Home Screen Features

Window A: Default Home Screen



- Blue tabs at the top of the screen allow access to different modules, tools, etc.
The options made available to you are based on your individual user rights. If an option is gray or not responding when you attempt to select it, it is unavailable and requires additional rights that may not be included in Base User rights.
- The space labeled “My Modules” on the left side of your home screen is used to select your most commonly used modules and set them as easy-access icons. This is achieved by right-clicking the title and selecting “Add to My Modules”. To remove icons from My Modules, right click and select “Remove from My Modules”.
- The panels that appear on the left of the home screen include: Search Menu, My Modules, and Involvement. These can be collapsed into smaller vertical tabs by clicking the small pin icon on the top right of each individual screen. Right-clicking will also provide the option to make docked windows float anywhere on the screen. Hovering and dragging on window borders will allow you to change window dimensions to fit your preferences.

See Window B for an example of a personalized home screen

Minimized
Involvement screen
(left-click pin icon)

Window B: Personalized Home Screen

MINESolution™ RMS

Bishop, Brooke (3551 CPD)

Modules Specialized Reports Tools Admin Help

Involvement

My Modules

Incident Master Names Master Vehicle

Vehicle Tow/ Impound Calls For Service Arrest

Warrant Citation/ Summons

Search Menu

CHINO POLICE DEPARTMENT

14 4 0.2113 CA Wednesday, September 10, 2014 - 07:36:01

Floating search
screen
(right-click and
select floating)

My Modules
(right-click to
add & remove)

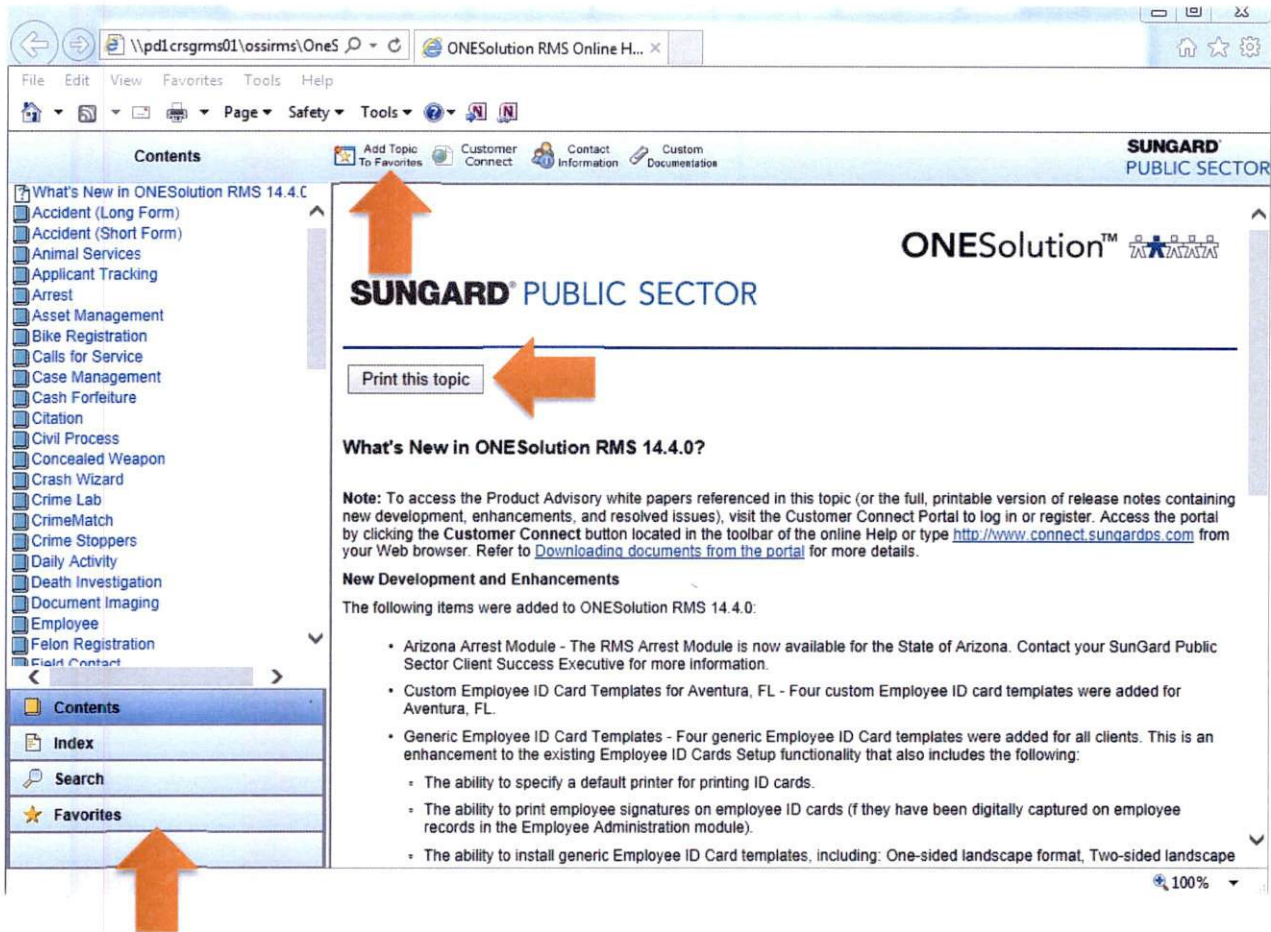
NOTES

RMS Help

To access the Help feature in RMS:

Use the F1 key **OR** access the Help tab at the top of your RMS home screen and select "RMS Help"

The Help screen will open using your default browser (as seen below).



Use the following to navigate through RMS Help

- Contents
- Index
- Search (keyword)
- Favorites
- "Add Topic to Favorites" tab is located in the menu at the top of the Help screen
- Print Help materials by using the icon found on the content page.

Sungard Term Conversion Chart







Chino Term	Sungard Term
Case Report	Incident Report
Arrested	Offender
Rap Sheet	Criminal History
Local History	Rap Sheet
Incident History	Radio Log
Call Type	Nature Code
Call Sign	Unit
Unit	Vehicle Number
CDL	OLN
Property Box Face Page	Evidence Box
PCR	Voucher
Log Item	Event Number
Field Interview	Field Contact
Involved Parties	Related Names
Vacation House Check	Residential Security Check

RMS Involvement Codes

AR= Arrest
 DB= Misc Event
 FC= Field Contact
 LO= Location
 LS = Supplemental
 LW= Incident
 NM= Name
 PH= Phone
 PK= Parking Ticket
 PR= Property
 RP= Racial Profiling
 TA= Traffic Accident
 TC= Traffic Citation
 TI= Tow / Impound
 VH= Vehicle
 WA= Warrant

Module Overview

In RMS, modules can be used independently to keep information consolidated in one place OR they can be used to link information in a network of involvement. Modules can be accessed through the menu bar at the top of you RMS home screen OR by single clicking any module icons you may have added to “My Modules”. The most commonly-used modules are listed below along with brief descriptions of their functions.

Module	Function
 Incident	You use the Incident module to enter and maintain incident reports. It is also used for state IBR/UCR reporting. You can add, search, print, view, and export incident records from the Records Management System (RMS) database. The Incident module uses the Involvement, Evidence, Case Management, Tracking, Vehicle, Property, Related Names, and Report subsystems of RMS.
 Master Names	The RMS name database stores a single name that is used each time the name is associated with a record in the system, such as an incident or field contact. This provides you with the most current information for each name, as well as a complete history for each entry.
 Master Vehicle	You use the Vehicle module to search for vehicle records entered through the Incident, Arrest, or Related Vehicle modules. However, if there is no related incident or arrest record, you can enter vehicle information directly into the Vehicle module. The Vehicle module uses the Tow and Impound, Involvement, Merge, Tracking, Related Names, and Report subsystems of Record Management System (RMS).
 Arrest	You use the Arrest module to enter and maintain arrests by agency and search for and print existing arrests. As a result of the Arrest module being linked to the RMS involvement subsystem, you can establish relationships between the arrestee record and records in other modules such as the Names and Vehicles modules.
 Warrant	The Warrant module allows you to manage warrants efficiently within the agency. Many features are supported, such as linking a warrant to an incident/investigation case, warrant tracking, and the Records Management System (RMS) involvement subsystem. The Warrant module uses the Involvement, Barcode, Tracking, Related Names, and Report subsystems of RMS
 Calls For Service	You use the Calls for Service module to view, enter, and maintain calls for service events by agency.

RMS Short-Cut Cheat Sheet

TAB	Used to save changes and candidate
YELLOW	Signifies a mandatory field
BLUE	Indicates a pick list field Use F2 to access
GREEN	Indicates a toggle field Use spacebar to toggle
WILDCARD	Use % symbol to search missing, partial, or unknown information
DATE	Use T to populate with today's date Use F2 to view calendar
Keyboard Option Selection	ALT + Underlined letter key will select option
Adding to My Modules	Right click on module title in menu and select "Add to My Modules"
F1	Opens the RMS Online Help
F4	Display the search options for a particular field. Right-clicking the mouse displays these options. This also applies to any text displayed in BLUE.
F7	Activates the spell check for note and narrative fields
Ctrl + T	Inserts the current Date/Time/User Name into any notes or narrative field
Ctrl + F10	Maximizes any notes or narrative fields
Ctrl + C	Copies any highlighted text to the Windows clipboard
Ctrl + V	Pastes the text from the Windows clipboard in the application
Ctrl + X	Cuts any highlighted text or data to the Windows clipboard

Basic Searching Techniques

Generalities in Searching

- You must open the module in which you wish to search unless you are using Quick Access Search (explained later).
- Clicking the Search tab will automatically take you into Search mode. You cannot enter or edit data while in this mode.
- You will remain in Search mode until you select the tab titled "Exit Srch".
- Searching techniques are **not** module specific.
- Pick-lists and toggle fields are utilized in Search mode.
- The more criteria you provide, the smaller your search results will be.

Bottom Menu in Module

1.



Select this tab to enter
Search mode

2.



Once you have entered
Search mode, these
options become available

NOTES

Quick Search

- Open the module in which you would like to search
- Click Search, and then click View.
This will produce a list with the last 100 records added within a module.

Field-Level Search

- Open the module in which you would like to search
- Click Search
- Locate the field(s) in which you would like to set criteria for your search
For example, if you wish to search for a driver's license in the Name module, click in that field and fill in with criteria.
- Click view
- The result will either populate the screen OR generate a list of matches based on your search criteria. If the record with that criteria does not exist, you will be informed that there is "No Match Found".
- Verify accuracy of your result

Below is an example of a search for a female with brown hair and eyes in the Master Name Record:

The screenshot shows a software interface for a Master Name Record search. The window title is "Name: [Search]". The form contains various fields for personal information, including Last, First, Middle, Suffix, SSN, Address, City, State, Zip, Home and Mobile Phone numbers, and Sex (set to "F"). The Hair and Eye fields are highlighted with red boxes and contain the value "BROV". Other fields include Race, DOB, Age, DL, DL Class, Exp, COM, Height, Weight, Marital, SkinTone, Ethn, Resid, Residence (City/Cnty), and Addr Source. The interface also features buttons for "Involve", "Image", "Import", and "Report" at the top right, and a bottom navigation bar with buttons for "Previous", "Next", "Reset", "Duplicate", "Option", "Search", "View", and "Exit Srch".

Using the Wildcard

- The wildcard used in RMS is the % sign
- The wildcard can be used to search partial information and/or missing information
- Wildcards can be used in numerous fields such as but not limited to; OLN, SSN, License Tag, Narrative/Notes, and Name fields
- The wildcard can be used before, after and sandwiching information

EXAMPLE

To search names that end in "SON"	%SON
To search a license plate that begins with 8ABC	8ABC%
To search SMT notes for a tattoo of a rose	%ROSE%

Conditional Searches

- To perform a conditional search, click into the field in which you wish to search
- Right click OR select F4 to show options
- The options available will depend on which data field you are trying to search

See additional RMS resources and handouts at the back of this guide to learn more about conditional search classifications

NOTES

Quick Access Search

- Find **Quick Access Search** under the **Tools** tab
- You can search under any tab and in any field using RMS search techniques
- Enter Info in any field and click **Display Results** or **Quick Report**

1. **Display Results**- Shows your results
2. **Quick Report** – Print or View Report
3. **Clear Results & All Criteria**

- Once you receive your results choose your record and verify that it is the one you were attempting to locate
- Click the **Involve** tab in any module to see related involvements for that record

Daily Bulletin Report

Using the Daily Bulletin Report

The Daily Bulletin Report provides a list of all activities that occurred within a specified time frame. The report can include records from Incident, Arrest, Accident, and Citation/Summons Reports.

You can:

- Select records based on geographic and UCR criteria.
- Print Juvenile Case and Incident Public Narrative information.
- Export the report and save it to a file in another directory.

To open Daily Bulletin go to the **reports** tab and click on Daily Bulletin under the reports header.

Follow these steps to create a Daily Bulletin Report:

1. In the "Date Range" section of the window, enter the From and To date range to be used for the Daily Bulletin Report.

2. In the "Include" section of the window, select the items to be included in the report:

- Incident Reports
- Arrest Reports
- Citation/Summon Reports
- Accident Reports
- Field Contact
- Miscellaneous Events

Daily Bulletin Report

Date Range
From 06/01/2014 00:00:00 To 09/04/2014 23:59:59 Agency CPD

Include
 Incident Reports
 Arrest Reports
 Citation/Summon Reports
 Ordinance Reports
 Accident Reports
 Field Contact
 Miscellaneous Events

Geo Criteria
Zone [v]
District [v]
ReportArea [v]
Tract [v]
Neighbhd [v]
SubDivsn [v]
Clear

Incident UCR Criteria
UCR Code [] - []
Clear

Options
 Print Juvenile Case
 Print Incident Public Narrative
 Roll Call Records Only
 Print Misc. Event Narrative

[Check All](#) [Check None](#) Print View Other Exit

Note: The Check All or Check None buttons can be selected as needed.

3. Select the appropriate geographic criteria for the report in the "Geo Criteria" section of the window if applicable:

- Beat
- District
- Report Area
- Neighborhood
- Subdivision

4. Enter the appropriate UCR Code in the "Incident UCR Criteria" field if applicable.

5. Select the appropriate options for the report in the "Options" section of the window:

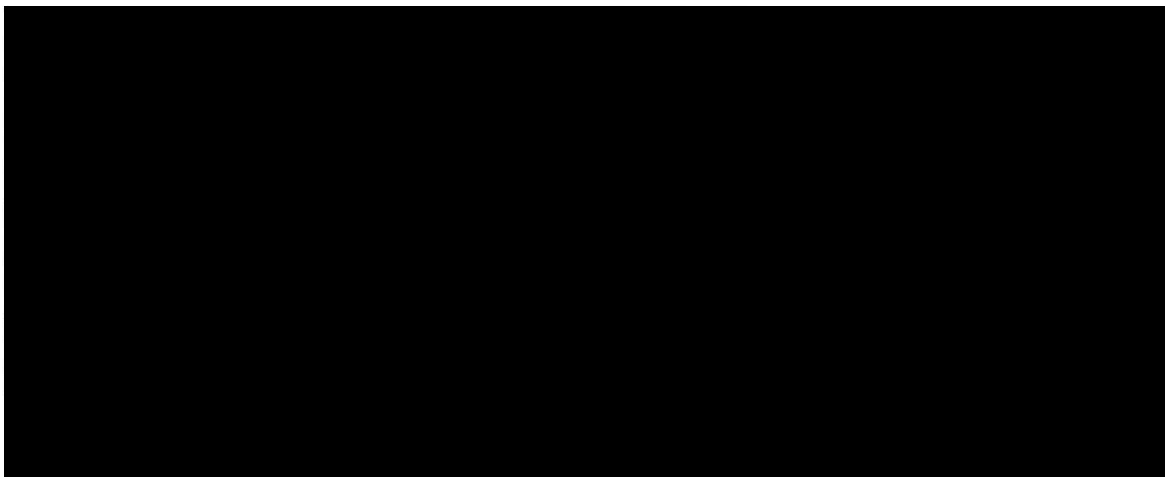
- Print Juvenile Case
- Print Incident Public Narrative
- Roll Call Records Only
- Print Misc. Event Narrative

The screenshot shows the 'Daily Bulletin Report' window. At the top, there is a 'Date Range' section with 'From' and 'To' date pickers (06/01/2014 00:00:00 and 09/04/2014 23:59:59) and an 'Agency' dropdown (CPD). Below this is an 'Include' section with checkboxes for Incident Reports (checked), Arrest Reports, Citation/Summon Reports, Ordinance Reports, Accident Reports, Field Contact, and Miscellaneous Events. To the right is a 'Geo Criteria' section with dropdowns for Zone, District, ReportArea, Tract, Neighbhd, and SubDivsn, and a 'Clear' button. Further right is an 'Incident UCR Criteria' section with 'UCR Code' fields and a 'Clear' button. At the bottom right is an 'Options' section with checkboxes for Print Juvenile Case, Print Incident Public Narrative, Roll Call Records Only, and Print Misc. Event Narrative. At the very bottom are buttons for Print, View, Other, and Exit. Red callouts 3, 4, and 5 point to the Date Range, Incident UCR Criteria, and Options sections respectively. A red arrow points to the Print button.

6. Print, View, Other and Exit

- To print the report: Click **Print**.
- To preview the report: Click **View**.
- For additional output options including File Format (Excel, WORD and PDF): Click **Other**.
- To exit the window: Click **Exit**.

The Report shows the following information:



Searching Calls for Service

1. Access the Calls for Service Module
2. Click **Search** and **View** for the last 100 calls

OR

Enter search criteria into any field and select **View**

Call ID Agency Case ID Involvement Tracking Name Report

Page 1 | Page 2 | 0

Rec Prsn

Call Date / / Time : : Dispatched : Arrived : Cleared :

Nature Priority Time Spent Hour 0 Minute 0

Address Apt City

Loc Desc.

Name Type Caller Race Sex Age

SubDivsn Zone Tract Addr Phone - -

Note

Call Class How Recvd Disp

Call Type Date Submit / / : : :

Officer Supervisor

Assisting Officer Print

Previous Next Add Duplicate Delete Search View Exit



Call ID Agency Case ID Involvement Tracking Name Report

Page 1 | Page 2 | 0

Rec Prsn

Call Date / / Time : : Dispatched : Arrived : Cleared :

Nature Priority Time Spent Hour 0 Minute 0

Address Apt City

Loc Desc.

Name Type Caller Race Sex Age

SubDivsn Zone Tract Addr Phone - -

Note

Call Class How Recvd Disp

Call Type Date Submit / / : : :

Officer Supervisor

Assisting Officer Print

Previous Next Reset Duplicate Option Search View Exit Srch



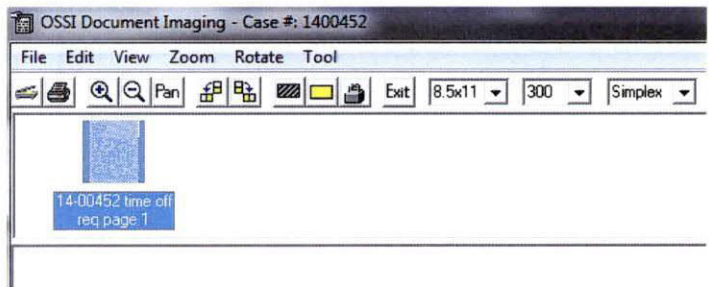
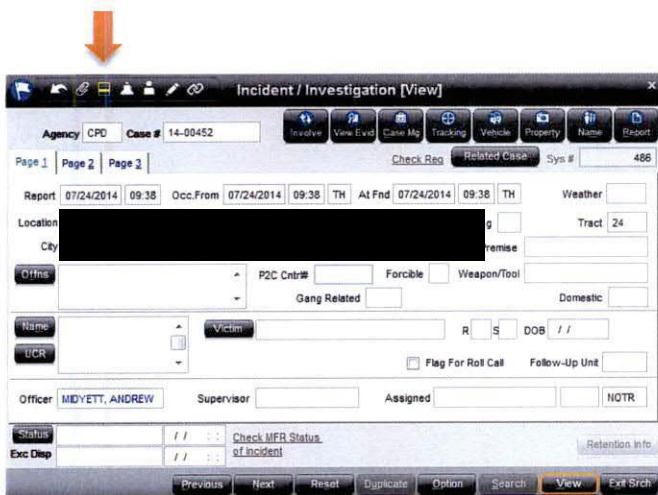
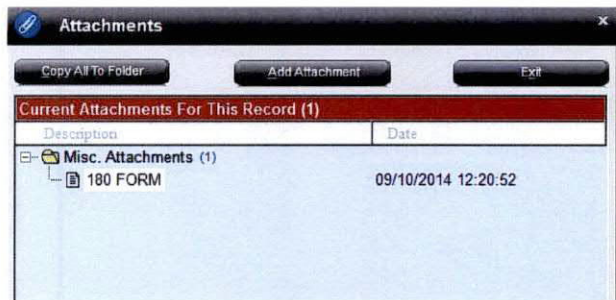
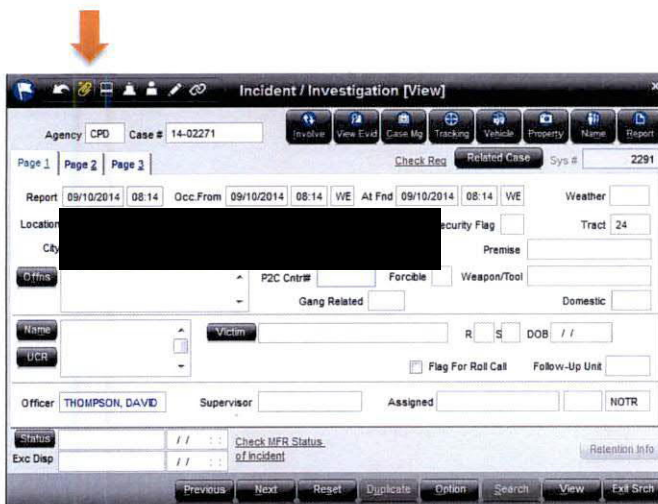
Basic Printing Capabilities

Confidentiality

As a "Base User", you will have the ability to print reports directly from RMS. Keep in mind however, that reports are to be printed and distributed according to Records policy and procedures to prevent the compromise of any sensitive and/or confidential information. For auditing purposes, any time a report is printed; it will need to be accompanied by a detailed reason for that print and an updated tracking code. Both requirements are discussed later in this guide.

Attachments & Scanned Documents

When printing a report, be mindful of the presence of attachments AND/OR scanned documents. Your print may be incomplete if you neglect to print these. Attachments and Scans are signified on the top left corner of your module screen. When there is an attachment on the file, the paper clip icon will be YELLOW. Click on the attachment to print. When there is a scanned document on the report, the scan icon will be YELLOW. Click the icon to print.



How to Print

Printing options may vary depending on the module in which you are trying to print. Below are instructions for printing in some of the most common modules.

Printing in the Incident Module

- Click **Report** in the incident module

CAUTION!
 If an Incident (or any other record) has **"SEALED/CONFIDENTIAL"** in red across the top of it, please refer to Records for next steps.

Click the appropriate option in the following sections.

1. Page Option

- Public Copy
- With Initial Public Narrative
- With Reporting Officer Narrative

2. Juvenile Option

- With Juvenile Name
- Without Juvenile Name

3. Other Option

- Print Unedited Report
- Print With Cover Sheet
- Print Related Cases Report

Click one of the following.

- **Print** to print the report.
- **View** to preview the report.
- **Print Distribution** to process print distribution for the report.
- **Export to PDF** to create a PDF version of the report.
- **Other** for additional output options including File Format (Excel, WORD, PDF)
- **Summary** opens standard incident report window, select a standard report to print or view.
- **Press Release** is a synopsis of the incident designed for the media.
- **Exit** to close the window.

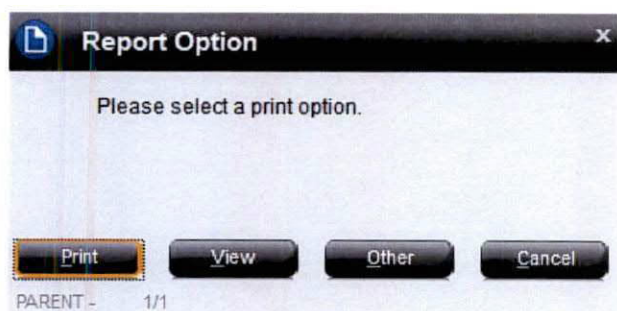
NOTES

Printing in the Master Name Module

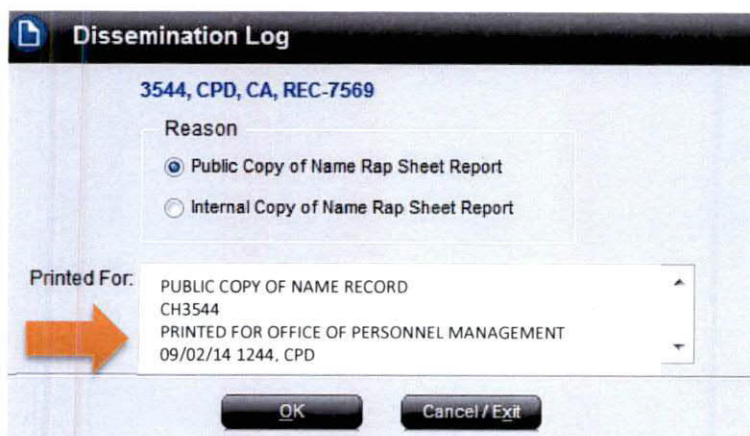
- To **Print** a name record click the printer icon in the bottom right hand corner.



- Select **Print, View or Other**



- Dissemination window will appear
- Choose from **Public** or **Internal Copy**.
- For auditing purposes, provide a reason and destination in the notes field



Note: Selecting Public Copy will redact local criminal history and address.

- Once you select OK, your printer screen will appear and you can print your report/record

Printing in the Arrest Module

Printing an Arrest Report

- Search for the Arrest Report

The screenshot shows the 'Arrest [View]' window with the following details:

- Agency: CPD, Case #: 14-00658
- Page 1 | Page 2 | Page 3 | Sys #: 191
- ArrDate: 08/12/2014, Time: 15:20, FP/Photo, FP/CKN, Tract: 41, Resid Tract
- Name: [Redacted], Drug/Alc Use: Y
- Weapon, Status: ON-VIEW, Arrest Level: FELONY
- Locatn: [Redacted], Apt, City: CHINO, CA, 91710-
- Charge: ROBBERY - STRONG ARM, INFLECT CORPORAL INJURY ON SPOUSE/ THREATEN CRIME W/INTENT TO TERRORI, Residence Status: R, Grant
- ArrOffcr: JACQUEZ, MARGARTO JESI, Submitted: 08/12/2014 15:20:00, Supervisor: TORRES, ELDA
- Status: BOOK, Disposition: TURNED OVER TO ANOTHER
- Gang Related, ILP, Flag For Roll Call (checked)

Buttons at the bottom include: Assist, EP Card, Defendant Property, Retention Info, Previous, Next, Reset, Duplicate, Option, Search, View, Exit Srch.

- Select an Arrest and click on the Report tab at the top right of the screen

Window A

The screenshot shows the 'Arrest Report' window with the following details:

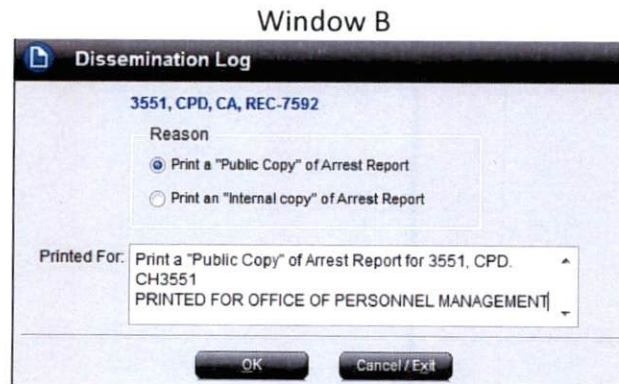
- Agency Code: CPD
- Print all selected reports (100)
- Arrest Report: Arrest ID: 1401409, Print Original Report, Do Not Print SSN Number, Do Not Print OLN / State
- Arrest Log: Print All Selected Report (100)

Buttons at the bottom include: Print, View, Other, Summary, Exit.

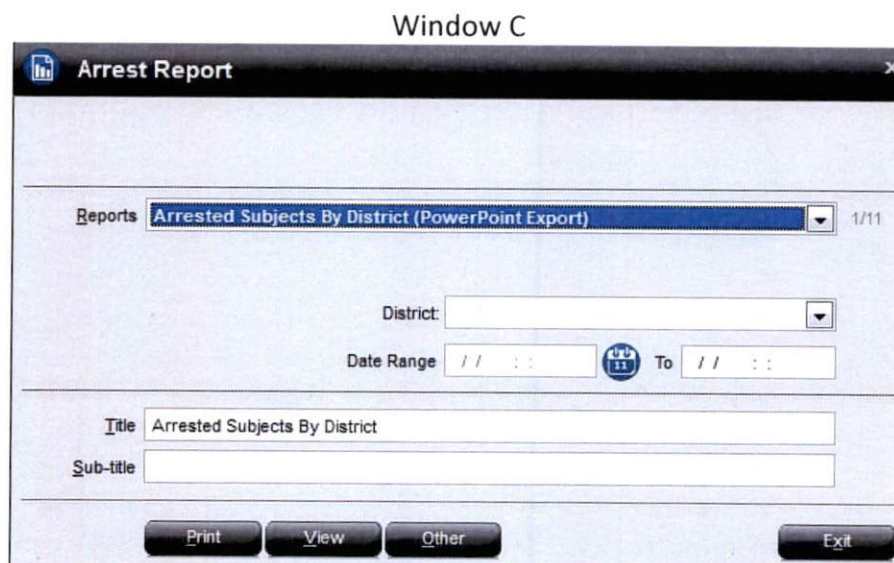
- To print the arrest report: Click **Print**.
- Click **View** to preview the arrest report.
- Click **Other** for additional output options including File Format (Excel, WORD, PDF).
- If you choose **Summary**, another window will open (see next page – Window C)

The Dissemination Log window will open.

- a. Select the appropriate reason. (Public or Internal Copy).
- b. For auditing purposes, provide a reason and destination in the notes field
- c. Click OK and desktop default print screen will appear



If you select **Summary** on Window A, another Arrest Report window opens.



- a. Select the report from the Report drop-down.
- b. Select the district from the District drop-down.
- c. Enter the date range to include in the report.
- d. Enter a title and subtitle, if appropriate.

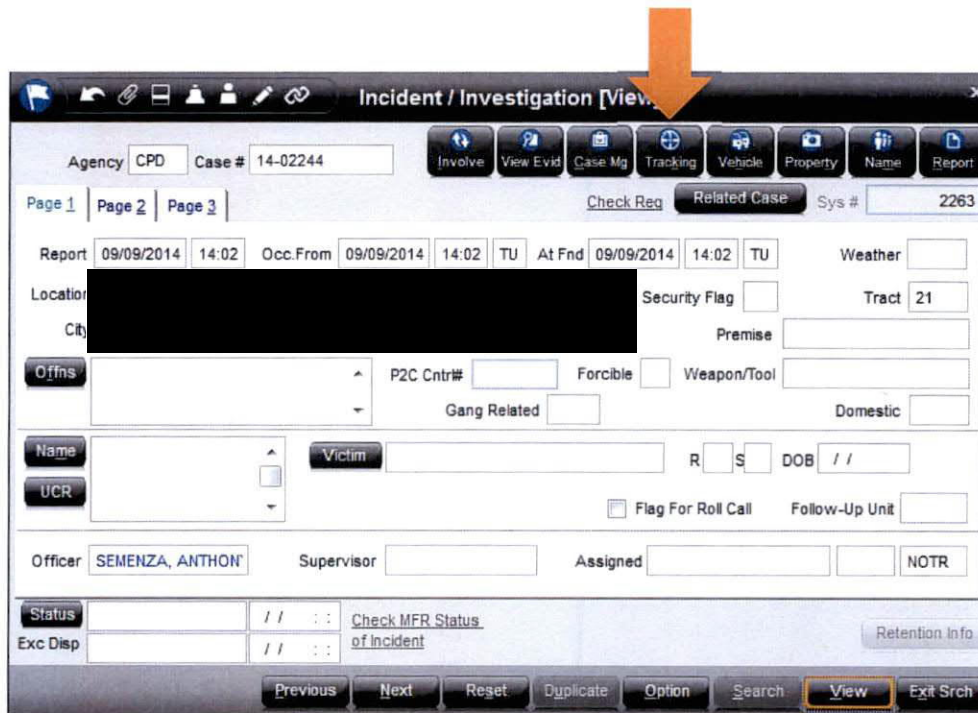
Note: You can export arrest data into a Microsoft PowerPoint presentation or slide show from a Summary Report by selecting Arrested Subjects by District (PowerPoint Export) from the Reports drop-down. A maximum of 50 slides can be created. Microsoft PowerPoint must be installed on the workstation where the report is requested.

Tracking Status Update

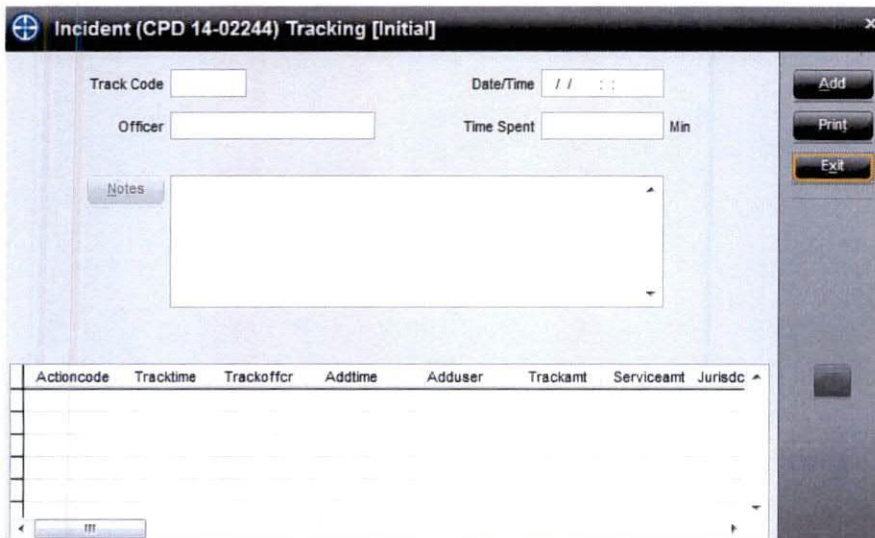
The Tracking feature manages events related to a Records Management System (RMS) module that have been tracked by the system. This feature is **crucial** in documenting where reports have been and who has printed and/or distributed them. ANYTIME you print and distribute a report, add a tracking status.

Access Tracking

- Click the Tracking tab located at the top right of your module screen



- The following screen will appear



Select ADD to enter a new Tracking Status.

There may already be a tracking status entered – always ADD a new status. This feature keeps a record of all previous statuses in the bottom bar menu.

Complete Tracking

- Track Code: Use F2 to select appropriate code
- Date/Time
- Officer: Your CPD identification number (format: #####) OR use F2 to select your name in the pick-list
- Notes: Select the notes TAB and complete Notes (see example A below for standardized entry)

Example A: Completed Notes

Notes must be typed out to match this example. For auditing purposes, please be consistent in using this format.

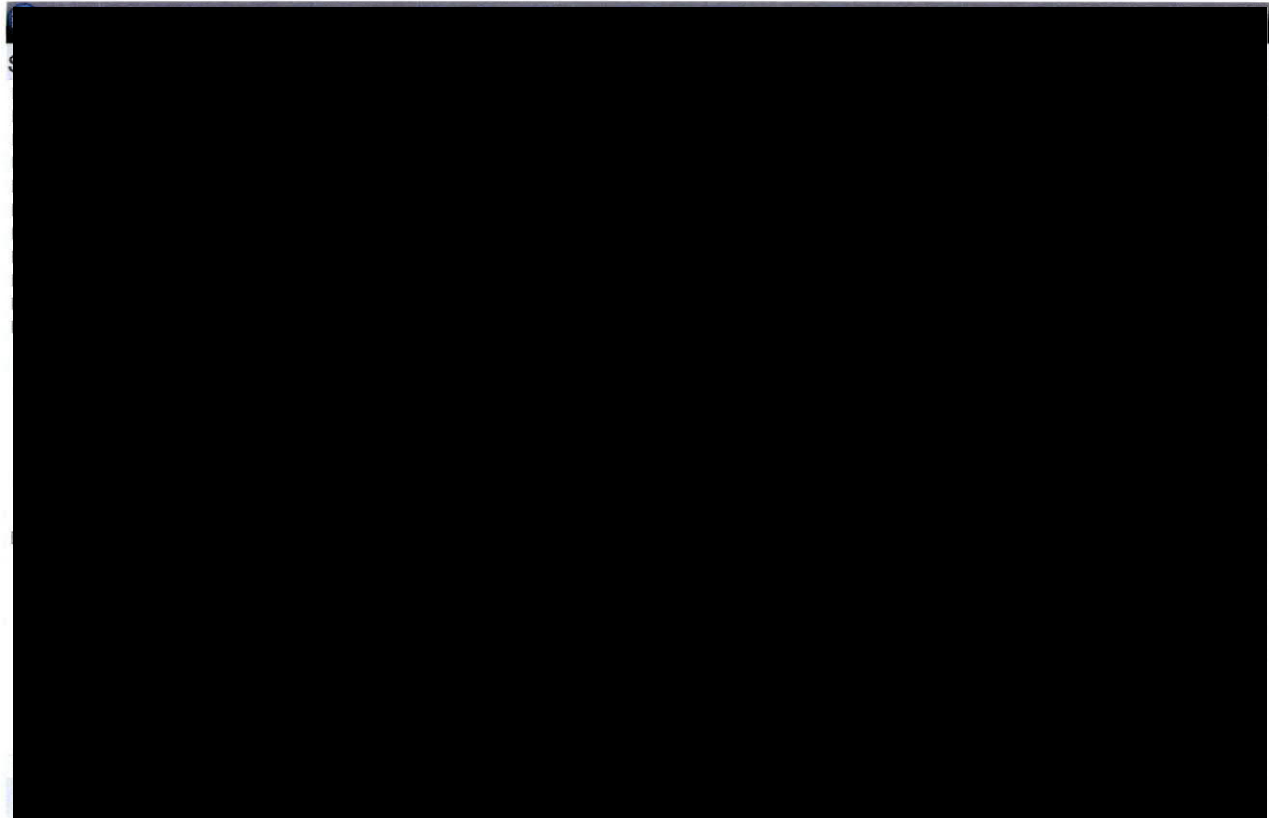
Example B: Completed Tracking

Actioncode	Tracktime	Trackoffcr	Addtime	Adduser	Trackamt	Serviceamt	Jurisd
ARCH	09/11/2014 0 0		09/11/2014 0 2199		0.0000	0.0000	
APPD	09/11/2014 0 74		09/11/2014 0 2574		0.0000	0.0000	
APPD	09/11/2014 0 77		09/11/2014 0 2199		0.0000	0.0000	
APPD	09/11/2014 0 77		09/11/2014 0 2199		0.0000	0.0000	
RRL	09/16/2014 0 402		/ /		0.0000	0.0000	

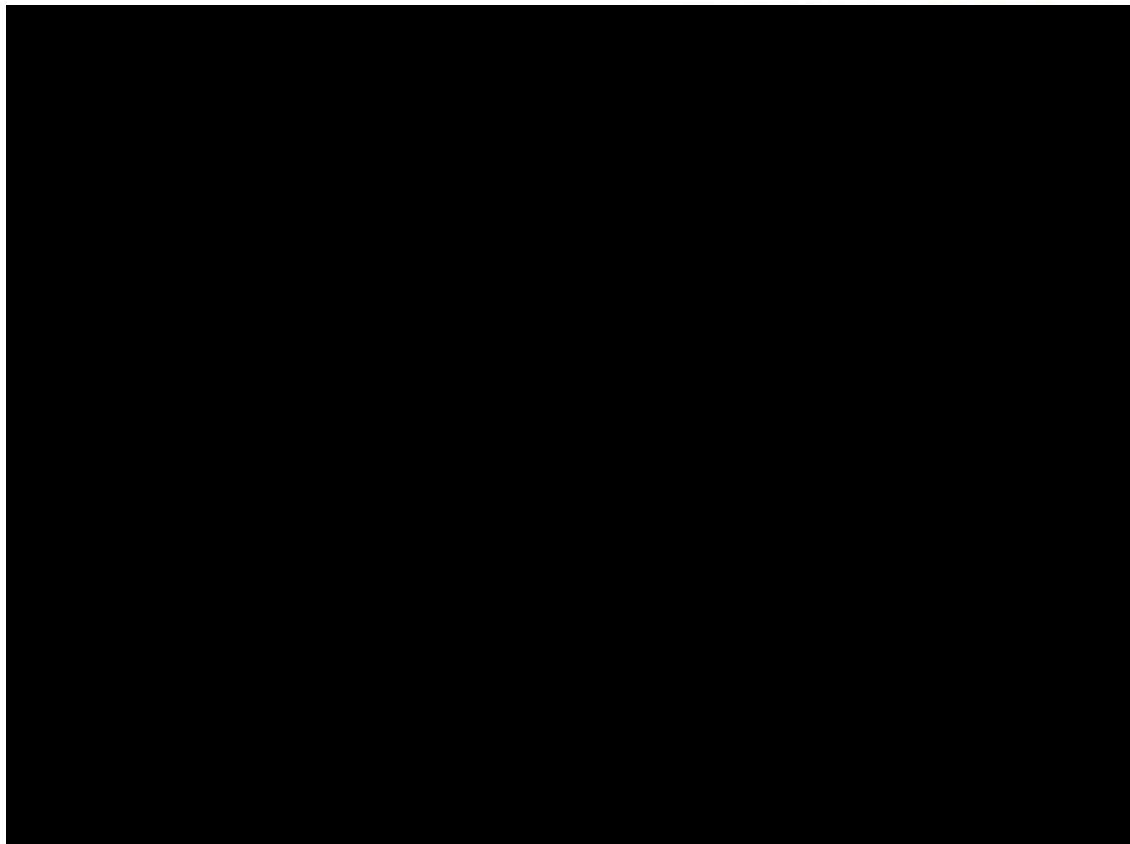
Sungard Applications Overview

<p>CAD Computer Automated Dispatch</p>	<p>Comprehensive application used to manage calls for service, dispatch officers, monitor all alerts, open processes and view pending activity. Enables advanced data searches and supports external data sources including Google Maps and data from neighboring jurisdictions.</p>
<p>CSM Cad Status Monitor</p>	<p>A component of CAD that allows for "Report Only" generation of incident numbers. CSM is used to view the management of calls for service. Entries and edits are not enabled in this application.</p>
<p>MCT Mobile Communication Terminal</p>	<p>MCT allows the Patrol unit to receive and transmit digital dispatching, car-to-car and car-to-console messaging, premises and call information. It also performs local, state and NCIC queries. MCT is used to generate skeleton reports for transmission into MFR.</p>
<p>MFR Mobile Field Reporting</p>	<p>This application is a component of MCT that allows officers to complete and submit skeleton incident reports and associated supplemental reports for supervisor review. MFR also allows officers to perform basic IBR and UCR edit checks.</p>
<p>OSSIMOB</p>	<p>Ossimob refers to the database in which incident reports wait for approval via 1st and 2nd level review.</p>
<p>MOBLAN</p>	<p>Moblan is an application that isolates certain MFR features for utilization via desktop computers. The features include: drafting, submitting, and approving incident reports. Moblan can be used to perform 1st and 2nd level review.</p>
<p>MOB2RMS</p>	<p>MOB2RMS refers to the process by which reports are retrieved from Ossimob and deposited into RMS. This process is triggered by Mobile Name Candidating for new names only. Incidents that use existing name records are automatically transferred to RMS.</p>
<p>RMS Records Management System</p>	<p>RMS is comprised of a network of modules that collect, store and access critical information gathered during the course of an incident or investigation. Additional features include but are not limited to: case management, tracking of records, and employee file maintenance.</p>

State Form Interface



State/National Query

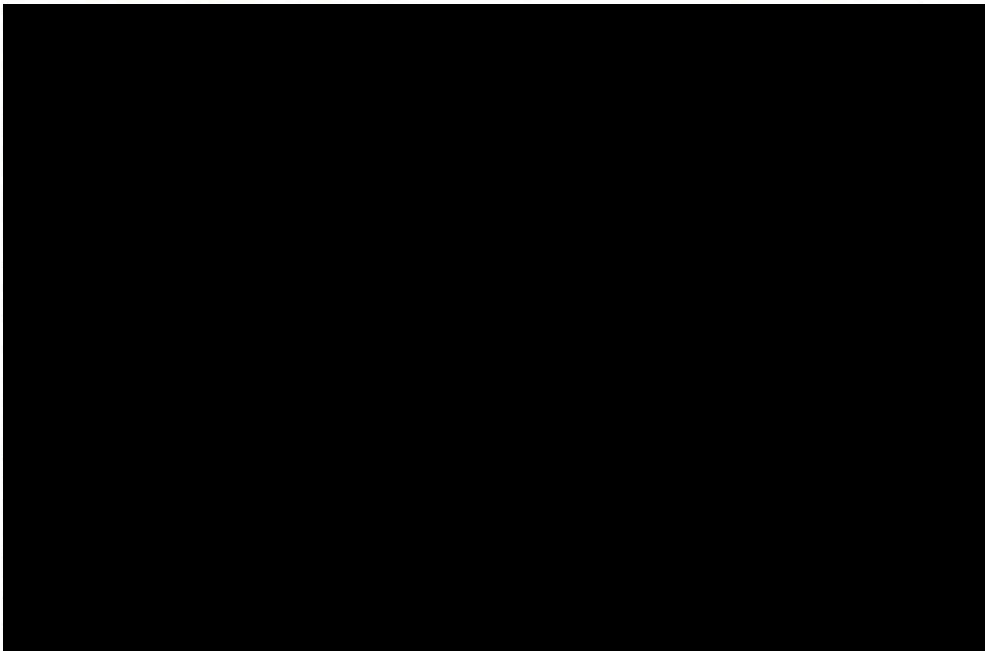




State Forms Interface / CLETS

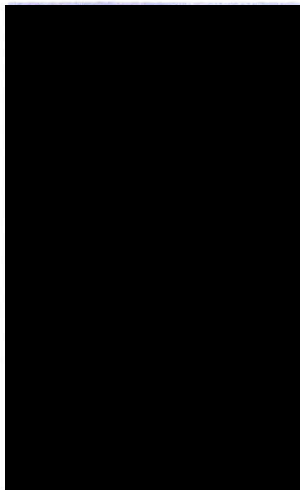
To access State Forms Interface/CLETS

- Go to **Tools** and under **Resources** select **State Forms Interface**
- **State Forms Interface** gives you access to various **State Forms**



Red Asterisks
denote that a
field is required
for the criteria
selected

- **The tree menu: Enables access to the State Forms by category**



History Tab

- Maintains a record of the forms you have submitted to the State Including all the previous information sent.
- After the form is reopened within the SFI tab, you can add, modify or delete any value before submitting the form.



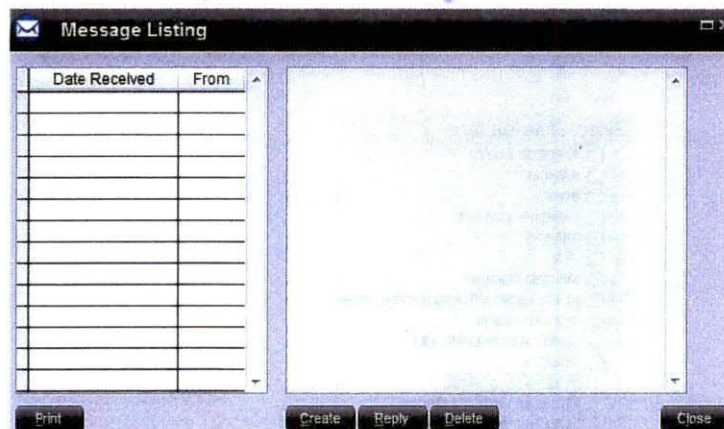
Clear: Erases the information in the form


Submit: Send the values within the form to the State

Capture: Captures values from RMS and populates the SFI form with this info

- **To view your responses**

Click the NCIC Messages Icon on the RMS workspace



 Icon will be highlighted in yellow if you have any unread messages

Entry

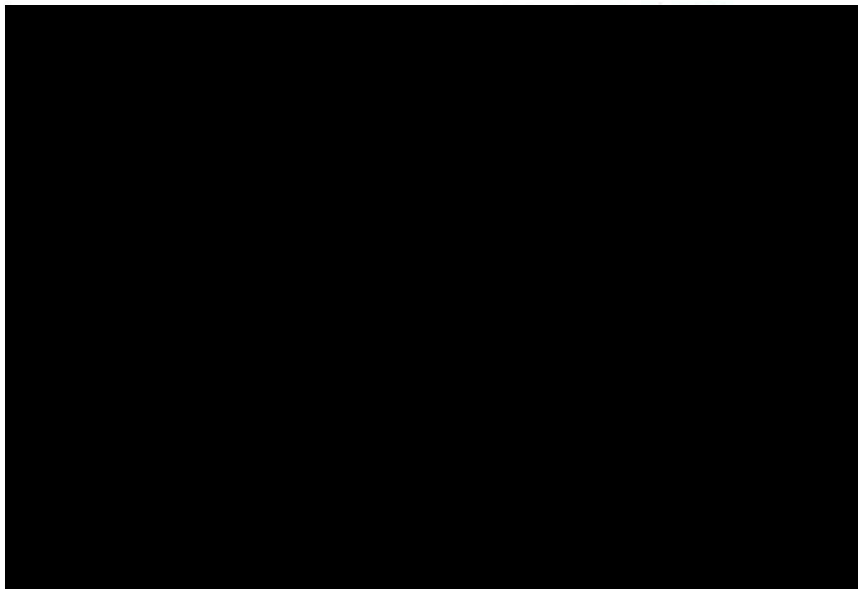
- Select the **State Form** needed for your entry
- Enter all pertinent information into the entry form per records guidelines
- Click **Submit** once submission is ready



Red Asterisks
denote that a
field is required
for the criteria
selected

Open State Forms Interface/CLETS

- Click **Capture** and the data will be copied from RMS to the SFI form
- The record from RMS and State Interface form should
Be displayed simultaneously
- Click **Submit** once submission is ready



Note: The Capture feature is
only available for Entry forms



Quick Access Search

1. Find **Quick Access Search** under the **Tools** tab
 - Right click on **QAS** to add to My Modules desktop.



2. You can search under any tab and in any field using RMS search techniques.
 - You can pin this module to your RMS desktop by clicking the red pin.

RMS Quick Access

Incident	CAD	Name	Vehicle	Property	Location	Arrest
Case Number	-	Clear Case #	Rept Date	08/25/2014 00:00:00	Thru	09/01/2014 17:16:50
Pub Narrative Contains			Occ Time		Thru	
Rept Officer			District			
Offense			Zone			
Status			SubDivsn			
Street #	-	Street	Intersects (opt)			
Display Results	Quick Report	Other Reports	Clear Results & All Criteria			
Case #	Agency	Primary Offense	Date Rept	Status	Disposition	ID

3. Enter Info in any field and click **Display Results**

RMS Quick Access

Incident: Name: Vehicle: Property: Location: Arrest:

Event #: Call Date: 08/26/2014 00:00:00 Thru: 09/02/2014 11:30:02

Primary Offer: Call Hour: Thru:

Call Nature: District:

Notes Contain:

Street #: - Street: Intersects (opt):

Call Date	Nature	Description	Location	Event #	Rpt #
08/27/2014 13:53:50	HS	HS DRUG RELATED		2014003338	14-0
08/28/2014 07:37:45	484R	484R THEFT REPORT		2014003387	14-0
08/28/2014 08:06:10	TS	TRAFFIC STOP		2014003388	14-0
08/28/2014 08:07:02	484	484 PETTY THEFT		2014003389	14-0
08/28/2014 08:07:14	484	484 PETTY THEFT		2014003390	14-0
08/28/2014 08:07:34	484	484 PETTY THEFT		2014003391	14-0
08/28/2014 08:08:00	484	484 PETTY THEFT		2014003392	14-0

83 CAD Events Found

1. **Display Results**- Shows your results

2. **Quick Report** – Print or View Report

3. **Clear Results & All Criteria**

Display Results: Click to perform a search. Results appear in the grid below. **Quick Report:** Click to generate a report that includes the criteria used in the search and the results. The report can be viewed, printed, exported, or sent by e-mail. **Other Reports:** Click to select from various summary reports.

Note:

- You may Search by Field, Pick List & Date Range.
- You may search on combinations of fields within the same module.
- The more criteria you provide, the smaller your search results will be.

4. Once you receive your results choose your record.

RMS Quick Access

Incident | CAD | **Name** | Vehicle | Property | Location | Arrest

Last Name [REDACTED] First [] Middle [] SSN [-]

Race [] Sex [] Age [] - [] Height [] - [] Weight [] - []

Street # [] Street []

City [] State [] Zip [-]

Role []

[Display Results](#) [Quick Report](#) [Clear Results & All Criteria](#)

Last Name	First Name	Middle Name	Suffix	Race	Sex	DOB	SSN
[REDACTED]							

4 Names Found

5. Click **Involve** to see other involvements.



Last First Middle Suffix SSN

[REDACTED]

Involve Image Import Report

Total 5

Type LW Primary Key 88

Relationship SUSPECT Date 05/22/2014 Juvenile []

Description 1400065, PETTY THEFT - ALL OTHER

Update Related Involvements

Notes	Type	Date	Description	Relationship	Agency	Add Info
	LW	05/22/2014	1400065, PETTY THEFT - ALL OTHER	SUSPECT	CPD	1400065
	LW	05/22/2014	1400067, GRAND THEFT - ALL OTHER	SUSPECT	CPD	1400067
	LO	06/19/2014	[REDACTED]	LOCATION	CPD	
	PH	06/19/2014	[REDACTED] PHONE DESC	PHONE		
	PH	06/19/2014	[REDACTED] PHONE DESC	PHONE		

Add
Delete
Exit

Charges
All List

VEHICLES

***** FOLLOW THE VEHICLE REPORT COVER SHEET PROCEDURE ***
AND REFER TO THE CLETS MANUAL**

STORAGES

- Regular Storage
- Criminal Impound
- 30-Day Impound

STOLEN VEHICLES

- Stolen
- Recovered
 - Stolen Chino – Recovered Chino
 - Stolen Other – Recovered Chino
 - Stolen Chino – Recovered Other

LOST/STOLEN LICENSE PLATES

PRIVATE PARTY IMPOUND

REPOSSESSIONS

VEHICLE RELEASE PROCEDURES

Menu Options for Clets

Cancel Vehicle	Cancel
Clear Locate Vehicle	Recovered Stolen
Clear Vehicle	Cancel
Enter License	License Plate Entry
Enter Vehicle	Vehicle Entry
Locate Vehicle	Recovered Stolen
Modify Vehicle	Modify Entry
Vehicle Inquiry	Inquire on Vehicle

CHINO POLICE DEPARTMENT
VEHICLE REPORT COVER SHEET

30 DAY IMPOUND
RELEASE DATE _____

Received in Records by: _____ Date/Time _____ / _____ Case# _____

VIN# _____ LIC# _____ STATE: _____

ATTACH ALL PRINTOUTS IN ORDER OF THEIR APPEARANCE

STORED/IMPOUNDED VEHICLE

____ Incident
____ Vehicle/Name Screen
STATE FORM INTERFACE (VEHICLE):
____ 10-28 / 10-29 License Number
____ 10-28 / 10-29 VIN
____ Enter Vehicle (State Form Interface)
VERIFY all entries
____ 10-29 License Number
____ 10-29 VIN
____ **2nd Party Check:** Initials / # _____
____ MAIL 22852 VC (Notice of Storage)
____ DISTRIBUTION: to DB or Traffic if Impounded
____ For Evidence. Detective to sign release.
____ SCAN
____ FILE: IN 180 TICKLER FILE

RECOVERED / STOLEN- CHINO:

____ Incident
____ Vehicle/Name Screen
STATE FORM INTERFACE (VEHICLE):
____ CLEAR Vehicle From SFI w/o Locate
____ RE-ENTER Outstanding Parts / Plates
VERIFY all entries
____ 10-29 License Number
____ 10-29 VIN
____ Telephone R/O (list date/time here)
____ Mail Notice to Owners
____ DISTRIBUTION: 1 TO D.B.
____ SCAN
____ FILE: IN CASE FILES

STOLEN VEHICLE:

____ Incident
____ Vehicle/Name Screen
STATE FORM INTERFACE (VEHICLE):
____ 10-28 / 10-29 License Number
____ 10-28 / 10-29 VIN
____ Enter Vehicle (State Form Interface)
____ Missing Number of Plates in Misc Field
VERIFY all entries
____ 10-28 / 10-29 License Number **DOJ STOP**
____ 10-28 / 10-29 VIN **DOJ STOP**
____ **2nd Party Check:** Initials / # _____
____ DISTRIBUTION: 1 TO D.B.
____ SCAN
____ FILE: IN CASE FILES

RECOVERED CHINO/STOLEN OTHER AGENCY

____ **HOLD** Placed per _____
Agency: _____ Case# _____
____ Incident
____ Vehicle/Name Screen
STATE FORM INTERFACE (VEHICLE):
____ 10-28 / 10-29 License Number
____ 10-28 / 10-29 VIN
____ LOCATE (State Form Interface)
____ SEND ADMIN MESSAGE TO AGENCY
____ Mail Notices (Owner & Agency)
____ Telephone R/O list date/time
____ DISTRIBUTION: 1 TO D.B.
____ SCAN
____ FILE: IN CASE FILES

LOST LICENSE PLATE(S)

____ Incident
____ Vehicle/Name Screen
STATE FORM INTERFACE (VEHICLE):
____ 10-28 / 10-29 License Number
____ Enter Vehicle (State Form Interface)
VERIFY all entries
____ 10-28 / 10-29 License Number
____ **2nd Party Check:** Initials / # _____
____ DISTRIBUTION: 1 TO D.B.
____ SCAN
____ FILE: IN CASE FILES

RECOVERED OTHER AGENCY / STOLEN IN CHINO

____ **HOLD** Placed per _____
____ Incident
____ Vehicle/Name Screen
STATE FORM INTERFACE (VEHICLE):
____ CLEAR Vehicle From SFI w/Clear Locate
____ Re-Enter Outstanding Parts / Plates
VERIFY all entries
____ 10-29 License Number
____ 10-29 VIN
____ Telephone R/O Date: _____ Time: _____
____ Mail Certified "Notice of Recovered Stolen Vehicle"
____ DISTRIBUTION: 1 TO D.B.
____ SCAN
____ FILE: IN CASE FILES

VEHICLE RELEASE PROCEDURES:

Proof of Ownership and Picture I.D. (Attach copy and L-1)
Release Authorized By: _____ Date: _____

Released By: _____ Date: _____

____ Clear/Cancel SFI
____ Verify by 10/29
____ Update Incident/Tracking
____ Update Tracking
____ Scan
____ File in Case Files

SEE REVERSE SIDE FOR VEHICLE RELEASE POLICIES AND INSTRUCTIONS

RECORDS UNIT PERSONNEL MAY RELEASE VEHICLES STORED PER VC:

22651(A)	UNATTENDED VEHICLE
22651(B)	TRAFFIC HAZARD
22651(D)	BLOCKING DRIVEWAY
22651(E)	BLOCKING FIRE HYDRANT
22651(G)	OCCUPANTS INJURED-TC
22651(H)	DRIVER ARRESTED
22651(K)	PARKED OVER 72 HOURS
22651(L)	PARKED/TEMP NO PARKING
22651(O)	EXPIRED REGISTRATION
22651(P)	UNLICENSED DRIVER

POST STORAGE VALIDITY HEARINGS: OWNERS ARE NOT ENTITLED TO A HEARING IF THEIR VEHICLES WERE STORED UNDER THE ABANDONED VEHICLE ABATEMENT PROGRAM AND STORED UNDER THE FOLLOWING SECTIONS OF THE VEHICLE CODE: 22660-22668,22710,22655,22658 OR 22669.

RECORDS UNIT PERSONNEL MAY RELEASE STOLEN/RECOVERED VEHICLES WITHOUT FURTHER AUTHORIZATION ACCORDING TO THE FOLLOWING POLICIES:

- ✓ FOLLOW ALL STEPS ON THE REVERSE SIDE OF THIS COVER SHEET.
- ✓ READ AND FOLLOW THE INSTRUCTIONS BELOW, UNDER THE APPROPRIATE HEADINGS.

1) **RECOVERED/STOLEN CHINO:

RELEASE IF AN OFFICER OR DETECTIVE HAS PLACED NO HOLD. GENERALLY, A HOLD SHOULD BE PLACED IF, (1) THERE ARE SUSPECTS IN CUSTODY, OR (2) IF THE VEHICLE WAS INVOLVED IN THE COMMISSION OF A CRIME OTHER THAN A GTA. IF NO HOLD HAS BEEN PLACED AND YOU KNOW THAT ONE OF THE ABOVE CONDITIONS EXISTS, THEN CONTACT THE AUTO THEFT INVESTIGATOR, HIS ONE OF THE ABOVE CONDITIONS FAILS TO EXIST.

2)RECOVERED CHINO/STOLEN OTHER:**

RELEASE IF NO HOLD HAS BEEN PLACED BY THE ORIGINATING AGENCY. GENERALLY, THE HOLD WOULD HAVE BEEN PLACED WHEN THE ORIGINAL GTA RECORD WAS ENTERED INTO SFI, SO REFER TO THE SFI RECORD WHEN FILLING OUT THE VEHICLE COVER SHEET. DO NOT PLACE A VEHICLE ON HOLD UNLESS DIRECTED TO DO SO BY AN OFFICER OF THE ORIGINATING AGENCY, OR AN AUTHORIZED PERSON OF THIS AGENCY. **OBTAIN THE NAME AND NUMBER OF THE PERSON ORDERING THE HOLD IF THE HOLD IS MADE VERBALLY.**

IF THE VEHICLE WAS INVOLVED IN THE COMMISSION OF A CRIME, OTHER THAN THE GTA, CONTACT YOUR SUPERVISOR, A WATCH COMMANDER OR THE AUTO THEFT DETECTIVE FOR ADVICE.

VEHICLE REPORT
CHP 180 (Rev. 2-99) OPI 061

REPORTING DEPARTMENT		LOCATION CODE	DATE / TIME OF REPORT	NOTICE OF STORED VEHICLE DELIVERED PERSONALLY <input type="checkbox"/>	FILE NO.
LO TOWED / STOLEN FROM		ODOMETER READING	VIN CLEAR IN SVS? <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE / TIME DISPATCH NOTIFIED	LOG NO.
YEAR		MAKE	MODEL	BODY TYPE	COLOR
VEHICLE IDENTIFICATION NO.		ENGINE NO.	VALUATION BY <input type="checkbox"/> OFFICER <input type="checkbox"/> OWNER		LICENSE NO. <input type="checkbox"/> ONE <input type="checkbox"/> TWO
REGISTERED OWNER		LEGAL OWNER		SAME AS R/O <input type="checkbox"/>	

STORED IMPOUNDED RELEASED RECOVERED - VEHICLE / COMPONENT

TOWING / STORAGE CONCERN (NAME, ADDRESS, PHONE)	STORAGE AUTHORITY / REASON
---	----------------------------

TOWED TO / STORED AT	AIRBAG? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> 1 <input type="checkbox"/> 2	DRIVEABLE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> JUNK <input type="checkbox"/> UNK	VIN SWITCHED? <input type="checkbox"/> YES <input type="checkbox"/> NO
----------------------	--	--	--

CONDITION	YES		NO		ITEMS	YES		NO		ITEMS	YES		NO		ITEMS	YES		NO		TIRES / WHEELS	CONDITION	
WRECKED					SEAT (FRONT)					REGISTRATION					CAMPER					LEFT FRONT		
BURNED HULK per 431(c) VC					SEAT (REAR)					ALT. / GENERATOR					VESSEL AS LOAD					RIGHT FRONT		
VANDALIZED					RADIO					BATTERY					FIREARMS					LEFT REAR		
ENG. / TRANS. STRIP					TAPE DECK					DIFFERENTIAL					OTHER					RIGHT REAR		
MISC. PARTS STRIP					TAPES					TRANSMISSION										SPARE		
BODY METAL STRIP					OTHER RADIO					AUTOMATIC										HUB CAPS		
SURGICAL STRIP per 431(b) VC					IGNITION KEY					MANUAL										SPECIAL WHEELS		

R VEHICLE TO: <input type="checkbox"/> R/O OR AGENT <input type="checkbox"/> AGENCY HOLD <input type="checkbox"/> 22850.3 VC	GARAGE PRINCIPAL / AGENT STORING VEHICLE (SIGNATURE)	DATE / TIME
---	--	-------------

NAME OF PERSON / AGENCY AUTHORIZING RELEASE	I.D. NO.	DATE	CERTIFICATION: I, THE UNDERSIGNED, DO HEREBY CERTIFY THAT I AM LEGALLY AUTHORIZED AND ENTITLED TO TAKE POSSESSION OF THE ABOVE DESCRIBED VEHICLE.
SIGNATURE OF PERSON AUTHORIZING RELEASE			SIGNATURE OF PERSON TAKING POSSESSION

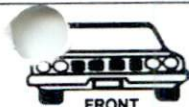
STOLEN VEHICLE / COMPONENT EMBEZZLED VEHICLE PLATE(S) REPORT

DATE / TIME OF OCCURRENCE	DATE / TIME REPORTED	NAME OF REPORTING PARTY (R/P)	DRIVER LICENSE NO. / STATE
LAST DRIVER OF VEHICLE	DATE / TIME	ADDRESS OF R/P	TELEPHONE OF R/P ()
I CERTIFY OR DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT.			SIGNATURE OF PERSON MAKING REPORT

REMARKS

[LIST PROPERTY, TOOLS, VEHICLE DAMAGE, ARRESTS]

DRIVER'S NAME	ARRESTED / SECTION? <input type="checkbox"/> YES <input type="checkbox"/> NO	REPORTED BY	CARGO / TYPE? <input type="checkbox"/> YES <input type="checkbox"/> NO	VALUE \$ <input type="checkbox"/> BILL OF LADING ATTACHED
---------------	--	-------------	--	---



SIGNATURE OF OFFICER TAKING REPORT	I.D. NO.	SUPERVISOR	REQUIRED NOTICES SENT TO REGISTERED AND LEGAL OWNERS PER 22852 VC? <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE NOTIFIED
------------------------------------	----------	------------	---	---------------



NOTICE OF STORED VEHICLE (22852 VC)

NOTE: CHP 180 IS FURNISHED TO ALL PEACE OFFICERS BY THE CALIFORNIA HIGHWAY PATROL

REPORTING DEPARTMENT		LOCATION CODE	DATE / TIME OF REPORT	NOTICE OF STORED VEHICLE DELIVERED PERSONALLY <input type="checkbox"/>		FILE NO.		
LOCATION TOWED / STOLEN FROM			ODOMETER READING	VIN CLEAR IN SVS? <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE / TIME DISPATCH NOTIFIED		LOG NO.	
YEAR	MAKE	MODEL	BODY TYPE	COLOR	LICENSE NO.	<input type="checkbox"/> ONE <input type="checkbox"/> TWO	MONTH / YEAR STATE	
VEHICLE IDENTIFICATION NO.				ENGINE NO.	VALUATION BY <input type="checkbox"/> OFFICER <input type="checkbox"/> OWNER			
					<input type="checkbox"/> 0-300 <input type="checkbox"/> 301-4000 <input type="checkbox"/> 4001+ <input type="checkbox"/> \$			
<input type="checkbox"/> REGISTERED OWNER				<input type="checkbox"/> SAME AS R/O				LEGAL OWNER

STORED IMPOUNDED RELEASED RECOVERED - VEHICLE / COMPONENT

TOWING / STORAGE CONCERN (NAME, ADDRESS, PHONE)	STORAGE AUTHORITY / REASON
---	----------------------------

TOWED TO / STORED AT	AIRBAG? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> 1 <input type="checkbox"/> 2	DRIVEABLE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> JUNK <input type="checkbox"/> UNK	VIN SWITCHED? <input type="checkbox"/> YES <input type="checkbox"/> NO
----------------------	--	--	--

CONDITION	YES	NO	ITEMS	YES	NO	ITEMS	YES	NO	ITEMS	YES	NO	TIRES / WHEELS	CONDITION
WRECKED			SEAT (FRONT)			REGISTRATION			CAMPER			LEFT FRONT	
BURNED HULK per 431(c) VC			SEAT (REAR)			ALT. / GENERATOR			VESSEL AS LOAD			RIGHT FRONT	
VANDALIZED			RADIO			BATTERY			FIREARMS			LEFT REAR	
ENG / TRANS. STRIP			TAPE DECK			DIFFERENTIAL			OTHER			RIGHT REAR	
METERS STRIP			TAPES			TRANSMISSION						SPARE	
BC METAL STRIP			OTHER RADIO			AUTOMATIC						HUB CAPS	
SURGICAL STRIP per 431(b) VC			IGNITION KEY			MANUAL						SPECIAL WHEELS	

RELEASE VEHICLE TO: <input type="checkbox"/> R/O OR AGENT <input type="checkbox"/> AGENCY HOLD <input type="checkbox"/> 22850.3 VC	GARAGE PRINCIPAL / AGENT STORING VEHICLE (SIGNATURE)	DATE / TIME
--	--	-------------

NAME OF PERSON / AGENCY AUTHORIZING RELEASE	I.D. NO.	DATE	CERTIFICATION: I, THE UNDERSIGNED, DO HEREBY CERTIFY THAT I AM LEGALLY AUTHORIZED AND ENTITLED TO TAKE POSSESSION OF THE ABOVE DESCRIBED VEHICLE.
---	----------	------	---

SIGNATURE OF PERSON AUTHORIZING RELEASE	SIGNATURE OF PERSON TAKING POSSESSION
---	---------------------------------------

SEE REVERSE FOR INFORMATION

MAIL THIS NOTICE TO RO/LO (REGISTERED OWNER AND/OR LEGAL OWNER)
IF THE VEHICLE WAS STORED

NOTICE OF STORED VEHICLE (22852 VC)

NOTE: CHP 180 IS FURNISHED TO ALL PEACE OFFICERS BY THE CALIFORNIA HIGHWAY PATROL

A. ATTENTION VEHICLE OWNER

The vehicle identified on the reverse side, registered/owned in your name, was stored pursuant to the provisions of the California Vehicle Code (VC) by the agency shown below.

Under the provisions of Section 22852 VC, you have the right to a hearing to determine the legality of this storage. If you choose to contest the legality of this storage, you must request the hearing in writing, in person, or by telephone at the office identified as the Storing Agency on this form. The vehicle storage hearing is an informal process to determine whether or not a vehicle was stored legally.

Your request for a hearing must be received within ten (10) days from the date of this notice. If you request a hearing, it will be conducted within 48 hours of the request, excluding weekends and holidays. Your failure to request or attend a scheduled hearing shall satisfy the Post-Storage Validity requirements of Section 22852 VC.

If the hearing determines the storage to be unlawful, the storing agency will be responsible for the towing and storage charges. If you have any questions, or if this vehicle is no longer owned by you, please contact the Storing Agency shown below.

B. CERTIFICATION

I hereby certify that notices with postage prepaid were deposited in the United States Mail, and these notices, of which this is a copy, were addressed to the person named herein.

NAME / TITLE	LOCATION	DATE DEPOSITED
--------------	----------	----------------

C. NOTICE TO DEPARTMENT OF JUSTICE

Owner cannot be identified

Owner cannot be notified

We have been unable to give notice to the owner of record as required by Section 22852 VC and the vehicle, after 120 hours of storage, has not been returned. Send to Department of Justice, Stolen Vehicle Unit, P.O. Box 903417, Sacramento, CA 94203-4170.

STORING AGENCY

DON'T FORGET
TO FILL THIS OUT

USE THIS STAMP FOR
THIS SECTION

**CHINO POLICE DEPARTMENT
13250 CENTRAL AVENUE
CHINO, CALIFORNIA 91710**

The Chino Police Department has stored your vehicle. An Administrative Fee of \$190.00 is assessed on all vehicles ordered stored by personnel of the Chino Police Department. Payment of this fee at the Police Department will be required prior to the release of your vehicle. Payment is to be in the form of cash, cashier's check, or money order only.

The Administrative Fee is based upon the average amount of time spent by Police Department personnel ordering, waiting for the tow truck, completing, approving, and processing the storage and notification forms, and releasing the vehicle back to you. The Administrative Fee assessed by the Police Department is not related to any charges owed to the Tow Company for the towing and storage of your vehicle. Those charges remain between you and the Tow/Storage Company.

If your vehicle has been impounded for 30 days, per California Vehicle Code sections 14602.6, the following are the legal exceptions to the 30-day Hold:

1. When the vehicle was stolen (you will be required to sign a stolen vehicle report under penalty of perjury).
2. When the vehicle is subject to "bailment" and is driven by an unlicensed employee of a business establishment, including a parking service or repair garage (I.E. a parking valet).
3. When the license of the driver was suspended or revoked for an offense other than those included in Article 2 (commencing with Section 13200) of Chapter 2 of Division 6 or Article 3 (commencing with section 13350) of Chapter 2 of Division 6 (I.E. Child Support Non-Payment).
4. If the driver of the stored vehicle has obtained a valid driver's license, and has proof of insurance prior to the end of the thirty day storage period the vehicle may be released to the registered owner.

Hardship is no excuse and will not be entertained as a reason for early release of a vehicle.

Any questions regarding this notice may be directed to the Chino Police Department Records Unit at (909)334-3001.

* ATTACH THIS FORM TO VC 22852
NOTICE OF STORAGE *

DO NOT ATTACH THIS FORM IF THE
VEHICLE WAS RECOVERED AND WAS
PREVIOUSLY REPORTED AS LOST OR STOLEN

FOR 30-DAY IMPOUND NOTICES

ATTACH THIS CARD TO THE ENVELOPE ↴

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input type="checkbox"/> Agent <input type="checkbox"/> Addressee X</p> <p>B. Received by (Printed Name) C. Date of Delivery</p>
<p>1. Article Addressed to:</p> <p style="text-align: center;">NAME & ADDRESS</p>	<p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p>
<p>2. Article Number (Transfer from service label)</p>	<p>3. Service Type <input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D.</p>
<p>CASE # & TICKLER FILE #</p>	<p>4. Restricted Delivery? (Extra Fee) <input type="checkbox"/> Yes</p>

PS Form 3811, February 2004 Domestic Return Receipt 102595-02-M-1540

↗ AFFIX THIS STICKER HERE

↘ ATTACH THIS SECTION TO THE BACK OF THE VEHICLE COVER SHEET

<p>U.S. Postal Service™ CERTIFIED MAIL™ RECEIPT (Domestic Mail Only; No Insurance Coverage Provided)</p>	
<p>For delivery information visit our website at www.usps.com</p>	
<p>CASE # ORIGINAL USE</p>	
<p>Postage \$</p> <p>Certified Fee</p> <p>Return Receipt Fee (Endorsement Required)</p> <p>Restricted Delivery Fee (Endorsement Required)</p> <p>Total Postage & Fees \$</p>	<p>Postmark Here</p>
<p>Sent To NAME & ADDRESS</p> <p>Street, Apt. No., or PO Box No.</p> <p>City, State, ZIP+4</p>	
<p>PS Form 3800, June 2002 See Reverse for Instructions.</p>	

7003 1680 0004 1056 4201



7003 1680 0004 1056 4201
7003 1680 0004 1056 4201

↗ AFFIX THIS STICKER TO THE TOP OF THE ENVELOPE



Vehicle Storages/Impound

1. Officer will submit a skeleton report with the required fields. (Offense will be Vehicle Storage or Vehicle Impound)

Incident Report [Edit] NEW

Page 1 Page 2 Page 3 Flag For Roll Call

Case # **14-09999** Rept Date **08/20/2014 17:16** Occ **08/20/2014 17:16** At Fnd **08/20/2014 17:16**

Location **5450 WALNUT AV** Apt City **CHINO** Zp **91710**

Gang Related Weather Forcible Premise **PUBLIC USE AREA**

Domestic Weapon/Tool **NONE**

Offns **VEHICLE STORAGE** Names Status **OPEN/ACTIVE**

1 0 Status Date **08/20/2014**

Propty Vehicle Dispstn

0 0 Dispstn Date **// : :**

M. O. PubNarr Officer **ACUNA, DESIRE J**

2. Desk 1 will retrieve incoming paperwork and begin a MOBLAN cover sheet. The 180 will go to Desk 2 for immediate CLETS entry and YELLOW cover sheet completion.
3. After obtaining a 2nd party check, Desk 2 will return all docs to Desk 1
4. Desk 1 will access report from MOBLAN 2nd Level Review, look it over for the completion of required fields, and "approve" if appropriate.
5. Desk 1 will complete the process of pulling the report through all levels of review upon proper completion of all parts.

*****Keep in mind that 180s are often linked to crime reports and step 5 may take multiple days to complete. Therefore, Desk 1 will make a copy of the 180 and CLETS attachments to keep with the MOBLAN cover sheet and place the original documents into the Tickler file for release*****

DIRECTIONS FOR TOW/IMPOUND TAB

- The TOW/IMPOUND button can be found in the Vehicle Tab.
- When Data is done at Desk 1 for a STORAGE/IMPOUND the TOW/IMPOUND tab can be completed.
- If you are entering a REPO/PPI the TOW/IMPOUND tab can be completed by the person taking the REPO/PPI
-

Case#: 1407619 CPD Related Vehicle [Edit]

REPOSESSION Date 10/16/2014

Loc 50 REVERE ST City CHINO CA

Condition Value

Tow / Impd* Offense Code Oth Jur Sta #

Notes

Circum

Add

Delete

Exit

Letter

- Fill in the fields below. Here are some tips for completing some of the questionable sections.
- Status is used for R=Repossession T=Towed/Stored I=Impound
- Inventory on file is always N
- Reason is used when you have a TOW/IMPOUND. This is the storage authority code.
- Registered Owner can be found on your teletype.

Vehicle Tow/Impound [Edit]

Sys # 39

Page 1 Page 2

Tow/Impound/Repo

Status R Hold Date/Time 10/16/2014 DOW THU 09:30 Inventory On File N

Addr 5150 REVERE ST City CHINO St CA Zip 91710-

Reason Officer TORRES, ELDA Agency CPD

Date/Time Requested Date/Time Arrived

Repo Company VEHICLE ENFORCEMENT AGENCY Address 26861 TRABUCO RD, MISSION VIEJO

Phone 949-951-0210 Notes

Registered Owner Phone

Release Info

Released By Released Time

Name Race Sex DOB Age

Released Relation Claim Ticket # Notes

Letter

Audit Info

VehicleID 614 Add 10/21/2014 18:36 3458 Mobile Key

Previous Next Add Duplicate Delete Search View Exit

2. People Screen

- Click **Involve** tab
- Select a name record and verify info from 180 form.

If RP is not the RO they will list the RO as the VM

A

Incident / Investigation [View]

Agency CPD Case # 14-02153

Involve View Evid Case Mg Tracking Vehicle Property Name Report

Page 1 Page 2 Page 3 Check Req Related Case Sys # 2179

B

Involvement: TAKE AUTO W/O OWNER'S CONSENT/VEHICLE THEFT

Total 4

Type NM Primary Key 70

Relationship REPORTING PARTY Date 09/08/2014 Juvenile

Description [REDACTED] H F)

Update Related Involvements

Notes	Type	Date	Description	Relationship	Agency	Add Info
→	NM	09/08/2014	[REDACTED]	REPORTING PART	CPD	
→	NM	09/08/2014	[REDACTED]	VICTIM	CPD	
	VH	09/08/2014	[REDACTED]	STOLEN	CPD	
	LO	09/08/2014	[REDACTED]	LOCATION	CPD	

C

Name: BUSSARD, KEITH RANDALL [Edit]

First Middle Suffix [REDACTED] SSN --

Page 1 Page 2 Page 3 Sys # 19

Addr 5450 WALNUT AVE Apt Transient Y

City CHINO St CA Zip 91710- Home P [REDACTED] JS

Empl CITY OF CHINO Addr 13220 CENTRAL AVE Wk Ph [REDACTED]

Relationship [REDACTED]

SMT Phys Hair Length / Balding Glasses Prescription Name Type

Notes Alert

Aliases Retention Info Related Cases

Previous Next Add Duplicate Delete Search View Exit

Verify all name records from CHP 180 form



Stolen Vehicle

Assignment: Desk 2

Records will receive CHP 180 from the incoming tray.
Search the Incident module to find your CR# and view.

1. Verify Data Entry

- Incident Screen
 - Case #
 - Report Date
 - Occurrence Date
 - Location
 - Offense
 - Officer
 - Supervisor
 - Status should always be OPEN/ACTIVE
 - Weapon/Tool

The screenshot shows the 'Incident / Investigation [View]' window. Red arrows point to the following fields:

- Case # 14-02153
- Report Date: 09/08/2014 09:32
- Location: 5450 WALNUT AV, CHINO, CA, 91710-
- Offense: TAKE AUTO W/O OWNER'S CONSI
- Officer: BUSSARD, KEITH
- Supervisor: BUSSARD, KEITH
- Status: OPEN/ACTIVE

Other visible fields include: Agency CPD, Occ From 09/08/2014 09:32 MO, At Fnd 09/08/2014 09:32 MO, Weather, Security Flag, Tract 24, Premise STREET OR SIDEWALK, P2C Cntr#, Forcible, Weapon/Tool NONE, Domestic N, Victim, R W S M, DOB, Flag For Roll Call, Follow-Up Unit, and Exc Disp.

- Review Page 2 of the Incident Screen
 - Public/Officer Narrative

CFS REPORTED AS- Will take you to the Calls for Service Module , where you can verify more info regarding the incident.

- Review Page 3 of the Incident Screen
 - Geo Verify *
 - 2nd Level Review
 - DRR Review

2. People Screen

- Click **Involve** tab
- Select a name record and verify info from 180 form.

If RP is not the RO they will list the RO as the VM

A

Incident / Investigation [View]

Agency CPD Case # 14-02153

Involve View Evid Case Mg Tracking Vehicle Property Name Report

Page 1 Page 2 Page 3 Check Req Related Case Sys # 2179

B

Involvement: TAKE AUTO W/O OWNER'S CONSENT/VEHICLE THEFT

Total 4

Type NM Primary Key 70

Relationship REPORTING PARTY Date 09/08/2014 Juvenile

Description (H F)

Update Related Involvements

Notes	Type	Date	Description	Relationship	Agency	Add Info
	NM	09/08/2014	BUSSARD, EVA PATRICIA (H F)	REPORTING PART	CPD	
	NM	09/08/2014	BUSSARD, KEITH RANDALL (W M)	VICTIM	CPD	
	VH	09/08/2014	2003 TOYT SEQUOIA BLK 5EMD957 CA	STOLEN	CPD	
	LO	09/08/2014	5450 WALNUT AV, CHINO, CA	LOCATION	CPD	

C

Name: BUSSARD, KEITH RANDALL [Edit]

Last, First, Middle, Suffix SSN

Page 1 Page 2 Page 3 Page 4 Sys # 19

Address

City

Empl

Race

Height

Resid R Residence (City/Cnty) Addr Source Date of Residence

SMT Phys Hair Length / Balaking Glasses Prescription Name Type

Notes Alert

Aliases Retention Info Related Cases

Previous Next Add Duplicate Delete Search View Exit

Verify all name records from CHP 180 form

3. Related Names

- Click **Name** Tab
- Verify involvement of each person
- Click **Add** to enter Legal Owner information



The screenshot shows the 'Case#: 1402153 CPD Related Names [Edit]' window. It contains several input fields and a table. Red arrows point to the 'Code', 'Name', 'Victim Of Crime', and the first two rows of the table. The 'Add' button is also highlighted with a red arrow.

Code VI Seq 1 Type I Injury NONE Use Drug/Alc N Computer N
Name [Redacted] 1892
Suspect Restricted

Victim Of Crime 1, Relation to Offender Residence R
Crime Status Type
Circumstance Precipitating Event
Circumstance (2) Precipitating Event (2)
Circumstance (3) Precipitating Event (3)
LE Activity LE Assignment

Code	Seq	Type	Age	Race	Sex	Victim Of Crime	Vic Injury	Rel To Offender	IBR Submit	LE Activity
VI	1	I	51	W	M	1,	N		F	
RP	1	I	29	H	F		N		F	

Buttons: Add, Delete, Exit

NOTES:

4. Adding Related Names

- Click **Add** to enter Related names.
- Enter Code for Legal Owner (F2 for pick list)
- Tab
- Enter Type (F2 for pick list)
- Enter name and tab to name candidate and **Save**

Note: If a name is not in RMS you will need to create the name record.

Case#: 1402153 CPD Related Names [Add]

Code Seq Type Injury Use Drug/Alc Computer

Name Race Sex DOB Age

Suspect Restricted

Victim Of Crime Relation to Offender Residence

Crime Status Type

Circumstance Precipitating Event

Circumstance (2) Precipitating Event (2)

Circumstance (3) Precipitating Event (3)

LE Activity LE Assignment

Code	Seq	Type	Age	Race	Sex	Victim Of Crime	Vic Injury	Rel To Offender	IBR Submt	LE Activity
VI	1	I	51	W	M	1	N		F	
RP	1	I	29	H	F		N		F	
	0	I								

Buttons: Save, Delete, Cancel

RMS Name Code

Search For:

Code	Description	State Code
IO	INVOLVED OTHER	IO
LO	LEGAL OWNER (RECORDS ONLY)	LO
MP	MISSING PERSON	MP
OF	OFFENDER	OF
RE	REGISTRANT	RE
RM	RETURNED MISSING	RM
RP	REPORTING PARTY	RP
SU	SUSPECT	SU
VI	VICTIM	VI
WI	WITNESS	WI

Buttons: Ok, Cancel, Print, More >>

5. Vehicle Screen- Gives you information related to the incident.

- Verify RO Info
- Vehicle Info
- Status
- Date
- Location
- Value
- Tow/Impound Module

Verify all information from CHP 180 Form

Case#: 1402153 CPD Related Vehicle [Edit]

License
VIN
Year
Name

Status: STOLEN Date: 09/08/2014 Notes

Loca: 5450 WALNUT AV City: CHINO CA

Condition Value: \$7,500.00 Circum

Tow / Impd Offense Code: 07A Oth Jur Sta #

VehID	Agency	Status	DateTime	Location	City	Value	Condition
4	CPD	7	09/08/2014 09:32	5450 WALNUT AV	CHINO	\$7,500.00	

- Verify Status of Vehicle

RMS Status

Search For: STOLEN

Local CdBR Cod	Description
1	NONE
2	BURNED
3	COUNTERFEIT/FORGED
4	DESTROYED/DAMAGED/VANDALIZED
5	RECOVERED
6	SEIZED
7	STOLEN
8	UNKNOWN/ OTHER
EVID	EVIDENCE
FOUN	FOUND
IMPD	IMPOUNDED
LOST	LOST

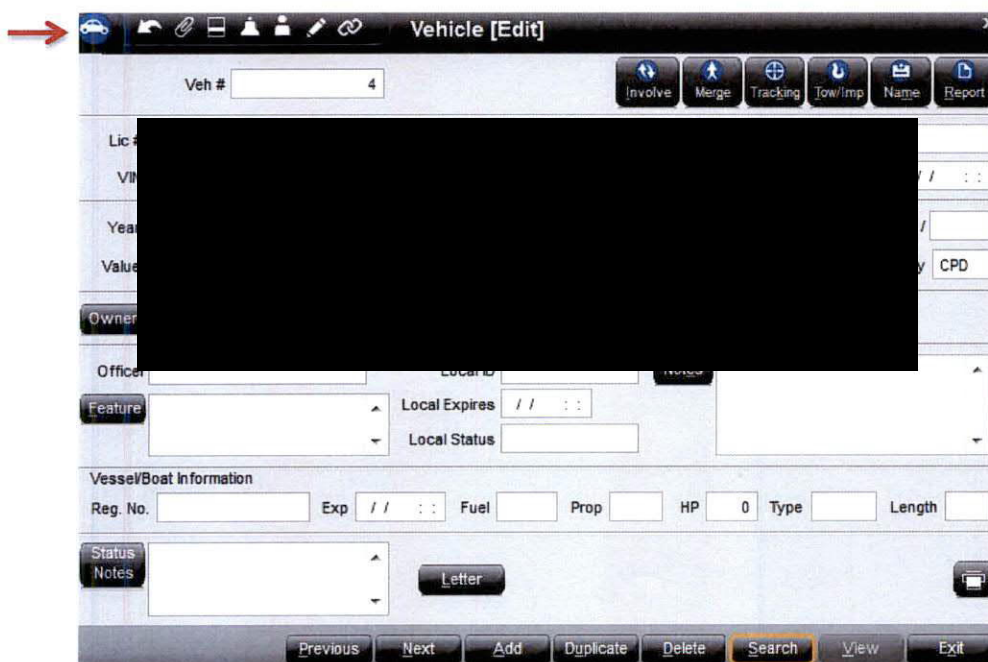
Buttons: Ok, Cancel, Print, More >>

6. Vehicle Entry

- Click the **Involve** Tab
- Find and click on your **Vehicle**
- **Vehicle** record is now open in the vehicle module



Involvement tab will show you all master records involved with an incident. The Vehicle master record must be open to capture info into the State Form Interface Module.



7. Open State Forms Interface/CLETS

- Go to **Tools** and Select **State Forms Interface**
- The record from RMS and State Interface form should Be displayed simultaneously

Red Asterisks denote that a field is required for the criteria selected

Inquire, Entry, Re-Inquire

Inquire

History Tab

- Maintains a record of the forms you have submitted to the State Including all the previous information sent.
- After the form is reopened within the SFI tab, you can add, modify or delete any value before submitting the form.



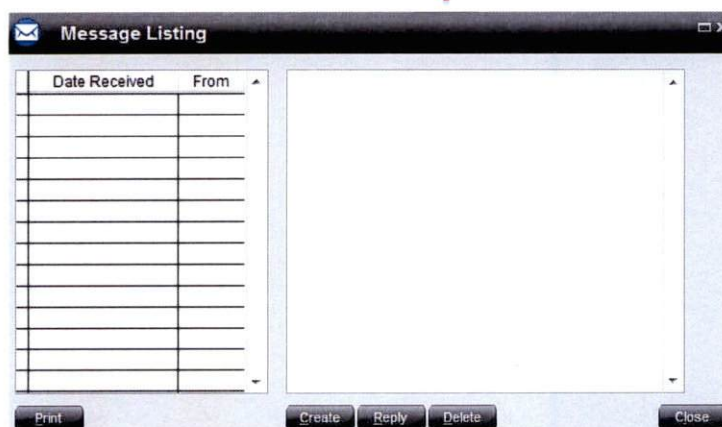
Clear: Erases the information in the form


Submit: Send the values within the form to the State

Capture: Captures values from RMS and populates the SFI form with this info

- **To view your responses**

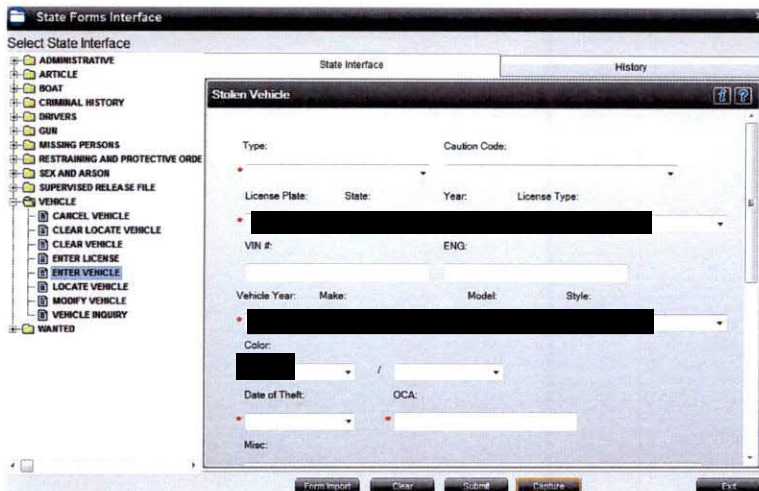
Click the NCIC Messages Icon on the RMS workspace



 Icon will be highlighted in yellow if you have any unread messages

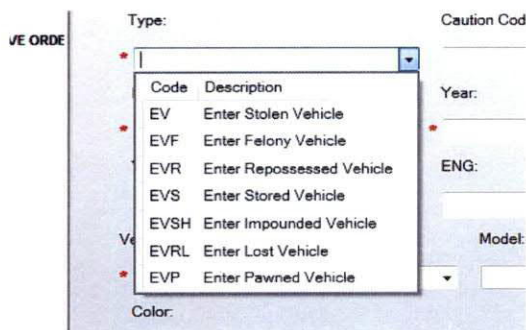
Entry

- Once you have the entry form and vehicle record open
- Click **Capture** and the data will be copied from RMS to the SFI form
- Enter all pertinent information into entry form per records guidelines



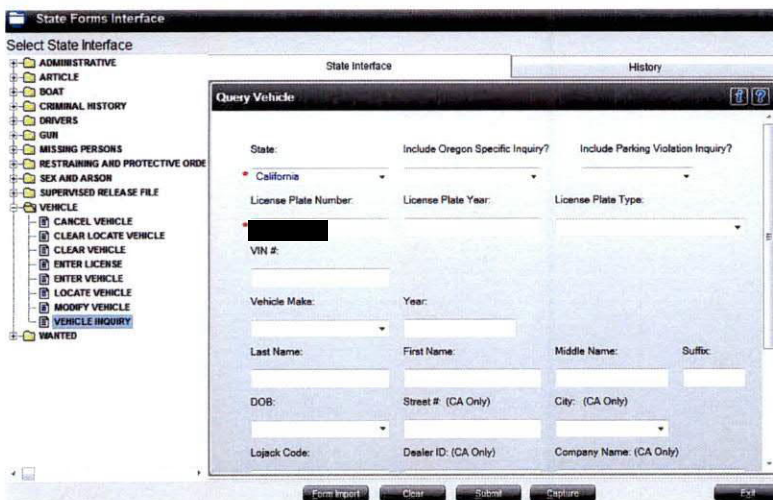
Note: The Capture feature is only available for Entry forms

- Choose Type: Stolen Vehicle



Red Asterisks denote that a field is required for the criteria selected

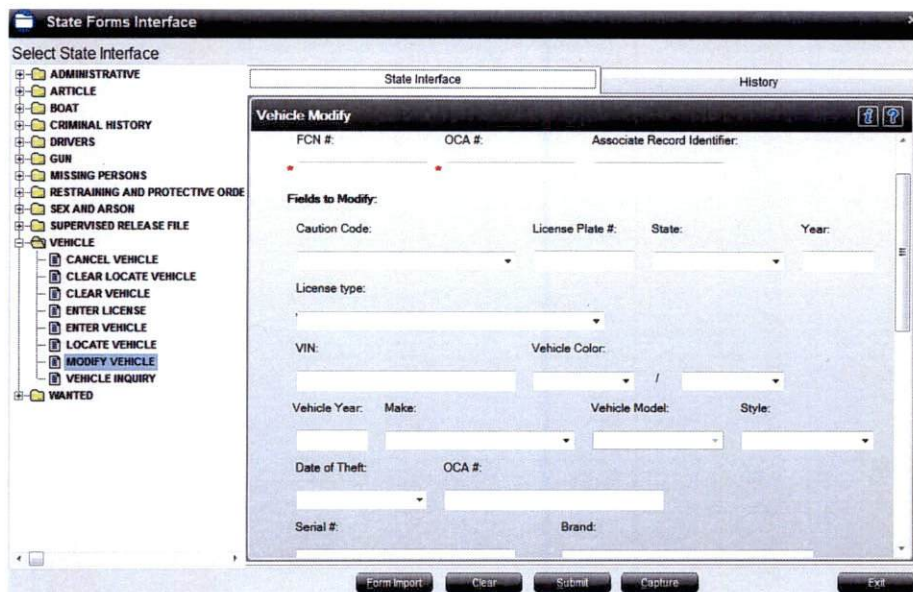
Re- Inquiry and Check Messages



Modify

To modify an entry click the **Modify Vehicle** form in the **SFI Module**

- Go to **State Form Interface**
- Select the **Vehicle** file
- Select **Modify Vehicle** form
- Enter all information required



Notes:

CLETS Entry (Follow Cover Sheet)

Data

Name Screen
Vehicle Screen

Inquire

10-28 / 10-29 License Number
10-28 / 10-29 VIN

Entry

Enter Vehicle
Missing Number of Plates in Misc Field

Verify Entry

10-28 / 10-29 License Number (DOJ STOP)
10-28 / 10-29 VIN (DOJ STOP)
2nd Party Check

Distribute: 1 to DB

Print a copy for DB and route.

Scan: 180 and all CLETS returns including 2nd party check to report

Note: Use Abbreviation list for teletype scanned documents.

File: In case files.

NOTES:



Recovered Stolen- Chino

Assignment: Desk 2

Records will receive CHP 180 from the incoming tray.
Search the incident module to find your CR# and view.

Recovered/Stolen – Chino

1. Verify Data Entry
 - Select the **Vehicle** tab and Update **Status**

Incident / Investigation [View]

Agency CPD Case # 14-02153

Involve View Evid Case Mg Tracking **Vehicle** Property Name Report

Page 1 Page 2 Page 3 Check Req Related Case Sys # 2179

Report 09/08/2014 09:32 Occ.From 09/08/2014 09:32 MO At Fnd 09/08/2014 09:32 MO Weather

Location 5450 WALNUT AV Apt Security Flag Tract 24

City CHINO St CA Zip 91710- Premise STREET OR SIDEWALK

Offns TAKE AUTO W/O OWNER'S CONSI P2C Cntr# Forcible Weapon/Tool NONE

Gang Related Domestic N

Name VI I W M Victim RP I H F

UCR Flag For Roll Call Follow-Up Unit

Officer BUSSARD, KEITH Supervisor BUSSARD, KEITH Assigned NOTR

Status OPEN/ACTIVE 09/08/2014 Check MFR Status of Incident Retention Info

Exc Disp // ::

Previous Next Reset Duplicate Option Search View Exit Srch

Update status of vehicle

- Click **Status**
- Change Status to **Recovered**

Case#: 1402153 CPD Related Vehicle [Edit]

Buttons: Add, Delete, Exit, Letter

Fields: Name, Status, Location, Tow / Impd, Offense Code (07A), Oth Jur, Sta #

VehID	Agency	Status	DateTime	Location	City	Value	Condition
4	CPD	7	09/08/2014 09:32:5450	WALNUT AV	CHINO	\$7,500.00	

- Select **Recovered** from the pick list

RMS Status

Search For:


Buttons: Ok, Cancel, Print, More >>

Local CdBR Cod	Description
1	NONE
2	BURNED
3	COUNTERFEIT/FORGED
4	DESTROYED/DAMAGED/VANDALIZED
5	RECOVERED
6	SEIZED
7	STOLEN
8	UNKNOWN/ OTHER
EVID	EVIDENCE
FOUN	FOUND
IMPD	IMPOUNDED
LOST	LOST

Notes:

- **To view your responses**
Click the NCIC Messages Icon on the RMS workspace



 Icon will be highlighted in yellow if you have any unread messages

Re- Inquiry and Check Messages

Notes:

CLETS Entry (Follow Cover Sheet)

Data

Vehicle Screen
Tow/Impound Module

Entry

Clear Vehicle

Re-Enter Outstanding Parts/Plates

Verify Entry

10-28 / 10-29 License Number (DOJ STOP)

10-28 / 10-29 VIN (DOJ STOP)

Mail Notice to Owners

Telephone R/O List date/time

Distribute: 1 to DB

Print a copy for DB and route.

Scan: 180 and all CLETS returns including 2nd party check to report

Note: Use Abbreviation list for teletype scanned documents.

File: In case files.

NOTES:



Recovered Chino/ Stolen Other

Assignment: Desk 2

Records will receive CHP 180 from the incoming tray.
Search the incident module to find your CR# and view.

Recovered Chino/Stolen Other

1. Verify Data Entry
 - Select the **Vehicle** tab and Update Status

The screenshot shows the 'Incident / Investigation [View]' window. At the top, there is a navigation bar with several tabs: 'Involve', 'View Evid', 'Case Mg', 'Tracking', 'Vehicle', 'Property', 'Name', and 'Report'. A red arrow points to the 'Vehicle' tab, which is highlighted. Below the navigation bar, the form contains various fields for incident details. The 'Agency' is 'CPD' and the 'Case #' is '14-02153'. The 'Report' date and time are '09/08/2014 09:32'. The 'Occ. From' date and time are also '09/08/2014 09:32'. The 'At Fnd' date and time are '09/08/2014 09:32'. The 'Weather' field is empty. The 'Location' field is redacted with a black box. The 'Tract' is '24'. The 'Premise' is 'STREET OR SIDEWALK'. The 'Offns' field is 'TAKE AUTO W/O OWNER'S CONSI'. The 'P2C Cntr#' field is empty. The 'Forcible' checkbox is unchecked. The 'Weapon/Tool' is 'NONE'. The 'Gang Related' checkbox is unchecked. The 'Domestic' field is 'N'. The 'Name' field is 'VI I W M' and the 'UCR' field is 'RP I H F'. The 'Victim' field is redacted with a black box. The 'Officer' is 'BUSSARD, KEITH' and the 'Supervisor' is 'BUSSARD, KEITH'. The 'Assigned' field is empty. The 'Status' is 'OPEN/ACTIVE' and the 'Exc Disp' is '// : :'. The 'Check MFR Status of Incident' button is visible. At the bottom, there are navigation buttons: 'Previous', 'Next', 'Reset', 'Duplicate', 'Option', 'Search', 'View', and 'Exit Srch'.

Update status of vehicle

- Click **Status**
- Change Status to **Recovered**
- In **Other Jurisdiction** enter **Locating Agency**
- In **Station #** enter **Locating Agencies Case #**

Case#: 1402153 CPD Related Vehicle [Edit]

Buttons: Add, Delete, Exit, Letter

Tow / Impd Offense Code 07A Oth Jur Sta #

VehID	Agency	Status	DateTime	Location	City	Value	Condition
4	CPD	7	09/08/2014 09:32:5450	WALNUT AV	CHINO	\$7,500.00	

- Select **Recovered** from the pick list

RMS Status

Search For: **STOLEN**

Local Cd	BR Cod	Description
1	1	NONE
2	2	BURNED
3	3	COUNTERFEIT/FORGED
4	4	DESTROYED/DAMAGED/VANDALIZED
5	5	RECOVERED
6	6	SEIZED
7	7	STOLEN
8	8	UNKNOWN/ OTHER
EVID	EVID	EVIDENCE
FOUN	FOUN	FOUND
IMPD	IMPD	IMPOUNDED
LOST	LOST	LOST

Buttons: Ok, Cancel, Print, More >>

Notes:

Open State Forms Interface/CLETS

- Go to **Tools** and Select **State Forms Interface**
- Select the **Vehicle** file
- Select **Clear Locate Vehicle** form
- Enter all information required

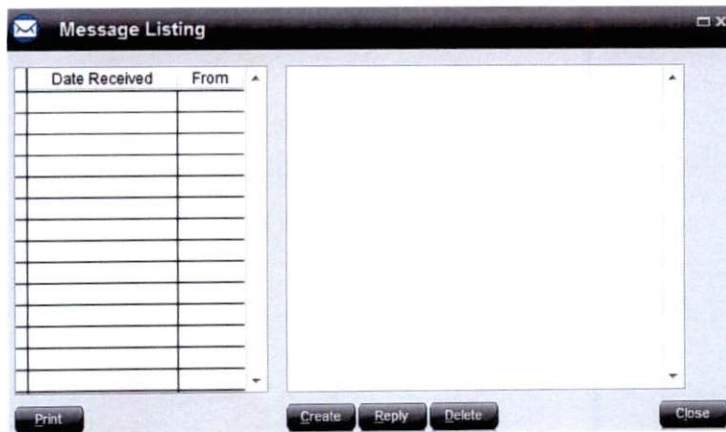
Red Asterisks
denote that a
field is required
for the criteria
selected


History Tab

- Maintains a record of the forms you have submitted to the State
Including all the previous information sent.
- You can add, modify or delete any information on previous sent submissions

- To view your responses

Click the NCIC Messages Icon on the RMS workspace

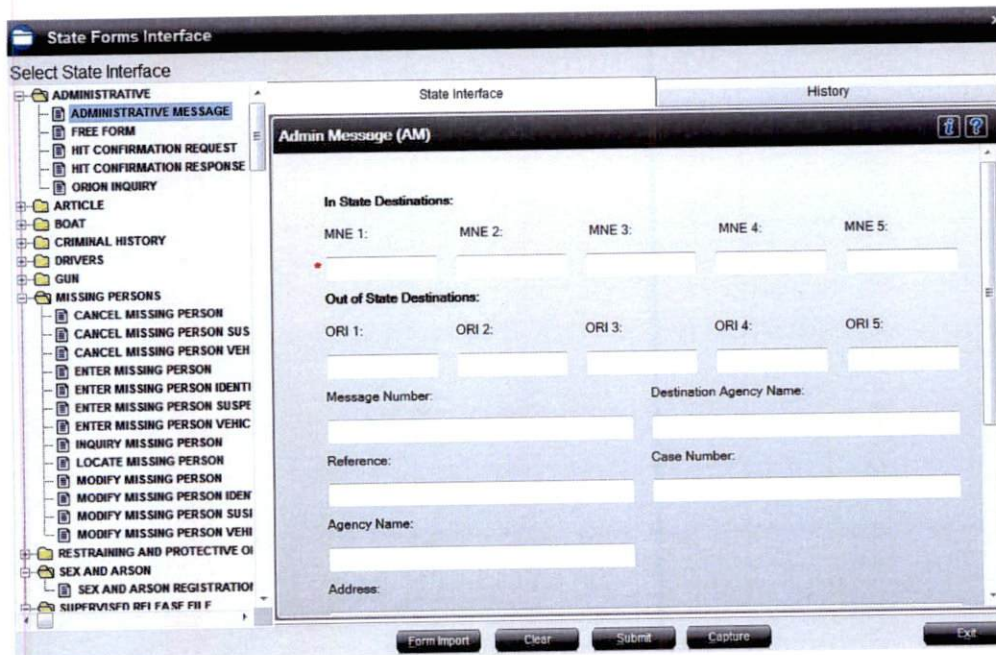


 Icon will be highlighted in yellow if you have any unread messages

Re- Inquiry and Check Messages

Send Admin Message

- Select the Administrative File
- Select Admin Message
- Enter all required information and click **submit**



CLETS Entry (Follow Cover Sheet)

Data

Vehicle Screen
Tow/Impound Module

Inquire

10-28 / 10-29 License Number
10-28 / 10-29 VIN

Entry

Locate Vehicle

Send Admin Message to Agency

Mail Notices (Owner & Agency)

Telephone R/O list date /time

Distribute: 1 to DB

Print a copy for DB and route.

Scan: 180 and all CLETS returns including 2nd party check to report

Note: Use Abbreviation list for teletype scanned documents.

File: In case files.

NOTES:



Recovered Other/Stolen in Chino

Assignment: Desk 2

Records will receive teletype from CLETS machine
Search the incident module to find your CR# and view.

Recovered Other/Stolen in Chino

1. Verify Data Entry
 - Select the **Vehicle** tab and Update **Status**

Incident / Investigation [View]

Agency: CPD Case #: 14-02153

Buttons: Involve, View Evid, Case Mg, Tracking, **Vehicle**, Property, Name, Report

Page 1 | Page 2 | Page 3 | Check Reg | Related Case | Sys # 2179

Report: 09/08/2014 09:32 Occ.From: 09/08/2014 09:32 MO At Fnd: 09/08/2014 09:32 MO Weather: []

Location: [Redacted] Security Flag: [] Tract: 24

City: [Redacted] Premise: STREET OR SIDEWALK

Offns: TAKE AUTO W/O OWNER'S CONSI... P2C Cntr# [] Forcible: [] Weapon/Tool: NONE

Gang Related: [] Domestic: N

Name: VI I W M Victim: [Redacted]
UCR: RP I H F

Officer: BUSSARD, KEITH Supervisor: BUSSARD, KEITH Assigned: [] NOTR

Status: OPEN/ACTIVE 09/08/2014 Check MFR Status of Incident
Exc Disp: [] [] [] Retention Info

Buttons: Previous, Next, Reset, Duplicate, Option, Search, View, Exit Srch

Update status of vehicle

- Click **Status**
- Change Status to **Recovered**
- In **Other Jurisdiction** enter Locating Agency
- In **Station #** enter Locating Agencies Case #
-

Case#: 1402153 CPD Related Vehicle [Edit]

Lic #
VIN
Year
Name

Status STOLEN Date 09/08/2014 Notes
Loca S450 WALNUT AV City CHINO CA Circum
Condition Value \$7,500.00
Tow / Impd Offense Code 07A Oth Jur Sta #

VehID	Agency	Status	DateTime	Location	City	Value	Condition
4	CPD	7	09/08/2014 09:32:5450	WALNUT AV	CHINO	\$7,500.00	

- Select **Recovered** from the pick list

RMS Status

Search For: STOLEN

Local CdB R Cod	Description
1	NONE
2	BURNED
3	COUNTERFEIT/FORGED
4	DESTROYED/DAMAGED/VANDALIZED
5	RECOVERED
6	SEIZED
7	STOLEN
8	UNKNOWN/ OTHER
EVID	EVIDENCE
FOUN	FOUND
IMPD	IMPOUNDED
LOST	LOST

Buttons: Ok, Cancel, Print, More >>

CLETS Entry (Follow Cover Sheet)

Data

Vehicle Screen
Tow/Impound Module

Entry

Clear Vehicle

Re- Enter Outstanding Parts/Plates

Inquire

10-28 / 10-29 License Number
10-28 / 10-29 VIN

Mail Notices (Owner & Agency)

Telephone R/O list date/time

Distribute: 1 to DB

Print a copy for DB and route.

Scan: 180 and all CLETS returns including 2nd party check to report

Note: Use Abbreviation list for teletype scanned documents.

File: In case files.

NOTES:

CHINO POLICE DEPARTMENT
5450 WALNUT AVENUE
CHINO, CA 91710
909-334-3000

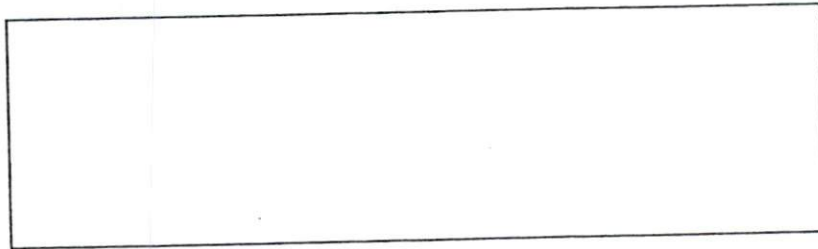
NOTICE OF RECOVERED STOLEN VEHICLE

CHINO PD CASE # _____ DATE OF RECOVERY _____

RECOVERING AGENCY _____ PHONE# _____

LOCATION OF VEHICLE _____ PHONE # _____

CONDITION OF VEHICLE _____



CVC 10500(a)

VEHICLE REPORT

PRIVATE PARTY STORAGE

EVENT# _____

REPOSSESSION VOLUNTARY

LIC# _____ LIC STATE _____ LIC YEAR _____ LIC TYPE _____

VIN# _____ ENGINE# _____

VEH YR _____ VEH MAKE _____ VEH MODEL _____ VEH STYLE _____

VEH COLOR _____ D.O.T _____ FCN _____

LOCATION STORED _____

DATE/TIME OCCURRED _____ LOCATION _____

REGISTERED OWNER _____ ADDRESS _____

TOWING/REPOSSESSING _____ ADDRESS _____

PERSON REPORTING _____ PHONE# _____

OFFICER _____ ID# _____ DATE AND TIME _____

VERIFY LOCATION IN CSM

PULL EVENT # IN CSM

10-28/10-29 LICENSE

10-28/10-29 VIN

ENTER SVS LICENSE VIN#

VERIFY / 10-29 LICENSE VIN#

2ND PARTY CHECK

ATTACH PRINTOUTS

FILE

Complete Data Entry

Incident / Event (Add)

Link Event ID - Call recv [dropdown] AVL [icon] Print Report

Event Info Notes Times R/E Log Other Log Entry Ani/All Patients Employee Names Vehicles

Rpt# [text] Source [dropdown] PU [dropdown] EMS Fire Law Resc Oth [icon]

Loc [text]

X-ST [text] Agency [dropdown] RA [dropdown] [dropdown]

Busi [text] [dropdown] QA [text]

Nature [text]

Caller [text] Alarm [checkbox]

Address [text] Ph# () - [text]

Veh # [text] Rpt only [checkbox] Veh RMS status [checkbox] Send To RMS [button]

Include delayed events Include cancelled events View Text [button]

Prev Next Save Duplicate Delete Search View Cancel

5. Select EVENT ID to generate an Event #.

6. Enter information in all the highlighted fields including the additional fields below.

EVENT INFO TAB

- Call received
- Source-Phone
- PU- (R ID#) R3544
- Location
- Nature- Repo or PPI
- Caller- Tow Company/Caller Name
- Address- Where vehicle is being stored at.
- Phone- Tow Company Phone
- Veh #- Vehicle License number

NOTES TAB

- Color, Year, Make, How many Doors, Model, License # (CYMBOL)
- Last 4 of the VIN.

OTHER TAB

- Disposition- Repo or PPI
- Call Taker- ID#

Complete CLETS entries

Complete vehicle entry into CLETS and attach all documents to GREEN cover sheet.

In CLETS enter the event number without the 20 and the dash.

- 2017-040840 should read 17040840.

Obtain a 2nd Party check.

Completing Data Entry

The image shows two screenshots of a software interface for adding an incident or event. The top screenshot displays the main data entry form with various fields and tabs. A red arrow points to the 'Event Info' tab. The bottom screenshot shows the 'Notes' section, also with a red arrow pointing to it.

Incident / Event (Add) - Top Screenshot:

- Link: Event ID: - Call recv: 05/30/2017 10:23:36
- Event Info | Notes | Times | R/E_Log | Other | Log Entry | Ani/Ali | Patients | Employee | Names | Vehicles
- Rpt #: [] Source: PHONE PU: R3544 EMS: Fire Law Resc Othr
- Loc: 5450 WALNUT AV CHNO: []
- X-ST: 10TH ST VERNON AV Jur: CAD Service: LAW Agency: CPD
- StatBeat: 2 District: CPD RA: 31
- Busi: STATION Ph#: (909) 334-3000 Call group: PATROL
- Nature: REPOSSESSION Alarm level: 1 Priority: 4 QA: []
- Caller: [] PQA Hist: [] Alarm: []
- Address: []
- Veh #: [] Rpt only: [] Veh: [] RMS status: [] Send To RMS: []
- Include delayed events Include cancelled events View Text

Incident / Event (Add) - Bottom Screenshot:

- Link: Event ID: - Call recv: 05/30/2017 10:23:36
- Event Info | Notes | Times | R/E_Log | Other | Log Entry | Ani/Ali | Patients | Employee | Names | Vehicles
- Notes: Add Notes Flip Notes
- Notes content: [Redacted]
- Include delayed events Include cancelled events View Text

Completing Data Entry Continued

Incident / Event (Add)

Link Event ID Call recv 05/30/2017 10:23:36

Event Info Notes Time **Other** Log Entry Ani/AlI Patients Employee Names Vehicles

Block range - Street

Neighborhood Sub-division Geo-verified address

Law GP Fire GP EMS GP RESC GP Other GP

Close comments

Disposition Call was cancelled

Call taker Console

Reclassified nature Nature summary code Med. priority level

Include delayed events Include cancelled events

Use the WILDCARD search function to look for Repo or PPI calls for service.

%7Sam123%

Notes:

CHINO POLICE DEPARTMENT
RECORDS BUREAU
MISSING PERSON REPORT
COVER SHEET/CHECKLIST

RECEIVED in Records by: _____ Date/Time _____ Incident _____

NOTE: Read then attach all record printouts from data base inquiries and entries in chronological order. File entire package with the original Incident report.

MISSING PERSON'S NAME _____

() **MISSING PERSONS REPORT**

- _____ Verify that Missing Persons report has been pulled through Daily Records Review
- _____ Retrieve incoming Missing Person Report from tray
- _____ Verify accuracy of RMS entry (Incident, Name, Vehicle)
- _____ CLETS: Inquire by Name
- _____ CLETS: Enter basic record
- _____ CLETS: Enter clothing, jewelry
- _____ CLETS: Enter AKA's, scars, marks, tattoos
- _____ CLETS: Enter missing person vehicle
- _____ Add ALERT to MP's Name Record

VERIFY ALL DATA ENTRIES

- _____ CLETS: Inquire by Name
- _____ CLETS: Inquire by FCN _____
- _____ 2ND Party Check: ID# _____
- _____ BOLO Broadcast for juveniles under 16 yrs and "at risk" any age
- _____ BOLO sent to UPL0, POM0, ONT0, CLA0, MCP0, SBO0 (SBO0 must be sent separately)
- _____ Attach All Printouts
- _____ FAX to other agency

() **RETURNED MISSING PERSON REPORT**

- _____ Verify that Returned Missing supplemental has been pulled through Daily Records Review
- _____ Verify accuracy of supplemental in RMS
- _____ CLETS: Enter Cancel/Locate
- _____ CLETS: Inquire by Name
- _____ CLETS: Cancel BOLO
- _____ Delete ALERT from Name Record
- _____ Forward for scanning

MISSING PERSONS BOLO

ADMIN Other than criminal (CLETS & NLETS) WED, NOV 12, 2003, 7:38 AM

NON EMERGENCY CLETS ADMINISTRATION MESSAGES ONLY

CALIFORNIA DESTINATION UPL0/POM0/ONT0/CLA0/MCP0/SB00 and/or
NLETS DESTINATION _____ / _____ / _____ / _____ /
MESSAGE # _____ DESTINATION AGENCY NAME SURROUNDING AGENCIES

TEXT:*****MISSING JUVENILE BOLO*****AT RISK*****PRIOR*****

NAME/LAST, FIRST, MIDDLE DOB:010190 507/150 BRO/BRO
LAST SEEN WEARING BLACK BAGGY PANTS WITH HEART ON REAR POCKETS. BLK
AND WHITE T SHIRT, WHI TENNIS SHOES. JUVENILE ARGUED WITH MOTHER AND
RAN OUT OF HOUSE. LAST SEEN ON 111203 AT 0800 HRS. HE HAS PRIOR
MISSINGS.

REFER TO: RECORDS BUREAU FILE#03-12345
AGENCY NAME CHINO POLICE DEPARTMENT UNIT DETECTIVE BUREAU
ADR 5450 WALNUT AVE CTY CHINO ZIP 91710
DATE 111203 TIME 0830 OPERATOR INITIALS MW PHONE:909-334-3001

RMS

Miscellaneous Notes

Transients

When completing and/or editing entries on transients, be sure to include this distinction in their NAME record by selecting YES in the Transient field pick-list. There is no need to include the word "Transient" in the address line. (Window A)

Additionally, you will need to include a Transient distinction on Page 2 under "Additional Addresses". Include any address documented as LKA or a place the transient is known to frequent. (Windows B & C)

Window A

Window A: Name: GATES, MELINDA [View]

Page 1 | Page 2 | Page 3 | Page 4 | Sys # 1116

Addr [Redacted] Apt [] Transient **Y**

City [Redacted] Home Ph [] Mobile Ph [] Citiz []

Empl [] Addr [] Wk Ph [] Occu [] Occu Class []

Race [] Sex [Redacted] DL [] DL Class [] Exp [] COM []

Height [] Weight [0] Marital [] Hair [BLON] Eye [BLUE] SkinTone [] Ethn []

Resid [] Residence (City/Cnty) [] Addr Source [] Date of Residence []

SMT [] Phys [] Name Type []

Notes [] Alert [602L ADVISAL, 602L ADVISAL 2, 602L ADVISAL 3]

Retention Info | Related Cases

Previous | Next | Reset | Duplicate | Option | Search | View | Exit Srch

Window B

Window B: Name: GATES, MELINDA [View]

Last, First, Middle, Suffix | Alert 3 | SSN [Redacted] | Sys # 1116

M.O. [] | Pager [] | Residence [] | Contact Names []

E-Mail [] | Additional Address []

Place Of Birth | Online Personas []

City/Cnty [] State [] Country []

Local ID [] | Biometrics

State ID [] | Henry 1 []

FBI ID [] | Henry 2 []

Immigration# [] | DOC # [] | NCIC FPC []

| NTN [] | NCF FP []

Oth State ID [] | Oth ID State [] | Blood Type []

| DNA [] [] []

Retention Info | Related Cases

Previous | Next | Reset | Duplicate | Option | Search | View | Exit Srch

Window C

Additional Address [Edit]

Address Type:

Address: Apartment / Floor:

City: State: Zip Code:

Phone:

Notes:

(Source, Occupation, etc.)

AddrType	StreetNbr	Street	Apt/Floor
▶ TRAN	12345	RAMONA AV	

Buttons: Add, Delete, Exit

Business Records

Business records should be entered as seen below. If a phone number is provided for the business, you may include it in the "Work Phone" field.

Name: BANK OF AMERICA [View]

Last, First, Middle, Suffix: Fed Tax ID:

Page 1 | Page 2 | Page 3 | Page 4 | Sys # 1555

Addr: Apt: Transient:

City: St: Zip: Home Ph: Mobile Ph: Citiz:

Empl: Addr: Wk Ph: Occu: Occu Class:

Race: Sex: DOB: Age: DL: DL Class: Exp: COM:

Height: Weight: Marital: Hair: Eye: SkinTone: Ethn:

Resid: Residence (City/Cnty): Addr Source: Date of Residence:

SMT: Phys: Name Type:

Notes: Alert:

Buttons: Alias, Retention Info, Related Cases, Previous, Next, Reset, Duplicate, Option, Search, View, Exit Srch

Incidents Involving Domestic Violence

When entering and/or editing incidents involving DV, be sure to use the security flag feature and Domestic Violence field to indicate confidentiality. Also ensure that the victim's "Restricted" box is checked in the related names.

Incident / Investigation [View]

Agency CPD Case # 14-00880

CONFIDENTIAL Check Reg Related Case Sys # 8

Report 02/07/2014 16:04 Occ.From 02/07/2014 15:00 FR At Fnd 02/07/2014 15:45 FR Weather

Location [Redacted] Security Flag **C** Tract

City [Redacted] Premise HARDWARE STORE

Offns ASSAULT WITH A DEADLY WEAP(P2C Cntr# Forcible N Weapon/Tool KNIFE/CUT/STAB INSTRL Domestic **Y**

Gang Related

Name VI I W F Victim [Redacted]

UCR WI I H F

Flag For Roll Call Follow-Up Unit

Officer VILLARAN, DAVE Supervisor Assigned INAC

Status INACTIVE/PENDING 04/08/2014 Check MFR Status of Incident

Exc Disp // :: Retention Info

Previous Next Reset Duplicate Option Search View Exit Srch

Case#: 1400880 CPD Related Names [Edit]

Code VI Seq 1 Type I Injury A Use Drug/Alc N Computer N

Name [Redacted] Age 48

Suspect **Restricted**

Victim Of Crime 1, Relation to Offender Residence

Crime Status Type FELONY TYPE

Circumstance NON-DEATH PENALTY Precipitating Event DOMESTIC VIOLENCE

Circumstance (2) Precipitating Event (2)

Circumstance (3) Precipitating Event (3)

LE Activity LE Assignment

Code	Seq	Type	Age	Race	Sex	Victim Of Crime	Vic Injury	Rel To Offender	IBR Submit	LE Activity
VI	1	I	48	W	F	1	A		F	
WI	1	I	20	H	F		N		F	
WI	2	I	10	H	F				F	
SU	1	I	20	H	M		N		F	

Add Delete Exit

Involvement - Officers

When an Officer is involved in an incident and it is necessary to list them in a report, their NAME record should be used – not their employee record.

As seen below, the name record contains very limited information. All that is to be included is the last name and ID number (in first name field). Please DO NOT edit or add to these records.

The screenshot shows a web-based form for an officer's name record. The window title is "Name: SUMPTER, 3550 [View]". The form is organized into several sections:

- Header:** "Last, First, Middle, Suffix" (SUMPTER) and "SSN" (3550). There are also "Involve", "Image", "Import", and "Report" buttons.
- Navigation:** "Page 1 | Page 2 | Page 3 | Page 4" and "Sys # 1376".
- Address:** "Addr", "Apt", "Transient", "City", "St", "Zip", "Home Ph", "Mobile Ph", "Citiz".
- Employment:** "Empl", "Wk Ph", "Occu", "Occu Class".
- Personal Info:** "Race", "Sex", "M", "DOB", "Age", "DL", "DL Class", "Exp", "COM", "Height", "Weight", "Marital", "Hair", "Eye", "SkinTone", "Ethn".
- Residence:** "Resid", "Residence (City/Cnty)", "Addr Source", "Date of Residence".
- Actions:** "SMT", "Phys", "Name Type", "Notes", "Alert".
- Footer:** "Alias", "Retention Info", "Related Cases", "Previous", "Next", "Reset", "Duplicate", "Option", "Search", "View", "Exit Srch".

Kick-Backs

Records will still be utilizing Cite Amendment forms and Held Slips.

Cite amendments will be completed as they always have been EXCEPT for the addition of tracking codes in RMS. See Cite notes for more information.

Held Slips will be used to document the need for corrections on reports that have already been accepted into RMS via Moblan and Daily Records Review. The corrections will come in the form of a supp. The supp will come through RMS electronically and will automatically be linked to the incident.

When a Held Slip is necessary, please complete the following steps:

1. Complete paper Held Slip
2. Assign a Tracking Code of "Returned for Correction"
3. Submit to Officer

When the supp has been turned in and the report is completed

1. Update the Tracking Code to "Complete"



Entering Property/Evidence

Entering property and evidence will primarily be the responsibility of the reporting officers

Adding Property/Evidence to an Existing Incident

- Access the Incident module for which you would like to add property/evidence
- Select the Property tab

Incident / Investigation [View]

Agency CPD Case # 14-02326

Involve View Evid Case Mg Tracking Vehicle **Property** Name Report

Page 1 Page 2 Page 3 Check Req Related Case Sys # 2350

Report 09/11/2014 08:30 Occ From 09/11/2014 08:00 TH At Fnd 09/11/2014 08:25 TH Weather CLEAR

Location [Redacted] Security Flag [] Tract 42

City [Redacted] Premise DEPT/DISCOUNT STORE

Offns BURGLARY - COMMERCIAL - SHOPLIFTERY POSSES MARIJUANA MORE THAN P2C Cntrl# [] Forcible N Weapon/Tool NONE

Gang Related NO Domestic N

Name VI B Victim STATER, BROS R [] S [] DOB [] []

UCR OF I W M [] Flag For Roll Call [] Follow-Up Unit []

Officer OLTEANU, ALEX Supervisor OLTEANU, ALEX Assigned COVINGTON, WILLIAM SET ACTI

Status OPEN/ACTIVE 09/11/2014 Check MFR Status of Incident Retention Info

Exc Disp [] [] []

Previous Next Reset Duplicate Option Search **View** Exit Srch

- Select ADD

Case# 1402326 CPD Related Property [Add]

Vic # 0 Property Code [] Description []

Status [] Date [] Value \$0.00 Oth Juris []

Qty 1.000 UM [] Make [] Model [] Caliber []

Serial # [] Color [] / [] Offense Code 06C

Evidence

Officer OLTEANU, ALEX NIC # [] Sta # [] Notes []

Owner [] OAN [] Tag # []

SysID	PrCodeSt	Status	StatusTime	Value	Qty	OtherJuri	OfficerID	UM	ADDUSER
-------	----------	--------	------------	-------	-----	-----------	-----------	----	---------

Questions to Ask BEFORE Entering Data:

1. Is the item:
 - Evidence** (items taken for investigative purposes)
 - OR
 - Property** (items booked for safe-keeping, stolen items, recovered items, lost/found items)
2. If evidence, which charge is it linked to?
3. If property, WHO does the item belong to?

Step One: ADD property data into the incident

If you are entering anything that will be booked into Evidence, be sure to check the Evidence box. This will enable you to add a voucher to be approved by the Evidence Unit and begin the Chain of Custody.

SysID	PrCodeSt	Status	StatusTime	Value	Qnty	OtherJuri	OfficerID	UM	ADDUSER
2384	02	75	09/11/2014	\$29.99	1.0000	77	2199		
2384	02	5	09/11/2014	\$29.99	1.0000	77	2199		
2385	27	6	09/11/2014	\$0.00	1.0000	77	2199		
2478	E	EVID	09/11/2014	\$0.00	1.0000	77	GM	3551	

- **Property Code:** select type of item
- **Description:** auto-populates based on prop code
- **Status:** select "Evidence" from pick-list
- **Date:** should auto-populate with date of report
- **Offense Code:** this pick-list should reflect the charges entered in the original incident. If the charge is missing, return to incident to verify you are in correct case.
(Example: the above offense code is 18F for "Possess marijuana more than one ounce". Therefore, it has been selected to tie the drug evidence to it.)
- **Check the Evidence box**
- **Designate officer (whoever originally booked the property per the report)**

Use report info and narrative to complete remaining fields if applicable.

Property

Adding data for non-evidence property

If you are entering property, be sure to enter the victim number to designate that the property belonged to that individual or business.

DO NOT mark the evidence box when entering stolen or recovered property.

SysID	PrCodeSt	Status	StatusTime	Value	Qnty	OtherJuri	OfficerID	UM	ADDUSER
2384	02	75	09/11/2014	\$29.99	1.0000		77		2199
2384	02	5	09/11/2014	\$29.99	1.0000		77		2199
2385	27	6	09/11/2014	\$0.00	1.0000		77		2199
2476	E	EVID	09/11/2014	\$0.00	1.0000		77	GM	3551

- **Enter the Victim #:** This should correspond with the owner of the property designated in the report. Once this number has been entered, the owner field will auto-populate.
Be considerate of cases in which multiple victims are listed

- **Property Code:** select type of item
- **Description:** auto-populates based on prop code
- **Status:** select from pick-list
- **Date:** should auto-populate with date of report
- **Offense Code:** this pick-list should reflect the charges entered in the original incident. If the charge is missing, return to incident to verify you are in correct case.
(Example: the above offense code is 06C for "Burglary-Commercial-Shoplift". Therefore, it has been selected to tie the stolen property to it.)

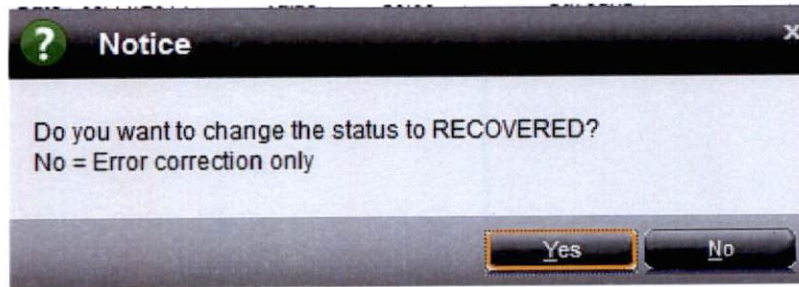
- **Designate officer (whoever originally booked the property per the report)**

Use report info and narrative to complete remaining fields if applicable

For Stolen and Recovered property:

After you have entered the property as stolen, you can go back into that entry and change the status to recovered without having to complete another separate entry. The status change will automatically create a record to account for the recovery.

When you change the status, you will be prompted to overwrite (as seen below) Select YES.



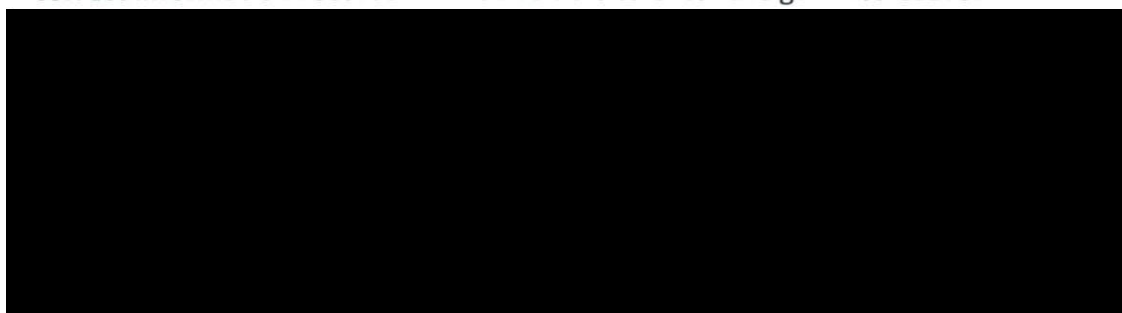
You will see that another entry has been completed with the recovered status.



GUNS

Assignment: Desk 2

Records will receive a PCR with the gun information, make sure all information is properly filled out and matches information entered in the LW property section. Without all proper and correct information records will not be able to enter the gun into CLETS.



Below are firearm descriptions that are needed to enter the firearm into CLETS.

FIREARMS:	DISPO. CODES:
<u>Firearm types listed in the description field:</u> PISTOL RIFLE SHOTGUN SUBMACHINE GUN OTHER	0 - HOLD 1 - RELEASED TO OWNER 2 - RELEASED TO FINDER 3 - RELEASED TO VICTIM / SUSPECT 5 - DESTROYED 9 - OTHER
<u>Provide category of firearm:</u> AUTOMATIC BLANK PISTOL BOLT ACTION CARBINE DERRINGER DOUBLE BARREL FLINTLOCK LEVER ACTION OVER & UNDER PERCUSSION-BLACK POWDER PUMP REVOLVER SEMI-AUTOMATIC SINGLE SHOT	<u>EXAMPLE OF FIREARM DESCRIPTIONS:</u> <u>Type / Category:</u> PISTOL / SEMI-AUTO PISTOL / REVOLVER RIFLE / CARBINE RIFLE / BOLT ACTION RIFLE / LEVER ACTION SHOTGUN / PUMP SHOTGUN / DOUBLE BARREL

How to Inquire on a Gun

From: [REDACTED]
nt: [REDACTED]
To: [REDACTED]
Subject: [REDACTED]

State Forms Interface

Select State Interface

- ADMINISTRATIVE
- ARTICLE
- BOAT
- CRIMINAL HISTORY
 - CII BY NAME
 - CII BY NUMBER
 - FBI INQUIRY
 - FULL FBI / NCIC III
- DRIVERS
- GUN
 - CANCEL FIREARM
 - CLEAR FIREARM
 - ENTER FIREARM
 - INQUIRY FIREARM**
 - LOCATE FIREARM
 - MAIL FIREARM INQUIRY
 - MODIFY FIREARM
- MISSING PERSONS
- RESTRAINING AND PROTECTIVE ORDER
- SEX AND ARSON
- SUPERVISED RELEASE FILE
- VEHICLE
- WANTED

State Interface

Submitting all valid transactions

Query Full Firearm (QG)

DOB (QYP)

In State by NAM, SEX and AGE (QYP)

Mental Health Record by Name (QMH)

Mental Health Record by OLN (QMH)

Mental Health Record by SOC (QMH)

Mental

Missing Field

Full: *always* ↓

Historical: *always* ↓

* Yes Serial Number: * No Make:

* [REDACTED] Type:

Name: Sex:

Race: Height:

FCN: Originating Agency Ca

Social Security: Operator's License Nu

Form Import Clear Submit Capture

Orozco, Martina

From: [REDACTED]
Sent: Thursday, March 12, 2015 09:53
To: [REDACTED]
Cc:
Subject: Gun entries

Hello Techs,

Here are some tips for entering guns:

When entering any gun, make sure to include the type of gun and also the subtype of gun.

Here is an example of an entry just for evidence. Use the same format for entering guns that are found or for safekeeping guns. When entering a safekeeping gun, use the Evidence code and note "safekeeping" in the misc field.

The screenshot displays the 'State Forms Interface' with a sidebar menu on the left and a main form area. The sidebar menu includes categories like ADMINISTRATIVE, ARTICLE, BOAT, CRIMINAL HISTORY, DRIVERS, GUN, MISSING PERSONS, RESTRAINING AND PROTECTIVE ORDER, SEX AND ARSON, SUPERVISED RELEASE FILE, VEHICLE, and WANTED. Under the 'GUN' category, 'ENTER FIREARM' is selected. The main form area shows the 'Firearm Enter' form with the following fields:

Serial Number:	Make:	Model:	Caliber:	Barrel Le
[REDACTED]	Winchester	94	30	20

Additional fields include:

- Color: [REDACTED]
- Type: R - Rifle
- Subtype: L - Lever action
- Crime Gun? (Y/N): No
- Date of Txn(DOT): 03/10/2015
- OCA: 15-02163
- Entry Level: California Only
- Document Code: E - Evidence

Optional Fields

- Firearm Ref Flag: [REDACTED]
- Secondary Serial Number: [REDACTED]
- Misc: taken for destruction

Buttons at the bottom: Form Import, Clear, Submit, Capture.

When entering a crime gun, please enter the gun info and crime gun on the same screen. Enter the gun as an evidence gun with all of the required fields.

The screenshot shows the 'State Forms Interface' with a sidebar menu on the left containing categories like ADMINISTRATIVE, ARTICLE, BOAT, CRIMINAL HISTORY, DRIVERS, GUN, MISSING PERSONS, RESTRAINING AND PROTECTIVE ORDE, SEX AND ARSON, SUPERVISED RELEASE FILE, VEHICLE, and WANTED. The 'GUN' category is expanded, showing options like CANCEL FIREARM, CLEAR FIREARM, ENTER FIREARM, INQUIRY FIREARM (highlighted), LOCATE FIREARM, MAIL FIREARM INQUIRY, and MODIFY FIREARM. The main window displays the 'Firearm Enter' form with the following data:

Serial Number:	Make:	Model:	Caliber:	Barrel Len:
[REDACTED]	nav	ij7017a	380	3 58
Color:	Type:			
	P - Pistol	I - Semiautomatic action		
Crime Gun? (Y/N)	Date of Txn(DOT):			
Yes	03/05/2015			
OCA:	Entry Level:	Document Code:		
15-02002	California Only	E - Evidence		
Optional Fields				
Firearm Ref Flag:	Secondary Serial Number:			
Misc:	felon in possession of a firearm			

Buttons at the bottom include Form Import, Clear, Submit, Capture, and a partially visible 'E' button. A blue arrow points to the Misc field.

Enter the crime gun requirements on the same screen. Make sure to enter the NCIC offense code and the officer's name as last name, first name. In the misc field, write out the offense for the NCIC offense code.

State Forms Interface

Select State Interface

- ADMINISTRATIVE
- ARTICLE
- BOAT
- CRIMINAL HISTORY
- DRIVERS
- GUN
 - CANCEL FIREARM
 - CLEAR FIREARM
 - ENTER FIREARM
 - INQUIRY FIREARM
 - LOCATE FIREARM
 - MAIL FIREARM INQUIRY
 - MODIFY FIREARM
- MISSING PERSONS
- RESTRAINING AND PROTECTIVE ORDE
- SEX AND ARSON
- SUPERVISED RELEASE FILE
- VEHICLE
- WANTED

State Interface History

Firearm Enter

Notify Originating Agency: Additional Markings on Firearm:

Crime Gun Information - Mandatory for Crime Gun

NCIC Offense Code: Recovery Officer: Reported Stolen?: Illegally Possessed?:

5205 blanco, alex No YES

County of Occurrence: City:

San Bernardino chino

Crime Gun Optional Information

Importer: Dealer ID #:

Crime Gun Trace Request

Special Instructions:

Form Import Clear Submit Capture

We must also enter any possessor (suspect) information we have.

State Forms Interface

Select State Interface

- ADMINISTRATIVE
- ARTICLE
- BOAT
- CRIMINAL HISTORY
- DRIVERS
- GUN
 - CANCEL FIREARM
 - CLEAR FIREARM
 - ENTER FIREARM
 - INQUIRY FIREARM
 - LOCATE FIREARM
 - MAIL FIREARM INQUIRY
 - MODIFY FIREARM
- MISSING PERSONS
- RESTRAINING AND PROTECTIVE ORDE
- SEX AND ARSON
- SUPERVISED RELEASE FILE
- VEHICLE
- WANTED

State Interface History

Firearm Enter

Name of Possessor/Suspect: Possessors OLN: Possessors DOB:

Misc #:

Possessor/Suspect Addr:

Street #: Dir: Street:

Apt: City: State: Zip: Country:

Additional Possessors Identifiers

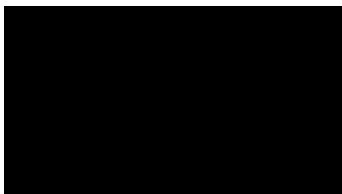
Crim Hist?: Alias: DOB:

Height: Weight: Sex: Race:

Form Import Clear Submit Capture

If you have any questions at all regarding gun entries, please feel free to ask.

Thank you,



CHINO POLICE DEPARTMENT RECORDS TRAINING CHECKLIST

Report System	Trainer Task/Material Demonstrated By Trainer	Trainee Knowledge/Ability Demonstrated By Trainee	Trainer Proficiency Achieved
WEEK 5 & 6			
Adult Arrest Reports			
Cover Sheets			
RAPS, L-1			
Dispo			
In-Custody (Felony Arrests) WVDC			
In-Custody list			
PC Dec (Probable Cause Declaration)			
Misdemeanor Arrests			
Booking Required (Cited & Released)			
849(b)(1)PC(Further Invest, Exonerated)			
Warrants			
VC 23152(a)(b) -DUI			
Processing			
File			
Juvenile Arrest Reports			
Cover Sheets			
In-Custody (Juvenile Hall)-fax to DA			
Juvenile APP			
660.5 WIC(Citation Arrests)			
Cite and Release Arrests			
JUS 8716 (Juvie Dispo)			
Processing			
File			

Report System Section Completed/Proficiency Achieved

Trainee's Signature Date

Trainer's Signature Date

RAP SHEET TRAINING

Rap Sheet Breakdown

- 1. Header and route to field
- 2. Record notification
- 3. ACHS Flags (Automated Criminal History System)
- 4. Personal Data Record(PDR)
- 5. Cycles

RAP SHEET SEGMENTS

SEGMENT 1: HEADER

41SK0JD13W. IH

SEGMENT 2: RECORD NOTIFICATIONS

*** THE FOLLOWING CII NUMBER(S) IS BEING CONSOLIDATED WITH THIS CII RECORD: ***

SEGMENT 3: ACHS FLAGS

RG:
Pg. 22

RAP SHEET SEGMENTS

SEGMENT 4: PERSONAL DATA RECORD

23

RAP SHEET SEGMENTS

SEGMENT 5: CYCLES

RG:
Pg. 23

RAP SHEET SEGMENTS

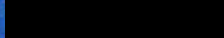
SEGMENT 1: HEADER

4ISK0JDI3W.IH

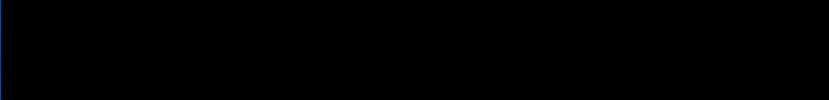


SEGMENT 2: RECORD NOTIFICATIONS

*** THE FOLLOWING CII NUMBER(S) IS BEING CONSOLIDATED WITH THIS CII RECORD: *



SEGMENT 3: ACHS FLAGS

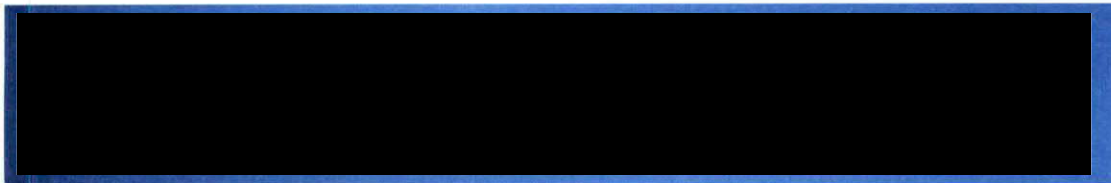


RG:
Pg. 22

Header: Details the who, what, why, and when of the CLETS inquiry and is used for tracking purposes. It's to justify the "right and need to know."

Notifications: Gives notifications from DOJ reference the CII record

ACHS Flags: Examples of flags: Deceased Flag, Deceased Homicide, Collect DNA/ Do Not Collect DNA, AIDS Test Results, Palm Print on File, Identity Theft Flag



RAP SHEET SEGMENTS

SEGMENT 4: PERSONAL DATA RECORD



- MON:** Moniker
- FBI:** FBI number
- DOB:** DOB's that the subject has used each time
- CDL:** California Driver's License
- IDN:** Identification Number
- SOC:** Social Security Numbers the subject has used each time
- INN:** Inmate number
- MNU:** Miscellaneous Numbers- can be military numbers, operator's license numbers, and passport number
- SMT:** Scars, Marks and Tattoos
- MDS:** Miscellaneous Descriptors-identify physical characteristics
- OCC:** Occupation

SCN: means
a livescan has
been done

if no FBI # - Applicant
not arrested on a felony - cited out

comment
starting
4 asterisks
starting address
new object
and
ending

RAP SHEET TRAINING

RAP SHEET SEGMENTS

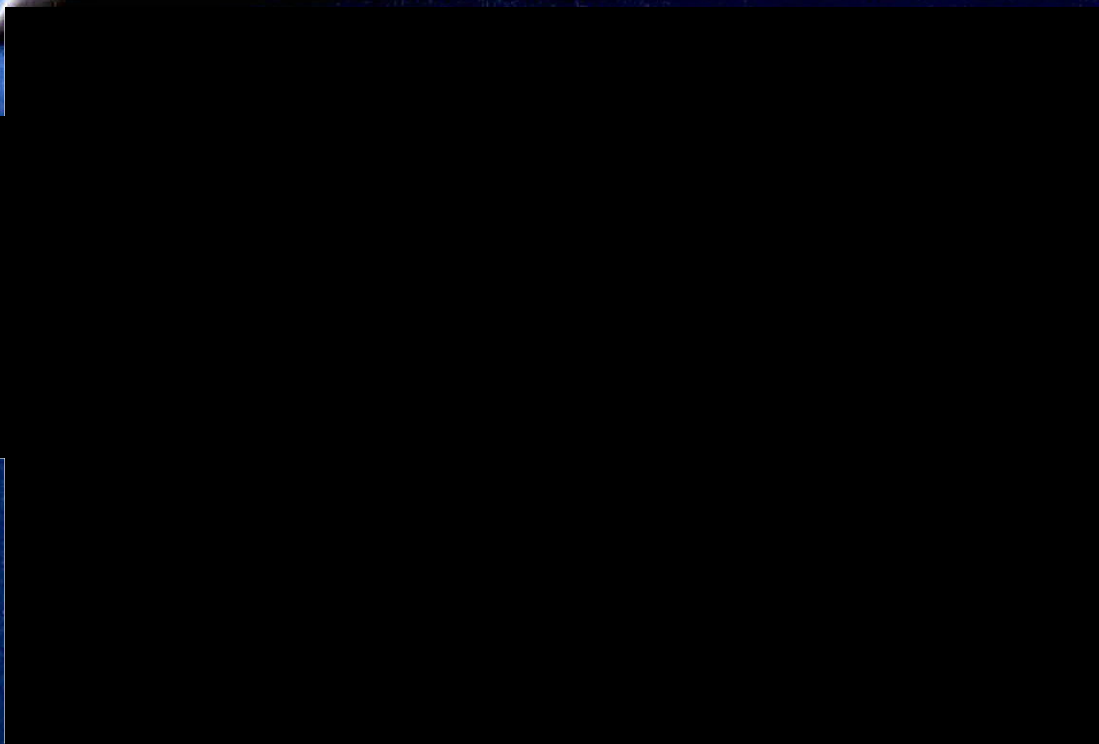


5: CYCLES

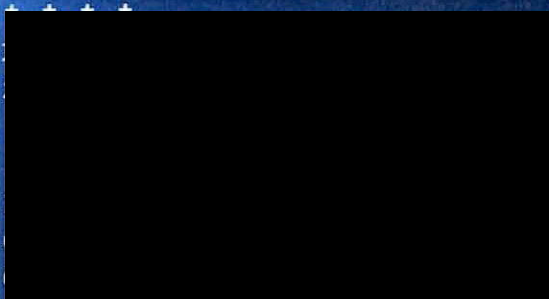
RG:
Pg. 23

Fingerprint Cards and Live Scan submissions create the cycles

Arson Offender Registration Cycle

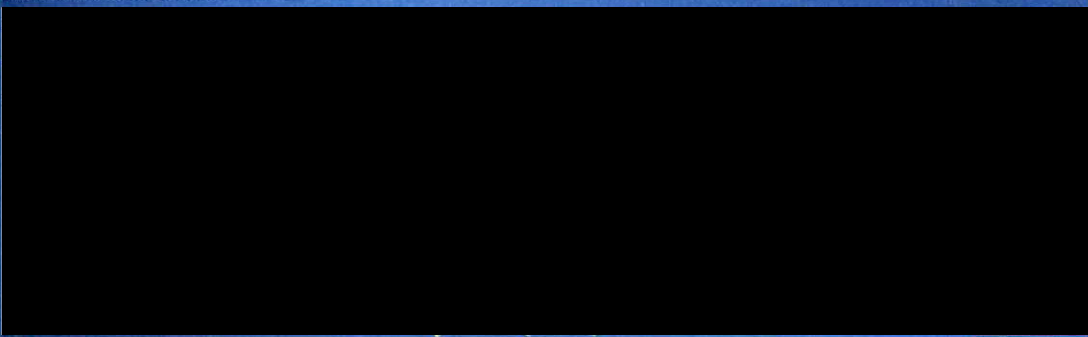


Controlled Substance Offender Registration Cycle

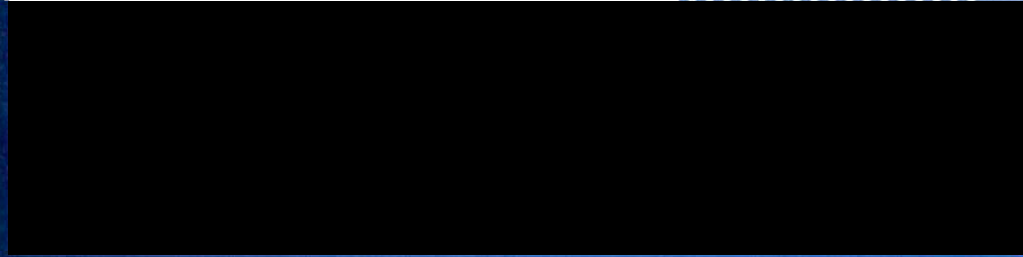


SUB OFFENDER

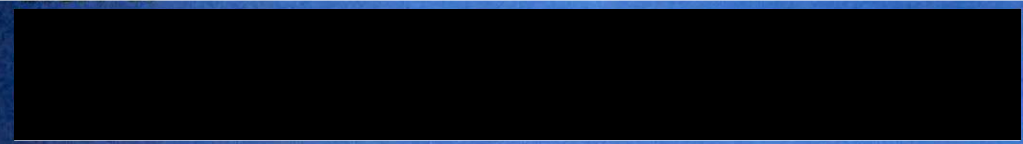
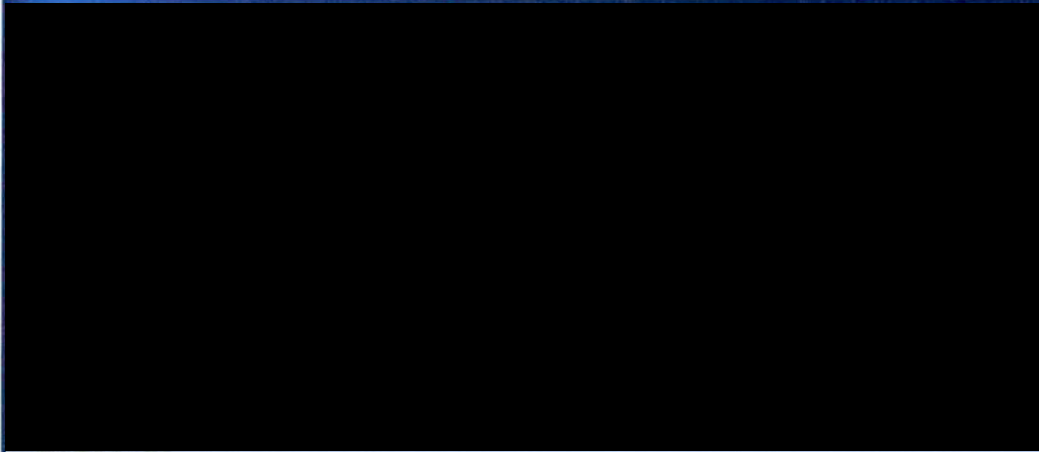
Generated by a Live Scan Submission



**Sex Offender Registration Cycle
Most Recent Status**



**Sex Offender Registration Cycle
Terminated - No Longer Required to Register**



Arrest Cycle Breakdown

* * * *

RG:
Pg. 49

Arrested and Released and No Accusatory Pleading is Filed – Deemed Detention Only Per CA PC849.5

Background: In August, 2014 Santa Barbara PD Records Supervisor was subpoenaed to testify in the matter of John J. Schmidt et al, v. County of Santa Barbara, CHP et al. regarding the Santa Barbara Police Department's processing of arrest, detention and disposition records and related documents in the event that an individual once arrested is not later prosecuted for the same offense(s). Schmidt brought the action against the CHP on behalf of himself and all persons similarly situated. The action sought a writ of mandate to compel the CHP to comply with sections CA PC 849.5 and 851.6, subdivision (b). The trial court certified the class action and granted Schmidt writ petition.

In August, 2016, the Court of Appeals upheld the trial court decision and held that if a person is arrested, but no accusatory pleading is filed with a court, the arrest shall be deemed a detention only. Further, the arresting agency must issue the arrested person a detention certificate and that the official criminal records shall delete any reference to an arrest and refer to the action as a detention only.

What this means for Chino Police Department: Upon the receipt of the DA Rejection Summary and the Adult Disposition of Arrest and Court Action from the District Attorney's office, the **Records Technician assigned to the CIB and Traffic Unit will complete the following;**

- Complete the Adult Disposition of Arrest and Court Action with proper rejection code supplied by the District Attorney's office. Once completed this form gets mailed to DOJ to update the subject's RAP sheet.
- Generate a letter from the SunGard Records Management System / Word Document (A template is currently being created by SunGard and PRS Acuna) to send to the subject.
- Rename the "Offender" to "DA Rejection" in the RMS Incident Module. This will update the subject's involvement type when their name is ran in RMS.

The screenshot shows a software interface for editing a subject's record. The title bar reads "Case#: 1701800 CPD Related Names [Edit]". The form includes fields for "Code", "DR", "Seq", "Type", "Injury", "Use Drug/Alc", and "Computer". A "Name" field is present with a redacted value and a "62288" ID number. There are "Suspect" and "Restricted" checkboxes. Below these are fields for "Victim Of Crime", "Relation to Offender", and "Residence". The "Crime Status Type" is set to "VI". There are three rows for "Circumstance" and "Precipitating Event". At the bottom, there is a table with columns: Code, Seq, Type, Age, Race, Sex, Victim Of Crime, Vic Injury, Rel To Offender, IBR Submit, and LE Activity.

Code	Seq	Type	Age	Race	Sex	Victim Of Crime	Vic Injury	Rel To Offender	IBR Submit	LE Activity
VI	1	I	76	W	M	1			F	
DR	1	I	64	W	F				F	

- Delete the "Offender" in the RMS Arrest Module. – This will not occur until the MACR/UCR is completed for the month.
This is the only way the involvement of "arrest" will be removed from the Records Management System.

The screenshot shows a software window titled "Involvement: DUI ALCOHOL". At the top left, there is a "Total 6" dropdown menu. The main form contains several input fields: "Type" with the value "AR", "Primary Key" with the value "12637", "Relationship" with the value "ARREST", and "Date" with the value "01/29/2017". There is also a "Juvenile" checkbox which is unchecked. The "Description" field is redacted with a black box. Below these fields is a button labeled "Update Related Involvements". On the right side of the window, there are three buttons: "Add", "Delete", and "Exit". At the bottom of the window, there is a table with the following columns: "Notes", "Type", "Date", "Description", "Relationship", "Agency", and "Add Info". The table is currently empty. Below the table, there is a page number "1" with up and down arrows.

- The RMS Closure will remain as is – "closed by arrest"
- The "arrest" reference will not be redacted from the Incident Report. The "offender" has the option to petition the court to seal the record.
- These records will be updated retro to ~~01/01/2017~~ 01/01/2012 and letters will be mailed out.

CHINO POLICE DEPARTMENT

ADULT ARREST COVER SHEET

CHARGES: _____ CASE #: _____

NAME: _____ ARREST#: _____

AKA: _____

- FELONY** **MISDEMEANOR**
 BOOKING REQUIRED
 CPD CITE# _____
 INCIDENT _____
 ARREST _____
 NARRATIVE _____
 BOOKING SLIP _____
 849(b)(1) PC - IF RELEASED NO CHARGES
 ADMONISHMENTS/OTHER ATTACHMENTS
 CHS RAP# _____
 DMV L-1 PRINTOUT
 JUS 8715 (**RECORDABLE OFFENSES ONLY**)
 DISTRIBUTION: Package in the above order and route to Detective Bureau (or Traffic) for filing with D.A. Label Individual Filing Pkgs.
(1) COURT
(1) D.A.
(1) DEFENDANT (+1 additional copy for ea deft)

- 647(f) PC**
 BOOKING REQUIRED
 CPD Cite # _____
 INCIDENT _____
 ARREST _____
 INTOX PAGE _____
 BOOKING SLIP _____
 849(b)(1) PC - IF RELEASED NO CHARGES
 ADMONISHMENTS/OTHER ATTACHMENTS
 DISTRIBUTION: CITE ONLY TO COURT

- WARRANT(S)** **WARRANT(S)**
 INCIDENT
 ARREST
 BOOKING SLIP
 JUS 8715 (**RECORDABLE OFFENSES ONLY**)
 DISTRIBUTION
OUT OF COUNTY: USE **ONE** JUS 8715.
* ORANGE, BLACK, GREEN & PINK
W/BOOKING COPY TO DOJ.
* NAVY COPY TO C.R. FILE
 IN-COUNTY: USE **SEPARATE** JUS 8715
FOR EACH MUNICIPAL/SUPERIOR COURT.
MAIL ALL COPIES W/COPY OF THE
BOOKING TO THE DESIGNATED COURT.

- 23152(a)(b) CVC** **23153(a)(b) CVC**
 BOOKING REQUIRED
 CPD CITE# _____
 INCIDENT _____
 ARREST _____
 INTOX PAGE _____
 TEST TYPE - circle one: Blood/Breath/Urine
 ADMIN PER SE: DL 360, 367 COPIES
 BOOKING SLIP _____
 ADMONISHMENTS/OTHER ATTACHMENTS
 T.C. REPORT (If needed - when available)
 CHS RAP# _____
 DMV L-1 PRINTOUT
 BOOKING REIMBURSEMENT FORM: \$159.72
 JUS 8715 (**RECORDABLE OFFENSES ONLY**)
 DISTRIBUTION: Package in the above order and route to Traffic for filing with D.A. **NOTE: STAPLE TOGETHER**
ADMIN PER SE FORMS & CDL, PLACE ON TOP OF PACKAGE
(1) COURT
(1) D.A.
(1) DEFENDANT

** IF BREATH RESULTS: MAKE A COPY AND INCLUDE WITH ADMIN PER SE FORMS AND CDL.

WARRANT ARREST / CITE RELEASED IN THE FIELD

CHARGES: _____ CASE #: _____

NAME: _____ ARREST#: _____

AKA: _____

- ADMIN MESSAGE (PRIORITY)
- CPD CITE# _____
- INCIDENT
- ARREST
- ABSTRACT
- MNE: _____ MNE: _____ MNE: _____

- DISTRIBUTION: MAIL OR TRANSMIT THE ORIGINAL CITE AND A COPY OF THE ABSTRACT TO THE DESIGNATED COURT.

CENTRAL WARRANT DIVISIONS PHONE NUMBERS AND MNEMONICS

LASO	562-345-4457	WRL0
ORANGE	714-834-6470	AWS0 OR OGW0
RIVERSIDE	951-955-2430	RSW0
SBSO	909-387-3630	SBO0

ADMIN MESSAGE SHOULD HAVE THE FOLLOWING INFORMATION

WARRANT SERVED, CITED, AND RELEASED BY OFFICER/ID#
DATE/TIME SERVED:
NAME/DOB:
COURT APPEARANCE DATE/TIME:
COURT:
WARRANT#:

THE OFFICER WILL COMPLETE THE TRAFFIC CITATION AS FOLLOWS:

- CHECK MISDEMEANOR BOX AT THE TOP
- IN THE DESCRIPTION SECTION OF THE CITATION, INCLUDE:
 - 1ST LINE = WRITE "MISDEMEANOR WARRANT"
 - 2ND LINE = WARRANT NUMBER AND CHARGE
 - 3RD LINE = BAIL AMOUNT
 - CIRCLE "MISDEMEANOR"
 - CHECK THE CORRECTABLE VIOLATION "NO" BOX

The Defendant will be cited into the court jurisdiction where the misdemeanor warrant was issued. If there are multiple warrants from the same court or different court jurisdictions, separate citations will be issued for each warrant.

WHEN PROCESSING DUI REPORTS...

1. INCLUDE A REDACTED COPY FOR THE COURT
2. REDACT LW AND ALL ATTACHMENTS SUCH AS:

INTOXICATION PAGE

← APS (PAGE 2)

Admin per se

BOOKING APPLICATION

- Copy of Citation
- Intox Page (copy of each side, not front/back single page)
- LW
- Medical Paper (if available)
- Copy of DL (if available)
- Copy of APS Form -
- Copy of Booking
- Raps
- L1

REMINDERS

- I WILL ATTACH TRAFFIC COLLISIONS
- IF AMENDMENT IS ATTACHED- PLEASE **DON'T** MAIL AND **DON'T** FILL IN NEW COURT DATE

- ARREST PROPERTY
- SUSPECT EVIDENCE
- NO LEADS A B C
- OTHER: _____

CHINO POLICE DEPARTMENT
 CA 0360200
 5450 WALNUT AVENUE, CHINO, CA 91710
 (909) 334-3000
INTOXICATION/INFLUENCE REPORT

CASE NUMBER _____
CH- _____
 REFER OTHER REPORTS _____ PAGE _____
 _____ OF _____

CODE SECTION	CRIME	PRIMARY CRIME CODE	SECONDARY CRIME CODE
LOCATION OF ARREST		DATE	DAY
TIME			

SUSPECT INFORMATION

NAME (LAST, FIRST, MI)	D O.B.	SEX <input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> WHT <input type="checkbox"/> HSP <input type="checkbox"/> BLK <input type="checkbox"/> _____
DRIVER'S LICENSE	STATE	STATUS	MISC. (SSN, INS #, ETC)

WITNESS/PASSENGER/VICTIM

NAME: <input type="checkbox"/> WITNESS <input type="checkbox"/> PASSENGER <input type="checkbox"/> VICTIM	BIRTHDATE	SEX	ADDRESS/AGENCY	PHONE
RES:				
BUS:				
<input type="checkbox"/> WITNESS <input type="checkbox"/> PASSENGER <input type="checkbox"/> VICTIM				RES:
				BUS:
<input type="checkbox"/> WITNESS <input type="checkbox"/> PASSENGER <input type="checkbox"/> VICTIM				RES:
				BUS:

INVESTIGATIVE INTERVIEW

DO YOU KNOW OF ANYTHING MECHANICALLY WRONG WITH YOUR VEHICLE? <input type="checkbox"/> YES <input type="checkbox"/> NO		ARE YOU SICK OR INJURED? DESCRIBE. <input type="checkbox"/> YES <input type="checkbox"/> NO	
ARE YOU DIABETIC OR EPILEPTIC? <input type="checkbox"/> YES <input type="checkbox"/> NO	DO YOU TAKE INSULIN? (PILLS / INJECTION) <input type="checkbox"/> YES <input type="checkbox"/> NO	DO YOU HAVE ANY PHYSICAL IMPAIRMENTS? DESCRIBE. (FEET LEGS ANKLES ...) <input type="checkbox"/> YES <input type="checkbox"/> NO	
WHEN DID YOU LAST SLEEP?	HOW LONG?	WHEN DID YOU LAST EAT?	DESCRIBE.
WERE YOU DRIVING THE VEHICLE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	IF NO, WHO?	WHERE DID YOU START DRIVING?	WHERE WERE YOU GOING?
WHERE WERE YOU STOPPED?	WHAT HAVE YOU BEEN DRINKING?	HOW MUCH?	TIME STARTED?
			TIME STOPPED?
LOCATION WHERE YOU WERE DRINKING?	NAME/ADDRESS	DO YOU FEEL THE EFFECTS OF THE ALCOHOL? <input type="checkbox"/> YES <input type="checkbox"/> NO DESCRIBE.	
DID YOU BUMP YOUR HEAD? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	HAVE YOU BEEN DRINKING SINCE THE ACCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	IF YES, WHAT?	HOW MUCH?
ARE YOU UNDER THE CARE OF A DOCTOR OR DENTIST? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, NAME AND ADDRESS?		RECENT SURGERY? <input type="checkbox"/> YES <input type="checkbox"/> NO
HAVE YOU TAKEN ANY MEDICINE OR DRUGS? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, WHAT?	HOW MUCH?	TIME OF LAST DOSAGE
DO YOU FEEL THE EFFECTS OF THE MEDICINE/DRUGS? <input type="checkbox"/> YES <input type="checkbox"/> NO DESCRIBE			

OBJECTIVE SIGNS / APPEARANCE / FIELD SOBRIETY TEST LOCATION

BREATH ODOR OF ALCOHOL PRESENT? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, <input type="checkbox"/> STRONG <input type="checkbox"/> MODERATE <input type="checkbox"/> WEAK	GLASSES/LENSES? <input type="checkbox"/> YES <input type="checkbox"/> NO	EYES (APPEARANCE)	DEMEANOR	SPEECH
---	---	-------------------	----------	--------

DESCRIBE SUSPECT'S PHYSICAL APPEARANCE, TEST LOCATION, SURFACE, WEATHER, AND LIGHTING

FIELD SOBRIETY TESTS (FST's) if applicable

<input type="checkbox"/> N/A HORIZONTAL GAZE NYSTAGMUS: <input type="checkbox"/> LACKS SMOOTH PURSUIT <input type="checkbox"/> PRONOUNCED AT EXTREMES <input type="checkbox"/> ONSET PRIOR TO 45 DEGREES	
<input type="checkbox"/> REFUSED <input type="checkbox"/> COULD NOT PERFORM	<input type="checkbox"/> VERTICAL NYSTAGMUS <input type="checkbox"/> LACK OF CONVERGENCE
<input type="checkbox"/> N/A RHOMBERG: QUANTITY OF TIME DESIGNATED _____ ACTUAL TIME PERFORMED _____	
<input type="checkbox"/> REFUSED <input type="checkbox"/> COULD NOT PERFORM DESCRIBE _____	
N/A ONE LEG STAND: LEG RAISED: <input type="checkbox"/> RIGHT <input type="checkbox"/> LEFT	
COUNTING METHOD AND QUANTITY OF TIME: _____	
<input type="checkbox"/> REFUSED <input type="checkbox"/> COULD NOT PERFORM	
<input type="checkbox"/> SWAYED WHILE BALANCING <input type="checkbox"/> USED ARMS TO BALANCE <input type="checkbox"/> PUT FOOT DOWN <input type="checkbox"/> HOPPED <input type="checkbox"/> OTHER _____	

REPORTING OFFICER	ID #	DATE	REVIEWED BY	ID #	DATE
-------------------	------	------	-------------	------	------

FIELD SOBRIETY TESTS (FST's) CONTINUED...

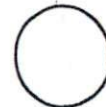
N/A **WALK AND TURN:**

- Unable To Maintain Balance During Instruction
- Starts Early
- Stops While Walking
- Inconsistent Heel To Toe
- Steps Off Line
- Uses Arms To Balance
- Improper Turn
- Incorrect Number of Steps

DESIGNATED # OF STEPS: OUT _____ BACK _____
 STOPPED: OUT _____ BACK _____
 MISSED HEEL/TOE: OUT _____ BACK _____
 STEPPED OFF LINE: OUT _____ BACK _____
 USED ARMS: OUT _____ BACK _____



LEFT



RIGHT

REFUSED COULD NOT PERFORM

N/A **OTHER TESTS:**

DRUG INFLUENCE TESTS

EYE EXAMINATION:

LOCATION OF EXAMINATION: _____ TIME: _____ LIGHT CONDITIONS: _____ AIDS USED: _____ DIRECT: R _____ L _____

INDIRECT: R _____ L _____

LOCATION OF EXAMINATION: _____ TIME: _____ LIGHT CONDITIONS: _____ AIDS USED: _____ DIRECT: R _____ L _____

INDIRECT: R _____ L _____

REBOUND DILATION FIXED PUPILS HYPUS OTHER: _____

PULSE:

LOCATION OF EXAMINATION: _____ TIME: _____ BY: _____ B.P.M.: _____

LOCATION OF EXAMINATION: _____ TIME: _____ BY: _____ B.P.M.: _____

DESCRIPTION OF SYMPTOMS:

DESCRIPTION OF VISUAL MARKS:

PRELIMINARY BREATH TEST INFORMATION

P.B.T. Admonishment: I am requesting that you take a preliminary alcohol screening test to further assist me in determining whether you are under the influence of alcohol. You may refuse to take this test; however, this is not an implied consent test and if arrested, you will be required to give a sample of your blood, breath, or urine for the purpose of determining the actual alcoholic and drug content of your blood.

THE SUBJECT WAS ADVISED OF THE ABOVE STATEMENT BY:

N/A ARRESTING OFFICER OR

REFUSED <input type="checkbox"/> YES <input type="checkbox"/> NO	PBT SERIAL #	TEMPERATURE	ZEROED <input type="checkbox"/> YES <input type="checkbox"/> NO	RESULT 1	TIME 1	RESULT 2	TIME 2	RESULT 3	TIME 3
LOCATION OF TEST <input type="checkbox"/> AT SCENE		BREATH SAMPLE STRENGTH <input type="checkbox"/> STRONG <input type="checkbox"/> MODERATE <input type="checkbox"/> WEAK			OFFICER ADMINISTERING PBT TEST <input type="checkbox"/> ARRESTING OFFICER <input type="checkbox"/> OR I.D.				

CHEMICAL TEST INFORMATION

<input type="checkbox"/> IMPLIED CONSENT ADMONISHMENT, 23612 VC		DRUG ADMONISHMENT <input type="checkbox"/> N/A	
<input type="checkbox"/> REFUSED TEST(S) (COMPLETE DS 367)		<input type="checkbox"/> YES <input type="checkbox"/> REFUSED (COMPLETE DS 367)	
<input type="checkbox"/> BREATH	DATE / TIME	RESULTS IF AVAILABLE	DISPOSITION OF SAMPLE(S)
<input type="checkbox"/> BLOOD	DATE / TIME		
<input type="checkbox"/> URINE	DATE / TIME		

TEST GIVEN: LOCATION WHERE TEST WAS CONDUCTED	NAME AND TITLE OF PERSON GIVING TEST OR TAKING SAMPLE
1.	<input type="checkbox"/> ARRESTING OFFICER <input type="checkbox"/> OR
2.	<input type="checkbox"/> ARRESTING OFFICER <input type="checkbox"/> OR
3.	<input type="checkbox"/> ARRESTING OFFICER <input type="checkbox"/> OR

ADMONITION OF RIGHTS

1. YOU HAVE THE RIGHT TO REMAIN SILENT 2. ANYTHING YOU SAY CAN AND WILL BE USED AGAINST YOU IN A COURT OF LAW. N/A
 3. YOU HAVE THE RIGHT TO TALK TO A LAWYER AND TO HAVE HIM PRESENT WITH YOU WHILE YOU ARE BEING QUESTIONED.
 4. IF YOU CANNOT AFFORD TO HIRE A LAWYER, ONE WILL BE APPOINTED TO REPRESENT YOU BEFORE QUESTIONING, IF YOU WISH ONE.

THE ABOVE STATEMENT WAS READ TO ARRESTEE BY: ARRESTING OFFICER OR I.D. TIME

DO YOU UNDERSTAND EACH OF THESE RIGHTS I HAVE EXPLAINED TO YOU? YES NO ANSWER:
 HAVING THESE RIGHTS IN MIND, DO YOU WISH TO TALK TO US NOW? YES NO ANSWER:

**CHINO POLICE DEPARTMENT
CERTIFICATE OF DETENTION/RELEASE**

DATE: _____

CASE#: _____

ARREST#: _____

IN COMPLIANCE WITH THE PROVISION OF SECTION 851.6 (AS AMENDED BY STATS 1975, CH. 1117), OF THE CALIFORNIA PENAL CODE, THIS IS TO CERTIFY THAT THE ARREST OF THE SUBJECT IDENTIFIED BELOW, IS DETERMINED TO BE A DETENTION.

NAME: _____ DATE/TIME OF ARREST: _____

DOB: _____ DATE/TIME OF RELEASE: _____

CHARGE(S): _____ ARRESTED BY: _____

THE REASON FOR RELEASE:

CHECK **ONE ONLY**, REASON FOR RELEASE. (THIS INFORMATION IS REQUIRED FOR COMPLETING JUS 8715.)

SECTION 849(b)(3) OF THE CALIFORNIA PENAL CODE. ARRESTED ONLY FOR BEING UNDER THE INFLUENCE OF A NARCOTIC, DRUG OR RESTRICTED DANGEROUS DRUG AND WAS DELIVERED TO A FACILITY OR HOSPITAL FOR TREATMENT AND NO FURTHER PROCEEDINGS ARE DESIRABLE.

SECTIONS 849(b)(1), 825, 851.6(b) and 11115 OF THE CALIFORNIA PENAL CODE.

- THE COMPLAINANT **REFUSED** TO PROSECUTE.
- THE ARRESTED PARTY WAS **EXONERATED**.
- FURTHER** INVESTIGATION APPEARED NECESSARY BEFORE PROSECUTION COULD BE INITIATED.
- THE **ADMISSIBLE** OR ADDUCIBLE **EVIDENCE** WAS INSUFFICIENT TO PROCEED FURTHER.
- RELEASED** TO OTHER AGENCY: _____ (AGENCY)
- OTHER** APPROPRIATE EXPLANATION FOR RELEASE: _____

SECTION 849(b)(2) OF THE CALIFORNIA PENAL CODE. ARRESTED FOR INTOXICATION ONLY AND NO FURTHER PROCEEDINGS ARE DESIRABLE.

ACKNOWLEDGEMENT RELEASE:

I CERTIFY THAT ON THIS _____ (DAY) DAY OF _____ (MONTH) 20 _____ (YEAR) AT _____ (TIME) HRS.

THE ABOVE-NAMED SUBJECT WAS DULY RELEASED FROM CUSTODY ON THE CHARGES LISTED ABOVE AND DID RECEIVE A COPY OF THIS CERTIFICATE; OR ONE WAS MAILED TO THE SUBJECT.

X _____ (SIGNATURE OF RELEASED SUBJECT) X _____ (SIGNATURE OF ARRESTING OFFICER)

X _____ (SIGNATURE OF SUPERIOR OFFICER)

SUBJECT IN CUSTODY _____ JAIL; SEND RELEASE AUTHORIZATION TTY

TELETYPE (TTY) SENT _____ (DATE) BY _____ /# _____ (ATTACH)

DISTRIBUTION: ORIG - ARRESTEE: MAILED PERSONAL _____ BY _____ # _____
COPY - RECORDS _____ (DATE)

LAW ENFORCEMENT AUTOMATED SYSTEMS UPDATED.

(OVER)

PENAL CODE SECTION 849 PROVIDES, IN PART:

(a) When an arrest is made without a warrant by a peace officer or private person, the person arrested, if not otherwise released, shall, without unnecessary delay, be taken before the nearest or most accessible magistrate in the country in which the offense is triable, and a complaint stating the charge against the arrested person shall be laid before such magistrates.

(b) Any peace officer may release from custody, instead of taking such person before a magistrate, any person arrested without a warrant whenever:

(1) He is satisfied that there are insufficient grounds for making a criminal complaint against the person arrested.

(3) The person was arrested only for being under the influence of a narcotic, drug, or restricted dangerous drug and such person is delivered to a facility or hospital for treatment and no further proceedings are desirable.

(c) Any record of arrest of a person released pursuant to paragraphs (1) and (3) of subdivision (b) shall include a record of release. Thereafter, such arrest shall not be deemed an arrest, but a detention.

PENAL CODE SECTION 849.5 PROVIDES:

In any case in which a person is arrested and released and no accusatory pleading is filed charging him with an offense, any record of arrest of the person shall include a record of release. Thereafter, the arrest shall not be deemed an arrest, but a detention only.

PENAL CODE SECTION 851.6 PROVIDES, IN PART:

(a) In any case in which a person is arrested and released pursuant to paragraph (1) or (3) of subdivision (b) of Section 849, the person shall be issued a certificate, signed by the releasing officer or his superior officer, describing the action as detention.

(b) In any case in which a person is arrested and release and no accusatory pleading is filed charging him with an offense, the person shall be issued a certificate by the law enforcement agency which arrested him describing the action as a detention.

CHINO POLICE DEPARTMENT

JUVENILE ARREST WORKSHEET

CHARGES: _____ CASE# _____

AME: _____ ARREST# _____

AKA: _____

1) CRIMINAL OFFENSES IN-CUSTODY HALL:

____ Signed Application for Petition
____ Incident
____ Arrest
____ CPD Booking (if brought 10-19)
____ Fingerprints: Livescan

DISTRIBUTION: Detective Bureau

____ Faxed to San Berdo DA (909)387-6987
____ Date Faxed _____ Time Faxed _____
Juvenile Hall / DA will telephone to request report
be faxed.

2) CRIMINAL OFFENSES NON-DETAINED:

____ (Signed) Application for Petition
____ Incident
____ Arrest
____ CPD Booking (if brought 10-19)
____ Fingerprints: Livescan
____ **Citation 660.5 WIC (Parent/Guardian)**
____ Citation (Offender)
____ Juvie Dispo 8716

DISTRIBUTION: Detective Bureau

____ (3)Pkgs to DB (court,DA,deft)for case filing

3)VC23152(a)(b), VC23153(a)(b)

____ Signed Application for Petition
____ Incident
____ Arrest
____ **Citation 660.5 WIC (Parent/Guardian)**
____ Citation (Offender)
____ Intoxication Report
____ Chemical Tests
____ **blood: PCR attached**
____ **breath:results attached**
____ **urine:PCR attached**
____ **refused test: VC13353 attached**
____ Suspension: DL 360 attached
____ CDL staple to DL
____ L-1 Driving Record
____ TC Report (if applicable)
____ CPD Booking (if brought 10-19)
____ Juvie Dispo 8716

DISTRIBUTION: Traffic Services

____ (3) Pkgs for case filing

NOTE: Attach original juvie app and original cite(s) to top copy. Attach a copy of juvie app and cite(s) to next two copies. Do not distribute copies of juvie apps to any other co-suspect's package.

JUVENILE OFFENSES CITEABLE TO PROBATION

Rancho Cucamonga Superior-Probation Department 2nd Floor

8303 Haven Avenue

Rancho Cucamonga, CA 91730

330 PC	GAMING	647(F) PC	UNDER THE INFLUENCE/PUBLIC
374.4 PC	LITTERING/DUMPING	653(G) PC	LOITER/SCHOOL/PUBLIC PLACE
415.5 PC	DISTURB PEACE/SCHOOL	853.7 PC	WRITTEN PROMISE TO APPEAR
485 PC	KEEP LOST PROPERTY	9.80.040(A) MC	CURFEW
490.1 (A) PC	THEFT UNDER \$50	9.80.030(A) MC	TRUANCY
502(c)(6)(7)(8)	UNAUTH. ACCESS COMPUTER	25608 B&P	POSSESS ALCH/SCHOOL GROUNDS
555 PC	TRESPASS POSTED PROPERTY ALCOHOL	25658 B&P	MINOR CONSUME
594.1(B)(D)(E) PC	SALE/PURCH AEROSOL CONTAINER	25658.5 B&P	MINOR ATTEMPT PURCH ALCOHOL
594.2(A) PC	POSSESSION OF GRAFFITI TOOLS	25661 B&P	USE OF FALSE I.D.
602(M) PC	TRESPASS WITH A VEHICLE	25662 B&P	MINOR POSSESS ALCOHOL
602.7 PC	PEDDLING ON RTD	11357(E)) HS	POSSESS MARIJUANA/SCHOOL
626.2 PC	TRESPASS SCHOOLS	11364 HS	POSSESS DRUG PARAPHERNALIA
640(A) PC	USE OF SLUGS IN COIN MACHINE	31 VC	FALSE INFORMATION TO PO
640(B)(1) PC	FARE EVASION	23110(A) VC	THROW SUBSTANCE AT VEH.
640(B)(2)PC	MISUSE OF FARE	23103 VC	RECKLESS DRIVING
640.5 PC	GRAFFITI ON PUBLIC FACILITY/VEH	23109 VC	SPEED CONTEST

Every violation of the vehicle code not a felony, except sections 23136,23140,23152 or 23153, all infractions regardless of which code or status. All violations of local ordinances relating to Curfew, Loitering, Traffic and Fare Evasion. Every fish and game violation not a felony. Harbor and Navigation Code relating to equipment and registration. Streets and Highway Code 27176. Rules and Regulations established under Public Resources Code 5003 and 5008. Public Resources Code 3211.6. City ordinances adopted pursuant to PC 647(C) are infractions as any ordinance which declares the violation to be an infraction. Any misdemeanor for which the minor is cited to appear by a probation officer pursuant to subdivision (h) of section 660.5 WIC.

JUVENILE ARREST REPORTS DUE TO JUVENILE HALL INTAKE PER 632 W&IC:

ARRESTED ON

FRIDAY BEFORE 1200 HRS

FRIDAY AFTER 1200 HRS

SATURDAY OR SUNDAY

MONDAY BEFORE 1200 HRS

MONDAY AFTER 1200 HRS

TUESDAY BEFORE 1200 HRS

TUESDAY AFTER 1200 HRS

WEDNESDAY BEFORE 1200 HRS

WEDNESDAY AFTER 1200 HRS

THURSDAY BEFORE 1200 HRS

THURSDAY AFTER 1200 HRS

REPORT DUE:

0800 MONDAY

0800 TUESDAY

0800 TUESDAY

0800 TUESDAY

0800 WEDNESDAY

0800 WEDNESDAY

0800 THURSDAY

0800 THURSDAY

0800 FRIDAY

0800 FRIDAY

0800 MONDAY

DATE OF INTERVIEW _____	CHINO POLICE DEPARTMENT CA 0360200 5450 WALNUT AVENUE, CHINO, CA 91710 (909) 334-3000 GLADYS R. QUESTIONNAIRE	CASE NUMBER CH- _____
TIME OF INTERVIEW _____		PAGE NO: _____ OF _____

THIS QUESTIONNAIRE IS TO BE USED FOR ALL JUVENILE ARRESTEES UNDER 14 YEARS OF AGE. IT IS TO BE GIVEN AFTER MIRANDA RIGHTS HAVE BEEN WAIVED AND BEFORE QUESTIONING. IF THE JUVENILE REFUSED TO WAIVE HIS/HER RIGHTS, THE PARENTS ANSWERS ARE BELOW.

NAME (LAST, FIRST, MIDDLE) _____	DOB _____
-------------------------------------	--------------

FROM MINOR BEFORE QUESTIONING

1. DO YOU KNOW THE DIFFERENCE BETWEEN DOING WHAT IS RIGHT AND WHAT IS WRONG?

2. GIVE ME AN EXAMPLE OF SOMETHING THAT IS RIGHT TO DO.

3. GIVE ME AN EXAMPLE OF SOMETHING THAT IS WRONG TO DO.

4. DO YOU GO TO SCHOOL?

5. WHAT HAVE YOU BEEN TAUGHT IN SCHOOL ABOUT DOING THINGS THAT ARE WRONG?

6. WHAT HAS YOUR MOTHER OR FATHER TAUGHT YOU ABOUT DOING THINGS THAT ARE WRONG?

7. DOES YOUR MOTHER OR FATHER PUNISH YOU FOR DOING SOMETHING THEY HAVE TOLD YOU IS WRONG?

8. DO YOU KNOW THE MEANING OF WORDS SUCH AS COURT, LAWYER, JUDGE, SILENT, APPOINTED, RIGHTS?

FROM MINOR'S PARENTS

1. HAVE YOU TAUGHT YOUR CHILD THE DIFFERENCE BETWEEN RIGHT AND WRONG?

2. HAVE YOU TAUGHT YOUR CHILD THAT IT IS WRONG TO?

3. DO YOU SEND YOUR CHILD TO SCHOOL?

4. CAN YOUR CHILD READ AND WRITE?

5. DO YOU THINK YOUR CHILD KNOWS IT IS WRONG TO?

REPORTING OFFICER _____	ID# _____	DATE _____
----------------------------	--------------	---------------

CHINO POLICE DEPARTMENT RECORDS TRAINING

CRIME ELEMENTS STUDY GUIDE

PENAL CODES

- 148(a) (1) Resisting Arrest (M)
****Every person who willfully resists, delays, or obstructs a peace officer*
- 148.9(a) Falsely Representing Self as another Person (M)
****False representation or identification to a police officer to evade the process of the court*
- 166(a) (1) Criminal Contempt (M)
****Disobeying any process or order issued by any court*
- 187(a) Murder (F)
****Unlawful killing of a human being with malice aforethought*
- 207(a) Kidnapping (F)
****Forcibly stealing, taking or arresting any person in this state into another part of the state or county*
- 211 Robbery (F)
****Taking of personal property in the possession of another from his person or immediate presence against his will by means of force or fear*
- 242 Battery (M)
****Any willful and unlawful use of force or violence on the person of another*
- 243(b) Battery on a Police Officer (M)
****Any willful and unlawful use of force or violence on the person of a peace officer*

CHINO POLICE DEPARTMENT RECORDS TRAINING

CRIME ELEMENTS STUDY GUIDE

PENAL CODES (CON'T)

- 245(a) (1) Assault with a Deadly Weapon or Instrument (F)
**** Assault upon the person of another with a deadly weapon or instrument by any means of force likely to produce great bodily injury*
- 246 Discharge of Firearm at Inhabited Dwelling or Vehicle (F or M)
**** Maliciously and willfully discharge a firearm at an inhabited dwelling, house, occupied building, occupied motor vehicle or inhabited camper ("Inhabited" means currently being used for dwelling purposes whether occupied or not.)*
- 261(a) (2) Rape (F)
**** Act of sexual intercourse against a person's will by means of force, violence or fear of immediate and unlawful bodily injury*
- 273d (a) Willful Cruelty toward a Child (F)
**** Any person under circumstances or conditions likely to produce great bodily harm or death willfully causes or permits any child to suffer or inflict thereon unjustifiable physical pain or mental suffering*
- 273.5(a) Infliction of Injury on Spouse or Cohabitant (F)
**** Willfully inflict upon a spouse or cohabitant, corporal injury resulting in a traumatic condition*
(“Traumatic condition” is a condition of the body such as a wound, external or internal injury of a minor or serious nature, caused by a physical force.)
- 288(a) Lewd or Lascivious Acts (F)
**** Willfully commit any lewd or lascivious act upon or with the body of a child under the age of 14 with intent of arousing, appealing to, or gratifying the lust or passions or sexual desires of the child*

CHINO POLICE DEPARTMENT RECORDS TRAINING

CRIME ELEMENTS STUDY GUIDE

PENAL CODES (CON'T)

- 314.1 Indecent Exposure (M)
****Every person who exposes his person or private parts in any public place or any place where there are present other persons to be offended or annoyed thereby*
- 415 Disturbance (M)
415 (1) *Any person who unlawfully fights or challenges to a fight in a public place*
415 (2) *Any person who maliciously and willfully disturbs another person by loud unreasonable noise*
415 (3) *Any person who uses offensive words in a public place which are likely to provoke an immediate violent reaction*
- 417 (a) (1) Exhibiting A Firearm (M)
****Draws or exhibits any deadly weapon in a rude or angry or threatening manner in the presence of another person*
- 451 Arson (defined) (F)
Willfully and maliciously sets fire to or burns or causes to be burned, any structure, forest land, or property
- 459 Burglary (F)
**** Every person who enters any structure or locked vehicle with intent to commit petty or grand theft or any felony*
- 470(a) Forgery (F or M)
****Every person who, with intent to defraud, signs the name of another or of a fictitious person*

CHINO POLICE DEPARTMENT RECORDS TRAINING

CRIME ELEMENTS STUDY GUIDE

PENAL CODES (CON'T)

- 484(a) Theft
****Feloniously steal, take, carry, lead or drive away personal property of another*
- 487(a) Grand Theft (F)
****Theft of personal property valued in excess of \$400*
- 488 Petty Theft (M)
****Theft of personal property valued \$400 or less*
- 490.1(a) Petty Theft under \$50 (M)
****Theft of personal property valued \$50 or less*
- 496(a) Receiving or Possessing Stolen Property (F or M)
****Buy or receive any property which has been stolen, knowing that the property is stolen*
- 503 Embezzlement (F or M)
****Fraudulent appropriation of property by a person to whom it has been entrusted*
- 537 Defrauding an Innkeeper (F or M)
537(a) (1) Value of \$400 or less (M)
537(a) (2) Value greater than \$400 (F)
****Any person who obtains food, fuel, services or accommodations with the intent not to pay*
- 594 Vandalism (F or M)
594(a) (1) *Maliciously defaces with paint or any other liquid*
594(a) (2) *Permanently damages*
594(a) (3) *Destroys any real or personal property not his own*

CHINO POLICE DEPARTMENT RECORDS TRAINING

CRIME ELEMENTS STUDY GUIDE

PENAL CODES (CON'T)

- 602(l) (1) Trespass (M)
****Entering the land or occupying real property without the owner's consent*
- 647(f) Public Intoxication (M)
****A person in any public place under the influence of intoxicating liquor or drug unable to exercise care for his own safety or the safety of others*
- 647(h) Prowling (M)
****Loiter, prowl, or wander upon the private property of another*
- 12020(a) (1) Manufacture, Sell, Possess Weapons (F or M)
****Manufacture, sell, give, lend, possess cane gun, wallet gun, any firearm which is not immediately recognizable as a firearm.*
****Any ammunition which contains or consists of any dart, any bullet containing an explosive agent, any ballistic knife*
****Any weapon commonly known as a blackjack, slingshot, billy, nunchaku, sandclub, sandbag, sawed-off shotgun or metal knuckles*
- 12025(a) (1) Possession of a Concealed Firearm (F or M)
****Carry concealed within any vehicle or upon the person any firearm capable of being concealed upon the person*
- 12031(a) (1) Carrying a Loaded Firearm (F or M)
****Carry a loaded firearm on his person or in a vehicle in a public place*

CHINO POLICE DEPARTMENT RECORDS TRAINING

CRIME ELEMENTS STUDY GUIDE

HEALTH AND SAFETY CODES - H&S

- 11350(a) Possession of a Controlled Substance (F)
****Possession of a narcotic drug without written prescription by a physician. These drugs include codeine, cocaine, demerol, dilaudid, heroin, mescaline, methadone, percodan, peyote, or quaalude*
- 11378 Possession of a Controlled Substance for Sale (F)
- 11357(b) Possession of Less Than 1 Oz. of Marijuana (M)
- 11364 Possession of Controlled Substance Paraphernalia (M)
- 11383(c) Possession of Substance with Intent to Manufacture Methamphetamine (F)
****Possesses ephedrine or pseudoephedrine or a combination product thereof*
- 11377(a) Possession of a Controlled Substance (F)
****Unlawful possession of amphetamines, barbiturates, LSD, methamphetamine, phencyclidine (PCP) preludin, psilocydin, Ritalin without a prescription by a physician, dentist, podiatrist, or veterinarian*
- 11550(a) Under Influence of a Controlled Substance (M)

CHINO POLICE DEPARTMENT RECORDS TRAINING

CRIME ELEMENTS TEST

PENAL CODES

148 (a)(1) _____

148.9 (a) _____

166 (a)(1) _____

187 (a) _____

207 (a) _____

211 _____

242 _____

243 (b) _____

245 (a)(1) _____

246 _____

261 (a)(2) _____

273d (a) _____

273.5 (a) _____

**CHINO POLICE DEPARTMENT
RECORDS TRAINING**

**CRIME ELEMENTS
TEST**

PENAL CODES (CON'T)

- 288 (a) _____
- 314.1 _____
- 415 (1) _____
- 415 (2) _____
- 415 (3) _____
- 417 (a)(1) _____
- 451 _____
- 459 _____
- 470 (a) _____
- 484 (a) _____
- 487 (a) _____
- 488 _____

CHINO POLICE DEPARTMENT RECORDS TRAINING

CRIME ELEMENTS TEST

PENAL CODES (CON'T)

490.1(a) _____

496 (a) _____

503 _____

537 _____

594 (a)(1) _____

594 (a)(2) _____

594 (a)(3) _____

602 (D)(1) _____

647 (f) _____

647 (h) _____

12020 (a)(1) _____

12025 (a)(1) _____

12031 (a)(1) _____

CHINO POLICE DEPARTMENT RECORDS TRAINING

CRIME ELEMENTS TEST

HEALTH AND SAFETY CODES

11350 (a) _____

11378 _____

11357(b) _____

11364 _____

11383 (c) _____

11377 (a) _____

11550 (a) _____

CHINO POLICE DEPARTMENT RECORDS TRAINING CHECKLIST

	Trainee	Trainer	Trainer
Reports/Info Security	Task/Material Demonstrated By Trainer	Knowledge/Ability Demonstrated By Trainee	Proficiency Achieved
WEEK 7			
Releasing Reports & Information			
Processing Report Requests			
Crime Reports			
Accident Reports (TC- Traffic Collision)			
Citations			
(Releasing copies to Court/Def't)			
Calls for Service			
(Releasing copies to RP/Vict)			
Fee Schedule for Copies			
Background/Employment Checks			
Outside Agency Requests (Via Mail or Fax)			
Documenting Release of Information			
(Report Request Form)			
* Redacted copies of Crime Reports/CFS			
* Do not release RAPS			
* Do not release DMV records			
* Do not release teletypes (TTY)			
Confidentiality			
Need to Know/Right to Know			
Local Criminal History (Option: NAME on RMS)			
Juvenile Records			
DMV Records			
CLETS Overview			
CLETS Certification (Test every 2 years)			
Criminal Offender Record Info (CORI)			

Reports/Info Security Section Completed/Proficiency Achieved

Trainee's Signature _____ Date _____

Trainer's Signature _____ Date _____

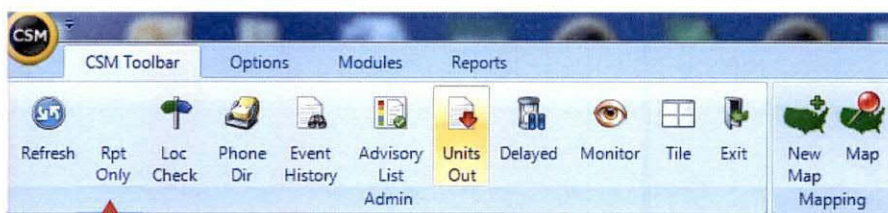


Registrants

290's/590's/451

1. Records verifies residence of registrants is within city limits.
2. If registrant resides with the City of Chino, Records enters pertinent information using report only feature in CSM.
3. In comments enter registrant information: Last Name, First Name, DOB and CDL
4. Click Rpt # to get a Case #
5. Write down Case #

A



B

Report Only Event

Unit: R3544

Nature: 290R SEX REGISTRANT

Location: 5450 WALNUT AV

Comme... [REDACTED]

Rpt # [REDACTED] Disposition: 09

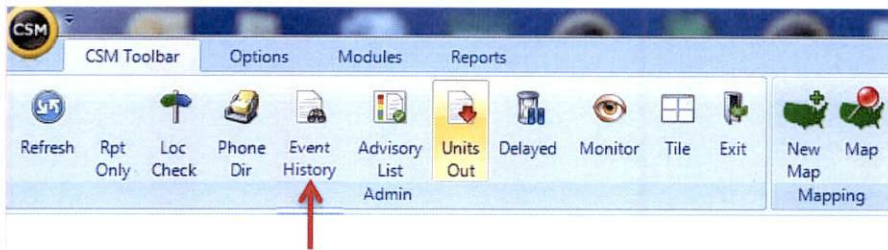
of additional report numbers to generate: 0

OK Cancel

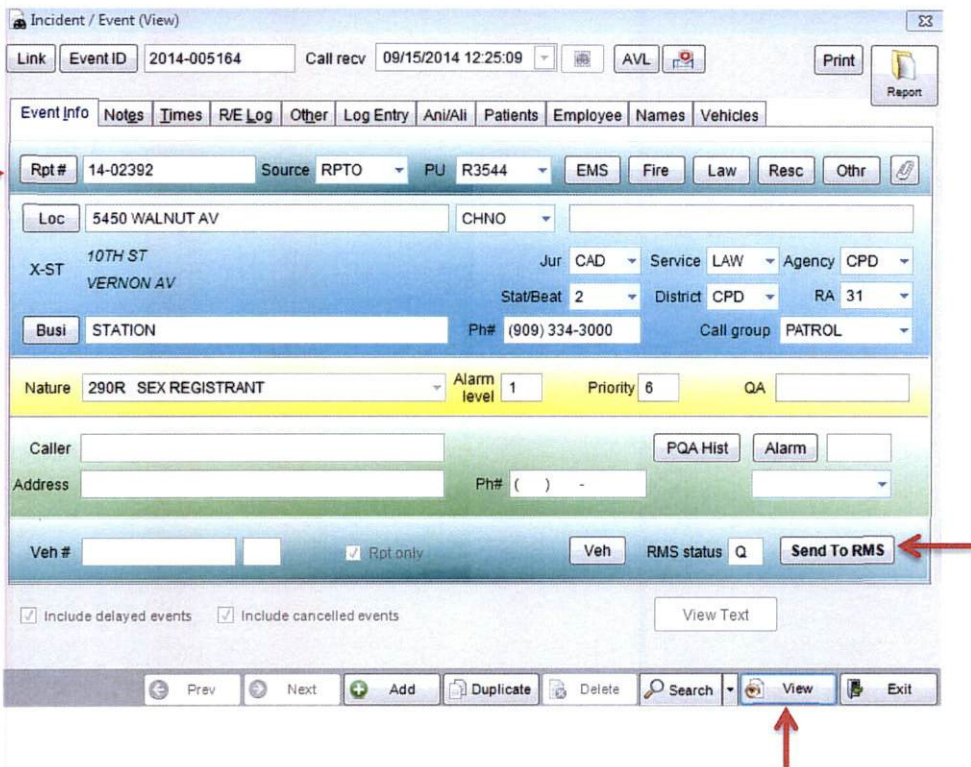
Reports created in CSM carry over directly into RMS. These incidents will not show up in Daily Records Review.

- 6. In CSM search case # and view in event history
- 7. Click on "Send to RMS"

A



B



Notes

- 8. Search case number in Incident Module and View Incident
 - Fill out all Highlighted Info and Save
 - Fill out Primary Offense and COM for committed

Incident / Investigation [View]

Agency CPD Case # 14-02150

Page 1 Page 2 Page 3

Report 09/05/2014 16:11 Occ From 09/05/2014 16:11 FR At Fnd 09/05/2014 16:11 FR Weather

Location [Redacted] Security Flag Tract 21

City [Redacted] Premise

Offns: SEX REGISTRANT P2C Cntr# Forcible Weapon/Tool

Gang Related Domestic

Name [Redacted] Victim R S DOB //

UCR Flag For Roll Call Follow-Up Unit

Officer ALLISON, JEFFRY Supervisor Assigned CARRINO, CHRISTOPHE SET ACTI

Status // :: Check MFR Status of Incident Retention Info

Exc Disp // ::

Previous Next Reset Duplicate Option Search View Exit Srch

Case#: 1402150 CPD Offenses [Edit]

Seq 1 Offense SEX REGISTR SEX REGISTRANT UCR 9900

Ab/Com COM Abandoned (Arson)

Activity Local Status // ::

HATE CRIME EVENT

Bias Motivated V/O Relation

Offensive Act Weapon

Statute/Section Location

Cnt	Offense	Chrgdesc	IBR/UCR	Attempt/	Status	Premis
1	SEX REGISTRANT	SEX REGISTRANT	9900	COM		

Previous Next Reset Duplicate Option Search View Exit Srch

Notes: _____

9. Add Name to related names

- **Code-** Registrant
- Add Scars, Marks and Tattoos

Case#: 1402150 CPD Related Names [Add]

Code RE Seq 1 Type I Injury Use Drug/Alic N Computer N

Name [Redacted]

Suspect Restricted

Victim Of Crime [] Relation to Offender [] Residence []

Crime Status Type []

Circumstance [] Precipitating Event []

Circumstance (2) [] Precipitating Event (2) []

Circumstance (3) [] Precipitating Event (3) []

LE Activity [] LE Assignment []

Code	Seq	Type	Age	Race	Sex	Victim Of Crime	Vic Injury	Rel To Offender	IBR Submit	LE Activity
RE	1	I	13	W	F					

10. Add Vehicle if there is a Vehicle

- **Status-** Registrant

Case#: 1402150 CPD Related Vehicle [Add]

Lic # [] State CA Lic Mth [] / Yr 0 Lic Type []

VIN [] Vh Type [] Style []

Year 0 Make [] Model [] Color [] / []

Owner [] NIC # [] Trailer Tag []

Status [] Date [] Notes []

Loca 12101 CENTRAL AV City CHINO CA

Condition [] Value [] Circum []

Tow / Impd Offense Code [] Oth Jur [] Sta # []

VehID	Agency	Status	DateTime	Location	City	Value	Condition
0			[] [] [] []	12101 CENTRAL AV	CHINO	\$0.00	

Notes: _____

11. Add **Alert** to name record – Alert will specify 290/590/451
 Enter Name, DOB & CR for every alert you create.
 Select **Alert** tab in the Name Record and Select **Alert Type**
You must update Active Date and Expiration for every registration
Save once you have completed your alert

Alert: REGISTERED SEX OFFENDER

Active Date: 09/17/2014 00:00 Source: _____

Expires: 09/17/2014 00:00 Approved By: PELAEZ, FERNANDO

Notes: CONVICTION: PC 288 (A)
DISCLOSURE: FULL ADDRESS [09/17/2014 16:57, 3544, 378, CPD]

Alert	Date Added	Expires	Type
REGISTERED SEX OFFENDER	09/17/2014 16:57:37	09/17/2014 00:00:00	N

Notes: REGISTERED SEX OFFENDER PROTECTIVE ORDER

Active Date is Report Date
Expires is Expiration date of Reg
Approved by is your name

Note: Create a new alert for every new registration.

For Initial Registration of PC 290

In **Notes** Enter:

Conviction Charge: You will find in CSAR under "Convictions"

Disclosure: You will find this info in the CSAR website under "For Your Information"

CONVICTION: PC 288
DISCLOSURE: NO POST PENDING REGISTRATION REQUIREMENT

For Your Information

- MEGANS LAW DISCLOSURE: NO POST - PENDING REGISTRATION REQUIREMENT
- NEXT REGISTRATION DATE: 02/13/2015
- REGISTRANT RECORD IS IN THE NATIONAL SEX OFFENDER REGISTRY

You will find this info in the CSAR website under "For Your Information"

- Add School Information in **Alert** as it applies
- For Transients Add Frequented Locations in **Alert** as it applies

1. **Type of Registration:** Annual Registration and Moved out of Jurisdiction

Name Alerts : Notes

CONVICTION: PC 288 (A)
 DISCLOSURE: FULL ADDRESS [09/17/2014 11:21, 3544, 378, CPD]
 ANNUAL UPDATE[09/17/2014 11:21, 3544, 378, CPD]
 ANNUAL UPDATE[09/17/2014 11:22, 3544, 378, CPD]
 MOVED OUT OF JURISDICTION[09/17/2014 11:22, 3544, 378, CPD]

Buttons: Spell (F7), Save, Save & Exit, Print, Cancel

2. Transient and School example:

Name Alerts : Notes

TRANISENT FREQUENTS- RAMONA/RIVERSIDE
 ATTENDS- CHAFFEY COLLEGE [09/17/2014 11:24, 3544, 378, CPD]

Buttons: Spell (F7), Save, Save & Exit, Print, Cancel

HS 11590 / PC 451- Will only have 1 alert

In **Notes** enter: Conviction

Name Alerts [Add]

Alert: REGISTERED NARCOTIC OFFENDER
 Active Date: 06/24/2014 00:00 Source: _____
 Expires: 06/03/2016 00:00 Approved By: PELAEZ, FERNANDO

Notes: CONVICTION: HS11590
 [09/16/2014 14:53, 3544, 378, CPD]

Alert	Date Added	Expires	Type
REGISTERED SEX OFFENDER	09/16/2014 11:31:53	07/03/2015 00:00:00	N
REGISTERED SEX OFFENDER	09/16/2014 11:32:13	07/03/2015 00:00:00	N
REGISTERED NARCOTIC OFFENDER	/ /	06/03/2016 00:00:00	N

Buttons: Save, Delete, Cancel

- 12. Add your name as **Officer**
- 13. **Follow-Up Unit-** Records
- 14. **Investigation Status-** Oth
- 15. **Status** "Other/Closed"

Incident / Investigation [View]

Agency CPD Case # 14-02150

Page 1 | Page 2 | Page 3

Report 09/05/2014 16:11 Occ.From 09/05/2014 16:11 FR At Fnd 09/05/2014 16:11 FR Weather

Location [Redacted] Security Flag Tract 21

Offns SEX REGISTRANT P2C Cntr# Forcible Weapon/Tool

Gang Related Domestic

Name Victim R S DOB / /

UCR Flag For Roll Call Follow-Up Unit

Officer ALLISON, JEFFRY Supervisor Assigned CARRINO, CHRISTOPHE SET ACTI

Status OTHER 09/15/2014 Check MFR Status of Incident

Exc Disp CLOSED / / :: Retention Info

Previous Next Reset Duplicate Option Search View Exit Srch

- 16. **Route-** 1 for DB and give original copy to Records Supervisor
- 17. **Attach** photo of registrant to name record as an attachment, do not scan.
You will attach a picture to the name record every time they register.
Save- Photo attachment as CII# example: A5046548
- 18. **Scan-** All registrant forms and any accompanied documents from registrant.
You will not need to print RAPS

Notes: _____



PC 290/451 Registrant

- Photo ID
- Proof of residency- Utility Bill or letter stating they currently live in the city
- Terms and Conditions

- Retrieve previous registration from file
- Run Name in Local (Do not print)
- Call SBSO [REDACTED]
- Run DL in State Form Interface
- Full Supervised Release in State Form Interface
- Criminal History (Raps) in State Form Interface (Verify Registrant) (Do not print)
- Vehicle in State Form Interface

- Photocopy paperwork from registrant
- Pull a CR in CSM
- Fill out CSAR Form (Yellow Paper for 290) (Green Paper for 451)
- Fill out registration receipts

- Have registrant sign and date CSAR form and receipts
- Get fingerprints for CSAR form and receipts
- Take Photo
- Give registrant temporary receipt (give permanent receipt if they are transient)

- Mail permanent receipt to registrant
- Attach Registrant Photo to name record
- Scan all registrant forms and any accompanied documents from registrant to incident Except RAPS
- Route 1 to DB and give original to Records Supervisor

- Enter 290 Update through CSAR Website (under Registration Events)
- Data Entry:
 - Incident Module
 - People- Scars, Marks, Tattoos
 - Vehicle
 - Alert

[Redacted]

From:

To:

Cc:

Subject:

[Redacted]

Greetings:

An amendment to PC 290.024 now requires a person who is convicted of a felon on or after January 1, 2017, to register his or her Internet identifiers. The intent of this law is to focus on monitoring those offenders who committed crimes through their use of internet. This law will only apply to sex-registrants if: the offender used the internet to commit the crime and this crime was a sex crime which upon conviction would require the offender to register; the offender committed a crime related to human trafficking; the offender committed a child pornography related offense. The Judge will then order the offender to register their internet identifier information upon each registration appointment. If the offender later changes/adds to their social media identifiers, they are required to notify our agency within 30 days so we may make the appropriate changes. Should they not comply they will have committed and be charged with a misdemeanor.

at this means for Records!

Records will be alerted through CSAR to obtain the information for the Registrant. In the same manner you print the 290 forms you will now see an option to print the "Internet Identifiers Registration Form." (See attached example above)

Registration Status	For Your Information	Needs Attention
<ul style="list-style-type: none"> • REQUIRED TO PROVIDE INTERNET IDENTIFIERS 	<ul style="list-style-type: none"> • MEGANS LAW DISCLOSURE: NO POST - PENDING REGISTRATION REQUIREMENT • NEXT REGISTRATION DATE: 01/01/2017 	<ul style="list-style-type: none"> • REGISTRATION FP NOT RECEIVED
Internet Identifiers (Total: 0, Active 0)		
Per Penal Code 290.024, Registrant ordered to provide internet Identifier(s). <div style="float: right; text-align: right;"> </div>		

Please fill out the required forms and once completed, Contact Detective Carlson as he is required to meet with the Registrant to ensure the information is accurate and the requirements are understood. Det. Carlson will then sign/ date the form once speaking with the Registrant. In the event that Carlson is not available contact Detectives Pry, Johnson or Guillen as they will be aware of the procedures and have authority to sign the form as well.

For Law Enforcement Purposes

Internet identifier information should be **submitted via the California Sex and Arson Registry application** within 72 hours. **Do not submit the hard copy** Internet Identifier Registration form to the California Department of Justice. Please retain the original, signed form at your agency and provide a copy to the registrant.



OFFICER NAME		PHONE NUMBER	
REGISTERING AGENCY	CHI	FCN	

OFFICER SIGNATURE

DATE

Records will then need to enter all the information in CSAR. Select the correct identifier "type" and "subtype" for each identifier and enter each identifier along with the corresponding start dates. If the registrant indicated that they do not have Internet identifiers, select "No Internet identifiers declared."

The screenshot shows a web application interface titled "Internet Identifiers". At the top, there is a date field set to "03/01/2016" and a label "Date Registrant Ordered to Provide Internet Identifiers". Below this is a table with columns: "Type", "Subtype", "Identifier", "Active Date", and "Inactive Date". A dropdown menu is open under the "Type" column, listing options: "EMAIL", "FACEBOOK", "TWITTER", "INSTAGRAM", "OTHER APPLICATION", and "NO INTERNET IDENTIFIERS DECLARED". The "NO INTERNET IDENTIFIERS DECLARED" option is circled in red. At the bottom of the form, there are three buttons: "Clear", "Cancel", and "Submit".

This law will in the end create a slight increase in workload in processing these specific registrants, but will give our agency the opportunity to better monitor and arrest the certain offenders should they choose not to comply.

If you have any questions at all, please don't to ask! ☺

Best Regards,





HS 11590 Registrant

- Photo ID
- Proof of residency- Utility Bill or letter stating they currently live in the city
- Terms and Conditions

- Retrieve previous registration from file
- Run Name in Local (Do not print)
- Call SBSO 909-387-3630
- Run DL in State Form Interface
- Full Supervised Release in State Form Interface
- Criminal History (Raps) in State Form Interface (Verify Registrant)(Do not print)
- Vehicle in State Form Interface

- Photocopy paperwork from registrant
- Pull a CR in CSM
- Fill out Registrant Form (Print on Green Paper)
- Fill out Registration receipts

- Have registrant sign and date Registration form and receipts
- Get fingerprints for Registration form and receipts
- Take Photo
- Give registrant temporary receipt (give permanent receipt if they are transients)

- Mail permanent receipt to registrant
- Attach Registrant Photo to incident
- Scan all registrant forms and any accompanied documents from registrant to incident
Except RAPS
- Route 1 to DB and give original to Records Supervisor

- Data Entry:
 - Incident Module
 - People- Scars, Marks, Tattoos
 - Vehicle
 - Alert

RESTRAINING ORDERS

Restraining orders are issued by Superior Court and are entered into CLETS by the designated court staff. It is also their responsibility to enter the proof of service if the restrained person is in court. We can enter proof of service into CLETS if we serve a restraining order. EPO orders are entered by law enforcement.

There are different types of restraining orders. Check the Restraining Order System (ROS) manual for a list.

The most common orders are:

Emergency Protective Orders (EPO) are issued temporarily on weekends/nights when the court is closed. This can be issued for domestic violence, child abuse/abduction, stalking, workplace violence, civil harassment, and elder or dependent abuse. This order expires up to 5 court days or 7 calendar days. The protected party should go to the court the next business day to file a Temporary Restraining Order (TRO).

Temporary Restraining Orders (TRO) are for Domestic Violence and Elder or Dependent Adult Abuse. The orders end on the hearing date.

Order After Hearing (OAH) are issued on the hearing date. If there is no expiration date, the orders end 3 years after the issued date.

A copy of the restraining order must be provided to the restrained person. (The restrained person must be advised of the terms of the orders.) Since the restrained person must stay away from the protected person, the protected person may elect another person or agency (marshal/sheriff/police) to serve the restraining order paperwork to the restrained person. Once this is completed, the protected person will file the proof of service with the court. **The protected person must have a Proof of Service on file with the designated court.** (Law Enforcement should also have a copy of the restraining order and the proof of service on file. The court will stamp all valid orders.)

The orders remain in effect even if the protected person invites or contacts the restrained person. The protected person cannot be arrested for inviting or contacting the restrained person. The orders can be changed only by another court order.

California Law Enforcement Telecommunications System (CLETS) Information Form

Important Notice: This form MUST NOT become part of the court file. It is confidential and private. It can be used by the court or law enforcement to enter a restraining order into CLETS or to locate the restrained person to serve a restraining order.

To the Protected Person: Complete this form. Ask the court clerk if the court will have your order entered into California's restraining order computer system. If the clerk says yes, give this form to the clerk. If the clerk says no, give both this form and your restraining order to your local law enforcement agency. That way, law enforcement officers can enforce your order.

What is the case number for your restraining order (if you know it)? _____

1 Protected Person (name): _____
Sex: [] M [] F Ht.: _____ Wt.: _____ Hair Color: _____
Eye Color: _____ Race: _____ Age: _____ Date of Birth: _____
(Mailing Address listed on restraining order) (City, State, Zip) (Telephone # [optional])
Vehicle (type, model, year): _____
Vehicle License #: _____

2 Restrained Person (name): _____
Description of that person: _____
Sex: [] M [] F Ht.: _____ Wt.: _____ Hair Color: _____
Eye Color: _____ Race: _____ Age: _____ Date of Birth: _____
(Residence Address) (City, State, Zip) (Telephone #)
(Workplace) (Occupation/Title) (Working Hours)
(Business Address) (City, State, Zip) (Telephone #)
Driver's License # and State: _____ Vehicle License #: _____
Vehicle (type, model, year): _____
Social Security #: _____
Describe any marks, scars, and tattoos: _____
Other names used by the restrained person: _____

3 Other Protected People
Table with columns: Name, Date of Birth, Sex, Race

Confidential—Do Not File in Court File

ACCEPTED BY _____
CLETS ENTRY _____
2nd PARTYCK _____



Restraining Order

Records will receive restraining orders over the counter and will enter info in RMS.

- Fill out DV-260 (Purple Form)
- Pull a CR in CSM (Baby Cad)
- CSM- Send to RMS
- Incident Data Entry- Enter all highlighted info and Save
 - Incident- Date
 - Location-
 - Premise
 - Offense
 - Officer- Your Name
 - Status- "Other/Closed"
 - People- Plaintiff=Victim, Restrained=Suspect
 - Alert
- Inquiry State Form Interface Module- Restraining Order and Protection Order, Print and Attach to Report
- Scan
- File

Notes _____

1. CSM- CSM- Pull a CR and Send to RMS

In comments enter- last name, first name & DOB of the people involved.

Report Only Event

Unit: R3544

Nature: CR COURTESY REPORT

Location: 5450 WALNUT AV

Comme...: PROTECTED- LAST NAME, FIRST NAME & DOB
RESTRAINED- LAST NAME, FIRST NAME & DOB

Rpt #: [Yellow Highlighted]

Disposition: 09

of additional report numbers to generate: 0

OK Cancel

2. Incident Data Entry- Enter all info as seen below

Incident / Investigation [View]

Agency: CPD Case #: 14-07007

Page 1 | Page 2 | Page 3

Check Req. Related Case Sys #: 2572

Report: 09/23/2014 14:09 Occ.From: 09/23/2014 14:09 TU At Fnd: 09/23/2014 14:09 TU Weather: []

Location: 5450 WALNUT AV Apt: [] Security Flag: [] Tract: 21

City: CHINO St: CA Zip: 91710- Premise: []

Offns: RESTRAINING ORDER P2C Cntr#: [] Forcible: [] Weapon/Tool: []

Gang Related: [] Domestic: []

Name: VI I W M Victim: [Redacted]

UCR: VI I H F Alert 1

Flag For Roll Call: [] Follow-Up Unit: []

Officer: PELAEZ, FERNANDO Supervisor: PELAEZ, FERNANDO Assigned: [] OTH: []

Status: OTHER // :: Check MFR Status of Incident Retention Info

Exc Disp: CLOSED // ::

Previous Next Reset Duplicate Option Search View Exit Srch

3. In Officer Narrative add "See Attached Report" (Page 2)

Incident / Investigation [View]

Agency Case #

Page 1 | Page 2 | Page 3

Check Req Sys #

Pub Narr

Off Narr

Death Investigation

Category

Grant

Citation #

StorageA StorageB

Domestic Violence Missing Person/Runaway

Supplement 0 Assisting Officer 0 CrimeMatch Search CFS Reported As CR COURTESY RE

Status // :: Check MFR Status of Incident

Exc Disp // :: Retention Info

Previous Next Reset Duplicate Option Search View Exit Srch

4. Enter People- Plaintiff=Victim, Restrained=Suspect

Case#: 1407007 CPD Related Names [Edit]

Code VI Seq 1 Type I Injury Use Drug/Alc N Computer N

Name 358

Suspect

Victim Of Crime 1, Relation to Offender Residence

Crime Status Type

Circumstance Precipitating Event

Circumstance (2) Precipitating Event (2)

Circumstance (3) Precipitating Event (3)

LE Activity LE Assignment

Code	Seq	Type	Age	Race	Sex	Victim Of Crime	Vic Injury	Rel To Offender	IBR Submit	LE Activity
VI	1	I	71	W	M	1,			F	
SU	1	I			M				F	
VI	2	I	70	H	F	1,			F	
VI	3	I	19	H	M	1,			F	

Add Delete Exit

5. Enter Alert on Suspect and Victim Name, DOB & CR

Name Alerts [Edit]

Alert: PROTECTIVE ORDER

Active Date: 09/17/2014 00:00

Expires: 09/17/2017 00:00

Source: [Empty]

Approved By: PELAEZ, FERNANDO

Notes: PROTECTED PARTY IN RESTRAINING ORDER

Buttons: Add, Delete, Exit

[Set Order](#)

Alert	Date Added	Expires	Type
PROTECTIVE ORDER	09/25/2014 11:13:13	09/17/2017 00:00:00	N

6. Inquiry- Restraining and Protection Order (State Form Interface)

State Forms Interface

Select State Interface

- ADMINISTRATIVE
- ARTICLE
- BOAT
- CRIMINAL HISTORY
- DRIVERS
- GUN
- MISSING PERSONS
- RESTRAINING AND PROTECTIVE ORDER
 - CANCEL RESTRAINING AND PROTECTIVE ORDER
 - ENTER RESTRAINING AND PROTECTIVE ORDER
 - ENTER VIOLATION MESSAGE
 - MODIFY RESTRAINING AND PROTECTIVE ORDER
 - MODIFY VIOLATION MESSAGE
 - PROOF OF SERVICE
 - RESTRAINING AND PROTECTIVE ORDER INQUIRY
 - VIOLATION MESSAGE ADDITIONAL
- SEX AND ARSON
- SUPERVISED RELEASE FILE
- VEHICLE
- WANTED

Submitting all valid transactions

Restraining and Protection Order Inquiry

Message Key: QRR

By Name and Sex:

Name: [Redacted] Sex: [Redacted]

Date of Birth: [Redacted] Age: [Redacted] Race: [Redacted]

Height: [Redacted] County/Region: [Redacted]

By Identifiers:

OCA: [Redacted] FCN: [Redacted]

Buttons: Form Import, Clear, Submit, Capture, Exit

7. Scan all documents to Incident



EPO, Proof of Service and Violation

Records will receive restraining orders over the counter and will enter info in RMS.

- Incident Data Entry-
 - People- Plaintiff=Victim, Restrained=Suspect (Only if not entered)
 - Alert
- Inquiry State Form Interface Module- Restraining Order and Protection Order, Print and Attach to Report
- Entry
- Inquiry
- Scan
- File

1. Enter Alert on Suspect and Victim

The screenshot shows a software interface titled "Name Alerts [Edit]". It contains several input fields: "Alert" with the value "PROTECTIVE ORDER", "Active Date" with "09/17/2014 00:00", "Expires" with "09/17/2017 00:00", and "Approved By" with "PELAEZ, FERNANDO". There is a "Notes" field containing "PROTECTED PARTY IN RESTRAINING ORDER". On the right side, there are buttons for "Add", "Delete", and "Exit". A "Set Order" link is also present. Below the form is a table with the following data:

Alert	Date Added	Expires	Type
PROTECTIVE ORDER	09/25/2014 11:13:13	09/17/2017 00:00:00	N

2. Inquiry- Restraining and Protection Order (State Form Interface)

The screenshot shows the 'State Forms Interface' window. On the left is a tree view under 'Select State Interface' with categories like ADMINISTRATIVE, ARTICLE, BOAT, CRIMINAL HISTORY, DRIVERS, GUN, MISSING PERSONS, RESTRAINING AND PROTECTIVE ORDE, SEX AND ARSON, SUPERVISED RELEASE FILE, VEHICLE, and WANTED. The 'RESTRAINING AND PROTECTIVE ORDE' category is expanded, showing options like 'RESTRaining AND PROTECTION O'. The main window has a title bar 'State Forms Interface' and a 'History' tab. The central form is titled 'Restraining and Protection Order Inquiry'. It features a 'Message Key' dropdown set to 'QRR'. Below this are sections for 'By Name and Sex' (Name and Sex fields) and 'By Identifiers' (OCA and FCN fields). A 'Required Fields' list on the left includes Name (Last, First, Middle, NAM, NIAM), Sex (SEX), and Conditional Fields like Restraining Order Message Key (MKEGRD) must equal 'QRR'. Optional fields include Date of Birth (DOB), Age (AGE), Race (RAC), and Height. A 'Missing Field' indicator is at the bottom left of the form area. The bottom toolbar contains buttons for 'Form Import', 'Clear', 'Submit', 'Capture', and 'Exit'.

3. Entry- Enter Restraining and Protection Order

- Enter Restraining and Protection Order
- Enter Violation Message
- Proof of Service

The screenshot shows the 'State Forms Interface' window. The left-hand navigation tree is the same as in the previous screenshot, with 'RESTRaining AND PROTECTION O' selected. The main window has a title bar 'State Forms Interface' and a 'History' tab. The central form is titled 'Enter Restraining Order'. It features a 'Name' field with a dropdown arrow, and 'Sex', 'Race', and 'DOB' dropdowns. Below these are fields for 'Protected Person's Name' and 'Protected Person's Sex'. Further down are 'Protected Person's DOB' and 'Protected Person's Race' dropdowns. The form includes 'Restraining Order Type', 'Issued Date', and 'OCA #' fields. Below these are 'Expiration Date', 'Court', and 'Court Case #' fields. At the bottom are 'Present?', 'Firearms Provision', and 'Contact Protected Person:' fields. A 'Miscellaneous' field is at the very bottom. The bottom toolbar contains buttons for 'Form Import', 'Clear', 'Submit', 'Capture', and 'Exit'.

4. Inquire

USE OF CRIMINAL JUSTICE INFORMATION

As an employee of the Chino Police Department, you have access to confidential criminal record information regarding individuals. Misuse of such information adversely affects the civil rights of the individual concerned and violates the law (Government Code Sections 19251, 6200 and 6201, and Sections 11140-11144 and 13301-13305 of the Penal Code). Penal Code Sections 11142 and 13303 state:

“Any person authorized by law to receive a record or information obtained from a record who knowingly furnishes the record or information to a person who is not authorized by law to receive the record or information is guilty of misdemeanor.”

Such misuse is a misdemeanor under California law; therefore, any employee who is responsible for such misuse is subject to immediate suspension. Violations of this law may also result in additional legal action in the form of a civil lawsuit against you, the City and the Police Department.

In like manner, misuse and unauthorized sale or release of information from the Department of Motor Vehicle files is a violation of the law, and may also result in suspension and additional civil and/or criminal action.

The undersigned has read and understands the aforementioned department policies regarding misuse of information obtained via the CLETS terminal and files of this department.

SIGNATURE: _____ DATE: _____

RELEASING REPORTS & INFORMATION

(requests for police reports)

Persons involved in a crime, traffic collision, etc may request a copy of his/her police report(s) or log item(s).

Insurance representatives, attorney, and any authorized individual may also request a copy of a police report. (A waiver signed by the involved party must accompany the request.)

Police report requests are processed by mail. The requestor may come in and fill out a request form and provide a self addressed stamped envelope (SASE). The requestor may also send a letter with the involved person's name, case number, location, and time the incident occurred with a SASE.

There is no fee for victims of crimes; however, there is a fee for traffic collision reports. Check the current fee schedule.

There may be several reasons why we may be unable to release a report. They are:

- The report is being held for completion. (The report is not in.)
- An investigator may have a hold on the report. (DB or Traffic)
- There was an arrest and releasing info will interfere with the investigation. (The def't (arrestee) can receive a copy from his/her attorney or if assigned, the public defender. The DA's office never gives a copy.)
- A payment was not included with the request.
- There was incorrect info or not enough information given by the requestor. (We are unable to find the report.)
- Reports involving juveniles must be **1.** petitioned through the court/judge or **2.** the parent or juvenile may obtain it through the defense attorney.

If a request cannot be processed, refer to the back of the request form and check the reason. Mail the request form back to the requestor.

PROCESSING REQUESTS

- **Pull the report** from the case files
- **Copy the report** –Face page, susp page, narrative & pcr only. (Do not include teletypes and other attachments such as cover sheets, status clearance, detective notes. Do not include the juvenile's suspect page. Redact the narrative if necessary.)
- **Stamp the copy** of the report with the appropriate stamp

***This Report is released with the express understanding that it is subject to review and/or amendment by the investigator ***

- **Issue a receipt** (If a check was sent and no payment is required, return the check with a copy of the report and a current fee schedule to the requestor.)
- **Mail the copy** of the report **and the receipt** using the SASE.
- **Stamp the request** with the appropriate stamp

***MAILED**
_____*

- **Attach the request** to the back of the original report **and file** in case files.

California Peace Officers Legal Sourcebook

§ 964 - New
(9/14/04)

Confidential personal information. Adds a new provision that information included in all documents submitted to any court, including documents supporting arrest and search warrants, not disclose a victim's or witness' confidential personal information. "Confidential personal information" includes "an address, telephone number, driver's license or California Identification Card number, social security number, date of birth, place of employment, employee identification number, mother's maiden name, demand deposit account number, savings or checking account number, or credit card number." The courts in each county are required to establish procedures that protect confidential information regarding any victim or witness.

Chino Police Department
5450 Walnut Avenue
Chino, CA 91710
(909)334-3001

REQUEST FOR INFORMATION

INSTRUCTIONS TO REQUESTER: Complete this side of the form and return it to the Records Unit at the Chino Police Department. If applicable, include a check payable to the City of Chino. **Provide a self addressed stamped envelope.**

INVOLVED PARTY:	CASE NUMBER:
LOCATION OF INCIDENT:	DATE/TIME OF OCCURRENCE:
TYPE OF INCIDENT: (CIRCLE ONE) TRAFFIC CRIME OTHER	EVENT #:

I HEREBY CERTIFY THAT I AM: (Check one)

- PERSON INVOLVED : DRIVER, PASSENGER, PEDESTRIAN OR VICTIM
- REPRESENTATIVE OF INSURANCE COMPANY OR INSURANCE ADJUSTING AGENCY
- PROPERTY OWNER
- ATTORNEY
- AUTHORIZED INDIVIDUAL (SIGNED AUTHORIZATION IS REQUIRED)
- OTHER PARTY OF INTEREST (SPECIFY)
- PARENT/GUARDIAN OF JUVENILE PARTY

REQUESTER SIGNATURE: _____ **DATE:** _____

REQUESTER NAME AND /OR FIRM (PLEASE PRINT)

PHONE: _____

NAME AND MAILING ADDRESS

RECEIPT #: _____

CHARGES: _____

DATE MAILED / FAXED: _____

CHINO POLICE DEPARTMENT

RECORDS UNIT

DISCLOSURE AUTHORIZATION

On, _____ this request for disclosure of information was reviewed by
_____, Records Supervisor/Records Technician

Following review, disclosure authorization at this time is:

- Approved, entire document
- Approved, partial document- Pages _____ thru _____/and pages _____ thru _____

Your request for records is being returned to you for the following reason:

- We have no record for the information given. If you can furnish an exact date and time, location, parties involved, officer's name or badge number, we will research this request again. We only take private property accident reports for injury accidents or hit and run.
- This matter is currently under investigation and no information can be released. If you need further assistance, please call _____.
- The fee for the accident report is \$ _____. Please resubmit your request with a check or money order for this amount. Please include a self addressed envelope.
- We are authorized to release this information only in response to a Subpoena Duces Tecum.
- This matter is presently a subject of civil litigation involving this City as a plaintiff or respondent. Contact the City's office of Risk Management (909)627-7577.
- Please refer this request to the _____ department.
- Please refer this request to the California Highway Patrol.
- Portions of this report have been redacted in compliance with PC 964.
- Other _____

[REDACTED]

From:
nt:
To:

Subject:

Sgt. Stubbs spoke with Rick Law with the Dav. D. to office today and asked that this information be passed on to everyone.

-----Original Message-----

From:
Sent:
To:

Subject:

Did you know that juvenile reports can not be handed out to the parent of a juvenile. Not only that but the victim him or herself can not request a juvenile report. There are basically only two ways to obtain a juvenile report. 1. By petitioning the court/judge 2. Obtaining it through the defense attorney.

Superior Court State of California
County of San Bernardino

JUVENILE COURT
900 East Gilbert Street
San Bernardino, CA 92415-0942

TRESSA SLOAN KENTNER
Court Executive Officer

(909) 387-7538
Fax (909) 387-7625

JUVENILE COURT CONFIDENTIALITY POLICY

The confidentiality of juvenile records is established under sections 827 and 828 of the Welfare and Institutions Code and section 1423 of the California Rules of Court. The Presiding Judge of the Juvenile Court (or designee) has exclusive jurisdiction over juvenile case files and documents and the responsibility to maintain their confidentiality. It is the purpose of this policy to protect the interests of the minors and their families in the confidentiality of any case files and documents involving minors involved in the justice system, in accordance with the requirements of the sections 827, 828 of the Welfare and Institutions Code and case law and to provide a reasonable method for release of records and documents.

Definition: In accordance with section 1423 of the California Rules of Court, a Juvenile Case File is defined as follows:

1. All documents filed in a Juvenile Court Case
2. Reports to the court by probation officers, social workers of child welfare services and court appointed special advocates
3. Documents made available to probation officers, social workers of child welfare services programs and court appointed special advocates in preparation of reports to the court
4. Documents relating to a child concerning whom a petition has been filed in juvenile court, which are maintained in the office files of probation officers, social workers of child welfare services programs and court appointed special advocates
5. Transcripts, records or reports relating to matter prepared or released by the court, probation department or child welfare services program
6. Documents, video or audio tapes, photographs and exhibits admitted into evidence at Juvenile Court proceedings.

Inspection: Only persons specified in sections 827 and 828 of the Welfare and Institutions Code may inspect Juvenile Court records without authorization from the court. Juvenile Court records may *not* be obtained or inspected by civil or criminal subpoena. Authorization for any of other person to inspect, obtain or copy juvenile court records must be ordered by the Juvenile Court Presiding Judge or a judicial officer designated by the Juvenile Court Presiding Judge.

Juvenile Court case files can be inspected only by the following persons or agencies:

Superior Court State of California
County of San Bernardino

JUVENILE COURT
900 East Gilbert Street
San Bernardino, CA 92415-0942

TRESSA SLOAN KENTNER
Court Executive Officer

(909) 387-7538
Fax (909) 387-7625

1. Court personnel
2. The district attorney, a city attorney or city prosecutor authorized to prosecute criminal or juvenile cases under state law.
3. The minor who is the subject of the proceeding.
4. His or her parents or guardian.
5. Attorneys for the parties and judge, referees, other hearing officers, probation officers and law enforcement officers who are actively participating in criminal or juvenile proceedings involving the minor.
6. The superintendent or designee of the school district where the minor is enrolled or attending school.
7. Members of the child protective agencies as defined in section 11165.9 of the Penal Code¹
8. The State Department of Social Services and their authorized legal staff or special investigators.
9. Members of children's multidisciplinary teams, persons or agencies providing treatment or supervision of the minor.
10. A Judge assigned to a family law case with issues concerning custody and/or visitation, family court mediators assigned to the case and a child custody evaluator.
11. Juvenile Justice Commissions

Authorization for any other person to inspect, obtain or copy juvenile court records must be ordered by the juvenile court presiding judge or a judicial officer designated by the juvenile court presiding judge. The requesting person must file a Petition for Disclosure of Juvenile Court Records with the Juvenile Court.

If a Juvenile Court case file, or any portion thereof, is privileged or confidential pursuant to any other state or federal law or regulation, the requirements of that law or statute shall prevail. Prior to the release of the Juvenile Court case file or any portion thereof, the court

Superior Court State of California
County of San Bernardino

JUVENILE COURT
900 East Gilbert Street
San Bernardino, CA 92415-0942

TRESSA SLOAN KENTNER
Court Executive Officer

(909) 387-7538
Fax (909) 387-7625

shall give notice of the petition to all parties involved in the Juvenile Court. Each party will have an opportunity to object and have a hearing, if requested.

Any intentional dissemination of Juvenile Court files by the receiving agencies or persons to any other persons or agencies is a misdemeanor punishable by a fine not to exceed five hundred dollars (\$500.00).

Case files of deceased dependent child(ren): Case files pertaining to a deceased child who was within the jurisdiction of the Juvenile Court section 300 shall be released to the public by order of the Presiding Juvenile Court Judge or designee following the filing of a Petition for Disclosure of Juvenile Court Records and ruling on the same. If the court orders the information released, any information regarding the child or that could identify a child other than the deceased child shall be redacted from the case file prior to its release, absent a specific order to the contrary.

Reports of Law Enforcement Agencies: WIC 828 and Rules of Court 1423(g) Except for records sealed under sections 389 or 781 of the Welfare and Institutions Code or 1203.45 of the Penal Code, any information gathered by a law enforcement agency relating to the taking of a minor into custody may be disclosed without court authorization to another law enforcement agency, including school police or security or to an agency with a legitimate need for the information for the disposition of the case. All others requesting to inspect or obtain reports relating to the taking of a minor into custody shall file a Petition for Disclosure of Law Enforcement Agency Records Concerning a Child (JV-575).

Duty Upon Death

2004. In the event of death of any person resulting from an accident involving any vehicle involved after fulfilling the requirements of this division, and if there be no traffic or police officer at the scene of the accident to whom to give the information required by Section 20003, shall, without delay, report the accident to the nearest office of the Department of the California Highway Patrol or office of a duly authorized police authority and submit with the report the information required by Section 20003.

Driver Without License

20006. If the driver does not have his driver's license in his possession, he shall exhibit other valid evidences of identification to the occupants of a vehicle with which he collided.

Duty to Report Accidents

20008. (a) The driver of a vehicle, other than a common carrier vehicle, involved in any accident resulting in injuries to or death of any person shall within 24 hours after the accident make or cause to be made a written report of the accident to the Department of the California Highway Patrol or, if the accident occurred within a city, to either the Department of the California Highway Patrol or the police department of the city in which the accident occurred. If the agency which receives the report is not responsible for investigating the accident, it shall immediately forward the report to the law enforcement agency which is responsible for investigating the accident.

On or before the fifth day of each month, every police department which received a report during the previous calendar month of an accident which it is responsible for investigating shall forward the report or a copy thereof to the main office of the Department of the California Highway Patrol at Sacramento.

(b) The owner or driver of a common carrier vehicle involved in any such accident shall make a like report to the Department of California Highway Patrol on or before the 10th day of the month following the accident.

Amended Ch. 224, Stats. 1970. Effective November 23, 1970.

Supplemental Reports

20009. The Department of the California Highway Patrol may require any driver, or the owner of a common carrier vehicle, involved in any accident of which a report must be made as provided in Section 20008 to file supplemental reports and may require witnesses of accidents to render reports to it whenever the original report is insufficient in the opinion of such department.

Driver Unable to Report

20010. Whenever the driver of a vehicle is physically incapable of making a required accident report, any occupant in the vehicle at the time of the accident shall make the report or cause it to be made.

Coroner's Report

20011. Every coroner shall on or before the tenth day of each month report in writing to the Department of the California Highway Patrol the death of any person during the preceding calendar month as the result of an accident involving a motor vehicle and the circumstances of the accident.

Reports Confidential: Exceptions

20012. All required accident reports, and supplemental reports, shall be without prejudice to the individual so reporting and shall be for the

confidential use of the Department of Motor Vehicles and the Department of the California Highway Patrol, except that the Department of California Highway Patrol or the law enforcement agency to whom the report is made shall disclose the entire contents of the reports, including, but not limited to, the names and addresses of persons involved or injured in, or witnesses to, an accident, the registration numbers and descriptions of vehicles involved, the date, time and location of an accident, all diagrams, statements of the drivers involved or occupants injured in the accident and the statements of all witnesses, to any person who may have a proper interest therein, including, but not limited to, the driver or drivers involved, or the guardian or conservator thereof, the parent of a minor driver, the authorized representative of a driver, or to any named person injured therein, the owners of vehicles or property damaged thereby, persons who may incur civil liability, including liability based upon a breach of warranty arising out of the accident, and any attorney who declares under penalty of perjury that he or she represents any of the above persons.

A request for a copy of an accident report shall be accompanied by payment of a fee, provided such fee shall not exceed the actual cost of providing the copy.

Amended Ch. 1247, Stats. 1994. Effective January 1, 1995.

Reports as Evidence

20013. No such accident report shall be used as evidence in any trial, civil or criminal, arising out of an accident, except that the department shall furnish upon demand of any person who has, or claims to have, made such a report or upon demand of any court, a certificate showing that a specified accident report has or has not been made to the department solely to prove a compliance or failure to comply with the requirement that such a report be made to the department.

Amended Ch. 1996, Stats. 1959. Effective September 18, 1959.

Use of Reports

20014. All required accident reports and supplemental reports and all reports made to the Department of the California Highway Patrol by any peace officer, member of the Department of the California Highway Patrol, or other employee of the Department of Motor Vehicles and the Department of the California Highway Patrol, shall be immediately available for the confidential use of any division in the department needing the same, for confidential use of the Department of Transportation, and, with respect to accidents occurring on highways other than state highways, for the confidential use of the local authority having jurisdiction over the highway.

Amended Ch. 545, Stats. 1974. Effective January 1, 1975.

Counter Reports: No Determination of Fault

20015. (a) No traffic or police officer shall include in any counter report of a property-damage accident, as defined in this section, any determination by the peace officer of fault of the reporting person, including, but not limited to, inattentiveness. This section does not apply to a determination which is the result of an examination of the physical evidence of the accident at the site of the accident by the traffic or police officer or the result of an express, knowing admission of the reporting person if the basis for the determination is also included in the report.

(b) As used in this section, "counter report of a property-damage accident" means any report of an accident involving one or more vehicles which meets the following criteria:

- (1) The accident reported caused damage to property, but did not cause

(4)

The term "State" means any of the several States, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, Guam, the Virgin Islands, American Samoa, and any other territory or possession of the United States.

(5)

The term "local" and "locality" means any local government authority or agency or component thereof within a State having jurisdiction over matters at a county, municipal, or other local government level.

(6)

The term "covered agency" means any of the following:

(A) The Department of Defense.

(B)

The Department of State.

(C) The Department of Transportation.

(D)

The Office of Personnel Management.

(E) The Central Intelligence Agency.

(F)

The Federal Bureau of Investigation.

(b)

(1)

Upon request by the head of a covered agency, criminal justice agencies shall make available criminal history record information regarding individuals under investigation by that covered agency for the purpose of determining eligibility for any of the following:

(A)

Access to classified information.

(B)

Assignment to or retention in sensitive national **security** duties.

(C)

Acceptance or retention in the armed forces.

(D)

Appointment, retention, or assignment to a position of public trust or a critical or sensitive position while either employed by the Government or performing a Government contract.

(2)

Such a request to a State central criminal history record repository shall be accompanied by the fingerprints of the individual who is the subject of the request if required by State law and if the repository uses the fingerprints in an automated fingerprint identification system.

(3)

Fees, if any, charged for providing criminal history record information pursuant to this subsection shall not exceed the reasonable cost of providing such information.

(4)

This subsection shall apply notwithstanding any other provision of law or regulation of any State or of any locality within a State, or any other law of the United States.

(c)

A covered agency shall not obtain criminal history record information pursuant to this section unless it has received written consent from the individual under investigation for the release of such information for the purposes set forth in paragraph (b)(1).

(d)

Criminal history record information received under this section shall be disclosed or used only for the purposes set forth in paragraph (b)(1) or for national **security** or criminal justice purposes authorized by law, and such information shall be made available to the individual who is the subject of such information upon request.

(e)

(1)

Automated information delivery systems shall be used to provide criminal history record information to a covered agency under subsection (b) whenever available.

(2)

Fees, if any, charged for automated access through such systems may not exceed the reasonable cost of providing such access.

(3)

The criminal justice agency providing the criminal history record information through such systems may not limit disclosure on the basis that the repository is accessed from outside the State.

(4)

Information provided through such systems shall be the full and complete criminal history record.

(5)

Criminal justice agencies shall accept and respond to requests for criminal history record information through such systems with printed or photocopied records when requested.

(f)

The authority provided under this section with respect to the Department of State may be exercised only so long as the Department of State continues to extend to its employees and applicants for employment, at a minimum, those procedural safeguards provided for as part of the **security** clearance process that were made available, as of May 1, 1987, pursuant to section 163.4 of volume 3 of the Foreign Affairs Manual

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Theft from Computer System or Network

Penal Code Section 502 makes it a misdemeanor or felony if an individual tampers, interferes, damages or illegally accesses a lawfully created computer data system. Access is defined as to gain entry to, instruct or communicate with the computer system or computer network.

JUVENILE RECORDS

Juvenile records are those records pertaining to an individual under the age of eighteen (18).

Welfare and Institutions Code Section 827 gives the juvenile court control over the release of all juvenile information to be disclosed to third parties by any law enforcement official. The T.N.G. court decision (T.N.G. v. Superior Court San Francisco [1971] 4c.3d 767) describes two methods for the release of this information:

- referring the third party to the juvenile court or the probation department; and
- releasing the information directly, pursuant to your local superior court T.N.G. order.

A current copy of your county's T.N.G. order should be obtained through the juvenile court. It is recommended that a current/updated copy be requested from the presiding judge every year.

The decision of Wescott v. Yuba County (1980) ruled that juvenile records retained after informal disposition at the law enforcement level become the equivalent of court records and remain within the control of the juvenile court or probation department. Therefore, third party release of this information is to be handled in the same manner as information stemming from a formal proceeding.

ACCIDENT REPORTS

Under California Vehicle Code Section 20012, accident reports taken by a local law enforcement agency must be released to the driver or drivers involved, any person injured in the accident, and the owners of the vehicles or property involved and their authorized representatives. The entire contents of the report can be released, including photos, video tapes, interview tapes, witness statements and diagrams. The exception to release is all collision coding data determined by statistical means rather than through physical evidence (Vehicle Code Section 20015). If a juvenile is involved in the accident, consult your local T.N.G. Order.

INFORMATION RECEIVED THROUGH CLETS

The receipt of information from the California Law Enforcement Telecommunications System (CLETS) is restricted to criminal justice agencies (Government Code Sections 15153, 15163, and 15165, and CLETS Policies and Procedures Section 1.4.7). These sections restrict the CLETS network to official law enforcement purposes and the official business of any public agency. To maintain a connection with the CLETS network, a law enforcement agency must comply with CLETS regulations, maintain security of the equipment, perform security clearances on personnel using the system and provide user training. Restricted information from this system includes DMV, CJIS, NCIC and all other files accessed through CLETS.

CRIMINAL OFFENDER RECORD INFORMATION

Criminal Offender Record Information (CORI) is **summary** criminal history information compiled by criminal justice agencies for the purposes of identifying criminal justice offenders. The data includes a summary of arrests and dispositions at the federal, state and local level. Date-specific, single-incident information is not in CORI.

State and local CORI is used in the apprehension of criminal offenders by district attorneys in determining criminal charges, by probation officers in preparing pre-sentence reports for the court and in supervising probationers, by judges in determining sentences, and by county jails and state prisons.

CORI is also used to determine eligibility for some types of employment, licensing and certification.

Local agency records personnel have daily contact with CORI when requests for information from officers are received. Records supervisors are required to train the staff in the laws pertaining to the release of CORI and the criminal/civil liabilities for misuse of CORI.

The agency executive determines which of the staff within the organization shall have access to CORI. State law requires that criminal justice agencies submit applicant fingerprint cards or Live Scan to the Department of Justice (DOJ) for all employees who have access to CORI.

Penal Code Section 13300(c)(10) authorizes local law enforcement agencies to provide local summary criminal history information to a public entity when the information is needed to assist in screening prospective concessionaires.

(b) Record checks shall be conducted on all personnel hired after July 1, 1975, who have access to the computer system, its terminals or the stored criminal offender record information.

RMS

(c) Each authorized agency shall keep a record of each release of criminal offender record information from the automated system. The record shall be retained and available for inspection for a period of not less than three years from the date of release. This record shall contain the date of release, the requesting terminal identifier, the receiving terminal identifier and the information given.

**Right of Review by
Subject of Record**

The subject of a California Department of Justice record has the right to obtain and review a copy of the record. The subject must complete an application (BCID 8705) and submit the form, applicant fingerprint cards and a processing fee to DOJ. The processing fee may be waived for indigent persons if they submit proof of indigence to DOJ. If the person determines that an entry on the record is in error, the Department of Justice will provide instructions on the procedures for correction (Penal Code Section 11126). Local law enforcement agencies may provide the form and instructions for this procedure.

A person also has the right to obtain a copy of his/her local record. The requesting party must complete the forms required by the local agency and pay a processing fee (Penal Code Sections 13320-13323). Figure III-5 is a sample application for local record review (page III-20).

Authorized Agency List

The Authorized Agency List is published by the California Department of Justice. The list is intended as a reference for agencies to use to determine if the requesting agency is authorized to receive state or local CORI. The list is not to be used to determine if an agency should have access to local crime and/or arrest reports. The release of local crime and/or arrest reports is covered by Government Code Sections 6254(f) and 6254.5, and by local agency policy.

The Authorized Agency List contains:

- agencies that *shall* have access to CORI, and
- the agencies that *may* have access to CORI.

Penal Code Sections 11105 and 13300 describe whether the agency is placed in the "shall" or "may" category.

When state CORI is to be used for employment, licensing or certification purposes, an authorized agency must submit applicant fingerprint cards and a processing fee to the Department of Justice in order to obtain edited criminal offender record information.

Agencies outside California are placed on the list after they furnish DOJ with a copy of the law which provides the agency with the authority to receive CORI in their state.

Other entities, such as youth organizations, financial institutions and public utilities, are included in the list, together with the statutory reference that provides authority to receive CORI.

Limited use of CORI for Employment, Licensing or Certification Purposes

The automated criminal history information system, accessed by CLETS, is generally *not* used for employment, licensing or certification purposes. This restriction also applies to peace officer applicants. The Central Valley v. Younger lawsuit resulted in a decision which prevents the use of CLETS terminals for employment purposes. Applicant fingerprint cards must always be submitted to DOJ to obtain state CORI.

Legislation enacted in 1995 allows local law enforcement agencies to query the State CLETS system in order to furnish criminal history information in certain circumstances to three public agencies. Penal Code Section 11105.03 allows screening prospective residents and staff of public housing. Education Code Section 35021.1 provides that an automated check of criminal history may be completed by local law enforcement for a school district for non-certified employees. Vehicle

2. For what purpose is the CORI going to be used (“need to know”)?
 - a. If the CORI is to be used for a criminal investigation, both state and local CORI may be released.
 - b. If the CORI is to be used for employment, licensing or certification purposes, except as allowed by statute, only local CORI may be released. The agency must submit applicant fingerprint cards and a processing fee to DOJ to obtain state CORI for these purposes. (Refer to Penal Code Section 11105.03 and Education Code Section 35021.1.)
 - c. If the CORI is to be used for a civil lawsuit, a court order must be issued that describes the state or local CORI that is required.
3. When *both* “right to know” and “need to know” have been established, information describing the release of CORI should be entered on the CORI Release Log.

The log provides an audit trail for the release of CORI. The log must be retained for at least three years.

Information on the log should include:

- a. requestor’s name and agency,
- b. date of release,
- c. type of CORI released,
- d. how data was transmitted (e.g., by telephone, by letter or in person), and
- e. name of person releasing CORI.

NOTE: *Out-of-state CORI obtained through NLETS must be protected and released under the same procedures as California CORI.*

If you have any questions regarding the release of state or local CORI, contact DOJ, Audits and Records Security at 916-227-3460.

A model directive for release of CORI is provided in the Model Directives Section, pages C-1 through C-5.

Figure III-6

Employee/Volunteer Statement Form

**Use of Criminal Justice Information and
Department of Motor Vehicle Record Information**

As an employee of _____ Department, you may have access to confidential criminal records, criminal history information and/or Department of Motor Vehicle record information which is controlled by statute. This information regarding individuals may be local, county, state or federal in origin. Misuse of such information may adversely affect an individual's civil rights and violates the law.

Penal Code Section 502 prescribes the penalties relating to computer crimes. California Vehicle Code Section 1808.45 prescribes the penalties relating to misuse of Department of Motor Vehicle record information.

Penal Code Sections 11105 and 13300 identify who has access to criminal history and record information, and under what circumstances it may be released. Penal Code Sections 11141-11143 and 13302-13304 prescribe penalties for misuse of criminal history information. Government Code Section 6200 prescribes the felony penalties for misuse of public record and CLETS information. Penal Code Sections 11142 and 13303 state:

“Any person authorized by law to receive records or information obtained from a record who knowingly furnishes the record or information to a person not authorized by law to receive the record or information is guilty of a misdemeanor.”

Any employee who is responsible for such misuse is subject to immediate dismissal. Violations of this law may also result in criminal and/or civil action against the employee.

**BY MY SIGNATURE BELOW, I CERTIFY READING AND UNDER-
STANDING THE _____ DEPARTMENT'S POLICY
REGARDING MISUSE OF CRIMINAL RECORD INFORMATION AND
DEPARTMENT OF MOTOR VEHICLE RECORD INFORMATION.**

Signature: _____ Date: _____



LICENSING FILES

Licensing files are those kept in fulfillment of licensing responsibilities as established by statutes and ordinances. Examples of licensing files are:

- concealed weapons permits,
- secondhand dealer licenses,
- bingo permits,
- alarm permits,
- taxicab permits, and
- masseuse permits.

These files contain personal worth and financial data necessary to determine if a license or permit is to be granted. Data containing statements of personal worth or financial data required by a licensing agency is exempt from public inspection under Government Code Section 6254(n).

REGISTRANT FILES



Registrant files are those files created when a subject reports for registration under Penal Code Section 290 (sex offender), Health and Safety Code Section 11590 (drug offender), and Penal Code Section 457.1 (arson offender). These files contain criminal offender record information. They are subject to release under the requirements outlined in the section on criminal offender record information.

CITATIONS

There is no specific statute governing the release of traffic citations. Accepted practice is to consider traffic citations as court records. Adult court records are public records and can be released pursuant to the Public Records Act. Juvenile court records are subject to the County T.N.G. court order for juvenile records.

WARRANTS

There is no specific statute governing the release of misdemeanor warrant information. Accepted practice is to consider misdemeanor warrants to be court records and, therefore, public records that can be released pursuant to the Public Record Act.

Penal Code Section 168 prohibits the release of information related to felony arrest warrant and search warrant under certain circumstances.

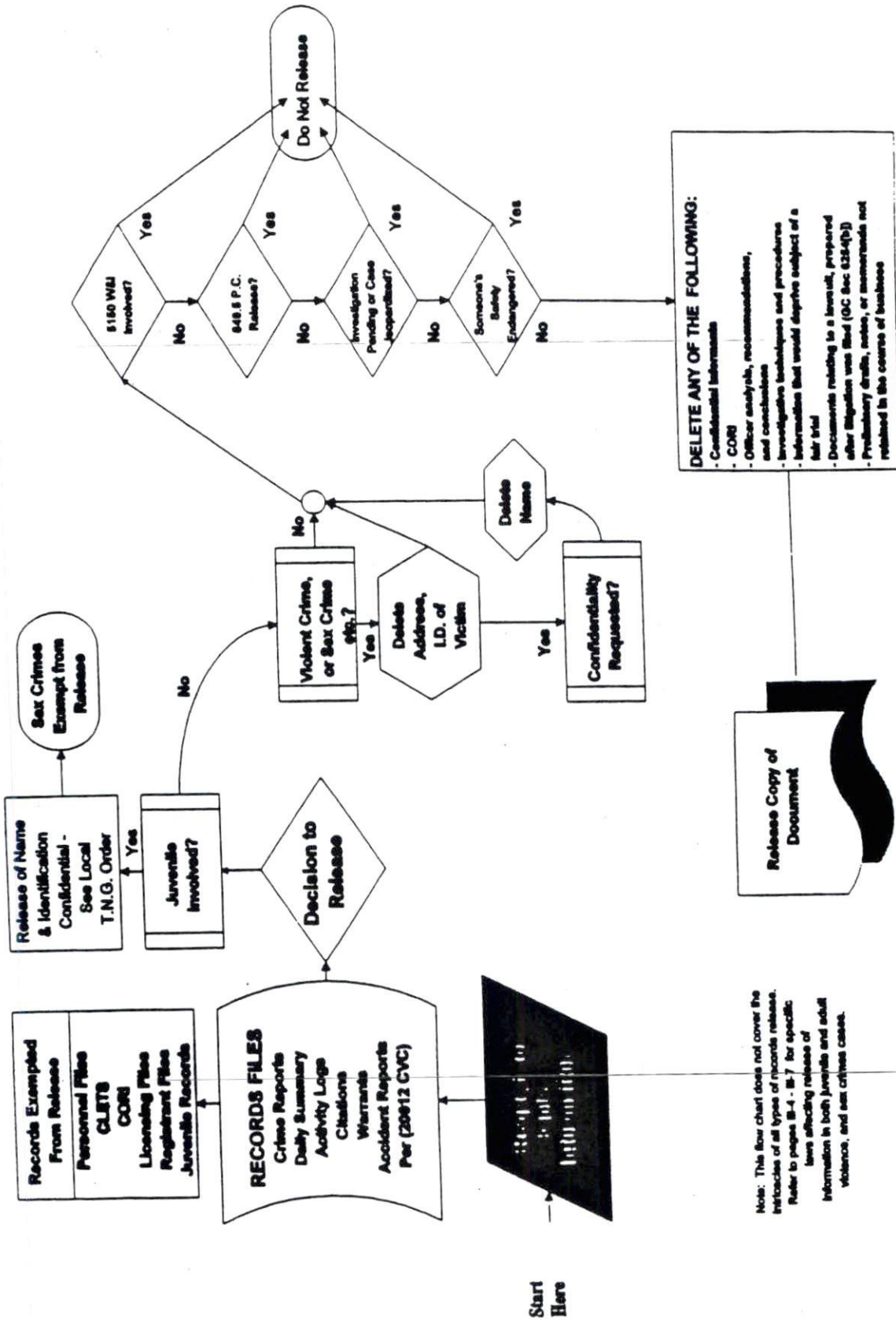
“...Search warrant or warrant of arrest for felony; disclosure prior to execution; punishment:

- (a) Every district attorney, clerk, judge or peace officer who, except by issuing or in executing a search warrant or



Figure III-8

PUBLIC INFORMATION RELEASE FLOW CHART



III. SECURITY OF INFORMATION

INTRODUCTION

There is often confusion when dissemination and security of information are discussed. These terms may seem mutually exclusive because the law requires law enforcement to provide information the public has the right to know and need to know. At the same time, law enforcement must withhold information if the release would jeopardize an individual's right to privacy, the safety of an informant or the successful outcome of an investigation. It is the responsibility of a law enforcement agency to allow the public access to certain information. Records personnel must be aware of and apply the legal exemptions to the release of information. It is not the intent of the exemptions to shield information from legitimate scrutiny. Exemptions should not be used to avoid possible litigation. The prosecuting attorney should be consulted regarding release and discovery in criminal cases.

Each law enforcement agency should develop a written policy for record disclosures. The agency's legal counsel should review the draft policy before it is adopted.

Records managers have many types of records within their control. These records are subject to some limited access as outlined in the law which deals with each type of record. The records manager must understand which records *must* be released and when records *may* be released. This section will discuss each type of record and cite the legal parameters which authorize or exempt its release.

RECORDS SUBJECT TO LIMITED ACCESS

- Crime and Incident Reports
- Juvenile Records/T.N.G. Orders
- Accident Reports
- Personnel Files
- Information Received from CLETS
- Criminal Offender Record Information (CORI)
- Licensing Files
- Registration Files
- Citations
- Warrants
- DMV Information
- Other Agency Documentation/Medical Reports

- d. Date and time of report.
- e. Victim's name and age. Victims of specific abuse and sex crimes (see Exemptions to Release, 1.b. on page III-5) or their parents or guardians (if the victim is a minor) may request that this data be withheld.
- f. Factual circumstances surrounding the crime or incident.
- g. General description of any injuries, property or weapons involved.

2. Arrestees

- a. Full name, current address and occupation of every individual arrested by the agency.
- b. Date of birth and physical description (sex, height, weight, color of eyes and hair).
- c. Date and time of arrest.
- d. Location of arrest.
- e. Factual circumstances surrounding arrest.
- f. Date and time of booking.
- g. Amount of bail.
- h. All charges, including warrants and parole or probation holds.
- i. Location where arrestee is being held.
- j. Time and manner of release.

3. Crime Reports – shall be released to the victim of an incident or an authorized representative thereof; an insurance carrier against which a claim has been or might be made; and any person suffering bodily injury or property damage or loss as the result of the incident caused by arson, burglary, fire, explosion, larceny, robbery, vandalism, vehicle theft or a crime as defined by subdivision (c) of Government Code Section 13960.

Exemptions to the Release of Information

In order to balance the individual's right to privacy with the public's need for information, certain exemptions to the release of information are specified in Government Code Section 6254 or interpreted by court decision.

These exemptions include:

1. Withholding disclosure of names, addresses and identifying information of:
 - a. Juveniles (under 18 years of age) – *Wescott v. Yuba County* (104 CAL APP 3d 103 and *T.N.G. v. San Francisco Superior Court* [4c 3d 767]).

NOTE: It is recommended that the definition of "juvenile" be verified with the juvenile court judge of your county. The exemption of release of information may pertain to all juveniles or only juveniles arrested, detained or listed as suspects. Under *Wescott v. Yuba County*, the determination of the Appellate Court is that all juveniles are under the protection of this decision. Therefore, all identifying juvenile information contained in a report is available for public release only if the County's T.N.G. Order authorizes such release. The presiding juvenile court judge issues the county's T.N.G. Order.

- b. Upon request, adult victims of any crime defined by Penal Code Sections 220, 261, 262, 264, 264.1, 273a, 273d, 273.5, 286, 288, 288a, 289, 293, 293.5, 422.6, 422.7, 422.75, or 646.9, or their parents or legal guardians (if the victim is a minor), may request that their names be withheld in addition to address and identifying data – Government Code Section 6254(f)(2). Pursuant to Penal Code Sections 293 and 293.5 the officer must document that confidentiality was offered to the victim, and the victim's response.

Figure III-1, page III-6, is an example of a controlled document.

- c. Confidential informants – Government Code Section 6254(f).
 - d. Individuals taken into custody under Welfare and Institutions Code Section 5150 (dangerous or gravely disabled persons) – Government Code Section 6254(c).

2. No law enforcement officer or employee of a law enforcement agency shall disclose to any arrested person, or to any person who may be a defendant in a criminal action, the address or telephone number of any person who is a victim or witness in the alleged offense (Penal Code Section 841.5). This section does not affect the release of information contained in an accident report.
 - a. The defendant may obtain necessary information through the discovery process.
 - b. The *attorney* for a client may obtain the address and telephone number of victims and witnesses where the client may be a defendant in a criminal action in the alleged offense.
3. Criminal offender record information – *Younger v. Berkeley City Council* (1975).
4. Information that may endanger the safety of a witness or other person involved in the investigation – Government Code Section 6254(f).
5. Information that may jeopardize an investigation, related investigation or law enforcement proceedings – Government Code Section 6254(f).
6. Any portion of a report which reflects the analysis, recommendation or conclusion of the investigating officer – Government Code Section 6254(f).
7. Confidential information provided only by a confidential source – *South Coast Newspapers, Inc. v. City of Oceanside* (1984).
8. Information that may disclose investigative techniques and/or procedures – *South Coast Newspapers, Inc. v. City of Oceanside* (1984).
9. Information that may deprive a person of a fair trial – *South Coast Newspapers, Inc. v. City of Oceanside* (1984).
10. Preliminary drafts, notes or memoranda which are not retained in the ordinary course of business – Government Code Section 6254(a).

- (b) The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request.
- (c) The need for consultation, which shall be conducted with all practicable speed, with another agency having substantial interest in the determination of the request or among two or more components of the agency having substantial subject matter interest therein..”

Refusal of a Request to Provide Copies

A law enforcement agency may lawfully refuse to furnish a copy of an arrest or complaint report requested by the person who has provided the information contained in the report; however, the agency must make public certain information contained in such reports. (Attorney General’s Opinion [1982]/Government Code Section 6254, this concept is more easily understood if the record is *not* described as the “subject’s record” but rather as “the agency’s record *about* a subject.” Agencies must establish an agreement with the district attorney regarding release of criminal report/investigation information (Proposition 115).

Fees

Government Code Section 6253(b), permits a public agency to charge a fee that covers the direct costs of duplication of copies of non-exempted information or a statutory fee, if applicable.

Most fees for services established by law enforcement agencies are set by the local legislative body by resolution (City Council or Board of Supervisors); however, recent court decisions limit the fees allowable. Any agency should consult with its legal counsel if challenged.

Fees for report copies are usually determined by conducting a materials, equipment and time-in-motion study. An evaluation is made of the steps required to produce a copy, the steps are timed and an average is computed for the time required to provide a copy of an average report. This time, multiplied by the applicable salary of involved employees, determines the cost of each copy. This cost may be used as a fee recommendation to the agency head and to the legislative body.

File Security and Audit

Generally, access to and release of information from reports and other files should be limited to the records custodian and staff of the Records Section. This limited access is recommended because:

that a response to a written public request shall be in writing if it is determined that the request is denied, in whole or in part. Ms. [redacted] suggested that even if a request is denied it is always best to respond in writing if the request is denied in whole or in part. The "10-day" rule cannot be used as a delay tactic. There can be no delay in permitting inspection of public records.

In September of 2001 Assembly Bill 1014 was added to the CPRA. Section 6253.1(a) states that when a member of the public requests a public record, the public agency must assist the member of the public to make a focused and effective request that reasonably describes an identifiable record, to the extent reasonable under the circumstances. The agency must do the following:

1. Assist the member of the public to identify records and information that are responsive to the request for the purpose of the request.
2. Describe the information technology and physical location in which the records exist.
3. Provide suggestions for overcoming a practical basis for denying access to the records or information sought.

The requirements of 6253.1(a) shall be deemed to have been satisfied if the public agency is unable to identify the requested information after making a reasonable effort to elicit additional clarifying information from the requestor that will help identify the record.

Not everything that is stored in a computer is a public record, especially in Law Enforcement. Law Enforcement is very unique because most of the computer databases are linked into confidential and otherwise privileged information. Section 6253.9 dictates that unless otherwise prohibited by law, any agency that has information that constitutes an identifiable public record not exempt from disclosure that is in electronic format shall make that information available when requested and shall comply with the following:

- The agency shall make the information available in any electronic format in which it holds the information.
- The agency shall provide a copy of an electronic record in the format requested if the requested for-

mat is one that has been used by the agency to create copies for its own use or for provision to other agencies. The cost of duplication shall be limited to the direct cost of producing a copy of a record in an electronic format (i.e. diskette).

- The requestor shall bear the cost of producing a copy of the record, including cost to construct a record, and the cost of programming and computer services whenever:
 - The public agency would be required to produce a copy of an electronic record that is only produced at otherwise regularly scheduled intervals.
 - The request would require data compilation, extraction, or programming to produce the record.
 - Nothing in this section shall be construed to permit an agency to make information available only in an electronic format.
 - There is no requirement to release an electronic record if its release would jeopardize or compromise the security or integrity of the original record or of any proprietary software.

Remember that the Act allows access to copies of records held by the government, it does not compel the assemblage or creation of new records from disparate sources of information.

Copy cost is a big area of litigation. Section 6253(b) states that a requestor may be charged either a statutory fee or the direct cost of duplication. A statutory fee is one expressly established pursuant to a statute. It generally refers to state or federal legislation not an "ordinance". The direct cost of duplication means the cost of running the copying machine and conceivably also the expense of the person operating it. It does not include the task of retrieval, inspection, and handling. There is no fee-charging authority for mere inspection of a record.

The most frequently used exemptions are as follows:

1. Preliminary and temporary drafts, notes and memoranda
2. Pending litigation documents
3. Private personal information
4. Investigative, security and intelligence information

5. Privileged and otherwise confidential information
 6. The public interest balancing test
- Section 6254(f) protects crime reports, investigative files, intelligence files, security procedures (except: crime reports may be released to victim, victim's representative or insurance company suffering a loss)

The following information may be withheld or redacted:

- Names/addresses of confidential informants
- Any information that might endanger the safety of a witness or person involved
- Any information that might endanger the successful completion of the investigation or related investigation
- The investigator's analysis or conclusion

Government Code Section 6254(f)(1) states that the following information shall be made public, except to the extent that disclosure would endanger the safety of a person involved in the investigation or would endanger the successful completion of the investigation:

This section does not authorize the release of the actual arrest report, however, it does authorize the release of the following arrest information:

- Full name and occupation
- Date of birth
- Color of eyes and hair
- Sex, height and weight
- Time and date of booking
- Location of arrest
- Factual circumstances surrounding the arrest
- The amount of bail set
- The time and manner of release or the location where the individual is currently being held
- All charges the individual is being held upon
- Any outstanding warrants or parole or probation holds

Government Code Section 6254(f)(2) covers specified crime/calls for service—subject to the restrictions of Penal Code 841.5 may release the following information: Time, substance, and location of all complaints or requests for assistance received by an agency and the time and nature of the

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response thereto, including the name and age of the victim, the factual circumstances surrounding the crime or incident, and a general description of any injuries, property, or weapons involved. **Caveat:** The name of a victim of any crime defined by Section 220, 261, 261.5, 262, 264, 264.1, 273a, 273d, 273.5, 286, 288, 288a, 289, 422.6, 422.7, 422.75 and 646.0 of the penal code may be withheld at the victim's request. It may also be withheld at the request of the victim's parent or guardian if the victim is a minor.

The following are the exceptions to the above section of 6254(f)(2):

- PC 841.5 prohibits the release of victim or witness phone/address to an arrested person or any person who may be a defendant in the alleged offense
- 293 admonishments (only the DA can have)
- No addresses shall be released in any sex, hate, and/or domestic violence records
- Article 1, Section 1 (privacy, medical, confidential informant information)
- Phone numbers
- Confidential informants
- Juveniles under the age of 18
- 5150 WIC

The address of an arrested person and the address of the victim of a crime is not a public record. However, Government Code Section 6254(f)(3), subject to the restrictions of Section 841.5 of the Penal Code, states that if a requester declares under penalty of perjury that their request is being made for a scholarly, journalistic, political, or governmental purpose, they will be entitled to the information.

Section 6254(k) basically means, in effect, that any such confidentiality law automatically constitutes an exemption from disclosure under the PRA. Examples of confidentiality rules are as follows:

- 827 WIC - Juvenile Information
- 11167.5 PC - Child abuse reports
- 20012 VC - Traffic Reports
- 15633 WIC - Elder Abuse
- 11105 PC - State Summary Criminal Information
- 13300 PC - Local Summary Criminal Information
- 832.7 PC - Peace Officer Personnel Files

This training was not meant to be as comprehensive as the POST PRA Course, but Ms. Coleman's training was extensive in its presentation as an overview of the Public Records Act. It was a pleasure to have Ms. Coleman as a guest speaker. ■



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[TITLE 5](#) > [PART III](#) > [Subpart H](#) > [CHAPTER 91](#) > [Sec. 9101.](#)

Sec. 9101. - Access to criminal history records for national security and other purposes

(a)

As used in this section:

(1)

The term "criminal justice agency" means

(A)

any Federal, State, or local court, and

(B)

any Federal, State, or local agency, or any subunit thereof, which performs the administration of criminal justice pursuant to a statute or Executive order, and which allocates a substantial part of its annual budget to the administration of criminal justice.

(2)

The term "criminal history record information" means information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, indictments, informations, or other formal criminal charges, and any disposition arising therefrom, sentencing, correction supervision, and release. The term does not include identification information such as fingerprint records to the extent that such information does not indicate involvement of the individual in the criminal justice system. The term does not include those records of a State or locality sealed pursuant to law from access by State and local criminal justice agencies of that State or locality.

(3)

The term "classified information" means information or material designated pursuant to the provisions of a statute or Executive order as requiring protection against unauthorized disclosure for reasons of national **security**.

Search this title:

[Notes](#)
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[Parallel authorities \(CFR\)](#)
[Topical references](#)

**CHINO POLICE DEPARTMENT
RECORDS TRAINING
PART I & PART II OFFENSES
TEST**

1. NAME FOUR PART I CRIMES (PART I OFFENSES)

2. NAME FOUR PART II CRIMES (PART II OFFENSES)

3. A SUBJECT IS ARRESTED FOR 594 PC, 14601.1(A) VC WARRANT,
10851(A) VC, 211 PC AND 273.5(A) PC.

LIST THE OFFENSES IN ORDER OF HIERARCHY:

LIST THE FELONIES:

LIST THE MISDEMEANORS:

4. EXPLAIN THE TERM "DUI"

5. EXPLAIN THE DIFFERENCE BETWEEN FORCED AND UNLAWFUL ENTRY

6. YOU HAVE 3 REPORTS TO HANDLE: A FELONY ARREST IN CUSTODY, A GTA, AND A RECOVERED GTA. ACCORDING TO PRIORITIES, WHICH WOULD YOU HANDLE 1ST, 2ND, AND 3RD?

**CHINO POLICE DEPARTMENT
RECORDS TRAINING
MISC TEST QUESTIONS**

1. Explain the procedure for calling in sick.

2. What is the address and phone number of City Hall?

3. What is the address and phone number of Chino Police Department?

4. What is the address and phone number of Chino Superior Court?

5. Who is the chief executive of this department?

6. The Records Bureau falls under what division?

7. You have a complaint about a co-worker. To whom would you report it?

8. Explain the chain of Command.

9. You lost your department identification card. What should you do?

10. Where would you look to find information on appropriate office attire?

11. A friend of one of your co-workers calls for their home phone number.
Can you give it out?

12. Where are the circuit breakers located for Records?

13. How do you transfer a call received in Records to another bureau or
division?

14. Whom do you call when the SBSO CLETS goes down?

15. Hit confirmations require a response within how many minutes?

- 20 minutes
- 5 minutes
- 15 minutes
- 10 minutes

16. Confiscated drivers licenses are sent to:

- DOJ – Records Security
- DMV
- FBI
- None of the above

17. The following type of convicted offenders must register with the department having jurisdiction over their residence:

- Convicted Sex Offender
- Convicted Drug Offender
- Convicted Arson Offender
- All of the above

18. What is the purpose of validating NCIC file entries?

19. How often are validations done?

20. Who can request a criminal history inquiry?

21. What is the purpose of the "Second Party Verification" of all entries into CLETS database?

22. An individual calls on the information telephone line reporting a crime in progress. What will you do with the call?

23. An individual at the counter is verbally abusive and refuses to listen to you. What will you do?

24. Inaccurate and invalid CJIS records may result in:

- Inappropriate action being taken against an innocent person
- Jeopardize a peace officer's safety
- All of the above
- None of the above

25. Stolen, lost or recovered vehicle parts (with serial numbers) must be entered in the SVS or the Automated Property System (APS).

- True
- False

26. Agencies are required to enter a missing person record into MUPS even if the person is found before the entry is made.

- True
- False

27. California Penal Code 14210 requires all law enforcement agencies to accept any person who is attempting to make a report of a missing person or runaway.

- True
- False

28. A DOJ STOP displays on the DMV vehicle registration file records:

- Whenever a vehicle is entered into SVS as stolen
- When a vehicle is entered as stolen with the LIC and VIN and the information matches the DMV record
- When a vehicle is entered into SVS as stolen by VIN only – no plates

29. Information obtained via CLETS regarding DMV records are public records and can be released upon written request.

- True
- False

**CHINO POLICE DEPARTMENT
RECORDS TRAINING
PART I & PART II OFFENSES
TEST ANSWERS**

1. NAME FOUR PART I CRIMES (PART I OFFENSES)

(ANY FOUR: homicide, rape, robbery, assault, burglary, larceny or theft, motor vehicle theft, and arson)

2. NAME FOUR PART II CRIMES (PART II OFFENSES)

(ANY FOUR: Forgery, Fraud, Embezzlement, Vandalism, Carry/Possess Weapons, Prostitution, Sex Offenses, Drug Abuse Violations, Gambling, DUI, Drunkenness, Curfew, Loitering, etc)

3. A SUBJECT IS ARRESTED FOR 594 PC, 14601.1(A) VC WARRANT, 10851(A) VC, 211 PC AND 273.5(A) PC.

LIST THE OFFENSES IN ORDER OF HIERARCHY:

*211 PC
273.5(A) PC
10851(A) VC
594 PC
14601.1(A) VC WARRANT*

LIST THE FELONIES:

*211 PC
273.5 (A) PC
10851(A) VC
594 PC*

LIST THE MISDEMEANORS:

594 PC
14601.1(A) VC WARRANT

4. EXPLAIN THE TERM "DUI"

Driving Under the Influence of drugs or alcohol

5. EXPLAIN THE DIFFERENCE BETWEEN FORCED AND UNLAWFUL ENTRY

◆ *Forced entry is using any kind of force to enter without having the right to enter.*

◆ *Unlawful entry is entering without the right to enter, even if the door is open.*

6. YOU HAVE 3 REPORTS TO HANDLE: A FELONY ARREST IN CUSTODY, A GTA, AND A RECOVERED GTA. ACCORDING TO PRIORITIES, WHICH WOULD YOU HANDLE 1ST, 2ND, AND 3RD?

1 ST	GTA
2 ND	RECOVERED GTA
3 RD	FELONY IN CUSTODY

**CHINO POLICE DEPARTMENT
RECORDS TRAINING
MISC TEST QUESTIONS**

1. Explain the procedure for calling in sick.

You call your supervisor. If you are unable to contact your supervisor, call the watch commander. If the watch commander is not available, leave a message with Dispatch to notify the watch commander and/or your supervisor.

2. What is the address and phone number of City Hall?

13220 Central Avenue (909) 334-3250

3. What is the address and phone number of Chino Police Department?

13250 Central Avenue (909) 591-9873

4. What is the address and phone number of Chino Superior Court?

13260 Central Avenue (909) 356-5337

5. Who is the chief executive of this department?

Chief Gene Hernandez

6. The Records Bureau falls under what division?

Technical Services Bureau

7. You have a complaint about a co-worker. To whom would you report it?

You report your complaint to your supervisor.

8. Explain the chain of Command.

Rank from low to high. If there is a problem that you cannot resolve with your immediate supervisor, bring it to his/her supervisor, and on up as required.

9. You lost your department identification card. What should you do?

You notify your supervisor immediately and contact the Training & Background for a replacement.

10. Where would you look to find information on appropriate office attire?

The Chino Police Department Operation Manual

11. A friend of one of your co-workers calls for their home phone number. Can you give it out?

No. You can take a message for your co-worker.

12. Where are the circuit breakers located for Records?

The circuit breakers are located across from the admin conference room.

13. How do you transfer a call received in Records to another bureau or division?

*While you have the caller on the line, press the **Trans** button on your phone, dial the extension, and press the **Trans** button again.*

14. Whom do you call when the San Bernardino County CLETS goes down?

You call the San Bernardino County Customer Support Services. The phone number is taped to the top of the computer terminal.

15. Hit confirmations require a response within how many minutes?

- 20 minutes
- 5 minutes
- 15 minutes
- 10 minutes

16. Confiscated drivers licenses are sent to:

- DOJ – Records Security
- DMV
- FBI
- None of the above

17. The following type of convicted offenders must register with the department having jurisdiction over their residence:

- Convicted Sex Offender
- Convicted Drug Offender
- Convicted Arson Offender
- All of the above

18. What is the purpose of validating NCIC file entries?

It is a quality control task mandated by the State Department of Justice to assure accurate entries.

19. How often are validations done?

Monthly

20. Who can request a criminal history inquiry?

The case investigator and the DA

21. What is the purpose of the "Second Party Verification" of all entries into CLETS database?

To assure the highest quality of data entry by our agency which is also mandated by DOJ.

22. An individual calls on the information telephone line reporting a crime in progress. What will you do with the call?

You transfer the call to Dispatch.

23. An individual at the counter is verbally abusive and refuses to listen to you. What will you do?

You ask your supervisor for assistance. If your supervisor is unavailable, you ask the watch commander.

24. Inaccurate and invalid CJIS records may result in:

- Inappropriate action being taken against an innocent person
- Jeopardize a peace officer's safety
- All of the above
- None of the above

25. Stolen, lost or recovered vehicle parts (with serial numbers) must be entered in the SVS or the Automated Property System (APS).

- True
- False

26. Agencies are required to enter a missing person record into MUPS even if the person is found before the entry is made.

- True
- False

27. California Penal Code 14210 requires all law enforcement agencies to accept any person who is attempting to make a report of a missing person or runaway.

- True
- False

28. A DOJ STOP displays on the DMV vehicle registration file records:

- ◆ Whenever a vehicle is entered into SVS as stolen
- When a vehicle is entered as stolen with the LIC and VIN and the information matches the DMV record
- When a vehicle is entered into SVS as stolen by VIN only – no plates

29. Information obtained via CLETS regarding DMV records are public records and can be released upon written request.

- True
- ◆ False

CHINO POLICE DEPARTMENT RECORDS TRAINING CHECKLIST

Auxiliary Functions	Trainer Task/Material Demonstrated By Trainer	Trainee Knowledge/Ability Demonstrated By Trainee	Trainer Proficiency Achieved
WEEK 8			
Services			
Counter Services			
Ride-A-Long(Run L1)			
Permits & Licenses (Bicycle Licenses/Parking Permits)			
ABC Letters (Alcohol Beverage Control)			
Repo Fees			
Clearance Letters			
Parking Cite Appeals			
Court Ordered Booking			
Subpoena Service/Subpoena Fax Call Off			
Press Log			
Megan's Law			
Explorer Meetings			
Mail Distribution			
Matron Duty			
Collecting Urine			
Pat-Down Search			
Stand-by with female arrestee			
Residential Security Check			
Other Duties as Assigned			
Training			
Updating Manuals			
Maintaining Desk References			
Additional Duties			
Front Door Security(Emergency Lock Down)			
Monthly NCIC Audit			
Monthly DOJ/CHP Mailing			
Study Guide for Week 8			
CLETS NCIC Workbook			

MISC SERVICES

Ride-A-Long - A Chino resident, a city applicant, an employee's friend or family member may ride with an officer as a guest or an observer. The participant will fill out a Police Ride-Along Application and agrees to the rules, which is listed, on the back of the App. Records personnel will run the participant's driver's history, attached the printout to the application and turns it in to the Watch Commander (W/C). If requested by the W/C, Records personnel will run the criminal history (RAP) of the participant.

Permits & Licenses:

Parking Permits – Chino Residents who live near or around Chino High School or Don Lugo High School may need a parking permit to park on their street. Map of the streets affected, instructions, and applications are in the Parking Permit File. Check the fee schedule for fees.

Bicycle Licenses –Chino Residents who ride their bikes within the city limits require their bikes to be licensed. There is a small fee for renewals and new applicants. Check the fee schedule. The applications are in the supply drawer located in the north side of Records.

ABC Letters - Businesses/Property owners' serving/charging alcohol in an event such as a Rodeo, a party, etc will have to apply for a license from Alcohol Beverage Control. The applicant will pay a fee with the City of Chino (city hall) and brings his receipt and application to the Police Department. The HR Specialist processes the requests.

Repo Fees – If the vehicle was repossessed in the City of Chino, the registered owner will pay a State Repo Fee of \$15 with the Police Department. Records personnel will issue a receipt and the registered owner will take the receipt to the Legal Owner.

Clearance Letters – Current and former residents of Chino may request a records check. A Clearance or Passport letter states there is no criminal record on file for the subject. Check the fee schedule for fees. The letters are located in the Forms drawer.

Parking Citation Appeals – A person who receives a parking citation may request his/her citation dismissed by filling out a Parking Administration – Request for Violation Review – An example is when the disabled placard was improperly displayed and was overlooked or the vehicle that is currently registered has no current tabs on the license plate and it has been cited for 4000(a)- unregistered vehicle.

Court Ordered Booking – When an officer checks the booking required on an arrestee's citation, the arrestee must appear for booking on a Monday or Friday at Chino Police Department between the hours of 10:00 am and 4:00 pm prior to his/her court appearance date. Records personnel will book the subject by taking his photograph and fingerprints. Refer to the Court Ordered Booking procedure.

Subpoena Service – Detective Secretary handles Subpoenas for officers. Records personnel handle the civil subpoenas that are handed over the counter. Refer to the Subpoena manual located at the front counter.

Voluntary Gun Registration – Refer gun registrations to the gun shops. The gun shops send the registrations directly to DOJ.

Pawn, Buys, Consignments – Pawnshops will bring in completed paperwork of articles pawned/bought to the Police Department. Records personnel will forward the paperwork to Crime Analysis.

Press Log – Members of the press and/or the public, on occasion, will request to see the Police Department's daily log of calls. Calls for service information are public records. A book is located at the front counter for public viewing.

Explorer Meetings – Meetings are held the first Tuesday of every Month. The applicants may sit down in our lobby until an Explorer comes and meet the applicants.

Mail Distribution – Records Clerk Typists handle the mail distribution.

Matron Duty – When a male officer arrests a female subject and there is no female officers available, the officer may ask a Records Technician to collect a urine sample for drug or alcohol test, (always wear gloves), do a pat-down search for drugs or weapons, (always wear gloves), or just to stand by with the female subject.

Vacation House Checks – When a Chino resident goes on vacation, the resident may request his/her property patrolled. Records personnel takes

the required information by filling out the Vacation House Check form and forwards the paperwork to the Community Support Team (CST) mailbox. A member of the CST patrols the property.

Other Duties as Assigned - Members of the Records Bureau are responsible for updating/maintaining the Records manuals, desk references, ordering/stocking supplies (records & report writing room), and training/educating (the public, officers, co-workers).

Front Door Security – On a rare occasion, we may lock the front doors down. Some of the examples would be: 1. An officer or a detective will ask to have the front doors lock down because he sees a subject who is a suspect in a crime. 2. A domestic violence victim (or any victims) afraid of the perpetrator following the victim. The lockdown switch is clearly marked located at the front panels on the north/east side of Records.

NCIC Audit/DOJ/CHP mailing – Vehicles, firearms, restraining orders, missing persons and articles entered into the NCIC database are audited monthly. DOJ will send the Records Bureau a printout of items to validate and the Records Supervisor will assign a Records Tech to handle the validation. This assignment is rotational. The Records Tech will also mail the Traffic Reports to CHP and the Dispos, Registrant cards, and other paperwork to DOJ.

020810/TC



**CITATION SIGN OFF
TRAINING**

January 2017



PARKING CITATIONS

- What type of parking citation do we sign off?
 - The only parking citations we sign off are for VC 4000(a)(1)
 - We do not sign off any other violation on a parking citation
- Who can sign them off?
 - A Records Supervisor or the Traffic Technician
- PSO's, officers, etc CAN'T sign off -
- Can we sign off other agencies parking citations?
 - No, it should be the issuing agency that signs off a parking citation

California Law Enforcement Telecommunications System (CLETS) Information Form

Important Notice: This form MUST NOT become part of the court file. It is confidential and private. It can be used by the court or law enforcement to enter a restraining order into CLETS or to locate the restrained person to serve a restraining order.

To the Protected Person: Complete this form. Ask the court clerk if the court will have your order entered into California's restraining order computer system. If the clerk says yes, give this form to the clerk. If the clerk says no, give both this form and your restraining order to your local law enforcement agency. That way, law enforcement officers can enforce your order.

What is the case number for your restraining order (if you know it)? _____

1 Protected Person (name): _____
Sex: [] M [] F Ht.: _____ Wt.: _____ Hair Color: _____
Eye Color: _____ Race: _____ Age: _____ Date of Birth: _____
(Mailing Address listed on restraining order) (City, State, Zip) (Telephone # [optional])
Vehicle (type, model, year): _____
Vehicle License #: _____

2 Restrained Person (name): _____
Description of that person: _____
Sex: [] M [] F Ht.: _____ Wt.: _____ Hair Color: _____
Eye Color: _____ Race: _____ Age: _____ Date of Birth: _____
(Residence Address) (City, State, Zip) (Telephone #)
(Workplace) (Occupation/Title) (Working Hours)
(Business Address) (City, State, Zip) (Telephone #)
Driver's License # and State: _____ Vehicle License #: _____
Vehicle (type, model, year): _____
Social Security #: _____
Describe any marks, scars, and tattoos: _____
Other names used by the restrained person: _____

3 Other Protected People
Table with columns: Name, Date of Birth, Sex, Race

Confidential—Do Not File in Court File

ACCEPTED BY _____
CLETS ENTRY _____
2nd PARTYCK _____

PARKING CITATIONS

- ✓ If the citizen meets all our requirements for us to sign off a their parking citations, now what do I do?
- The citizen will provide you with their parking citation and their valid registration
- You will run their license plate in CLETS and print out the 10-28
- You will give the above documents, along with a vehicle inspection form to the on-duty supervisor or traffic technician
- The supervisor/traffic tech will sign it off and you will return the citizens documents, along with the white copy of the vehicle inspection form to them. *yellow goes to supervisors*
- DO NOT GIVE OUT 10-28
- There is NO fee to the citizen for this

TRAFFIC CITATION SIGN OFFS

- If the citizen received a violation for VC 4000(a)(1) or 16028(a), a court clerk can sign off these citations
- If the citizen is adamant about having Chino PD sign off their citation, we will still charge them \$38

CITATION RETENTION PERIOD

- The retention period for parking and traffic citations is 2 years, plus the year you're in
- If a citizen requests a citation and it is past this time frame, seek advice from a supervisor and they will determine if they can obtain a copy

Date:

To Whom It May Concern:

This Letter is to certify that a search has been made of the Criminal Records Files of the Chino Police Department using *name, date of birth, and address* information only.

As a result of that search, no record has been discovered under the following Information provided

Name:

Date of Birth:

Address:

It is understood by all parties that this *letter is for passport clearance purposes only*, and *does not constitute personal identification for the bearer*, nor does it imply any personal recommendation or statement of character by the Chino Police Department.

Miles Pruitt
Chief of Police

By:

Records Technician



To Whom It May Concern:

California Penal Code Sections 13300 and 11105 address the concerns of the public regarding their need to prove or disprove the existence of a criminal history record for purposes of immigration or naturalization. Section 13300 states that a local law enforcement agency *may* furnish local summary criminal information for this purpose. Local law enforcement agencies are *not required* to do so.

This is to certify that the Chino Police Department *does not provide* local clearance letters for the purposes of immigration or naturalization. Section 11105 of the California Penal Code provides for the California Department of Justice (DOJ) to furnish this information. Requesters will be so referred. DOJ has established an information line to offer direction for obtaining these types of clearance letters. That number is (916) 227-3832.

Should the Immigration and Naturalization Service (INS) require copies of police reports, those copies will be provided to them upon receipt of their written request. The agency should address their requests to Chino Police Department, Attn: Records Bureau, 5450 Walnut Avenue., Chino, CA 91710.

Sincerely,

Karen Comstock
Chief of Police

Records Supervisor



Residential Security Check Module

Used to execute residential checks for residents of Chino
Assignment: Universal

1. Access the Vacation Check Module

- Locate and click the Specialized tab at the top left corner of your RMS home screen
- Click on "Residential House Check under" the "Other" heading

The following screen will appear:

The screenshot shows a web browser window titled "Residential Security Check [Initia...". The form includes the following fields and controls:

- Agency: [] Security #: [] 0 App Date: [/ /] [: :]
- Page 1 | Page 2 | Type: [] Sys #: [] 0
- Name: [] Race: [] Sex: [] DOB: [/ /] Age: []
- Address: [] [] [] Hm Phone: [- -]
- City: [] Of: []
- Lea: [] :: Retur: [] :: Emg: [] Alarm Syst: [] Lights on Timer?: []
- Local Contact: [] Alarm Comp: []
- Cars Pres: [] Animal Pre: []
- Auth Pers / Key Loc: [] No: []
- Letter: []
- Navigation buttons: Previous, Next, Add, Duplicate, Delete, Search, View, Exit

Note: Remember, yellow signifies required fields. Only some of the above fields are required by RMS. However, Records has deemed all yellow fields above required.

2. Data Entry

- Select ADD and proceed with completing fields.
- Tab past the DOB to NAME CANDIDATE. If the person *certifiably* exists in the system, USE the name. If the name does not exist, build a new Master Name Record
- Officer field should reflect the individual taking the request via phone
- Refer to examples below for assistance in completing remaining fields

Completed data (Page 1)

Residential Security Check [Add]

Agency CPD Security # 0 App Date 08/22/2014

Page 1 Page 2 Type Sys # 0

Name
Add
City
Leaving
Local C
Cars P
Auth Pe
/ Key L
Letter

Previous Next Save Duplicate Delete Search View Cancel

Completed data (Page 2)

Residential Security Check [Add]

Agency CPD Security # 0 App Date 08/22/2014

Page 1 Page 2 Type Sys # 0

Enter Rear Yard YES

Geo Info
Zone 1 Tract 12
District CPD Neighbhd
ReportArea 27 SubDivsn
Geo X 665051100 Y 183307025

Officer Assignment
Bureau Division
Unit Team

Audit Info
Add / / : :

Letter

Previous Next Save Duplicate Delete Search View Cancel

- Once data entry is complete, select SAVE to finish and route to CST.



Bicycle Registration Module

Used to register or renew bicycles with owner, license, and description information
Assignment: Front Desk

Adding a new Bike Registration Record

1. Access the Bike Registration Module:
 - Click on the "Specialized" tab
 - Bike registration will be under the header labeled "Other"
2. Create a Bike Registration record:
 - Click Add

The screenshot shows the 'Bike Registration [Initial]' window. At the top, there are icons for a bicycle, a home button, a search icon, a user icon, a printer icon, and a refresh icon. The title bar reads 'Bike Registration [Initial]'. Below the title bar, there are two buttons: 'Tracking' and 'Report'. The form fields are as follows:

- Sys ID:
- Agency:
- Lic#:
- Reg Date:
- Exp Date:
- OAN:
- Owner:
- Race:
- Sex:
- Age:
- Addr:
- Serial #:
- Make:
- Model:
- Frme Sz:
- Bike Sex:
- Color: /
- Notes:

At the bottom of the window, there are several buttons: 'Previous', 'Next', 'Add', 'Duplicate', 'Delete', 'Search' (highlighted with a blue border), 'View', and 'Exit'. There is also a 'Retention Info' button with a printer icon next to it.

Note: Remember, yellow signifies required fields. Only the license # and owner fields are required by RMS. However, Records has deemed all yellow fields above required.

3. Enter data and verify against CVC 39001 form

All data is entered as seen on the CVC 39001 registration form. However, keep in mind the following:

License:

The license # is found on the **BLUE** sticker. The renewal number (added later in notes) is on the **GREEN** sticker.

Registration Date

The registration date should be the date on which the license was *issued* and the expiration date should be **EXACTLY** three years from the date issued.

(Ex: Reg Date: 01/01/2014 Exp Date: 01/01/2017)

Owner

Follow the format of last name, first name

Frme Size

This is a free text field. Please manually enter bicycles under one of the following categories:

KID – SML – MED - LRG

Bike Sex

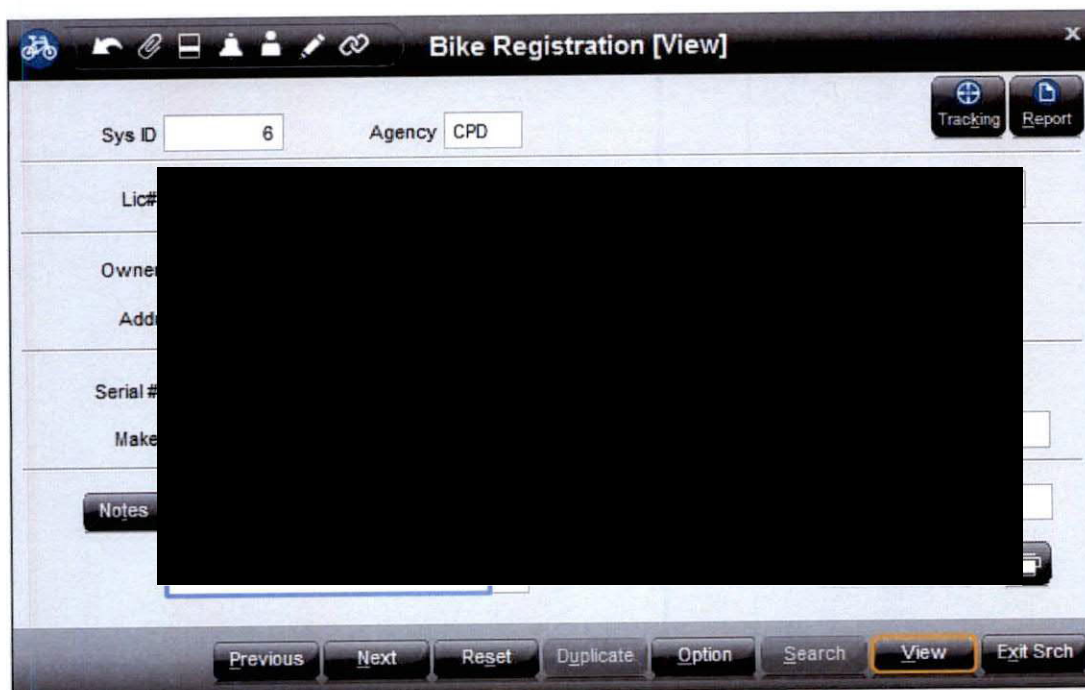
This will most likely be found on the CVC 39001 form indicating if bicycle is a:

Diamond/Men's

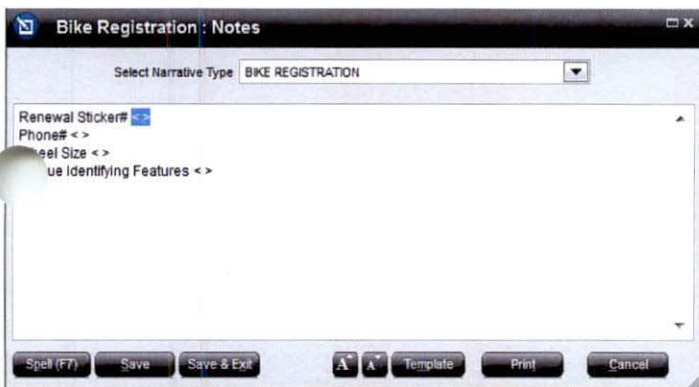
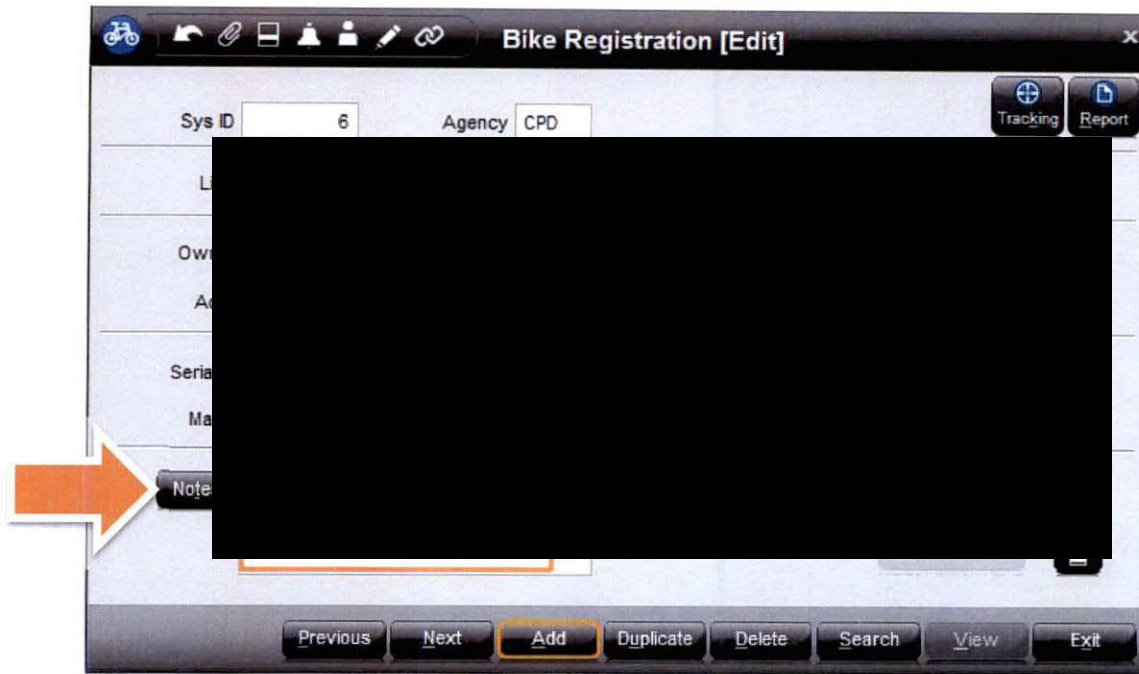
Step-Through/Women's

Officer

Find your name and ID using the pick list

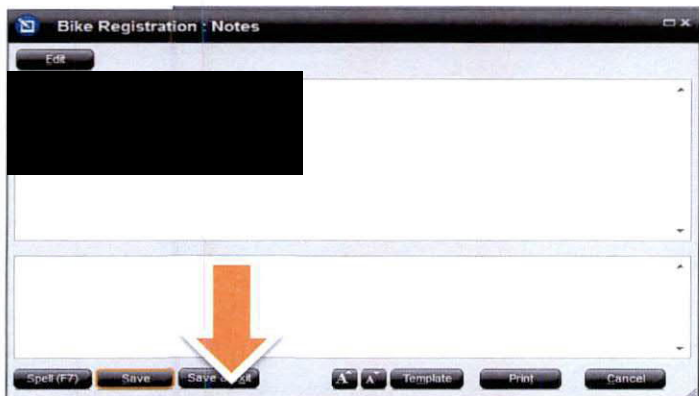


4. Enter additional information by clicking the “Notes” tab

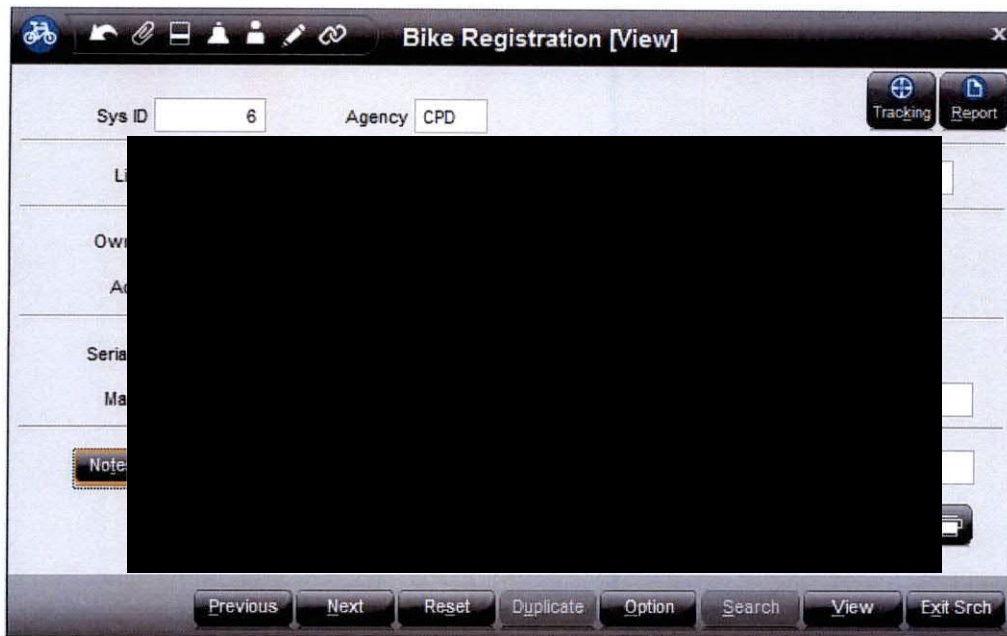


When this window appears:

- Select “Bike Registration” from the drop menu
- Complete using the **F12** key to move between brackets
- Once complete, select “Save and Exit”



5. Review data



6. Select "tracking" icon to record payment status

This is located in the upper right hand corner of your module screen.

- Select "Add" and the following will appear on your screen
 - Use the F2 key to view the "Track Code" pick list. If appropriate, select "Fees Paid"
 - Ensure that date and time matches initial bicycle entry
 - Use the F2 key to choose your name and ID in the "Officer" pick list.
 - Tab through remaining fields and select the "Save" tab to finish.

Actioncode	Tracktime	Trackoffcr	Addtime	Adduser	Trackamt	Serviceamt	Jurisdc
	08/20/2014 0 0				0.0000	0.0000	

7. Review finished product before exiting

Actioncode	Tracktime	Trackoffcr	Addtime	Adduser	Trackamt	Serviceamt	Jurisdc
PAID	07/22/2014 1.402	08/20/2014 0.3551			0.0000	0.0000	

8. Using the Report Icon

Select the "Report" icon to access reports for licenses and /or renewals provided during a certain period of time.

- By using the dropdown menu, you can select to view listing by owner OR license number
- Specify a date range
- Select print OR view

Registration Date: 03/01/2014 To: 07/23/2014

Title: Bicycle Registration Listing by Owner

Sub-title:

9. Bicycle License Renewal

- Search bicycle module to determine whether a file already exists for a particular bicycle. For searching tips, see notes on Searching Techniques.
- Once you have found the original license entry, verify that the **BLUE** license sticker number matches the one recorded in RMS before proceeding. The bicycle can be different but the license must be the same in order for us to provide a renewal sticker (if they DO NOT Have a blue sticker, it will be considered a new registration).
- Once fees have been collected from the customer, you will duplicate the file to add the renewal information.

Once you have searched and located the license record you wish to renew

- Select "Exit Search"
- Select "Duplicate" to copy the basic information into a new file
- Update registration and expiration dates, new bicycle information, and add renewal number in notes section
- Update any additional new information (i.e. owner address, officer, etc.)
- Complete entry by following **STEPS 4-7**

The screenshot shows the 'Bike Registration [Add]' application window. The title bar includes a bicycle icon and standard window controls. The toolbar contains icons for home, search, print, notifications, user, edit, and refresh. The main form area has the following elements:

- Sys ID:** Input field containing '0'.
- Agency:** Input field containing 'CPD'.
- Tracking/Report:** Two buttons located to the right of the Agency field.
- Lic#:** Input field, partially obscured by a black box.
- Owner:** Input field, partially obscured by a black box.
- Addr:** Input field, partially obscured by a black box.
- Serial #:** Input field.
- Make:** Input field.
- Notes:** A button located below the Serial # field.

The bottom navigation bar contains the following buttons: Previous, Next, Save, Duplicate, Delete, Search, View, and Cancel.

Additional Options

- The option to scan documents is enabled in the bicycle registration module. Follow standard procedure for scanning documents when/where applicable according to Records Supervisors.
- For users with editing rights, corrections can be made to bicycle licenses by opening the file, making the correction, and tabbing through remaining fields to save changes BEFORE exiting.



Printing Arrest Logs

Used to view all arrests that have taken place during a specific period of time.

Assignment: Primarily the responsibility of the Clerk Typist but will be made universal in his/her absence

1. Access the Arrest Module

Although there may be multiple ways to print Arrest information in RMS, the arrest log will be printed directly from the Arrest module.

2. Perform a Conditional Search of Arrests in the Specific Date Range AND Age fields

- Click into the Arrest Date field and enter beginning date
- Right click into the field after filled and select "In Between" from the drop down
- Select the ending date
- Tab out of the date field and into the **AGE** field
- Enter 18 in the age field
- Right click into the field after filled and select "Greater than or Equal To"
(This will exclude juveniles from your results)
- Select VIEW

3. View Results and Select Record

- A list of results will appear (as seen below)
- DO NOT click the "Report" tab seen below

Case Id	Agency	Charge	Date Arr
1400277	CPD	BURGLARY - COMMERCIAL - ATTEMPTED FORCED ENTRY	08/18/20
1400956	CPD		08/19/20
1401401	CPD	THEFT BY FALSE PRETENSES/FRAUDULENT REPRESENTATION	08/28/20
1401405	CPD	THEFT BY FALSE PRETENSES/FRAUDULENT REPRESENTATION	08/28/20
1401429	CPD	PETTY THEFT - FROM BUILDINGS	08/28/20
1401408	CPD	DRIVE WHILE LICENSE SUSPENDED/REVOKED	08/28/20
1401424	CPD	OBSTRUCT/RESIST EXECUTIVE OFFICER	08/28/20
1401421	CPD	OBSTRUCT/RESIST EXECUTIVE OFFICER	08/28/20
1401432	CPD	FELONY WARRANT	08/28/20
1401409	CPD	DRIVE WHILE LICENSE SUSPENDED/REVOKED FOR RECKLESS DRIVING	08/28/20
1402326	CPD	BURGLARY - COMMERCIAL - SHOPLIFT	09/11/20
1411111	CPD		09/15/20
1400075	CPD		09/17/20

- Select the first record by double clicking on it in the window
- This will take you to that individual Arrest record

4. Printing the Arrest Log

- Select the Report icon at the top right of your Arrest record

The screenshot shows the 'Arrest [View]' window. At the top right, there is a toolbar with icons for 'Involve', 'Tracking', 'Vehicle', 'Property', 'Name', and 'Report'. The 'Report' icon is highlighted with an orange arrow. Below the toolbar, the window contains several input fields and buttons. The 'Agency' is set to 'CPD' and the 'Case #' is '14-00069'. The 'ArrDate' is '05/22/2014' and the 'Time' is '12:45'. The 'Status' is 'CAUSE' and the 'Arrest Level' is 'MISDEMEANOR'. The 'Charge' is 'DISORDERLY CONDUCT:PROSTITUTION'. The 'ArrOffcr' is 'MAROTTA, NICHOLAS' and the 'Supervisor' is 'BJELLAND, ANDREW'. At the bottom, there are buttons for 'Assist', 'FP Card', 'Defendant Property', 'Retention Info', 'Previous', 'Next', 'Reset', 'Duplicate', 'Option', 'Search', 'View', and 'Exit Srch'.

- The following window will appear
- Check the box on the right under Arrest Log

The screenshot shows the 'Arrest Report' window. It has two main sections: 'Arrest Report' and 'Arrest Log'. In the 'Arrest Report' section, there is an 'Arrest ID' field with the value '1400277' and three checkboxes: 'Print Original Report', 'Do Not Print SSN Number', and 'Do Not Print OLN / State'. In the 'Arrest Log' section, there is a checkbox labeled 'Print All Selected Report (13)'. An orange arrow points to this checkbox. At the bottom, there are buttons for 'Print', 'View', 'Other', 'Summary', and 'Exit'.

This option will allow you to print the log. The number in parentheses shows how many arrests will be documented in your report – total # is based on the date range and age criteria selected.

- Once you have selected Print, the Dissemination Log will appear.
- Select type of copy
- Add detailed reason for print

- Select OK and your desktop print screen will appear
- Select printer and OK to print log
- To avoid having the case in which you generated the log also print, **CANCEL** the SECOND printer screen prompt
- If you forget to cancel the second print prompt, be sure to remove and dispose of the printed arrest report before providing the log to any requestor.

5. Review Results and Redact

- Review log for accuracy (date range, juveniles excluded, etc.)
- Before providing the log to any requestor, be sure to **REDACT** the case numbers

Example of finished product with proper redaction:

User: 3551		CHINO POLICE DEPARTMENT		09/19/2014 11:43	
Arrest Log Report (4)					
Agency	Case ID	Date Arrest	Charge	Arrestee	Arrest Location
[REDACTED]					



Court-Ordered Booking

General procedure for court-ordered bookings as performed by CPD Records Technicians

Assignment: Universal

Walk- Ins

Mondays & Fridays 1000 hours - 1600 hours

Documenting a Court-Ordered Booking:

The citation for the case should have a check in the "Booking Required" box. If the charge requires booking but the box was left unchecked in error, complete an amendment to notify the defendant of the requirement.

Document the requirement by adding the following to the notes in the AR module: "BOOKING REQUIRED"



1. Completing a Court-Ordered Booking

Arrested must have photo ID and original citation to be booked

- Locate and review the LW to verify that a CPD booking form has not already been completed for this AR (view attachments & pull hard file if necessary)
- Retrieve and complete a CPD Booking Form. Ask arrested for additional info (i.e. birthplace, phone, current address, etc.)
- Make a copy of the DL
- Print the AR report
- Use the information found in the Arrest report to complete the required fields in the Livescan machine - DO NOT provide the Arrest report to the individual

2. Complete Livescan

3. Stamp and Sign the Citation

4. Update the Tracking Code in the Arrest Module

- In the AR module, select the Tracking tab
- ADD a new tracking
 - **Track Code:** "BOOK | COURT ORDERED BOOKING"
 - **Date/Time:** Today's date and current time will default into this field
 - **Officer:** Enter your CPD ID number
 - **Time Spent:** Enter 30 minutes



The screenshot shows a software window titled "Arrest Tracking [Edit]". The window has a dark header bar with a plus icon on the left and an "x" on the right. Below the header, there are several input fields arranged in a grid. The first row contains "Track Code" with the value "BOOK" and "Date/Time" with the value "09/15/2014 16:35". The second row contains "Officer" with the value "ACUNA, DESIRE J" and "Time Spent" with the value "30.00 Min". Below these fields is a "Notes" section with a text area containing "COURT ORDERED BOOKING". On the right side of the window, there is a vertical stack of three buttons: "Add", "Print", and "Exit". An orange arrow points to the "Add" button.

5. Assemble Materials for Offender

- Provide pink copy of CPD booking to Offender
- Ensure that they have their signed cite

6. Scan and Attach CPD Booking (white) to original paper report

DEFENDANT'S COPY

C145301

CHINO POLICE DEPARTMENT
CITY OF CHINO, CALIFORNIA

NOTICE TO APPEAR

MISDEMEANOR
 Traffic Nontraffic

Date of Violation _____ Time _____ AM PM Case No. _____

Name (First, Middle, Last) _____ Owner's Responsibility (Veh. Code, § 40001)

Address _____

City _____ State _____ ZIP Code _____

Driver Lic. No. _____ State _____ Class _____ Commercial Yes No Age _____ Birth Date _____

Sex _____ Hair _____ Eyes _____ Height _____ Weight _____ Race _____ Juvenile (Phone No.) _____

Veh. Lic. No. or VIN _____ State _____

Yr. of Veh. _____ Make _____ Model _____ Body Style _____ Color _____ COMMERCIAL VEHICLE (Veh. Code, § 15210(b))

Evidence of Financial Responsibility _____ HAZARDOUS MATERIAL (Veh. Code, § 353)

Registered Owner or Lessee _____ Same as Driver

Address _____ Same as Driver

City _____ State _____ ZIP Code _____

Correctable Violation (Veh. Code, § 40610)		Booking Required (see reverse)		Misdemeanor or Infraction (Circle)
Yes	No	Code and Section	Description	
<input type="checkbox"/>	<input type="checkbox"/>			M I
<input type="checkbox"/>	<input type="checkbox"/>			M I
<input type="checkbox"/>	<input type="checkbox"/>			M I
<input type="checkbox"/>	<input type="checkbox"/>			M I

Speed Approx. _____ P.F./Max Spd. _____ Veh. Lmt. _____ Safe _____ LIDAR _____ UNIT _____ Passengers M/F _____

Location of Violation(s) _____ at _____

Comments (Weather, Road & Traffic Conditions) _____ Accident

Violations not committed in my presence, declared on information and belief.

I declare under penalty of perjury under the laws of the State of California the foregoing is true and correct.

Arresting or Citing Officer _____ CITY I.D. NO. _____

Date: _____ Name of Arresting Officer, if different from Citing Officer _____ CITY I.D. NO. _____

WITHOUT ADMITTING GUILT, I PROMISE TO APPEAR AT THE TIME AND PLACE INDICATED BELOW.
X Signature _____

WHEN: ON OR BEFORE THIS DATE: _____ Time: _____ AM PM

WHAT TO DO: FOLLOW THE INSTRUCTIONS ON THE REVERSE.

WHERE: CHINO SUPERIOR COURT 13260 CENTRAL AVE. CHINO, CA (909) 356-5337
 RANCHO CUCAMONGA SUPERIOR COURT 8303 HAVEN, RANCHO CUCAMONGA, CA (909) 356-5337

JUVENILE COURT: TRAFFIC DIVISION, 9567 ARROW ROUTE, SUITE "E" RANCHO CUCAMONGA, CA 91730 PH (909) 481-4270

NIGHT COURT: MUST APPEAR AT 5:00 P.M. ON THE SECOND THURSDAY OF EACH MONTH IMMEDIATELY BEFORE THE ABOVE DATE, EXCEPT HOLIDAYS

OTHER COURT: _____

LOCAL IMPORTANT — READ CAREFULLY

WARNING: If you fail to appear in court as you have promised, you may be arrested and punished by 6 MONTHS IN JAIL AND/OR A \$1,000 FINE regardless of the disposition of the original charge. (Veh. Code, § 40508 or Pen. Code, § 853.7.) In addition, any person who fails to appear as provided by law may be deemed to have elected to have a trial by written declaration (in absentia) pursuant to Vehicle Code section 40903(b) upon any alleged infraction, as charged by the arresting/officer.

JUVENILE: If you were under age 18 at the time the citation was issued, you must appear in court with your parent or guardian.

COURTESY NOTICE: A courtesy notice may be mailed to the address shown on your citation indicating the required deposit of money (bail) that may be forfeited instead of your appearing in court. If you do not receive such courtesy notice, you are still required to comply with the terms below by the appearance date.

WHAT TO DO

You are required to appear at court for a misdemeanor violation. For all violations, your court date/time/place are on the front of this notice to appear. Have the citation with you when contacting the court. In all infraction cases, you must do one or more of the following for each violation:

- Pay the fine (bail).
- Correct the violation (traffic cases, when applicable).
- Appear in court.
- Request traffic school (traffic cases, when applicable).
- Contest the violation.
- Request trial by written declaration (traffic cases).

If you do not do one of the above actions, then a "failure to appear" charge will be filed against you (Veh. Code, § 40508(a)) and your driver license may be withheld, suspended, or revoked. In some courts you may be charged an amount in addition to the bail amount and the case may be turned over to a collection agency. (Pen. Code, § 1214.1.)

1. **If you do NOT contest the violation:**
 - a. **(Pay the bail amount)** Contact the court for bail information. You will not have to appear in court. You will be convicted of the violation, and it will appear on your record at the Department of Motor Vehicles (DMV). A point count may be charged to your DMV record and your insurance may be adversely affected.
 - b. **(Traffic school)** You may be able to avoid the point count by completing traffic school. You must pay the bail amount as a fee, and you may have to pay other fees. Contact the court to request traffic school.
 - c. **(Correctable violations)** If the "Yes" box is checked on the front of your ticket, the violation is correctable. Upon correction of the violation, have a law enforcement officer or an authorized inspection/installation station agent sign below. (Veh. Code, § 40616.) Registration and driver license violations may also be certified as corrected at an office of the DMV or by any clerk or deputy clerk of a court. The violation will be dismissed by the court after PROOF OF CORRECTION and payment of a transaction fee are presented to the court by mail or in person by the appearance date. Violations of Vehicle Code section 16028 (automobile liability insurance) will be dismissed only upon (1) your showing or mailing to the court evidence of financial responsibility valid at the time this notice to appear was issued, and (2) your payment of a transaction fee.

CERTIFICATE OF CORRECTION (MUST BE RETURNED TO COURT)				
Section(s) Violated	Signature of Person Certifying Correction	Serial No.	I.D. #	Date

2. **If you contest the violation (select a or b):**
 - a. **(Court trial)** Send a certified or registered letter postmarked not later than five days prior to the appearance date or come to the court by the appearance date to request a court trial on a future date when an officer and any witnesses will be present. **You will be required to submit the bail amount. —OR—**
 - b. **(Trial by written declaration (traffic infractions))** Send a certified or registered letter postmarked not later than five days prior to the appearance date or come to the court on or before the appearance date to request a trial by written declaration. **Submit the bail amount.** You will be given forms to allow you to write a statement and to submit other evidence without appearing in court. An officer will also submit a statement. The judicial officer will consider the evidence and decide the case.
3. **Make check/money order payable to Superior Court.** Write your citation number and driver license number on your check or money order. You may pay in person, by mail, by phone, or online at www.epay-it.com.
4. If "Booking Required" is checked you must appear for booking on a Monday or Friday prior to your court date at 13250 Central Ave. Chino, CA between the hours of 10:00 am and 1:00 pm and bring the signed verification to your court appearance.

Booking Verification: I declare under penalty of perjury under the laws of the State of California that _____ was booked on _____ Date _____ Officer _____ I.D. # _____

5. Additional information is available at
Local Web site <http://www.sbcounty.gov/courts/>

CITY OF CHINO

POLICE RIDE-ALONG PROGRAM APPLICATION

WHEREAS, the undersigned has made a voluntary written request for permission to ride as a guest or observer in a City of Chino Police Department vehicle, at a time when such vehicle is operated and manned by members of the Chino Police Department, and has further requested permission to accompany a member or members of said law enforcement agency during the active performance of their official duties as police officers.

NOW, THEREFORE, be it understood that the undersigned and his/her parents or guardian (if applicable) hereby agree that the City of Chino, the Chino Police Department, any member of the Chino Police Department, the service of the City, their sureties, and each of them, shall NOT be held liable or responsible under any circumstances whatsoever by the undersigned, his/her estate, or heirs, for any injury, damage, expense, or loss to the person or property of the undersigned, incurred while riding as a guest or observer in any police department vehicle, or while accompanying a member of said department during the active performance of his/her official duties as a peace officer.

NOTE: READ THIS DOCUMENT CAREFULLY BEFORE SIGNING

Participant's Signature Today's Date

NAME (Print Full Name)

Parent or Guardian signature required for persons under the age of 18 Today's Date

Parent or Guardian (Print full name) Witness - Chino Police Officer

ADDRESS (Complete Address - Including Zip Code)

Participant's Age Date of Birth Driver's License Number

() Home Telephone Number () Work Telephone Number

PREFERRED RIDE TIME: Day of Week: Time of Week:

Please provide your reason for requesting a Ride-A-Long with our agency.

Reason for request area with horizontal lines and a dashed line.

Approved By: Rode with : Date of Ride: Times: to

RIDE ALONG RULES

1. Participation in the Ride Along Program is limited to once every 12 months. Exceptions to this rule require special authorization from a specific Watch Commander or a personal invitation from an officer.
2. Participation in this program is a privilege and not a right. The host officer or the participant may terminate the ride along at any time.
3. If a potentially dangerous call or situation arises, the Ride Along may be dropped off at a location deemed safe by the host officer. The Ride Along must remain at that location until picked up by a police unit.
4. Participants must obey all orders and instructions given by their host officer. Failure to follow directions will result in immediate suspension of the ride along privilege.
5. Participants must not leave the police unit or its immediate vicinity unless directed to do so by the host officer.
6. Participants must provide their own transportation to and from the Chino Police Department unless other arrangements are made in advance with Watch Commander.
7. No cameras or recording devices are permitted to be taken out into the police vehicle without prior authorization by the Chief of Police.
8. Participants must agree not to mention or discuss names of persons involved in police cases or incidents. A violation of this rule will revoke his/her opportunity to ride in the future, and could result in a criminal filing or civil law suit against the Ride Along.
9. **Please be aware of the Ride Along Dress/Grooming Code:**
 - a. Shirt or Blouse with a collar. (**NO** T-shirts, spandex tops, etc.)
 - b. Casual Slacks (**NO** blue jeans, stretch pants, shorts, etc.)
 - c. Appropriate closed-toe shoes.
 - b. Hair, makeup and personal grooming should be consistent with a professional business appearance.

NOTE: You will be accompanying the officer in his/her course of business. Your dress and grooming **must** reflect the same professional image as that reflected by the Police Officer.

I have read and understand these rules, and I agree to abide by them while on ride along.

Ride Along's Signature

Date

CHINO POLICE DEPARTMENT RECORDS TRAINING

RIDE-ALONG

FIND THESE LOCATIONS WHILE ON A RIDE-ALONG. BE ABLE TO GIVE THE BEAT AND ADDRESS, OR AREA OF LOCATION.

SPRING TREE APARTMENTS	Sector 1, 12350 Marshall
CHINO ADULT SCHOOL	Sector 1, 5163 Riverside
LIBERTY PARK	Sector 1, Telephone/Francis
E.J. MARSHALL ELEM	Sector 1, Telephone/Philadelphia
RAMONA JR HIGH	Sector 1, Ramona/Walnut
CORTEZ ELEM	Sector 2, 12750 Carissa
POST OFFICE	Sector 2, Walnut/10
CVMC	Sector 2, Walnut/10
WALNUT ELEM	Sector 2, Walnut/10
BANK OF AMERICA	Sector 2, 12747 Central Av
CHINO HIGH	Sector 2, 5472 Park
CITY YARDS	Sector 4, 4 th /Schaefer
VILLA PARK	Sector 4, 4 th /Schaefer
MONTE VISTA PARK	Sector 3, 13100 Monte Vista
ANNA BORBA SCHOOL	Sector 4, 12970 3rd
YELLOWSTONE CIRCLE	Sector 3, S of Eucalyptus
DON LUGO HIGH SCHOOL	Sector 3, 13400 Pipeline
CHINO PD SUBSTATION	Sector 3, 4012 Grand
BUENA VISTA HIGH	Sector 3, 13509 Ramona
LA FITNESS	Sector 3, 14485 Pipeline

CHINO POLICE DEPARTMENT RECORDS TRAINING

RIDE-ALONG (Con't)

HERITAGE PARK	Sector 3, Chino/Norton
HOWARD STARK YTS	Sector 5, 15180 Euclid
MAGNOLIA JR HIGH	Sector 4, 13150 Mountain
CYPRESS TRAILS PARK	Sector 5, Schaefer/Avila
PARK VILLA CONDOS	Sector 5, 5775 Riverside Dr
MOUNTAIN VIEW PARK	Sector 5, Mountain/Chino
HOWARD CATTLE SCHOOL	Sector 5, 13590 Cypress

CHINO POLICE DEPARTMENT RECORDS TRAINING

RIDE-ALONG - Quiz

FIND THESE LOCATIONS WHILE ON A RIDE-ALONG. BE ABLE TO GIVE THE BEAT AND ADDRESS, OR AREA OF LOCATION.

- SPRING TREE APARTMENTS _____
- CHINO ADULT SCHOOL _____
- LIBERTY PARK _____
- E.J. MARSHALL ELEM _____
- RAMONA JR HIGH _____
- CORTEZ ELEM _____
- POST OFFICE _____
- CVMC _____
- WALNUT ELEM _____
- BANK OF AMERICA _____
- CHINO HIGH _____
- CITY YARDS _____
- VILLA PARK _____
- MONTE VISTA PARK _____
- ANNA BORBA SCHOOL _____
- YELLOWSTONE CIRCLE _____
- DON LUGO HIGH SCHOOL _____
- CHINO PD SUBSTATION _____
- BUENA VISTA HIGH _____

**CHINO POLICE DEPARTMENT
RECORDS TRAINING**

RIDE-ALONG – Quiz (Con't)

LA FITNESS

HERITAGE PARK

HOWARD STARK YTS

MAGNOLIA JR HIGH

CYPRESS TRAILS PARK

PARK VILLA CONDOS

MOUNTAIN VIEW PARK

HOWARD CATTLE SCHOOL

CHINO POLICE DEPARTMENT RECORDS TRAINING

CHINO SCHOOLS

ALICIA CORTEZ	12750 CARISSA AV.
ANNA BORBA	12970 CENTRAL AV.
BUENA VISTA	13509 RAMONA AV.
CHINO ADULT	5130 RIVERSIDE DR.
CHINO HIGH	5472 PARK ST.
DISTRICT OFFICES	5130 RIVERSIDE DR.
DON LUGO HIGH	13400 PIPELINE AV.
E. J. MARSHALL	12045 TELEPHONE AV.
EL RANCHO	5862 C ST.
HOWARD CATTLE	13590 CYPRESS AV.
MAGNOLIA JUNIOR HIGH	13150 MAGNOLIA AV.
NEWMAN	4150 WALNUT AV.
RAMONA JUNIOR HIGH	4575 WALNUT AV.
RICHARD GIRD	4980 RIVERSIDE DR.
S.B. CO. CONTINUATION	4673 RIVERSIDE DR.
WALNUT	5550 WALNUT AV.

CHINO PARKS

AYALA PARK	14225 CENTRAL AV.
BOB MCCLOUD	12525 CARISSA AV.
CENTENNIAL SQUARE	12728 CENTRAL AV.
COMMUNITY BUILDING	5443 B ST.
HERITAGE PARK	4250 CHINO AV.
LIBERTY PARK	11860 TELEPHONE AV.
MONTE VISTA PARK	13196 MONTE VISTA AV.
MOUNTAIN VIEW PARK	13351 MOUNTAIN AV.
OAK TREE SQUARE	5112 RIVERSIDE DR.
SEBRING PARK	12379 SYCAMORE ST.
SEVENTH ST. PARK	12723 7 TH ST.
VILLA PARK	13513 3 RD ST.
WALNUT PARK	4600 WALNUT AV.
CYPRESS TRAILS PARK	6571 SCHAEFER AV.

CHINO POLICE DEPARTMENT RECORDS TRAINING

LIQUOR STORES

BENSON MARKET	5685 RIVERSIDE DR.
BERNARD'S LIQUOR	5824 RIVERSIDE DR.
CENTRAL LIQUOR	13115 CENTRAL AV.
EXPRESS LIQUOR	4489 RIVERSIDE DR.
LEE'S LIQUOR	13711 CENTRAL AV.
LIQUOR PLUS	11740 CENTRAL AV.
MEL'S LIQUOR	4673 RIVERSIDE DR.
MEL'S LIQUOR MART	5202 PHILADELPHIA #U
MY MARKET	6180 RIVERSIDE DR.
PHIL'S LIQUOR	12470 CENTRAL AV.
PIPELINE WINE & SPIRITS	14584 PIPELINE AV.
QUICK PICK	5275 RIVERSIDE DR.
RAMONA LIQUOR	12150 RAMONA AV. #1
SHOP RITE LIQUOR	4747 RIVERSIDE DR.
VILLAGE LIQUOR	4117 RIVERSIDE DR.

CHINO POLICE DEPARTMENT RECORDS TRAINING

TWENTY FOUR HOUR BUSINESSES

7-11 STORES

1. 5280 Francis Av. (Central & Francis)
2. 4535 Riverside Dr. (Riverside & Ramona)
3. 5684 Riverside Dr. (Riverside & Benson)

AM/PM MINIMARTS

1. 12201 Mountain Av. (Mountain & SR 60)
2. 13691 Central Av. (Central & Schaefer)

DONUT SHOPS

1. WINCHELL'S 12375 Central Av. (Central & Walnut)
2. YUM YUMS 12819 Mountain Av. (Mountain & Riverside)
3. DONUTS PLUS 14580 Pipeline Av. (Pipeline & Hwy 71)
4. GOLDEN 12075 Central Av. (Central & Philadelphia)
5. MOM'S 12150 Ramona Av. (Ramona & Philadelphia)
6. DONUT CLUB 4012 Grand Av. #G (Grand & Pipeline)

GAS STATIONS

1. CHEVRON 12110 Central Av. (Central & Philadelphia)
2. CHEVRON 12886 Central Av. (Central & Riverside)
3. ARCO 12345 Central Av. (Central & SR 60)
4. MOBIL 12358 Central Av. (Central & SR 60)
5. MOBIL 12895 Mountain Av. (Mountain & Riverside)
6. 76 12077 Central Av. (Central & Philadelphia)
7. SHELL 12510 Central Av. (Central & Walnut)
8. MOBIL 4008 Grand Av. (Grand & Pipeline)
9. ARCO 12345 Ramona (Ramona & Philadelphia)

MARKETS

1. ALBERTSON'S 12013 Central Av. (Central & Philadelphia)
2. SAV-ON DRUGS 12160 Central Av. (Central & Philadelphia)
3. RITE-AID 12059 Central Av. (Central & Philadelphia)

FOOD

1. MCDONALD'S 12665 Central Av. (Central & Mt. Vernon)
2. JACK IN THE BOX 12511 Central Av. (Central & Walnut)
3. DENNY'S 12180 Central Av. (Central & SR 60)
4. MCDONALD'S 3770 Grand Av. (Grand & Walnut)

VEHICLE RELEASES

STORAGES/IMPOUNDS

Find out the case number and the date the vehicle was stored
(The R/O may have the notice of storage with him/her; if not, check RMS and inquire on VEHLIC to find out the case#. If the vehicle is not in RMS, inquire in CLETS under VEH. If you are still unable to locate the information, check with your co-workers and/or the watch commander's office. The paperwork may have just been turned in.)

Advise the R/O of the release fee and let him/her know that it is cash only. Advise the R/O that the fee is for Chino Police Dept only. It does not include the towing and storage fees imposed by the tow company. The R/O will have to contact the tow company to find out its fees. The name and phone # of the tow company will be provided to him/her. Obtain the R/O's DL, vehicle registration, moving permit (if required), bill of sale, etc.
(If the R/O does not have a valid DL, the R/O will have to provide a picture ID and a driver who has a valid DL.)

Pull the 180 from the tickler file. (Make sure that it is the right vehicle.)

Go back to the counter with the 180 and run the driver history (OPTION: DRIVER. Print a copy of the L1. (Attach the printout to the 180.)

Accept payment and issue a receipt. Refer to the black MUNIS book for instructions on issuing receipts.

Have the R/O and/or driver sign the 180. Don't forget that you also have to sign the 180 authorizing the release and the date.

Make a copy of the 180 (this is the vehicle release), DL, the veh registration if available, bill of sale (any other paperwork that shows ownership), moving permit, etc.

Return the DL and the paperwork to the R/O, give the receipt, the copy of the 180 and a map to show where the vehicle is stored. You may circle the location to assist the customer. The customer may then leave.

It is very important to remove the vehicle from CLETS entry once the vehicle is released. This only applies to Storages and Impounds.

Follow the VEHICLE RELEASE PROCEDURES on the bottom of the vehicle cover sheet. When completed, file the paperwork in CASE files.

30-DAY IMPOUNDS

Early release of 30-day impounds will be allowed under the following circumstances:

1. A decision by a Traffic Supervisor/Investigator after holding a post-storage validity hearing. (Hardship is not an excuse.)
2. Court order signed by a judge.
3. If the driver of the impounded vehicle has obtained a valid driver's license and has proof of insurance.
4. Petition by the legal owner. (REPO)

The vehicle may be released to the Legal Owner (L/O) such as a bank or car dealership or its agent, such as a reposessor, without the administrative release fee, provided all paperwork is in order. (A hold harmless letter - A signed letter on a company's letterhead stating the vehicle will not be released to the R/O prior to 30 days of impoundment by the Police Department if there is a possibility that the vehicle will be returned to the R/O and the physical location where the vehicle will be held during the 30 day waiting period.)

RECOVERED/STOLEN VEHICLES

There is no administrative fee for victims of recovered stolen vehicles.

020810/TC



**VERBAL NOTICE BY PEACE OFFICER,
DMV OR COURT EMPLOYEE**

310

(SEE OVER FOR INSTRUCTIONS)

1. NAME		2. DRIVER LICENSE NUMBER	
3. ADDRESS		IF NEW ADDRESS PLEASE CHECK HERE <input type="checkbox"/>	
CITY	STATE	ZIP CODE	4. DATE OF BIRTH (MO., DAY, YR.)
5. ACTION TAKEN	6. EFFECTIVE DATE MO. DAY YR.		7. VEHICLE CODE AUTHORITY SECTION
<input type="checkbox"/> Suspended <input type="checkbox"/> Revoked	/ /		
<input type="checkbox"/> Suspended <input type="checkbox"/> Revoked	/ /		
<input type="checkbox"/> Suspended <input type="checkbox"/> Revoked	/ /		

The above named person was advised by:

8. SIGNED	TITLE OR BADGE NO.	
X		
AGENCY	DATE	
CITY	STATE	ZIP CODE

that the above action was taken against his/her driving privilege under the authority of the Section of the California Vehicle Code indicated. That person understands that driving a motor vehicle is not permitted until official notification of reinstatement is received from the Department of Motor Vehicles. La persona entiende que no se le permite manejar vehiculos motorizados hasta que reciba del Departament de Vehículos Motorizados notificación oficial de reinstalación de la licencia.

9. SIGNATURE OF PERSON SERVED
X

IMPORTANT:

Please obtain any suspended or revoked driver license and forward to the Department of Motor Vehicles pursuant to the authority set forth in Sections 4460 and 13550, California Vehicle Code.

10. WAS UNEXPIRED LICENSE CONFISCATED?
 Yes, please enclose the license
 No, please explain: _____

Mail to: Department of Motor Vehicles
P.O. Box 942890
Sacramento, CA 94290-0001

11. FOR OPEN COURT USE ONLY	
DOCKET NO.	SECTION VIOLATED
WITNESS	
DATE	COURT CODE

DISTRIBUTION: White—DMV Canary—Peace Officer/Court Employee Pink—Driver

RECORDS UNIT PERSONNEL MAY RELEASE VEHICLES STORED PER VC:

22651(A)	UNATTENDED VEHICLE
22651(B)	TRAFFIC HAZARD
22651(D)	BLOCKING DRIVEWAY
22651(E)	BLOCKING FIRE HYDRANT
22651(G)	OCCUPANTS INJURED - TC
22651(H)	DRIVER ARRESTED
22651(K)	PARKED OVER 72 HOURS
22651(L)	PARKED/TEMP NO PARKING
22651(O)	EXPIRED REGISTRATION OVER 6 MONTHS AND 1 DAY
22651(P)	UNLICENSED DRIVER

POST STORAGE VALIDITY HEARINGS: OWNERS ARE NOT ENTITLED TO A HEARING IF THEIR VEHICLES WERE STORED UNDER THE ABANDONED VEHICLE ABATEMENT PROGRAM AND STORED UNDER THE FOLLOWING SECTIONS OF THE VEHICLE CODE: 22660-22668, 22710, 22655, 22658, OR 22669.

RECORDS UNIT PERSONNEL MAY RELEASE STOLEN/RECOVERED VEHICLES WITHOUT FURTHER AUTHORIZATION ACCORDING TO THE FOLLOWING POLICIES:

- ✓ FOLLOW ALL STEPS ON THE REVERSE SIDE OF THIS COVER SHEET.
- ✓ READ AND FOLLOW THE INSTRUCTIONS BELOW, UNDER THE APPROPRIATE HEADINGS.

1)RECOVERED/STOLEN CHINO**

RELEASE IF AN OFFICER OR DETECTIVE HAS PLACED NO HOLD. GENERALLY, A HOLD SHOULD BE PLACED IF, (1) THERE ARE SUSPECTS IN CUSTODY, OR (2) IF THE VEHICLE WAS INVOLVED IN THE COMMISSION OF A CRIME OTHER THAN A GTA. IF NO HOLD HAS BEEN PLACED AND YOU KNOW THAT ONE OF THE ABOVE CONDITIONS EXISTS, THEN CONTACT THE AUTO THEFT INVESTIGATOR, HIS SUPERVISOR OR THE WATCH COMMANDER. DO NOT DELAY THE RELEASE IF ONE OF THE ABOVE CONDITIONS FAILS TO EXIST.

2)RECOVERED CHINO/STOLEN OTHER:**

RELEASE IF NO HOLD HAS BEEN PLACED BY THE ORIGINATING AGENCY. GENERALLY, THE HOLD WOULD HAVE BEEN PLACED WHEN THE ORIGINAL GTA RECORD WAS ENTERED INTO SVS, SO REFER TO THE SVS RECORD WHEN FILLING OUT THE VEHICLE COVER SHEET. DO NOT PLACE A VEHICLE ON HOLD UNLESS DIRECTED TO DO SO BY AN OFFICER OF THE ORIGINATING AGENCY, OR AN AUTHORIZED PERSON OF THIS AGENCY. **OBTAIN THE NAME AND NUMBER OF THE PERSON ORDERING THE HOLD IF THE HOLD IS MADE VERBALLY.**

IF THE VEHICLE WAS INVOLVED IN THE COMMISSION OF A CRIME, OTHER THAN THE GTA, CONTACT YOUR SUPERVISOR, A WATCH COMMANDER, OR THE AUTO THEFT DETECTIVE FOR ADVICE.

CHINO POLICE DEPARTMENT

VEHICLE REPORT COVER SHEET

30 DAY IMPOUND
RELEASE DATE _____

Received in Records by: _____ Date/Time _____ / _____ Case# _____

VIN# _____ LIC# _____ STATE: _____

STORED/IMPOUNDED VEHICLE

____ 10-28 / 10-29 License Number
____ 10-28 / 10-29 VIN
____ Enter Vehicle SVS-(VEH 1)

VERIFY all entries

____ 10-29 License Number
____ 10-29 VIN
____ MAIL 22852 VC (Notice of Storage)

DATA ENTRY:

____ Case
____ Vehicle Screen
____ DISTRIBUTION: to DB or Traffic if Impounded for
____ Evidence. Detective to sign release.
____ FILE: IN 180 TICKLER FILE

STOLEN VEHICLE:

____ 10-28 / 10-29 License Number
____ 10-28 / 10-29 VIN
____ Enter Vehicle SVS - (VEH 1)
____ Enter engine number if motorcycle
____ Missing Number of Plates in Misc Field

VERIFY all entries

____ 10-28 / 10-29 License Number DOJ STOP
____ 10-28 / 10-29 VIN DOJ STOP
____ 2nd Party Check: I.D. # _____

DATA ENTRY:

____ Case
____ People Screen
____ Property Screen
____ Vehicle Screen
____ DISTRIBUTION 1 D.B. 1 CAU
____ FILE: IN CASE FILES

LOST/STOLEN LICENSE PLATE(S)

____ 10-28 / 10-29 License Number
____ Enter Vehicle SVS - (VEH 4)

VERIFY all entries

____ 10-28 / 10-29 License Number
____ 2nd Party Check: Initials / # _____

DATA ENTRY:

____ Case
____ People Screen
____ Property Screen
____ Vehicle Screen
____ DISTRIBUTION 1 D.B. 1 CAU
____ FILE: IN CASE FILES

ATTEMPT STOLEN VEHICLE

____ 10-28/10-29 License Number
____ 10-28/10-29 VIN

DATA ENTRY

____ Case
____ People screen _____ Vehicle Screen
____ DISTRIBUTION: 1 D.B. 1 CAU

RECOVERED / STOLEN -CHINO:

____ Pull Original Stolen Report
____ CLEAR Vehicle From SVS (VEH 2 w/o locate)
____ RE-ENTER Outstanding Parts / Plates

VERIFY all entries

____ 10-29 License Number
____ 10-29 VIN
____ Telephone R/O(list date/time here)
____ Mail Notice to Owners

DATA ENTRY:

____ Case
____ Vehicle Screen
____ People Screen
____ Property Screen
____ DISTRIBUTION 1 D.B. 1 CAU
____ FILE IN CASE FILES

RECOVERED CHINO/STOLEN OTHER AGENCY

____ **HOLD** Placed per _____

Agency: _____ Case# _____

____ 10-28 / 10-29 License Number
____ 10-28 / 10-29 VIN
____ LOCATE (VEH 2)
____ SEND ADMIN MESSAGE TO AGENCY
____ MAIL NOTICES(Owner & Agency)
____ Telephone R/O list date/time

DATA ENTRY:

____ Case
____ Vehicle Screen
____ People Screen
____ Property Screen
____ DISTRIBUTION 1 D.B. 1 CAU
____ FILE IN CASE FILES

RECOVERED OTHER AGENCY / STOLEN IN CHINO

____ **HOLD** Placed per _____
____ CLEAR Vehicle From SVS (VEH 2 w/locate)
____ Re-Enter Outstanding Parts / Plates

VERIFY all entries

____ 10-29 License Number
____ 10-29 VIN
____ Telephone R/O Date: _____ Time: _____
____ Mail "Notice of Recovered Stolen Vehicle"

DATA ENTRY:

____ Case
____ Vehicle Screen
____ Property Screen
____ DISTRIBUTION 1 D.B. 1 CAU
____ FILE: IN CASE FILES

VEHICLE RELEASE PROCEDURES:

Proof of Ownership and Picture I.D. (Attach copy and L-1)
Release Authorized By: _____ Date: _____

Released By: _____ Date: _____

____ Clear/Cancel SVS
____ Verify by 10/29
____ Update RMS
____ File in Case Files

COUNTER PROCEDURES

AUDIT CASH DRAWER
Deposit

VEHICLE RELEASE
Stored Vehicle
Impounded Vehicle
Recovered Vehicle

BIKE LICENSE

PARKING PERMIT

LOBBY/CALLS FOR SERVICE FORM

RESTRAINING ORDERS

REGISTRANTS

COURT ORDERED BOOKINGS

IMMIGRATION LETTER

SUBPOENA SERVICE

VOLUNTARY FIREARM REGISTRATION

PROCESSING

ADULT ARREST REPORTS

- Felony
- Misdemeanor
- Citation Arrests
- Traffic Arrests

JUVENILE ARREST REPORTS

- WIC
- Juvenile Court
- Juvenile Hall

CRIME REPORTS

SUPPLEMENTAL REPORTS

CPS REPORTS

LAB RESULTS