

CASE ASSIGNMENT AND REPORTING
VOLUME 4 - CHAPTER 11
LETTER "H"

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
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4-11/010.00
HANDCUFFS

Lost or stolen

Enter into Automated Property System (APS) and the National Crime Information Center (NCIC) article file.

Follow procedures outlined in Volume 3, chapter 3.

Purchased/issued or sold

Follow procedures outlined in Volume 3, chapter 2.

4-11/012.00
HATE CRIMES

SH-R-49
URN

Station/Unit
Detectives

A

All hate crime investigations shall be handled by the Hate Crime Task Force. Hate crimes shall initially be classified as active and assigned to station detectives. Station detectives shall review reports for proper classification and determine if incident should, or should not, be listed as a hate crime. For all hate crimes, the investigator shall complete a case clearance supplemental report using clearance code "112 - Reassigned to Other Agency."

SRD to the Hate Crime Task Force and the Unit's Hate Crime Coordinator.

All in-custody arrests for hate crimes shall be immediately reported via telephone to the on-call Hate Crime Task Force investigator. If after hours, SHB may be contacted to make such notification. All hate crime reports shall be faxed immediately to the Hate Crime Fax Distribution list located in Outlook.

A Chief's memorandum shall be completed and forwarded through channels. An operational log entry shall be made by contacting Sheriff's Headquarters Bureau.

Code 520 - Race
Code 521 - Ethnicity
Code 522 - Religion
Code 523 - Sexual Orientation
Code 524 - Physical Disability
Code 525 - Mental Disability
Code 526 - Gender

Hate Incidents	SH-R-49URN	Patrol	<p>SRD to the Hate Crime Task Force and Unit's Hate Crime Coordinator.</p> <p>All hate incident reports shall be faxed immediately to the Hate Crime Fax Distribution list located in Outlook.</p> <p>A Chief's memorandum shall be completed and forwarded through channels. An operational log entry shall be made by contacting Sheriff's Headquarters Bureau.</p> <p>Code 529 - Non-criminal</p>
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HEALTH HAZARDS

See "Safety/Health Hazards."

HIJACKING

See "Robbery."

**4-11/015.00
HOMICIDE**

If applicable, see under "Shots Fired at Deputy."
See section 4-22/027.00 for specific instructions.

Attempt murder	SH-49 URN 05	Station/Unit Detective A
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If victim dies, notify Homicide Bureau immediately.
Criminal charge shall be 664/187 PC.
See "Assault" for coding.

Attempt murder occurring within a county park or recreational facility	SH-R-49 URN 05	Parks Detectives A
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Murder	SH-R-49 URN 01	Homicide Bureau A
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First report shall be sent to Homicide Bureau and the Coroner's Office via FAX.

Notify Homicide Bureau and follow their instructions. Supplemental reports on this type of case are confidential.

Murder occurring during a robbery shall be a concurrent assignment with Station/Unit detectives.

If victim is under 10 years of age and death is suspected to be as a result of child abuse or neglect, also notify Special Victims Bureau, who will assist Homicide Bureau.

Code 011 - Murder
Code 012 - Manslaughter, voluntary