

**CASE ASSIGNMENT AND REPORTING**  
**VOLUME 4 - CHAPTER 9**  
**LETTER "F"**

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
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**4-09/005.00**

**FALSE  
IMPERSONATION**

False impersonation of another to obtain credit or any item of value (Identity Theft).

See "Worthless Documents" 4-26/020.00. Under "Unlawful Use of, Card Holder Reporting Usage," and under "False Application."

False impersonation of peace officer or fire department member

SH-R-49  
URN  
39

Station/Unit  
Detective

SRD to Sheriff's Headquarters Bureau and Internal Affairs Bureau, if applicable.

A

Code 399 - False Impersonation.

Unauthorized impersonation of member of fire department or fire marshal

SH-R-49  
URN  
39

Station/Unit  
Detective

An SRD to Sheriff's Headquarters Bureau and Internal Affairs Bureau, if applicable.

Code 399 - False Impersonation.

Unauthorized wearing of badge and/or uniform of peace officer

SH-R-49  
URN  
39

Station/Unit  
Detective

SRD to Sheriff's Headquarters Bureau and Internal Affairs Bureau, if applicable.

A

Code 399 - False Impersonation.

Wearing of U.S. military uniform

SH-R-49  
URN  
30

Station/Unit  
Detective

Station/Unit Detectives shall notify the FBI.

A

Code 308 - Federal offenses without money.

**FALSE  
IDENTIFICATION  
TO EVADE  
PROPER  
IDENTIFICATION  
OR ARREST**

-Use of forged or counterfeit government documents

SH-R-49  
URN  
39

Station/Unit  
Detective

Code 399 - Assign to Station/Unit Detective those cases where false identification to evade proper identification or arrest is the only crime.

-Use of forged or counterfeit government documents

SH-R-49  
URN  
10

Commercial Crimes  
Bureau/Fraud Detail

Assign to Forgery/Fraud Detail those cases where forged or counterfeit documents are used in the commission of a forgery or identity theft crime.

**4-09/010.00  
FIREARMS**

For line procedures, see Volume 5, chapter 9.

<b>CLASSIFICATION Crime or Incident</b>	<b>FORM NUMBER FILE NUMBER PRIORITY</b>	<b>ASSIGNMENT AND ACTION</b>	<b>ADDITIONAL INFORMATION AND STATISTICAL CODES</b>
Carrying concealed			See "Carrying Concealed Weapon" and Volume 5, chapter 9 and 12001 PC.
Carrying loaded firearm in public place	SH-R-49 URN 15	Station/Unit Patrol  A	Code 152 - Weapon Laws, Misdemeanor. Code 151 - Weapon Laws, Felony.  If prior felony or prior weapon law arrest, then it becomes a felony.
Displayed in threatening manner	SH-R-49 URN 15	Station/Unit Patrol  A	Also see "Carrying Concealed Weapon."  Code 152 - Weapons Law - Misdemeanor.
Felony offense: --sawed-off rifle, shotgun, possession of weapons with serial number altered or obliterated, etc.	SH-R-49 URN 15	Station/Unit Detective  A	Code 151 - Weapons Law - felony.
Found	SH-R-49 URN 44	Station/Unit Detective  A	All DOJ/AFS (Automated Firearms System) entries and inquiries are to be sent directly into the system by the reporting Unit.  If recovery of County-issued and owned weapon, use original report number and follow procedures outlined in Volume 3, chapter 3. SRD to Central Supply/Logistics Warehouse at STARS Center.  If recovery of Department firearm, use original URN and send copy of report to County Auditor-Controller, Audit Division, and designate SRD copies to Fiscal Administration and to the Advanced Training Bureau, Weapons Training Section, Attention: Range Master.  Code 442 - Found Property.
License/Permit to carry a concealed weapon			See Volume 5, chapter 9, for "Application to Carry Concealed Weapon."
License/Permit to transport, possess, or operate machine guns			Applicants for license or permit shall be referred to DOJ.
Lost	SH-R-49 URN44	Station/Unit Detective A	If Department firearm, send copy of report to County Auditor-Controller, Audit Division and designate SRD copies to Fiscal Administration and to the Advanced Training Bureau, Weapons Training Section, Attention: Range Master.

			Code 442 - Lost Property.
			If Sheriff's Department-issued, SRD to Central Supply/Logistics Warehouse at STARS Center.
Misdemeanor	SH-R-49 URN 15	Station/Unit Patrol  A	Code 152 - Weapons Law - Misdemeanor.
Private Security Guards, Firearm Statute	SH-R-49 URN 15	Station/Unit Patrol  A	Appropriate action should be taken by patrol personnel when a violation is encountered, which may consist of issuing a Notice to Appear Form (SH-CR-66) and seizing the weapon as evidence. If public safety is a factor, arrest the subject.  The Incident Report should reflect any comments made by the violator indicating that his employer knew of and condoned the illegal status.  If, prior to adjudication, the violator presents the registration and certification cards to the court Deputy, the seized firearm may be returned.  Court Deputy to file the complaint.  SRD to License Detail.  Charge shall be 12031 PC, Illegal Possession of Firearm.  Code 152 - Weapons Law - Misdemeanor.
--Alarm Company Agents			Any person whose duties include altering, installing, maintaining, moving, repairing, replacing or servicing an alarm system has authority to carry a weapon while responding to an alarm, whether in uniform or not, or while on duty awaiting an alarm, if in uniform. Such employee shall be subject to citation or arrest for violation of 12031 PC if he is not in possession of both the firearms qualification card and the registration card.
--Guards of Contract Carriers			All guards of contract carriers operating armored vehicles, hired on or after 1-1-77, must have a firearms qualification card. Such employees are subject to citation or arrest for violation of 12031 PC if they are not in possession of the firearms qualification card.
--Guards of Messengers of Common Carriers			Any person employed by a common carrier bank or other financial institution, who is involved in the shipment, transportation or delivery of money, treasure, bullion, bonds, etc., may carry a weapon. Such employee is subject to citation or arrest for violation of 12031 PC if he is not in possession of a firearms qualification card.
--Private investigators, Private Patrol Operators and			Any person employed as a private investigator or any person employed by a private patrol operator or any lawful business as a security guard or private patrol person, whether in uniform or not,

Security Guards			while acting within the course and scope of his employment, may carry a firearm while on duty. Such employee shall be subject to citation or arrest for violation of 12031 PC if he is not in possession of both the firearms qualification and registration cards.
--Prohibited Possession - Seizure/Surrender	SH-R-49 URN 15	MCB	For line procedures, see Volume 5, chapter 9, Prohibited Possession - Seizure/Surrender of Assault Weapons.  Upon receiving notification from DOJ of prohibited registration/possession of assault weapon, immediately notify the Major Crimes Bureau.  Surrendered Firearms Receipt form (SH-CR-627) issued to person surrendering firearm. Obtain person's signature on the receipt if possible.  Code 151 - Weapons Laws, Felony.
Purchase Authorization			Section 12078 PC does not exempt peace officers from the 15-day waiting period on gun purchases unless a letter of authorization is approved by the employee's Division Chief or Division Director and signed by the Sheriff. The valid need to circumvent the waiting period shall apply only to a duty weapon or an authorized off-duty weapon.
Recovered	SH-R-49 URN 44	Station/Unit Detective  A	If County issued and owned weapons, use original URN and follow procedures outlined in Volume 3, chapter 3. SRD to Central Supply/Logistics Warehouse at STARS Center.  If Department firearm, use original URN and send copy to County Auditor-Controller, Audit Division, and designate SRD copies to Fiscal Administration and to the Advanced Training Bureau, Weapons Training Section, Attention: Range Master.  NOTE: See additional information under "Firearms - Found" and under "Property - Recovered".  Code 442 - Recovered property.
Registration	SH-CR-113 (For Department Use Only)		Stations will no longer enter handgun or long gun registrations into the Automated Firearm System (AFS) for the general public.  Each Station shall provide DOJ Notice of Voluntary Firearm Registration forms to the general public upon request.
Requests to assign and stamp serial numbers on firearms (gun renumbering)	SH-R-49 URN 44	Arson/ Explosives Detail  A	All persons requesting that serial numbers be assigned to pistols, revolvers or long guns shall be directed to Arson/Explosives Detail.  Code 440 - Other, Noncriminal.
Surrendered	SH-R-49 URN	Station/Unit Detective	Complete Surrendered Firearms Receipt form (SH-CR-627); obtain owner's signature if possible.

	44		A	Code 440 - Other, Noncriminal.
Tests of firearms				At the discretion of the detective, firearms taken into custody shall be forwarded to the Crime Lab for test purposes.
Theft of	SH-R-49 URN 08	Station/Unit Detective	A	Grand Theft includes all firearms regardless of value. See applicable code.  If the firearm is the personal property of a Deputy or is a County issued firearm, follow procedure in Volume 3, chapters 2 and 3. If Sheriff's Department-issued, SRD to Central Supply/Logistics Warehouse at STARS Center.  If Department firearm, send copy to County Auditor-Controller, Audit Division, and designate SRD copies to Fiscal Administration and to the Advanced Training Bureau, Weapons Training Section, Attention: Range Master.
Violations of any law or regulation relating to: Manufacture, sale or possession of automatic weapons or heavy weapons and silencers	SH-R-49 URN 30	Station/Unit Detective	A	The Station/Unit detective assigned the case shall cause the weapon or silencer to be transported to the firearms identification section of the Scientific Services Bureau, who shall determine if the weapon or silencer is a violation. The Federal Alcohol, Tobacco and Firearms Agency (ATF) shall also be contacted to ascertain whether the suspect has a permit for the weapon or silencer. ATF will send a certified copy of the suspect's permit status to the investigator. Code 308 - Federal Offenses, Weapons.
<b><u>4-09/015.00</u></b> <b><u>FIRES</u></b>				Notification shall be made to Arson/Explosives Detail by telephone as soon as possible regarding any fire that requires a written report.  Type of investigation to request:  <u>Immediate:</u> When suspect is present or arrested, when incendiary evidence may be destroyed or contaminated if investigation is delayed or when there is loss of life or injuries are critical.  <u>Routine:</u> When suspicious circumstances are involved or when no critical injury is involved.  Fire reports are not required when the loss is less than \$7,500 and the cause is clearly accidental. A report is necessary, regardless of loss, when there is suspected arson, another crime and/or any suspicions of foul play. Field supervisors should monitor fire calls whenever possible.  Log entry necessary.
Accidental fires with damage less than \$7,500				
Arson, possible arson, malicious				See "Arson."

burning, incendiary  
bombing

Bombing,  
explosives

See "Explosives."

Brush fires

See "Disasters."

Damage to public  
utility or to public  
property

SH-R-84  
URN  
27

Arson/  
Explosives  
Detail

If person injured, assignment to Arson/Explosives  
Detail, but if dead body, assignment is joint with  
Homicide Bureau. SH-R-49 required in addition  
to SH-R-84.

A

Code 275 - Arson - Community/Public Property.

NOTE: If person dead, use priority 49, code  
496.

Fire bombs,  
Molotov cocktails:

-- Found

SH-R-49  
URN  
44

Arson/  
Explosives  
Detail

Code 334 - Possession of Destructive Device.

-- Thrown, fire  
started

See "Arson."

-- Possession

SH-R-49  
URN  
33

Arson/  
Explosives  
Detail

Code 334 - Possession of Destructive Device.

A

Fires, other than  
above and damage is  
\$7,500 or more

SH-R-84  
URN  
44

Arson/  
Explosives  
Detail

Code 445 - Fire, Noncriminal or see "Arson."

A

Person dead as a  
result of fire

See "Person Dead."

Person injured as a  
result of fire

SH-R-49  
SH-R-84  
URN  
27

Arson/  
Explosives  
Detail

Notify Arson/Explosives Detail immediately by  
phone.

A

If arson, code as applicable.

Vehicle, Burned  
Recovered  
Stolen/Embezzled

SH-R-84  
URN  
27

Arson/Explosives  
Detail

A separate URN shall be obtained for the arson,  
using the RD and location where the vehicle was  
recovered.

A

Notify Arson/Explosives Detail and request either  
an immediate or routine investigation.

Cross reference the URN for the Stolen/Recovered  
vehicle.

Code 277 - Arson, Motor Vehicle

Vehicle  
(suspicious)  
in fire area

SH-CR-169  
(FIR)

When assigned to mountain areas, brush areas or  
other fire hazard areas, the Deputy shall submit a  
report whenever he deems a vehicle or its

occupants suspicious or requiring further checking. Special attention should be given to vehicles with a lone occupant.

Copy of report to be sent to Arson/Explosives Detail.

Vehicles,  
felonious burning

SH-R-84  
URN  
27

Arson/  
Explosives  
Detail

Code 277 - Arson, motor vehicle.

A

Vehicles,  
routine

SH-R-84  
URN  
44

Arson/  
Explosives  
Detail

Code 445 - Fire, Noncriminal.

A

**4-09/020.00**  
**FIREWORKS,**  
**ILLEGAL**  
**MANUFACTURE,**  
**SALE, DISCHARGE**  
**OR POSSESSION**  
**OF**

SH-R-49  
URN  
39

Station/Unit  
Detective

Code 399 - Misdemeanor - Miscellaneous.

A

**4-09/025.00**  
**FISH AND GAME**  
**VIOLATION**  
**(CITATION ISSUED)**

SH-R-49  
SH-CR-66  
URN  
39

Station/Unit  
Patrol

Copy of report to local Fish and Game Department.

Code 399 - Misdemeanor - Miscellaneous.

A

**4-09/030.00**  
**FOOD STAMPS**

Person arrested by this Department has in his possession:

- food stamps without the required identification card;
- numerous loose stamps; or
- stamps amounting in value to more than \$150.

The arresting Deputy will forward a memo containing all the details of the contact to the U.S. Department of Agriculture.

**4-09/032.00**  
**FORCE, USE OF**

SH-R-438P  
(Rev. 12/07)  
URN  
Use statistics code  
and retention from  
crime report. If no  
crime report, use  
stat code 505.

Unit Commander

Responsibility for documentation of force usage is shared by the employee using force, the immediate Supervisor and the Watch Commander/Supervising Lieutenant.

If the incident requires an Incident Report, the employee(s) using force shall describe and explain the justification for the use of force in the first report and in supplemental reports as appropriate. If no crime report is required, the employee may be

required to write a memo describing and justifying the force.

The immediate supervisor shall complete a "Supervisor's Report on Use of Force" (SH-R-438P / Rev.01/13) for each force incident, including the information on every employee who used force, and shall interview witnesses, take photos and interview the medical personnel who treat the suspect. The Watch Commander/Supervising Lieutenant is responsible for interviewing the suspect, completing the "Watch Commander's Review" section of the SH-R-438P, which details the results of the force review and recommends whether further action or investigation is warranted, and assembling a force review package.

NOTE: If the force incident results in a Force/Shooting Response Team roll-out, the SH-R-438P is completed by the Internal Affairs Bureau team members.

See 3-10/100.00 for more details.

**4-09/035.00  
FORGERY**

See "Worthless Documents."

**4-09/040.00  
FORTUNE TELLING**

SH-R-49                      MCB  
URN  
39                              A

Notify Major Crimes Bureau immediately by phone.

Code 399 - Misdemeanor - Miscellaneous.

Information                SH-AD-32A

Confidential memo. Secretary to prepare original and two copies. After signature by Station/Unit Commander, distribute in envelopes marked "Confidential" as follows: Original to Major Crimes Bureau; one copy to Chief, Detective Division and one copy retained for Station/Unit file.

**FRAUD**

See Trick or Device under "Theft".