

**CASE ASSIGNMENT AND REPORTING**  
**VOLUME 4 - CHAPTER 25**  
**LETTER "V"**

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
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**4-25/000.00**  
**VANDALISM/MALICIOUS MISCHIEF**

Felony - \$400 or more amount of injury or destruction. Misdemeanor - Less than \$400, Retention (9).

A copy of all reports of racially or religiously motivated vandalism/violence cases are to be sent to the Hate Crimes Unit.

Code as applicable:

- Code 261 - Vandalism, Misdemeanor.
- Code 262 - Vandalism, Jail Property.
- Code 263 - Vandalism, Felony.
- Code 264 - Vandalism, Graffiti/Tagging.

Adults arrested or known

SH-R-49  
URN  
26

Station/Unit  
Patrol

Court Deputy will handle complaint.

A

Adult suspect unknown

SH-R-49  
URN  
26

Station/Unit  
Detective

Prepare SH-CR-609 if no workable information and damage under \$1,000.

A

Juvenile involved

SH-R-49  
URN  
26

Station/Unit  
Detective

Prepare SH-CR-609 if no workable information and damage under \$1,000.

A

Occurring within a county park or recreational facility where Parks and Recreation Department is the victim

SH-R-49  
URN  
26

Parks  
Detectives

A or P

To County parks

SH-R-49  
URN  
26

Station/Unit  
Detective

Mail copy to Auditor-Controller, Audit Division.

Prepare SH-CR-609 if no workable information and damage under \$1,000.

A

To County property

SH-R-49  
URN  
26

Station/Unit  
Detective

Mail copy to Auditor-Controller, Audit Division.

Prepare SH-CR-609 if no workable information and damage under \$1,000.

A

If communications equipment maintained by the County is damaged, make immediate telephone notification to the Sheriff's Communication Center.

If damage to jail by prisoner:

Code 262 - Vandalism, Jail Property.

To domestic water supply, wells, distribution reservoirs and treatment facilities	SH-R-49 URN 26	Station/Unit Detective  A	When acts of vandalism or sabotage occur or are attempted on domestic water supply, wells, distribution reservoirs or treatment facilities, the incident shall be immediately reported by phone to the Director, Bureau of Environmental Protection (323) 881-4011, Los Angeles County Department of Health Services. Contact may be made through the County switchboard during non-business hours (213) 974-1234.  Prepare SH-CR-609 if no workable information and damage under \$5,000.
To schools	SH-R-49 URN 26	Station/Unit Detective  A	Prepare SH-CR-609 if no workable information and damage under \$1,000.
To vehicles	SH-R-49 URN 26	Station/Unit Detective  A	Prepare SH-CR-609 if no workable information and damage under \$1,000.  NOTE: In case of County-owned vehicles, see Property Damage.

**4-25/005.00**  
**VEHICLE CODE**  
**VIOLATIONS,**  
**MISC.**

False statement in documents to DMV	SH-R-49 URN 25	Station/Unit Detective  A	Code 252 - Vehicle Laws, Felony.
Filing false vehicle theft report	SH-R-49 URN 25	Station/Unit Detective  A	Code 255 - Vehicle Laws, Misdemeanor.
Minors under 21 driving with a BAC of .01% or greater	DMV DS 367 DMV DS 360 URN 25	Station/Unit Patrol Traffic  A	In all cases involving DMV Form DS 367, give complete name or names of subject; if out-of-state driver's license, indicate state of issuance; give date of birth; list circumstances which led to belief the minor was driving with a Blood Alcohol Content (BAC) of .01% or greater; if subject refuses Preliminary Alcohol Screening (PAS) test, quote refusal verbatim; if test taken after refusal, so indicate; detaining Deputy must actually sign the report, otherwise it is invalid. Send completed original DMV form DS 367 and DMV form DS 360A, along with driver's license if confiscated, to DMV.  Code 256 - Vehicle Laws, Juvenile Zero Tolerance.
Minors under 21 driving with a BAC of .01% or greater	DMV DS 367 DMV DS 360 URN	Parks Patrol	

occurring within a county park or recreational facility	25	A	
Moving violations, other	SH-R-49 URN 25	Station/Unit Patrol Traffic	SH-R-49 shall be completed when citations are issued for violations of an optional arrest section as enumerated in section 40303 CVC.  Code 255 - Vehicle Laws, Misdemeanor.
Moving violations, other occurring within a county park or recreational facility	SH-R-49 URN 25	Parks Patrol	SH-R-49 shall be completed when citations are issued for violations of an optional arrest section as enumerated in section 40303 CVC.  Code 255 - Vehicle Laws, Misdemeanor
Tampering with vehicle	SH-R-49 URN 25	Station/Unit Detective	Code 255 - Vehicle Laws, Misdemeanor.

**VEHICLE  
(SUSPICIOUS) IN  
FIRE AREA**

See "Fires."

**4-25/015.00  
VICE**

Arrest (on-view) by Sheriff's personnel other than members of the Special Investigations Bureau

See subject matter in Policy and Ethics chapter.

**Felony:**

Notify Major Crimes Bureau immediately by telephone.

-- Bookmaking	SH-R-49 URN 23	Station/Unit Detective	Code 233 - Bookmaking.
		A	
-- Pandering	SH-R-49 URN12	MCB A	Code 124 - Pandering.
-- Pimping	SH-R-49 URN 12	MCB  A	Code 125 - Pimping.
-- Touting	SH-R-49 URN 33	Station/Unit Detective	Code 339 - Felony, Miscellaneous.
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Misdemeanor:

Notify Major Crimes Bureau immediately by telephone.

-- ABC Act violation

See "ABC Act Violations."

-- Cockfights, dogfights, etc.; own, possess, keep, or train for fighting

SH-R-49  
URN  
39

Station/Unit  
Detective

A

Code 399 - Misdemeanor, Miscellaneous.

-- Fortune telling

See "Fortune Telling."

-- Gambling

SH-R-49  
URN  
23

MCB

A

Code 231 - Gambling.

-- Lewd conduct

SH-R-49  
URN  
13

MCB

A

(647(a) PC).

Code 133 - Lewd or obscene conduct.

-- Lotteries

See "Lotteries."

-- Pinball machines

See "Slot Machines."

-- Prostitution

SH-R-49  
URN  
13

MCB

A

(647(b) PC).

Code 136 - Prostitution, soliciting, etc.

-- Punchboards

See "Slot Machines."

-- Slot machines (includes punchboards)

See "Slot Machines."

Information covering:

SH-AD-32A

Secretary to prepare original and four copies. After signature by the Unit Commander, distribute as follows: Original and two copies to Major Crimes Bureau; one copy to Chief of the concerned Division; and one copy to Unit Commander's file.

-- Gambling  
-- Lewd conduct  
-- Loitering about restrooms  
-- Pandering  
-- Pimping  
-- Prostitution

NOTE: Notify Major Crimes Bureau by phone of any carnivals operating in Station/Unit area and confirm by memo.