Chapter 4 - Letter "A"

• 4-04/005.00 - ABC Act Violations (Alcoholic Beverages)

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-04/005.00 **ABC ACT VIOLATIONS (ALCOHOLIC BEVERAGES)**			For line procedures, see volume 5, chapter 9. **NOTE:** Submit "Café Incident Card," SH-CR-395. SRD report to local ABC office and License Detail.
Citation Issued			Cite to appear within 5 court days.
"Consumption" by minors under 21 years on-sale premises	SH-R-49 URN 19	Arresting unit or station patrol A	Code 191 - Liquor violation, sale to minor. SRD report to local ABC office.
Information	SH-AD-32A		Secretary to prepare original and two copies. After signature by unit commander, distribute copies as follows: Original to License Detail; one copy to chief, Detective Division; and one copy to be retained for unit file. SRD report to local ABC office.
Minors under 21 driving with a BAC of .01% or greater			See "Vehicle Code Violations - Miscellaneous."
Permitting "consumption" by minors under 21 years on-sale premises	SH-R-49 URN 19	Arresting unit or station patrol A	Code 191 - Liquor violation, sale to minor. SRD report to local ABC office.
Permitting consumption after hours	SH-R-49 URN 19	Arresting unit or station patrol A	Code 198 - Liquor law violation. SRD report to local ABC office.

Possession by minor under 18 years of age	SH-R-49 URN 19	Arresting unit or station. detective A	Code 193 - Possession of alcohol by minor.
Possession by minor 18 to 20 years of age	SH-R-49 URN 19	Arresting unit or station patrol A	Court deputy will handle. Code 193 - Possession of alcohol by minor.
Possession by minor 18 to 20 years of age occurring within a county park or recreational facility	SH-R-49 URN 19	Parks patrol A	Code 193 - possession of alcohol by minor.
Sale of after hours	SH-R-49 URN 19	Arresting unit or station patrol A	Code 198 - Liquor Violation, After Hours Sale. SRD report to local ABC office.
Sale to minors under 18 years of age	SH-R-49 URN 19	Arresting unit or station detective A	Code 191 - Liquor violation, sale to minor. SRD report to local ABC office.
Sale to minors 18 to 21 years of age	SH-R-49 URN 19	Arresting unit or station detective or patrol A	Code 191 - Liquor violation, sale to minor. SRD report to local ABC office.

• 4-04/010.00 - Abortion, Illegal

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-04/010.00 ABORTION, ILLEGAL	SH-R-49 URN 01, 33, 39	Homicide Bureau Health Authority Law Enforcement Task Force (HALT) A	Post-term abortion. This is a confidential report. Notify Homicide Bureau by phone immediately. Do not send first report via JDIC. Code 011 Non-post term abortion involving unlicensed practice of medicine. Code 339 - Felony or Code 399 - Misdemeanor

• 4-04/012.00 - Abuse

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-04/012.00 ABUSE Physical, sexual, mental, or financial abuse, neglect, or abandonment of an elder or dependant adult	SH-R-49 URN 174	Arresting unit or station patrol or detective A	For child abuse, neglect, stealing, see section 4-06/023.00. 15630 WIC mandates reporting requirements for public/private agencies. A dependent adult is any person residing in California who is between the ages of 18 and 64, who has physical or mental limitations which restrict his individual ability to carry out normal activities or protect his own rights. A dependent adult includes any person of the above ages who has been admitted as an inpatient to a 24-hour health facility. An elder is any person residing in California who is 65 years of age or older. Failure to report any incidents of suspected physical abuse of an elder or dependent adult by the person(s) having care or custody of such elder or dependent adult is a misdemeanor. Every known or suspected instance of abuse of an elder or a dependent adult brought to the attention of the Department shall be reported to the following designated agency by telephone, as soon as practical and a report (SH-R-49) shall be written. The report should be coded consistent with the crime charged (i.e., 245 PC, Stat Code 05x). If the abuse is alleged to

			have occurred in a long-term care facility, the Long-term Care Ombudsman Coordinator shall be notified at 1-800-334-WISE. If the abuse is alleged to have occurred anywhere else, the Department of Public Social Services, Adult Protective Services, shall be notified at 1-800-992-1660. Private persons can report instances of abuse of an elder or dependent adult to their local law enforcement agency or other appropriate public/private agencies. A public/private agency may give a private person reporting such abuse a form 76R94 SOC341 to fill out and submit. If a completed form 76R94 SOC341 is received from a citizen or public/private agency, it shall be forwarded to the Department of Public Social Services, Adult Protective Services, within 48 hours of such reporting of the incident in addition to the required telephonic notification. Information contained in these reports shall only be disclosed pursuant to a court order or when the person(s) reporting waive confidentiality or when requested by any of the following: • Long-term care ombudsman coordinator; or • District attorney in a criminal prosecution.

• 4-04/014.00 - Access Cards

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-04/014.00 ACCESS CARDS			Refer to Worthless Documents, section 4-26/020.00.

• 4-04/025.00 - Aircraft

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-04/025.00 AIRCRAFT			**NOTE:** Designate SRD to Aero Bureau on any incident involving the Aero Bureau or its personnel.
Damage to			See "Property Damage."
Fatality involved	SH-R-49 URN 49	Aero Bureau A	Aero Bureau and Homicide Bureau to be notified immediately. Aero Bureau will respond as soon as possible. Aero Bureau will notify Homicide Bureau in cases where foul play is suspected. Homicide Bureau will respond at the request of Aero Bureau. Code 496 - Person Dead, Other/Unknown.
Forced landing			Notify Aero Bureau at once. Make report or log entry at direction of Aero Bureau.
Low Flying	SH-CR-134 URN 39	Aero Bureau A	Notify Aero Bureau at once. On weekends and holidays, notify the Sheriff's Communications Center. Report to contain all available information regarding aircraft number or description of aircraft (e.g., color, identification marks, such as stripes or colored wing tips, etc.); type of craft (e.g., airplane, helicopter, glider, balloon, single engine, four engine, jet, etc.), in addition to routine data. Include type of area plane was flying over, such as residential, pasture, etc., as limits differ. Code 399 - Misdemeanor, Miscellaneous.
Scene of accident	SH-R-49 URN 48 (injuries) 49 (fatality)	Aero Bureau A	Patrol personnel at scene shall provide traffic and crowd control and prevent anyone from touching or moving the wreckage except to remove injured persons. If fatality, Aero Bureau and Homicide Bureau to be notified immediately. Aero Bureau will respond as soon as possible. Homicide Bureau will respond at the request of Aero Bureau in those cases in which foul play is suspected. If wreckage or dead bodies must be moved because of hazard in a critical area, permission shall first be obtained from the Coroner's Office through Homicide Bureau. The location of any moved wreckage or dead bodies must be marked if moved prior to the arrival of Aero Bureau personnel. Photographs should be taken

prior to movement, if possible.

If restriction of airspace is necessary, notify Aero Bureau. Aero Bureau shall be responsible for making necessary notifications/requests to the Federal Aviation Administration (FAA), National Transportation and Safety Bureau (NTSB), and related governmental agencies.

> **NOTE:** Personal effects shall not be handled except by direction of the Coroner's Office.

Custody of wreckage under direction of Aero Bureau remains with patrol pending arrival of a member of Federal Aviation Agency on civilian aircraft or member of military organization involved when accident involves military aircraft.

If our investigation is complete and the appropriate federal agency has not taken custody of the wreckage, Aero Bureau shall contact the concerned federal agency and speak with an agent who can authorize expenditures of federal funds for securing the wreckage and obtain the agent's name, business address and telephone number. The agent shall be asked specifically if he authorizes such an expenditure in this incident, and the pertinent information shall be relayed to the Watch Commander of the concerned Station/Unit.

If the expenditure is authorized, an unusual occurrence number shall be obtained by the Watch Commander and an accurate accounting of all expenditures recorded. Personnel assigned to secure the wreckage shall be in addition to normal staffing.

At the conclusion of this duty, a memo shall be directed to the Director of the Administrative and Training Division providing all the pertinent information, including the authorizing agent, unusual occurrence number, copies of reports and overtime worked reports.

If the agent refuses to authorize the expenditure of federal funds for security, personnel need not remain at the scene of an accident in unpopulated, less accessible areas, if it is ascertained that the federal agency will be unduly delayed.

Code as applicable:

			481 - Accidents, Non-traffic. 496 - Person Dead, Other/Unknown.
Theft	SH-R-49 URN 09	Arresting Unit or Station Detective A	For theft from, see "Theft." Code 097 - Grand Theft - Other Vehicle.

• 4-04/026.00 - Alarms, Security Malfunctions And/Or Violations

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-04/026.00 **ALARMS, SECURITY MALFUNCTIONS AND/OR VIOLATIONS**	SH-R-377 URN 39	Arresting unit or station patrol A	Code 399 - Misdemeanor, Miscellaneous

• 4-04/030.00 - Alerts

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-04/030.00 **ALERTS** Sigalert (Traffic Advisory)	MDT/MDC		Deputies observing a hazardous or potentially hazardous condition which may affect the flow of traffic shall immediately notify the station/unit watch sergeant by radio or Mobil Digital Terminal/Mobile Digital Computer (MDT/MDC). The station/unit watch sergeant or other deputy so designated will begin procedures for a traffic advisory, if necessary, by notifying the Sheriff's Communications Center (SCC). The advisement will remain in effect until a cancellation is requested through the same channels.

Smog Alert			When a smog alert is called by the South Coast Air Quality Management District (AQMD), deputies observing the burning or incineration of any combustible waste shall solicit the cooperation of the person in charge to desist in such activity. When unusual amounts of smoke or air pollutants are emitting from industrial or business establishments, the observing deputy shall contact the station/unit watch commander by telephone and inform him of the name, address and type of activity involved. The information shall, in turn, be relayed to the enforcement section of the AQMD. Deputies will not issue citations unless specifically requested to do so by AQMD. **NOTE:** Citation should be given under section 27153 CVC for excessive smoke from motor vehicle.

• 4-04/035.00 - Alien/Foreign National

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-04/035.00 ALIEN/FOREIGN NATIONAL			See "Diplomatic and Consular Officials"; and Volume 5, chapter 9.
Alien/foreign national here under visa arrested,detained, or imprisoned	See under appropriate crime classification		All personnel with law enforcement responsibilities are obligated by the U.S. International Treaty to notify foreign authorities when foreign nationals are arrested or otherwise detained in the United States. The list below shall be consulted to determine whether notification is mandatory. The arresting deputy, or any Department member who determines, subsequent to the arrest, that the subject is a foreign national, shall in all cases immediately inform the foreign national of his right to have his government notified concerning the arrest/detention. If the foreign national requests his consulate be notified, the deputy shall immediately notify the

International Liaison Unit, who in turn will notify the consulate. If desired, the arresting deputy will provide the foreign national with the address and telephone number of the consulate requested. Documentation of all notifications to foreign diplomatic or consular representatives shall be noted in the report.

If notification is optional and is not requested by the detainee, that fact should be recorded in the report and no notice shall be given.

In the case of certain countries, notification is mandatory and must be made immediately, regardless of whether the arrestee/detainee so desires.

These countries are:

Albania	Malta
Antigua	Mauritius
Armenia	Moldova
Azerbaijan	Mongolia
Bahamas	Nigeria
Barbados	Philippines
Belarus	Poland
Belize	Romania
Brunei	Russian Federation
Bulgaria	St. Kitts/Nevis
People's Republic of China*	St. Lucia
Costa Rica	St. Vincent/
Cyprus	Grenadines
Czech Republic	Seychelles
Dominica	Sierra Leone
Fiji	Singapore
The Gambia	Slovak Republic
Georgia	South Korea
Ghana	Tajikisten
Grenada	Tanzania
Guyana	Tonga
Hungary	Trinidad/Tobago
Jamaica	Turkmenistan
Kazakhstan	Tuvalu
Kiribati	Ukraine
Kuwait	United Kingdom**
Kyrgzstan	U.S.S.R.
Malaysia	Uzbekistan

			Zambia * Taiwan nationals (carrying Republic of China passports) who are detained, notification shall be made to the Taipei Economic and Cultural Office in Los Angeles. ** British Dependencies also included by this agreement are Anguilla British Virgin Islands, Hong Kong, Bermuda, Montserrat, and the Turks and Caicos Islands. Subject to local laws and regulations foreign consular officers have the right to visit their nationals, to converse and correspond with them and to arrange for legal representatives. If the national's status is established later by Custody Division personnel, this information shall be forward to the watch commander as applicable. The watch commander shall immediately notify the International Liaison Unit (or the Sheriff's Headquarters Bureau, if after hours), who in turn, shall make the proper notifications. Designate SRD to International Liaison Unit. Upon notification, Immigration will either place a hold and take custody after the criminal case is disposed of, or the subject shall be released upon fulfillment of any commitment.
Death of an Alien/Foreign National			Notwithstanding any other duties and responsibilities necessary during an investigation of death, as outlined in volume 5, chapter 9, section 5-09/090.35, the investigating unit shall immediately notify the International Liaison Unit for consular notification.

• 4-04/038.00 - Alleged Mentally Ill Person, Apprehension of, Emergency Detention

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-04/038.00 ALLEGED MENTALLY ILL PERSON, APPREHENSION OF, EMERGENCY DETENTION			See "Mentally Ill Person."

• 4-04/040.00 - Ammunition, Armor, or Metal Penetrating

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-04/040.00 AMMUNITION, ARMOR, OR METAL PENETRATING	SH-R-49 URN 15	Arresting unit or station patrol A	Code 151 - Penetraing Ammo (Felony) Code 152 - Penetrating Ammo (Misdemeanor)

• 4-04/045.00 - Amnesia Victim

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-04/045.00 AMNESIA VICTIM	SH-R-49 URN 40	Homicide Bureau A	On all cases involving unidentified persons, make every effort to determine the identity of the person. When unable to identify, immediate notification shall be made to the Missing Persons Unit of Homicide Bureau. All available identification shall be obtained, including an accurate and complete physical description, fingerprint cards, and photographs. (Request for photographs and fingerprints may be made through Records and Identification Bureau.) Forward identification data to Missing Persons Unit. Appropriate forms and URN for the type of crime involved may be substituted for the SH-R-49, if applicable. Code as applicable: 400 - Adult missing 401 - Child missing or lost

• 4-04/050.00 - Animals

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-04/050.00 ANIMALS			
Bites	H-1561 (Supplied by L.A. County Health Services)	Arresting unit or station patrol I	If animal appears to be rabid, telephone the closest county health center immediately. If possible, have animal isolated until a representative of that center arrives. Send form to the local county health center, Attn: Public Health Investigations. If bite reported during normal business hours, refer victim to county health services.
Cockfights, dogfights, etc., own, possess, keep or train for fighting			See "Vice."
Cruelty towards	SH-R-49 URN 39 or 33	Arresting unit or station detective A	Code as applicable: Code 390 - Cruelty to animals Code 339 - Felony, miscellaneous
Injured			An accurate description of the situation shall be relayed to the concerned animal control agency in order to allow them to properly assess equipment needs. The animal control agency, if so advised, will send a supervisor with appropriate equipment for destroying animals, when required. In the event that conditions are such that an extensive or inappropriate response time by animal control agency is involved, it may be necessary to destroy the animal. If an animal is shot, the on-call IAB Lieutenant shall be notified and his directions followed. Direct a memo (SH-AD-32A) to the unit commander and use classification of "Shots Fired by Deputies."

Noisy	SH-R-49 URN 39	Arresting unit or station detective A	Inactive when used on citizen complaints regarding barking dogs, beehives, livestock, poultry, etc. city/county ordinances and/or administrative codes may be used, also. Report will be made active if petition is submitted with report or when petition is submitted at a later date. Code 399 - Misdemeanor, miscellaneous.
Poisoning	SH-R-49 URN 39	Arresting unit or station detective A	Notify L.A. County Department of Animal Care and Control concerning disposition of animal. Code 399 - Misdemeanor, miscellaneous.
Predatory, reports of	SH-R-49 URN 44	Arresting unit or station patrol I	Immediately notify county department of animal care and control or humane society having jurisdiction. If concerned agency employee arrives on the scene prior to the deputy submitting a report, a log entry will suffice, as the concerned agency will submit the report and handle to conclusion. Code 440 - Other - noncriminal.

• 4-04/060.00 - Annoying School Children

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-04/060.00 ANNOYING SCHOOL CHILDREN			See "Sex Offenses."

• 4-04/065.00 - APB Investigations (Statewide)

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-04/065.00 APB INVESTIGATIONS (STATEWIDE)			Statewide broadcasts received from police agencies outside of the county will be assigned for investigation by the unit which has jurisdiction.

• 4-04/070.00 - Armored Car or Transport

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-04/070.00 ARMORED CAR OR TRANSPORT			See "Robbery."

• 4-04/075.00 - Arraignments

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-04/075.00 ARRAIGNMENTS			If juveniles are arrested and released, arrangements for further processing shall be in accord with juvenile procedures. When prisoners have multiple charges which are assigned to separate units (e.g., station patrol and Narcotics Bureau), the concerned unit commanders shall coordinate the necessary arraignment priority.

• 4-04/080.00 - Arrests

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-04/080.00 ARRESTS			On all arrest reports, incident or supplemental, both the booking number and the full name of the arrestee shall be given. Supplemental reports shall contain this information when the arrest was reported on the incident report as well as when the arrest was made as the result of a subsequent investigation. Persons arrested and released pursuant to 849b(1) or 849b(3) shall be issued a Certificate of Release signed by the releasing officer or his superior officer, describing the action as a detention only. When a person's release is based on a prosecutor's rejection of a complaint pursuant to 849.5 PC, or no accusatory pleading has been filed, a Certificate of Release shall be issued, signed by the law enforcement agency which arrested him, describing the action as a detention. A Certificate of Release will not be issued when the release is based on a district attorney's rejection of a complaint, when a portion of the charges are dropped in an arrest involving multiple charges, or for a release pursuant to 849b(2) PC. When a person is arrested and concerned persons related to, or friends of, the arrestee ask questions regarding his confinement and/or release, the arresting deputy shall inform the concerned persons where the arrestee will be booked and provide a telephone number for that facility.
Adults, felony	SH-R-49 URN	Arresting unit or station detective A	Use priority and coding of felony. Assign cases to the appropriate investigative unit.

Adults, felony, reasonable cause	SH-R-49 URN 60	Arresting unit or station detective A	When a felony arrest is not immediately identified with a prior case, assign a new URN. This category, reasonable cause arrests, does not apply when any of the following conditions exist: • The arrest was for a crime committed in your presence. In this case, use applicable code which defines the crime; • The arrest is made outside the Department's area of jurisdiction. In this case, code as to the crime for which the arrest was made and in the URN, substitute the unit designation number in lieu of the reporting district number; • The arrest is for the suspicion of a crime which is an outgrowth of an arrest for a crime committed in your presence, or warrant arrest, etc. For example, an arrest for carrying a concealed weapon, and the arrested person also matches the description of a wanted robbery suspect. Thus, an additional charge of reasonable cause is added. In this case, you would code for the crime being reported in conjunction with the arrest for carrying concealed weapon; and • The arrest is for a crime previously reported to our Department. In this case, use original URN.
Adults, misdemeanor	See under appropriate crime classification	Arresting unit or station patrol A	All arrests or citations issued to adults for misdemeanor crimes shall be assigned to station/unit patrol when no further investigation or action is required. The exception is when misdemeanor sex offenses are being reported, in which case the assignment is to station/unit detectives.
Arrestee wanted by another			When an arrest is made at the specific request of another California agency, that agency shall be notified as soon as possible by the Warrant and Detainer Unit of the Inmate Reception Center, provided there is no conflict with an investigation called for by this Department and no outstanding local wants. Fugitive/Warrant Detail shall handle correspondence on arrestees wanted by agencies in other states.

Employee of any government agency	See under appropriate crime classification		Labor Code section 432.7 provides that no peace officer or employee of a law enforcement agency with access to criminal offender record information (11075 PC) shall knowingly disclose, with intent to affect a person's employment, any information pertaining to an arrest, detention, or proceeding which did not result in a conviction to any person not authorized by law to receive such information. Persons and agencies authorized to receive criminal offender record information are enumerated in section 11105 PC. When an employee of a public agency (other than a law enforcement agency or a school) is arrested, the procedures and guidelines established for the "Dissemination of Criminal Records Information" (see Volume 3, chapter 9) are to be followed. See section 4-01/080.00 and section 4-01/090.10 when law enforcement employees are arrested. See section 4-01/080.00, section 4-01/090.30, and "Sex Offenses" when school employees are arrested.
Military Personnel			See "Military Personnel."
Off-Duty arrests by deputies	SH-AD-32A		In addition to all other reporting procedures for the specific crime involved, the employee shall report the incident to his unit commander.
Private Person making arrest of adult	SH-R-49 SH-CR-202 SH-J-293 (See crime classification)	Arresting unit or station patrol A	The citizen shall, when practical, personally advise the suspect of the charge for which he is being arrested and shall place the suspect under arrest. The deputy shall take custody of all persons charged with or accused of a public offense. The suspect shall not be advised of his constitutional rights at this time unless there is to be subsequent questioning. **NOTE:** If the deputy believes the arrest to be unlawful, he/she shall confidentially advise the citizen that such arrest is not lawful, and that we will not take custody of the alleged suspect. Complete a detailed log entry regarding the incident. Do not obtain a booking number or complete a "Booking and Property Record? (B&PR).

In all cases where a citizen makes a valid private person's arrest, the deputy shall have the arresting citizen sign four (4) Private Person's Arrest forms (SH-CR-202) and sign the Booking and Property Record (B&PR) in the space provided for the name of the arresting officer. The fourth copy of form SH-CR-202 will be given to the citizen who shall be informed of the date, time, location, and court deputy to contact, in person or by phone. The court deputy shall be responsible for coordinating a citizen's interview with the district attorney's office, if necessary, to determine the facts of the case, and/or to sign a formal complaint. If a field release is approved, the deputy shall fill out the first nine lines of the B&PR and submit it with forms SH-R-49 and SH-CR-202.

> **NOTE:** When a field release is conducted, the deputy shall assess the potential of a confrontation that may occur as a result of citing and releasing the suspect in the presence of the arresting citizen. When it is necessary and practical to do so, the deputy shall conduct the field release out of the presence or proximity of the arresting citizen and note these actions in the arrest report.

In petty theft cases where the victim is a commercial business and a private person's arrest was made by business establishment personnel, private security police, or other representatives acting on behalf of the victim, it is not necessary that such representative appear to sign the formal complaint if the representative who made the arrest signed the Private Person's Arrest Form (SH-CR-202).

Deputies taking custody of persons arrested shall advise the victim or his representative that the court deputy may sign the complaint in lieu of the victim or his representative.

The arrest report shall indicate that the victim or his representative was so advised and whether or not he desires to be present to sign the complaint.

In the event the local deputy district attorney will not issue a complaint without the victim or his representative signing the complaint, the court deputy shall be responsible for notifying them.

			Releases - When the suspect is eligible for release after booking, normal cite-out or bail procedures shall be followed. **NOTE 1:** On both misdemeanor and felony arrests, if it is determined by the watch commander at any time of booking or any time prior to the arrestee's appearance in court, that no complaint is to be sought, the prisoner shall be released under provisions of section 849b(1) P.C. **NOTE 2:** Deputies shall not arrest for false imprisonment those citizens making an arrest believed to be invalid.
Private person making arrest of juvenile	SH-R-49 SH-CR-202 SH-J-293 (See crime classification)	Arresting unit or station detective A	The citizen shall, when practical, personally advise the juvenile of the charge for which he is being arrested and shall place the subject under arrest. The deputy shall take custody of all persons charged with or accused of a public offense when there is adequate probable cause for arrest. The juvenile shall be advised of his constitutional rights at this time. **NOTE:** If the deputy believes the arrest is unlawful, he/she shall confidentially advise the citizen that such arrest is not lawful and that we will not take custody of the alleged suspect. Complete a detailed log entry regarding the incident. Do not obtain a booking number or complete a “Booking and Property Record” (B&PR). In all cases where a citizen makes a valid private person's arrest, the deputy shall have the arresting citizen sign four (4) Private Person’s Arrest forms (SH-CR-202) and sign the B&PR in the space provided for the name of the arresting officer. The fourth copy of form SH-CR-202 will be given to the citizen who shall be informed of the date, time, location, and court deputy to contact, in person or by phone. The court deputy shall be responsible for coordinating a citizen's interview with the district attorney's office, if necessary, to determine the facts of the case, and/or to sign a formal complaint. If a field release is approved, the deputy shall fill out the first nine lines of the B&PR and

			submit it with forms SH-R-49 and SH-CR-202. **NOTE:** When a field release is conducted, the deputy shall assess the potential of a confrontation that may occur as a result of citing and releasing the suspect in the presence of the arresting citizen. When it is necessary and practical to do so, the deputy shall conduct the field release out of the presence or proximity of the arresting citizen and note these actions in the arrest report. The deputy shall advise the citizen that the investigating detective will contact him concerning the disposition of the case. **NOTE:** Deputies shall not arrest for false imprisonment those citizens making an arrest believed to be invalid.

• 4-04/083.00 - Arrest With Citable Violations

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-04/083.00 ARREST WITH CITABLE VIOLATIONS			For line procedures, see volume 5, chapter 7.

• 4-04/085.00 - Arson

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-04/085.00 ARSON			

Arson, possible arson, malicious burning	SH-R-84 URN 27	Arson/Explosives Detail A	Type of investigation to request: Immediate: When suspect/subject is present, arrested or detained, when incendiary evidence may be destroyed or contaminated if investigation is delayed or when there is a loss of life or injuries are critical. Notify Arson/Explosives Detail immediately by telephone. Routine: When suspicious circumstances are involved or when noncritical injury is involved. Notify Arson/Explosives Detail as soon as possible by telephone. Preserve the fire scene for cause and origin determination. If the scene cannot be preserved, request an immediate investigation. Assign all cases to Arson/Explosives Detail except as noted below. Assign to Homicide Bureau and Arson/ Explosives Detail if dead body involved. Code according to type of structure or property.
Fire bombs, Molotov cocktails thrown, fire started	SH-R-84 URN 27	Arson/Explosives Detail A	Notify Arson/Explosives immediately by phone. For found or possession, see "Fires." If militant or revolutionary group involvement is suspected, send copy of report to Major Crimes Bureau.

• 4-04/090.00 - Assault

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-04/090.00 ASSAULT			
Aggravated	SHR-49 URN 05	Arresting unit or station detectives	For statistical coding, this category includes assaults by one person upon another for the purpose of inflicting severe or aggravated bodily injury (broken bones, internal injuries, or injuries requiring stitches). This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm which may include personal weapons (such as hands, fist, or feet).
Attempt to kill or commit assault upon the President or Vice President of the U.S., a State Governor, a U.S. Justice/Judge or the Secretary of any U.S. Executive Department(Cabinet Members)	SH-R-49 URN 05 or 14	Homicide Bureau A	Notify Homicide Bureau immediately. Code as applicable. See "With Deadly Weapon" below.
Child Beating			See "Child Abuse."
Discharging firearms at inhabited dwelling	SH-R-49 URN 05	Arresting unit or station detective A	Code 051 - ADW - Gun.
Non-Aggravated	SH-R-49 URN 14	Arresting unit or station detectives A	For statistical coding, this category includes all assaults which involve the use of a personal weapon (such as hands, fist, or feet) and in which there were no serious or aggravated injuries to the victim.

On Department personnel	SH-R-49 URN 05	Homicide Bureau or Major Crimes Bureau or arresting unit/ station detective A	If on-duty and serious injury requiring hospital treatment results, notify Homicide Bureau immediately and follow their direction. If off-duty or no serious injury, notify Major Crimes Bureau immediately and follow their direction (see section 4-01/090.40). All others assign to station/unit detectives.
Simple Assault			See “Non Aggravated Assault”
Spousal Assault			See section 4-07/033.00 Domestic Violence

With deadly weapon	SH-R-49 URN 05 or 14	Arresting unit or station detective A	Case assignment remains at station/unit detectives unless victim most likely will not survive. Notify Homicide Bureau by phone. Reassignment shall be at the discretion of Homicide Bureau. **NOTE:** If deputy killed or assaulted in the line of duty, complete form SH-CR-563. On "Assault - Aggravated - Felony," use most applicable code: 050 - Domestic Violence 051 - ADW - Gun. 052 - ADW - Knife. 053 - ADW - Dangerous Weapon Other Than Hands/Feet/Fist, Gun or Knife. 054 - ADW - Hands/Feet/Fist. 055 - ADW - On Police Officer - Gun. 056 - ADW - On Police Officer - Knife. 057 - ADW - On Police Officer - Dangerous Weapon other than Hands/Feet/Fist, Gun, or Knife. 058 - ADW - On Police Officer - Hands/Feet/Fist. 059 - Child Assault On “Assault-Non-Aggravated (Felony or Misdemeanor),” use most appropriate code. 144 - Hands, Feet, Fist, etc. 145 - Obstruct/Resist/Battery Peace Officer 146 - Domestic Violence (Personal weapon used and no visible/minor victim injuries) 147 - Threatening Public or School Official 149 - Child Assault

With deadly weapon occurring within a county park or recreational facility	SHâ€'Râ€'49 URN 05	Parks detectives A	Case assignment goes to Parks detectives unless victim most likely will not survive. Notify Homicide Bureau by phone.
With intent to commit rape			See "Rape."

• 4-04/095.00 - Attempt Suicide

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-04/095.00 **ATTEMPT SUICIDE**			See "Suicide and Attempt."

• 4-04/100.00 - AWOL

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-04/100.00 **AWOL**			
AWOL, not released	SH-R-49 URN 30	Arresting Unit or Station Detective A	If person not released to military at once, case must be inactivated when the release is made. Code 303 - Deserters, AWOL - Federal Offense.
AWOL, released	SH-R-49 URN 30	Arresting Unit or Station Detective I	Immediate release to military--log entry only, do not book. Code 303 - Deserters, AWOL - Federal Offense.
AWOL, request for apprehension Form AGO 45 or 46			When these or similar form letters are received by a Station/Unit, forward to Records and Identification Bureau without action.

AWOL, specific request for apprehension	SH-R-49 URN 30	Arresting Unit or Station Detective A	If address not in Station/Unit area, forward to Records and Identification Bureau. Code 303 - Deserters, AWOL - Federal Offense.