Chapter 5 - Letter "B"

• 4-05/005.00 - Badges and ID Items

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-05/005.00 BADGES AND ID ITEMS			Items considered under this section include the following: • Uniform badge; • Name tag; • Cap piece; • Flat badge and case; and • ID card. **NOTE:** Uniform badge, cap piece, and flat badge are indexable information. Enter into APS and NCIC.
Contract City Officials:			
--Found or recovered	See under appropriate crime classification	Contract Law Enforcement Bureau A	Deliver badge or ID item to Contract Law Enforcement Bureau with copy of report. Type of report to depend on circumstances involved. Report to be supplemental report to original URN if already reported.
--Lost	SH-R-49 URN 44	Station detective A	Copy of report to Contract Law Enforcement Bureau. First report to be made by station contracting with the city. Code 442 - Lost Property.
--Theft	See under appropriate crime classification	Station detective A	Copy of report to Contract Law Enforcement Bureau. First report to be made by station contracting with the city.
--Other Policing Agencies, Found or recovered item	See under appropriate crime classification	Personnel Admin. A	Deliver badge or ID item to Personnel Administration with copy of report. Personnel Administration will notify the concerned agency.
Sworn:			

--Damaged			See volume 3, chapter 3.
--Found	SH-R-49 URN 44	Personnel Admin. A	Notify Personnel Administration by telephone and then deliver item to them. Type of report and file number to depend on circumstances involved. Code 442 - Found Property.
--Item used in commission of crime	See under appropriate crime classification	Personnel Admin. and appropriate investigative unit A	
--Lost	SH-R-49 SH-AD-90 URN 44	Personnel Admin. A	See volume 3, chapter 3. Code 442 - Lost Property.
--Recovered	See under appropriate crime classification	Personnel Admin. A	Notify Personnel Administration by telephone and then deliver item to them. See appropriate classification for coding. If theft previously reported to this Department, recovery to be a supplemental report to original URN.
--Theft	See under appropriate crime classification SH-AD-90 (Affidavit of Loss)	Personnel Admin. A	Obtain URN from unit of assignment. See appropriate classification for code. Follow procedure as above for lost.
Non-Sworn:			
--Lost, damaged	SH-R-49 URN 44	Employee's unit of assignment A	Unit commander to review and forward SH-R-49 and memo to Personnel Administration requesting reissue.
Reserves:			

--Found	See under appropriate crime classification	Reserve Forces Bureau A	Notify Reserve Forces Bureau by telephone and deliver item to them for disposition.
--Item used in commission of crime	See under appropriate crime classification	Reserve Forces Bureau and appropriate investigative unit A	Notify Reserve Forces Bureau immediately by telephone.
--Lost	SH-AD-90 URN 44	Reserve Forces Bureau A	Reserves must appear in person at the Reserve Forces Bureau to sign Affidavit of Loss. See volume 3, chapter 3.
--Recovered	See under appropriate crime classification	Reserve Forces Bureau A	Notify Reserve Forces Bureau by telephone and deliver item to Reserve Forces Bureau. If theft previously reported to this Department, recovery to be a supplemental report to original URN.
--Theft	See under appropriate crime classification SH-AD-90 (Affidavit of Loss)	Reserve Forces Bureau A	Employee must appear in person at the Reserve Forces Bureau to sign affidavit of Loss. Submit data for report to appropriate station/unit. See volume 3, chapter 3.
Retired:			Notify Personnel Administration immediately. Follow instructions as outlined under sworn except for lost and theft.
--Lost	SH-R-49 SH-AD-90 URN 44	Employee Relations Unit A	Badge and/or ID items replaced at member's expense. Code 442 - Lost Property.

--Theft	SH-R-49 SH-AD-90 URN	Station/unit patrol, if Sheriff area, and Employee Relations Unit A	Badge and/or ID items replaced at member's expense. Code as applicable.

• 4-05/010.00 - Bank Inspections

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-05/010.00 BANK INSPECTIONS	URN 44	Station detective A	Personnel receiving a request for a security inspection from a bank shall obtain the name, address, and telephone number of the bank as well as the name and title of the bank official making the request. A station detective will make the inspection with a representative appointed by the station commander from the concerned station area. The Bank Security Inspection Form will be used by the station detective to report this inspection and make recommendations. Code 441 - Routine bank inspection.

• 4-05/015.00 - Battery

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-05/015.00 BATTERY			

Adults only involved and suspect identified	SH-R-49 URN 14	Station/unit patrol I	Victims may be directed to court to sign complaint. Court deputy will handle. **NOTE:** Report to be active if arrest made or complaint signed Code 144 - Battery.
Adults only involved and suspect not identified	SH-R-49 URN 14	Station/unit detective A	Code 144 - Battery.
Adults only involved and suspect identified occurring within a county park or recreational facility	SH-R-49 URN 14	Parks patrol I	Victim’s may be directed to court to sign complaint. Court deputy will handle. **NOTE:** Report to be active if arrest made or complaint signed. Code 144 - Battery.
Adults only, on-view arrest	SH-R-49 URN 14	Station/unit patrol A	Code 144 - Battery.
Adults only, on-view arrest occurring within a county park or recreational facility	SH-R-49 URN 14	Parks patrol A	Code 144 - Battery.
Against peace officer/firefighter occurring within a county park or recreational facility	SH-R-49 URN 14	Parks detectives A	
Child beating			See "Child Abuse."

Juvenile Victim or Subject			See "Juveniles."
Prisoner Involved			See Crimes Involving under "Prisoners."

• 4-05/020.00 - Bicycles

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-05/020.00 BICYCLES			
Grand theft or petty theft as only crime	SH-R-49 or SH-CR-85 URN 08 or 38	Station/unit detective A	Code 086 - Grand theft, bicycle Code 386 - Petty theft, bicycle
All other cases; lost, stolen, found, or recovered	SH-R-49 or SH-CR-85 URN 44	Station/unit detective A	Code as required by type of crime involved. Submit additional reports and assign as required by circumstances. Serialized stolen bicycles to be entered into the Stolen Bicycle System (APS).

• 4-05/025.00 - Bigamy

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-05/025.00 BIGAMY	SH-R-49 URN 32	Station/unit detective A	Code 321 - Bigamy.

• 4-05/030.00 - Boats

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-05/030.00 BOATS			All boating accidents and/or incidents which occur on those waters outside this state's jurisdiction are the exclusive responsibility of the U.S. Coast Guard. The state's jurisdiction includes all waters landward from the three mile limit in the Pacific Ocean and includes a three-mile limit around the off-shore islands. All violations of federal law occurring on those waters, as indicated above, are the exclusive responsibility of the FBI, Treasury Department, Drug Enforcement Administration, etc. When any such boating accident and/or incident or violation of Federal law is discovered by, or brought to the attention of, this Department, immediate notification shall be made to the appropriate federal agency; however, this does not abrogate or limit this Department's responsibility to render all possible aid to persons and/or vessels in distress, or to render assistance when so requested by competent authority. **NOTE:** State criminal statutes do not apply on waters under exclusive jurisdiction of the United States.
Accident/incident, --death or disappearance of person as aresult of	SH-R-49 URN 49 SH-R-12 (if applicable)URN 40	Homicide Bureau A	The following procedures shall apply to all boating accidents and/or incidents which occur on the waters within this state's jurisdiction involving the death or disappearance of a person. If in our jurisdiction, notify Homicide Bureau and Special Enforcement Bureau immediately. Notify Emergency Services Detail and the U.S. Coast Guard, Sector Los Angeles/Long Beach (800) 221-8724 or (310) 521-3801 (if applicable), as soon as possible, and give the following information: • Date, time, and location of occurrence (approximate position and distance from known landmarks and compass headings, if available); • Registration number or name of the vessel as documented; • Names of victims;

			• Contact information of handling deputy or detective; and • Request for assistance, if needed. Notification to the Coast Guard is required for all accidental deaths occurring aboard commercial vessels. The person making the notification shall record the notification time and date, as well as the name and rank or title of the person contacted. This information shall be included in the deputy's report. Code 494 - Person dead, recreational accident or see person missing (40). In all cases involving the death or disappearance of a person from a vessel, the report shall include the following: • Date, time, and location of occurrence (approximate position and distance may be necessary); • Name of each person who died or disappeared; • Registration number or name of the vessel as documented; and • Names and addresses of the owner and operator. In all cases involving the death or disappearance of a person from a vessel, a copy of the approved report shall be forwarded to the State of California, Department of Boating and Waterways, 2000 Evergreen Street, Suite 100, Sacramento, California 95815, Fax (916) 263-0703. In all boating accidents, when there is a crime which is connected with the boating accident, but not a part of the accident itself (e.g., robbery, burglary, possession of narcotics, weapons violations, etc.), a crime report shall be made. (Refer to appropriate sections of Case Assignment and Reporting Volume.)

--As a result of scuba diving			In all cases involving death or disappearance, of person(s) as a result of scuba diving from a vessel only, the above procedures shall be followed. In those cases involving death, disappearance, or injury of person(s) as a result of scuba diving other than from a vessel, see appropriate classification under "Person Dead," "Person Missing," or "Accidents, Miscellaneous."Above notification shall be made within 24 hours of occurrence.
--Injury involved			See section 4-19/015.00 - Person Injured/Ill - Boating Accident.
--Reports, owner/ operator responsibility			Concerned operator(s) or owner(s) shall be advised that a written report shall be submitted on the California Boating Accident Report (Form A-1), provided by the Department of Boating and Waterways, directly to the State of California, Department of Boating and Waterways, 2000 Evergreen Street, Suite 100, Sacramento, California 95815, within 48 hours if: • A person dies within 24 hours of the occurrence; • A person dies or disappears; • A person is injured requiring medical attention beyond first aid; and • The total property damage is in excess of $500 or involves the complete loss of a vessel.
--Miscellaneous			In all other cases involving injury or property damage, the report is to be made within 5 days of occurrence. In all boating accidents and/or incidents where no crime is committed (e.g., property damage, fire, injury to person, lost or found property, citizen complaint or negligent operation, etc.), an incident report shall be made. Refer to appropriate sections of the Case Assignment and Reporting Volume.

Registered; Stolen, Embezzled	DBW SVR-5a URN 08 or 33	Station/unit detective A	Send a broadcast via JDIC to Orange County Sheriff's Office, Ventura County Sheriff's Office and XLOC (all of Los Angeles County). Embezzled boats – Station/unit detectives shall authorize the state notification and a JDIC message when warrant obtained, 752 H&N Code. Code as applicable: 080 - Grand theft - boat. 330 - Embezzlement - felony. Station/unit detectives will handle investigation of the case. In cases where loss is under $400, use retention (1) and code as applicable: 165 - Embezzlement - misdemeanor. 382 - Petty theft - boat. Make entry into DOJ Automated Boat System (ABS). DMV has a boat registration file with CF numbers for reference only.
--Lost	DBW SVR-5a URN 44	Station/unit detective A	Make entry into DOJ ABS. Code 442 - Lost property.

--Recovered, impounded,stored, released	DBW SVR-5b URN 73	Station/unit detective A	If recovery of Department reported stolen use original URN. Boats on trailers found in violation of existing ordinance or upon complaint shall be stored by the tow agency servicing station/unit area. CHP-180 is the complaint report for trailers, DBW SVR-5b is the complaint report for boats. BOATS AFLOAT: Marina del Rey Station Only: Recovered or impounded for violation of existing ordinance or upon complaint shall be placed in custody of the harbormaster at a county facility until released to the owner after payment of fees due; which shall be assessed and collected by an agent of the Sheriff based on an approved fee schedule and proof of ownership. DBW SVR-5b is the complaint report. Fees collected shall be deposited to the Sheriff's Miscellaneous Fund. Two months after all efforts have been made to notify owners of boats stored at a county facility, those boats shall be considered abandoned and assigned to Central Property for disposition. All other stations/units: Recovered or impounded on bodies of water under county jurisdiction for violation of existing ordinance or upon complaint shall be stored at available commercial facilities adequate for safeguard, until released to the owner. Owner of vessel shall be responsible for payment of fees incurred by such storage. DBW SVR-5b is the complaint report. Code as applicable: 732 - Boat recovered (LASD jurisdiction). 733 - Boat recovered (Other jurisdiction). 735 - Boat stored/impounded.

Unregistered, grand theft, petty theft	DBW SVR-5a URN 08 or 38	Station/unit detective A	On theft of a vessel, the station/unit shall send a broadcast via JDIC to Orange County Sheriff's Office, Ventura County Sheriff's Office and XLOC (all of Los Angeles County). Boats not having CF or registration numbers, but which have an inscribed Owner Applied Number (OAN), i.e., Driver's License or Social Security Number, may be input into DOJ Automated Boat System, using the OAN. Code as applicable: 080 - Grand theft - boat. 382 - Petty theft - boat.
Unregistered, found property, lost property, etc.	DBW SVR-5b URN 44	Station/unit detective A	On loss of a vessel, the station/unit shall send a broadcast via JDIC to Orange County Sheriff's Office, Ventura County Sheriff's Office and XLOC (all of Los Angeles County). Notification to owners regarding recovered or found boats shall be made by the station/unit detectives, as applicable. **NOTE:** If recovery of Department reported stolen item, use original crime URN. Code as applicable: 442 - Property lost/found/recovered. 447 - Abandoned boat.

• 4-05/035.00 - Bombs

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-05/035.00 BOMBS			See "Explosives" and volume 5, chapter 6.

• 4-05/040.00 - Bond Surrender

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-05/040.00 BOND SURRENDER	SH-R-49 URN 44	Custody Division IRC - CJ/SBI I	Only IRC or SBI to accept prisoners who were released on bond from the county jail system. **NOTE:** Stations/units to refer all surrenders to IRC or SBI. Code 440 - Other - noncriminal.

• 4-05/045.00 - Bookmaking

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-05/045.00 BOOKMAKING			See "Vice."

• 4-05/050.00 - Bunco

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-05/050.00 BUNCO			See Trick or Device under "Theft."

• 4-05/055.00 - Burglary

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

4-05/055.00 BURGLARY			Burglary cases shall be assigned as "Active" (A) or "Pending" (P). The "Pending" action is to be used when there is no in-custody or named suspect. "Pending" cases shall remain in this category unless activated by the station/unit detective supervisor or investigator; or when six months have elapsed, they will automatically be considered to be inactive. If a gun is taken, use the statistical code, 830 Firearm related incidents, which will assign a zero (0) retention code. All serialized articles shall be entered into the appropriate CJIS or NCIC data file. For statistical codes on "Burglary," see the following: • Burglary, residence 061-069 (06); • Burglary, other structure 071-079 (07); • Burglary, vehicle 340-345 (34); • Burglary, locker burglary 350-351 (35); • Burglary, boat 360-361 (36); • Burglary, aircraft 370-371 (37).
Aircraft	SH-R-49 URN 37	Station/unit detective A or P	Airplane need not be locked to constitute burglary. Copy to Aero Bureau. Code as applicable. Code 370 - Aircraft burglary. Code 371 - Attempt aircraft burglary.

Automatic Teller Machines (ATMs), Theft of	SH-R-49 URN 07 or 08	Major Crimes Bureau/Metro A	When the burglary involves the theft of an actual ATM Machine. Immediate notification to Major Crimes Bureau. Metro Detail will respond. After hours notification to the Metro Detail lieutenant through Sheriff's Headquarters Bureau.
Business, public building or residence	SH-R-49 URN 06 or 07	Station/unit detective A or P	Assign cases that are not separately listed to station/unit detectives. See burglary codes.
Cargo			See Cargo under "Theft."
Checks (blank or completed), check protector stolen			Follow instructions under "Worthless Documents."
Coop			See "Shed" under this classification.
Explosives taken	SH-R-49 URN 06 or 07	Arson/Explosives Detail A or P	Notify Arson/Explosives Detail immediately.
Firearms taken	SH-R-49 URN 06 or 07	Station/unit detective A or P	Patrol to initiate immediate JDIC broadcast regarding serial number and description of firearm. If Department-issued, SRD to Central Supply/Logistics Warehouse at STARS Center.
Garage	SH-R-49 URN 06 or 07	Station detective A or P	See burglary codes.
Government property:			

--County employees suspected	SH-R-49 URN 07	Station/unit detective A	Code as applicable.
--Sheriff's facility, office or equipment in area NOT policed by Sheriff	SH-R-49 URN 07	Station/unit detective A	Code as applicable.
--Sheriff's facility, office or equipment in contract city, and unincorporated area	SH-R-49 URN 07	Station/unit detective A	Code as applicable.
--Other county or government agency	See under appropriate crime classification		Code as applicable.
Industrial metal taken	SH-R-49 URN 07	Station/unit detective A or P	Copy of report to Major Crimes Bureau, Metal Theft Detail.
Livestock taken	SH-R-49 SH-CR-581 URN 07	Station/unit detectives A or P	See "Livestock."
Magazines (powder/explosives)	SH-R-49 URN 07	Arson/Explosives Detail A or P	Immediate notification to Arson/Explosives.
Narcotics (controlledsubstances) taken	SH-R-49 URN 07	Station/unit detective A or P	Copy to Narcotics Bureau, station/unit crew.

Phone booth	SH-R-49 URN 35	Station/unit detective A or P	Code 350 - Phone booth burglary.
Safes:			
--Attempted entry	SH-R-49 URN 07	Station/unit detective A or P	
--Entry by explosives, torch, or drill	SH-R-49 URN 07	Station/unit detective A or P	When explosives used, notify Arson/Explosives Detail immediately.
--Entry by rip, peel, or pry (manual force)	SH-R-49 URN 07	Station/unit detective A or P	
--Found safe, entered by explosives, torch, or drill	SH-R-49 URN 07	Station/unit detective A or P	When explosives used, notify Arson/Explosives immediately.
--Found safe, other	SH-R-49 URN 07	Station/unit detective A or P	
--Haul away	SH-R-49 URN 07	Station/unit detective A or P	
School or playground	SH-R-49 URN 07	Station/unit detective A or P	

Shed, stable, or coop	SH-R-49 URN 07	Station/unit detective A or P	
Tack (saddle,harness, bridle, etc.)	SH-R-49 SH-CR-581 URN 07	Station/unit detective A or P	See "Livestock."
Till taps	SH-R-49 URN 08 or 38	Station/unit detective A or P	Till taps occurring outdoors are not burglaries; they are to be reported as grand or petty thefts. If crime is a burglary, use 07 classification.
Miscellaneous burglary	SH-R-49 URN 06	Station/unit detective A or P	Codes 061-079.