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.