

## **Unit Order 50 - Hate Incident Reporting Procedure**

### **PURPOSE:**

The following order has been established in an effort to set the guidelines to be followed when reporting Hate Incidents.

### **SCOPE:**

Hate Incidents occurring within the City of West Hollywood must be documented on the modified SH-R-49 Hate Incident "check-off" report. The order shall take effect immediately.

### **ORDER:**

Definitions:

#### **HATE CRIME**

A criminal action designed to frighten, harm, injure, intimidate or harass an individual or group, in whole or in part, because of a bias motivation against the actual or perceived race, religion, ethnic/national origin, sexual orientation, gender, or disability of the victim.

#### **HATE INCIDENT**

A derogatory action or statement directed to or about a protected class that may be offensive or insulting, but is not accompanied by a threat of harm with the ability to carry it out, and therefore not criminal by itself.

Hate incidents include, but are not limited to, the following:

1. An utterance of epithets.
2. Distribution of hate materials in public places.
3. Posting of hate materials in public places
4. The display of offensive materials on one's own property.

### **DEPUTIES RESPONSIBILITIES:**

In the event that a deputy responds to a call for service and determines that a Hate Incident has occurred, the modified SH-R-49 Hate Incident "check-off" report shall be filled out and submitted to the shift Watch Sergeant for approval. If it is determined that an actual Hate Crime or additional crimes have occurred, a complete SH-R-49 must be filled out and submitted.

When completing the modified Hate Incident report, fill out page 1 and page 2 of the form. No additional statistical pages are needed. Note: There are no "victims" or "suspects" on a non-criminal report, so list the informant on the face page and a brief description of the offending parties on page 2 in the space provided.

This modified form was designed to assist in proper reporting and statistical follow-up of all Hate Incidents without burdening deputies with the task of completing a full SH-R-49 for a non-criminal event.

**SERGEANT'S RESPONSIBILITIES:**

The Watch Sergeant is responsible to approve and sign all submitted Hate Incident reports and then notify the Watch Commander as soon as possible.

**WATCH COMMANDER'S RESPONSIBILITIES:**

A log entry shall be made in the Watch Commander's Shift Summary Log with a brief description of the Hate Incident and the associated file number. Note: A Department Ops Log entry and Chiefs Memo must be submitted for all Hate Crimes, but is not to be submitted for Hate Incidents.

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