Santa Clara Police Training Flash

Santa Clara Police Record Unit SOP Part II

As we familiarize ourselves with Mark 43 and work through reporting errors with National Incident Based Reporting (NIBRS), we recognized the mandatory changes that need to be taken. Effectively immediately:

1) **When arresting someone on a Bench Warrant with No On View Charges**
   - Use the event number you are on as your case number and do not use a pre-existing case number
   - The pre-existing case number shall be entered in the narrative
   - Use 978.5 PC (misdemeanor or felony), not 979 PC

2) **NIBRS code**
   - Do not change NIBRS codes
   - Changing NIBRS codes will create errors when submitting to DOJ

   Offense Code

   [SHOOT AT INHABITED DWELLING/VEHICLE/ETC [Agg∨]

   NIBRS Code

   [Aggravated Assault (13A)   ∨]

   Is Offense Date Known? ⓘ

   [Yes   ∨]

3) **Stolen packages**
   - Only select "Includes Cargo Theft" when shipping containers/freight trucks/trucking facilities are involved and are part of the "supply chain":
     i. Fed Ex distribution is robbed
     ii. Tractor/trailer was stolen with cargo inside while enroute to distribution center
     iii. Air cargo employee stole items from a cargo aircraft
     iv. Freight train cargo was stolen from a train yard while enroute to distribution center
   - USPS, UPS, & Fed Ex package thefts at businesses/residences are not considered cargo theft:
     i. Mail/packages stolen from USPS, UPS, or Fed Ex mail truck
     ii. Mail/packages stolen from the porch of a residence
     iii. Mail/packages stolen from personal vehicles

   Includes Cargo Theft

   [No   × ∨]

4) **Anti-Reproductive Rights Crime/Planned Parenthood**
   - This involves victims who are not allowed entry/use
   - Crimes occurring inside

   Offense Statistics

   Is Anti-Reproductive Rights Crime?

   [YES] [**NO**]

5) **Robbery or theft reports where no property was taken**
   - Please mark attempted on the "Offense Completion" box
   - If you mark "completed"; you will have to link it to Property" that was stolen/taken