OFFICE OF OPERATIONS

OPERATIONS ORDER NO. 5 October 30, 2015

SUBJECT: UNIFORM CRIME REPORTING ASSESSOR AND COORDINATOR - ESTABLISHED

PURPOSE: This Order establishes the Uniform Crime Reporting (UCR) Assessor and UCR Coordinator at each geographic bureau to ensure that the reporting of all Part I crimes and simple assaults are in accordance with the data standards established by the Federal Bureau of Investigation (FBI) UCR Program.

BACKGROUND: Recent audits and inspections conducted by the Office of the Inspector General, Audit Division, and Real-Time Analysis and Critical Response (RACR) Division, Data Integrity Unit (DIU) revealed the need to ensure that each crime statistic is accurately reported and classified. Pursuant to California Penal Code §13020, the California Department of Justice (CAL DOJ) is mandated to collect all crime, arrest, and clearance information from every law enforcement agency in California. The CAL DOJ established that information collected on the offenses of homicide, rape, robbery, aggravated assault, simple assault, burglary, larceny-theft, motor vehicle theft, and arson are in accordance with the guidelines set by the FBI UCR Program. Additionally, accurate crime statistics provide the Department with an accurate awareness of crime trends to effectively deploy personnel and resources in the delivery of police services to the public.

PROCEDURE:

I. UNIFORM CRIME REPORTING ASSESSOR RESPONSIBILITIES. Two sworn personnel from each geographic bureau shall be assigned as UCR Assessors and, under the supervision of the UCR Coordinator, will be responsible for conducting inspections in accordance with this Order. This shall be a primary duty assignment for the selected personnel. The UCR Assessors’ responsibilities are to:

* Review and/or inspect Area investigation and arrest reports for accuracy under the UCR guidelines;
* Review Follow-up Investigation, Form 03.14.00, when used in accordance to re-classify or re-title an Investigative Report, Form 03.01.00, or Combined Crime and Arrest Report, Form 05.02.00, for accurate classification of reported Part I crimes, including simple assaults, according to the UCR guidelines;
* Provide all detailed findings to the UCR Coordinator for review;
* Attend all periodic UCR Coordinator training and meetings; and,
* Assist with RACR, DIU inspections, when necessary.
II. UNIFORM CRIME REPORTING COORDINATOR RESPONSIBILITIES.
The Detective Coordinator at each geographic bureau shall be appointed as the UCR Coordinator and will be responsible for conducting inspections in accordance with this Order. The UCR Coordinator will be responsible to:

* Provide daily supervision to UCR Assessors and ensure conducted inspections are consistent with Department standards and best practices;
* Ensure that all concerned personnel continue to title crime reports (Investigative Report, Combined Crime and Arrest Report, or Follow-up Investigation) based on the appropriate California Penal Code Section;
* Ensure that all concerned Area personnel are proficient in classifying crime reports with the UCR Crime Class (CC) Code that best reflects the offense reported in the narrative;
* Provide advice and training to watch commanders, assistant watch commanders, supervisors, detectives and records personnel;
* Disseminate bulletins, updates, emails and other training material pertaining to the UCR guidelines when provided by the Department, the CAL DOJ or the FBI;
* Review and submit inspection results to RACR, DIU;
* Complete and submit finalized inspection reports to the bureau commanding officer;
* Attend all periodic UCR Coordinator training and meetings; and,
* Assist with RACR, DIU inspections, when necessary.

III. GEOGRAPHIC BUREAU COMMANDING OFFICER RESPONSIBILITIES.
Geographic bureau commanding officers shall be responsible for compliance with this Order. Additionally, the geographic bureau commanding officers shall regularly review the results of inspections and take proactive measures to ensure that geographic Areas are utilizing UCR CC Codes in accordance to the data standards established by the FBI UCR Program.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

Should you have questions regarding this matter, please contact the Evaluation and Administration Section, Office of Operations, at (213) 486-6050.

JORGE A. VILLEGAS, Assistant Chief
Director, Office of Operations

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