

CALIFORNIA HIGHWAY PATROL

GENERAL ORDER 100.100

REVISED JUNE 2021

UNIFORM CRIME REPORTING PROGRAM

1. GENERAL. The CHP is required to submit uniform crime data to the California Department of Justice (DOJ) on a monthly basis.

2. AUTHORITY. Section 13020 of the Penal Code requires the CHP to collect, maintain, and report statistical data to the DOJ in specified timelines and in the manner the Attorney General prescribes.

3. BACKGROUND. In January 2021, the DOJ expanded its requirements for uniform crime reporting (UCR) from 8 reportable offenses to 70 Group A reportable offenses, plus 13 Group B reportable offenses. In order to meet the DOJ's expanded requirements, the Department has acquired a records management system (RMS) to accommodate the increased amount of information to be collected and transmitted to the DOJ.

4. PURPOSE. The purpose of this General Order is to establish policy and procedures for the expanded UCR requirements by:
 - a. Identifying the reportable offenses required to be reported to the DOJ.
 - b. Identifying the CHP forms needed to report UCR offenses.
 - c. Identifying the timelines and manner in which data is reported to the DOJ.
 - d. Identifying additional reporting requirements surrounding specified offenses (e.g., hate crimes, domestic violence).

5. POLICY.
 - a. Reportable offenses. There are 70 Group A offenses and 13 Group B offenses. (Refer to Annexes A and B for the lists of required reportable offenses.)

b. Required Forms and Source Documents. The following shall be prepared, when applicable.

(1) CHP 729, Uniform Crime Report. Employees shall complete a CHP 729 for every Group A and Group B arrest investigation or stolen vehicle report prepared.

(2) Source Documents. Source documents may consist of, but are not limited to, a CHP 180, Vehicle Report, CHP 216, Arrest – Investigation Report, and CHP 202, Driving Under the Influence Arrest – Investigation Report. The employee preparing the CHP 729 and source documents may include any other relevant paperwork pertaining to the incident/offense(s).

(3) In instances where both a CHP 216/CHP 202 **and** a CHP 180 are completed, only one CHP 729 needs to be prepared.

(4) Due to the volume of motor vehicle thefts, a motor vehicle theft must be reported as a separate incident. Therefore, one CHP 729 shall be prepared for **each** motor vehicle stolen.

(5) A CHP 729 shall be completed for each vehicle recovered.

(6) Information required for the UCR is processed for every stolen vehicle or property “locate” message received, notifying the Area or Division office about a recovery previously reported stolen by their command. If stolen vehicles or property initially reported by a command are subsequently located by another command or law enforcement agency, a locate message is transmitted to the originating Area/communications center via the California Law Enforcement Telecommunications System or the National Law Enforcement Telecommunications System by the recovering agency. The recovery will be entered into the UCR RMS by the originating command with jurisdiction.

(7) If information regarding a stolen or recovered vehicle is taken by telephone, whether at an Area office or by communications center personnel, the report will be processed and entered into the UCR RMS by the command with jurisdiction.

c. Special Crime Data Entries. Up to ten offenses may be reported if committed during the same incident, with the exception of justifiable homicide and motor vehicle theft.

(1) Due to the volume of motor vehicle thefts, in most cases, they shall be reported as separate incidents.

(2) A justifiable homicide shall be entered into the UCR RMS as a separate incident from the crime that was being committed when the justifiable homicide occurred.

(3) When reporting criminal homicides, do not include traffic fatalities, suicides, or fetal deaths.

(4) All domestic violence offenses shall be reported and entered into the UCR RMS along with the primary incident.

(5) All hate crime offenses shall be reported and entered into the UCR RMS along with the primary incident.

(6) All anti-reproductive rights offenses shall be reported and entered into the UCR RMS.

d. Crimes Against Persons. Refer to Annexes A and B for the lists of crimes against persons. For these crimes, a separate CHP 729 shall be completed for **each** victim.

e. Crimes Against Property. Refer to Annexes A and B for a list of crimes against property. Prepare one CHP 729 for each distinct incident.

6. FORM PROCESSING. The employee shall attach the completed CHP 729 to the front of the source document(s) for which it was initiated (e.g., CHP 216/CHP 202, CHP 180, or stolen property locate message) and ensure the required information is entered into UCR RMS.

a. Retention of CHP 729, Uniform Crime Report. The CHP 729 shall be retained with the source document(s) (e.g., CHP 216/CHP 202, CHP 180, and locate documents) for the period specified in the records retention schedule for the source document(s).

7. TIMELY SUBMISSION OF UNIFORM CRIME REPORTING. The UCR RMS allows CHP Area and Division offices to submit crime data directly to the DOJ electronically. All required information shall be entered into the UCR RMS and forwarded to the DOJ by the **5th** working day of the month following the reporting period.

8. LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED REPORT. The Law Enforcement Officers Killed or Assaulted (LEOKA) information is used to provide the DOJ and the Federal Bureau of Investigation with information relative to assaults on peace officers and officers killed in the line of duty.

- a. **Assaults on officers** shall be reported whether or not a subject was charged.
- b. Information shall be submitted for every officer killed or assaulted in the line-of-duty, **even if the case is handled to completion by another local law enforcement agency.**
- c. Areas must report all assaults that resulted in serious injury or assaults in which a weapon was used that could have caused serious injury or death.
- d. Other assaults not causing injury must be included if the assault involved more than verbal abuse or minor resistance to an arrest.
- e. The LEOKA information shall be entered into the UCR RMS.

9. COMMANDER'S RESPONSIBILITY. Commanders shall establish procedures to ensure the accurate collection and timely submittal of reportable crime data as required by the DOJ. Commanders shall be responsible for:

- a. Designating primary and alternate Area UCR coordinators and ensuring the coordinators are trained to process and enter uniform crime data into the UCR RMS.
- b. Ensuring personnel are trained in completing the necessary CHP forms (e.g., CHP 729 and other supplemental forms or source documents) which contain information required for completing the monthly UCR and accurate and timely submission of the UCR.

10. DIVISION COMMANDER'S RESPONSIBILITY. Division commanders shall ensure all commands, including inspection facilities and specialized commands/investigative units (e.g., Capitol Protection Section, Mexico Liaison Unit, vehicle theft task force units, cargo theft task force units) are responsible for reporting and entering crime data. For these specialized commands/units, the crime data may be entered:

- a. By the Area with jurisdiction for the location of the occurrence; or
- b. By the Division.

OFFICE OF THE COMMISSIONER

OPI: 061

ANNEXES A, B

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ANNEX A

GROUP A-REQUIRED REPORTABLE OFFENSES

Offense	Crime Against	Offense	Crime Against
Animal Cruelty Offenses	Society	Fraud: Welfare Fraud	Property
Arson	Property	Fraud: Wire Theft	Property
Assault: Aggravated Assault	Person	Fraud: Identity Theft	Property
Assault: Simple Assault	Person	Fraud: Hacking/Computer Invasion	Property
Assault: Intimidation	Person	Fraud: Money Laundering*	Property
Bribery	Property	Fugitive: Harboring Escapee/Concealing from Arrest*	Society
Burglary/Breaking and Entering	Property	Fugitive: Flight to Avoid Prosecution*	Society
Commerce: Import Violations*	Society	Fugitive: Flight to Avoid Deportation*	Society
Commerce: Export Violations*	Society	Gambling: Betting/Wagering	Society
Commerce: Federal Liquor Offenses*	Society	Gambling: Operating/Promoting/Assisting Gambling	Society
Commerce: Federal Tobacco Offenses*	Society	Gambling: Gambling Equipment	Society
Commerce: Wildlife Trafficking*	Society	Gambling: Sports Tampering	Society
Counterfeiting/Forgery	Property	Homicide: Murder and Nonnegligent Manslaughter	Person
Destruction/Damage/Vandalism of Property	Property	Homicide: Negligent Manslaughter	Person
Drug/Narcotic Offenses	Society	Homicide: Justifiable Homicide	Not a Crime
Drug Equipment Violations	Society	Human Trafficking: Commercial Sex Acts	Person
Embezzlement	Property	Human Trafficking: Involuntary Servitude	Person
Espionage*	Society	Immigration: Illegal Entry into the United States*	Society
Extortion/Blackmail	Property	Immigration: False Citizenship*	Society

Fraud: False Pretenses/Swindle/Confidence Game	Property	Immigration: Smuggling Aliens*	Society
Fraud: Credit Card/Automated Teller Machine Fraud	Property	Immigration: Re-entry after Deportation*	Society
Fraud: Impersonation	Property	Kidnapping/Abduction	Person

*Denotes offenses for federal and tribal law enforcement agencies reporting only.

Offense	Crime Against	Offense	Crime Against
Larceny/Theft: Purse-Snatching	Property	Sex Offense: Rape	Person
Larceny/Theft: Shoplifting	Property	Sex Offense: Sodomy	Person
Larceny/Theft: Theft from a Building	Property	Sex Offense: Sexual Assault With an Object	Person
Larceny/Theft: Theft from a Coin-Operated Machine or Device	Property	Sex Offense: Fondling	Person
Larceny/Theft: Theft from Motor Vehicle	Property	Sex Offense: Incest	Person
Larceny/Theft: Theft of Motor Vehicle Parts or Accessories	Property	Sex Offense: Statutory Rape	Person
Larceny/Theft: All Other Larceny	Property	Sex Offense: Failure to Register as a Sex Offender*	Person
Motor Vehicle Theft	Property	Stolen Property Offenses	Property
Pornography/Obscene Material	Society	Treason*	Society
Prostitution	Society	Weapons: Law Violations	Society
Prostitution: Assisting or Promoting Prostitution	Society	Weapons: Violation of National Firearm Act of 1934*	Society
Prostitution: Purchasing Prostitution	Society	Weapons: Weapons of Mass Destruction*	Society
Robbery	Society	Weapons: Explosives*	Society

*Denotes offenses for federal and tribal law enforcement agencies reporting only.

ANNEX B

GROUP B-REQUIRED REPORTABLE OFFENSES

Offense	Crime Against
Bad Checks	Property
Curfew/Loitering/Vagrancy	Society
Disorderly Conduct	Society
Driving Under the Influence	Society
Drunkenness	Society
Family Offenses, Nonviolent	Society
Liquor Law Violations	Society
Peeping Tom	Society
Trespass of Real Property	Society
Bond Default: Failure to Appear *	Society
Federal Resource Violations*	Society
Perjury*	Society
All Other Offenses	Person, Property, or Society

*Denotes offenses for federal and tribal law enforcement agencies reporting only.

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