CHAPTER 3

CRIME INCIDENT REPORTING

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CHAPTER 3

CRIME INCIDENT REPORTING

1. GENERAL.

a. Authority. Government Code (GC) Section 14613.7 requires each state agency protected by the Department of the California Highway Patrol (CHP), state agencies currently being protected by contracted private security companies, or state agencies currently under contract with a local law enforcement agency to report to the CHP "all crimes and criminally caused property damage on state-owned or state-leased property."

b. Policy. CHP personnel shall document all crimes, miscellaneous law enforcement-related incidents, or services provided on state-owned or state-leased property for statistical record keeping purposes.

2. DOCUMENTATION PROCEDURES.

a. Guidelines. CHP personnel shall record all calls for service to state-owned or state-leased properties. It is necessary to adhere to this practice whether a call for service is founded or unfounded. All documentation shall be completed using the following departmental forms:

(1) CHP 216, Arrest - Investigation Report. A CHP 216 shall be completed for all criminal investigations conducted by the CHP on state-owned or state-leased property, when an investigation commences on state property where an alleged suspect or victim is identified, or when it is likely a follow-up investigation will be required (refer to General Order 100.39, CHP 202, Driving Under the Influence Arrest-Investigation Report, and CHP 216, Arrest-Investigation Report).

(2) CHP 202, Driving Under the Influence Arrest-Investigation Report. A CHP 202 shall be completed for all arrests and investigations that occur on state-owned or state-leased properties when driving under the influence is a factor in the investigation or arrest (refer to General Order 100.39).

(3) CHP 555, Traffic Crash Report. A CHP 555 shall be completed for all motor vehicle traffic crashes and motor vehicle nontraffic crashes that occur on state-owned or state-leased properties (refer to Highway Patrol Manual 110.5, Crash Investigation Manual).

(4) STD. 99, Report of Crime or Criminally Caused Property Damage on State Property. The STD. 99 shall be prepared for all reported crimes and criminally caused property damage occurring on state-owned or state-leased property. Utilizing the STD. 99 shall be the process by which the Department fulfills GC Section 14613.7 (refer to Annex A).

(a) Whenever CHP personnel respond to a crime or when criminally caused property damage has occurred, the STD. 99 shall be prepared for entry into the State Crimes Automated Reporting System (SCARS). The STD. 99 is completed in addition to a CHP 216 or CHP 202 when an arrest is made or an investigation is conducted. All applicable forms shall be forwarded to the Area or Divisions SCARS data entry personnel, to be entered within ten days of the date of incident (refer to Annex B for applicable codes to be used when completing the STD. 99).

(b) For incidents on state-owned or state-leased property resulting in no law enforcement contact, or if a law enforcement agency other than the CHP responds, the STD. 99 shall be completed by the reporting state facility representative and forwarded to the local CHP Area office having jurisdiction where the incident occurred. The form should be forwarded within ten days of the date of the incident.

(c) Completed STD. 99 forms shall be retained at the Area or Division level for a period of two years from the date of the incident.

(d) The STD. 99 is not required for lost, stolen, or damaged property that was lost, stolen, or damaged at a location not owned or leased by the state.

(5) CHP 556, Narrative/Supplemental. A CHP 556 is completed to supplement information contained in a CHP 216 or CHP 202. When a CHP 556 is prepared, following the submission of the original report, a copy shall be forwarded to the designated Area or Division SCARS data entry point.

(6) CHP 415, Daily Field Record. A CHP 415 shall be completed for responses to all crimes, miscellaneous law enforcement related incidents, or services provided on state-owned or state-leased properties utilizing the proper area designated 700 series beat code (see Chapter 4, Activity Reporting, of this manual).

(7) STD. 152, Property Survey Report. In accordance with the State Administrative Manual (SAM), Section 8643, the STD. 152 will be prepared by all state agencies whenever property is lost, stolen, or destroyed. The CHP is not responsible for completion and submission of the STD. 152 for other state agencies.

3. STATE CRIMES AUTOMATED REPORTING SYSTEM DATABASE.

a. Purpose. The SCARS database was initially developed to collect statistical data to capture information for the State Legislature. The database has been redesigned to produce additional reports that, when requested, may be useful to the CHP and other state agencies to identify trends.

b. Policy. The SCARS database shall be the mechanism by which the Department tracks crimes and criminally caused property damage to state-owned and state-leased properties.

(1) Divisions and/or Areas shall assign a uniformed or nonuniformed SCARS data entry person. The SCARS data entry personnel are responsible for entering the information contained in the STD. 99 for crimes occurring on state-owned or state-leased property within their geographic region.

(2) All STD. 99 information shall be entered into the SCARS database at the Division or Area level.

(3) State agencies are requested to forward a completed STD. 99 to the CHP Area office with jurisdiction where the crime/incident occurred within ten business days of the date of the incident.

(4) The SCARS data entry personnel shall input the information received from the STD. 99 into the SCARS database within ten days following receipt of the STD. 99. Timely entry will ensure current data is available for reporting to Executive Management upon request.

(5) The SCARS database maintenance will be managed by Protective Services Division, Emergency Operations and Safety Services (EOSS) Section.

c. Application. The SCARS database is a Microsoft Access™ computer program. To enter information into the SCARS database, it is necessary to open the Access™ program on a computer connected to the CHP network. The SCARS training is located on the EOSS Section Intranet Website.

d. Request for Statistical Reports. All requests for SCARS reports from outside the Department, including those from the State Legislature and state agency representatives, shall be forwarded to the EOSS Section by mail at CHP Emergency Operations and Safety Services Section, Attention: Safety Services Program, P.O. Box 942898, Sacramento, CA 94298-0001. The CHP commands may run statistical data via SCARS **for internal CHP purposes only**.

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ANNEX A

STD. 99, REPORT OF CRIME OR CRIMINALLY CAUSED PROPERTY DAMAGE ON STATE PROPERTY

Print Form | Reset Form

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

REPORT OF CRIME OR CRIMINALLY CAUSED PROPERTY DAMAGE ON STATE PROPERTY

STD. 99 (REV. 3/2023)

☑ ORIGINAL REPORT ☐ SUPPLEMENTAL REPORT
☐ ADMINISTRATIVE OFFICE OF THE COURTS

DISTRIBUTION OF COMPLETED STD. 99
Original: California Highway Patrol (Local Area Office)
Copy: State Agency Completing/Filing Report
Copy: State Agency Headquarters
Copy: Bureau of State Audits
Copy: Department of Finance (Larceny or Fraud ONLY)

State agencies are required to complete and mail a STD. 99, Report of Crime or Criminally Caused Property Damage on State Property, to their local California Highway Patrol (CHP) office if a crime or criminally caused incident occurred on state-owned/leased property.

PLEASE TYPE OR PRINT ALL INFORMATION

1A. CRIME DATE (Mo./Day/Yr.)	1B. (If unknown, discovery date)	2. CRIME CLASSIFICATION (i.e., Assault, Theft, Vandalism)	3. REPORTING PARTY
3/30/2023		THEFT	JEFF GARLINHOUSE

4. AGENCY/DEPARTMENT REPORTING CRIME	5. LOCATION WHERE CRIME OCCURRED (Street Address, City, County, Zip Code)			
CHP	601 N. 7TH STREET	SACRAMENTO	SACRAMENTO	95811

6. LOCATION OF REPORTING AGENCY (Street Address, City, County, Zip Code)			7. PHONE NUMBER
601 N. 7TH STREET	SACRAMENTO	95811	(916)843-3000

8. WAS A REPORT FILLED WITH LOCAL LAW ENFORCEMENT? (IF CHP RESPONDED, DO NOT SUBMIT SEPARATE STD. 99)
☐ YES ☑ NO IF YES, NAME OF AGENCY

9. CASE NUMBER

10. PERSON (Last Name, First Name, Middle Initial)		Check all applicable boxes:	ADD LINES
GARLINHOUSE	JEFF	☑ VICTIM ☐ SUSPECT ☐ WITNESS ☐ EMPLOYEE ☐ VISITOR ☐ UNKNOWN	

PROPERTY INVOLVED
☐ STATE (Building or Property) ☑ OTHER (Please describe) (1) COFFEE MUG

Workplace Violence
☐ Type I Inappropriate conduct by people with no legitimate business at the workplace
☐ Type II Inappropriate conduct by a customer or client of the workplace
☐ Type III Inappropriate conduct by an employee or former employee
☐ Type IV Inappropriate conduct by a person associated with the workplace through an employee

11. DESCRIBE TYPE OF STATE FACILITY WHERE CRIME OCCURRED (Check all applicable boxes)
☐ STATE-OWNED ☐ OFFICE/BUILDING ☐ PARKING LOT ☐ MAINTENANCE YARD/OPEN LAND
☑ STATE-LEASED ☐ WAREHOUSE/STORAGE FACILITY ☐ MECHANICAL/UTILITY SHOP ☐ OTHER

12. BRIEF DESCRIPTION/DETAILS OF THE CRIME (Who, What, Where, and How)

ON 3/10/2023, AT APPROXIMATELY 1700 HOURS, MR. GARLINHOUSE LEFT WORK FOR THE DAY. HE RETURNED TO WORK ON 3/11/2023, AT APPROXIMATELY 0800 HOURS. AT APPROXIMATELY 0830 HOURS, MR. GARLINHOUSE REACHED FOR HIS COFFEE MUG, BUT IT WAS MISSING FROM WHERE HE LEFT IT IN HIS CUBICLE YESTERDAY. THE MUG WAS PURPLE WITH A PICTURE OF "MCDONALD'S GRIMACE" ON IT. AFTER AN EXTENSIVE SEARCH FOR HIS MUG WITHIN HIS ENTIRE SECTION, INCLUDING HIS CUBICLE AND UNIT'S BREAKROOM, MR. GARLINHOUSE WAS UNABLE TO LOCATE HIS MUG. MR. GARLINHOUSE ASKED SEVERAL CO-WORKERS AND THEY HADN'T SEEN IT EITHER. AT THAT POINT, MR. GARLINHOUSE DETERMINED HIS MUG HAD BEEN STOLEN AND CONTACTED HIS SUPERVISOR. MR. GARLINHOUSE WAS VISIBLY UPSET DUE TO THE MUG WAS RARE STATING, "I HAD TO SEARCH FOR YEARS AT ANTIQUE STORES TO FIND THIS ONE." REFER TO REPORT FOR FURTHER DETAILS REGARDING THIS INCIDENT.

COMPLETE THE FOLLOWING SECTION IF ANY PROPERTY WAS STOLEN OR DAMAGED.
NOTE: REFERENCE THE STATE ADMINISTRATIVE MANUAL (SAM) SECTION 8643 FOR INSTRUCTIONS ON COMPLETING THE STD. 152, PROPERTY SURVEY REPORT FORM.

13. DESCRIBE ALL PROPERTY (Include Brand/Make/Model)	SERIAL NUMBER (If available)	STATE OWNED/LEASED	PRIVATELY OWNED	PROPERTY DAMAGE (Estimated damage value)	PROPERTY LOSS (Estimated loss value)
(1) MCDONALD'S PURPLE	N/A	NO	YES	N/A	"PRICELESS" (14.99)
GRIMACE COFFEE MUG					

ADD LINES

FOR CHP USE ONLY
If report involves a monetary loss due to burglary, theft, robbery, or vandalism, attach a copy of the completed CHP 729, Uniform Crime Report.

14. AREA-CASE NUMBER	ARRESTING/INVESTIGATING OFFICER	CRIME CLASS SECTION	I.D. NUMBER
029-22350	B. SCHWARTS	M	23152

FOLLOW-UP ASSIGNED TO	DATE	I.D. NUMBER
N/A		

REVIEWING SUPERVISOR	DATE	I.D. NUMBER
E. ALDERATI	3/30/2023	22349

15. ASSIGNED CATEGORY	16. DISPOSITION CODE	17. DATA ENTRY OPERATOR	I.D. NUMBER	ENTRY DATE
1	3	R. LARSON	23110	3/30/2023

Commands shall retain copies of the completed STD. 99 along with the corresponding report (i.e., CHP 216 or CHP 202), and the Uniform Crime Report, CHP 729, if applicable, for a period no longer than 2 years.
QUESTIONS REGARDING THE STD. 99 SHOULD BE REFERRED TO EMERGENCY OPERATIONS AND SAFETY SERVICES SECTION (916) 843-3250.

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ANNEX A

STD. 99, REPORT OF CRIME OR CRIMINALLY CAUSED PROPERTY DAMAGE ON STATE PROPERTY (continued)

PRINT INSTRUCTIONS

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
REPORT OF CRIME OR CRIMINALLY CAUSED PROPERTY DAMAGE ON STATE PROPERTY
STD. 99 (REV. 3/2023)

General Information

EITHER

The STD. 99 is to be completed by the California Highway Patrol (CHP) officer when responding to a report of crime/incident on state-owned or state-leased property

OR

The STD. 99 is to be completed by a state agency representative if a crime/incident occurs on state-owned or state-leased property and the CHP did not respond and take a report. A STD. 99 is required when no law enforcement was contacted, or a report was made to a law enforcement agency other than CHP.

NOTE: ONLY ONE STD. 99 SHALL BE SUBMITTED PER INCIDENT

INSTRUCTIONS FOR COMPLETING THE STD. 99 BY ITEM NUMBER

1. Date of crime/criminal caused property damage.
   - 1A. Enter date crime/incident occurred (if known).
   - 1B. Enter date crime/incident discovered.
2. Enter type of crime/incident.
3. Enter name of party reporting crime/incident.
4. Enter department or agency name reporting crime/incident (e.g., Department of Motor Vehicles).
5. Enter address where crime/incident occurred.
6. Enter physical address of reporting agency.
7. Enter phone number where reporting party can be contacted.
8. Indicate if law enforcement (other than CHP) responded to a report regarding crime/incident. Enter name of responding law enforcement agency (e.g., Sacramento Police Department).
   Note: If CHP responded to a report of crime or incident, the reporting agency does not need to complete a STD. 99 report.
9. Enter case number as provided by responding law enforcement (if applicable).
10. Enter 1st person information: include last name, first name and middle initial. } Indicate if person involved is a victim, suspect, or witness & check the appropriate box to identify subjects purpose on state property (employee, visitor, or other).
    To add additional applicable persons, click the Add Lines button.
    Indicate type of Workplace Violence (if applicable).
11. Indicate state facility type.
12. Give a brief description of crime/incident.
13. If crime is stolen property, provide all known information regarding the stolen item(s). To add additional information, click the Add Lines button.

FOR CHP USE ONLY - To be completed by CHP officer responding to the crime/incident.

All completed STD. 99 forms are to be forwarded to:

California Highway Patrol
(Local Area Office)

ANNEX B

CODES FOR COMPLETING THE STD. 99, REPORT OF CRIME OR CRIMINALLY CAUSED PROPERTY DAMAGE ON STATE PROPERTY

CRIME CLASS SECTION
(For use when completing item 14 of the STD. 99.)

F = Felony
M = Misdemeanor
I = Infraction
Leave blank if no crime occurred.

ASSIGNED CATEGORY CODES
(For use when completing item 15 of the STD. 99.)

Category 1 = Highest priority; requires filing with prosecuting attorney or immediate follow-up.

Category 2 = Secondary priority; additional investigation required.

Category 3 = Lesser priority; client contact required.

DISPOSITION CODES
(For use when completing item 16 of the STD. 99.)

Case dispositions codes are listed below in order of hierarchy. When more than one disposition may be applicable, the lower number should be used.

Disposition Code 1 - Unfounded.
To be used when proven information shows no reportable crime/incident occurred.

Disposition Code 2 - Resolved at the Scene.
To be used when a crime/incident is resolved at the scene or by the responding officer or the matter requires no further investigation or follow-up. Includes incidents resulting in a “field interview” when no further follow-up is necessary.

Disposition Code 3 - Not Cleared.
To be used when a crime/incident is not resolved, and no other disposition code applies.

ANNEX A

STD. 99, REPORT OF CRIME OR CRIMINALLY CAUSED PROPERTY DAMAGE ON STATE PROPERTY (continued)

Disposition Code 4 - Arrested/Cited.

To be used when responding to a crime/incident where a suspect is identified and:

1. A person is arrested or cited for the commission of an offense.

2. The perpetrator is not a juvenile and:

    a. A warrant is issued for their arrest.
    b. Is cited into court (non-custodial cases).
    c. The matter is deemed an infraction and a court hearing is scheduled.

3. The perpetrator is a juvenile and:

    a. Is arrested and booked at a juvenile facility.
    b. A juvenile petition is requested.
    c. Is referred to another agency.

Disposition Code 5 - Turned Over to Other Agency/On State Property.
To be used when a crime/incident that occurred on state property is turned over to another law enforcement agency, including alarms turned over to local agencies for their response.

Disposition Code 6 - Back-up Other Agency/On State Property.
To be used when a crime/incident has occurred on state property, another agency responds, and the California Highway Patrol provides back-up assistance only.

Disposition Code 7 - Investigation/Follow-up Needed.
To be used when a crime/incident has occurred, and additional investigation/follow-up is needed. This includes when local resources are insufficient, and the case is forwarded to the Division Investigative Services Unit.