



DEPARTMENT NOTICE

20-105
06/19/20

Case Clearance Code Reporting for DOJ/UCR Purposes Investigator's Responsibility

The Department's case clearance rates are reported directly to the Department of Justice (DOJ) based on the clearance codes members enter into Crime Data Warehouse (CDW) when writing an incident report. The DOJ uses reported clearance codes to track the Department's case clearance rates. If the proper clearance code is not captured in a CDW incident report, the case cannot be properly cleared.

Clearance rates are an important measure of the Department's overall success at solving serious crimes. Clearance rates are also used to measure the success rate of a specific investigative unit over time (month vs. month or year vs. year) and to compare clearance rates of one investigative unit to another.

To ensure accurate clearance rates, Investigators assigned to the case shall write a CDW supplemental incident report for all incidents cleared subsequent to the initial incident report being written. This includes all incident reports filed and cleared utilizing Coplogic reporting.

Examples:

1. A suspect commits a robbery in the Mission District and then commits a second robbery in the Central District. Members of patrol write two separate robbery incident reports. Each officer writing the report lists "open or active" in the "Crime and Clearance status" drop down box on the cover of the CDW incident report. When the suspect commits a third robbery, he is arrested. During the investigation, investigators develop probable cause to believe that the arrested robbery suspect also committed the other two robberies, and they charge him with all three robberies.

In addition to the initial incident report regarding the third robbery, the investigator assigned the case is required to write supplemental incident reports for each of the other two robberies, listing the clearance code as "6" (Booked) in each supplemental incident report to ensure that the clearance of each of the other robberies is reported to the DOJ.

2. An officer stops a vehicle after an auto break in and arrests a suspect for the auto break in and possession of stolen property. Subsequent to the arrest, officers seize additional stolen property not related to the initial auto break in. A follow-up investigation reveals that these items were stolen from four victims of auto break-ins all reported on Coplogic. While the suspect may or may not be charged with the auto break-ins based on available evidence, the suspect is charged with possession of stolen property from the four incidents reported through Coplogic.

In addition to the initial incident report regarding the auto break in and possession of stolen property, the investigator assigned the case is required to write supplemental incident reports for each of the other four auto break-ins reported on Coplogic, listing the clearance code as "6" (Booked) in each supplemental incident report to ensure that the clearance is reported to the DOJ.


3. A search warrant conducted by an officer/investigator related to a home burglary recovers evidence related to five additional home burglaries. The suspect is charged with the initial home burglary as well as the additional five burglaries based on the evidence. The investigator completes one report for search warrant charging all six counts of burglary and lists the other five incidents as related case numbers.

The investigator must also complete a supplemental report for the other five burglaries clearing the burglaries with the clearance code "6" (Booked) in order to ensure that the clearance of each of the other burglaries is reported to the DOJ.

Hand-written notations made in investigative case files, entries made in case tracking databases at the unit or station level, and DA's Record of Investigation forms are all examples of methods that will not result in the proper clearance of a crime.

Part I Crimes include Criminal Homicide, Forcible Rape, Robbery, Assault, Burglary, Larceny/Thefts, Motor Vehicle Thefts, Arson, and Human Trafficking.

Members assigned to the Airport Bureau shall follow San Mateo County requirements for clearance codes when writing incident reports.


WILLIAM SCOTT
Chief of Police

Per DB 20-081, sworn members are required to electronically acknowledge receipt and review of this Department Notice in HRMS. Any questions or clarification regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional guidance about the directive.