



SACRAMENTO POLICE DEPARTMENT
OFFICE OF INVESTIGATIONS



523.03
CLEARING REPORTS BY ARREST/EXCEPTIONAL MEANS
09-16-91

PURPOSE

To establish procedures for clearing crime reports.

POLICY

To comply with the standards set forth by the Uniform Crime Report of the FBI when clearing Crime Reports.

PROCEDURE:

Personnel of this office shall use the Uniform Crime Report (UCR) standards and guidelines when clearing a case by either "arrest" or "exceptional means". No distinction between cleared by "arrest" and "exceptional means" is made on the report.

A. CLEARANCE BY ARREST:

An offense is "cleared by arrest" or solved for crime reporting purposes when at least one person is:

1. arrested
2. charged with the commission of the offense
3. turned over to the court for prosecution
4. A clearance by arrest can be claimed when the offender is a person under 18 years of age and is cited to appear in juvenile court.

B. EXCEPTIONAL CLEARANCES

If the following questions can all be answered "yes" the offense can be cleared "exceptionally".

1. Has the investigation definitely established the identity of the offender?
2. Is there enough information to support an arrest charge, and turning over to the court for prosecution?
3. Is the exact location of the offender known so that the subject could be taken into custody?
4. Is there some reason outside law enforcement control that precludes arresting, charging, and prosecuting the offender?

C. Each case shall be reviewed on a case by case basis and depending upon the opinions of the detectives working the series and the supervisors directly involved in managing the series a decision is derived on whether or not to clear that series based on the arrest of the individual.