

MENDOCINO COUNTY SHERIFF'S OFFICE

THOMAS D. ALLMAN, Sheriff-Coroner

MEMORANDUM

DATE: 04-19-2018

TO: Area Commanders

FROM: Captain Greg Van Patten #1184

SUBJECT: Reporting Procedure on Cases Wherein FCN Numbers are Created **UPDATE**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] the following procedure shall be followed when any sworn Sheriff's Office employee takes a missing persons report or is assigned a missing persons investigation:

1. When anyone reports a missing person's case to the Sheriff's Office a report will be immediately taken by the sworn employee.
2. The sworn employee will complete a State of California CJIS 8568 form documenting all the DOJ required information. The sworn employee can omit the narrative portion of the form by just referring to the MCSO case number. The CJIS 8568 form can be completed by hand but computer PDF entry (lib.post.ca.gov/Publications/Missing_Persons_Forms/mp_report.pdf) is preferred.
3. The sworn employee will send a copy of the form to the Sheriff's Office dispatch center to have the information on the CJIS 8568 form entered into MUPS as soon is practically possible. The Dispatch employee will include their ID number in the MISC field of the entry.
4. The sworn employee will obtain an FCN number from a Sheriff's Office dispatcher after the information has been entered into MUPS and will conduct a MUPS inquiry of the FCN number via the Sheriff's Office computer system.

5. The sworn employee will then check the information in MUPS against the CJIS 8568 form to ensure all the information is identical and will ensure the Dispatch employee has included their ID number in the MISC field.
6. If the information is identical then the sworn employee will hand write that they validated the information on the MUPS printout to include the date, time, their name and identification number. The MUPS printout and the CJIS 8568 form will then be scanned and attached to the case file by the sworn employee. The original documents should be discarded for shredding and should not be forwarded to the records division for filing.
7. If the information is not identical then the sworn employee will have a dispatcher change the information in MUPS until #6 of this procedure can be completed by the sworn employee.
8. This procedure shall be completed prior to end of the sworn employee's shift.
9. There will be times wherein all the informational boxes on the CJIS 8568 will be unknown. Whenever the sworn employee becomes aware of any information for an incomplete informational box, then that sworn employee shall have a dispatcher update the MUPS entry for the missing person. Once that update is completed the sworn employee shall conduct the same validation process outlined in steps #5 - #8 of this procedure.
10. The reviewing supervisor will ensure this procedure has been completed prior to approving and merging any case report or case supplemental report.
11. When a Missing Person is no longer determined to be missing a sworn employee will document this information in a supplemental report and have the Missing Person's MUPS entry cancelled by a dispatcher. Subsequently the sworn employee will personally check MUPS to verify the Missing Person was removed from MUPS. The printout showing no active record in MUPS will be scanned into the case file with the sworn employee's initials, ID number and date showing the validation was completed as mandated by DOJ. (Updated step on 04-19-2018).

██████████ the following procedure shall be followed when any sworn Sheriff's Office employee has a case associated with an AFS crime gun entry:

1. The sworn employee will complete the Sheriff's Office AFS Crime Gun Entry form documenting all the DOJ required information. This form does not apply to firearms obtained for safekeeping purposes but a CLETS/NCIC entry is required for such firearms.
2. The sworn employee will send a copy of the AFS Crime Gun Entry form to the Sheriff's Office dispatch center to have the information collected on the form entered into CLETS/NCIC as soon as practically possible. The Dispatch employee will include their ID number in the MISC field of the entry.

3. The sworn employee will obtain an FCN number from a Sheriff's Office dispatcher after the information is entered into CLETS/NCIC and will conduct a CLETS/NCIC inquiry of the FCN number or numbers (crime gun, evidence gun entries or safekeeping gun) via the Sheriff's Office computer system.
4. The sworn employee will then check the information in CLETS/NCIC against the Crime Gun Entry form to ensure all the information is identical and will ensure the Dispatch employee has included their ID number in the MISC field.
5. If the information is identical then the sworn employee will hand write that they validated the information on the CLETS/NCIC printout to include the date, time, their name and identification number. The CLETS/NCIC printout and the Crime Gun Entry form will then be scanned and attached to the case file. The original documents should be discarded for shredding and should not be forwarded to the records division for filing.
6. If the information is not identical then the sworn employee will have a dispatcher change the information in CLETS/NCIC until #5 of this procedure can be completed by the sworn employee.
7. This procedure shall be completed prior to end of the sworn employee's shift.
8. There may be times wherein some of the CLETS/NCIC entry information may not be known. Whenever the sworn employee becomes aware of any information for an incomplete entry field, then that sworn employee shall have a dispatcher update the CLETS/NCIC entry to reflect the updated information. Once that update is completed the sworn employee shall conduct the same validation process outlined in steps #4 - #7 of this procedure.
9. The reviewing supervisor will ensure this procedure has been completed prior to approving and merging any case report or case supplemental report.

██████████ the following procedure shall be followed when any sworn Sheriff's Office employee has a case associated with a towed/stored vehicle or stolen vehicle:

1. The sworn employee will complete a CHP 180 form with all the required information.
2. The sworn employee will send a copy of the CHP 180 form or transmit the information to the Sheriff's Office dispatch center to have the information entered into CLETS/NCIC as soon as practically possible. The Dispatch employee will include their ID number in the MISC field of the entry.
3. The sworn employee will obtain an FCN number from a Sheriff's Office dispatcher after the information is entered into CLETS/NCIC via the Sheriff's Office computer system.
4. The sworn employee will then check the information in CLETS/NCIC against the CHP 180

form to ensure all the information is identical and will ensure the Dispatch employee has included their ID number in the MISC field.

5. If the information is identical then the sworn employee will hand write that they validated the information on the CLETS/NCIC printout to include the date, time, their name and identification number. The CLETS/NCIC printout and the CHP 180 form will then be scanned and attached to the case file. The original documents should be discarded for shredding and should not be forwarded to the records division for filing.
6. If the information is not identical then the sworn employee will have a dispatcher change the information in CLETS/NCIC until #5 of this procedure can be completed by the sworn employee.
7. This procedure shall be completed prior to end of the sworn employee's shift.
8. There may be times wherein some of the CLETS/NCIC entry information might not be known. Whenever the sworn employee becomes aware of any information for an incomplete entry field, then that sworn employee shall have a dispatcher update the CLETS/NCIC entry to reflect the updated information. Once that update is completed the sworn employee shall conduct the same validation process outlined in steps #4 - #7 of this procedure.
9. The reviewing supervisor will ensure this procedure has been completed prior to approving and merging any case report or case supplemental report.

██████████ the following procedure shall be followed when any sworn Sheriff's Office employee has a case resulting in the issuance of a FCN number not already described in this memo:

1. The sworn employee will obtain a case number to document the reported incident.
2. The sworn employee will contact the Sheriff's Office dispatch center to have the information entered into CLETS/NCIC as soon is practically possible. The Dispatch employee will include their ID number in the MISC field of the entry.
3. The sworn employee will obtain the FCN number from a Sheriff's Office dispatcher after the information has been entered into CLETS/NCIC via the Sheriff's Office computer system.
4. The sworn employee will then check the information in CLETS/NCIC against the case information collected to ensure all the information is identical to what will be documented. The sworn employee will ensure the Dispatch employee has included their ID number in the MISC field.
5. If the information is identical then the sworn employee will hand write that they had validated the information on the CLETS/NCIC printout to include the date, time, their name and

identification number. The CLETS/NCIC printout will then be scanned and attached to the case file. The original document can be discarded for shredding and should not be forwarded to the records division for filing.

6. If the information is not identical then the sworn employee will have a dispatcher change the information in CLETS/NCIC until #5 of this procedure can be completed by the sworn employee.
7. This procedure shall be completed prior to end of the sworn employee's shift.
8. There may be times wherein some of the CLETS/NCIC entry information might not be known. Whenever the sworn employee becomes aware of any information for an incomplete entry field, then that sworn employee shall have a dispatcher update the CLETS/NCIC entry to reflect the updated information. Once that update is completed the sworn employee shall conduct the same validation process outlined in steps #4 - #7 of this procedure.
9. The reviewing supervisor will ensure this procedure has been completed prior to approving and merging any case report or case supplemental report.

Any questions, comments or concerns about this memo can be directed to me via the chain of command.