

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT



**PATROL OPERATIONS –
UNIFORM CRIME REPORTING AUDIT
NO. 2016-12-A**

**JIM McDONNELL
SHERIFF**

October 24, 2016

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
Audit and Accountability Bureau

PATROL OPERATIONS – UNIFORM CRIME REPORTING AUDIT
Project No. 2016-12-A
AUDIT REPORT

PURPOSE

The Audit and Accountability Bureau (AAB) conducted the Patrol Operations – Uniform Crime Reporting Audit under the authority of the Sheriff of Los Angeles County. This audit was performed to determine how the Los Angeles County Sheriff's Department (Department) complied with the crime classification standards outlined in the federal Uniform Crime Reporting (UCR)¹ Program and in the Department's Statistical Code Guide.²

The AAB conducted this performance audit under the guidance of the Generally Accepted Government Auditing Standards. The AAB has determined that the evidence obtained is sufficient and appropriate, providing a reasonable basis for the findings and conclusions based on the audit objectives.³

BACKGROUND

Crime Statistics

Crime statistics are used by a broad cross section of the community and law enforcement agencies to monitor, understand, and address crime patterns and trends. These statistics contribute greatly to the public's perception of crime. Additionally, the statistics aid local government entities in allocating resources. The Department participates in the UCR, which provides a common system for classifying crimes throughout the nation. In addition, to better define crime within the Los Angeles County, the Department further classifies crimes and other incidents using the Department's Statistical Code Guide. Annual crime statistics are made available to the public through the Department's website.

¹ Criminal Justice Information Services (CJIS) Division Uniform Crime Reporting (UCR) Program, Summary Reporting System (SRS) User Manual Version 1.0, Document Date: 06/20/2013, pages 28-58/160-169.

² The Department makes a Statistical Code Guide (SH-R-316) available to all members. This guide provides standardized information regarding the selection of the proper statistical codes (June 2013 revision).

³ United States Government Accountability Office – By the Comptroller General of the United States, December 2011, Government Auditing Standards 2011 Revision.

PATROL OPERATIONS – UNIFORM CRIME REPORTING AUDIT

Project No. 2016-12-A

Department's Process for Classification of Crimes

The Department's process for classifying an incident starts with the deputy selecting statistical codes for an Incident Report based on the Los Angeles County Sheriff's Department's Statistical Code Guide, and identifying one of those codes as the critical classification for the report. This critical code is identified in the Department's Uniform Report Number (URN). The UCR crime classification is established based on the Department's critical statistical code.

The Statistical Code Guide states:

This prioritization in coding is known as the HIERARCHY PRINCIPLE. The HIERARCHY PRINCIPLE must be followed when selecting the statistical code to be used in the URN number when multiple offenses are involved. The following guidelines apply in these situations:

Multiple Part I and Part II Offenses

Select the statistical element by identifying the Part I Offense with the lowest statistical code.

The Incident Report and URN statistical coding are reviewed and approved by a supervisor. The Incident Report is then sent to the station's secretarial staff for entry into the Los Angeles Regional Crime Information System (LARCIS)⁴. The Incident Reports and the LARCIS system are checked to ensure the crime type(s) and the statistical codes match. If discrepancies occur between the crime code and statistical code, the Incident Report is returned to the Watch Sergeant for correction. Non-confidential reports are also entered into the Sheriff's Electronic Crime Documents Archive (SECDA)⁵.

On a weekly basis, a Detective Bureau Sergeant assigned to the patrol station reviews a statistical report for any classification errors. If any are found, the sergeant works with detective personnel to correctly classify the incident.

PRIOR AUDIT

In 2014, the AAB conducted a UCR audit to evaluate the classification of assaults within a one-year time period. The analysis determined if the assault reports were classified appropriately as either an aggravated assault (one involving a weapon or resulting in severe injury) or simple assault (one not involving a weapon and not resulting in severe

⁴ LARCIS is intended to support statistical reporting, crime analysis, and case management requirements.

⁵ SECDA image query allows Department members to obtain scanned/archived reports entered in LARCIS.

PATROL OPERATIONS – UNIFORM CRIME REPORTING AUDIT

Project No. 2016-12-A

injury). The audit findings identified an 80% compliance rate in classifying aggravated assaults and a 91% compliance rate in classifying simple assaults. Three recommendations were made in the audit report:

1. *It is recommended that Department clarify the language in Field Operations Directive 10-05, Domestic Violence Incident Reporting Procedures, regarding the evaluation of reports where the victim claims strangulation. The current wording may be subject to misinterpretation as to the evaluation of the incident as a simple or aggravated assault.*

Status: Recommendation will not be implemented. Field Operations Support Services (FOSS) reviewed the policy in light of the recommendation, and elected to keep and re-brief the current Field Operations Directive 10-05.

2. *It is recommended Department members receive additional training on ... the UCR's coding specification through the proper use of Department statistical codes.*

Status: Recommendation implemented.

3. *...It is recommended all patrol stations implement and utilize the SECDA system.*

Status: Recommendation implemented.

METHODOLOGY

Scope

This audit included 27 crime categories from UCR Part I and Part II crimes (8 classifications for Part I crimes and 19 classifications for Part II crimes). In addition, the audit included the classification of crimes under the Department's Statistical Code Guide. The following five patrol stations were selected: Century, Industry, Lakewood, Lancaster, and Palmdale Stations.

The audit included a review of incident reports and any related supplementary reports. The Summary Reporting System (SRS) Manual and the Department's Statistical Code Guide were used in the analysis of the selected reports to determine if they were properly classified under both the UCR and the Department's statistical coding.

Audit Time Period

The time period for this audit was from January 1, 2016, through June 30, 2016.

PATROL OPERATIONS – UNIFORM CRIME REPORTING AUDIT
Project No. 2016-12-A

Audit Population

The population was identified through LARCIS, which consisted of 13,113 Part I crimes, and 12,645 Part II crimes reported in the five selected patrol stations.

The following stratified statistically valid samples⁶ were selected:

- Part I crimes, yielding a total of 99 reports for each station (a grand total of 495 reports)
- Part II crimes, yielding a total of 105 reports for each station (a grand total of 525 reports) – some stations did not have incidents in all crime classifications, resulting in 522 Part II crime reports.⁷

In evaluating Part I and Part II crime reports, auditors deselected incomplete reports, and reports authored or approved by AAB personnel.

SUMMARY OF AUDIT FINDINGS

The management and staff at each of the audited patrol stations were accommodating and cooperative in providing the necessary information, and in validating the findings. Overall, the audit found that the five stations did well.

Table No. 1: Summary of Audit Findings

Objective No.	Audit Objective	Met the Standard
1	PART I CRIME CLASSIFICATION	
1(a)	PART I CRIME: UNIFORM CRIME REPORTING INDEX	
	<i>Incidents correctly classified as a Part I crime in accordance with the Uniform Crime Reporting Program</i>	98%
1(b)	PART I CRIME: DEPARTMENT STATISTICAL CODES	
	<i>Part I crimes correctly classified with the appropriate statistical code in accordance with the Statistical Code Guide</i>	94%
2	PART II CRIME CLASSIFICATION	
2(a)	PART II CRIME: UNIFORM CRIME REPORTING INDEX	
	<i>Incidents correctly classified as a Part II crime in accordance with the Uniform Crime Reporting Program</i>	98%
2(b)	PART II CRIME: DEPARTMENT STATISTICAL CODES	
	<i>Part II crimes correctly classified with the appropriate statistical code in accordance with the Statistical Code Guide</i>	95%

⁶ Using a statistical one-tail test with a 95% confidence level and a 4% error rate, a statistically valid sample was identified.

⁷ There were no Part II crime incidents involving Gambling at Century, Industry, and Lancaster stations. Refer to Table No. 4.

PATROL OPERATIONS – UNIFORM CRIME REPORTING AUDIT
Project No. 2016-12-A

Objective No. 1 – Part I Crime Classification

Objective No. 1(a) – Part I Crime: Uniform Crime Reporting Index

Criteria

The SRS Manual⁸ was used in defining all Part I crimes according to federal standards.

In order to maintain the FBI UCR Program's need for uniform and consistent data, all reporting agencies use standard UCR Program offense definitions.

Aggravated Assault – *An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.*

Arson – *Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property or another, etc.*

Burglary – *The unlawful entry of a structure to commit a felony or a theft.*

Criminal Homicide – *The willful (non-negligent) killing of one human being by another.*

Larceny/Theft – *The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.*

Motor Vehicle Theft – *The theft or attempted theft of a motor vehicle.*

Rape – *Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.*

Robbery – *The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or putting the victim in fear.*

⁸ Refer to the Criminal Justice Information Services (CJIS) Division Uniform Crime Reporting (UCR) Program, Summary Reporting System (SRS) User Manual Version 1.0, Document Date: 06/20/2013, pages 28-58.

PATROL OPERATIONS – UNIFORM CRIME REPORTING AUDIT
Project No. 2016-12-A

Audit Procedures

Auditors reviewed all incident reports identified through LARCIS as having been coded as a Part I crime during the audit time period. The reports were evaluated to determine whether they were properly classified according to federal guidelines as outlined in the Criminal Justice Information Services (CJIS) Division Uniform Crime Reporting (UCR) Program, and Summary Reporting System (SRS) Manual.

Findings

For this objective, 487 of the 495 (98%) reports met the standard. Eight reports did not meet the standard for a Part I crime.

Table No. 2: Objective No. 1(a) Findings

Classification	Century	Industry	Lakewood	Lancaster	Palmdale	TOTAL
Aggravated Assault	8/9 (89%)	7/9 (78%)	6/9 (67%)	9/9 (100%)	9/9 (100%)	87%
Arson	1/1 (100%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	100%
Burglary	17/17 (100%)	17/17 (100%)	16/17 (94%)	17/17 (100%)	17/17 (100%)	99%
Criminal Homicide	1/1 (100%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	100%
Larceny/Theft	43/43 (100%)	43/43 (100%)	43/43 (100%)	42/43 (98%)	43/43 (100%)	99%
Motor Vehicle Theft	20/20 (100%)	20/20 (100%)	20/20 (100%)	20/20 (100%)	20/20 (100%)	100%
Rape	1/1 (100%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	100%
Robbery	7/7 (100%)	7/7 (100%)	7/7 (100%)	7/7 (100%)	7/7 (100%)	100%
OVERALL	99%	98%	96%	99%	100%	98%

Objective No. 1(b) – Part I Crime: Department Statistical Codes

Criteria

The Los Angeles County Sheriff’s Department’s Statistical Code Guide was used to determine if an accurate critical statistical code was referenced for the incident report.

This critical element completes the Uniform Report Number. All crimes and incidents are converted into numerical statistical codes.

Aggravated Assault – 050 to 059

Arson – 270 to 279

PATROL OPERATIONS – UNIFORM CRIME REPORTING AUDIT
Project No. 2016-12-A

Burglary – 061 to 069; 071 to 079

Criminal Homicide – 011

Larceny/Theft – 080 to 089; 340 to 345; 350, 351; 360, 361; 370, 371; 381 to 389

Motor Vehicle Theft – 090 to 099

Rape – 021 to 024

Robbery – 031 to 039; 041 to 049

Audit Procedures

The auditors reviewed incident reports, which were identified through LARCIS as having been coded as a Part I crime, during the audit time period. The reports were evaluated to determine whether the proper statistical code was utilized at the inception of the process, according to the Department’s Statistical Code Guide.

Findings

For this objective, 463 of the 495 (94%) reports met the standard. Thirty-Two did not meet the standard because they were inaccurately statistically coded.

Table No. 3: Objective No. 1(b) Findings

Classification	Century	Industry	Lakewood	Lancaster	Palmdale	TOTAL
Aggravated Assault	8/9 (89%)	7/9 (78%)	6/9 (67%)	9/9 (100%)	9/9 (100%)	87%
Arson	1/1 (100%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	100%
Burglary	13/17 (76%)	16/17 (94%)	16/17 (94%)	17/17 (100%)	15/17 (88%)	91%
Criminal Homicide	1/1 (100%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	100%
Larceny/Theft	40/43 (93%)	39/43 (91%)	43/43 (100%)	42/43 (98%)	39/43 (91%)	95%
Motor Vehicle Theft	19/20 (95%)	20/20 (100%)	20/20 (100%)	18/20 (90%)	20/20 (100%)	97%
Rape	1/1 (100%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	100%
Robbery	7/7 (100%)	5/7 (71%)	6/7 (86%)	7/7 (100%)	7/7 (100%)	91%
OVERALL	91%	91%	95%	97%	94%	94%

PATROL OPERATIONS – UNIFORM CRIME REPORTING AUDIT
Project No. 2016-12-A

Objective No. 2 – Part II Crime Classification

Objective No. 2(a) – Part II Crime: Uniform Crime Reporting Index

Criteria

The SRS Manual⁹ was used in defining Part II crimes according to federal standards.

In order to maintain the FBI UCR Program's need for uniform and consistent data, all reporting agencies use standard UCR Program offense definitions.

All Other Offenses – *All violations of state or local laws not specifically identified as Part I or Part II offenses, except traffic violations.*

Disorderly Conduct – *Any behavior that tends to disturb the public peace or decorum, scandalize the community, or shock the public sense of morality.*

Driving Under the Influence – *Driving or operating a motor vehicle or common carrier while mentally or physically impaired as the result of consuming an alcoholic beverage or using a drug or narcotic.*

Drug Abuse Violations – *The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.*

Drunkenness – *To drink alcoholic beverages to the extent that one's mental faculties and physical coordination are substantially impaired. Exclude driving under the influence.*

Embezzlement – *The unlawful misappropriation or misapplication by an offender to his/her own use or purpose of money, property, or some other thing of value entrusted to his/her care, custody, or control.*

Forgery and Counterfeiting – *The altering, copying, or imitating of something without authority or right, with the intent to deceive or defraud by passing the*

⁹ Refer to Criminal Justice Information Services (CJIS) Division Uniform Crime Reporting (UCR) Program, Summary Reporting System (SRS) User Manual Version 1.0, Document Date: 06/20/2013, pages 170-175.

PATROL OPERATIONS – UNIFORM CRIME REPORTING AUDIT
Project No. 2016-12-A

copy or thing altered or imitated as that which is original or genuine; or the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud.

Fraud – *The intentional perversion of the truth for the purpose of inducing another person or other entity in reliance upon it to part with something of value or to surrender a legal right. Fraudulent conversion and obtaining of money or property by false pretenses.*

Gambling – *To unlawfully bet or wager money or something else of value; assist, promote, or operate a game of chance for money or some other stake; possess or transmit wagering information; manufacture, sell, purchase, possess, or transport gambling equipment, devices or goods; or tamper with the outcome of a sporting event or contest to gain a gambling advantage.*

Liquor Laws – *The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.*

Offenses against The Family – *Unlawful nonviolent acts by a family member (or legal guardian) which threaten the physical, mental, or economic well-being or morals of another family member and which are not classifiable as other offenses, such as Assault or Sex Offenses.*

Prostitution and Commercialized Vice – *The unlawful promotion of or participation in sexual activities for profit.*

Sex Offenses – *Offenses against chastity, common decency, morals, and the like.*

Simple Assault – *All assaults and attempted assaults which are not of an aggravated nature and do not result in serious injury to the victim.*

Stolen Property: Buying, Receiving, Possessing – *Buying, receiving, possessing, selling, concealing, or transporting any property with the knowledge that it has been unlawfully taken, as by burglary, embezzlement, fraud, larceny, robbery, etc.*

Suspicion – *Arrested for no specific offense and released without formal charges being placed.*

PATROL OPERATIONS – UNIFORM CRIME REPORTING AUDIT
Project No. 2016-12-A

Vagrancy – *The violation of a court order, regulation, ordinance, or law requiring the withdrawal of persons from the streets or other specified areas; prohibiting persons from remaining in an area or place in an idle or aimless manner; or prohibiting persons from going from place to place without visible means of support.*

Vandalism – *To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.*

Weapons: Carrying, Possessing, Etc. – *The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.*

Audit Procedures

The auditors reviewed incident reports identified through LARCIS as having been statistically coded as a Part II crime. The reports were evaluated to determine whether they were properly classified according to federal guidelines as outlined in the Criminal Justice Information Services (CJIS) Division Uniform Crime Reporting (UCR) Program, and Summary Reporting System (SRS) Manual.

Findings

For this objective, 514 of the 522 (98%) reports met the standard. Eight reports did not meet the standard because they did not meet the criteria for a Part II crime.

THIS SPACE LEFT INTENTIONALLY BLANK

PATROL OPERATIONS – UNIFORM CRIME REPORTING AUDIT
Project No. 2016-12-A

Table No. 4: Objective No. 2(a) Findings

Classification	Century	Industry	Lakewood	Lancaster	Palmdale	TOTAL
All Other Offenses	8/8 (100%)	8/8 (100%)	8/8 (100%)	8/8 (100%)	8/8 (100%)	100%
Disorderly Conduct	1/1 (100%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	100%
Driving Under the Influence	4/4 (100%)	4/4 (100%)	4/4 (100%)	4/4 (100%)	4/4 (100%)	100%
Drug Abuse Violations	22/22 (100%)	22/22 (100%)	22/22 (100%)	22/22 (100%)	22/22 (100%)	100%
Drunkenness	3/3 (100%)	3/3 (100%)	3/3 (100%)	3/3 (100%)	3/3 (100%)	100%
Embezzlement	1/1 (100%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	100%
Forgery and Counterfeiting	3/4 (75%)	4/4 (100%)	4/4 (100%)	4/4 (100%)	4/4 (100%)	95%
Fraud	6/6 (100%)	6/6 (100%)	6/6 (100%)	6/6 (100%)	6/6 (100%)	100%
Gambling	No Incidents	No Incidents	1/1 (100%)	No Incidents	1/1 (100%)	100%
Liquor Laws	1/1 (100%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	100%
Offenses against The Family	2/2 (100%)	2/2 (100%)	2/2 (100%)	2/2 (100%)	2/2 (100%)	100%
Prostitution	1/1 (100%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	100%
Sex Offenses	4/4 (100%)	4/4 (100%)	4/4 (100%)	4/4 (100%)	4/4 (100%)	100%
Simple Assaults	18/19 (95%)	18/19 (95%)	19/19 (100%)	19/19 (100%)	17/19 (89%)	96%
Stolen Property	1/1 (100%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	100%
Suspicion	1/1 (100%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	100%
Vagrancy	1/1 (100%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	100%
Vandalism	18/19 (95%)	18/19 (95%)	19/19 (100%)	19/19 (100%)	19/19 (100%)	98%
Weapons	6/6 (100%)	5/6 (83%)	6/6 (100%)	6/6 (100%)	6/6 (100%)	97%
Overall	97%	97%	100%	100%	98%	98%

THIS SPACE LEFT INTENTIONALLY BLANK

PATROL OPERATIONS – UNIFORM CRIME REPORTING AUDIT
Project No. 2016-12-A

Objective No. 2(b) – Part II Crime: Department Statistical Codes

Criteria

The Los Angeles County Sheriff's Department's Statistical Code Guide was used to determine if an accurate statistical code was referenced for the incident report.

This critical element completes the Uniform Report Number. All crimes and incidents are converted into numerical statistical codes.

All Other (Miscellaneous) Offenses – 321 to 329; 330 to 339; 390 to 399; 431, 432, 436; 511; 520 to 529

Disorderly Conduct – 210 to 219

Driving Under the Influence – 240 to 246

Drug Abuse Violations – 181 to 189

Drunkenness – 201 to 203

Embezzlement – 330

Forgery and Counterfeiting – 103 to 107

Fraud – 101, 102; 111 to 119; 161 to 165

Gambling – 231 to 234

Liquor Laws – 191 to 198

Offenses Against The Family – 171 to 178

Prostitution – 124, 125, 136

Sex Offenses – 120 to 129; 130 to 139

Simple Assault – 144 to 149

Stolen Property – 290

Suspicion – 601 to 607

PATROL OPERATIONS – UNIFORM CRIME REPORTING AUDIT
Project No. 2016-12-A

Vagrancy – 221, 222

Vandalism – 261 to 264

Weapons – 151 to 155

Audit Procedures

The auditors reviewed Incident Reports which were identified through LARCIS as having been coded as a Part II crime during the audit time period. The reports were evaluated to determine if the proper statistical code was utilized at the inception of the process, according to the Department's Statistical Code Guide.

Findings

For this objective, 494 of the 522 (95%) reports met the standard. Twenty-eight reports did not meet the standard because they were inaccurately statistically coded.

THIS SPACE LEFT INTENTIONALLY BLANK

PATROL OPERATIONS – UNIFORM CRIME REPORTING AUDIT
Project No. 2016-12-A

Table No. 5: Objective No. 2(b) Findings

Classification	Century	Industry	Lakewood	Lancaster	Palmdale	TOTAL
All Other Offenses	8/8 (100%)	6/8 (75%)	7/8 (88%)	8/8 (100%)	7/8 (88%)	90%
Disorderly Conduct	1/1 (100%)	0/1 (0%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	80%
Driving Under the Influence	4/4 (100%)	3/4 (75%)	4/4 (100%)	4/4 (100%)	4/4 (100%)	95%
Drug Abuse Violations	22/22 (100%)	22/22 (100%)	22/22 (100%)	22/22 (100%)	22/22 (100%)	100%
Drunkenness	3/3 (100%)	3/3 (100%)	3/3 (100%)	3/3 (100%)	3/3 (100%)	100%
Embezzlement	1/1 (100%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	100%
Forgery and Counterfeiting	3/4 (75%)	3/4 (75%)	4/4 (100%)	4/4 (100%)	4/4 (100%)	90%
Fraud	4/6 (67%)	6/6 (100%)	6/6 (100%)	6/6 (100%)	5/6 (83%)	90%
Gambling	No Incidents	No Incidents	1/1 (100%)	No Incidents	1/1 (100%)	100%
Liquor Laws	1/1 (100%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	100%
Offenses against The Family	2/2 (100%)	1/2 (50%)	2/2 (100%)	2/2 (100%)	2/2 (100%)	90%
Prostitution	1/1 (100%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	100%
Sex Offenses	4/4 (100%)	4/4 (100%)	4/4 (100%)	4/4 (100%)	4/4 (100%)	100%
Simple Assault	17/19 (89%)	18/19 (95%)	19/19 (100%)	19/19 (100%)	17/19 (89%)	95%
Stolen Property	1/1 (100%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	100%
Suspicion	1/1 (100%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	100%
Vagrancy	1/1 (100%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	1/1 (100%)	100%
Vandalism	15/19 (79%)	18/19 (95%)	19/19 (100%)	17/19 (89%)	18/19 (95%)	92%
Weapons	6/6 (100%)	4/6 (67%)	6/6 (100%)	6/6 (100%)	6/6 (100%)	93%
OVERALL	91%	90%	99%	98%	95%	95%

OTHER RELATED MATTERS

Confidential Reports in SECDA

During the electronic gathering of the reports from SECDA, two of the stations electronically scanned confidential reports (one at each station). According to the Department's Manual of Policy, 4-01/020.60 *Confidential Reports - Confidential reports are those that have a confidential distribution, and which the Unit of assignment does not want released to anyone, including unauthorized Department personnel. This is*

PATROL OPERATIONS – UNIFORM CRIME REPORTING AUDIT
Project No. 2016-12-A

accomplished by checking the confidential box in the Los Angeles Regional Crime Information System (LARCIS).

This was brought to the attention of the respective stations. It was recommended that the reports should be removed from SECDA and secured in a confidential location with limited access due to the sensitive nature of the crime(s).

Sheriff's Department Statistical Code Guide

During the review of the Incident Reports, the Sheriff's Department Statistical Code Guide, Revision 05/2013, was used to analyze the URN for accuracy. The Department is currently using the Revision 05/2013 printed version in the field. However, the Department intranet site has the Sheriff's Department Statistical Code Guide, Revision 07/2016, available and no printed version has been distributed to Department members.

CONCLUSIONS AND RECOMMENDATIONS

The AAB considered the results of this audit to be a helpful management tool for all Department personnel; therefore, made the following conclusions and recommendations:

1. It is recommended Patrol Operations line staff and supervisors receive current and accurate statistical code updates as related to the Los Angeles County Sheriff's Department's Statistical Code Guide. (Objective No. 1 and 2)
2. It is recommended that Patrol Operations line staff, supervisors, and secretarial staff continue to receive training, to ensure confidential reports are properly stored and archived as outlined in the Department's Manual of Policy and Procedures. (Other Related Matters)
3. It is recommended that Department line staff and supervisors receive a printed copy of the most current Los Angeles County Sheriff's Department Statistical Code Guide. (Other Related Matters)

View of Responsible Officials

Auditors met the designees from each of the five patrol stations reviewed. All concurred with the findings.

Station	Date of Concurrence	Station	Date of Concurrence	Station	Date of Concurrence
Century	September 7, 2016	Lakewood	September 7, 2016	Palmdale	September 1, 2016
Industry	September 8, 2016	Lancaster	September 1, 2016		

PATROL OPERATIONS – UNIFORM CRIME REPORTING AUDIT
Project No. 2016-12-A

This audit was submitted on this 24th day of October 2016, by the Audit and Accountability Bureau.

Original signature on file at AAB

KENJI MASHIKO
Project Manager
Audit and Accountability Bureau
Los Angeles County Sheriff's Department

Original signature on file at AAB

M. ROWENA NELSON
Head Compliance Officer
Audit and Accountability Bureau
Los Angeles County Sheriff's Department

Original signature on file at AAB

STEVEN E. GROSS
Captain
Audit and Accountability Bureau
Los Angeles County Sheriff's Department