Statement of Purpose:
SOP for log entry contents:

Lexipol Policy:
None.

Procedure:

Calls for service log entries shall include the time, substance, and location of all complaints or requests for assistance received by the agency including the time and nature of the response thereto. Log entries should also include (to the extent the information regarding crimes alleged or committed or any other incident investigated is recorded) the time, date, and location of occurrence, the time and date of the report, and the factual circumstances surrounding the crime or incident.

Log entries shall not contain any of the following once the disposition is given by the officer and call is to be closed:

1- CLETS information
2- Dates of birth
3- Juvenile names
4- Names associated with a medical or mental health call
5- Graphic descriptions of an event
6- Known or alleged CORI information

Log entries shall not contain context that may endanger a victim as outlined in the following paragraph:

*The age and name of a victim of any crime defined by Section 220, 236.1, 261, 261.5, 262, 264, 264.1, 265, 266, 266a, 266b, 266c, 266e, 266j, 267, 269, 273a, 273d, 273.5, 285, 286, 288, 288a, 288.2, 288.3, 288.5, 288.7, 289, 422.6, 422.7, 422.75, 646.9, or 647.6 of the Penal Code shall be withheld at the victim's request, or at the request of the victim's parent or guardian if the victim is a minor.*

It shall be the policy of this Department to withhold any identifying information of a victim for any of the above listed crimes.
Samples: None.

This Standard Operating Procedure was approved and distributed for training by:

_______________________
Joe Allen
Commander

_______________________
Jerel Haley
Chief of Police

Attachments: (List here)