



## California Exposition and State Fair Police Department

PHONE (916) 263- 3050 ★ 1600 Exposition Boulevard, Sacramento, CA 95815

### DEPARTMENT GENERAL ORDER

**ORDER № 2200.150**

Feb. 2019 (Revised)

08/01/2006 (Revised)

### NEW REPORT NUMBERS

#### 2200.151 PURPOSE

- A. The purpose of this Order is to describe the procedure for California Exposition & State Fair Police Officers to obtain report numbers.

#### 2200.152 REQUIREMENT

- A. All police reports, including crime reports, arrest reports, incident reports, casualty reports, collision reports, etc., generated by police officers shall be assigned a report number. Officers can obtain the new report number from the master report log.
- B. If the reported incident/crime involves information pertaining to suspects or vehicles that requires dissemination to other agencies or officers, the reporting officer is responsible for ensuring the information is relayed to the proper agencies for re-broadcast.
- C. The reporting officer is responsible for notifying the California Highway Patrol's Sacramento Communication Center of any report involving **stolen/recovered/towed vehicles, firearms** with known serial numbers, and other reported **stolen property** having serial numbers, for entries into the California Law Enforcement Telecommunication System (CLETS).

#### 2200.152 INFORMATION REQUIREMENTS

- A. In all cases, when requesting report numbers, officers shall provide the following information for entry into the Report Log:
1. Type of crime/arrest/incident.
  2. Victim's/Reporting person's name.
  3. Suspects' name.
  4. Date crime/arrest/incident occurred.
  5. Date of report.
  6. Name and badge number of the officer assigned to the report.

#### 2200.154 SPECIAL CIRCUMSTANCES

- A. In accordance with H.I.P.P.A. (Health Insurance Portability and Accountability Act of 1996) regulations, Officers requesting a report number for a casualty incident shall refrain from transmitting the victim's identifying information by radio. The victim's identifying information should be communicated by telephone or person-to-person.

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*The mission of the California Exposition & State Fair Police is to:  
Provide for the safety and security of visitors, employees, and stakeholders; keep order and  
preserve the peace; and support the economic well-being of the California Exposition & State Fair.*