

OFFICE OF SECURITY MANAGEMENT / CHIEF ADMINISTRATIVE OFFICE
SECURITY INCIDENT REPORT

This report should be completed by the person reporting or involved in the incident, the building manager or his/her designee no later than the end of the business day following the incident. The report shall be delivered to the Office of Security Management, 785 Kenneth Hahn Hall of Administration, 500 West Temple Street, Los Angeles, California 90012, or send FAX (213) 613-0848.

For this report, a SECURITY INCIDENT is defined as:

An incident placing a person or property at risk that requires action by law enforcement authorities, County Office of Public Safety Policy or security guards at a County facility whether they were summoned or not, OR,

An incident placing a person at risk of involving an ON-DUTY County employee (including lunch periods) while on County property. This classification includes parking facilities, or while walking to or from an off-site parking facility to start or end a work day, OR,

An incident of a suspicious or unusual nature on County Property that places people or property at risk.

DATE OCCURRED: \_\_\_\_\_ DAY OF WEEK: \_\_\_\_\_ TIME: \_\_\_\_\_

COUNTY DEPT. REPORTING INCIDENT: \_\_\_\_\_

ADDRESS OF INCIDENT: \_\_\_\_\_

Is the suspect a County Employee? Yes ( ) No ( )
Is this incident gang related? Yes ( ) No ( )
Was an arrest made? Yes ( ) No ( )

Charge: \_\_\_\_\_

The law enforcement agency that handled the incident: (Circle appropriate number)
Department. Report Number

- 1. L. A. Sheriff's Department
2. L. A. Police Department
3. Local Police Department
4. L. A. County Police
5. Contract Security Co.
6. None

CODE FOR TYPE OF INCIDENT REPORTED: \_\_\_\_\_ (Refer to next page)
(i.e., A-1 = Burglary of a County Building)

REPORTED BY: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ Daytime Phone \_\_\_\_\_

ONLY ATTACH REPORTS AND MATERIALS PERTAINING TO INCIDENTS OF THREATS AND VIOLENCE. ALL OTHER REPORTS AND INFORMATION SHOULD BE FORWARDED TO APPROPRIATE PERSONNEL AND FILED FOR FUTURE REFERENCE.

This form is to be completed in addition to other reports required per County policy or State or Federal laws and regulations.
Distribution: Office of Security Management (Original); Department Head; Departmental Human Resources;

**CODE REFERENCE SHEET FOR SECURITY INCIDENT REPORTS**

- A. Burglary:** Entering a closed building or locked vehicle with the intent to commit a theft. (459 P.C.)
- Burglary of a County building
  - Burglary of a County vehicle
  - Burglary of a Private vehicle
  - Burglary Alarm – no evidence of any crime.
- B. Robbery:** The taking of property by force or fear. (211 P.C.)
- Robbery of a County facility or employees performing their job.
  - Robbery of a person, including employees, not performing their job.
- C. Arson:** The intentional setting fire to any object. Not necessary to destroy the object. The mere charring is sufficient for arson.
- Arson of a County building (447 P.C.)
  - Arson of a County vehicle (447 P.C.)
  - Arson of private property (including vehicles) (447 P.C.)
- D. Rape:** Forced sexual intercourse with the opposite sex. (261 P.C.)
- Rape of a County employee
  - Rape of other than a County employee
  - Other sex related incident
- E. Assault:** The physical battering of another person.
- Assault with a weapon (245 P.C.)
  - Assault no weapon but requiring hospitalization of the victim (245 P.C.)
  - Assault with only minor injuries and no weapon was used (245 P.C.)
- F. Theft of or from a vehicle:**
- Theft of a County vehicle (487.3 P.C.)
  - Theft of a Private vehicle (487.3 P.C.)
  - Theft from a County vehicle – no forced entry (488 / 487 P.C.)
  - Theft from a Private vehicle – no forced entry (488 / 487 P.C.)
- G. Theft not involving a vehicle:**
- Theft of County property valued under \$400.00 (488 P.C.)
  - Theft of County property valued over \$400.00 (488 P.C.)
  - Theft of private property (excluding vehicles) (488 / 487 P.C.)
- H. Disturbances:** No actual crime need be committed. The disruption of routine business constitutes a disturbance.
- Disturbance of a County employee or facility (415 P.C.)
  - Disturbance created by a County employee and/or their spouse involving a "domestic issue."
  - Disturbance not involving County employees
  - Threats (verbal or written) to a County employee (422 P.C.)
  - Refusal to be searched.
- I. Vandalism:** This classification includes all forms of intentional damage to property and vehicles except arson (refer to "C").
- Vandalism to County property, except vehicles (594 P.C.)
  - Vandalism to Private property, except vehicles (594 P.C.)
  - Vandalism to County vehicles (594 P.C.)
  - Vandalism to Private vehicles (594 P.C.)
- J. Miscellaneous:** Crimes/activities not covered in any of the above classifications.
- Suspicious activity by a non-County employee
  - Suspicious activity by a County employee (explain activity)
  - Hostage situation
  - Bomb threat
  - Suspicious package/substance
  - Bomb or explosive device actually found
  - Power failure
  - Equipment failure
  - Other activity not covered in any other classification (explain in detail) (Lost/stolen badges, bioterrorism activity, hazardous release, etc.)
- K. Person sick or injured/mental not the result of criminal activity:**
- Rescue responded
  - Person sent to hospital
  - First aid given by other than Rescue personnel
  - Handled by Security personnel
  - Person refused treatment
  - Other (specify)  
(Hazardous exposure, etc.)
- L. Confiscation of contraband:**
- Weapon (gun, knife, club, etc.)
  - Narcotics (any non-prescription drug)
  - Other (specify)
- M. FOR USE BY COURTS ONLY:**
- Restraints used
  - Escape
  - Attempted escape
  - Physical altercation within a Court facility
  - High risk trial
  - Threats (verbal or written) to a judge
  - Threats (verbal or written) to a jury
  - Attempted unlawful entry