




**COMMUNICATIONS MISCELLANEOUS
POLICY/PROCEDURE**

Policy No. 7760	Date Issued: July 14, 2010
Section:	Date Revised: October 23, 2019
Accreditation Standards:	
SUBJECT: AGENCY CRIME BULLETIN (ACB)	
APPROVED:	
	Dennis Kidd, General Manager

1.0 Purpose

- 1.1 This policy addresses the criteria and retention periods for entries on, the process of determining a court date for, the distribution process for and the updating of the Agency Crime Bulletin.

2.0 Definition

- 2.1 The purpose of the Agency Crime Bulletin (ACB) is to notify local agencies of recent local criminal activity with suspect information, persons of interest, missing persons, stolen vehicles, and officer safety concerns. It also maintains a daily record of the Santa Cruz County court date for citations.
- 2.2 The ACB is limited in scope and should only include crimes that pertain directly to Santa Cruz and San Benito County or have a direct local reference, i.e. officer safety information with local ties or missing persons at risk who are believed to be in Santa Cruz or San Benito County.
- 2.3 The ACB is a reference document only. All information contained on the ACB must be confirmed.

3.0 Entry Retention and Criteria

- 3.1 Entries to the ACB should be supported by a teletype message. If a teletype is not available, a CAD incident recall can be used.

3.2 All potential entries should be reviewed for relevancy, prior to placement on the ACB.

3.3 Entry criteria and retention periods are as follows:

Type of BOL	ACB Category	Entry Expires In:	Further Info
10851	Stolen Vehicles	30 Days	10851's from Santa Cruz County and San Benito County
Missing Adults	Attempt to Locate	7 Days	At risk or suspicious circumstances only. No voluntary missing adults.
Runaway Juveniles	Missing/Runaway Juveniles	7 Days	Juveniles, who are missing under suspicious circumstances with more information, should go under Attempt to Locate.
Officer Safety	Officer Safety	7 Days	Extend the amount of time on the ACB if the case remains active.
Suicidal Person	Attempt to Locate	7 Days	If the subject has weapons or has made threats towards officers, put under officer safety.
Pick-up and Detain	Pickup and Detain	7 Days or until expires	
Amber Alerts	Attempt to Locate	Until canceled	All Amber Alerts, including those from out of the area, should go on the ACB.

4.0 Entry Format

4.1 Officer Safety, Pickup and Detain and Attempt to Locate entries:

4.1.1 In the leftmost column of each entry the entering dispatcher's ID number should be recorded.

4.1.2 The first line of each entry will include a title that describes the nature of the entry, the agency of authority, the date of the entry and the case number.

4.1.3 The body of each entry will include as appropriate: Suspect information in standard format, vehicle information in standard format, weapons information, and brief officer safety information.

4.2 Runaway juveniles will include only the name, date of birth, brief description, date of entry, case number and agency of authority.

4.3 Stolen vehicle entries will include the vehicle color, year, make/model, license plate number, agency of authority and date of entry.

5.0 Updates

5.1 The ACB shall be updated daily.

5.2 Updating the ACB includes:

- Changing the date to the current date
- Changing the dispatcher number
- Changing the time to the current time
- Changing the number of pages, if needed
- Running all entries to determine if the subject is still outstanding
- Removing outdated entries and entries that have been located
- Updating old entries with new information. Consider changing the date on the entry so it remains active longer.
- Adding new entries as appropriate

6.0 Court Dates

6.1 The court date listed on the ACB is a Santa Cruz County court date and should be for a date four to five weeks in advance and should be rotated daily.

6.2 Court dates should be issued Monday through Thursday, never Friday.

6.3 Court dates should not be issued for court holidays (i.e. Thanksgiving, Christmas, New Year's Day, etc) or any day designated as a court furlough day.

7.0 Distribution

7.1 Updating the ACB is the responsibility of the night shift Lead Dispatcher.

7.1.1 This responsibility may be delegated as deemed appropriate.

7.2 The ACB will be updated and faxed and emailed to the appropriate distribution group each night by 0400 hours.

7.3 A copy of the ACB will be placed in the teletype binder.