

**SAN DIEGO POLICE DEPARTMENT
PROCEDURE**

DATE 05/02/2014
NUMBER: 4.14 - LEGAL
SUBJECT: REPORTING CRIMES OCCURRING IN MEXICO
RELATED POLICY: N/A
ORIGINATING DIVISION: CRIMINAL INTELLIGENCE UNIT
NEW PROCEDURE:
PROCEDURAL CHANGE:
SUPERSEDES: DP 4.14 - 08/23/2011

I. PURPOSE

This Department procedure establishes guidelines for taking police reports of violent crimes or public corruption from persons returning from Baja California North, Mexico.

II. SCOPE

This procedure applies to all sworn members of the Department.

III. DEFINITION

Police Officers shall prepare a crime report for the following crime categories believed to have occurred in Mexico:

- A. Public Corruption – including extortion, bribery, and theft by a public official, which includes police officers.
- B. Violent Crimes – including but not limited to rape, robbery, sexual assault, and assault with a deadly weapon.

IV. PROCEDURES

- A. When making reports of crimes fitting the above definitions, officers shall do the following:
1. As directed by Communications Division, the reporting officer will respond to the scene, contact the reporting party, conduct a preliminary investigation, and complete the appropriate report.
 2. If a report is taken, the reporting officer will use 990000ZZ in the "Crime Code Section" box. (The 990000ZZ code will be used for crimes in Mexico only.) Officers will write 5969 Rail Court in the "Location of Incident" box. These two items are critical for consistent tracking.
 3. The reporting officer will collect and impound any physical evidence available, following Department Procedure 3.02, Impound, Release, and Disposal of Property, Evidence, and Articles Missing Identification Marks.
 4. The reporting officer shall tell the victim that the crime must also be reported in person with the Baja California State Attorney General's Office. That office is located at Rio Suchiate #10036, Colonia Revolucion, Tijuana. The telephone number is 011-52-664-104-2800. After a short recording, a person will answer the phone.
 5. If the victim has a complaint against a Tijuana police officer, the reporting officer shall tell the victim to contact the Office of Internal Affairs for the City of Tijuana (Sindicatura). The telephone number is 011-52-644-973-7273, 24 hours a day. The victim can also file a complaint with the City of Tijuana by logging on to www.sindicatura.gob.mx
 6. In cases where the victim is a U.S. citizen, the reporting officer shall tell the victim to contact the U.S. Consulate in Tijuana at 011-52-664-622-7400, Monday-Friday, from 0800 to 1600 hours. After 1600 hours, and on weekends, the U.S. number (for emergencies only) is (619) 692-2154. The address for the U.S. Consulate in Tijuana is Paseo de las Culturas, Mesa de Otay, Delegación Centenario, Tijuana, Baja California, Mexico 22425.
- B. If the victim is reporting a crime of rape or sexual assault, the officer shall additionally:
1. Contact the on-call Sex Crimes Sergeant if a SART exam is required. (Follow the procedures outlined in Department Procedure 6.11, Physical Examination of Sex Crime Victims and Suspects); and,

2. The reporting officer shall provide the victim with the phone number to the Rape Crisis Center Advocate 24-hour toll-free hotline, (888) 272-1767.
3. As stated above, the reporting officer will use 990000ZZ in the "Crime Code Section" box. (The 990000ZZ code will be used for crimes in Mexico only.) Officers will write 5969 Rail Court in the "Location of Incident" box. These two items are critical for consistent tracking
4. The Crime Records Management System (CRMS) electronically routes all 990000ZZ reports to the Criminal Intelligence Unit (CIU) for investigative assignment. It will be up to the CIU investigator to forward sexual assault reports to the Sex Crimes Unit.

C. Officers will not take reports for any other crimes, such as crimes of domestic violence with minor injuries, batteries with minor injuries, thefts, etc. The victims of these crimes should be advised to do the following:

NEW

1. Contact the Baja California Attorney General's Office in person to report the crime to ensure that an investigation is conducted. The office is located at Rio Suchiate #10036, Colonia Revolucion, Tijuana. The telephone number is 011-52-664-104-2800.
2. If they are a U.S. citizen, contact the U.S. Consulate in Tijuana. The Consulate is located at Paseo de las Culturas, Mesa de Otay, Delegación Centenario, Tijuana, Baja California, Mexico 22425. The telephone number is 011-52-644-622-7400. After 1600 hours and on weekends, the U.S. number (for emergencies only) is (619) 692-2154.

D. Stolen Vehicles

1. In the event that a California resident had his/her vehicle stolen while in Baja California, Mexico, the victim needs to file a report with the Baja California State Attorney General's Office.
2. The victim should be told they may file a courtesy report with the California Highway Patrol upon returning to the United States. The requirements for filing a courtesy report are:
 - a. Must be a resident of California;
 - b. Vehicle must have been registered in California at the time of the theft; and,
 - c. Must provide a copy of the Mexican stolen vehicle report.

3. For more information, victims can call the California Highway Patrol at (858) 650-3600.

E. Required Information for Victims

All persons who report being a victim of a crime in Mexico should be given the information sheet entitled, "The Reporting of Violent Crimes and/or Public Corruption by Persons Visiting Mexico." This form contains the names, addresses, and telephone numbers of agencies that can assist victims. This form is located on the F: drive under Templates/Investigative Reports.