

SANTA CRUZ COUNTY SHERIFF'S OFFICE

PROPERTY CRIMES CASE PREPARATION & INVESTIGATIVE STANDARDS – 1 HOUR

COURSE GOAL:

This course provides deputies with updated investigative standards and case preparation expectations for property crimes. The intent of the course is to improve report quality, reduce case kickbacks and filing delays, and ensure cases are file-ready when submitted to Investigations and the District Attorney's Office. The course consists of facilitated group review and discussion for in-service personnel.

COURSE DETAILS:

Duration: 1 hour

Instructors: Property Crimes Detectives / TBD

Location: TBD

Format: Facilitated discussion and group case review (no practical exercises)

MINIMUM TOPICS COVERED:

- Case preparation standards and expectations
- Required investigative steps prior to case handoff
- Property crime classification and jurisdiction
- Evidence collection and media upload procedures
- Stolen vehicle investigations
- Property valuation standards
- PC 530.5 Identity Theft case requirements
- Crypto-related investigations overview
- Common report deficiencies and detective 'pet peeves'
- Officer case checklist review

COURSE OBJECTIVES:

- Demonstrate knowledge of minimum investigative steps required prior to forwarding a case.
- Demonstrate understanding of proper crime classification and jurisdiction verification.
- Demonstrate knowledge of evidence collection and media documentation standards.
- Demonstrate understanding of valuation requirements for filing.
- Demonstrate ability to articulate investigative actions taken and not taken.

- Demonstrate ability to prepare a file-ready property crime report.

CASE PREPARATION STANDARDS:

- Interview all involved parties and document attempts.
- List individuals not contacted with updated contact information.
- Conduct video canvass and document uncollected camera locations.
- Collect and book evidence; submit lab requests when applicable.
- Upload all photos and videos prior to forwarding case.
- Email detectives on complex or follow-up cases when appropriate.

REPORT WRITING & DOCUMENTATION:

- Provide clear, concise, and relevant narratives.
- Avoid unnecessary or boilerplate information.
- Confirm identity and update MNI information.
- Verify jurisdiction and correct crime classification.
- Ensure accurate property valuation using market standards.

SPECIFIC PROPERTY CRIME CONSIDERATIONS:

- Stolen Vehicles: Confirm owner contact, vehicle value, and tracking capabilities.
- Property Valuation: Distinguish between owner estimate and market value; account for depreciation.
- PC 530.5 Identity Theft: Mandatory victim contact and required evidentiary components.
- Cryptocurrency Cases: Early reporting and external recovery considerations.

GROUP REVIEW AND DISCUSSION:

Students will participate in facilitated group review of sample report scenarios. Discussion will focus on identifying deficiencies, improving articulation, ensuring classification accuracy, and confirming compliance with filing standards.

EVALUATION:

Students will demonstrate understanding through participation in group discussion and case analysis. Instructor will evaluate comprehension based on engagement, accurate identification of deficiencies, and ability to articulate investigative standards.