



**Training Bulletins
July - December 2020**

- #20-008 Personal Identifying Information
- #20-009 Death Investigation Guidelines



OCEANSIDE POLICE DEPARTMENT

Patrol Division

Training Bulletin 20-008

December 10, 2020

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Federal and State requirements for Personal Identifying Information (PII) being broadcast on non-encrypted radio frequency

PURPOSE

The purpose of this procedure is to ensure legal compliance with Federal and State laws regarding the radio transmission of Personal Identifying Information (PII).

BACKGROUND

Federal and State law prohibit the radio transmission of PII on any radio frequency that is not encrypted. Further, these laws and the relevant policies of the Federal Bureau of Investigations (FBI) and California Department of Justice (CA DOJ) limit the amount and type of information that can be broadcast over unencrypted radio channels in order to protect sensitive Criminal Justice Information (CJI) and PII.

PII is information that can be used to distinguish or trace an individual's identity, such as an individual's first name, or first initial, and last name in **combination** with any one or more specific data elements. Data elements include Social Security number (or any part of), passport number, date of birth, military identification number and other unique ID numbers issued on a government document. The most common data elements encountered during field operations include a driver license number or ID number.

PII - Personally Identifying Information

First Name/Initial
Last Name
Date of Birth
DL Number
Social Security Number
Passport Number
ID Card Number
Military ID

CJI – Criminal Justice Information

Criminal History
Local Wants and Warrants
Out of State Wants and Warrants
Probation Status
Parole Status
Driver's License Status

PROCEDURE

The Oceanside Police Department currently has 40-bit encryption with the Advanced Digital Privacy (ADP) radio channels for inquiry purposes. Therefore, all radio transmissions regarding and/or including any individuals CJI and/or PII will be limited to a combination of 2 data sources only (1-name first or last with a number, or 2 names first and last no additional numerical data.)

If an inquiry cannot be accomplished with this limited information, that inquiry shall be made via use of Mobile Computer Terminal (MCT) by the Officer in the field or use of assigned ARJIS phone.

Field units should make use of their MCT resources, including but not limited to entry into the call comments field, entry to the Inform Mobile person inquiry field, MCT Messaging to dispatch or an Officer can call into Dispatch

EXAMPLE 1 - If a broadcast contains a Driver's License number and the last name only of the subject, this broadcast follows Federal and State Laws.

Any additional information such as a first name or date of birth would cause this broadcast to contain sufficient PII to constitute a violation of State and Federal law.

EXAMPLE 2 - If a subject has no identification and their full name and date of birth are required to confirm their identity and access CJI information this information is not to be broadcast via radio as it is not sufficiently encrypted.

Officers are encouraged to run subjects for wants and warrants via their MCT when practical. In cases where this is not, this information can be obtained via a telephone call or MCT message to Dispatch.

This will require field units to provide a DL or ID number only, or in combination with the last name only, without any other PII being broadcast for the individual.

Distribution

All Members

References/Sources

California DOJ Info. Bulletin 20-09-CJIS
Bonnie Stauffer, Communications Manager



OCEANSIDE POLICE DEPARTMENT

Investigations Division

Training Bulletin 20-009

October 08, 2020

ELIMINATION OF DEATH INVESTIGATION NARRATIVE SHORT FORM

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The purpose of this bulletin is to provide officers with new guidelines when completing a death investigation report narrative.

History:

Death investigations, not as a result of homicide, generally do not require a response by the Crimes of Violence Unit. Therefore, it is imperative that responding officers complete thorough and substantive reports. Regardless of whether criminality is involved, death investigations require high levels of empathy and sensitivity for those left behind. Loved ones often have questions as to the circumstances surrounding the death. The use of a short form narrative to document a death investigation leaves the department ill prepared for these questions. The death investigation short form narrative does not provide clear and effective guidelines for officers when completing a comprehensive investigation.

Section:

P&P Volume III – 805.4

- (01) Purpose & Scope – The investigation of cases involving death include those ranging from natural cause to homicide. Some causes of death may not be readily apparent and some cases differ substantially from what they appeared to be initially. The need for thorough death investigations cannot be over emphasized.

P&P Volume III – 1070

- (01) Death Scene Documentation – All deaths caused by suicide, homicide, accident, overdose, and undetermined means shall be photographed by a Field Evidence Technician or the investigating officer. Deaths that are presumed to be natural and where a medical examiner's waiver has been obtained shall be photographed. A death investigation report shall be completed by the investigating officer documenting the circumstances of the death. Death reports shall be completed prior to the end of shift, barring approval from the on-duty watch commander.

New Procedure:

THE DEATH INVESTIGATION SHORT FORM NARRATIVE WILL NO LONGER BE ACCEPTED. A "Death Investigation Narrative Guidelines" document has been created and will be placed in the RMS Forms folder (in the J Drive) to provide officers with guidance when completing a death investigation narrative.

Distribution:
All Members

Reference/Sources:
Lt. T. Valdovinos, Investigations
P&P Vol. III – 805.4
P&P Vol. III – 1070

DEATH INVESTIGATION NARRATIVE GUIDELINES

(or, How to Complete a Crime/Incident Report for a Death)

When completing a crime/incident report for a death, please use the following guidelines when writing your report narrative, ensuring all relevant information is included.

ORIGIN of the Case

In your narrative Include:

- Your preliminary classification of the death. Was the death natural, suicide, or undetermined?
- Date and time of call.
- Time of your arrival to call.
- Was the victim transported to the hospital? If yes, specify which hospital.
- Date/time death was pronounced and who pronounced the death.
- Include OFD Engine Number.
- Name of medical examiner investigator, and whether or not the investigator responded.
 - If yes, include M/E CASE #
 - If no, include WAIVER #
- When was the last time the victim was seen alive? Include date, time and name of person who saw.
- Include any other persons on scene (other law enforcement fire or medical)
- Was evidence collected? If yes, by whom?
- Were photos taken? If yes, by whom?
- List any next of kin.
- Was next of kin notified? How and by whom?
- If TIP was utilized, include the volunteer's name and ID#.

SCENE

In your narrative Include:

- Describe the type of structure, for example apartment, house, condo, or open space. If other, describe.
- Describe the location, for example bedroom, living room, bathroom, car, or other. If other, describe.
- Describe the interior condition of the location, for example orderly, untidy, disarray, mail/newspapers present.
- Were any weapons present? If yes, describe for example gun, knife, blunt object, none, other. If other, please describe. TYPE: Choose an item.
- Indicate if the death was a hanging.
- Did the R/P cut the subject down? If so, why?
- Was a suicide note left? If yes, did note go to M.E.?
- Is the R/P aware of any prior suicide attempts?
- For suicide, list every person in the residence at the time of the suicide, or at the time the body was discovered.
- List all property the M.E. took possession of.
- Were drugs involved?

- Describe the condition of locks, doors, lights and condition.
- Were there any signs of a struggle? If yes, describe.
- Add any additional info that is relevant and would be helpful.

LOCATION AND STATE OF BODY

In your narrative Include:

- Describe the position of the body, for example, on back, face down, on right side, left side, in bed, on sofa, on floor, or if other, describe.
- Was the body moved by the R/P?
- What was the condition of the body, was lividity present? If yes, where?
- What was the state of the body? Well preserved, decomposed, any odor?
- Were any wounds present? If yes, where were the wounds? Head, neck, chest, abdomen, arms, legs, other.
- Add any additional info that is relevant and would be helpful.

BACKGROUND INFO

In your narrative Include:

- Include any history of illness, and whether or not the victim was under a doctor's care.
- Name of regular physician and name of treating physician, if any.
- List any and all medications; include (Name, Date Filled, Physician, Amount remaining)
- Describe any detail of medical/mental history (provide physician's statement if obtained).

OTHER INFORMATION TO INCLUDE

In your narrative Include:

- **EVIDENCE:** include any evidence collected and name the FET who processed the scene.
- **STATEMENTS:** include any statements collected on scene.
- **ADDITIONAL INFO:** include any additional information that is relevant and helpful.