CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

Memorandum

TO: **ALL DEPARTMENT PERSONNEL** **FROM:** Paul Joseph
Chief of Police

SUBJECT: **DUTY MANUAL REVISION: S 3301 – CASE NUMBERS - COMPOSITION** **DATE:** April 4, 2025

APPROVED Memo# 2025-004

BACKGROUND

The Criminal Investigations Detail occasionally investigates incidents not previously reported or assigned a standard Department case number. The use of a standard-format case number with the constant Julian number "000" will allow these incidents to be documented and entered in the Department's Record Management System without the risk of duplicating case numbers already assigned to other incidents.

ANALYSIS

The Duty Manual has been revised to reflect changes described below. Additions are shown in *italics and underlined*. Deletions are shown in ~~strike-through~~ form.

S 3301 CASE NUMBERS - COMPOSTION:
Revised 04-04-25

The case numbers for the Police Department are a nine digit numeric number incorporating the year, Julian date within the year and sequential number for the event for the day of issuance. When written, the components are separated by dashes.

EXAMPLE:	00 -	183 -	0403
	Year	Julian Date	Unique numbers assigned by automated dispatch system

This numeric design of case numbering allows department members at a glance to identify the year, the day of year and the order of the event within the day that the incident became known to the Department. The year designator changes every year at 0001 hours on January 1, the Julian date indicator at 0001 hours every day and the unique number identifier changes upon issuance of a new number. Dashes between the numbers are written as shown.

Exception: A nine digit case number with the standard SJPD format and the constant Julian number "000" may be generated and used by the Criminal Investigations Detail for incidents and investigations not associated to a previously generated case number.

ORDER

Effective immediately, all Department personnel shall adhere to the above Duty Manual section.

Paul Joseph
Chief of Police

PJ:PH