

	STANDARD OPERATING PROCEDURE State Form 39870(R/S-06)	Reference Number CIS-014
	Subject Bias Crime Report	
	Special Instructions Replaces REC-002 dated March 1, 2015	Effective Date September 17, 2018

I. PURPOSE

Establish guidelines for reporting of bias crimes within the context described in [Indiana Code 10-13-3-38](#).

II. POLICY

All offenses relating to victims, groups or affiliations that are believed to be bias crimes (as defined by [IC 10-13-3-1](#); see definition below) shall be investigated and reported as described in this procedure.

III. DEFINITION

Bias Crime – An offense in which the person who commits the offense knowingly or intentionally:

- (1) Selected the person who was injured; or
- (2) Damaged or otherwise affected property;

By the offense because of the color, creed, disability, natural origin, race, religion or sexual orientation of the injured person or of the owner or occupant of the affected property or because the injured person or owner or occupant of the affected property was associated with any other recognizable group or affiliation.

IV. PROCEDURE

A. Police employees shall investigate every crime alleged to be based on bias. If substantiated as a bias crime, written reports shall be completed on an Initial Criminal Incident Report form and a Bias Crime Report form. Both reports shall be processed in accordance with the guidelines described in the Records Management System (RMS) Manual.

B. Upon completion of the filing process by the district investigative commander (DIC), both forms shall be forwarded to the Criminal Justice Information Systems Section (CJIS) of the Criminal Justice Data Division.

C. Per [IC 10-13-3-38](#), once each year the CJIS Division shall prepare a cumulative report based on the bias crime reports received and forward the annual report to the legislative council. Each law enforcement agency, in Indiana, will be notified when the annual report is available on the Department's website. The annual report will be forwarded and published by February 15th of subsequent year.

D. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.