

## Procedure

# 4.21

**EFFECTIVE  
DATE  
12-31-93**

# Eugene Police Department



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## False Name Reporting

### 4.21.1 PURPOSE AND SCOPE

PART I – Responsibilities and Procedures for All Personnel

A. Procedure

### 4.21.2 RESPONSIBILITIES AND PROCEDURES FOR ALL PERSONNEL

Occasionally you will issue a citation for a traffic or misdemeanor offense and discover later that the person cited has used a false or assumed name. When the person's true identity has become known.

A. Procedure

1. Prepare an Incident Report, using the same case number.
2. Include all pertinent information in the report; e.g., the defendant's true name, the fictitious or assumed name, citation number, charge, court date and the reason for the expungement request in order to clear the innocent person's record.
3. Review the case for additional charges, including, but not limited to, "False Statement to a Police Officer."
4. Submit your report through the chain of command to the Court Liaison Officer who will forward it to the appropriate court.
5. Amend the original citation to reflect the defendant's true name. Amending the citation preserves the summons requirement, and a motion to suspend can be made when the defendant fails to appear. Confer with the court on this procedure.
6. If an unknown defendant:
  - a. and a case number issued, prepare a Supplemental Report;
  - b. and no case number issued, prepare an Incident Report to the

appropriate court to expunge the citation.

- (1) You must state the grounds for expungement and specifically request a court order be issued to expunge the citation entry from the innocent person's record. Submit through the chain of command and forward to the Court Liaison Officer.