

Oakland County Sheriff's Office
General Order # 4.12



SUBJECT: Sex Motivated Crime Reports		NUMBER: 4.12
EFFECTIVE DATE: 7/30/2026 REVIEW DATE: Annually		MACP Standard Impact: N/A
RESCINDS AND REPLACES: N/A	DISTRIBUTION: All Personnel	NUMBER OF PAGES: 3

This order rescinds all previously issued orders, procedures, rules and regulations, notices and/or practices in conflict with this General Order.

I. PURPOSE

To establish standardized procedures for the completion, submission, documentation, and handling of Sex Motivated Crime Reports (DD-079) in compliance with **MCL 28.247** and statewide intelligence reporting requirements.

II. POLICY

It shall be the policy of the Oakland County Sheriff's Office that members complete and submit a Sex Motivated Crime Report (DD-079) when required by law and properly document submission in investigative reports.

Pursuant to **MCL 28.247 (Act 289 of 1925)**, law enforcement agencies shall report accused persons in sexually motivated crimes for which a warrant has been issued. These reports are maintained by the Michigan State Police in a confidential system and are restricted to official use.

III. PROCEDURES

A. Reporting Requirements

- a. Agency assigned case OIC (Officer in Charge) **shall** complete a Sex Motivated Crime Report (DD-079) an **arrest has been made** for a sexually motivated crime, or an **arrest warrant has been issued and authorized**.
 - i. The DD-079 shall be completed and submitted on the same day as the arrest or warrant authorized.
- b. This requirement applies to applicable investigations, including criminal sexual conduct and other offenses involving sexual motivation.
- c. Case OIC's **may** submit a Sex Motivated Crime Report (DD-079) in cases where a crime is believed to be sexually motivated, even if a warrant has not yet been issued.

Oakland County Sheriff's Office
General Order # 4.12

- i. MCL 28.247 establishes mandatory reporting requirements in certain instances but **does not prohibit** submission for intelligence or investigative purposes when deemed appropriate.

B. Completion and Submission

- a. Case OIC's shall complete the DD-079 in its entirety and accurately.
 - i. Include available suspect identifiers
 - ii. Provide a concise narrative summary
 - iii. Include relevant offense details when known
- b. Completed DD-079 Reports shall be submitted to the Michigan State Police / Michigan Intelligence Operations Center (MIOC) through established agency routing procedures.
- c. When available, a booking or arrest photograph should accompany the submission.
- d. Submission shall occur the same day as the arrest or warrant authorization.
- e. Incidents occurring within correctional facilities shall be handled in the same manner as other reportable offenses.
 - i. When a sexually motivated crime originating within a correctional setting that results in an arrest warrant, a Sex Motivated Crime Report (DD-079) **shall** be completed and submitted in accordance with this order by the case OIC.
- f. Case OIC's shall follow up and submit case dispositions with a supplemental DD-079 submission.

C. Documentation Requirements

- a. Members shall document submission of the DD-079 in the incident report narrative or supplement.
 - i. **Example:** "Sex Motivated Crime Report (DD-079) completed and submitted."
- b. Documentation should occur prior to case closure.
- c. Supervisors shall ensure documentation is present during case review.

D. Confidentiality

- a. Sex Motivated Crime Reports are **confidential** law enforcement intelligence records maintained by the Michigan State Police.
- b. Members shall not:
 - i. Scan DD-079 forms into CLEMIS/CLEAR
 - ii. Attach forms to case reports
 - iii. Retain duplicate copies locally
 - iv. Disseminate to anyone other than the Michigan State Police / Michigan Intelligence Operations Center (MIOC)

Oakland County Sheriff's Office
General Order # 4.12

- c. Unauthorized disclosure may constitute a misdemeanor under Michigan law.
- d. Requests for information from the Sex Motivated Crime Report file shall be coordinated through the Michigan Intelligence Operations Center in accordance with MSP procedures.

E. DD-079 Form Access

- a. DD-079 Forms are available via:
 - i. MICJN Portal (authorized users)
 - ii. Hard copies obtained from the Michigan State Police and distributed through agency channels
- b. Command staff may authorize additional distribution locations as needed.

F. Compliance

- a. Failure to complete the required DD-079 reporting **may** result in:
 - i. Incomplete statewide intelligence reporting
 - ii. Follow-up from MSP or partner agencies
 - iii. Administrative review
- b. Supervisors shall ensure compliance with this order during investigative case reviews.



ISSUED BY: Sheriff Michael J. Bouchard