Volume 4 - Case Assignment and Reporting

• Chapter 1 - General Information

• • 4-01/000.00 - General Information

This chapter outlines the standard reporting procedures for use by members of this Department. Basic information regarding types of reports, content of reports, form numbers, file numbers, notifications, etc. is included.

Since specific classification and assignment data cannot be given for every conceivable report variation, general reporting guidelines are given in this chapter. Selected classifications are given in the alphabetical sections appearing in the subsequent chapters of this volume. Additional operating procedures may be located by reference to the subject index of this manual.

When an incident is the subject of a report, the classification listed for it in the alphabetical section of this volume shall be used. If a particular type of incident is not listed in the alphabetical section, the person writing the report shall be guided by similar classifications which are listed.

Whenever a specified form for preparation of a report proves inadequate, an Incident Report (SH-R-49) shall be used in lieu of or in addition to the form specified, as applicable.

Appendix, section 4-28/000.00 lists the form numbers with their titles referred to in the alphabetical sections of this volume.

• • 4-01/005.00 - Case Management

Case Management is a program designed to improve the quality of criminal investigations conducted by the Department. This program fixes the responsibility for conducting preliminary investigations, establishes a criteria to determine if a followâ€‘up investigation by a detective should be conducted, establishes detective supervisory responsibilities, and identifies and establishes procedures for collecting data for managerial purposes. It will also aid in establishing effective crime analysis and directed patrol efforts.

The Department has identified 12 screening factors to determine if a followâ€‘up investigation should be conducted by a detective. The screening factors are:

- Suspect in custody;
- Suspect named/known;
- Unique suspect identifiers;
- Vehicle in custody;
- Unique vehicle identifiers;
- Writer/reviewer discretion;

- General suspect description;
- General vehicle description;
- Unique MO or pattern;
- Significant physical evidence;
- Traceable stolen property; and
- Multiple witnesses.

It has been determined that if any of the first five screening factors are present, there is a high probability that the case can be solved. The sixth factor provides, under limited conditions, the patrol deputy or reviewing sergeant an opportunity to require that a followâ€‘up investigation be conducted even though there appears a low probability of solution. When one or more of the first six screening factors are present, the case will be classified as "Active" and a followâ€‘up investigation by a detective will occur. It has been determined that if any, or even if all of the last six screening factors are present there is a low probability that the case can be solved, therefore, such cases usually will be classified as "Pending" and a followâ€‘up investigation will not be conducted.

New information may cause the "Pending" case to be reclassified as an "Active" case.

This program will help determine what investigative efforts are the most efficient and effective, making it possible for management to commit this Department's resources to those efforts. In addition, the Department will be able to define and standardize the investigative process and eliminate the duplication of work.

• • 4-01/005.05 - Case Management Committee

The Patrol Divisions, Homeland Security Division, and Countywide Services Division have representatives who comprise a committee of managerial and supervisory personnel to coordinate the reporting, development, and organization of the various case management activities that affect station/unit level detectives. Generally, the lead Detective Bureau inspector for each Division is best suited to be the representative for each division, as appointed by the respective chief to represent each participating division. The goal of the Case Management Committee shall be to maintain a uniform inspection program and ensure standardized procedures are followed throughout the Detective Bureaus, outside of Detective Division. The committee shall provide an annual recap to summarize prior year findings at all Detective Bureau inspections, which is also used to establish Department averages for comparative purposes year to year.

• • 4-01/005.10 - Responsibility of the Reporting Deputy

Thorough preliminary investigations and accurate documentation of findings will be conducted by the deputy taking the first report.

When all elements of a crime exist, Department members shall not dissuade a victim from filing a report, and a first report shall be taken. Failure to complete a report under these circumstances may subject the Department member to administrative action, which may include training, documentation (Performance Log Entry [PLE] etc.), or an administrative investigation.

The handling deputy shall seek all information available about a crime and followâ€‘up on leads as

circumstances permit. The detailed findings of the investigation shall be included in the narrative of the first report.

Screening factors are printed and numbered (1 through 6) on the reverse of the SHâ€'Râ€'49. This section shall be completed for any case assignable to the station detectives. If any of the six factors are checked and substantiated in the narrative, the deputy shall mark the case active. These factors must be evaluated as to their potential for further investigation when deciding to mark a case active or pending.

The narrative must include pertinent information regarding the investigation conducted and substantiate the deputy's recommendation to make the case active or pending. In rare instances where it is impossible to complete the preliminary investigation, that fact will be noted in the narrative and the factors which were not included in the preliminary investigation should not be checked. In these incidents factor six will be marked "yes," and the case will be classified as active.

• • 4-01/005.11 - Responsibility of the Field Sergeant

Field sergeants who are made aware of deficiencies in the work performance of personnel related to the execution of field operations shall take appropriate actions to address and correct them. The appropriate actions to address a deficiency may include training, documentation (Performance Log Entry [PLE] etc.), or an administrative investigation.

• • 4-01/005.12 - Issuance of Report Information and Victim's Bill of Rights Pamphlet

Department personnel shall have the Report Information and Victim's Bill of Rights pamphlet (SH-R-404) available and issue them to the appropriate party(s) as outlined below.

Department personnel shall complete the front page and issue the Report Information and Victim's Bill of Rights pamphlet to victims, reporting parties, or any other interested and/or appropriate person.

Additionally, the pamphlet shall contain information concerning the response of a fingerprint technician from Scientific Services Bureau (SSB). Before issuing the pamphlet, Department personnel shall mark the appropriate box indicating whether or not a fingerprint technician has been requested to respond to the scene.

• • 4-01/005.15 - Responsibility of the Watch Sergeant

The approving sergeant is responsible for reviewing the first report and ensuring a thorough preliminary investigation was conducted, all relevant and material information has been documented, and all screening factors have been appropriately checked.

The sergeant approving the report will make the final patrol determination as to whether the report will be classified as active or pending. Reports shall be processed into the Los Angeles Regional Crime Information System (LARCIS) as either active or pending based solely on this determination.

Watch sergeants who are made aware of deficiencies in the work performance of personnel related to the execution of station operations shall take appropriate actions to address and correct them. The appropriate actions to address a deficiency may include training, documentation (Performance Log Entry [PLE] etc.), or an administrative investigation

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• • 4-01/005.20 - Responsibility of the Detective Sergeant

The detective sergeant will be responsible for having every case assigned to the station detectives reviewed to determine if it has been appropriately classified as active or pending. All cases will be reviewed a second time regardless of the initial classification.

The detective sergeant will be responsible for identifying, collecting, and reporting data for managerial purposes on each case assigned to a detective unit.

The detective sergeant will share with the patrol sergeants the responsibility of improving and maintaining the quality of preliminary investigations.

• • 4-01/005.25 - Responsibility of the Investigating Detective

Investigators shall be assigned only active cases and are expected to devote the majority of their time investigating assigned cases.

An active case without additional developments within a 30â€‘day period shall be made "Inactive" and closed by the appropriate supplemental report. Any exceptions will be noted by the investigator and approved by his supervisor.

• • 4-01/005.30 - Responsibility of the Station Commander

Station commanders shall ensure that the concept of case management is fully implemented and well integrated in the planning for operations and services of patrol and investigative personnel.

• • 4-01/020.00 - Types of Reports

There are only two categories of reports used by this Department. They are:

- Incident reports (also known as original or first reports): these reports are used to report crimes, arrests, or non-criminal activities; and
- Supplemental reports: these reports are submitted subsequent to the incident report and are used to indicate crime analysis information, document any additional information, make corrections, or to close cases.

• • 4-01/020.05 - Incident Reports

Incident reports are defined as the first pencil, printed or typed report submitted by personnel, or a first report sent to another Department unit via JDIC (see section 4-01/100.20). All reports shall be written with a number 2 pencil or typed.

All reports written by Department members are considered official documents and shall be imaged. The only exceptions to this policy are confidential reports.

• • 4-01/020.10 - Content of Incident Reports

There are two major parts to an Incident Report. They are often referred to as the face page and the narrative. Additionally, deputies shall complete and submit the SH-R-49B with all criminal Incident Reports. The SH-R-49B may also be completed for non-criminal Incident Reports when, and if, appropriate (see Supplemental Reports, MPP section 4-01/020.40). The following is a brief description of these two parts (For more detailed information regarding report writing see the Report Writing Manual).

The face page generally consists of the first and second pages of the Incident Report, e.g., front and back of the SH-R-49. However, some specific reports, e.g., Miscellaneous Incident Report, consist of a single page. Regardless of the form used, the information required for the face page is generally basic in nature. The following are examples of the types of information required for the face page:

- Incident classification;
- Uniform Reporting Number (URN);
- Date, time and location of occurrence;
- Victim, witness, informant, etc.;
- Names, addresses, etc.;
- Suspect/subject name, address, booking information, etc.;
- Vehicles used/involved;
- Names of reporting deputies and approving supervisor. Full names and employee numbers shall be listed, including the initials "SR" for Sheriff's Reserves, when applicable;
- Evidence held;
- Listing of stolen/damaged/recovered property;
- Victim of sex crimes request for confidentiality;
- Case screening factors;
- Part I crime statistical property information; and
- Domestic violence information.

In addition to this information the following additional guidelines should be kept in mind when preparing the face page:

- When listing a business as a victim use "DBA" (doing business as) then list the business name;
- Not required to divulge ethnic origin, however, an attempt should be made to obtain ethnic origin;
- Witnesses and Informants will not be required to divulge their date of birth, however, an attempt should

be made to obtain birth dates. In those instances where witnesses or informants chose not to give their birth dates use an "A" for Adult and "J" for Juvenile in D.O.B.. section;
- All time elements shall be expressed in military/24 hour time;
- All arrest reports (incident or supplemental) shall contain the full name and booking number of the arrestee;
- Provide complete addresses for all victims, witnesses, suspects, etc., including zip codes, on all reports; and
- When listing suspects, only list names of known persons. If an individual is only suspected of involvement his name will be listed in the narrative of the report and the suspect line marked "Unknown".

The narrative of the first report describes the circumstances of the incident or crime. Generally, it is written in a chronological order and describes; what brought the incident to the deputy's attention, what he was told about the incident, what he observed, and what actions he took. In addition, the narrative may/should contain the following information:

- Method of Operation (M.O.);
- Specific details of the incident or crime;
- Exact statements or quotes from persons interviewed;
- Listing of notifications made, e.g., use of force, etc.; and
- A recommendation as to the status of the case, e.g., active or pending.

• • 4-01/020.15 - Classification or Title of Reports

The classification line, or title, shall first describe the crime or nature of the incident, e.g.; Burglary, Missing Person, Suspicious Circumstances, etc. Following the description, list the applicable code section(s) that best describes the violation, e.g.: 459 P.C., etc. Next, include the charge level felony or misdemeanor. Finally, list the appropriate statistical code for the charge. The following are examples of proper classifications:

- Robbery, Armed, 211 P.C./F/031;
- Driving Under the Influence of Alcohol, 23152(a)C.V.C./M/242;
- Missing Person, Adult/400; and
- Suspicious Circumstances, Possible Violation of a Court Order, 166.4 P.C./F/444.

The following is an example of a classification line indicating a combination of felony and misdemeanor crimes:

- Burglary, Arrest Reasonable Cause, 459 P.C.; and
- Carrying a Concealed Weapon, 12025 P.C.

• • 4-01/020.17 - Statement of Facts Form (SH-CR 607)

The Statement of Facts form (SH-CR 607) may be used to document certain misdemeanor arrests wherein the suspect was released with a citation (Notice to Appear, TR-130) and without a watch commander “hold.”

This form shall not be used for any felony charge, any crime involving a victim, witness, or informant (other than the arresting deputy), or for any crime involving multiple suspects.

All other arrests shall be documented using the standard Incident Report (SH-R 49) or other applicable forms (i.e., DUI Complaint Report form (SH-R 221), Probable Cause Declaration (SH-CR 558-A), etc.).

This form may be used in lieu of an Incident Report (SH-R-49) for documenting misdemeanor traffic violations such as unlicensed drivers or driving on a suspended license.

The Notice to Appear/citation form shall be attached to the left side of the Statement of Facts form, then photocopied. The resulting copy is one sheet of paper showing both the citation and the Statement of Facts form. Ensure the photocopy is clearly readable.

The photocopy shall be considered the original document and submitted to the watch sergeant for approval and processing. Once the approval is obtained, the draft copy of the Statement of Facts form (without the citation information) should be discarded. The actual citation is then processed separately as part of the booking packet, if booked at a station. It is not necessary to photocopy the rest of the report pages prior to submitting it for approval (e.g., narrative and PRELIMS printouts).

The Crime Analysis form (SH-R-49B) is not required with the use of the Statement of Facts form. A “unique identifiers” field in the lower left column of the Statement of Facts form exists so the arresting deputy may make a notation of anything they believe is physically unique about the suspect. Any notations made in this field shall be entered in the “unique identifiers” field in LARCIS by the unit secretariat.

• • 4-01/020.20 - Special Incident Reports

Reports covering such cases as thefts of bicycles or autos, checks, fires, etc. are covered in the alphabetical listings which follow in this volume. Preparation of these forms is self-evident from the report format and the instructions on the forms.

• • 4-01/020.25 - Miscellaneous Incident Reports (MIR)

The Miscellaneous Incident Report (SH-CR-609) shall be used to report all non-workable misdemeanor crimes and incidents.

Crime or incident investigations which result in the reporting of workable information shall be reported on the appropriate Incident Report form. Workable information is defined as any one of the following:

- Suspect named;
- Suspect described;
- License number obtained;
- Suspect's vehicle described;
- Other information which may lead detectives to the identification of the suspect; and
- Indexable or identifiable property.

It shall be the responsibility of personnel to determine that the circumstances of the crime or incident being reported meet the criteria for non-workable reports before an MIR is originated. When personnel determine that an MIR is warranted, victims shall be advised there is insufficient information to proceed with further formal investigative measures; however, detectives will maintain a copy of the MIR in the event that further information becomes available.

The MIR shall be handled as an inactive report when originated and will require no inactivating at a later time by the handling detective. If a suspect is identified in connection with a particular MIR, it can be activated by means of a Supplemental Report and then handled as current policy dictates.

Reporting Procedures

Desk personnel shall ascertain, through questioning of the caller, if the reportable crime or incident qualifies for a MIR. If so, advise the caller that a report will be taken by telephone.

If the caller objects and requests a unit at the scene, a unit shall be dispatched.

Responding personnel should, upon gathering the information from the citizen, make certain that the crime or incident does qualify for a MIR. When a MIR is initiated, form SH-CR-609 shall be prepared.

In the event that the desk is busy when an MIR call is received, the caller shall be advised that the desk will recall within one (1) hour and take the information for the report. Under no circumstances will an MIR call be held over one hour.

In the event a report cannot be taken on the initial call and the party is advised that the desk will recall, desk personnel shall type the proper entry into the Mobile Digital Communications System (MDCS) terminal and, in the "Remark" (RMK) section, type "ASSIGN TO DESK - INFORMANT TO BE RECALLED FOR REPORT." Send the call to the dispatcher. The dispatcher shall place the call on "hold," pending it being handled by the desk. It shall be the responsibility of the Watch Deputy to periodically check the "Waiting Incident" (WI) screen of the MDCS terminal and ensure that all MIR calls on his shift are handled promptly and in the appropriate manner.

When an MIR is handled immediately over the telephone, desk personnel shall type the entry into the MDCS terminal and, in the comment section, type "ASSIGN TO DESK." Send the call to the dispatcher. The dispatcher shall then assign the call to the desk at which time desk personnel shall:

- Gather the necessary information to initiate an MIR;
- Prepare a report on form SH-CR-609;
- Advise the caller of the URN and that a copy (yellow) of the report may be picked up at the station, if desired; and
- Clear the entry with an URN.

• • 4-01/020.30 - Subject Information System

Personnel are encouraged to complete the Mobile Digital Communications System (MDCS) Subject Information System (SIS) format to record field interview information, whenever necessary, to increase the

probability of a later suspect identification. The Subject Information System replaces the Field Interview Report (SH-CR-169). The SIS format can be accessed from mobile digital terminals in the field and in the units/stations. All available information concerning subjects (including description), vehicles, and narrative shall be included when completing the SIS format.

To ensure comprehensive use of the SIS, personnel shall:

- Complete the entire SIS format with all available information; and
- Complete one SIS format for each subject when there is more than one subject involved in the field interview.

Watch sergeants shall review information in SIS on a periodic basis for completeness.

Validation reports for SIS information are sent to the stations every six months from Communications and Fleet Management Bureau. These reports shall be used by the station to validate field interview information contained in SIS. The validation reports shall be retained at the stations for two years.

• • 4-01/020.35 - Courtesy Reports

When a crime or incident reported is within the jurisdiction of another police agency, acceptance of a report should be discouraged. If, due to hardship to the victim or in the interest of good public relations, acceptance of the report is deemed advisable, a courtesy report for the agency having jurisdiction shall be taken.

However, when any person, regardless of where he resides, desires to make a report for any felony sex offense, missing person, major incident which occurred in the jurisdiction of another policy agency or a stolen vehicle, a courtesy report shall be taken by this Department for the concerned agency.

When the crime or incident reported is within the jurisdiction of another Los Angeles County Sheriff's Station, a courtesy report for that station shall be taken. See Reporting District Numbers - section 4-01/060.00.

Procedures to be followed in processing courtesy reports are outlined under the heading of "Courtesy Reports" in the alphabetical listings which follow in subsequent chapters of this volume.

• • 4-01/020.40 - Supplemental Reports

A supplemental report is utilized to augment an incident report. Supplemental reports shall be utilized to document changes in the original Incident Report URN and/or record additional information pertinent to the incident report. URN changes which are made pursuant to a change in the Department policy do not require a supplemental report.

Examples of when a supplemental report is required are as follows:

This report shall be used when there is a change in the reporting district number, the statistical code number, or any change in any other element of the URN. In these circumstances, the original URN shall be given as the supplemental report number and the word "Old" in brackets after it. The new URN shall be shown beneath the

old and identified as "New" by adding the word in brackets after the number. The URN element which has been changed should be identified in the "action taken" portion of the report. Once a supplemental report has been submitted changing the URN, the new URN shall be used on subsequent reports.

The URN change can be reported in conjunction with other supplemental information and need not be reported on a separate report.

- Serial Numbers, Owner-Applied Numbers and/or Initials, Special Identifying Marks

  When cancelling a "want" for any previously described serial numbered article, it is necessary to repeat the identifying number and the description of these articles in the supplemental eeport. This information must also be included in a JDIC broadcast or the California Law Enforcement Telecommunications Systems (CLETS) bulletin cancellation message. If the article has previously been entered into the Criminal Justice Information System (CJIS) or the National Crime Information Center (NCIC), it must be removed from those data bases.

  If additional serial numbered articles are added, it is necessary to identify the articles in the Supplemental Report as described in the Indexable Information Section of this chapter. This information should be included in any supplemental JDIC broadcast or CLETS bulletin that may be sent. The articles must also be entered into the appropriate CJIS and/or NCIC data base.

- Corrections

  Corrections or changes in a name, address, telephone number, operator's license, or time of occurrence shall be reported on a supplemental report.

- Warrants Issued Subsequent to Submission of Incident Report

  When reporting the issuance of a "Warrant of Arrest" or a "Bench Warrant," the action taken data on the supplemental report should state "Warrant Issued" or "Bench Warrant Issued." It should also state whether or not the defendant is in custody and when applicable, that the warrant was issued to answer a writ or bail release.

  When a warrant is involved, the body of the report should show the charge, the court of issuance, date of issuance, court docket number, who signed the warrant, and the amount of bail, if stated. Subsequent reports concerning the warrant should contain the same information. A supplemental eeport should be submitted under the original URN. If the retention element of the URN is to be changed after issuance, follow instructions as set forth under Change in URN Element.

- Assignment - Additional or Reassignment

  Whenever an additional assignment is made in a supplemental report, it should be indicated in the "Action Taken" section of the report as "Additional Assignment to _____." Unless the words "Additional Assignment" appear on the report, the new unit will not be credited with this assignment. This procedure also applies to any reassigned case and should be on a supplemental report.

- Arrest Subsequent to Previously Reported Crime

Whenever an arrest is made for an offense which has been previously reported, the arrest shall be reported on a Supplemental Report.

- Change in Crime Classification

  If after the first report of a crime or incident, the crime changes, such as a victim of an aggravated assault dies, making the crime a homicide, or it is determined that the original statistical code was incorrect, the changed information shall be reported on a supplemental report. The change will show both the old classification and URN and the new classification and URN. The words "From" and "To" shall be used to indicate this change.

- Change in URN Element

  When an element is changed, the supplemental report should show the original URN in the heading of the report and the word "Old" in brackets after it. The new URN shall be shown beneath the old and identified as "New" by adding the word in brackets after the number. The URN element which has been changed should be identified in the "action taken" portion of the report. Once a supplemental eeport has been submitted changing the URN, the new number shall be used on subsequent reports. URN changes which are made pursuant to a change in Department policy do not require a supplemental report.

- Crime Analysis Supplemental Form (SH-R-49B)

  The Crime Analysis Supplemental form (SH-R-49B) identifies, in detail, the actions of the suspect(s), methods of suspect entry and exit, and specific victim information. Deputies shall complete and submit the SH-R-49B with all criminal Incident Reports. Exceptions to this requirement are when a Statement of Facts form (SH-R-607) or a Miscellaneous Incident Report (SH-R-609) is used to document an incident. The SH-R-49B may also be completed for non-criminal incident reports when and if appropriate. The SH-R-49B was implemented as a "Supplemental" form in order to prevent the inadvertent release of critical information to the public pertaining to homicides or other priority cases. The SHâ€‘R-49B shall not be posted on station press boards or provided to the public (unless requested under court order), regardless of where the investigation is assigned.

- Custody Services Division Crime Analysis Supplemental Form (SH-R-49C)

  The three-part Custody Services Division Crime Analysis Form (SH-R-49C) shall be completed in lieu of the SH-R-49B for incidents occurring within Custody Services Divisions, Court Services Division lock-up facilities, and during inmate transportation by Transportation Bureau. The Custody Services Division Crime Analysis Form identifies, in detail, the actions of the suspect(s), locations specific to Custody Services Divisions and Court Services Division facilities, and specific suspect(s) and victim(s) information.

• • 4-01/020.45 - Case Activity Report (SH-CR-529)

This form shall be completed by the person having the case assignment, i.e., investigator or court deputy. The report shall be completed on all adults arrested by this Department and is a supplemental report.

This form supplies basic personal history and case disposition data on arrested adults and will be filed with the case file in lieu of other supplemental reports containing this same basic information.

This form does not replace the Criminal Identification and Information (CII) form or any other form required by law. Only necessary and applicable information on the current case needs to be filled out. The form may be handwritten and copies prepared.

- Victim Will Not Prosecute

  When a supplemental report indicates that the victim does not desire to prosecute and that no further action will be taken, it is important to indicate whether or not the investigation definitely established the identity and location of the suspect.

• • 4-01/020.50 - Master Files (Also See Section 4-02/030.00)

When incorporating reports into one master file, an incident report should be written and new URN assigned. All reports will be consolidated into the new URN with the reporting district number XX00 and the classification code 999.

- Closing Reports

  The report closing out an active case shall be imaged. This applies to all cases, no matter what the reason for closing out the case may be or how much time has elapsed since the incident report was originally filed.

For Part I crimes, the report must include the following case clearance information:

- The reason for the inactivation: no further workable information or case solved (cleared);
- If the case was solved (cleared), one of the following reasons must be indicated: adult arrested; juvenile arrested; unfounded; or exceptional clearance;
- The name of the investigator clearing the case;
- The name of the person verifying the above information; and
- The name of the person who entered the inactivation information into the Los Angeles Regional Crime Information System (LARCIS) and the date; and
- A maximum of 14 days is allowed from the time a Part I case actually becomes Inactive until the time a Case Clearance Supplemental Report is written and filed and the Los Angeles Regional Crime Information System (LARCIS) is updated to reflect the case status.
- Destroying Reports

  Before station or unit copies of case files are destroyed, a review of the electronic file should be conducted to ensure the case file is complete.

• • 4-01/020.55 - Case Review by Supervisors

Supervisors of investigative units should develop a method of recording cases that will facilitate the review

process. Monthly, supervisors should determine if cases are being closed out or being made inactive in a timely manner. When possible, they should endeavor to close out cases:

- When filed;
- When the expectancy of additional workable information and subsequent investigation is not feasible; or
- Subsequent to the preliminary hearing or after misdemeanor trial.

If necessary, supplemental information may be added to a closed case.

An active case not having additional developments within a 30-day period shall be made pending and closed by the appropriate supplemental report. Any exceptions will be noted by the investigator and approved by his supervisor. Pending cases may be reactivated by initiating a supplemental report.

• • 4-01/020.60 - Confidential Reports

Reports that are not open for general distribution, may be marked confidential or limited distribution.

Confidential Reports

Confidential reports are those that have a restricted distribution. Confidential reports are not to be released to anyone without approval of the unit of assignment. To maintain a report as confidential, the original report shall be stamped confidential and the confidential box in the Los Angeles Regional Crime Information System (LARCIS) shall be checked. The following reports should be marked confidential:

- Homicides;
- Open criminal investigations involving county personnel;
- Open criminal investigations of any law enforcement personnel;
- Narcotic undercover operations where “buy” money is required; and
- Reports related to penal code sections 220, 236.1, 261, 261.5, 264, 264.1, 265, 266, 266a, 266b, 266c, 266e, 266f, 266j, 267, 269, 273a, 273d, 273.5, 285, 286, 287, 288, 288.2, 288.3, 288.4, 288.5, 288.7, 289, 422.6, 422.7, 422.75, 646.9, 647.6, or former sections 262 and 288a.

A watch commander may approve the marking of additional reports as confidential based on the totality of the circumstances presented at the time. The decision to mark a report as confidential shall always be guided by the goal of protecting the safety of the persons involved. The watch commander shall indicate the reasons for marking a report as confidential in the watch commander’s daily log.

Limited Distribution

Reports not to be released as public information due to their sensitive nature, e.g., child abuse cases, investigative reports, politically sensitive reports, etc., are not confidential reports. These reports fall under the parameters of government code sections 7922.540, 7923.600, 7923.605, 7923.610, 7923.615, 7923.620,

and 7923.625 and should be stamped/identified "Limited Distribution."

NOTE: Notwithstanding any other section of this manual or law, although the above-specified reports are stamped “Confidential,” it is only the victim’s name and address that are confidential. Therefore, these reports shall be processed in the normal manner by station clerical staff and the original is to be imaged.

For additional information regarding confidentiality of these sex offense Penal Code sections, refer to Manual of Policy and Procedures section 5-09/350.00, Policy and Procedure for Sex-Related Crimes.

All confidential reports shall be frequently reviewed by the concerned unit commander, and upon concurrence, held at the unit of assignment until no longer considered confidential. These reports shall be processed in the normal manner with the original imaged into the Sheriff’s Electronic Criminal Documents Archive (SECDA).

The station/unit initiating a confidential report is responsible for making the necessary LARCIS entries after the report has been declassified and is no longer considered confidential.

Distribution of confidential reports will vary with the originating units.

Homicide Reports

In homicide cases, the incident report shall be faxed as soon as possible to Homicide Bureau and mailed to the coroner’s office. Both the incident report and supplementary reports on homicide cases are confidential.

The distribution of confidential homicide reports shall be made by Homicide Bureau. All copies, except for the station file, shall be forwarded directly to the Homicide Bureau.

Child Abuse/Felony Sexual Assault Reports

In Special Victims Bureau (SVB) cases, both the incident report and supplementary reports shall be stamped confidential by the approving watch sergeant.

All SVB approved reports and any copies (with the exception of the station copy) shall be forwarded directly to SVB via RightFax at 323-415-1638 or emailed to SVB-INTAKE by the inscribing deputy.

The station copy shall be retained at the station level and purged after one year.

All SVB reports SHALL NOT be scanned into SECDA.

The distribution of confidential SVB reports shall be made by SVB.

Questions regarding confidential SVB reports can be directed to SVB at 562-946-7960.

• • 4-01/020.65 - Assertion of Government Privilege

The County, and any other public entity, has a privilege to refuse to disclose certain official information/records

when the privilege is claimed. The following is information that may be classified as privileged, and under which Evidence Code Section or Government Code Section the assertion is to be applied.

Government Code Sections 7923.600, 7927.200, 7927.500, and 7927.700

- Records that are preliminary drafts, notes, or Department memoranda (interagency or intra agency) which are not retained by this Department in the ordinary course of business and when the public interest in withholding clearly outweighs the disclosure;
- Records pertaining to pending litigation to which this Department is a party;
- Any personnel, medical, or similar file when the disclosure would constitute an unwarranted invasion of personal privacy; and/or
- Records of complaints, intelligence information, or security procedures.

The Department has experienced a certain degree of success in asserting privileges for the above information/records under Section 7923.600, 7927.200, 7927.500, and 7927.700 of the Government Code; however, the following situations under Sections 1040 and 1041 of the Evidence Code requires sound judgment by Department personnel, as the courts often make dismissal of the case the price of assertion.

Evidence Code Section 1040

- Information acquired in confidence by a public employee, if the privilege is claimed by an authorized person, and:
  - Disclosure is forbidden by State or Federal law; or
  - Need to preserve the confidentiality of the information outweighs the necessity of disclosure;
- No privilege may be claimed if consent to disclose has been obtained from an authorized person.

Evidence Code Section 1041

- To refuse to disclose the identity of a person who has furnished information purporting to disclose a violation of law and to prevent another from disclosing such identity if:
  - Disclosure is forbidden by federal or state law; or
  - The need to preserve the confidentiality of his identity outweighs the necessity for disclosure.
- No privilege may be claimed if the consent to disclose has been obtained from an authorized person or the informer.

This procedure in no way eliminates the writing of confidential reports as outlined in section 4-01/020.60.

If assistance or information is necessary in asserting the privilege, personnel should contact the Legal Advisory Unit, (refer to MPP section 3-09/210.00).

Any member may request that certain documents/reports be classified as containing privileged information; however, only Watch Commanders or permanent Lieutenants and ranks above shall classify or declassify.

• • 4-01/030.00 - Street Names on Reports

Because many streets of the same name occur within this county, it is mandatory that they be properly designated as street, boulevard, avenue, place, drive, road, way, court, lane, terrace, etc. and directional indications (i.e., north, south, east, or west), whenever relevant, be included when documenting a street as the location of an offense or incident.

• • 4-01/040.00 - Indexable Information

Penal Code Section 11108 requires that every law enforcement agency immediately enter the following into the appropriate CJIS data base:

- All serial numbered stolen, lost, or recovered vehicles and vehicle parts; and
- All serial numbered stolen, lost, found, recovered, or under observation property.

Vehicle code section 10551 requires that every law enforcement agency immediately enter stolen and recovered serial numbered boats and boat parts into the CJIS data base.

The above described articles shall be considered as "Indexable Information" and shall be entered into the appropriate CJIS and/or NCIC data base. A serial number affixed by the manufacturer to identify a particular item or a number applied to an item by its owner (owner applied number) shall constitute indexable information.

The term "Additional Indexable Information" shall be included in the heading of the supplemental report under "Action Taken" whenever new or additional information is included in the body of the report.

This information shall also be entered into the appropriate CJIS and/or NCIC data base (See section 4-01/130.00).

A minimum description of property should include the following:

- Quantity of article;
- Kind of article (TV, camera, etc.);
- Manufacturer and trade name;
- Identifying numbers, initials, marks, etc.;
- Physical description (model, style, design, shape, size, etc.);
- Material (gold, silver, wood, metal, etc.);
- Color;
- Condition (including age); and
- Value (market value at time of report).

Care must be taken to accurately describe articles for computer entry. The CJIS and NCIC User's Manual should be consulted for the correct informational content for each data base.

• • 4-01/050.00 - Special Service Requests

Any request for special services such as fingerprints, photographs, laboratory technician, etc. is to be noted in the report. All requests for special services shall be transmitted via JDIC to the Identification Section of the Scientific Services Bureau.

The following information shall be included in the message:

- Complete URN;
- Address or location and telephone number where the special service is desired;
- Name of victim (if available);
- Time when premises will be available for examination or phone number where the victim may be contacted during normal working hours; and
- Specify areas to be checked at the crime location. Include license number on all vehicles, when applicable, and the time and place when the vehicle will be available.

Immediate requests for the services of the crime scene investigator shall be authorized by the watch commander of the requesting unit. Telephone requests shall be made to the Identification Section, Scientific Services Bureau, at (800) 974-4522 or (213) 989-2163.

Telephone requests shall be followed by a JDIC message to the Identification Section and shall indicate "Confirmation Only."

Immediate requests should only be made when it is imperative that a fingerprint examination be conducted as soon as possible to prevent the destruction of evidence.

See volume 5, chapter 8, for additional information.

• • 4-01/060.00 - Reporting District (RD) Numbers

Reporting district numbers are code numbers used to represent a specific geographical area. Use of this number is outlined in the following subsection.

• • 4-01/060.05 - Incident Reports

All incident reports shall include the RD number for the location at which the crime, incident, or arrest occurred.

If an arrest is made subsequent to a crime and two or more RDs are involved, the RD where the action began should be shown (i.e., a suspected drunk driver is first observed in RD 242 and is stopped in RD 243. The location would be RD 242).

All personnel using the "Deputy's Daily Worksheet" shall indicate the reporting district number in the column headed "RD" for any entry resulting from police action.

Units such as the Narcotics Bureau, Major Crimes Bureau, etc. shall use appropriate RD numbers when the incident being reported occurs in either an unincorporated area or a contract city. See section 4-02/010.20 for instructions on reports to be coded with the special unit designation numbers.

• • 4-01/060.10 - Courtesy Reports

Courtesy reports from areas policed by the Sheriff (including contract cities) will bear the reporting district number of the location of occurrence. For example, a report taken by an East Los Angeles crew on an incident occurring in Norwalk will require a Norwalk URN. Deputy personnel must contact the Station they are taking the report for (In this example Norwalk) and obtain their RD number for the incident. Normal procedures are then used to request an URN via the Mobil Digital Terminal (MDT), using the RD supplied by the concerned Station.

On courtesy reports for areas not policed by the Sheriff, the reporting district of an URN will be the Station designation number where the report is taken, coupled with the number 99. For example, a report taken at ELA Station would use 0299 as the reporting district. This prevents the incident from being attached statistically to the Station receiving the report. Indicate in the heading and the body of the report the location of occurrence.

• • 4-01/070.00 - Assignments and Reassignments

All incident reports shall be assigned regardless of whether the case is active or pending. Pending cases, although assigned to an investigator, will have no follow-up investigation.

The assignment may be to a single unit or concurrently assigned to two or more units whenever warranted by the facts alleged in the first report; however, one unit shall be assigned as the primary unit of assignment.

The primary unit of assignment shall be responsible for coordinating the investigation and ensuring all administrative details are completed. The ultimate responsibility for the case lies with this unit and it shall:

- Maintain liaison among concurrently assigned units;
- Ensure that all property and evidence is handled and disposed of properly;
- Review all reports, broadcasts and computer entries for accuracy, completeness, timely entry and cancellation and compliance with Department regulations;
- Approve all filings with the courts; and
- Provide progress reports (written or oral) to the concerned station while the case is active.

Other concurrently assigned units shall be responsible for:

- Advising the primary unit of all matters relevant to the investigation;
- Providing required assistance within their area of expertise;
- Providing complete, accurate, and timely reports to the primary unit; and
- Advising the primary unit prior to making any arrest or seeking any search or arrest warrant, except in exigent circumstances, wherein delay would jeopardize the investigation.

• • 4-01/070.05 - Initial Assignment

The sergeant approving the incident report at the unit submitting the report shall be responsible for making the initial case assignment at the bottom of the report below the name of the submitting deputy.

Generally, all assignments of misdemeanor arrests or citations in which no further action or follow-up investigation is required will be assigned to station patrol.

Whenever a single unit is assigned a case, that unit shall be the primary unit of assignment.

Whenever two or more units are concurrently assigned a case, that unit which is responsible for handling a crime or incident included in the case which has a priority number (see section 4-02/060.00) lower than any other included crime or incident will be assigned primary responsibility for that case.

In concurrent assignments the unit being assigned as the primary unit shall be so designated by placing a "P" in parenthesis by the unit name. This is not necessary in single assignments. For example:

- Assignments to ELA detective; and
- Assignment to Homicide Bureau (P) and Arson/Explosives.

Whenever two units are concurrently assigned a crime or incident, that unit which is first listed in the assignment and action column of the alphabetical chapters of this volume will be the unit of primary assignment, for example:

- Person Dead as Result of Fire (section 4-19/010.00) shows the assignment to be Homicide Bureau and Arson/Explosives Detail. Homicide Bureau is listed first and, therefore, will be the primary unit of assignment.

• • 4-01/070.10 - Reassignment and Additional Assignment

The unit receiving the initial assignment for investigation shall determine the need for reassignment, whether to another single unit, to add another unit or to redesignate the primary unit of assignment. With agreement among concurrently assigned units, the primary assignment may be redesignated regardless of the crime or incident priority.

Such reassignment shall be indicated under the "Action Taken" portion of a supplemental report by the unit relinquishing the primary assignment. For example:

- Action Taken - reassignment from Norwalk detective to Narcotics Bureau;
- Action Taken - additional assignment to ELA detective; or
- Action Taken - redesignation of primary assignment.

When redesignating the primary unit of assignment, the body of the supplemental report shall indicate the change. For example:

- "The primary assignment for this case is redesignated from Norwalk detective to Major Crimes Bureau.

Lt. (Name), Norwalk Detective, and Lt. (Name), Narcotics Bureau, concur with this action."

All required copies of reports shall be sent directly to the unit of assignment or the unit redesignated as having the primary assignment.

• • 4-01/070.15 - Reassignment of Cases with An Identified Multi-Area Series/Pattern

The appropriate Detective Division Unit shall assume primary assignment for cases that have been identified as being multi-area series/pattern crimes.

Multi-area series/pattern crimes are multijurisdictional/ multi-geographical crimes of a related nature where evidence indicates the same suspect is involved.

Prior to assumption of primary assignment by the Detective Division, all units handling cases that are included in the multi-area series/pattern shall be contacted and advised of the reasons for reassignment.

Prior to relinquishment of primary assignment by station detectives, the appropriate Detective Division Unit shall be contacted and its concurrence that the case belongs to a multi-area series/pattern of cases obtained.

• • 4-01/070.20 - Reassignment/Assignment of Exceptional Cases

Crimes or incidents routinely assigned to station detectives or other government agencies which have particular factors existing at the time which dictate that the interests of the Department would best be served by assignment to the Detective Division shall be so assigned.

Some factors which should be considered include the need for a specialist, for deployment of manpower over extended periods, for multiple geographical/jurisdictional travel, involvement of public officials as a suspect or victim, or other exigent circumstances.

Prior to assignment or reassignment of an exceptional case, the appropriate captains or higher ranking officers shall be consulted.

• • 4-01/070.25 - Reassignment of "Target" Street Gang Cases

Stations that have OSS personnel assigned shall reassign high grade felony cases involving "targeted" street gangs to OSS.

High grade felonies are defined as attempted murders, assaults with deadly weapons, robberies, and carjackings. This policy does not preclude OSS from requesting any other case which they believe would be beneficial in their mission of reducing gang violence.

• • 4-01/070.30 - Supplemental Investigations

Should any unit be called to assist the unit making the incident report prior to the time the actual case assignment is made, the assisting unit shall show the results of their action or information in a supplemental report if not included in the original report. The unit making the initial assignment will indicate assignment to the assisting unit in the incident report.

Supplemental reports inactivating a case or portions thereof, shall be sent by the reporting unit to the unit(s) having concurrent assignment.

• • 4-01/070.35 - Detective Division Juvenile Assignments

The appropriate Detective Division Unit shall be assigned the primary case responsibility (station detectives, concurrently assigned) whenever a juvenile is involved as a subject in a crime or incident if both of the following conditions are met:

- The crime or incident is investigated by the Detective Division (a Detective Division case assignment); and
- Pursuant to this singular crime or incident, a petition is requested.

• • 4-01/080.00 - Disclosure of Arrest Records

Pursuant to labor code section 432.7, no employer may ask an applicant for employment to disclose information concerning an arrest or detention which did not result in a conviction, nor may an employer seek from any source or utilize any record of arrest or detention which did not result in conviction, as a factor in determining any condition of employment, including hiring, promotion, termination, or any apprenticeship training program ,or any other training program leading to employment.

This section also provides that no peace officer or employee of a law enforcement agency with access to criminal offender record information (11075 PC) shall knowingly disclose, with intent to affect a person's employment, any information pertaining to an arrest or detention or proceeding which did not result in a conviction to any person not authorized by law to receive such information. Persons and agencies authorized to receive criminal offender record information are enumerated in section 11105 of the penal code.

<u>Disclosure Exceptions</u>

Section 432.7 contains some specific exceptions to these prohibitions:

- An "applicant" seeking employment as a peace officer, or for a position in a law enforcement agency with access to criminal offender record information or in the Division of Law Enforcement of the Department of Justice, is not protected by this section;
- Any employer at a health facility, as defined in section 1250 of the health and safety code (e.g., Sheriff's medical section), may ask an applicant for a position with regular access to patients to disclose arrests under any section specified in section 290 of the penal code; applicants seeking employment at a health facility for a position with access to drugs and medication may be asked to disclose arrests under any section specified in section 11590 of the health and safety code. As used in section 432.7, it is the "position" with access, not the agency or facility, which activates these exception; and

- Section 11591 of the health and safety code mandates that every Sheriff and all Chiefs of Police shall immediately notify the superintendent of schools upon the arrest of any public or private school employee for any of the offenses enumerated in section 11590 only or section 11364, insofar as that section relates to paragraph (12) of subdivision (d) of section 11054 (regarding LSD), of the health and safety code. Although not specifically addressed in section 432.7 of the labor code, teachers and school employees are not totally exempt from certain disclosures as follows:
    - Section 291 of the penal code mandates that Sheriffs and Chiefs of Police shall immediately notify the superintendent of public schools upon the arrest of any public school employee for any of the offenses enumerated in section 290 or in subdivision 1 of section 261 of the penal code; and
    - Section 291.1 of the penal code mandates the notification of private school authorities of the arrest of any person employed as a teacher in any private school upon the arrest of such person for any of the offenses enumerated in section 290 of the penal code.

Although section 432.7 of the labor code does not authorize the disclosure of the arrest of public school employees and teachers in private schools, it should be noted that section 432.7 is one of general application. Sections 291 and 291.1 of the penal code are specific and require certain disclosures. Section 432.7 of the labor code was enacted after the two penal code sections referenced and did not repeal or amend the disclosure requirements for school employees.

Refer to section 4-01/090.30 when a school employee is arrested.

Department Policy

The prohibitions of section 432.7 of the labor code do not affect the Department's existing policy regarding:

- Advising persons who request information about individuals in custody of the charge, bail, and status of the prisoner. When responding to these requests, the employer of the prisoner shall not be disclosed to the person making the request for information;
- Disclosure of information, upon specific request, to any person or agency authorized by statute, decision, or court order to receive such information (11105 PC). Examples of those "authorized" are: law enforcement agencies, district attorneys, probation and parole officers, defense attorneys, and state agencies. Specific questions regarding access to information can usually be resolved by reference to 11105 PC;
- Notifying a law enforcement agency of the arrest of one of their employees, if the charge is pending/unresolved and is solely for the purpose of enabling that agency to conduct its own independent investigation;
- Press notification of newsworthy incidents (including arrests). Disclosure of the arrestee's employer shall not routinely be made. That disclosure shall only be made when it is the nature of the employment which makes the incident newsworthy. Even in those limited circumstances, identifying the arrestee's job title or description is preferable to disclosing the actual name of the employer; and
- The initiation of an internal or criminal investigation and the attendant procedures, involving a member of this Department arrested for any offense which would otherwise have resulted in the initiation of these proceedings.

Responsibility of Department Members When Arrested

Whenever a member of this Department is arrested for any offense other than a citation for an infraction under

the California Vehicle Code (CVC), he shall immediately notify his immediate supervisor of the facts of such arrest.

• • 4-01/090.00 - Notifications

Whenever a notification is made to a particular person or agency, the report shall indicate the following:

- Name of person notified and name of agency or unit to which assigned;
- The time and date of notification;
- Identification of person making the notification; and
- Method of notification (phone, mail, etc.).

• • 4-01/090.03 - Incidents At Juvenile Halls

There are three juvenile halls within the county:

- Central (Eastlake) Juvenile Hall located in (LAPD's) Hollenbeck Division;
- Sylmar Juvenile Hall located in LAPD's Foothill Division; and
- Los Padrinos Juvenile Hall located in the city of Downey.

The responsibility for investigation of incidents/offenses occurring within these county facilities, or the escape of juveniles from them, rests with the policing agency having jurisdiction.

• • 4-01/090.05 - Cases of Major Importance

Cases of major importance or significance (e.g., armed robberies with serious injuries, kidnappings for ransom, etc.) and cases involving a missing juvenile where foul play is indicated, require that the station detective supervisor, or his designee, be notified immediately. Patrol personnel shall promptly issue all necessary broadcasts. Refer to the appropriate crime classification for direction when the assistance of Detective Division investigators may be required. Should additional Detective Division resources be required after hours, contact the Detective Division duty captain through Sheriff's Headquarters Bureau.

• • 4-01/090.10 - Arrest of a Law Enforcement Employee

When an employee of another law enforcement agency is arrested and the charge is pending and unresolved, the watch commander shall notify the concerned agency solely for the purpose of enabling that agency to conduct its own independent investigation of the matter.

• • 4-01/090.15 - Violations by Members of the Armed Forces

When Armed Forces personnel are held in custody for any reason, civil or military, a notification is required to

the military agency.

• • 4-01/090.20 - CVC Felonies in Unincorporated Areas

CVC felony violations in unincorporated areas wherein a follow-up investigation is indicated require an immediate notification to the area California Highway Patrol (CHP) Station. If the area CHP Station cannot be reached, notification shall be made to the CHP Headquarters in Los Angeles. Exception shall be made for violations in those cities in which this Department provides complete traffic service.

• • 4-01/090.25 - Selective Service Act Violations

All cases involving violations of the Selective Service Act require notification to, and approval of, the Federal Bureau of Investigations (FBI) prior to booking by the arresting unit.

• • 4-01/090.30 - Arrest of a School Employee

When a public school employee is arrested for a violation of any of the offenses enumerated in section 290 PC, or in subdivision 1 of section 261 PC, or sections 11590 (only those listed) and 11364, insofar as that section relates to paragraph (12) of subdivision (d) of section 11054 (regarding LSD), of the Health and Safety Code, it shall be the duty of the watch commander to do either of the following:

- If such school employee is a teacher in any of the public schools of this state, he shall immediately notify by telephone the superintendent of schools of the school district employing such teacher and shall immediately give written notice of the arrest to the Commission for Teacher Preparation and Licensing and to the superintendent of schools in the county wherein such person is employed.

Upon receipt of such notice, the county superintendent of schools shall immediately notify the governing board of the school district employing such person.

The Commission for Teacher Preparation and Licensing is located at 1020 "O" Street, Sacramento, telephone number: (916) 445-7254.

- If such school employee is not a teacher in any of the public schools of this state, the watch commander shall immediately notify by telephone the superintendent of schools of the school district employing such person and shall immediately give written notice of the arrest to the governing body of the school district employing such person.

When a private school teacher is arrested for any of the offenses enumerated in section 290 PC, it shall be the duty of the watch commander to immediately notify by telephone the private school authorities employing such person and shall immediately give written notice of the arrest to the school authorities.

Further information relative to the release of criminal records information can be found in volume 3, chapter 9.

• • 4-01/090.35 - Immigration Law Violations

Rescinded.

See FOSS Newsletter 18-06 - Immigration Policies, Protocols, and Procedures.

• • 4-01/090.40 - Crimes Against Department Members and Other Peace Officers

Whenever a Department member or peace officer from another agency is the victim of a serious violent felony crime as described in this section, except those reasonably known to have no nexus to their employment, the handling unit shall, in addition to any other notifications required, make immediate notification to Major Crimes Bureau, Metro Detail. Such notification is required whether the Department member or peace officer was on-duty or off-duty at the time of the incident and shall be documented in the appropriate report. Reports shall be assigned concurrently to Major Crimes Bureau and the unit designated in this volume. After consultation with the handling unit, Major Crimes Bureau may elect to have the primary case assignment responsibility.

Metro Detail detectives are charged with assessing threats made by the public against Department personnel. The Metro Detail lieutenant shall evaluate the veracity and motivation behind the threat, and ultimately determine if the incident will be investigated by Major Crimes Bureau personnel. Metro Detail will not always act on incidents in which a suspect made a nonspecific threat against a deputy who has just made an arrest. If however, the threat is more specific or is articulated with details not publicly known about the deputy or his or her family, the Metro Detail will consider this information when evaluating the veracity of the threat.

Threats originating from within Custody Services Divisions involving a threat against Department members assigned to a custody facility, with the concurrence of the Metro Detail lieutenant, may be handled by Custody Investigative Services. If the threat against the Department member appears to have a connection or relation to an external factor outside the custody facility, or if it appears the threat may exceed Custody Services Divisions' investigative abilities, the threat may be handled by Major Crimes Bureau. This determination will be made by the Metro Detail lieutenant in conjunction with the Custody Investigative Services (CIS) lieutenant.

When the incident will not require significant additional investigation (i.e., the suspect is known or already in custody), Major Crimes Bureau shall be notified, but may decline concurrent case assignment.

If the crime and investigation is being handled by another police agency, an immediate notification to Major Crimes Bureau is still required. Under these circumstances, Major Crimes Bureau will monitor the investigation.

During non-business hours, the on-call Metro Detail lieutenant may be contacted through the Department Operations Center. When in doubt, the on-call Metro Detail lieutenant shall be consulted.

When a Department member or peace officer from another agency is the victim as described above, a copy of the incident report or police report shall be sent to Major Crimes Bureau.

• • 4-01/090.45 - Assignment of Criminal Cases Originating in Los Angeles County

Parks and Recreational Facilities

Parks Bureau will augment the investigation of cases otherwise assigned to station detectives that involve county parks that are maintained by the Los Angeles County Parks and Recreation Department as well as other county recreational facilities. Stations having county parks or county recreational facilities in their jurisdictions shall assign high-grade felony cases occurring within the boundaries of the county parks or county facilities to Parks Bureau. High-grade felony cases are defined as attempted murder, rape, assault with a deadly weapon, robbery and carjacking. All assignments of misdemeanor arrests or citations generated by personnel assigned to Parks Bureau in which no further action or follow-up investigation is required will also be assigned to Parks Bureau. All other cases will be assigned to the local station detective bureau or patrol. Cases involving “targeted street gang members” will also continue to be assigned to O.S.S.

Parks Bureau will also handle cases involving Los Angeles County Parks and Recreation Department employees, specifically if they are victims of any crime. Theft or vandalism to any county property located at a county park or county recreational facility will also be assigned to Parks Bureau.

This policy does not preclude Parks Bureau from requesting other cases that they believe would be beneficial in their mission of reducing criminal activity within the county parks and county recreational facilities of Los Angeles County.

All other incidents occurring within a county park or county recreational facility under Parks Bureau jurisdiction will be handled by station detectives and shall be designated as SRD to Parks Bureau.

• • 4-01/100.00 - Distribution of Reports

Basic procedures are summarized as follows:

- Only original reports shall be imaged into the electronic archival system SECDA unless the original was damaged and the only available document is a copy. All URN file reports shall be imaged or sent to the Department’s imaging services vendor. Once a document has been imaged, it is considered the original. The paper document shall be destroyed once the original image has been verified as complete;
- Confidential reports shall be held at the unit of assignment until they are no longer considered confidential (except confidential homicide reports which are sent directly to Homicide Bureau with the notification made on the URN Control Log). When no longer considered confidential, the reports shall then be processed in the normal manner, and the original report shall be sent to the Department’s imaging into the electronic archival system SECDA. Confidential reports shall be processed as outlined under section 4-01/020.60;
- Personnel assigned the responsibility of managing the incident report case files at originating units shall manage the imaging and proper distribution of every report generated at the unit. They are responsible for local distribution and additionally for distribution to other county departments and concerned agencies on all reports marked special request distribution (SRD);
- Reports sent via JDIC shall be limited, as outlined in section 4-01/100.20; and
- Catalina Island reporting and distribution procedures are outlined in section 4-03/005.05, Case Assignment.

• • 4-01/100.10 - Unit Responsibility for Report Distribution

The reporting unit shall be responsible for maintenance of any record necessary to show to whom reports were distributed and for making report distribution as follows:

- Contract cities, when required;
- County departments;
- Other governmental agencies;
- Incident Notifications (SH-R-136) to public utilities, departments of government, etc., regarding damage to property, injury to personnel, etc., when such notification is required;
- Special request distributions (SRD);
- Confidential reports to concerned units;
- Unit copies as needed; and/or
- Original of all reports, incident or supplemental, to RIB, if report is not sent via JDIC or FAX (includes original of confidential reports to the chief clerk, as outlined in section 4-01/020.60).

An exception is made in the case of the Major Crimes Bureau, whose commander may make such distribution as deemed appropriate.

Whenever it is disclosed, during a preliminary investigation or arrest procedure, that the adult arrestee is currently on probation, the reporting officer shall note a special request distribution (SRD) at the end of the report. This SRD shall request a copy of the arrest report be mailed, by the arresting unit, to the Probation Department, Central Records, Suite 100, 320 West Temple Street, Los Angeles 90012.

• • 4-01/100.15 - Special Request Distributions (SRD)

Whenever an SRD is indicated in a case assignment reporting procedure, the originating unit shall send a copy of the report directly to the unit, agency, other county department, etc. indicated.

There are a number of specific cases which require SRD's but cannot be covered in the alphabetical sections. The following SRD's shall be observed in addition to any given in the alphabetical sections:

Advanced Training Bureau

- In any incident where either the arwen, stun-bag, sting-ball or taser is used, a Supervisor's Deployment Report (SH-R-432) shall be completed. A copy of the checklist and Incident Report (if required) shall be forwarded to the range master within 48 hours.

Aero Bureau

- Any incident involving bureau activities or personnel.

Communications and Fleet Management Bureau

- Any incident involving stolen, lost, or major damage to any of the Department's communication

equipment.

Custody Division Administration

- Escapes; and/or
- Any incident affecting a prisoner's erroneous release.

Detective - Area Commanders

- Any incident of special interest to the administration, such as officer involved in a shooting or major disturbance.

Fiscal Administration

- Any incident involving loss, damage to, or theft of Department prisoner's or member's property;
- Search and rescue; and/or
- Any incident involving the loss, theft, damage, or recovery of Department owned firearms and safety equipment to Central Supply/Logistics Warehouse at Sheriff's Training and Regional Services Center (S.T.A.R.S.).

Patrol Divisions - Area Commanders

- Any incident of special interest to the administration, such as officer involved in a shooting, code 3 accidents, major disturbances, etc.

Countywide Services Division - Area Commanders

- Any incident of special interest to the administration, such as officer involved in a shooting, code 3 accidents, major disturbances, etc.

Homeland Security Division - Area Commanders

- Any incident of special interest to the administration, such as officer involved in a shooting, code 3 accidents, major disturbances, etc.

Parks Bureau

- Any incident involving L.A. County Parks and Recreation Department employees that occur in a county park;
- Any incident involving loss, theft, damage, or recovery of L.A. County Parks and Recreation Department property; and/or
- Any high grade felony occurring within an L.A. County Park.

Technical Services Division / Crime Analysis Program

- Hate crimes;
- Homicide;
- Assaults on deputies;
- Suicide with firearm or accidental shooting where victim is 18 years of age or younger; and/or

- Anti-reproductive rights crimes.

Reserve Forces Bureau

- Reserves involved as victims, suspects, or informants;
- Mountain rescues; and/or
- Reserve headquarters unit reports.

Traffic Services Detail

- Any fatality or serious injury in a traffic collision; and/or
- All traffic collision reports involving Department vehicles.

Transportation Bureau

- Any incident involving bureau deputies or prisoners in the custody of bureau deputies.

Technical Services Division / Crime Analysis Program shall:

- Supervise and audit the Los Angeles Regional Crime Information System (LARCIS) statistical reporting system to maintain timely and accurate weekly, monthly, and annual reports;
- Provide user surveys, research and special reports regarding statistical needs of the Department;
- Recommend system modifications and report formats to meet Department goals; and
- Conduct inspections of various bureaus and station to audit compliance with report writing , data entry, and case management policies and procedures.

• • 4-01/100.20 - Reports to Be Sent by Fax

The originating unit shall send the following reports only, via fax, to the units indicated:

- Homicide Bureau (on first reports having an assignment or joint assignment with Homicide Bureau) to:
  - Homicide Bureau.
- Escapee Complaints (first reports) to:
  - Fugitive/Warrant Detail.

It is the receiving unit's responsibility to assure that a copy of the fax report is forwarded to RIB marked "Records and Identification Bureau File Copy."

- Narcotics Reports (to be sent by Narcotics Bureau Headquarters) to:
  - Narcotics Bureau crew at station originating the report; and
  - Copy via fax to RIB.

The station/unit originating the report shall be responsible for making the necessary Los Angeles Regional Crime Information System (LARCIS) entries.

When a report is sent, via fax, the original of the report shall not be sent to the unit, as this would result in

duplicate processing.

Other reports shall be sent, via fax, to the detective division, only when an urgent request for same is received from the respective Detective Division Bureau.

Reports of cases between stations or from a station to another law enforcement agency shall be sent via JDIC when they involve matters of mutually urgent interest.

Supplemental reports which are confidential shall be handled as outlined under section 4-01/020.60.

• • 4-01/100.25 - Important Cases and Incidents

The watch commander of the station or unit handling the initial investigation of an important case or incident, shall immediately notify his superior officer by phone or in person of the case/incident and have him determine whether or not the case/incident is sufficiently important to be immediately relayed, through channels, to the Sheriff's Headquarters Bureau, the assistant sheriff(s), the undersheriff and the Sheriff.

If the unit commander cannot be reached, the watch commander shall immediately notify the appropriate commander of the division. If the detective unit commander or the night detective sergeant cannot be reached, the appropriate Detective Division Bureau, or on-call investigator after regular duty hours, shall be immediately notified.

If the case or incident involves personnel of divisions other than the one involved in the initial investigation, appropriate command personnel of that division shall also be notified by the individual receiving the initial notification.

A SH-AD-32A memorandum report for the Sheriff's Headquarters Bureau, the concerned assistant sheriff(s), the undersheriff, and the Sheriff shall subsequently be submitted, through the same channels and follow-up report information shall also be submitted. To expedite, the memorandum report may be sent via JDIC to the appropriate terminal.

When more than one division or unit handles the initial call or investigation, the unit commanders shall mutually agree on which one is to forward the initial memorandum.

If the follow-up investigation is to be handled by another division or unit, the initial reporting unit shall furnish the investigating unit or units with a copy of the SH-AD-32A, sent, through the same channels, to the Sheriff.

• • 4-01/110.00 - Arrest Disposition and Court Action Report (JUS-8715)

Form JUS-8715 shall be prepared for each court required to adjudicate the charges against persons arrested and booked into the county jail system. The form shall be prepared only for original charges which are shown on the booking and additional charge forms.

Form JUS-8715 is required when the offender is arrested on a printable charge as listed under "Prints Required" in the Prisoners chapter. When fingerprint cards are submitted and a criminal record is

established, JUS-8715 is necessary to provide the disposition.

The form shall be prepared and distributed with the arrest report to the unit receiving the case assignment. Records and Identification Bureau shall subsequently make the necessary distribution to DOJ and the FBI.

Fingerprint cards used on arrests by this Department must be redlined cards showing the contributor designation of CA0190000, SO, Los Angeles.

• • 4-01/120.00 - Reserve Deputies' Identification

Reserve deputies shall indicate their status by placing the capital letters "SR" in parenthesis after their name on any official correspondence, reports, or forms of this Department. When the report or correspondence is prepared by a regular deputy, the reserve deputy shall be responsible for seeing that he is properly identified as a reserve on the report or form.

• • 4-01/130.00 - California Justice Information System (CJIS) and National Crime Information Center (NCIC)

The California Justice Information System (CJIS), managed by DOJ, and the National Crime Information Center (NCIC), maintained by the FBI, are computerized information systems established as a service to all law enforcement agencies. Their objectives are to improve the effectiveness of law enforcement through the efficient handling and exchange of documented police information.

The following types of information are currently contained in these two systems:

- Identifiable vehicles, vehicle parts, and license plates;
- Identifiable firearms;
- Identifiable property;
- Wanted persons;
- Missing persons;
- Stolen boat and boat parts; and
- Identifiable securities.

The information in these systems is contributed by law enforcement agencies. Members of this Department shall ensure that information is entered into the appropriate data base as discussed below.

- CJIS Automated Boat System (ABS) and NCIC Stolen Boat File:
    - The types of identifiable boat and boat parts which shall be entered are:
        - Stolen;
        - Lost;
        - Repossessed;
        - Embezzled; and
        - Stored.

NCIC does not allow entry of boat parts or trailers; it only allows entry of stolen and embezzled boats.

- CJIS Automated Firearm System (AFS) and NCIC Gun File:
    - The types of identifiable firearms which shall be entered are:
        - Stolen;
        - Evidence;
        - Found;
        - Lost;
        - Under observation;
        - Institutional registration;
        - Destroyed;
        - Buy;
        - Pawn;
        - Consignment;
        - Serial numbers assigned;
        - Serial numbers restored;
        - Voluntary registration; and
        - Sold at auction.

NCIC only allows entry of stolen and found firearms.

- CJIS Automated Property/Stolen Bicycle System (APS) and NCIC Article File:
    - The types of identifiable property which shall be entered are:
        - Stolen;
        - Lost;
        - Found;
        - Under observation;
        - Evidence;
        - Pawn; and
        - Buy.

NCIC will not accept stolen credit cards.

- CJIS Stolen Vehicle System (SVS) and NCIC Stolen Vehicle/License Plate File:
    - The types of identifiable vehicle, vehicle parts, and license plates which shall be entered are:
        - Stolen;
        - Lost;
        - Stored;
        - Repossessed;
        - Impounded;
        - Felony vehicle;
        - Wanted person vehicle;

        - Missing person vehicle; and
        - Recovered.

NCIC allows entry of stolen vehicles, vehicle parts, license plates, and felony vehicles only.

- NCIC Securities File:
    - The types of identifiable securities that shall be entered are:
        - Stolen;
        - Embezzled;
        - Counterfeit; and
        - Missing.

Personal notes, checks, credit cards, or coins cannot be entered into NCIC. A definition of securities may be found in the NCIC Manual.

- NCIC Missing Person File:
    - The types of missing persons that shall be entered are:
        - Missing under proven physical/mental disability;
        - Circumstances indicating physical safety in danger;
        - Senile;
        - Disappearance not voluntary; and
        - Unemancipated juveniles.
- Wanted Persons
    - NCIC Wanted Persons File - contains information regarding persons with outstanding federal warrants, warrants for felonies, or serious misdemeanors. The Wanted Persons File is a pointer system only. The contributing agency must be contacted to verify the validity of the warrant. Contributing agencies must be willing to extradite the person from at least one state other than the contributing agency's state.
- Wanted Person System (WPS) - maintains information on persons for whom an arrest warrant has been, or will be, issued within 48 hours. The warrant may be for felony or misdemeanor charges or any bench warrant. WPS is a pointer system only and the contributing agency must be contacted to verify the validity of the warrant. WPS requires that contributing agencies be willing to extradite the person if he is apprehended.

• • 4-01/140.00 - Los Angeles Regional Crime Information System (LARCIS)

The Los Angeles Regional Crime Information System (LARCIS) is a computerized summary of all pertinent information contained in a report, including, but not limited to, the following:

- All crimes listed in a report;
- All victim, suspect, subject, witness, informant, etc. information listed in a report;
- All vehicles listed in a report;

- All evidence and stolen, recovered, or damaged property listed in a report;
- Crime analysis and modus operandi information; and
- Case management information.

Any Department unit initiating a first report where an URN is issued is responsible for making the necessary entries in LARCIS. Additional information, as described above, contained in subsequent supplemental reports, shall also be entered in LARCIS.

• • 4-01/140.05 - Los Angeles Regional Crime Information System (LARCIS) - Statistical Reporting System

This system provides the necessary information for the state Bureau of Criminal Statistics (BCS), federally mandated reporting of crime and incidents based on activity by type, and provides the Department with information for its own use, with minimal delay.

Station and Bureau Responsibility for Data Collection and Entry

Statistical data shall be entered in LARCIS within 48 hours. To ensure uniformity of procedures for statistical coding and data entry in LARCIS, responsibilities shall be as follows:

- Any Department employee who initiates a first report or supplemental report requiring a uniform report number (URN), shall ensure that all statistical data is included in the appropriate statistical section of the report. All data, including the correct statistical codes outlined in the Statistical Code Guide, shall accurately and completely reflect the elements of the report; and
- Supervisors reviewing written reports shall:
    - Ensure that the statistical data is accurate, complete, and conforms with the Case Assignment and Reporting Volume of the Department Manual of Policies and Procedures; and
    - Review composition of URN's, confirming the accurate designation of statistical codes.

Management Information Services shall:

- Supervise and audit the Los Angeles Regional Crime Information System (LARCIS) statistical reporting system to maintain timely and accurate weekly, monthly, and annual reports;
- Provide user surveys, research, and special reports regarding statistical needs of the Department;
- Recommend system modifications and report formats to meet Department goals; and
- Conduct inspections of various bureaus and stations to audit compliance with report writing, data entry, and case management policies and procedures.

• Chapter 2 - Uniform Report Numbers

• • 4-02/010.00 - Uniform Report Number (URN)

To accurately classify and compile statistical information, a 15 digit report number shall be used.

The 15 digits of the report number represent codes for five basic elements as follows:

- First digit - record retention period by number of years retention;
- Second and third digits - last two numbers of the reporting year;
- Fourth through eighth digits - sequential number of the reports processed each year by the reporting unit;
- Ninth through twelfth digits - reporting district or unit designation number; and
- Thirteenth through fifteenth digits - statistical code (Federal Bureau of Investigation Uniform Crime Reporting System (FBI/UCR)) for the crime or incident being reported.

To geographically represent the composition of a uniform report number (URN), an example is given to show how the twenty-fifth report number issued by East Los Angeles Station on January 1, 2010, would look if the crime reported is "Burglary, Residence - Night, Entry by Force."

EXAMPLE: 910 -00025-0284-061 - which represents the following:

9	Retention period of 9 years,
10	Reporting year is 2010,
00025	25th report taken and processed for year 2010; subsequent reports will be coded 00026, 00027, etc.,
0284	Reporting District code number for East Los Angeles Station - location of crime. If this was 0200, it would indicate: ELA report, no particular RD involved,
061	Statistical Code representing "Burglary, Residence - Night, Entry by Force."

• • 4-02/010.05 - Retention Code (Time Element)

The time element of the URN is a combination of the predetermined retention period code and the current year. The retention code is the first digit followed by the second and third digits indicating the reporting year.

The first digit of the three digit time element will be a "9" or "0" and represents the retention period.

"9" indicates the standard retention which is used for all reports not specifically designated as a "0" retention.

"0" indicates an infinite retention period and is issued for homicides, dead bodies, Deputy-involved shootings, missing persons (adults or juveniles), firearms (stolen, lost), sex crimes, child abuse, elder abuse, domestic violence, animal cruelty, potential homeland security activity, arson, major injuries to inmates, suicide, attempt suicide, and offenses where there is no statute of limitation.

If LARCIS is unavailable, and a “Manual URN” must be used, assign the retention based upon the following table. If the Statistical Code is not listed, assign the URN a "9" retention.

STAT CODE	DESCRIPTION
012	Criminal Homicide: Manslaughter, Voluntary/Involuntary
013	Deputy Involved Shooting/Suspect Dead

021 Rape, Forcible: Rape by Force

022 Rape, Forcible: Attempt Assault, Rape by Force

023 Rape by Force, Female under 18

024 Attempt Assault, Rape by Force, Female under 18

050 Assault, Aggravated: Domestic Violence

059 Assault, Aggravated: Child Assault

120 Sex Felonies: Sex Crimes Against Children (Under 14 Years)

121 Sex Felonies: Unlawful Sexual Intercourse

122 Exploitation of Child via Internet

123 Sex Felonies: Incest

124 Sex Felonies: Pandering

125 Sex Felonies: Pimping

126 Failing to Register as Sex Offender - Felony

127 Oral Copulation

128 Sex Felonies: Sodomy

129 Sex Felonies: All Other Sex Felonies

130 Sex Misdemeanors: Indecent Exposure

132 Sex Misdemeanors: Keep/Live House of Ill Fame

133 Sex Misdemeanors: Engage/Solicit Lewd or Obscene Conduct

134 Sex Misdemeanors: Annoy/Molest Children

135 Exploitation of Child via Internet (Misd)

136 Sex Misdemeanors: Prostitution, Solicit/Engage/Seduce Minor under 18

137 Child Pornography

138 Failing to Register as Sex Offender - Misd.

139 Sex Misdemeanors: All Other Sex Misdemeanors

146 Assault, Non-aggravated: Domestic Violence

149 Assault, Misdemeanor: Child Assault

154 Weapon Laws: Weapons of Mass Destruction: Felony

171 Offenses Against Family: Abandonment

172 Offenses Against Family: Child Neglect

173 Offenses Against Family: Failure to Provide

174 Offenses Against Family: Elder Abuse

175 Offenses Against Family: Domestic Violence (Other than Physical Assault)

176 Mental Elder/Dependent Adult Abuse

177 Fiduciary Elder/Dependent Adult Abuse

178 Dependent Adult Abuse: Mental, Physical, Fiduciary

216 Disorderly Conduct: Peeping and/or Prowling

251 Vehicle and Boating Laws: Hit and Run, Felony (Cause Injury or Death)

270 Arson: Single Occupancy Residential

271 Arson: Other Residential (Apts, Hotels, Dorms, etc.)

272 Arson: Storage (Barns, Garages, Warehouses, etc.)

273 Arson: Industrial/Manufacturing

274 Arson: Other Commercial (Stores, Restaurants, etc.)

275 Arson: Community/Public (Churches, Jails, Schools, etc.)

276 Arson: All Other Structures (Bldg under Construction)

277 Arson: Motor Vehicles (Autos, Trucks, Buses, M/C etc.)

278 Arson: Other Mobile Property (Trailer, Boat, Airplane, Motor Home)

279 Arson: All Others

307 Fed Offenses W/T Money: Mann Act (Interstate Transportation of Female for Prostitution)

321 Felonies, Miscellaneous: Bigamy

323 Felonies, Miscellaneous: Escape, Adult/Juvenile

327 Felonies, Miscellaneous: Child Stealing

331 Felonies, Miscellaneous: Solicit to Commit Murder/Rape/Certain Felonies

333 Felonies, Miscellaneous: Unlawful Use Explosives

334 Felonies, Miscellaneous: Unlawful Possession Explosives

338 Felonies, Misc: Manslaughter, Negligent Driving (192(c)(1) P.C.)

390 Misdemeanors, Miscellaneous: Cruelty to Animals

395 Misdemeanors, Misc: Manslaughter, Non-neg Driving (192(c)(2) P.C.)

397 Misdemeanors, Miscellaneous: Parole/Probation Violation

400 Persons Missing or Found: Adult, Missing, Lost or Found

401 Persons Missing or Found: Juvenile, Found

402 Persons Missing or Found: Juvenile, Lost, Runaway or Missing

403 Juvenile Lost, Missing or Runaway, Courtesy Report for Another Agency

410 Juvenile, Non-criminal: Juvenile, Lack of Supervision (WIC 300(a))

411 Juvenile, Non-criminal: Juvenile Destitute, Unfit Home (WIC 300(b))

416 Juvenile, Non-criminal: SCAR - Further Investigation Required

418 Non-criminal: Suspicious Circumstances, Possible Child Abuse

419 Suspected Child Abuse Report – SCAR which is determined to be unfounded, no crime

449 Non-criminal: Domestic Violence

451 Suicide and Attempt: Suicide, Adult

452 Suicide and Attempt: Suicide, Juvenile

453 Suicide and Attempt: Suicide, Inmate

455 Suicide and Attempt: Attempt Suicide, Adult

456 Suicide and Attempt: Attempt Suicide, Juvenile

457 Suicide and Attempt: Attempt Suicide, Inmate

458 Suicide and Attempt: Inmate Injury/Feigned Attempt Suicide

461 Mentally Ill: Persons Mentally Ill

462 Mentally Ill: Persons Mentally Ill Escapee

470 Accidents, Traffic-vehicle or Boat: Accident, Traffic (Fatal)

491 Persons Dead: Person Dead, Natural Causes

492 Persons Dead: Person Dead, Industrial Accident

493 Persons Dead: Person Dead, Home Accident

494 Persons Dead: Person Dead, Recreational Accident

495 Persons Dead: Person Dead, Overdose Narcotics/Drugs

496 Persons Dead: Person Dead, Other (Unknown Cause)

499 Persons Dead: Person Dead, Inmate

502 Miscellaneous: Injury to County Employee

520 Miscellaneous: Hate Crime (Race)

521 Miscellaneous: Hate Crime (Ethnicity)

522 Miscellaneous: Hate Crime (Religion)

523 Miscellaneous: Hate Crime (Sexual Orientation)

524 Miscellaneous: Hate Crime (Physical Disability)

525 Miscellaneous: Hate Crime (Mental Disability)

526 Miscellaneous: Hate Crime (Gender)

529 Hate Incidents - non Criminal

601 Reasonable Cause Arrests: Criminal Homicide

602 Reasonable Cause Arrests: Rape, Forcible and Statutory

680 Non-criminal, Custody Incidents: Inmate Incidents

681 Non-criminal, Custody Incidents - Significant Inmate Incidents

682 Non-criminal, Custody Incidents - Minor Inmate Disturbance

683 Non-criminal, Custody Incidents - Major Inmate Disturbance

684 Non-criminal, Custody Incidents - Inmate Riot

685 Non-criminal, Custody Incidents - Modified Lockdown

686 Non-criminal, Custody Incidents - Lockdown

687 Non-criminal, Custody Incidents - Inmate Sick/Injured

688 Non-criminal, Custody Incidents-injury to Community Worker/Work Related

705 Issuance of Restraining Orders

706 Injury to Community Services Worker/Work Release Inmate

707 Suspicious Circumstance - Elder Abuse

708 Suspicious Circumstance - Domestic Violence

709 Suspicious Circumstance - Possible Terrorist Related Incident

741 Registrant - Sex

742 Registrant - Arson

743 Registrant - Narcotic

744 Registrant - Gang

785 Handgun Registration, Voluntary

811 Parole Compliance Check

831 Family Abuse Related Incidents - RAPS Only

860 Gang Related

When the crime or incident to be reported is not given in the alphabetical portion of the Case Assignment and

Reporting Volume, one of the following priorities, retention periods and statistical codes will be used.

Felonies, Miscellaneous; priority 33; retention period (9); statistical code 339 - All Other Felonies.

Misdemeanors, Miscellaneous; priority 39; retention period (9); statistical code 399 - All Other Misdemeanors.

Miscellaneous, Noncriminal; priority 44; retention period (9); statistical code 444 - Suspicious Circumstances - possible criminal activity.

If circumstances in the facts of a case change after an URN has been assigned, the URN must be changed to accurately reflect the true nature of the reported case. Change in any segment of the URN shall be described in a supplemental report as outlined in section 4-01/020.40.

For example, if the victim of an assault with a deadly weapon (knife) originally reported under statistical code 052 subsequently dies, the case is changed to a homicide, which changes the statistical code to 011, murder, retention to zero (0). Any updates in LARCIS, such as the one above, will automatically cause a review of all of the statistical codes relating to that incident, and could automatically increase or decrease the retention. URN changes which are made pursuant to a change in Department policy do not require a supplemental report.

• • 4-02/010.10 - Sequence Number

The sequence number of reports for each calendar year will begin with number 00001 and may continue in sequence up to and including 99999. These numbers will be obtained through the patrol stations/units when reporting crimes or incidents occurring in patrol station/unit areas. The same sequence number shall be issued for each related occurrence to maintain statistical accuracy.

Sequence numbers for non-patrol station/units will be obtained from the locations specified under section 4-02/020.00. The control records for the assignment of numbers is described in the following subsection.

• • 4-02/010.20 - Reporting District Number or Unit Designation Number

For crimes or incidents occurring in a patrol station/unit policing area, the RD (reporting district) number will appear as the ninth through the twelfth digits of the URN. Those RD numbers that consist of only three digits (such as ELA-284) will be preceded by a zero.

When the patrol station/unit (or other reporting unit) is generating a report regarding an occurrence in another patrol station's/unit's policing area, they will obtain their URN from that patrol station/unit. This includes the reporting district code and the sequence number.

Each patrol station/unit will use the number 99 in lieu of the reporting district number when the report being generated does not cover a crime or incident occurring in the Department's policing area. Do not use non-Sheriff agency designator, such as 1942, LAPD.

EXAMPLE: Courtesy reports for non-contract cities, assistance to non-Sheriff agencies, investigations in

which there has, as yet, been no completed crime or arrest and incidents involving personnel occurring in non-contract cities.

Refer to the JDIC on-line Reporting District Table for a complete listing of available reporting districts.

• • 4-02/010.25 - Assignment and Modification of Station Reporting Districts

Crime Analysis Program has functional supervision over modifications in existing patrol station/unit reporting district boundaries. All requests to change such boundaries shall be channeled through Crime Analysis Program in order to align the computer and statistical programs.

Reporting district boundaries shall be aligned with census tract boundaries whenever possible. In most instances, alignment can be attained by creation of new reporting districts or consolidation of existing ones.

• • 4-02/020.00 - Special Unit Designation Numbers

Units other than patrol stations/units are assigned special unit designation numbers as outlined below.

All bureaus and units generating a report where a patrol station/unit reporting district (RD) location can be used (when occurrence is in a patrol station/unit policing area) shall obtain the sequence number and RD number from the respective patrol station/unit desk and use the RD number in lieu of their unit designation number.

Crime Analysis Program, Records and Identification Bureau, shall maintain the control and the assignment of all new designation numbers for all offices, divisions, bureaus, etc. This includes special investigative teams, e.g., Cargo CATS, etc. and when created, a unit designation number shall be obtained for that team from Crime Analysis Program. Upon termination of the team, the Crime Analysis Program shall be notified in order to remove the unit designation number from its files.

The issuance of uniform reporting numbers (URN) is automated through LARCIS. An URN can be obtained through JDIC, LARCIS, or Mobile Digital Communications System (MDCS) terminals in any Sheriff's Department facility.

> **NOTE:** Refer to the JDIC on-line Reporting District Table for a complete listing of available reporting districts.

• • 4-02/030.00 - Master File Number/Consolidation of Crime Reports

When an investigating officer desires to consolidate a number of related existing URN cases into one master file, he shall submit a supplemental report.

This report shall be titled "master file" and contain only the statement "the following case numbers are being consolidated," followed by a listing of the URN.

This master file shall be assigned an URN using a reporting district number XX00 (i.e., 0200 for stations or for bureaus). The unit consolidating the file shall issue the new URN. The statistical code segment of any master file shall be 999. The retention code for the master file should be the longest retention code reflected in the reports involved.

When additional stolen and/or recovered property, not reported originally, is submitted for inclusion in the master file, the original URN and crime code shall be included in the supplemental report adjacent to the respective stolen and/or recovered property.

When a master file supplemental is created and more than one case is cleared, identify all URNs on the bottom of the report.

• • 4-02/040.00 - Abbreviated URN for Computer Entries

It will be necessary to use an abbreviated URN to conform with certain automated formats such as National Crime Information Center (NCIC) or Criminal Justice Information System (CJIS), since most of these formats do not accept a 15-digit number.

Abbreviated URNs shall be nine digits, formed as follows:

- Start with the second two digits of the time element (representing the last two digits of the reporting year);
- Use the five-digit sequence number as the core of the abbreviated number; and
- Follow the sequence number with the first two digits of the location element.

For example, if the full URN is:

910-12345-0245-054

The abbreviated number would be:

101234502.

The usual dash between elements of the URN shall be eliminated in the abbreviated number, as there will be no space in the computer format to accommodate them.

• • 4-02/050.00 - Multiple Crimes

When there are multiple crimes in a single report, the coding shall be as follows:

Multiple Part I Crimes - the lowest number crime code shall be used as the element of the URN.

Example: 011 Murder; 033 Robbery, Weapon, Service Station; 091 Grand Theft Vehicle, Automobile, are the crimes involved for a single report.

These are all Part I crimes. 011 Murder, being the lowest number code, shall be used as the report code. 033 and 091 are entered in the Classification 2 and 3 fields, in ascending order. 033 is entered in the Classification 2 field and 091 is entered in the Classification 3 field;

Multiple, Combination Part I and Part II Crimes - code the report for the lowest number Part I crime code. Additional Part I crime codes shall be entered in the Classification 1 or 2 fields; then enter Part II crime codes.

Example: 062 Burglary, Residence, Night, Entry no Force; 091 Grand Theft Vehicle, Automobile; 150 Carrying Loaded Firearm; and 263 Vandalism, Felony, are the crimes involved for a single report. 062 and 091 are Part I crimes; 150 and 263 are Part II crimes. 062, being the lowest number Part I crime code, will be the element of the URN; 091 is entered in Classification 1 field and 150 is entered in the Classification 2 field.

Part I crimes take precedence for coding over Part II crimes. This may raise questions relative to coding. The following example will clarify this point:

- 263 Vandalism, Felony, and 383 Theft, Petty, Shoplifting, are the crimes involved for a single report. 263 is a Part II crime, and 383 is a Part I crime. 383 should be used with the URN, and 263 is entered in the Classification 2 field;

Multiple Part II Crimes - Part II offenses may involve both Part II UCR offenses, such as Assault, Non-Aggravated, and Part II non-UCR offenses. Select the statistical element by identifying the Part II UCR offense with the lowest statistical code.

If no UCR offense occurred, select the Part II offense as follows: when one charge is a felony and the other is a misdemeanor, the felony always takes precedence over the misdemeanor. If all the Part II crimes are just felonies or just misdemeanors, then use the lowest code number as the element of the URN.

Where two or more charges are placed on a suspect and one of the charges involves a crime being reported and the other charge is suspicion only, do not code for the suspicion only crime.

• • 4-02/060.00 - Priorities for Statistical Purposes

The crime or incident being reported shall have a priority number. For statistical purposes, priorities for the crime classification reported are shown under the column beginning with "Form Number" in the alphabetical portion of this volume.

All Part I crimes or incidents and all Part II crimes or incidents must be reported by priority. Part I crimes, listed below, regardless of the priority number, have coding precedence over any Part II crimes.

The highest priority, 01, has first priority; 38 has the lowest priority of a Part I crime.

Part I crimes consist of:

01 Criminal Homicide

02 Rape, Forcible

03 Robbery, Weapon

04 Robbery, Strongarm

05 Assault, Felonies

06 Burglary, Residence

07 Burglary, Other Structure

08 Grand Theft

09 Grand Theft Vehicle

27 Arson

34 Vehicle Burglary

35 Locker Burglary

36 Boat Burglary

37 Aircraft Burglary

38 Theft, Petty

All other crimes are Part II crimes and are rated at a lower priority than any Part I crime. Part II crimes are rated as follows: when one charge is a felony and the other is a misdemeanor, the felony always takes precedence over the misdemeanor. If all the Part II crimes are just felonies or just misdemeanors, then use the lowest code number as the element of the URN.

Refer to section 4-02/050.00 for correct coding in multiple crimes.

• • 4-02/070.00 - Statistical Codes

The last three digits of the uniform report numbers are the statistical code numbers of the crime or incident being reported and are most critical. These codes are designed to be utilized for obtaining statistics of crimes and incidents from LARCIS, and from the Regional Allocation of Police Services (RAPS) system. They are also used to assign the retention element to the incident's URN, as outlined in MPP Section 4-02/010.05 - Retention Code (Time Element).

Statistical codes are three-digit numbers and should not be confused with the two-digit priority numbers.

For statistical purposes and proper coding, the following key points must be observed:

- Burglary - to differentiate between day and night burglaries, consider daytime 0600 to 1759 hours and nighttime 1800 to 0559 hours;
- Burglary, Garage - if the garage is attached to the home with an access into the house, code as Residential Burglary. If the garage is detached or if it is attached and there is no access into the house, code as Burglary, Other Structure;
- Burglary, Other - for statistical reporting purposes, burglaries or attempted burglaries of aircraft, boats, vehicles, and burglary shoplifting are considered thefts only, - Dollar Loss or Damaged Amounts - dollar loss amounts shall always be rounded off to the nearest whole dollar amount;
- Recoveries and Clearances - when taking a recovery, clearance or supplemental report for another Sheriff's patrol station/unit, use the other patrol station's/unit's complete original URN for the file number;
- Weapons - in crimes involving weapons, "X" all classes of weapons used in the commission of the offense in the appropriate boxes provided on the Crime Analysis Supplemental Form;
- For courtesy reports, use RD - 99 on the report; use a non-contract city RD designation on the Deputy's Daily Worksheet (DDWS; and
- If the location of occurrence is unknown, use RD - 00.

NOTE: Instead of pasting in the ENTIRE content of 4-04 through 4-28, this brief notation was placed in this manual revision.

• • 4-02/080.00 - Voiding a Uniform Report Number (URN)

A Uniform Report Number (URN) shall be voided if it was drawn in error. A Uniform Report Number Void form (SH-R-474) shall be completed when an URN is voided. The SH-R-474 shall be reviewed for accuracy and completeness and approved by a sergeant or above. Once the SH-R-474 is approved, Los Angeles Regional Crime Information System (LARCIS) shall be updated and the original SH-R-474 shall be maintained in the station/unit file.

• Chapter 3 - Catalina Island Procedures

• • 4-03/005.00 - Catalina Island Procedures

Special procedures to be followed by personnel assigned to Catalina Island law enforcement are outlined in the following subsections.

• • 4-03/005.05 - Case Assignment

All detective assignments from Catalina Island shall follow the assignments as outlined in subsequent chapters of this volume. Assignments to station detectives shall be handled by Avalon Station.

All cases assigned to the Detective Division and not sent via Justice Data Interface Controller (JDIC), shall have four copies of the report mailed directly to the Detective Division and the original copy imaged into the electronic archive SECDA.

• • 4-03/005.10 - Property Handling Procedures

All property lost, found, stolen, or recovered shall be reported with Department property handling procedures.

• • 4-03/005.15 - Procedures for Handling Dead Bodies

On non-coroner cases, the policy of the Department is as follows:

- If the remains are in public view, have the body removed to the morgue and advise and assist the family in arranging for removal of the body from the island; or
- If remains are not in public view, advise and assist the family in arranging for removal of the body from the island.

When a coroner's case is involved, contact the Homicide Bureau, as soon as possible and advise them of the circumstances (Homicide Bureau to report the case to the coroner's main office). Following instructions from the Homicide Bureau, the remains are to be removed, as quickly as possible, from the location of death to the morgue in Avalon by the most proper carrier available. A coroner's representative will designate an alternate location if it is to be other than the Avalon Morgue.

All property on the body in a coroner's case--with the exception of Homicide cases--shall be taken for safe keeping by the deputy handling the original call. The deputy shall prepare an original and 3 copies of the personal effects inventory form 76C622. If a witness is at the scene and actually participates or assists the deputy in handling the remains, he shall, whenever possible, be requested to sign the appropriate portion of form 76C622 and be given the second copy (pink) of the form. The property and form 76C622 shall be retained by the deputy for safekeeping until turned over to, and a receipt obtained from the person transporting the personal property and remains to the mainland.

The person transporting the remains and the property to the mainland shall complete the 'received from' portion of form 76C622 and shall distribute the form as follows:

- Original (white) - to accompany the remains to the mainland and be delivered to the coroner's fffice with the body and property;
- First copy (blue) - same as the original unless the transporting person is a deputy, in which case he shall obtain the signature of the coroner's representative acknowledging receipt of the remains and the property on form 76C622. The deputy shall retain the first copy (blue) as his receipt;
- Second copy (pink) - to be given with the original to the coroner unless previously given to a witness; and
- Third copy (yellow) - to be returned to the deputy handling the original call as his receipt for the remains and the personal property.

Other property of the deceased such as a vehicle, boat, etc. shall be properly preserved by the Sheriff's Department until the heirs take possession.

All evidence shall be held for safekeeping by the Department until an appropriate disposition can be made.

Homicide Bureau will advise the coroner's fffice as to whether the family has been notified. In the event that

notification has not been made, the coroner's office may want to assume the responsibility for making such notification; however, Homicide Bureau retains the responsibility for seeing that the next-of-kin is notified as soon as possible. For death notifications refer to section 4-19/010.00.

In general, disposition of medical-legal cases by the coroner's office will involve the following procedures:

- All dead bodies on or in the vicinity of Catalina Island requiring an autopsy will be transported to the mainland in the most proper carrier available. In instances where it is more advantageous to the Sheriff's Department to transport the remains directly to the mainland, the procedures shall be coordinated by the Homicide Bureau. The body will be processed in the coroner's main morgue. Family requests will not be recognized by the coroner's office on such cases;
- All dead bodies on Catalina Island not requiring an autopsy will be processed on the Island and released to the persons legally entitled to control disposition of the remains. A deputy medical examiner will determine if an autopsy is necessary; and
- When possible, the incident report should accompany the remains to the mainland.

The coroner's office will furnish Sheriff's personnel on Catalina Island with body bags, plastic bags for property, rubber gloves, rubber sheeting, property books, and toe tags.

• Chapter 4 - Letter "A"

• • 4-04/005.00 - ABC Act Violations (Alcoholic Beverages)

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-04/005.00 **ABC ACT VIOLATIONS (ALCOHOLIC BEVERAGES)**			For line procedures, see volume 5, chapter 9. **NOTE:** Submit "Café Incident Card," SH-CR-395. SRD report to local ABC office and License Detail.
Citation Issued			Cite to appear within 5 court days.
"Consumption" by minors under 21 years on-sale premises	SH-R-49 URN 19	Arresting unit or station patrol A	Code 191 - Liquor violation, sale to minor. SRD report to local ABC office.

Information	SH-AD-32A		Secretary to prepare original and two copies. After signature by unit commander, distribute copies as follows: Original to License Detail; one copy to chief, Detective Division; and one copy to be retained for unit file. SRD report to local ABC office.
Minors under 21 driving with a BAC of .01% or greater			See "Vehicle Code Violations - Miscellaneous."
Permitting "consumption" by minors under 21 years on-sale premises	SH-R-49 URN 19	Arresting unit or station patrol A	Code 191 - Liquor violation, sale to minor. SRD report to local ABC office.
Permitting consumption after hours	SH-R-49 URN 19	Arresting unit or station patrol A	Code 198 - Liquor law violation. SRD report to local ABC office.
Possession by minor under 18 years of age	SH-R-49 URN 19	Arresting unit or station. detective A	Code 193 - Possession of alcohol by minor.
Possession by minor 18 to 20 years of age	SH-R-49 URN 19	Arresting unit or station patrol A	Court deputy will handle. Code 193 - Possession of alcohol by minor.
Possession by minor 18 to 20 years of age occurring within a county park or recreational facility	SH-R-49 URN 19	Parks patrol A	Code 193 - possession of alcohol by minor.

Sale of after hours	SH-R-49 URN 19	Arresting unit or station patrol A	Code 198 - Liquor Violation, After Hours Sale. SRD report to local ABC office.
Sale to minors under 18 years of age	SH-R-49 URN 19	Arresting unit or station detective A	Code 191 - Liquor violation, sale to minor. SRD report to local ABC office.
Sale to minors 18 to 21 years of age	SH-R-49 URN 19	Arresting unit or station detective or patrol A	Code 191 - Liquor violation, sale to minor. SRD report to local ABC office.

• • 4-04/010.00 - Abortion, Illegal

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-04/010.00 **ABORTION, ILLEGAL**	SH-R-49 URN 01, 33, 39	Homicide Bureau Health Authority Law Enforcement Task Force (HALT) A	Post-term abortion. This is a confidential report. Notify Homicide Bureau by phone immediately. Do not send first report via JDIC. Code 011 Non-post term abortion involving unlicensed practice of medicine. Code 339 - Felony or Code 399 - Misdemeanor

• • 4-04/012.00 - Abuse

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-04/012.00	SH-R-49	Arresting unit	For child abuse, neglect, stealing, see section 4-

ABUSE Physical, sexual, mental, or financial abuse, neglect, or abandonment of an elder or dependant adult	URN 174	or station patrol or detective A	06/023.00. 15630 WIC mandates reporting requirements for public/private agencies. A dependent adult is any person residing in California who is between the ages of 18 and 64, who has physical or mental limitations which restrict his individual ability to carry out normal activities or protect his own rights. A dependent adult includes any person of the above ages who has been admitted as an inpatient to a 24-hour health facility. An elder is any person residing in California who is 65 years of age or older. Failure to report any incidents of suspected physical abuse of an elder or dependent adult by the person(s) having care or custody of such elder or dependent adult is a misdemeanor. Every known or suspected instance of abuse of an elder or a dependent adult brought to the attention of the Department shall be reported to the following designated agency by telephone, as soon as practical and a report (SH-R-49) shall be written. The report should be coded consistent with the crime charged (i.e., 245 PC, Stat Code 05x). If the abuse is alleged to have occurred in a long-term care facility, the Long-term Care Ombudsman Coordinator shall be notified at 1-800-334-WISE. If the abuse is alleged to have occurred anywhere else, the Department of Public Social Services, Adult Protective Services, shall be notified at 1-800-992-1660. Private persons can report instances of abuse of an elder or dependent adult to their local law enforcement agency or other appropriate public/private agencies. A public/private agency may give a private person reporting such abuse a form 76R94 SOC341 to fill out and submit. If a completed form 76R94 SOC341 is received from a citizen or public/private agency, it shall be forwarded to the Department of Public Social Services, Adult Protective Services, within 48 hours of such reporting of the incident in addition to the required telephonic notification. Information contained in these reports shall only be disclosed pursuant to a court order or when the person(s) reporting waive confidentiality or when requested by any

			of the following: • Long-term care ombudsman coordinator; or • District attorney in a criminal prosecution.

• • 4-04/014.00 - Access Cards

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-04/014.00 ACCESS CARDS			Refer to Worthless Documents, section 4-26/020.00.

• • 4-04/025.00 - Aircraft

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-04/025.00 AIRCRAFT			**NOTE:** Designate SRD to Aero Bureau on any incident involving the Aero Bureau or its personnel.
Damage to			See "Property Damage."
Fatality involved	SH-R-49 URN 49	Aero Bureau A	Aero Bureau and Homicide Bureau to be notified immediately. Aero Bureau will respond as soon as possible. Aero Bureau will notify Homicide Bureau in cases where foul play is suspected. Homicide Bureau will respond at the request of Aero Bureau. Code 496 - Person Dead, Other/Unknown.
Forced landing			Notify Aero Bureau at once. Make report or log entry at direction of Aero Bureau.

Low Flying	SH-CR-134 URN 39	Aero Bureau A	Notify Aero Bureau at once. On weekends and holidays, notify the Sheriff's Communications Center. Report to contain all available information regarding aircraft number or description of aircraft (e.g., color, identification marks, such as stripes or colored wing tips, etc.); type of craft (e.g., airplane, helicopter, glider, balloon, single engine, four engine, jet, etc.), in addition to routine data. Include type of area plane was flying over, such as residential, pasture, etc., as limits differ. Code 399 - Misdemeanor, Miscellaneous.
Scene of accident	SH-R-49 URN 48 (injuries) 49 (fatality)	Aero Bureau A	Patrol personnel at scene shall provide traffic and crowd control and prevent anyone from touching or moving the wreckage except to remove injured persons. If fatality, Aero Bureau and Homicide Bureau to be notified immediately. Aero Bureau will respond as soon as possible. Homicide Bureau will respond at the request of Aero Bureau in those cases in which foul play is suspected. If wreckage or dead bodies must be moved because of hazard in a critical area, permission shall first be obtained from the Coroner's Office through Homicide Bureau. The location of any moved wreckage or dead bodies must be marked if moved prior to the arrival of Aero Bureau personnel. Photographs should be taken prior to movement, if possible. If restriction of airspace is necessary, notify Aero Bureau. Aero Bureau shall be responsible for making necessary notifications/requests to the Federal Aviation Administration (FAA), National Transportation and Safety Bureau (NTSB), and related governmental agencies. **NOTE:** Personal effects shall not be handled except by direction of the Coroner's Office. Custody of wreckage under direction of Aero Bureau remains with patrol pending arrival of a member of Federal Aviation Agency on civilian aircraft or member of military organization involved when accident involves military aircraft. If our investigation is complete and the appropriate

			federal agency has not taken custody of the wreckage, Aero Bureau shall contact the concerned federal agency and speak with an agent who can authorize expenditures of federal funds for securing the wreckage and obtain the agent's name, business address and telephone number. The agent shall be asked specifically if he authorizes such an expenditure in this incident, and the pertinent information shall be relayed to the Watch Commander of the concerned Station/Unit. If the expenditure is authorized, an unusual occurrence number shall be obtained by the Watch Commander and an accurate accounting of all expenditures recorded. Personnel assigned to secure the wreckage shall be in addition to normal staffing. At the conclusion of this duty, a memo shall be directed to the Director of the Administrative and Training Division providing all the pertinent information, including the authorizing agent, unusual occurrence number, copies of reports and overtime worked reports. If the agent refuses to authorize the expenditure of federal funds for security, personnel need not remain at the scene of an accident in unpopulated, less accessible areas, if it is ascertained that the federal agency will be unduly delayed. Code as applicable: 481 - Accidents, Non-traffic. 496 - Person Dead, Other/Unknown.
Theft	SH-R-49 URN 09	Arresting Unit or Station Detective A	For theft from, see "Theft." Code 097 - Grand Theft - Other Vehicle.

• • 4-04/026.00 - Alarms, Security Malfunctions And/Or Violations

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-04/026.00 ALARMS, SECURITY MALFUNCTIONS AND/OR VIOLATIONS	SH-R-377 URN 39	Arresting unit or station patrol A	Code 399 - Misdemeanor, Miscellaneous

• • 4-04/030.00 - Alerts

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-04/030.00 ALERTS Sigalert (Traffic Advisory)	MDT/MDC		Deputies observing a hazardous or potentially hazardous condition which may affect the flow of traffic shall immediately notify the station/unit watch sergeant by radio or Mobil Digital Terminal/Mobile Digital Computer (MDT/MDC). The station/unit watch sergeant or other deputy so designated will begin procedures for a traffic advisory, if necessary, by notifying the Sheriff's Communications Center (SCC). The advisement will remain in effect until a cancellation is requested through the same channels.
Smog Alert			When a smog alert is called by the South Coast Air Quality Management District (AQMD), deputies observing the burning or incineration of any combustible waste shall solicit the cooperation of the person in charge to desist in such activity. When unusual amounts of smoke or air pollutants are emitting from industrial or business establishments, the observing deputy shall contact the station/unit watch commander by telephone and inform him of the name, address and type of activity involved. The information shall, in turn, be relayed to the enforcement section of the AQMD. Deputies will not issue citations unless specifically requested to do so by AQMD. **NOTE:** Citation should be given under section 27153 CVC for excessive smoke from motor vehicle.

• • 4-04/035.00 - Alien/Foreign National

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-04/035.00 ALIEN/FOREIGN NATIONAL			See "Diplomatic and Consular Officials"; and Volume 5, chapter 9.
Alien/foreign national here under visa arrested,detained, or imprisoned	See under appropriate crime classification		All personnel with law enforcement responsibilities are obligated by the U.S. International Treaty to notify foreign authorities when foreign nationals are arrested or otherwise detained in the United States. The list below shall be consulted to determine whether notification is mandatory. The arresting deputy, or any Department member who determines, subsequent to the arrest, that the subject is a foreign national, shall in all cases immediately inform the foreign national of his right to have his government notified concerning the arrest/detention. If the foreign national requests his consulate be notified, the deputy shall immediately notify the International Liaison Unit, who in turn will notify the consulate. If desired, the arresting deputy will provide the foreign national with the address and telephone number of the consulate requested. Documentation of all notifications to foreign diplomatic or consular representatives shall be noted in the report. If notification is optional and is not requested by the detainee, that fact should be recorded in the report and no notice shall be given. In the case of certain countries, notification is mandatory and must be made immediately, regardless of whether the arrestee/detainee so desires. These countries are: Albania Antigua Malta Mauritius

			Armenia Azerbaijan Bahamas Barbados Belarus Belize Brunei Bulgaria People's Republic of China* Costa Rica Cyprus Czech Republic Dominica Fiji The Gambia Georgia Ghana Grenada Guyana Hungary Jamaica Kazakhstan Kiribati Kuwait Kyrgzstan Malaysia Moldova Mongolia Nigeria Philippines Poland Romania Russian Federation St. Kitts/Nevis St. Lucia St. Vincent/ Grenadines Seychelles Sierra Leone Singapore Slovak Republic South Korea Tajikisten Tanzania Tonga Trinidad/Tobago Turkmenistan Tuvalu Ukraine United Kingdom** U.S.S.R. Uzbekistan Zambia * Taiwan nationals (carrying Republic of China passports) who are detained, notification shall be made to the Taipei Economic and Cultural Office in Los Angeles. ** British Dependencies also included by this agreement are Anguilla British Virgin Islands, Hong Kong, Bermuda, Montserrat, and the Turks and Caicos Islands. Subject to local laws and regulations foreign consular officers have the right to visit their nationals, to converse and correspond with them and to arrange for legal representatives. If the national's status is established later by Custody Division personnel, this information shall be forward to the watch commander as applicable. The watch commander shall immediately notify the International Liaison Unit (or the Sheriff's Headquarters Bureau, if

			after hours), who in turn, shall make the proper notifications. Designate SRD to International Liaison Unit. Upon notification, Immigration will either place a hold and take custody after the criminal case is disposed of, or the subject shall be released upon fulfillment of any commitment.
Death of an Alien/Foreign National			Notwithstanding any other duties and responsibilities necessary during an investigation of death, as outlined in volume 5, chapter 9, section 5-09/090.35, the investigating unit shall immediately notify the International Liaison Unit for consular notification.

• • 4-04/038.00 - Alleged Mentally Ill Person, Apprehension of, Emergency Detention

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-04/038.00 **ALLEGED MENTALLY ILL PERSON, APPREHENSION OF, EMERGENCY DETENTION**			See "Mentally Ill Person."

• • 4-04/040.00 - Ammunition, Armor, or Metal Penetrating

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-04/040.00 **AMMUNITION, ARMOR, OR METAL PENETRATING**	SH-R-49 URN 15	Arresting unit or station patrol A	Code 151 - Penetraing Ammo (Felony) Code 152 - Penetrating Ammo (Misdemeanor)

• • 4-04/045.00 - Amnesia Victim

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-04/045.00 AMNESIA VICTIM	SH-R-49 URN 40	Homicide Bureau A	On all cases involving unidentified persons, make every effort to determine the identity of the person. When unable to identify, immediate notification shall be made to the Missing Persons Unit of Homicide Bureau. All available identification shall be obtained, including an accurate and complete physical description, fingerprint cards, and photographs. (Request for photographs and fingerprints may be made through Records and Identification Bureau.) Forward identification data to Missing Persons Unit. Appropriate forms and URN for the type of crime involved may be substituted for the SH-R-49, if applicable. Code as applicable: 400 - Adult missing 401 - Child missing or lost

• • 4-04/050.00 - Animals

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-04/050.00 ANIMALS			
Bites	H-1561 (Supplied by L.A. County Health Services)	Arresting unit or station patrol I	If animal appears to be rabid, telephone the closest county health center immediately. If possible, have animal isolated until a representative of that center arrives. Send form to the local county health center, Attn: Public Health Investigations. If bite reported during normal business hours, refer victim to county health services.

Cockfights, dogfights, etc., own, possess, keep or train for fighting			See "Vice."
Cruelty towards	SH-R-49 URN 39 or 33	Arresting unit or station detective A	Code as applicable: Code 390 - Cruelty to animals Code 339 - Felony, miscellaneous
Injured			An accurate description of the situation shall be relayed to the concerned animal control agency in order to allow them to properly assess equipment needs. The animal control agency, if so advised, will send a supervisor with appropriate equipment for destroying animals, when required. In the event that conditions are such that an extensive or inappropriate response time by animal control agency is involved, it may be necessary to destroy the animal. If an animal is shot, the on-call IAB Lieutenant shall be notified and his directions followed. Direct a memo (SH-AD-32A) to the unit commander and use classification of "Shots Fired by Deputies."
Noisy	SH-R-49 URN 39	Arresting unit or station detective A	Inactive when used on citizen complaints regarding barking dogs, beehives, livestock, poultry, etc. city/county ordinances and/or administrative codes may be used, also. Report will be made active if petition is submitted with report or when petition is submitted at a later date. Code 399 - Misdemeanor, miscellaneous.
Poisoning	SH-R-49 URN 39	Arresting unit or station detective A	Notify L.A. County Department of Animal Care and Control concerning disposition of animal. Code 399 - Misdemeanor, miscellaneous.

Predatory, reports of	SH-R-49 URN 44	Arresting unit or station patrol I	Immediately notify county department of animal care and control or humane society having jurisdiction. If concerned agency employee arrives on the scene prior to the deputy submitting a report, a log entry will suffice, as the concerned agency will submit the report and handle to conclusion. Code 440 - Other - noncriminal.

• • 4-04/060.00 - Annoying School Children

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-04/060.00 ANNOYING SCHOOL CHILDREN			See "Sex Offenses."

• • 4-04/065.00 - APB Investigations (Statewide)

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-04/065.00 APB INVESTIGATIONS (STATEWIDE)			Statewide broadcasts received from police agencies outside of the county will be assigned for investigation by the unit which has jurisdiction.

• • 4-04/070.00 - Armored Car or Transport

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-04/070.00 ARMORED CAR OR TRANSPORT			See "Robbery."

• • 4-04/075.00 - Arraignments

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-04/075.00 ARRAIGNMENTS			If juveniles are arrested and released, arrangements for further processing shall be in accord with juvenile procedures. When prisoners have multiple charges which are assigned to separate units (e.g., station patrol and Narcotics Bureau), the concerned unit commanders shall coordinate the necessary arraignment priority.

• • 4-04/080.00 - Arrests

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-04/080.00 ARRESTS			On all arrest reports, incident or supplemental, both the booking number and the full name of the arrestee shall be given. Supplemental reports shall contain this information when the arrest was reported on the incident report as well as when the arrest was made as the result of a subsequent investigation. Persons arrested and released pursuant to 849b(1) or 849b(3) shall be issued a Certificate of Release signed by the releasing officer or his superior officer, describing the action as a detention only. When a person's release is based on a prosecutor's rejection of a complaint pursuant to 849.5 PC, or no accusatory pleading has been filed, a Certificate of Release shall be issued, signed by the law enforcement agency which arrested him, describing the action as a detention. A Certificate of Release will not be issued when the release is based on a district attorney's rejection of a complaint, when a portion of the charges are dropped in an arrest involving multiple charges, or for a release pursuant to 849b(2) PC. When a person is arrested and concerned persons related to, or friends of, the arrestee ask questions regarding his confinement and/or release, the arresting deputy shall inform the concerned persons where the arrestee will be booked and provide a telephone number for that facility.
Adults, felony	SH-R-49 URN	Arresting unit or station detective A	Use priority and coding of felony. Assign cases to the appropriate investigative unit.

Adults, felony, reasonable cause	SH-R-49 URN 60	Arresting unit or station detective A	When a felony arrest is not immediately identified with a prior case, assign a new URN. This category, reasonable cause arrests, does not apply when any of the following conditions exist: • The arrest was for a crime committed in your presence. In this case, use applicable code which defines the crime; • The arrest is made outside the Department's area of jurisdiction. In this case, code as to the crime for which the arrest was made and in the URN, substitute the unit designation number in lieu of the reporting district number; • The arrest is for the suspicion of a crime which is an outgrowth of an arrest for a crime committed in your presence, or warrant arrest, etc. For example, an arrest for carrying a concealed weapon, and the arrested person also matches the description of a wanted robbery suspect. Thus, an additional charge of reasonable cause is added. In this case, you would code for the crime being reported in conjunction with the arrest for carrying concealed weapon; and • The arrest is for a crime previously reported to our Department. In this case, use original URN.
Adults, misdemeanor	See under appropriate crime classification	Arresting unit or station patrol A	All arrests or citations issued to adults for misdemeanor crimes shall be assigned to station/unit patrol when no further investigation or action is required. The exception is when misdemeanor sex offenses are being reported, in which case the assignment is to station/unit detectives.
Arrestee wanted by another			When an arrest is made at the specific request of another California agency, that agency shall be notified as soon as possible by the Warrant and Detainer Unit of the Inmate Reception Center, provided there is no conflict with an investigation called for by this Department and no outstanding local wants. Fugitive/Warrant Detail shall handle correspondence on arrestees wanted by agencies in other states.

Employee of any government agency	See under appropriate crime classification		Labor Code section 432.7 provides that no peace officer or employee of a law enforcement agency with access to criminal offender record information (11075 PC) shall knowingly disclose, with intent to affect a person's employment, any information pertaining to an arrest, detention, or proceeding which did not result in a conviction to any person not authorized by law to receive such information. Persons and agencies authorized to receive criminal offender record information are enumerated in section 11105 PC. When an employee of a public agency (other than a law enforcement agency or a school) is arrested, the procedures and guidelines established for the "Dissemination of Criminal Records Information" (see Volume 3, chapter 9) are to be followed. See section 4-01/080.00 and section 4-01/090.10 when law enforcement employees are arrested. See section 4-01/080.00, section 4-01/090.30, and "Sex Offenses" when school employees are arrested.
Military Personnel			See "Military Personnel."
Off-Duty arrests by deputies	SH-AD-32A		In addition to all other reporting procedures for the specific crime involved, the employee shall report the incident to his unit commander.
Private Person making arrest of adult	SH-R-49 SH-CR-202 SH-J-293 (See crime classification)	Arresting unit or station patrol A	The citizen shall, when practical, personally advise the suspect of the charge for which he is being arrested and shall place the suspect under arrest. The deputy shall take custody of all persons charged with or accused of a public offense. The suspect shall not be advised of his constitutional rights at this time unless there is to be subsequent questioning. **NOTE:** If the deputy believes the arrest to be unlawful, he/she shall confidentially advise the citizen that such arrest is not lawful, and that we will not take custody of the alleged suspect. Complete a detailed log entry regarding the incident. Do not obtain a booking number or complete a "Booking and Property Record? (B&PR).

In all cases where a citizen makes a valid private person's arrest, the deputy shall have the arresting citizen sign four (4) Private Person's Arrest forms (SH-CR-202) and sign the Booking and Property Record (B&PR) in the space provided for the name of the arresting officer. The fourth copy of form SH-CR-202 will be given to the citizen who shall be informed of the date, time, location, and court deputy to contact, in person or by phone. The court deputy shall be responsible for coordinating a citizen's interview with the district attorney's office, if necessary, to determine the facts of the case, and/or to sign a formal complaint. If a field release is approved, the deputy shall fill out the first nine lines of the B&PR and submit it with forms SH-R-49 and SH-CR-202.

> **NOTE:** When a field release is conducted, the deputy shall assess the potential of a confrontation that may occur as a result of citing and releasing the suspect in the presence of the arresting citizen. When it is necessary and practical to do so, the deputy shall conduct the field release out of the presence or proximity of the arresting citizen and note these actions in the arrest report.

In petty theft cases where the victim is a commercial business and a private person's arrest was made by business establishment personnel, private security police, or other representatives acting on behalf of the victim, it is not necessary that such representative appear to sign the formal complaint if the representative who made the arrest signed the Private Person's Arrest Form (SH-CR-202).

Deputies taking custody of persons arrested shall advise the victim or his representative that the court deputy may sign the complaint in lieu of the victim or his representative.

The arrest report shall indicate that the victim or his representative was so advised and whether or not he desires to be present to sign the complaint.

In the event the local deputy district attorney will not issue a complaint without the victim or his representative signing the complaint, the court deputy shall be responsible for notifying them.

			Releases - When the suspect is eligible for release after booking, normal cite-out or bail procedures shall be followed. **NOTE 1:** On both misdemeanor and felony arrests, if it is determined by the watch commander at any time of booking or any time prior to the arrestee's appearance in court, that no complaint is to be sought, the prisoner shall be released under provisions of section 849b(1) P.C. **NOTE 2:** Deputies shall not arrest for false imprisonment those citizens making an arrest believed to be invalid.
Private person making arrest of juvenile	SH-R-49 SH-CR-202 SH-J-293 (See crime classification)	Arresting unit or station detective A	The citizen shall, when practical, personally advise the juvenile of the charge for which he is being arrested and shall place the subject under arrest. The deputy shall take custody of all persons charged with or accused of a public offense when there is adequate probable cause for arrest. The juvenile shall be advised of his constitutional rights at this time. **NOTE:** If the deputy believes the arrest is unlawful, he/she shall confidentially advise the citizen that such arrest is not lawful and that we will not take custody of the alleged suspect. Complete a detailed log entry regarding the incident. Do not obtain a booking number or complete a “Booking and Property Record” (B&PR). In all cases where a citizen makes a valid private person's arrest, the deputy shall have the arresting citizen sign four (4) Private Person’s Arrest forms (SH-CR-202) and sign the B&PR in the space provided for the name of the arresting officer. The fourth copy of form SH-CR-202 will be given to the citizen who shall be informed of the date, time, location, and court deputy to contact, in person or by phone. The court deputy shall be responsible for coordinating a citizen's interview with the district attorney's office, if necessary, to determine the facts of the case, and/or to sign a formal complaint. If a field release is approved, the deputy shall fill out the first nine lines of the B&PR and submit it with forms SH-R-49 and SH-CR-202.

			NOTE: When a field release is conducted, the deputy shall assess the potential of a confrontation that may occur as a result of citing and releasing the suspect in the presence of the arresting citizen. When it is necessary and practical to do so, the deputy shall conduct the field release out of the presence or proximity of the arresting citizen and note these actions in the arrest report. The deputy shall advise the citizen that the investigating detective will contact him concerning the disposition of the case. **NOTE:** Deputies shall not arrest for false imprisonment those citizens making an arrest believed to be invalid.

• • 4-04/083.00 - Arrest With Citable Violations

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-04/083.00 ARREST WITH CITABLE VIOLATIONS			For line procedures, see volume 5, chapter 7.

• • 4-04/085.00 - Arson

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-04/085.00 ARSON			

Arson, possible arson, malicious burning	SH-R-84 URN 27	Arson/Explosives Detail A	Type of investigation to request: Immediate: When suspect/subject is present, arrested or detained, when incendiary evidence may be destroyed or contaminated if investigation is delayed or when there is a loss of life or injuries are critical. Notify Arson/Explosives Detail immediately by telephone. Routine: When suspicious circumstances are involved or when noncritical injury is involved. Notify Arson/Explosives Detail as soon as possible by telephone. Preserve the fire scene for cause and origin determination. If the scene cannot be preserved, request an immediate investigation. Assign all cases to Arson/Explosives Detail except as noted below. Assign to Homicide Bureau and Arson/ Explosives Detail if dead body involved. Code according to type of structure or property.
Fire bombs, Molotov cocktails thrown, fire started	SH-R-84 URN 27	Arson/Explosives Detail A	Notify Arson/Explosives immediately by phone. For found or possession, see "Fires." If militant or revolutionary group involvement is suspected, send copy of report to Major Crimes Bureau.

• • 4-04/090.00 - Assault

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-04/090.00 ASSAULT			
Aggravated	SHR-49 URN 05	Arresting unit or station detectives	For statistical coding, this category includes assaults by one person upon another for the purpose of inflicting severe or aggravated bodily injury (broken bones, internal injuries, or injuries requiring stitches). This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm which may include personal weapons (such as hands, fist, or feet).
Attempt to kill or commit assault upon the President or Vice President of the U.S., a State Governor, a U.S. Justice/Judge or the Secretary of any U.S. Executive Department(Cabinet Members)	SH-R-49 URN 05 or 14	Homicide Bureau A	Notify Homicide Bureau immediately. Code as applicable. See "With Deadly Weapon" below.
Child Beating			See "Child Abuse."
Discharging firearms at inhabited dwelling	SH-R-49 URN 05	Arresting unit or station detective A	Code 051 - ADW - Gun.
Non-Aggravated	SH-R-49 URN 14	Arresting unit or station detectives A	For statistical coding, this category includes all assaults which involve the use of a personal weapon (such as hands, fist, or feet) and in which there were no serious or aggravated injuries to the victim.

On Department personnel	SH-R-49 URN 05	Homicide Bureau or Major Crimes Bureau or arresting unit/ station detective A	If on-duty and serious injury requiring hospital treatment results, notify Homicide Bureau immediately and follow their direction. If off-duty or no serious injury, notify Major Crimes Bureau immediately and follow their direction (see section 4-01/090.40). All others assign to station/unit detectives.
Simple Assault			See “Non Aggravated Assault”
Spousal Assault			See section 4-07/033.00 Domestic Violence

With deadly weapon	SH-R-49 URN 05 or 14	Arresting unit or station detective A	Case assignment remains at station/unit detectives unless victim most likely will not survive. Notify Homicide Bureau by phone. Reassignment shall be at the discretion of Homicide Bureau. **NOTE:** If deputy killed or assaulted in the line of duty, complete form SH-CR-563. On "Assault - Aggravated - Felony," use most applicable code: 050 - Domestic Violence 051 - ADW - Gun. 052 - ADW - Knife. 053 - ADW - Dangerous Weapon Other Than Hands/Feet/Fist, Gun or Knife. 054 - ADW - Hands/Feet/Fist. 055 - ADW - On Police Officer - Gun. 056 - ADW - On Police Officer - Knife. 057 - ADW - On Police Officer - Dangerous Weapon other than Hands/Feet/Fist, Gun, or Knife. 058 - ADW - On Police Officer - Hands/Feet/Fist. 059 - Child Assault On “Assault-Non-Aggravated (Felony or Misdemeanor),” use most appropriate code. 144 - Hands, Feet, Fist, etc. 145 - Obstruct/Resist/Battery Peace Officer 146 - Domestic Violence (Personal weapon used and no visible/minor victim injuries) 147 - Threatening Public or School Official 149 - Child Assault

With deadly weapon occurring within a county park or recreational facility	SHâ€'Râ€'49 URN 05	Parks detectives A	Case assignment goes to Parks detectives unless victim most likely will not survive. Notify Homicide Bureau by phone.
With intent to commit rape			See "Rape."

• • 4-04/095.00 - Attempt Suicide

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-04/095.00 **ATTEMPT SUICIDE**			See "Suicide and Attempt."

• • 4-04/100.00 - AWOL

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-04/100.00 **AWOL**			
AWOL, not released	SH-R-49 URN 30	Arresting Unit or Station Detective A	If person not released to military at once, case must be inactivated when the release is made. Code 303 - Deserters, AWOL - Federal Offense.
AWOL, released	SH-R-49 URN 30	Arresting Unit or Station Detective I	Immediate release to military--log entry only, do not book. Code 303 - Deserters, AWOL - Federal Offense.
AWOL, request for apprehension Form AGO 45 or 46			When these or similar form letters are received by a Station/Unit, forward to Records and Identification Bureau without action.

AWOL, specific request for apprehension	SH-R-49 URN 30	Arresting Unit or Station Detective A	If address not in Station/Unit area, forward to Records and Identification Bureau. Code 303 - Deserters, AWOL - Federal Offense.

• Chapter 5 - Letter "B"

• • 4-05/005.00 - Badges and ID Items

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-05/005.00 BADGES AND ID ITEMS			Items considered under this section include the following: • Uniform badge; • Name tag; • Cap piece; • Flat badge and case; and • ID card. **NOTE:** Uniform badge, cap piece, and flat badge are indexable information. Enter into APS and NCIC.
Contract City Officials:			
--Found or recovered	See under appropriate crime classification	Contract Law Enforcement Bureau A	Deliver badge or ID item to Contract Law Enforcement Bureau with copy of report. Type of report to depend on circumstances involved. Report to be supplemental report to original URN if already reported.
--Lost	SH-R-49 URN 44	Station detective A	Copy of report to Contract Law Enforcement Bureau. First report to be made by station contracting with the city. Code 442 - Lost Property.

--Theft	See under appropriate crime classification	Station detective A	Copy of report to Contract Law Enforcement Bureau. First report to be made by station contracting with the city.
--Other Policing Agencies, Found or recovered item	See under appropriate crime classification	Personnel Admin. A	Deliver badge or ID item to Personnel Administration with copy of report. Personnel Administration will notify the concerned agency.
Sworn:			
--Damaged			See volume 3, chapter 3.
--Found	SH-R-49 URN 44	Personnel Admin. A	Notify Personnel Administration by telephone and then deliver item to them. Type of report and file number to depend on circumstances involved. Code 442 - Found Property.
--Item used in commission of crime	See under appropriate crime classification	Personnel Admin. and appropriate investigative unit A	
--Lost	SH-R-49 SH-AD-90 URN 44	Personnel Admin. A	See volume 3, chapter 3. Code 442 - Lost Property.
--Recovered	See under appropriate crime classification	Personnel Admin. A	Notify Personnel Administration by telephone and then deliver item to them. See appropriate classification for coding. If theft previously reported to this Department, recovery to be a supplemental report to original URN.

--Theft	See under appropriate crime classification SH-AD-90 (Affidavit of Loss)	Personnel Admin. A	Obtain URN from unit of assignment. See appropriate classification for code. Follow procedure as above for lost.
Non-Sworn:			
--Lost, damaged	SH-R-49 URN 44	Employee's unit of assignment A	Unit commander to review and forward SH-R-49 and memo to Personnel Administration requesting reissue.
Reserves:			
--Found	See under appropriate crime classification	Reserve Forces Bureau A	Notify Reserve Forces Bureau by telephone and deliver item to them for disposition.
--Item used in commission of crime	See under appropriate crime classification	Reserve Forces Bureau and appropriate investigative unit A	Notify Reserve Forces Bureau immediately by telephone.
--Lost	SH-AD-90 URN 44	Reserve Forces Bureau A	Reserves must appear in person at the Reserve Forces Bureau to sign Affidavit of Loss. See volume 3, chapter 3.

--Recovered	See under appropriate crime classification	Reserve Forces Bureau A	Notify Reserve Forces Bureau by telephone and deliver item to Reserve Forces Bureau. If theft previously reported to this Department, recovery to be a supplemental report to original URN.
--Theft	See under appropriate crime classification SH-AD-90 (Affidavit of Loss)	Reserve Forces Bureau A	Employee must appear in person at the Reserve Forces Bureau to sign affidavit of Loss. Submit data for report to appropriate station/unit. See volume 3, chapter 3.
Retired:			Notify Personnel Administration immediately. Follow instructions as outlined under sworn except for lost and theft.
--Lost	SH-R-49 SH-AD-90 URN 44	Employee Relations Unit A	Badge and/or ID items replaced at member's expense. Code 442 - Lost Property.
--Theft	SH-R-49 SH-AD-90 URN	Station/unit patrol, if Sheriff area, and Employee Relations Unit A	Badge and/or ID items replaced at member's expense. Code as applicable.

• • 4-05/010.00 - Bank Inspections

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-05/010.00 BANK INSPECTIONS	URN 44	Station detective A	Personnel receiving a request for a security inspection from a bank shall obtain the name, address, and telephone number of the bank as well as the name and title of the bank official making the request. A station detective will make the inspection with a representative appointed by the station commander from the concerned station area. The Bank Security Inspection Form will be used by the station detective to report this inspection and make recommendations. Code 441 - Routine bank inspection.

• • 4-05/015.00 - Battery

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-05/015.00 BATTERY			
Adults only involved and suspect identified	SH-R-49 URN 14	Station/unit patrol I	Victims may be directed to court to sign complaint. Court deputy will handle. **NOTE:** Report to be active if arrest made or complaint signed Code 144 - Battery.
Adults only involved and suspect not identified	SH-R-49 URN 14	Station/unit detective A	Code 144 - Battery.
Adults only involved and suspect identified occurring within a county park or recreational facility	SH-R-49 URN 14	Parks patrol I	Victim’s may be directed to court to sign complaint. Court deputy will handle. **NOTE:** Report to be active if arrest made or complaint signed. Code 144 - Battery.

Adults only, on-view arrest	SH-R-49 URN 14	Station/unit patrol A	Code 144 - Battery.
Adults only, on-view arrest occurring within a county park or recreational facility	SH-R-49 URN 14	Parks patrol A	Code 144 - Battery.
Against peace officer/firefighter occurring within a county park or recreational facility	SH-R-49 URN 14	Parks detectives A	
Child beating			See "Child Abuse."
Juvenile Victim or Subject			See "Juveniles."
Prisoner Involved			See Crimes Involving under "Prisoners."

• • 4-05/020.00 - Bicycles

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-05/020.00 BICYCLES			
Grand theft or petty theft as only crime	SH-R-49 or SH-CR-85 URN 08 or 38	Station/unit detective A	Code 086 - Grand theft, bicycle Code 386 - Petty theft, bicycle

All other cases; lost, stolen, found, or recovered	SH-R-49 or SH-CR-85 URN 44	Station/unit detective A	Code as required by type of crime involved. Submit additional reports and assign as required by circumstances. Serialized stolen bicycles to be entered into the Stolen Bicycle System (APS).

• • 4-05/025.00 - Bigamy

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-05/025.00 **BIGAMY**	SH-R-49 URN 32	Station/unit detective A	Code 321 - Bigamy.

• • 4-05/030.00 - Boats

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-05/030.00 BOATS			All boating accidents and/or incidents which occur on those waters outside this state's jurisdiction are the exclusive responsibility of the U.S. Coast Guard. The state's jurisdiction includes all waters landward from the three mile limit in the Pacific Ocean and includes a three-mile limit around the off-shore islands. All violations of federal law occurring on those waters, as indicated above, are the exclusive responsibility of the FBI, Treasury Department, Drug Enforcement Administration, etc. When any such boating accident and/or incident or violation of Federal law is discovered by, or brought to the attention of, this Department, immediate notification shall be made to the appropriate federal agency; however, this does not abrogate or limit this Department's responsibility to render all possible aid to persons and/or vessels in distress, or to render assistance when so requested by competent authority. **NOTE:** State criminal statutes do not apply on waters under exclusive jurisdiction of the United States.
Accident/incident, --death or disappearance of person as aresult of	SH-R-49 URN 49 SH-R-12 (if applicable)URN 40	Homicide Bureau A	The following procedures shall apply to all boating accidents and/or incidents which occur on the waters within this state's jurisdiction involving the death or disappearance of a person. If in our jurisdiction, notify Homicide Bureau and Special Enforcement Bureau immediately. Notify Emergency Services Detail and the U.S. Coast Guard, Sector Los Angeles/Long Beach (800) 221-8724 or (310) 521-3801 (if applicable), as soon as possible, and give the following information: • Date, time, and location of occurrence (approximate position and distance from known landmarks and compass headings, if available); • Registration number or name of the vessel as documented; • Names of victims; • Contact information of handling deputy or detective; and • Request for assistance, if needed.

			Notification to the Coast Guard is required for all accidental deaths occurring aboard commercial vessels. The person making the notification shall record the notification time and date, as well as the name and rank or title of the person contacted. This information shall be included in the deputy's report. Code 494 - Person dead, recreational accident or see person missing (40). In all cases involving the death or disappearance of a person from a vessel, the report shall include the following: • Date, time, and location of occurrence (approximate position and distance may be necessary); • Name of each person who died or disappeared; • Registration number or name of the vessel as documented; and • Names and addresses of the owner and operator. In all cases involving the death or disappearance of a person from a vessel, a copy of the approved report shall be forwarded to the State of California, Department of Boating and Waterways, 2000 Evergreen Street, Suite 100, Sacramento, California 95815, Fax (916) 263-0703. In all boating accidents, when there is a crime which is connected with the boating accident, but not a part of the accident itself (e.g., robbery, burglary, possession of narcotics, weapons violations, etc.), a crime report shall be made. (Refer to appropriate sections of Case Assignment and Reporting Volume.)

--As a result of scuba diving			In all cases involving death or disappearance, of person(s) as a result of scuba diving from a vessel only, the above procedures shall be followed. In those cases involving death, disappearance, or injury of person(s) as a result of scuba diving other than from a vessel, see appropriate classification under "Person Dead," "Person Missing," or "Accidents, Miscellaneous."Above notification shall be made within 24 hours of occurrence.
--Injury involved			See section 4-19/015.00 - Person Injured/Ill - Boating Accident.
--Reports, owner/ operator responsibility			Concerned operator(s) or owner(s) shall be advised that a written report shall be submitted on the California Boating Accident Report (Form A-1), provided by the Department of Boating and Waterways, directly to the State of California, Department of Boating and Waterways, 2000 Evergreen Street, Suite 100, Sacramento, California 95815, within 48 hours if: • A person dies within 24 hours of the occurrence; • A person dies or disappears; • A person is injured requiring medical attention beyond first aid; and • The total property damage is in excess of $500 or involves the complete loss of a vessel.
--Miscellaneous			In all other cases involving injury or property damage, the report is to be made within 5 days of occurrence. In all boating accidents and/or incidents where no crime is committed (e.g., property damage, fire, injury to person, lost or found property, citizen complaint or negligent operation, etc.), an incident report shall be made. Refer to appropriate sections of the Case Assignment and Reporting Volume.

Registered; Stolen, Embezzled	DBW SVR-5a URN 08 or 33	Station/unit detective A	Send a broadcast via JDIC to Orange County Sheriff's Office, Ventura County Sheriff's Office and XLOC (all of Los Angeles County). Embezzled boats – Station/unit detectives shall authorize the state notification and a JDIC message when warrant obtained, 752 H&N Code. Code as applicable: 080 - Grand theft - boat. 330 - Embezzlement - felony. Station/unit detectives will handle investigation of the case. In cases where loss is under $400, use retention (1) and code as applicable: 165 - Embezzlement - misdemeanor. 382 - Petty theft - boat. Make entry into DOJ Automated Boat System (ABS). DMV has a boat registration file with CF numbers for reference only.
--Lost	DBW SVR-5a URN 44	Station/unit detective A	Make entry into DOJ ABS. Code 442 - Lost property.

--Recovered, impounded,stored, released	DBW SVR-5b URN 73	Station/unit detective A	If recovery of Department reported stolen use original URN. Boats on trailers found in violation of existing ordinance or upon complaint shall be stored by the tow agency servicing station/unit area. CHP-180 is the complaint report for trailers, DBW SVR-5b is the complaint report for boats. BOATS AFLOAT: Marina del Rey Station Only: Recovered or impounded for violation of existing ordinance or upon complaint shall be placed in custody of the harbormaster at a county facility until released to the owner after payment of fees due; which shall be assessed and collected by an agent of the Sheriff based on an approved fee schedule and proof of ownership. DBW SVR-5b is the complaint report. Fees collected shall be deposited to the Sheriff's Miscellaneous Fund. Two months after all efforts have been made to notify owners of boats stored at a county facility, those boats shall be considered abandoned and assigned to Central Property for disposition. All other stations/units: Recovered or impounded on bodies of water under county jurisdiction for violation of existing ordinance or upon complaint shall be stored at available commercial facilities adequate for safeguard, until released to the owner. Owner of vessel shall be responsible for payment of fees incurred by such storage. DBW SVR-5b is the complaint report. Code as applicable: 732 - Boat recovered (LASD jurisdiction). 733 - Boat recovered (Other jurisdiction). 735 - Boat stored/impounded.

Unregistered, grand theft, petty theft	DBW SVR-5a URN 08 or 38	Station/unit detective A	On theft of a vessel, the station/unit shall send a broadcast via JDIC to Orange County Sheriff's Office, Ventura County Sheriff's Office and XLOC (all of Los Angeles County). Boats not having CF or registration numbers, but which have an inscribed Owner Applied Number (OAN), i.e., Driver's License or Social Security Number, may be input into DOJ Automated Boat System, using the OAN. Code as applicable: 080 - Grand theft - boat. 382 - Petty theft - boat.
Unregistered, found property, lost property, etc.	DBW SVR-5b URN 44	Station/unit detective A	On loss of a vessel, the station/unit shall send a broadcast via JDIC to Orange County Sheriff's Office, Ventura County Sheriff's Office and XLOC (all of Los Angeles County). Notification to owners regarding recovered or found boats shall be made by the station/unit detectives, as applicable. **NOTE:** If recovery of Department reported stolen item, use original crime URN. Code as applicable: 442 - Property lost/found/recovered. 447 - Abandoned boat.

• • 4-05/035.00 - Bombs

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-05/035.00 BOMBS			See "Explosives" and volume 5, chapter 6.

• • 4-05/040.00 - Bond Surrender

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-05/040.00 BOND SURRENDER	SH-R-49 URN 44	Custody Division IRC - CJ/SBI I	Only IRC or SBI to accept prisoners who were released on bond from the county jail system. **NOTE:** Stations/units to refer all surrenders to IRC or SBI. Code 440 - Other - noncriminal.

• • 4-05/045.00 - Bookmaking

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-05/045.00 BOOKMAKING			See "Vice."

• • 4-05/050.00 - Bunco

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-05/050.00 BUNCO			See Trick or Device under "Theft."

• • 4-05/055.00 - Burglary

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-05/055.00 BURGLARY			Burglary cases shall be assigned as "Active" (A) or "Pending" (P). The "Pending" action is to be used when there is no in-custody or named suspect. "Pending" cases shall remain in this category unless activated by the station/unit detective supervisor or investigator; or when six months have elapsed, they will automatically be considered to be inactive. If a gun is taken, use the statistical code, 830 Firearm related incidents, which will assign a zero (0) retention code. All serialized articles shall be entered into the appropriate CJIS or NCIC data file. For statistical codes on "Burglary," see the following: • Burglary, residence 061-069 (06); • Burglary, other structure 071-079 (07); • Burglary, vehicle 340-345 (34); • Burglary, locker burglary 350-351 (35); • Burglary, boat 360-361 (36); • Burglary, aircraft 370-371 (37).
Aircraft	SH-R-49 URN 37	Station/unit detective A or P	Airplane need not be locked to constitute burglary. Copy to Aero Bureau. Code as applicable. Code 370 - Aircraft burglary. Code 371 - Attempt aircraft burglary.

Automatic Teller Machines (ATMs), Theft of	SH-R-49 URN 07 or 08	Major Crimes Bureau/Metro A	When the burglary involves the theft of an actual ATM Machine. Immediate notification to Major Crimes Bureau. Metro Detail will respond. After hours notification to the Metro Detail lieutenant through Sheriff's Headquarters Bureau.
Business, public building or residence	SH-R-49 URN 06 or 07	Station/unit detective A or P	Assign cases that are not separately listed to station/unit detectives. See burglary codes.
Cargo			See Cargo under "Theft."
Checks (blank or completed), check protector stolen			Follow instructions under "Worthless Documents."
Coop			See "Shed" under this classification.
Explosives taken	SH-R-49 URN 06 or 07	Arson/Explosives Detail A or P	Notify Arson/Explosives Detail immediately.
Firearms taken	SH-R-49 URN 06 or 07	Station/unit detective A or P	Patrol to initiate immediate JDIC broadcast regarding serial number and description of firearm. If Department-issued, SRD to Central Supply/Logistics Warehouse at STARS Center.
Garage	SH-R-49 URN 06 or 07	Station detective A or P	See burglary codes.
Government property:			

--County employees suspected	SH-R-49 URN 07	Station/unit detective A	Code as applicable.
--Sheriff's facility, office or equipment in area NOT policed by Sheriff	SH-R-49 URN 07	Station/unit detective A	Code as applicable.
--Sheriff's facility, office or equipment in contract city, and unincorporated area	SH-R-49 URN 07	Station/unit detective A	Code as applicable.
--Other county or government agency	See under appropriate crime classification		Code as applicable.
Industrial metal taken	SH-R-49 URN 07	Station/unit detective A or P	Copy of report to Major Crimes Bureau, Metal Theft Detail.
Livestock taken	SH-R-49 SH-CR-581 URN 07	Station/unit detectives A or P	See "Livestock."
Magazines (powder/explosives)	SH-R-49 URN 07	Arson/Explosives Detail A or P	Immediate notification to Arson/Explosives.
Narcotics (controlledsubstances) taken	SH-R-49 URN 07	Station/unit detective A or P	Copy to Narcotics Bureau, station/unit crew.

Phone booth	SH-R-49 URN 35	Station/unit detective A or P	Code 350 - Phone booth burglary.
Safes:			
--Attempted entry	SH-R-49 URN 07	Station/unit detective A or P	
--Entry by explosives, torch, or drill	SH-R-49 URN 07	Station/unit detective A or P	When explosives used, notify Arson/Explosives Detail immediately.
--Entry by rip, peel, or pry (manual force)	SH-R-49 URN 07	Station/unit detective A or P	
--Found safe, entered by explosives, torch, or drill	SH-R-49 URN 07	Station/unit detective A or P	When explosives used, notify Arson/Explosives immediately.
--Found safe, other	SH-R-49 URN 07	Station/unit detective A or P	
--Haul away	SH-R-49 URN 07	Station/unit detective A or P	
School or playground	SH-R-49 URN 07	Station/unit detective A or P	

Shed, stable, or coop	SH-R-49 URN 07	Station/unit detective A or P	
Tack (saddle,harness, bridle, etc.)	SH-R-49 SH-CR-581 URN 07	Station/unit detective A or P	See "Livestock."
Till taps	SH-R-49 URN 08 or 38	Station/unit detective A or P	Till taps occurring outdoors are not burglaries; they are to be reported as grand or petty thefts. If crime is a burglary, use 07 classification.
Miscellaneous burglary	SH-R-49 URN 06	Station/unit detective A or P	Codes 061-079.

• Chapter 6 - Letter "C"

• • 4-06/003.00 - Cannabis

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-06/003.00 CANNABIS			**This section does not cover medical marijuana (cannabis) and/or state or county licensed dispensaries, transportation, and cultivation of cannabis.** Narcotics Bureau shall be notified by phone only if the arrest involves a sizeable amount of cannabis or there are unusual circumstances of the arrest. If the cannabis violation is an infraction or misdemeanor and there is a citable **traffic law violation** (infraction) also involved, the individual shall be issued one citation incorporating the traffic law infraction and the cannabis infraction or misdemeanor.

Possession Possession of 28.5 grams or less of cannabis and/or 8 grams or less of concentrated cannabis	SH-CR-66 SH-CR-607 URN 18	Patrol A	Handling possession of cannabis incidents are based on the person's age. **21 years of age or older**, it is **legal** to possess 28.5 grams or less of cannabis and/or 8 grams or less of concentrated cannabis. **18 to 20 years of age**, possessing 28.5 grams or less of cannabis and/or 8 grams or less of concentrated cannabis: 11357(a)(2) H&S – Infraction The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 189 – Cannabis (marijuana) infraction **17 years of age and under**, possessing 28.5 grams or less of cannabis and/or 8 grams or less of concentrated cannabis: 11357(a)(1) H&S - Infraction The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 189 – Cannabis (marijuana) infraction

Driving/ Vehicles Driving under the influence	SH-CR-66 SH-CR-607 URN 18	Patrol/station Traffic A	Operating a vehicle while under the influence of cannabis – All ages: 23152(f) VC – Misdemeanor Operating a vehicle while under the influence of cannabis and alcohol – All ages: 23152(g) VC – Misdemeanor Codes: 240 – Drunk driving alcohol and marijuana (cause injury or death) 244 – Drunk driving alcohol and marijuana 246 – Drunk Driving Marijuana
Smoking/ Ingesting in Vehicle	SH-CR-66 SH-CR-607 URN 18	Patrol/Station Traffic A	Smoking or ingesting any cannabis or cannabis product while **driving** a vehicle: 23221(a) VC – Infraction Smoking or ingesting any cannabis or cannabis product while a **passenger** in a driven vehicle: 23221(b) VC - Infraction The cannabis used in the violation shall be seized as evidence and handled per Department evidence procedures. Code 189 – Cannabis (marijuana) infraction
Open container	SH-CR-66 SH-CR-607 URN	Patrol/station Traffic A	Cannabis or cannabis products which have been opened or have a seal broken, or loose cannabis flowers not in a container must be on the **driver's person**:

	18		23222(b)(1) VC – Infraction Exceptions: 1. May be in the trunk of the vehicle. Per 23225(a)(2) VC – if the vehicle does not have a trunk, the container (no loose flowers) shall be kept in some other area of the vehicle that is not normally occupied by the driver or passenger – a utility compartment or glove compartment shall be deemed to be within the area occupied by the driver and passenger. 2. Does not apply to persons with medical marijuana cards and both of the following apply: a. Person is carrying a current card or physician's recommendation, and b. The cannabis is in a sealed, resealed, or closed container (no loose flowers). A person riding in the **passenger** seat or compartment of a vehicle, boat, vessel, aircraft, or other vehicle used for transportation may not possess an open container or open package of cannabis or cannabis product: 11362.3(a)(4) H&S – Infraction The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 189 – Cannabis (marijuana) infraction

Schools/Day Care/Youth Center Possess, smoke, or ingest on school grounds	SH-CR-66 SH-CR-607 URN 18	Patrol A	**18 years of age or older** cannot possess, smoke, or ingest cannabis and/or concentrated cannabis on school grounds (kindergarten through 12th grade) during class hours or a school-related program: 11357(c) H&S – Misdemeanor The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 188 – Cannabis (marijuana) misdemeanor **17 years of age or younger** to possess, smoke, or ingest cannabis and/or concentrated cannabis on school grounds (kindergarten through 12th grade) during class hours or a school-related program: 11357(d) H&S – Infraction The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 189 – Cannabis (marijuana) infraction

Possess, smoke, or ingest on day care/youth center	SH-CR-66 SH-CR-607 URN 18	Patrol A	**18 years of age of older** – a person cannot possess, smoke, or ingest cannabis or a cannabis product on the grounds of a day care center or youth center while children are present: 11357(c) – Misdemeanor The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 188 – Cannabis (marijuana) misdemeanor **17 years of age or younger** to possess, smoke, or ingest cannabis and/or concentrated cannabis on the grounds of a day care center or youth center while children are present: 11357(d) H&S – Infraction The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 189 – Cannabis (Marijuana) Infraction

Within a 1000 Feet of school/day care/youth center	SH-CR-66 SH-CR-607 URN 18	Patrol A	Smoking cannabis or cannabis products within 1000 feet of a school, day care center, or youth center is an infraction if children are present: 11362.3(a)(3) H&S – Infraction Exception – a private residence or retailer or microbusiness licensed by a local government and only if such smoking is NOT detectable by others on the grounds of the school, day care center, or youth center while children are present. The cannabis used for the infraction shall be seized as evidence and handled per Department evidence procedures. Code 189 – Cannabis (marijuana) infraction
Live Plants Six or less cannabis plants	SH-CR-66 SH-CR-607 URN 18	Patrol A	**21 years of age or older** Cultivation, harvest, drying, or processing of cannabis plants are limited to six plants per residence. Must be on residential grounds, in a locked space, and not visible by normal unaided vision from a public place. Local ordinance may require plants grown indoors at a private residence. See location's local ordinances. Violation of any of the restrictions is an infraction. 11362.2(a) – Infraction The cannabis involved in the violation shall be seized as evidence and handled per Department evidence procedures.

			Code 189 – Cannabis (marijuana) infraction **18 through 20 years of age** It is unlawful for a person 18 through 20 years of age to cultivate, harvest, dry, or process six or less cannabis plants: 11358(b) H&S – Infraction The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 189 – Cannabis (marijuana) infraction **17 years of age or younger** It is unlawful for a person 17 years of age or younger to cultivate, harvest, dry, or process six or less cannabis plants: 11358(a) H&S – Infraction The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 189 – Cannabis (marijuana) infraction

More than six cannabis plants:	Infraction or misdemeanor: SH-CR-66 SH-CR-607 URN 18 Felony: SH-R-49 URN 18	Infraction or misdemeanor: Patrol Felony: Narcotics Bureau A	**18 years of age or older** It is unlawful for a person 18 years of age or older to cultivate, harvest, dry, or process more than six cannabis plants: 11358(c) H&S – Misdemeanor The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 188 – Cannabis (marijuana) misdemeanor A person over 18 years of age could be charged with a **felony** for cultivating, harvesting, drying, or processing more than six cannabis plants if certain conditions exist. See 11358(d) H&S for conditions. **17 years of age or younger** It is unlawful for a person 17 years of age or younger to cultivate, harvest, dry, or process more than six cannabis plants: 11358(a) H&S – Infraction The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 189 – Cannabis (marijuana) infraction

Public Places	SH-CR-66 SH-CR-607 URN 18	Patrol A	Smoking or ingesting cannabis or cannabis products in a **public place** – all ages. Smoking is defined as to inhale, exhale, burn, or carry any lighted or heated device or pipe, or other lighted or heated cannabis or cannabis product intended for inhalation, whether natural or synthetic, in any manner or in any form. Smoke includes the use of an electronic smoking device that creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purposes of circumventing the prohibition of smoking in a place. 11362.3(a)(1) – Infraction The cannabis involved in the violation shall be seized as evidence and handled per Department evidence procedures. Code 189 – Cannabis (marijuana) infraction Smoke cannabis or cannabis products in a location where smoking **tobacco is prohibited**. See definition of smoking above. 11362.3(a)(2) – Infraction The cannabis involved in the violation shall be seized as evidence and handled per Department evidence procedures. Code 189 – Cannabis (marijuana) infraction
Give Away/Sales/ Sells/ Transport	Infraction or misdemeanor:	Infraction or misdemeanor:	It is **lawful** for a person 21 years of age or older to give away, with no

Give Away (Includes Offer to)	SH-CR-66 SH-CR-607 URN 18 Felony: SH-R-49 URN 18	Patrol Felony: Narcotics Bureau A	compensation, to a person 21 years of age or older 28.5 grams or less of cannabis (11362.1(a)(1) H&S) and/or 8 grams or less of concentrated cannabis (11362.1(a)(2) H&S). **Any amount of cannabis** A person 18 years or older gives, furnish, or administers (or offers to) to a minor under 14 years of age is a felony: 11361(a) H&S – Felony The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 187 – Cannabis (marijuana) felony A person 18 years of age or older gives, furnishes, or administers (or offers to) to a minor 14 years of age or older is a felony: 11361(b) H&S – Felony The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 187 – Cannabis (marijuana) felony **28.5 grams of cannabis or less** (does not include concentrated cannabis) – all ages to a person 18 through 20 years of age: 11360(b) H&S - Infraction 1136(b) H&S states that anyone cited with this code shall be issued a citation and not subjected to booking, as long as, they present satisfactory

			evidence of identification and sign the citation with a promise to appear. The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 189 – Cannabis (marijuana) infraction **More than 28.5 grams of cannabis** or any amount of concentrated cannabis is based on age: **17 years of age or younger**: 11360(a)(1) H&S – Infraction The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 189 – Cannabis (marijuana) infraction **18 years of age or older**: 11360(a)(2) – Misdemeanor The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 188 – Cannabis (Marijuana) Misdemeanor
Possession for Sales (Includes Offer to)	Infraction or Misdemeanor: SH-CR-66 SH-CR-607 URN 18	Infraction or Misdemeanor: Patrol Felony: Narcotics Bureau A	This section does not apply to licensed cannabis dispensaries. **18 years of age or older**, it is unlawful to possess cannabis for sale: 11359(b) H&S – Misdemeanor The cannabis shall be seized as evidence and handled per Department evidence procedures.

	Felony: SH-R-49 URN 18		Code 188 – Cannabis (marijuana) misdemeanor With certain criteria, possession for sale may be a felony. See 11359(c) H&S and 11359(d) H&S. **17 years of age and younger**, it is unlawful to possess cannabis for sale: 11359(a) H&S – Infraction The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 189 – Cannabis (marijuana) infraction **21 years of age or older** who possesses cannabis for sale and knowingly hires, employs, or uses a person 20 years of age or younger in unlawfully cultivating, transporting, carrying, selling, offering to sell, give away, preparing for sale or peddling cannabis: 11359(d) – Felony The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 187 – Cannabis (marijuana) felony Narcotics Bureau personnel shall be notified in all situations relating to possession for sale or sale of cannabis where follow-up investigation or the acquisition and service of a search warrant is necessary. Such cases shall be the responsibility of Narcotics Bureau; however, in the event that Narcotics Bureau is unable to pursue the

			investigation in a timely manner, the reporting station/unit may undertake the required investigative effort after Narcotics Bureau establishes that there are no conflicting investigations under way that may constitute hazards. If immediate investigation is necessary and the Narcotics Bureau personnel are unavailable, notify Narcotics Bureau headquarters by phone or, after hours, the Sheriff's Information Bureau (SIB). In situations where the cannabis sales from a specific area or location become chronic, a memorandum detailing the activity shall be prepared, signed by the unit commander, and submitted through channels to Narcotics Bureau headquarters.

Sale of cannabis (Includes Offer to)	Infraction or misdemeanor: SH-CR-66 SH-CR-607 URN 18 Felony: SH-R-49 URN 18	Infraction or misdemeanor: Patrol Felony: Narcotics Bureau A	This section does not apply to licensed cannabis dispensaries. **17 years of age or younger**: 11360(a)(1) H&S – Infraction The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 189 – Cannabis (marijuana) infraction **18 years of age or older**: 11360(a)(2) – Misdemeanor The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 188 – Cannabis (marijuana) misdemeanor With certain criteria, the selling of cannabis may be a felony. See 11360(a)(3) H&S.
Transport for sale (includes offer to and attempt to)	Infraction or misdemeanor: SH-CR-66 SH-CR-607 URN 18 Felony: SH-R-49 URN	Infraction or misdemeanor: Patrol Felony: Narcotics Bureau A	For this H&S section, transport means transport for sale. **28.5 grams of cannabis or less** (does not include concentrated cannabis) – all ages: 11360(b) H&S - Infraction 11360(b) H&S states that anyone cited with this code shall be issued a citation and not subjected to booking, as long as, they present satisfactory evidence of identification and sign the citation with a promise to appear. The cannabis involved in the violation shall be seized as evidence and

	18		handled per Department evidence procedures. Code 189 – Cannabis (marijuana) infraction **More than 28.5 grams of cannabis** or any amount of concentrated cannabis **17 years of age or younger**: 11360(a)(1) H&S – Infraction The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 189 – Cannabis (marijuana) infraction **18 years of age or older**: 11360(a)(2) – Misdemeanor The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 188 – Cannabis (marijuana) misdemeanor With certain criteria, transportation of cannabis may be a felony. See 11360(a)(3) H&S.
Miscellaneous cannabis charges	Misdemeanor: SH-CR-66 SH-CR-607 URN 18	Misdemeanor: Patrol Felony: Narcotics Bureau	**11361(a) H&S** Using a minor to unlawfully transport, carrying, selling, giving away, preparing for sale, or peddling any cannabis or induces a minor to use cannabis: 11361(a) H&S – Felony The cannabis shall be seized as evidence and handled per Department evidence procedures.

	Felony: SH-R-49 URN 18		Code 187 – Cannabis (marijuana) felony **11362.3(a)(6) H&S** Manufacture of concentrated cannabis using volatile solvent: 11363.3(a)(6) H&S – Felony The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 187 – Cannabis (marijuana) felony **11366 H&S** Opening or maintain a place for the purpose of unlawful selling, giving away, or using cannabis: 11366 H&S – Felony/misdemeanor The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 187 – Cannabis (marijuana) felony Code 399 – All other misdemeanors **11366.5(a) H&S** Owner of property for unlawfully manufacturing, storing, or distributing cannabis: 11366.5(a) H&S – Felony/misdemeanor The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 187 – Cannabis (marijuana) felony Code 399 – All other misdemeanors

Synthetic Cannabis	SH-CR-66 SH-CR-607 URN 18	Patrol A	Sells, dispenses, distributes, furnishes, administers, or gives, or offers to sell, dispense, distribute, furnish, administer, or give, or possesses for sale any synthetic cannabinoid compound or any synthetic cannabinoid derivative: 11357.5(a) H&S – Misdemeanor The synthetic cannabinoid compound or any synthetic cannabinoid derivative shall be seized as evidence and handled per Department evidence procedures. Code 188 – Cannabis (marijuana) misdemeanor **Uses or possesses** any synthetic cannabinoid compound or any synthetic cannabinoid derivative: 11357.5(b) H&S – Infraction/ misdemeanor 1st and 2nd offense – Infraction 3rd or more offense – Misdemeanor For definition of synthetic cannabinoid compound or any synthetic cannabinoid derivative see 11357.5(c) H&S. The synthetic cannabinoid compound or any synthetic cannabinoid derivative shall be seized as evidence and handled per Department evidence procedures. Code 188 – Cannabis (marijuana) misdemeanor or

			Code 189 – Cannabis (marijuana) infraction

• • 4-06/005.00 - Carbon Monoxide Poisoning

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/005.00 CARBON MONOXIDE POISONING			See "Poisoning."

• • 4-06/010.00 - Carnivals

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/010.00 CARNIVALS	SH-AD-32A		Secretary to prepare original and three copies. After signature by unit commander, distribute reports as follows: • Original and copy to Major Crimes Bureau; • Copy to concerned division chief; and • Copy to unit commander's file. **NOTE:** Notify Detective Division, Major Crimes Bureau, by telephone, of any carnivals operating in station/unit area and confirm by memo.

• • 4-06/015.00 - Carrying Concealed Weapon

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-06/015.00 CARRYING CONCEALED WEAPON			See "Firearms" for additional information.
Bringing into a jail	SH-R-49 URN 15	Station/unit detective A	If in station/unit area, assign to station/unit detectives. If at Men's Central Jail, LAC/USC Medical Center Jail Wards or while in transit or in court in the non-station areas of the county, assign to Jail Investigation Unit.
Felony (ex-felon or prior weapon law arrest)	SH-R-49 URN 15	Station/unit detective A	Code 151 - Weapon laws - felony.
Misdemeanor	SH-R-49 URN 15	Station/unit patrol A	If juvenile arrested, assign to station/unit detectives. Code as applicable: 150 - Carrying concealed firearm. 152 - Weapon laws, misdemeanor.
Possession of switchblade knife	SH-R-49 URN 15	Station/unit patrol A	Copy of report to station/unit detectives. If juvenile arrested, assign to station/unit detectives. Code 152 - Weapon laws - misdemeanor.

• • 4-06/020.00 - Checks/Check Protectors

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/020.00 CHECKS/CHECK PROTECTORS			See "Worthless Documents" and volume 5, chapter 9.

• • 4-06/022.00 - Chemicals Found/Report of Unknown Substances

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/022.00 CHEMICALS FOUND/REPORT OF UNKNOWN SUBSTANCES			See volume 5, chapter 6.
Chemicals found - suspected clandestine lab (PCP, etc.)	SH-R-49 URN 44	Narcotics Bureau and Scientific Services Bureau A	Patrol to notify Narcotics Bureau immediately. Code 444 - Suspicious circumstances. SRD to Arson/Explosives Detail.

• • 4-06/023.00 - Child Abuse

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/023.00 CHILD ABUSE			The victim's name and address shall not be disclosed of a victim of 273a or 273d PC. All courtesy reports for other agencies are assigned to the station/unit detective and forwarded to the appropriate agency. Child abuse cases shall not be deferred. Protective Custody The Arrested Person’s Child(ren) and Protective Custody form (SH-R-625) shall be completed when children are taken into protective custody. A booking number shall **not** be obtained for a child taken into protective custody. Use "SJ/V" in the appropriate section on the face sheet of the report for a child taken into protective custody only.

Abandonment	SH-R-49 URN 17	Station/unit detective A	Code 171 - Abandonment.
Annoying, child	SH-R-49 URN 13	Station/unit detective SVB A	If perpetrator is not a family member, SRD to Special Victims Bureau. If family member, SRD to station/unit detective. Code 134 - Annoying children.
Child abduction			See child stealing below and kidnapping.

Child abuse, physical	SH-R-49 URN 14	SVB Child Abuse Detail A	On all physical abuse cases, i.e., 273a(a), 273a(b), and 273d P.C., the following shall apply: • Immediately notify by telephone SVB (record message after duty hours); • Provide file number and referral information; • Actual physical examination of a physically abused juvenile is mandatory. A deputy of either sex may examine a juvenile who is three years of age or younger. When the juvenile is four years or older, the examination shall be performed by a deputy of the juvenile's sex or by medical personnel; • Deputies should consider having a witness present when examining children for injuries; • All children residing in the home shall be examined. • Email a copy of the first report to Special Victims Bureau SVB investigators and supervisors are available during off hours via Department Operations Center (DOC) for consultation and response on exceptional and/or newsworthy cases. If a victim is in critical condition, also notify Homicide Bureau. If death occurs, reassign to Homicide Bureau. Code 059 - Child beating, felony. Code 149 - Child beating, misdemeanor.
Child abuse (Suspicious Circs.)	SH-R-49 URN 41	SVB A	Same procedure as child abuse, above. Use only when elements to a crime cannot be established. If the elements of a crime are present or the victims report a crime, suspicious circumstances shall not be used. Code 418 - Suspicious circumstances

Child concealment	SH-R-49 URN 39	Station detective A	Notify station/unit detectives at once. Code 399 - Child concealment. Also see under kidnapping.
Child endangering/child assault	SH-R-49 URN 059/149	Station/unit detective A	273a(a) Felony 273a(b) Misdemeanor Specify the acts that caused the child to be willfully endangered. Copy to Special Victims Bureau. Code 059 - Child assault with aggravated injury. Code 149 - Child assault with non-aggravated injury.
Child Neglect	SH-R-49 URN 17	Station/unit detective A	Copy to Special Victims Bureau. Code 172 - Child neglect.
Child Stealing	SH-R-49 URN 32	Station/unit detective A	Notify station/unit detectives at once. Code 327 - Child stealing. Also see under kidnapping.
Intimidation, child	SH-R-49 URN 14	SVB A	Same procedure as child abuse. Code 149 - Child assault

Sex offenses	SH-R-49 URN 12 or 13	SVB A	In all sex crimes, i.e., 243.4, 261, 261.5, 264.1, 285, 286, 287 (or 288a), 288, 288.2, 288.3, 288.4, 288.5, 289, 266, 207(b), 220, 311.2, 311.3, 311.11, and 647.6 PC (family member or cohabitant) where the victim is under 18 years of age, the following shall apply: • Immediately notify the Special Victims Bureau (record message after duty hours). Investigators and supervisors are available during off hours via Sheriff's Headquarters Bureau for consultation and response on exceptional and/or newsworthy cases; and • Email a copy of the first report to Special Victims Bureau. In 647.6 PC cases wherein the suspect is not a family member or cohabitant, the assignment shall be station/unit detectives. Copy of report emailed to Special Victims Bureau. In those cases involving electronic media, every attempt shall be made to legally confiscate any and all electronic devices/hardware (cellular phones, laptops, digital cameras, thumb drives, computer towers, notebooks, readers, etc.) and placed into evidence. Code as applicable.

• • 4-06/025.00 - Citizen Claims Against County

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-06/025.00 CITIZEN CLAIMS AGAINST COUNTY			When a citizen contacts any Department member and requests information concerning the filing of a claim against the county for injury or property damage, they shall be advised that the Los Angeles County Sheriff's Department "Claim For Damages To Person Or Property" forms (SH-AD-672) are available at any Sheriff's Station or that they may be accessed on the Sheriff's Department public website on the internet. Members shall advise persons submitting a claim that completed forms must be mailed or delivered to the Executive Officer, Board of Supervisors at the address indicated on the bottom of the claim form.

• • 4-06/026.00 - Citizens' Complaints

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/026.00 CITIZENS' COMPLAINTS			For public complaint procedure, see section 3-04/000.00.

• • 4-06/027.00 - Citizens' Complaints Against Other Law Enforcement Agencies

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/027.00 CITIZENS' COMPLAINTS AGAINST OTHER LAW ENFORCEMENT AGENCIES			Citizens will be assisted in communicating complaints regarding police misconduct. Persons who approach any member of the Department with a complaint regarding another agency shall be treated with courtesy and concern. In most instances, providing the complainant with the correct agency to contact may be appropriate. In instances where it is alleged that police misconduct caused significant injury or was a possible criminal offense, a Department supervisor shall make personal contact with a supervisor from the involved agency.

• • 4-06/030.00 - Civil Actions Against Department Employees

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/030.00 CIVIL ACTIONS AGAINST DEPARTMENT EMPLOYEES			See volume 5, chapter 7.

• • 4-06/035.00 - Civil Defense

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/035.00 CIVIL DEFENSE			
Incidents	SH-AD-32A		Report to chief or area commander of concerned division at once by phone. Copies of unit commander's memo to above personnel.
Official air raid warning			The Sheriff's Communications Center shall immediately notify all line and field units by radio, telephone, and/or JDIC message.

Siren malfunction other than on routine test			Make immediate telephone check with the watch commander at the Sheriff's Communications Center to determine if siren activated for official test or warning. Patrol personnel, if dispatched to the location, with special keys shall: • unlock the gate, in the fence surrounding the siren and enter the fenced area; • unlock the red box, mounted at ground level, on one of the siren supports and manually change the "emergency" switch to the "stop" position; and • secure the red box, the gate and resume routine patrol if no unusual circumstances exist which require the continued presence of a patrol car. **NOTE:** Under no circumstances, shall any other physical silencing of the siren be attempted because of the danger from high voltage.

• • 4-06/040.00 - Civil Disturbance

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-06/040.00 CIVIL DISTURBANCE	SH-R-49 URN 21	Station/unit patrol A	When adults only are arrested, cases should be assigned to patrol only. When juveniles only or adults and juveniles both are involved, assign to station/unit patrol and station/unit detectives. Designate SRD copies to the chief and area commander of the concerned division. When the chief administrative ffficer of any state university, college or junior college has declared a state of emergency and requested the assistance of the Department, a separate supplemental report shall be prepared. This report shall contain the number of man-hours expended, by rank; the number of overtime or emergency hours expended, by rank; cost of equipment expended; and cost of replacement or of repair to county property destroyed or damaged. Two copies of this report shall be sent to Fiscal Administration. Code 213 - Unlawful assembly. Code 214 - Riot or rout.
Strike			See "Labor."

• • 4-06/042.00 - Civil Lawsuits Originated by Employees

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/042.00 CIVIL LAWSUITS ORGINATED BY EMPLOYEES			See volume 5, chapter 7.

• • 4-06/043.00 - Civil Suits

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-06/043.00 CIVIL SUITS			See volume 5, chapter 7.

• • 4-06/044.00 - Code 3 Field Operations

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/044.00 CODE 3 FIELD OPERATIONS			See volume 5, chapter 9.

• • 4-06/045.00 - Communicable Disease

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/045.00 COMMUNICABLE DISEASE			
Employee exposed to (AIDS related)	SH-R-426 URN 50	Disability Management Compliance Unit A	Prepare an original and one copy of Form SH-R-426, Hazardous Materials Injury/Toxic Substances/Communicable Disease Exposure Report for each Deputy involved and submit both copies to Disability Management Compliance Unit. Use original URN. If a Reserve Deputy involved, also send a copy to Reserve Forces Bureau. Additional copies to meet Unit needs. **NOTE:** Custody Division personnel refer to Custody Division Order #53. Code 502 - Injury to County Employee.

Sheriff's Deputy exposed to	SH-R-426 URN 50	Disability Management Compliance Unit A	Prepare an original and one copy of Form SH-R-426 for each Deputy involved and submit both copies to Disability Management Compliance Unit. Use original URN. If a Reserve Deputy involved, also send a copy to Reserve Forces Bureau. Additional copies to meet Unit needs. **NOTE:** Custody Division personnel are exempt, provided the Unit Commander determines that adequate documentation is maintained of an employee contact with a communicable disease. Code 502 - Injury to County Employee.

• • 4-06/047.00 - Collisions, Traffic in Contract City

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/047.00 COLLISIONS, TRAFFIC IN CONTRACT CITY			For line procedures, see volume 5, chapter 5. **NOTE:** In all traffic collision cases, when there is another crime connected with the traffic collision but not a part of the collision itself (e.g., robbery, possession of narcotics, carrying concealed weapons, etc.), the crime report and supplements to it shall be under a separate URN. The Traffic Collision Report (CHP-555) and the crime report shall be cross-referenced. Also see Sheriff's Department Vehicles under "Property Damage" for special instructions governing county vehicles and vehicles used on county business by permittees. Immediately notify the Traffic Services Detail on all traffic collisions that are a result of Code-3/pursuit operations. Designate SRD to the concerned area commander and the Traffic Services Detail.

Arrest made:			**NOTE 1:** When a traffic collision results in an arrest for a crime other than a vehicle code violation, the arrest information shall be contained in a separate report under a separate URN. **NOTE 2:** When a traffic collision results in an arrest for any traffic violation related to the collision, the circumstances shall be included in the action section of the traffic collision report. See individual crime for priority and retention period and the statistical code.
-- Adult	CHP-555 URN	Station patrol traffic A	See above.
--Juvenile	CHP-555 URN	Station patrol traffic and station detective A	See above.
Citation Issued: --Adult	CHP-555 URN 25	Station patrol traffic A	One copy of Traffic Collision Report (CHP-555) to Municipal Court if a "Not Guilty" plea results. Code as applicable: 252 - Vehicle laws, felony. 255 - Vehicle laws, misdemeanor.
--Juvenile	CHP-555 URN 25	Station patrol traffic A	One copy of traffic collision report to go with citation to the appropriate Informal Juvenile and Traffic Court. Code under most applicable number, as above.

Discharge of hazardous materials/wastes	CHP-555 SH-R-396 51 or 25	Station patrol traffic A	See volume 5, chapter 6. Scene of collision involving hazardous materials/wastes shall be immediately evacuated and secured. Particular attention shall be given to fire safety and possible noxious gases/vapors. Notify the watch commander, Sheriff's Communications Center, immediately. Traffic Services Detail shall provide assistance as needed in the preparation of transportation of hazardous materials violation cases. Code as applicable: 252 - Vehicle laws, felony. 255 - Vehicle laws, misdemeanor. 512 - Accidental discharge/spills of hazardous materials/wastes.

Fatality	CHP-555 SH-R-364 URN	Station patrol traffic A	Notify Homicide Bureau and Station Traffic Supervisor immediately. Report shall include name of doctor pronouncing death, time of death, coroner's case number and disposition of the body. Copy of report to mortuary as soon as possible. Notification of a death to next-of-kin shall be done in accordance with the instructions listed under "Person Dead" and "Notification of Next-of-Kin" in volume 5, chapter 9. This information shall be included in the action section of the traffic collision report. If county, on-duty permittee or contract city vehicle is involved, immediately notify Traffic Services Detail for possible response by Traffic Collision Response Team. Traffic Services Detail shall provide assistance as needed for investigative support. Designate SRD to Homicide Bureau and Traffic Services Detail. If deputy killed in the line of duty, also complete SH-CR-563. **NOTE:** For manslaughter, use priority 32 and Code 338 - Manslaughter, negligent driving. Other traffic collisions with fatality, use priority 47 and most applicable code.

Hit and Run(felony or misdemeanor)	CHP-555 URN 25	Station patrol traffic A	If victim in critical condition and there is evidence of intentional assault, advise Homicide Bureau of the circumstances. If victim is not in critical condition but there is evidence of intentional assault, case assignment is with Station detectives. If fatality, see fatality. If misdemeanor, no injury and no information, complete CHP-555-03. If a fatal collision or victim is in critical condition and maximum technical expertise is needed to support criminal prosecution, notify Traffic Services Detail for possible response by Traffic Collision Response Team. Code as applicable: 251 - Felony. 250 - Misdemeanor.
--Driver under influence	SH-R-221 CHP-555 24	Station patrol traffic A	In narcotics, dangerous drugs, alcohol or any combination thereof, use Code 975 - Fatality - driver under the influence of narcotics, dangerous drugs or any combination. If narcotics or drugs obtained, make joint assignment with Narcotics Bureau. SRD to Homicide Bureau, Narcotics Bureau and Traffic Services Detail. Code 241 - Drunk driving, felony.
--Employee of any government agency or public utility	CHP-555 URN 47	Station patrol traffic A	Notify agency concerned if serious injury is involved. If a fatal or serious injury collision and County, on-duty permittee or contract city is involved, immediately notify Traffic Services Detail for possible response by Traffic Collision Response Team. Code as applicable: 470 - Collisions, traffic - fatal. 471 - Collisions, traffic with injury.

--Employee of Sheriff's Department	CHP-555 URN 47	Station patrol traffic A	If employee on duty when injured, also prepare Form SH-AD-92, SH-AD-665, and SH-R-257. Immediately notify the Traffic Services Detail on all traffic collisions involving an on-duty employee resulting in ANY bodily injury (including complaint of pain) or any substantial property damage for possible response by the Traffic Collision Response Team. If no injury to parties, see Miscellaneous Administrative Procedures, volume 3 chapter 9. If employee is off duty and prosecution of the employee may result from the collision, immediately advise the watch commander and unit commander, and Traffic Services Detail for review and monitoring of the investigation. Code as applicable, see above. If deputy injured in the line of duty, also complete Form SH-CR-563.
Injury to person			See "Person Injured."
Property damage involved			See "Property Damage" and volume 5, chapter 5, for line procedures.
School bus involved			Notify CHP School Bus Detail immediately by phone. CHP will normally handle the investigation. If CHP requests, station patrol traffic will handle and send one copy of report to CHP. If station handles, use CHP-555, priority 47, retention (9). Code as applicable.

• • 4-06/049.00 - Collisions, Traffic in Other Areas

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-06/049.00 COLLISIONS, TRAFFIC IN OTHER AREAS			For line procedures, see volume 5, chapter 5; also, volume 3, chapter 9.
Another crime involved			In all traffic collision cases when there is another crime connected with the traffic collision but not a part of the collision itself (e.g., robbery, possession of narcotics, carrying concealed weapons, etc.), the crime report and supplements to it shall be under a separate URN. The Traffic Collision Report (CHPâ€‘555) and the crime report shall be cross-referenced. See section on "Property Damage Resulting from Collisions" under Department vehicles for special instructions governing county vehicles and vehicles used on county business by permittees. Immediately notify the Traffic Services Detail on all traffic collisions that are a result of code 3 pursuit operations. Designate SRD to the concerned area commander on code 3 collisions.
Damage to Sheriff's vehicle in non-contract city (includes permittee vehicles on county business)			See "Property Damage" and volume 5, chapter 5, for line procedure.

In unincorporated area			CHP shall handle all traffic collisions in these areas, including collisions on freeways in contract cities and those involving Department vehicles. Immediately notify the Traffic Services Detail on all traffic collisions involving an on-duty employee resulting in ANY bodily injury (including complaint of pain or substantial property damage) for possible response by the Traffic Collision Response Team. A Sheriff's Unit need not respond to a traffic collision in unincorporated areas unless one of the following circumstances is involved: • This Department receives a specific request from CHP to assist on the traffic collision (e.g., extended ETA, serious injury, etc.); • An alleged hit and run fatality is reported under circumstances which raise doubt that the death was accidental or attributable to the collision; • Sheriff's personnel or vehicles are involved; and • Violations of the penal code or county ordinances exist in conjunction with the collision.
Sheriff's Department vehicle involved in fatal collision in unincorporated area	SH-AD-665 SH-R-257 SH-R-49 URN 47	Homicide Bureau A	CHP will handle normal collision reporting. Notify Homicide Bureau immediately in all cases wherein a fatality has occurred or is imminent. The required first report shall be a narrative explanation of the collision. Also, see "Property Damage." Immediately notify the on-call Traffic Services Detail Sergeant for possible response by Traffic Collision Response Team. Code 470 - Collision, traffic - fatal. Follow procedures outlined in volume 5, chapter 5.

• • 4-06/050.00 - Community Relations

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-06/050.00 COMMUNITY RELATIONS	See under appropriate crime classification		Any member of this Department who becomes aware of a potentially explosive situation in any area of the county, or who senses that a problem is developing which might be prevented by action of the Sheriff's Headquarters Bureau, shall submit information in writing, through channels, to that bureau. When field units require the assistance of a member of the Sheriff's Headquarters Bureau at the scene of an arrest or incident, the request is to be made directly to that bureau. When adults or juveniles are involved in cases coming to the attention of this Department and investigation reveals conflict with radical, religious, ethnic or minority groups, designate SRD to Sheriff's Headquarters Bureau. Cases handled in the field shall be the subject of a memo to the unit commander and a copy of the memo shall be forwarded to Sheriff's Headquarters Bureau.

• • 4-06/055.00 - Computers

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/055.00 COMPUTERS			
Automatic Teller Machines (ATMs)	SH-R-49 URN 08 or 38	Station/unit detective A	An incident report shall be taken from a representative of the agency maintaining the ATM when a theft either by unlawful use of an "Access Card" or by malicious vandalism when the incident occurs in the jurisdiction of this Department. Enter access card number into Automated Property System (APS). Code 089 - Grand theft, other. Code 389 - Petty theft, other.

Automatic Teller Machines (ATMs), theft of	SH-R-49 URN 07 or 08	Major Crimes Bureau/Metro A	Theft of an actual ATM Machine, in total. Immediate notification to Major Crimes Bureau. Metro Detail will respond. After hours notification to the Metro Detail Lieutenant through Sheriff's Headquarters Bureau.
Computer/theft by use of			See "Theft, Petty/Grand."
Data/information and computer networks/system	SH-R-49 URN 33	Forgery/Fraud Detail A	Deputy taking report shall immediately notify Forgery/Fraud Detail. After hours notification shall be made through Sheriff's Headquarters Bureau. Refer to 502 PC, which includes: • Unauthorized access, • Alteration, • Deletion, • Damage, • Destruction, • Disruption. **NOTE:** 502 PC is not to be used for incidents involving Automatic Teller Machines. See "Automatic Teller Machines." Code 339 - All other felonies.

• • 4-06/058.00 - Confidential Reports

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/058.00 CONFIDENTIAL REPORTS			See section 4-01/020.60.

• • 4-06/060.00 - Conspiracy

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/060.00 CONSPIRACY	SH-R-49 URN 32	Station/unit detective A	Code 322 - Conspiracy.

• • 4-06/061.00 - Constitutional Rights

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/061.00 CONSTITUTIONAL RIGHTS			See volume 5, chapter 7.

• • 4-06/062.00 - Consumer Fraud

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/062.00 CONSUMER FRAUD			
Consumer complaints	SH-CR-569(English) or SH-CR-569A(Spanish) 11	Forgery/Fraud Detail A	When it appears that immediate action by patrol is inappropriate, request complainant to complete the Consumer Fraud Questionnaire. Refer to line procedures, volume 5, chapter 9. Code as applicable.

• • 4-06/070.00 - Correspondence

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-06/070.00 CORRESPONDENCE			If a record is desired of outgoing correspondence from the Department, an URN will be assigned if there is not a file number for reference. Examples of use are: • Letters of clearance, • Immigration and passport, • Disposition desk correspondence, • Transmission of legal papers to county counsel's office. Priority 44 and retention, as applicable. Code 440 - Other - noncriminal.

• • 4-06/075.00 - Counterfeit

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-06/075.00 COUNTERFEIT (Currency, coins, US Warrants, etc.)	SH-R-49 URN 30 or 31	Station/unit detective A	Mail copy of report and any small quantity ($200 or less) of counterfeit notes to local office of the U.S. Secret Service. Comply with special instructions from Secret Service concerning the mailing of larger quantities. Telephone information to local office, duty agency, for any of the following: • Arrests or detentions for passing or possessing counterfeit money; • Any situation involving the passing or finding of two or more counterfeit notes; • Any situation, even if only one counterfeit note is involved, where there are current investigative leads such as license number or name of suspect; and • Any information received relating to individuals involved in a counterfeit operation. DOJ requires MO data. Code 302 - Counterfeiting - federal documents Code 308 - Federal offenses - not involving money. Code 316 - Federal offenses - involving money.

• • 4-06/080.00 - Courtesy Reports

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/080.00 COURTESY REPORTS			For more general information, see under section 4â€‘01/020.35 and section 4-01/060.10.
For other agencies	See under appropriate crime classification	A	All reports taken for agencies other than the Department will be the same assignment and URN as active cases for our own Department. Do not assign to other agencies. Notify the other agency of the report as soon as possible on routine matters. In situations of an emergent nature, an immediate telephonic notification shall be made to the concerned agency. Report to be headed "Courtesy Report for _____Department." Make a note at the

			end of report stating "Copy to _____," and indicate whether copy was mailed or a JDIC message sent. Prior to inactivating the report, the Sheriff's Unit receiving the case assignment shall follow up the case to ensure that the concerned agency has received a copy of the report and is handling the investigation. Such information shall be indicated in the supplemental report. When a stolen vehicle report is involved, it is the responsibility of the station/unit taking the courtesy report to enter the vehicle into SVS, (refer to section 5-01/040.00 Courtesy Stolen Vehicle Reports), send the report via JDIC to the other police department and mail the original signed copy of Form CHP 180, along with a copy of the message sent to SVS, to them. Under certain limited circumstances, it is necessary for stations/units to enter courtesy stolen vehicle reports into SVS using the station's/unit's ORI and CLETS mnemonic. In order for these vehicles to be removed from SVS (for re-entry into SVS by the handling agency), the concerned agency must send a removal request via JDIC teletype. These teletypes must minimally include: • agency sending request; • description of vehicle to be removed; • reason for the removal of the vehicle from SVS; and • person authorizing the removal request and their phone number. **NOTE:** The only person authorized to request this removal are auto theft detectives and station/unit watch commanders. A copy of this removal teletype shall be retained with the courtesy stolen vehicle report. **NOTE:** Do not accept reports on cases involving embezzled or fraudulently obtained vehicles - refer victim to correct agency.

For other L.A. Sheriff's stations/units	See under appropriate crime classification	A	Prepare as though a station/unit case, assign URN from concerned station/unit and mark "Courtesy Report for _____ Station/Unit." Hand-deliver these reports, when necessary, to concerned station/unit for court or other expedient reason. When a stolen vehicle report is involved, mark the Form CHP 180 "Courtesy Report for _____Station/Unit," assign URN from concerned station/unit and send JDIC message of Form CHP 180 to concerned station/unit. Enter stolen data to SVS under code number for concerned station/unit and notify concerned station/unit that entry has been made and content of message to SVS. Original of Form CHP 180 is to be imaged with copy of message to SVS. If other than above, mail copies to concerned station/unit.
From other agencies	See under appropriate crime classification	A	Report is made up in Sheriff's format from other agency's report and assigned an URN. If applicable, enter into SVS.

• • 4-06/085.00 - Curfew

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/085.00 CURFEW			See "Loitering."

• Chapter 7 - Letter "D"

• • 4-07/000.00 - Dangerous Drugs

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-07/000.00 DANGEROUS DRUGS			See "Narcotics and Dangerous Drugs."

• • 4-07/005.00 - Debit Cards

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-07/005.00 DEBIT CARDS			Debit cards (physically resembling credit cards) allow a consumer to purchase goods/services by electronically transferring money from the consumer's bank account to the retailer's bank account, without using a check.
Found			See “Found Property” - Other.
Loss of, by cardholder	SH-R-49 URN 44	Station/unit detective A	Lost property incident reports shall be taken from a debit card holder detailing the loss or misplacement of a debit card. Advise the person to immediately notify the issuing agency by phone and in writing. Debit cards cannot be entered into the Automated Property System (APS). Prepare SH-CR-609 if no workable information. Code 444 - Miscellaneous - noncriminal lost property.
Taken in burglary, robbery, etc.	See under appropriate crime classification		Where debit cards are among the items taken in a burglary, robbery, theft, etc., include this information in the report. Advise victim to notify issuing agency. Debit cards cannot be entered into the Automated Property System (APS).

• • 4-07/010.00 - Defrauding Innkeeper

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-07/010.00 DEFRAUDING INNKEEPER	SH-R-49 URN 16	Station/unit patrol A	Code 161 - Defrauding innkeeper (felony or misdemeanor)

• • 4-07/015.00 - Deputy Killed or Injured in Line of Duty

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-07/015.00 DEPUTY KILLED OR INJURED IN THE LINE OF DUTY			See "Assault," "Battery," "Shots Fired at Deputy" or "Accident, Traffic," whichever is applicable. **NOTE:** SRD copies of all reports to Return to Work Unit.

• • 4-07/016.00 - Deputy's Daily Worksheet

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-07/016.00 DEPUTY'S DAILY WORKSHEET			See volume 5, chapter 9.

• • 4-07/017.00 - Desertion

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-07/017.00 DESERTION			See "AWOL."

• • 4-07/018.00 - Diplomatic and Consular Officials

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-07/018.00 DIPLOMATIC AND CONSULAR OFFICIALS Diplomatic officers			A diplomatic officer (e.g., Ambassador, Minister, Secretary, and Attache) is afforded the highest level of immunity. They are exempt from arrest or detention and are immune from all criminal (and most civil) prosecution by the host state. Family members forming part of the household of diplomatic officers, as recognized by the Department of State, enjoy the same privilege and immunities. For additional information, see volume 5, chapter 9.
Consular officers			Consular officers (e.g., consuls-general, deputy consuls-general, consuls, and vice consuls) are not liable to arrest or detention pending trial except, in the case of a grave crime (felony offense) and pursuant to a warrant.
-Families and servants			Consular officials and their families of certain countries may enjoy higher levels of immunity based on special bilateral agreements with certain exceptions, family members and servants of consular officers cannot claim immunity. Handle situation with appropriate courtesy and respect. Release subject upon positive identification. If juvenile, release to parent consular officer. Seek formal complaint when necessary. **NOTE:** Notify International Liaison Section immediately in the event that this Department and a diplomatic officer, consular officer, or member of his family or personal staff are involved. A complete and detailed statement in memorandum shall be directed to the Sheriff, through channels, and a copy forwarded to the International Liaison Section of the Sheriff's Headquarters Bureau and the Major Crimes Bureau.

-Traffic violation			Deputies shall examine the credentials and exercise discretion based upon the nature of the offense, and/or the surrounding circumstances. It is the policy of the Department not to issue citations, but rather to warn of dangers and impress upon the subject that your actions are to care for his safety and the safety of others. Stopping a diplomat or consular officer for a traffic violation and issuing a traffic citation does not constitute an arrest or detention and is permissible. Should a citation be issued in aggravated cases and the consular officer refuses to sign, forward the complete citation with a detailed memorandum to the Office of the Sheriff and the Sheriff's International Liaison Unit.
-Driving while under the influence			The primary consideration shall be that the consular officer is not a danger to himself or the public and should not be handcuffed. Sobriety tests may be offered in accordance with local procedures, but may not be required or completed. The following options may be used by deputies. • Arrange for transportation of the officer to his home or office; • Summon or allow the individual to summon a friend or relative to drive; and • Voluntarily transport him to the station or other location where he can recover sufficiently to drive. Consular officials may be cited for the above offense and detained pending the release to a responsible party if deemed necessary.
-Vehicle registration			Vehicles owned by foreign missions or foreign service personnel are registered with the Department of State Office of Foreign Missions and display distinctive red, white and blue license plates. Vehicles assigned to diplomatic or consular officers will have license plates labeled with the word diplomat or consul. Vehicles owned by honorary consuls may have California license plates with an honorary consul label. Driver identity or immunity status should not be presumed by the type of license plate displayed on the vehicle.

• • 4-07/020.00 - Disasters

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-07/020.00 DISASTERS			
Major earthquakes, floods, etc.			For line procedures, see volume 5, chapter 6, and EOP Manual.
Major fires, explosions, etc.	SH-R-49 URN 33 or 44	Arson/Explosives Detail A	Also see "Explosions." Notify Arson/Explosives Detail immediately. Copies of report to chief and area commanders of concerned division. Code 445 - Fire - non-criminal. For "Arson," see codes 270-279.
Red Cross assistance request			When a unit commander ascertains that the services of the Red Cross are required in a natural disaster or a war-caused disaster or on proclamation of a "State of Extreme Emergency" by the government and there is a question as to which Red Cross Chapter would have jurisdiction in the disaster area, contact the Sheriff's Communications Center and have them contact the Red Cross Coordinating Agency and request the service of the Red Cross in the designated area.
Tidal wave(seismic wave)			When tidal wave advisory messages or warnings are received by the Sheriff's Communications Center, the watch commander shall notify appropriate station watch commander and duty officer, Sheriff's Civil Defense Coordinator, and if he is not available, the Sheriff's Headquarters Bureau, and shall broadcast verbatim all tidal wave advisory and warning messages to all law enforcement agencies in the county.

• • 4-07/025.00 - Disorderly Conduct

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-07/025.00 DISORDERLY CONDUCT			
Begging, adult	SH-R-49 URN 39	Station patrol A	Use "Disorderly Conduct" followed by words which describe the subsection. Code 399 - Misdemeanor, miscellaneous.
Begging, adult, occurring within a county park or recreational facility	SH-R-49 URN 39	Parks patrol A	
Begging, juvenile			See "Juveniles."
Drunk, adult	SH-R-49 URN 20	Station patrol A	Also see procedures on permissive release of prisoners on written promise to appear. **NOTE:** If a person arrested for 647(f) PC (Disorderly Conduct - Drunk/Alcohol) requests a chemical test, a breath test shall be administered. When this Department intends to seek prosecution, a breath test may be administered if the handling deputy determines it is warranted. Code 201 - Drunk. Code 202 - Drunk, drugs.
Drunk, adult, occurring within a county park or recreational facility	SH-R-49 URN 20	Parks patrol A	
Drunk, juvenile			See "Juveniles."
Lewd Conduct			See "Vice."

Lodger	SH-R-49 URN 21	Station patrol A	Code 215 - Vagrancy - 647(c), 647(e) and 647(h) PC.
Loitering about restrooms			See "Vice."
Loitering about schools			See "Sex Offenses."
Prostitution			See "Vice."
Prowler	SH-R-49 URN 21	Station patrol A/I	Copy of report to station detectives when adult is arrested or when an adult is identified but not arrested. If arrest is made or prowler identified, make active and assign URN with four-year retention. Code 216 - Prowling - 647(g) PC.
Vagrancy	SH-R-49 URN 22	Station patrol A/I	Copy of report to station detectives when an adult is arrested or when an adult is identified but not arrested. Code 221 - Loitering/begging.
Vagrancy occurring within a county park or recreational facility	SH-R-49 URN 22	Parks patrol A/I	Copy of report to park detectives when an adult is arrested or when an adult is identified but not arrested. Code 221 - Loitering/begging
Wearing mask	SH-R-49 URN 39	Station detective A	Code 399 - Wearing mask or disguise for unlawful purposes - 185 PC.

• • 4-07/030.00 - Disturbing the Peace

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-07/030.00 DISTURBING THE PEACE			
Adult, arrested	SH-R-49 URN 21	Station patrol A	Code 212 - Disturbing the peace.
Adult, identified but not arrested	SH-R-49 URN 21	Station patrol I	Victim may be referred to court deputy for complaint. Code 212 - Disturbing the peace.
Adult, suspect unknown	SH-R-49 URN 21	Station detective A	Code 212 - Disturbing the peace.
Juvenile, as subject or victim	SH-R-49 URN 21	Station patrol A/I	Case shall be assigned to station patrol when all the following apply: • Victim is a juvenile; • Suspect is an adult who has been identified; and • There appears to be no further investigation needed. Victim's parents to be referred to the area court deputy for the signing of a complaint. Cases which do not meet the above conditions shall be prepared on SH-R-231 with an URN and assigned to station detectives as an active case. Code 212 - Disturbing the peace.
Phone calls, disturbing	SH-R-49 URN 21	Station detective A	Prepare SH-CR-609 if no workable information. Code 217 - Telephone annoyances - 653(m) PC.

Phone calls, lewd or lascivious	SH-R-49 URN 21	Station detective A	Prepare SH-CR-609 if no workable information. Code 217 - Lewd or obscene telephone calls - 653(m) PC.

• • 4-07/033.00 - Domestic Violence

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-07/033.00 DOMESTIC VIOLENCE	SH-R-49 URN	Station detective	See volume 5, chapter 9. "Domestic Violence" means abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or a person with whom the suspect has had a child or is having or has had a dating or engagement relationship. "Abuse" means intentionally or recklessly causing or attempting to cause bodily injury or placing another person in reasonable apprehension of imminent serious bodily injury to themselves, or another. A "weapon" for the purpose of Domestic Violence reporting shall include any object capable of inflicting injury. This includes hands, fists, feet, and any other body part. “Dominant Aggressor” means the person determined to be the most significant, rather than the first, aggressor. In all Domestic Violence reports, the deputy shall: • Document any observed signs that the alleged abuser was under the influence of alcohol and/or a controlled substance; • Document if any law enforcement agency (including LASD) has previously responded to a domestic violence call at the same address involving the same suspect and victim; • Inquire whether firearms or other deadly weapons are present at the location and if they were used or threatened to be used. Include the results of the inquiry and any injuries in the narrative;

- Inquire if the victim was strangled or suffocated by the alleged abuser during the incident and document the results of the inquiry;
- If firearms or other deadly weapons are confiscated, document all weapons and receipt numbers;
- Document the name and date of birth of all children living at the location, and indicate all children who were present during the incident;
- Contact the Department of Children and Family Services (DCFS) and initiate a suspected child abuse report (SCAR) if the child is a witness, a victim, or is potentially at risk. The SCAR number provided is to be noted in the report;
- Offer an Emergency Protective Order (EPO) to the victim and document the results (if the victim refuses the EPO, the deputy has the discretion to obtain an EPO on the victim's behalf without the victim's consent if the deputy believes the victim is still in danger); and
- Document that a Family Abuse Intervention Resource (FAIR) brochure, Report Information brochure, and the Victim Information and Notification Everyday (VINE) brochure was given to the victim at the scene.

Listed below are guidelines to be followed when assigning a statistical code to cases of Domestic Violence:

050 If a dangerous or deadly weapon is used or there are serious injuries (broken ones, internal injuries, or injuries requiring stitches) to the victim which could have been caused by a personal weapon (such as hands, fists, or feet).

146 If a personal weapon (such as hands, fists, or feet) is used and there are no visible or minor injuries to the victim.

175 If the Domestic Violence is criminal in nature, but no weapon was used and there are no physical injuries to the victim (e.g., stalking, violation of court order, or vandalism).

449 Noncriminal Domestic Violence is when there may have been arguing, etc., but there is no evidence of

			physical force. Therefore, the elements required to classify that a crime occurred do not exist. 708 Suspicious Circumstances, Possible Domestic Violence is to be used when the victim claims domestic violence occurred, but there are no visible elements or evidence sufficient to classify the incident as a crime.
Criminal domestic violence	SH-R-49 URN	Station detective A	"Criminal" Domestic Violence is domestic violence involving an arrestable violation of the law. See under appropriate crime classification. Code as applicable.
Noncriminal domestic violence	SH-R-49 URN 449	Station patrol I	"Noncriminal" Domestic Violence is domestic violence where a specific crime has not been committed, but there is reasonable apprehension of imminent serious bodily injury by one of the involved parties. Code 449 - Miscellaneous, noncriminal.

• • 4-07/035.00 - Driving Under the Influence

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-07/035.00 DRIVING UNDER THE INFLUENCE			
Conviction of 23152 CVC three times within seven years			Request certified copy of driver's history from DMV; upon receipt deliver to the district attorney's office for incorporation in the file.
Diplomatic or consular officials involved			See "Diplomatic and Consular Officials."

Minors under 21 driving with a BAC of .01% or greater			See "Vehicle Code Violations - Miscellaneous."
On-view arrests	SH-R-221 SH-137MC or SH-CR-493 DMV DL 367 URN 24	Station patrol A	Request status and record check from DMV for prior conviction record. On all cases involving DMV Form DL 367, give complete name or names of subject; if out-of-state driver's license, indicate state of issuance; give date of birth; list circumstances which led to belief the arrested person was driving under the influence of intoxicating liquor; if suspect refuses any chemical test, quote refusal verbatim; if sample taken after refusal, so indicate; arresting officer must actually sign the report, otherwise it is invalid. Send original of the form to DMV. Attach copy of the arrest report to the original of Form DL 367 before submitting it to DMV. If it is a juvenile who is the drunk driver, assign to station detectives under an URN. Code as applicable: 241 - Drunk driving, alcohol/drugs, felony (cause injury or death). 242 - Drunk driving, alcohol or drugs. 243 - Drunk driving, alcohol at .08 or above. 245 - Drunk driving, drugs only. Joint assignment with Narcotics Bureau only when evidence (drugs, narcotics, narcotics paraphernalia) obtained. Evidence should include injection wounds indicative of drug usage. Urine and/or blood samples are not to be considered evidence for joint assignment.

On-view arrest, with injury as result of traffic accident in contract city	CHP-555 SH-R-221 SH-137MC or SH-CR-493 DMV DL 367 DMV DL 367A URN 24 or 25	Station patrol A	Request status and record check from DMV for prior conviction record. On all cases involving DMV Form DL 367, give complete name or names of subject; if out-of-state driver's license, indicate state of issuance; give date of birth; list circumstances which led to belief the arrested person was driving under the influence of intoxicating liquor; if suspect refuses any chemical test, quote refusal verbatim; if sample taken after refusal, so indicate; arresting officer must actually sign the report, otherwise it is invalid. Send original of the form to DMV. Attach copy of the arrest report to the original of Form DL 367 before submitting it to DMV. If it is a juvenile who is the drunk driver, assign to station detectives under an URN. Code as applicable.

• • 4-07/040.00 - Dumping

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-07/040.00 DUMPING			
Citation issued	SH-R-49 URN 39	Station patrol A	Report is in addition to citation. Original copy of citation to accompany court copy of report. Code 399 - Misdemeanor - miscellaneous.
Citation not issued	SH-R-49 URN 39	Station detective A	Prepare SH-CR-609 if no workable information. Code 399 - Misdemeanor - miscellaneous.
Illegal dumping/ discharge/spills of hazardous materials/wastes(not	SH-R-49 SH-R-396 URN 51	District Attorney Environ. Crimes Unit	See section 5-06/080.00. Immediately evacuate and secure the area. Give

traffic related)			particular attention to fire safety and possible noxious gases/vapors. Deputies shall not handle dangerous chemicals, materials, or waste. District Attorney Environmental Crimes Unit may provide assistance as needed. If traffic accident related, see section 4-06/047.00. Code as applicable: 511 - Illegal dumping of hazardous materials. 512 - Accidental discharge/spills of hazardous materials/wastes. Pursuant to Section 25180.7, California Health and Safety Code, any information regarding illegal or threatening discharge of hazardous waste that is likely to cause substantial injury to the public health or safety shall be reported to the Board of Supervisors and Department of Health Services within 72 hours. Knowing and intentional failure to report an illegal or threatening discharge is punishable as a felony. **NOTE:** Reporting of such information is not required when otherwise prohibited by law, or when law enforcement personnel have determined that such disclosure would adversely affect an ongoing investigation or when the information is already public knowledge within the locality affected by the discharge or threatening discharge. Deputy personnel shall prepare an SH-R-49 for each reported incident. District Attorney personnel shall evaluate and investigate each reported incident to determine if it meets the criteria for disclosure to appropriate agencies. All reports shall be processed with priority and forwarded immediately to the District Attorney Environmental Crimes Unit, who is responsible for making the appropriate notifications within the statutory 72-hour time limit.

Accidental discharge/spills of hazardous materials/wastes	Station patrol		Same as above. SRD to District Attorney's Environmental Crimes Unit.

• Chapter 8 - Letter "E"

• • 4-08/005.00 - Embezzlement

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-08/005.00 EMBEZZLEMENT			
Property			See "Theft."
Embezzled vehicle	SH-R-49 CHP-180 URN 33	Station/unit detective A	See Line Procedures for further information under "Stolen Vehicles - Theft Through Fraud" and "Embezzled Vehicles." (See volume 5, chapter 1.) DO NOT ENTER EMBEZZLED VEHICLES INTO SVS, EXCEPT IN THE CASE OF AN EMBEZZLEMENT INVOLVING A BREACH OF A LEASE OR RENTAL AGREEMENT. When it is determined the vehicle is stolen, station/unit detectives will authorize entry of the stolen vehicle into SVS and NCIC and the release of the stolen report. In the case of an embezzlement involving a breach of a lease or rental agreement, the vehicle shall be entered into SVS immediately and note in the miscellaneous field “Embezzled Vehicle.” Code 330 - Embezzlement - felony.

• • 4-08/010.00 - Emergency Aid Plan

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-08/010.00 **EMERGENCY AID PLAN**			See volume 5, chapter 9.

• • 4-08/013.00 - Emergency and Disaster

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-08/013.00 **EMERGENCY AND DISASTER**			See volume 5, chapter 9.

• • 4-08/015.00 - Erroneous Release

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-08/015.00 **ERRONEOUS RELEASE**	SH-R-49 URN 44	MCB A	Code 443 - Erroneous release. For additional information on mandatory notifications in the event of an erroneous release or escape, please see 4-08/020.00, Escapes; 5-03/185.05, Escape Prior to Booking; and, 5-03/185.10, Escape After Booking and Erroneous Release.

• • 4-08/020.00 - Escapes

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-08/020.00 **ESCAPES**			

Juvenile, escape from Sheriff custody	SH-R-77 URN 32	Station/unit detective A	Supplemental to original report. The station/unit shall be responsible for the apprehension of the juvenile and the cancellation of all broadcasts. Code 323 - Escape.
Juvenile, runaway from county detention facility			See "Juveniles."
Juvenile, runaway from SODA facility			See "Missing or Found Persons."
Mental institutions, from			See "Mentally Ill Persons."
Prisoners:			
-Adult	SH-CR-507 URN 32	MCB A	Unit from which escape occurred shall immediately notify the Sheriff's Information Bureau and Major Crimes Bureau by phone. The Sheriff's Information Bureau shall immediately notify the Los Angeles County District Attorney's Command Post of all inmate escapes, erroneous releases, and captures. In addition, the Sheriff's Information Bureau shall notify the watch commander of the arresting agency/station/unit and request that the investigating officer contact Major Crimes Bureau without delay. The concerned unit's clerical staff shall immediately enter the escaped inmate's personal information into JDIC/AJIS so the "VINE" system will be updated and activated. An emergency broadcast shall be made immediately to areas where prisoner may be located by unit from which escape occurred; in case of a custody facility, by the station/unit initiating the first report and investigation. With the watch commander's approval, a temporary felony want, entry level one, shall be sent via JDIC. First report to be sent via JDIC to Major Crimes Bureau. Subject shall be entered into WPS and NCIC Wanted Persons File. **NOTE:** The classification of "escape" shall be used in conjunction with prisoners only when the person has been:

			• arrested and booked (booked is interpreted by the D.A. to mean either fingerprinted, booking number issued or photograph taken by Department personnel). A prisoner is considered “booked” only after the receiving facility’s booking procedures have been completed and the prisoner has been accepted; • formally charged with or convicted of a felony or misdemeanor. Includes arrest on a warrant or persons remanded to the custody of the Sheriff by the court; • committed as an inebriate as specified in section 4532 PC; and/or • Taken into custody by this Department from another agency or being transported to or from court, a custody facility, or any Sheriff's holding area. When any prisoner who falls into any of the four groups above is booked, an immediate telephone notification shall also be made to the Inmate Reception Center (IRC) and Main Control, Men’s Central Jail (MCJ). Notification shall include the booking numbers. For purposes of this section, an arrestee shall be deemed “not booked” if he/she escapes while in transit to the booking facility and/or prior to acceptance at a facility. **NOTE:** Escapees shall, when arrested, be rebooked when charged with an escape or attempted escape. See volume 5, chapter 3. Designate SRD copy to Custody Division Administration when escape is from a county correctional facility. Code 323 - Felony - escape adult.
Non-booked: escape after remand by magistrate	SH-R-49 URN 39	MCB A	When an adult is remanded by a magistrate and escapes prior to being booked, the classification of escape shall be used (836.6(a) P.C.). Refer to section 5â€‘03/185.05 for further information.

Non-booked: escape in the field, prior to booking	See under appropriate crime classification		When an adult arrested in the field escapes from custody of the arresting officer prior to being booked, the classification of the report shall indicate the crime for which the person was arrested. The charge of escape (836.6(b) P.C.) shall be added. Refer to section 5-03/185.05 for further information. **NOTE:** Escapes in the field prior to booking are not handled by the Major Crimes Bureau. Assignment will be to the unit specified for the original (arrest) crime. If it is a station/unit patrol assignment the escape shall be handled by station detectives.

• • 4-08/025.00 - Explosions

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-08/025.00 EXPLOSIONS			
Bombing with explosives	SH-R-49 URN 33	Arson/Explosives Detail A	Notify Arson/Explosives Detail immediately. Notify the fire department if this has not already been done. Bomb reports shall be marked, "Not for Press Board." A copy of all "explosions" reports shall be forwarded to Major Crimes Bureau in addition to other distribution. Code 333 - Unlawful use of explosives.
Other	SH-R-49 URN 33	Arson/Explosives Detail A	Notify Arson/Explosives Detail immediately. Normally does not include fireworks, firecrackers, etc. See "Fireworks." A copy of all "explosions" reports shall be forwarded to Major Crimes Bureau in addition to other distribution. Notify the fire department if this has not already been done.

• • 4-08/030.00 - Explosives/Booby Traps

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-08/030.00 EXPLOSIVE/BOOBY TRAPS		Arson/Explosives Detail A	Also see "Fires" and volume 5, vhapter 6. Explosives other than fixed ammunition are not to be stored at the station/unit except in emergency under advice of Arson/Explosives Detail. The following safety measures shall be taken when explosives/booby traps are found and must be disposed of: • areas containing explosives/booby traps shall be roped off, posted, and guarded; • unnecessary handling shall be avoided; • advice from Arson/Explosives Detail shall be obtained prior to moving or transporting any explosives; • a radio transmitter shall never be operated within 300 feet of an electric blasting cap; • all radio transmitters shall be turned off within 800 feet of any known electric blasting operations; and • when electric blasting caps are transported in a radio transmitter equipped vehicle, the radio transmitter shall be turned off prior to the transportation. If compelling circumstances indicate the need for confidentiality, make reports confidential.
Bomb, booby trap found/ reported:			

- County building in civic center			Immediately notify the Los Angeles Police Department and Fire Department for handling. Also, immediately notify Arson/Explosives Detail, and the Sheriff's Headquarters Bureau (operational log). A copy of all "explosives" reports shall be forwarded to Major Crimes Bureau in addition to other distribution. Code 151 - Booby trap Code 339 - Bomb, found or reported. Code 328 - False report of a bomb.
- In unincorporated or contract cities	SH-R-49 URN 33	Arson/Explosives Detail A	Immediate notification by telephone to Arson/Explosives Detail, Sheriff's Headquarters Bureau for an operational log entry, and the fire department. A copy of all "explosives" reports shall be forwarded to Major Crimes Bureau in addition to other distribution. Code as above.
Bomb threat:			
- County building in civic center	SH-R-49 URN 33	Arson/Explosives Detail A	Immediately notify the Los Angeles Police Department and Fire Department for handling. Also, immediately notify Arson/Explosives Detail and the Sheriff's Headquarters Bureau for a Sheriff's operational log entry. SRD all "explosives" reports to Major Crimes Bureau in addition to other distribution. Code 339 - Bomb, found or reported. Code 328 - False report of a bomb.
- In unincorporated or contract cities	SH-R-49 URN 33	Station/unit detective A	SRD all "explosives" reports to Arson/Explosives and Major Crimes Bureau in addition to other distribution. Code as above.

Found or recovered, military or commercial	SH-R-49 URN 44	Arson/Explosives Detail A	Notify Arson/Explosives Detail immediately by telephone or radio. A copy of all "explosives" reports shall be forwarded to Major Crimes Bureau in addition to other distribution. Code 442 - Property Found or Recovered.
Illegal manufacturing, sale, or possession of bombs or explosives	SH-R-49 URN 33	Arson/Explosives Detail A	Notify Arson/Explosives Detail immediately by telephone. A copy of all "explosives" reports shall be forwarded to Major Crimes Bureau in addition to other distribution. Code as above.

- Nuclear bomb or device	SH-R-49 URN 32 or 33	Arson/Explosives Detail A	EOP 4-3 shall apply to all such incidents. The Department employee, sworn or civilian, who receives notification of the threat shall immediately inform his unit or station commander or the watch commander in the absence of the unit or station commander. No other person shall be informed as to the information received, except in strict accordance with EOP 4-3. The unit commander or watch commander shall make immediate notification to the Emergency Operations Bureau Commander or his designee and the Arson/Explosives Detail. The EOB Commander may be reached during normal business hours by calling (323) 980-2200. After normal duty hours, request that the Sheriff's Headquarters Bureau contact the EOB Commander or his designee by phone or pager, advising him to call back to a specific informant. The purpose of the contact is not to be revealed to Sheriff's Headquarters Bureau personnel. If a bomb or device is found and suspected of being nuclear, the deputy making the discovery shall treat it as if there is radiation leakage. He shall then follow the procedures outlined in volume 5, chapter 5 and the EOP Manual. A copy of all reports involving reported, threatened, or actual nuclear bombs shall be sealed, confidentially addressed and hand-carried to the EOB Commander and the Major Crimes Bureau.

Suspicious package possible bomb, found hoax (facsimile) bomb, booby trap	SH-R-49 URN 33	Arson/Explosives Detail I	DO NOT HANDLE PACKAGE! Notify Arson/Explosives Detail immediately by phone and follow their instructions. Facsimile (hoax) bombs are devices manufactured to look and function like bombs, but don't possess all the qualities of an actual bomb. The case shall be assigned to the Arson/Explosives Detail for investigation. A copy of all "explosives" reports shall be forwarded to Major Crimes Bureau in addition to other distribution. Code as applicable.

• • 4-08/035.00 - Extortion

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-08/035.00 EXTORTION			REPORTS SHALL BE STAMPED CONFIDENTIAL. The safety of the victim is the major concern. Immediately notify station/unit detectives, who shall have the primary assignment in extortions wherein the threat is against property or other material goods. In life-threatening situations or other exceptional instances where a coordinated Department response may be necessary, the primary unit of assignment will be Major Crimes Bureau, Metro Detail. Do not dispatch a patrol car or uniformed deputies unless ordered to do so by station/unit detectives or Major Crimes Bureau personnel. If a real fear exists for the victim's safety after the first stages of the station/unit detectives' investigation is completed, notify Major Crimes Bureau immediately. If any questions exist regarding an extortion or kidnapping for the purpose of extortion, the safety of the victim, policy or procedures, or the availability of Department resources, contact Major Crimes Bureau. After duty hours notify the Metro Detail Lieutenant through Sheriff's Headquarters Bureau.
Victim not in physical danger; threat is against property only; arrest made	SH-R-49 URN 32	Station/unit detective and MCB A	Code 324 - Extortion.
Incidents where a real fear exists for the victim's safety or exceptional circumstances	SH-R-49 URN 32	MCB A	Station/unit detectives shall notify Major Crimes Bureau immediately. Preliminary investigation shall be conducted by station/unit detectives pending arrival of Major Crimes Bureau. Station/unit detectives to write appropriate report covering their activity and assist Major Crimes Bureau as needed. Code 324 - Extortion.

• Chapter 9 - Letter "F"

• • 4-09/005.00 - False Impersonation

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-09/005.00 FALSE IMPERSONATION			
False impersonation of another to obtain credit or any item of value (identity theft).			See "Worthless Documents" (4-26/020.00) under "Unlawful Use of, Card Holder Reporting Usage," and under "False Application."
False impersonation of peace officer or fire department member	SH-R-49 URN 39	Station/unit detective A	SRD to Sheriff's Headquarters Bureau and Internal Affairs Bureau, if applicable. Code 399 - False Impersonation.
Unauthorized impersonation of member of fire department or fire marshal	SH-R-49 URN 39	Station/unit detective	An SRD to Sheriff's Headquarters Bureau and Internal Affairs Bureau, if applicable. Code 399 - False impersonation.
Unauthorized wearing of badge and/or uniform of peace officer	SH-R-49 URN 39	Station/unit detective A	SRD to Sheriff's Headquarters Bureau and Internal Affairs Bureau, if applicable. Code 399 - False impersonation.
Wearing of U.S. military uniform	SH-R-49 URN 30	Station/unit detective A	Station/Unit Detectives shall notify the FBI. Code 308 - Federal offenses without money.

• • 4-09/007.00 - False Identification to Evade Proper Identification or Arrest

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-09/007.00 FALSE IDENTIFICATION TO EVADE PROPER IDENTIFICATION OR ARREST	SH-R-49 URN 39	Station/unit detective A	Code 399 - False identification.
Use of forged or counterfeit government documents	SH-R-49 URN 39	Station/unit detective	Code 399 - Assign to station/unit detective those cases where false identification to evade proper identification or arrest is the only crime.
Use of forged or counterfeit government documents	SH-R-49 URN 10	Commercial Crimes Bureau/Fraud Detail	Assign to Forgery/Fraud Detail those cases where forged or counterfeit documents are used in the commission of a forgery or identity theft crime.

• • 4-09/010.00 - Firearms

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-09/010.00 FIREARMS			For line procedures, see volume 5, chapter 9.
Carrying concealed			See "Carrying Concealed Weapon" and volume 5, chapter 9 and 16530 PC.
Carrying loaded firearm in public place	SH-R-49 URN 15	Station/unit patrol A	Code 152 - Weapon laws, misdemeanor. Code 151 - Weapon laws, felony. If prior felony or prior weapon law arrest, then it becomes a felony.

Displayed in threatening manner	SH-R-49 URN 15	Station/unit patrol A	Also see "Carrying Concealed Weapon." Code 152 - Weapons law - misdemeanor.
Felony offense: -sawed-off rifle, shotgun, possession of weapons with serial number altered or obliterated, etc.	SH-R-49 URN 15	Station/unit detective A	Code 151 - Weapons law - felony.
Found	SH-R-49 URN 44	Station/unit detective A	All DOJ/AFS (Automated Firearms System) entries and inquiries are to be sent directly into the system by the reporting unit. If recovery of county-issued and owned weapon, use original report number and follow procedures outlined in Volume 3, chapter 3. SRD to Central Supply/Logistics Warehouse at STARS Center. If recovery of Department firearm, use original URN and send copy of report to County Auditor-Controller, Audit Division, and designate SRD copies to Fiscal Administration and to the Advanced Training Bureau, Weapons Training Section, Attention: Range Master. Code 442 - Found property.
License/permit to carry a concealed weapon			See volume 5, chapter 9, for "Application to Carry Concealed Weapon."
License/permit to transport, possess, or operate machine guns			Applicants for license or permit shall be referred to DOJ.

Lost	SH-R-49 URN 44	Station/unit detective A	If Department firearm, send copy of report to County Auditor-Controller, Audit Division and designate SRD copies to Fiscal Administration and to the Advanced Training Bureau, Weapons Training Section, Attention: Range Master. Code 442 - Lost property. If Sheriff's Department-issued, SRD to Central Supply/Logistics Warehouse at STARS Center.
Misdemeanor	SH-R-49 URN 15	Station/unit patrol A	Code 152 - Weapons law - misdemeanor.
Private security guards, firearm statute	SH-R-49 URN 15	Station/unit Patrol A	Appropriate action should be taken by patrol personnel when a violation is encountered, which may consist of issuing a Notice to Appear Form (SH-CR-66) and seizing the weapon as evidence. If public safety is a factor, arrest the subject. The incident report should reflect any comments made by the violator indicating that his employer knew of and condoned the illegal status. If, prior to adjudication, the violator presents the registration and certification cards to the court deputy, the seized firearm may be returned. Court deputy to file the complaint. SRD to License Detail. Charge shall be 25850 PC, Illegal Possession of Firearm. Code 152 - Weapons law - misdemeanor.

-Alarm company agents			Any person whose duties include altering, installing, maintaining, moving, repairing, replacing, or servicing an alarm system has authority to carry a weapon while responding to an alarm, whether in uniform or not, or while on duty awaiting an alarm, if in uniform. Such employee shall be subject to citation or arrest for violation of 25850 PC if he is not in possession of both the firearms qualification card and the registration card.
-Guards of contract carriers			All guards of contract carriers operating armored vehicles, hired on or after 1-1-77, must have a firearms qualification card. Such employees are subject to citation or arrest for violation of 25850 PC if they are not in possession of the firearms qualification card.
-Guards of messengers of common carriers			Any person employed by a common carrier bank or other financial institution, who is involved in the shipment, transportation or delivery of money, treasure, bullion, bonds, etc., may carry a weapon. Such employee is subject to citation or arrest for violation of 25850 PC if he is not in possession of a firearms qualification card.
-Private investigators, private patrol operators and security guards			Any person employed as a private investigator or any person employed by a private patrol operator or any lawful business as a security guard or private patrol person, whether in uniform or not, while acting within the course and scope of his employment, may carry a firearm while on duty. Such employee shall be subject to citation or arrest for violation of 25850 PC if he is not in possession of both the firearms qualification and registration cards.

-Prohibited possession - seizure/surrender	SH-R-49 URN 15	MCB	For line procedures, see volume 5, chapter 9, Prohibited Possession - Seizure/Surrender of Assault Weapons. Upon receiving notification from DOJ of prohibited registration/possession of assault weapon, immediately notify the Major Crimes Bureau. Surrendered Firearms Receipt form (SH-CR-627) issued to person surrendering firearm. Obtain person's signature on the receipt if possible. Code 151 - Weapons laws, Felony.
Purchase Authorization			Section 26950 PC does not exempt peace officers from the 15-day waiting period on gun purchases unless a letter of authorization is approved by the employee's division chief or division director and signed by the Sheriff. The valid need to circumvent the waiting period shall apply only to a duty weapon or an authorized off-duty weapon.
Recovered	SH-R-49 URN 44	Station/unit detective A	If county issued and owned weapons, use original URN and follow procedures outlined in volume 3, chapter 3. SRD to Central Supply/Logistics Warehouse at STARS Center. If Department firearm, use original URN and send copy to County Auditor-Controller, Audit Division, and designate SRD copies to Fiscal Administration and to the Advanced Training Bureau, Weapons Training Section, Attention: Range Master. **NOTE:** See additional information under "Firearms - Found" and under "Property - Recovered". Code 442 - Recovered property.

Registration	SH-CR-113 (For Department Use Only)		Stations will no longer enter handgun or long gun registrations into the Automated Firearm System (AFS) for the general public. Each Station shall provide DOJ Notice of Voluntary Firearm Registration forms to the general public upon request.
Requests to assign and stamp serial numbers on firearms (gun renumbering)	SH-R-49 URN 44	Arson/Explosives Detail A	All persons requesting that serial numbers be assigned to pistols, revolvers or long guns shall be directed to Arson/Explosives Detail. Code 440 - Other, noncriminal.
Surrendered	SH-R-49 URN 44	Station/unit detective A	Complete Surrendered Firearms Receipt form (SH-CR-627); obtain owners signature if possible. Code 440 - Other, noncriminal.
Tests of firearms			At the discretion of the detective, firearms taken into custody shall be forwarded to the crime lab for test purposes.
Theft of	SH-R-49 URN 08	Station/unit detective A	Grand Theft includes all firearms regardless of value. See applicable code. If the firearm is the personal property of a deputy or is a county issued firearm, follow procedure in volume 3, chapters 2 and 3. If Sheriff's Department-issued, SRD to Central Supply/Logistics Warehouse at STARS Center. If Department firearm, send copy to County Auditor-Controller, Audit Division, and designate SRD copies to Fiscal Administration and to the Advanced Training Bureau, Weapons Training Section, Attention: Range Master.

Violations of any law or regulation relating to: Manufacture, sale or possession of automatic weapons or heavy weapons and silencers	SH-R-49 URN 30	Station/unit detective A	The station/unit detective assigned the case shall cause the weapon or silencer to be transported to the firearms identification section of the Scientific Services Bureau, who shall determine if the weapon or silencer is a violation. The Federal Alcohol, Tobacco and Firearms Agency (ATF) shall also be contacted to ascertain whether the suspect has a permit for the weapon or silencer. ATF will send a certified copy of the suspect's permit status to the investigator. Code 308 - Federal offenses, weapons.

• • 4-09/015.00 - Fires

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-09/015.00 FIRES			Notification shall be made to Arson/Explosives Detail by telephone as soon as possible regarding any fire that requires a written report. Type of investigation to request: • Immediate: When suspect is present or arrested, when incendiary evidence may be destroyed or contaminated if investigation is delayed or when there is loss of life or injuries are critical. • Routine: When suspicious circumstances are involved or when no critical injury is involved. Fire reports are not required when the loss is less than $7,500 and the cause is clearly accidental. A report is necessary, regardless of loss, when there is suspected arson, another crime and/or any suspicions of foul play. Field supervisors should monitor fire calls whenever possible.
Accidental fires with damage less than $7,500			Log entry necessary.

Arson, possible arson, malicious burning, incendiary bombing			See "Arson."
Bombing, explosives			See "Explosives."
Brush fires			See "Disasters."
Damage to public utility or to public property	SH-R-84 URN 27	Arson/Explosives Detail A	If person injured, assignment to Arson/Explosives Detail, but if dead body, assignment is joint with Homicide Bureau. SH-R-49 required in addition to SH-R-84. Code 275 - Arson - community/public property. **NOTE:** If person dead, use priority 49, code 496.
Fire bombs, molotov cocktails:			
- Found	SH-R-49 URN 44	Arson/Explosives Detail	Code 334 - Possession of destructive device.
- Thrown, fire started			See "Arson."
- Possession	SH-R-49 URN 33	Arson/Explosives Detail A	Code 334 - possession of destructive device.
Fires, other than above and damage is $7,500 or more	SH-R-84 URN 44	Arson/Explosives Detail A	Code 445 - Fire, noncriminal or see "Arson."
Person dead as a result of fire			See "Person Dead."

Person injured as a result of fire	SH-R-49 SH-R-84 URN 27	Arson/Explosives Detail A	Notify Arson/Explosives Detail immediately by phone. If arson, code as applicable.
Vehicle, burned recovered stolen/embezzled	SH-R-84 URN 27	Arson/Explosives Detail A	A separate URN shall be obtained for the arson, using the RD and location where the vehicle was recovered. Notify Arson/Explosives Detail and request either an immediate or routine investigation. Cross reference the URN for the Stolen/Recovered vehicle. Code 277 - Arson, motor vehicle
Vehicle (suspicious) in fire area	SH-CR-169 (FIR)		When assigned to mountain areas, brush areas or other fire hazard areas, the Deputy shall submit a report whenever he deems a vehicle or its occupants suspicious or requiring further checking. Special attention should be given to vehicles with a lone occupant. Copy of report to be sent to Arson/Explosives Detail.
Vehicles, felonious burning	SH-R-84 URN 27	Arson/Explosives Detail A	Code 277 - Arson, motor vehicle.
Vehicles, routine	SH-R-84 URN 44	Arson/Explosives Detail A	Code 445 - Fire, noncriminal.

• • 4-09/020.00 - Fireworks, Illegal Manufacture, Sale, Discharge or Possession Of

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-09/020.00 FIREWORKS, ILLEGAL MANUFACTURE, SALE, DISCHARGE OF POSSESSION OF	SH-R-49 URN 39	Station/unit detective A	Code 399 - Misdemeanor - miscellaneous.

• • 4-09/025.00 - Fish and Game Violation (Citation Issued)

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-09/025.00 FISH AND GAME VIOLATION (CITATION ISSUED)	SH-R-49 SH-CR-66 URN 39	Station/unit patrol A	Copy of report to local fish and game department. Code 399 - Misdemeanor - miscellaneous.

• • 4-09/030.00 - Food Stamps

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-09/030.00 FOOD STAMPS			Person arrested by this Department has in his possession: • Food stamps without the required identification card; • Numerous loose stamps; or • Stamps amounting in value to more than $150. The arresting deputy will forward a memo containing all the details of the contact to the U.S. Department of Agriculture.

• • 4-09/032.00 - Force, Use Of

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-09/032.00 FORCE, USE OF	SH-R-438P (Rev. 12/07) URN Use statistics code and retention from crime report. If no crime report, use stat code 505.	Unit commander	Responsibility for documentation of force usage is shared by the employee using force, the immediate supervisor and the watch commander/supervising lieutenant. If the incident requires an incident report, the employee(s) using force shall describe and explain the justification for the use of force in the first report and in supplemental reports as appropriate. If no crime report is required, the employee may be required to write a memo describing and justifying the force. The immediate supervisor shall complete a "Supervisor's Report on Use of Force" (SH-R-438P / Rev.01/13) for each force incident, including the information on every employee who used force, and shall interview witnesses, take photos and interview the medical personnel who treat the suspect. The watch commander/supervising lieutenant is responsible for interviewing the suspect, completing the Watch Commanders Review section of the SH-R-438P, which details the results of the force review and recommends whether further action or investigation is warranted, and assembling a force review package. **NOTE:** If the force incident results in a Force/Shooting Response Team roll-out, the SH-R-438P is completed by the Internal Affairs Bureau team members. See 3-10/100.00 for more details.

• • 4-09/035.00 - Forgery

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-09/035.00 FORGERY			See "Worthless Documents."

• • 4-09/040.00 - Fortune Telling

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-09/040.00 FORTUNE TELLING Information	SH-R-49 URN 39 SH-AD-32A	MCB A	Notify Major Crimes Bureau immediately by phone. Code 399 - Misdemeanor - miscellaneous. Confidential memo. Secretary to prepare original and two copies. After signature by station/unit commander, distribute in envelopes marked "Confidential" as follows: Original to Major Crimes Bureau; one copy to Chief, Detective Division and one copy retained for station/unit file.

• • 4-09/045.00 - Fraud

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-09/045.00 FRAUD			See Trick or Device under "Theft."

• Chapter 10 - Letter "G"

• • 4-10/005.00 - Gangs

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-10/005.00 GANGS			

Street gangs			Notify Operations Safe Streets Bureau (OSS), Homeland Security Division, of all major gang-related crimes, incidents, or other significant information by telephone or memo. Designate SRD to OSS on all reports involving street gang members and activities. Information or assistance pertaining to street gangs may be obtained by contacting OSS.
Outlaw motorcycle gangs			Notify Major Crimes Bureau immediately by phone of all major motorcycle gang-related crimes, incidents, or other significant information. Major Crimes Bureau maintains indexes on gang members that include names, monikers, physical descriptions, addresses, and vehicles. These indexes are available from Major Crimes Bureau. Major Crimes Bureau is on call for information requests 24 hours a day. It maintains liaison with gang units across the country. Information about motorcycle gangs or gang members (including copies of all information obtained during booking), vehicles and photographs shall be forwarded to Major Crimes Bureau. Designate SRD Major Crimes Bureau on all reports involving gang members and activities.

• Chapter 11 - Letter "H"

• • 4-11/010.00 - Handcuffs

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-11/010.00 HANDCUFFS			Enter into Automated Property System (APS) and the National Crime Information Center (NCIC) article file.

Lost or stolen			Follow procedures outlined in volume 3, chapter 3.
Purchased/issued or sold			Follow procedures outlined in volume 3, chapter 2.

• • 4-11/012.00 - Hate Crimes

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-11/012.00 HATE CRIMES			
	SH-R-49 URN Memorandum from watch commander to concerned division chief	Station/Unit Detectives Hate Crime Task Force A	For additional information and procedures regarding handling hate crimes, see section 5-09/510.00, Handling Hate Crimes and Hate Incidents. Deputies handling a hate crime shall prepare an Incident Report (SH-R-49). Hate crime reports shall not be deferred. All gang-related hate crimes shall be reported and documented with the statistical code 860. All hate crime investigations shall be handled by Station/Unit detectives. Hate crimes shall initially be classified as active and assigned to station/unit detectives. Station/unit detectives shall review reports for proper classification and determine if the incident should, or should not, be listed as a hate crime. For all hate crimes assigned to the Hate Crime Task Force, the investigator shall complete a case clearance supplemental report using clearance code “112 - Reassigned to Other Agency.” All hate crime reports shall have a Special Request Distribution (SRD) to the Hate Crime Task Force and the station's/unit’s Hate Crimes Coordinator notated on the report. All in-custody arrests for hate crimes and noteworthy hate crimes or hate incidents shall be immediately reported via telephone to the on-call Hate Crimes Task Force

			investigator. If after hours, SIB may be contacted to make such notification. All approved hate crime reports shall be immediately emailed to the “Hate Crime Task Force” distribution group in Outlook. The watch commander shall generate a chief’s memorandum to be forwarded to the concerned division chief. An operational log entry shall be made by contacting Sheriff’s Information Bureau. Code 520 - Race Code 521 - Ethnicity Code 522 - Religion Code 523 - Sexual Orientation Code 524 - Physical Disability Code 525 - Mental Disability Code 526 – Gender

Hate Incidents	SH-R-49 URN	Patrol	For additional information and procedures regarding handling hate incidents, see section 5-09/510.00, Handling Hate Crimes Deputies handling a hate incident shall prepare an Incident Report (SH-R-49). Hate incident reports may be deferred with the approval of the watch sergeant. All gang-related hate incidents shall be reported and documented with the statistical code 860. All hate incident reports shall have a Special Request Distribution (SRD) to the Hate Crime Task Force and the station's/unit's Hate Crimes Coordinator notated on the report. All hate incident reports shall be emailed to the "Hate Crimes Task Force" distribution group in Outlook. The watch commander shall generate a chief's memorandum to be forwarded to the concerned division chief. An operational log entry shall be made by contacting Sheriff's Information Bureau. Code 529 - Hate Incident - Non-criminal

• • 4-11/013.00 - Health Hazards

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-11/013.00 HEALTH HAZARDS			See "Safety/Health Hazards."

• • 4-11/014.00 - Hijacking

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-11/014.00 HIJACKING			See "Robbery."

• • 4-11/015.00 - Homicide

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-11/015.00 HOMICIDE			If applicable, see under Shots Fired at Deputy. See section 4-22/027.00 for specific instructions
Attempt murder	SH-49 URN 05	Station/unit detective A	If the victim dies, notify Homicide Bureau immediately. If the victim is under 10 years of age and death is suspected to be as a result of child abuse or neglect, also notify SVB, who will assist Homicide B Criminal charge shall be 664/187 PC. See Assault for coding.
Attempt murder occurring within a county park or recreational facility	SH-R-49 URN 05	Parks Bureau Detectives A	If the victim dies, notify Homicide Bureau immediately. If the victim is under 10 years of age and death is suspected to be as a result of child abuse or neglect, also notify SVB, who will assist Homicide Bureau. Criminal charge shall be 664/187 PC. See Assault for coding.

Murder	SH-R-49 URN 01	Homicide Bureau A	First report shall be faxed to Homicide Bureau at 323-727-2033. A copy shall be mailed to the coroner's office at 1104 N. Mission Road, Los Angeles, CA. 90033, Attn: Medical Clerical Notify Homicide Bureau and follow their instructions. Supplemental reports on this type of case are confidential. Murder occurring during a robbery shall be a concurrent assignment with Station/Unit detectives. If victim is under 10 years of age and death is suspected to be as a result of child abuse or neglect, notify Homicide Bureau. Code 011 - Murder Code 012 - Manslaughter, voluntary

• Chapter 12 - Letter "I"

• • 4-12/003.00 - Identification Deputy Requests

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-12/003.00 IDENTIFICATION DEPUTY REQUESTS			See volume 5, chapter 8.

• • 4-12/005.00 - Identity Theft

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-12/005.00 IDENTITY THEFT			

Identity theft 530.5(a) PC (Refer to varieties of Identity Theft and related instructions for details of assignment)	SHR-49 URN 11		Unlawful use of personal information to obtain credit, goods, services, or medical information without the consent of that person. Law enforcement agency having jurisdiction over victim's residence **shall** take a police report and provide complainant with a copy. If crime occurred in different jurisdiction, refer the investigation to the law enforcement agency where suspected crime was committed. "Jurisdiction" means where property, goods services or medical information is received.
Identity theft (credit) 530.5(a) PC	SHR-49 URN 11	Identity Theft Detail A	Newly established fraudulent credit/loan accounts (LASD jurisdiction). Code 117 - Identity Theft Detail (goods/services/credit)
Identity Theft (credit) 530.5(a) PC (outside LASD jurisdiction)	SHR-49 URN 11	Station/unit detectives P	Newly established accounts outside LASD jurisdiction-assign to appropriate agency with SRD to Identity Theft Detail. **NOTE:** "SRD" Identity Theft Detail Code 117 - Identity Theft Detail (goods/services/credit)
Identity Theft (goods) 530.5(a) PC	SHR-49 URN 11	Identity Theft Detail A	Goods received within LASD Jurisdiction. "Goods" defined as property. Code 117 - Identity Theft Detail (goods/services/credit)
Identity Theft (goods) 530.5(a) PC (outside LASD jurisdiction)	SHR-49 URN 11	Station/unit detectives P	Assign to agency having jurisdiction where goods received; SRD to identity Theft Detail. **NOTE:** "SRD" Identity Theft Detail Code 117 - Identity Theft Detail (goods/services/credit)

Identity Theft(services) 530.5(a) PC	SHR-49 URN 11	Identity Theft Detail A	Services received in LASD jurisdiction. Example - medical services.
Identity Theft(services) 530.5(a) PC (outside LASD jurisdiction)	SHR-49 URN 11	Station/unit detectives P	Services received outside LASD jurisdiction. Forward to appropriate agency. **NOTE:** "SRD" Identity Theft Detail Code 117 - Identity Theft Detail (goods/services/credit)
Identity Theft (utilities) 530.5(a) PC	SHR-49 URN 11	Station/unit detectives A	Utilities obtained within LASD station/unit jurisdiction. Utilities defined as: gas, water, power, telephone, cellular phone/pager, cable, and internet. Contact victim company ascertain status of internal fraud investigation. If “none” or “no interest” close case. Ensure victim of ID compromise has copy of crime report and necessary fraud alerts/reporting made to credit bureaus/Federal Trade Commission. If victim company desirous of prosecution, coordinate investigation with company’s fraud investigator. Code 118 - Identity Theft Detail (Utilities)
Identity Theft (utilities) 530.5(a) PC (outside LASD jurisdiction)	SHR-49 URN 11	Station/unit detectives P	Forward to appropriate agency having jurisdiction. **NOTE:** "SRD" Identity Theft Detail Code 118 - Identity Theft Detail (utilities)
Identity theft combination of utilities and goods/services/credit compromise 530.5(a) PC	SHR-49 URN 11	Identity Theft Detail A	Jurisdiction of goods/services/credit compromise will have priority over utility. Code 117 - Identity Theft Detail (goods/services/credit)

Identity theft combination of utilities and goods/dervices/credit compromise 530.5(a) PC (Outside LASD jurisdiction)	SHR-49 URN 11	Station/unit detectives A	Jurisdiction of goods/services/credit compromise will have priority over utility. Code 117 - Identity Theft Detail (goods/services/credit)
Identity theft (social security number) 530.5(a) PC	SHR-49 URN 11	Social Security Administration P	All cases involving social security numbers only will be forwarded to the Social Security Administration. If compromise involves employment, forward copy of report to the Employment Development Department. **NOTE:** "SRD" Identity Theft Detail Code 119 - Identity Theft Detail (profiles)
Identity theft (income tax) 530.5(a) PC	SHR-49 URN 11	Station/unit detectives	Refer victim to Tax Payer Advocacy Unit. Indicate nature of income reported and dates assessed in crime report. Forward to the Internal Revenue Service or Franchise Tax Board to handle case. **NOTE:** "SRD" Identity Theft Detail Code 119 - Identity Theft Detail (profiles)
Identity theft custody cases			
Utilities only	SHR-49 URN 11	Station/unit detectives A	Handle accordingly. Code 118 - Identity Theft Detail (utilites)
Identity thefts (all others)	SHR-49 URN 11	Identity Theft Detail A	During business hours-immediate notifications to Fraud Unit. After business hours, weekends and holidays-notify Sheriff's Headquarters Bureau. Code 117 - Identity Theft Detail (goods/services/credit)

Identity thefts (reasonable cause arrests)	SHR-49 URN 60	Identity Theft Detail A	Non utility case/Immediate notification to Fraud Unit - Identity Theft Detail or Sheriff's Headquarters Bureau after hours. Code 609 - Reasonable cause arrest (all other felonies)
Identity thefts where crime undetermined and "Suspicious Circumstances"	SHR-49 URN 44	Identity Theft Detail or station/unit detectives A	Document nature of identity compromise based on information available from victim. If act involves utilities, refer to section marked "utilities" for assignment. Code 444 - Suspicious circumstances, possible criminal activity
Identity theft involving fraudulently obtained vehicles	SHR-49 URN 11	Identity Theft Detail A	Station/unit detectives MUST verify with dealer vehicle fraudulently obtained via means involving Identity Theft. If LASD jurisdiction, prepare CHP-180 and enter into SVS. Prepare supplemental report of facts and REASSIGN to Identity Theft Detail. If outside LASD jurisdiction, do not enter into SVS. Forward case to proper law enforcement agency for follow-up investigation and SRD to Identity Theft Detail. **NOTE:** "SRD" Identity Theft Detail Code 117 - Identity Theft Detail (goods/services/credit)
Identity theft involving "Attempts"	SHR-49 URN 11	Station/unit detectives P	All cases involving attempts will be documented. If outside LASD, refer to proper agency. **NOTE:** "SRD" Identity Theft Detail Code 119 - Identity Theft Detail (profiles)
Identity theft (possession of profiles) 530.5(a) PC	SH-R-49 URN 11	Identity Theft Detail A	Code 119 - Identity Theft Detail (profiles)

• • 4-12/010.00 - Illegal

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-12/010.00 ILLEGAL			
Entry	SH-R-49 URN 39	Station/unit detective A	Code 391 - Trespassing.
Wearing of U.S. Military Uniform	SH-R-49 URN 30	Station/unit detective A	Station/unit detectives shall notify the Federal Bureau of Investigations (FBI). Code 308 - Federal offense - not involving theft or money.

• • 4-12/012.00 - Impersonating Officer

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-12/012.00 IMPERSONATING OFFICER			See False Impersonation.

• • 4-12/013.00 - Incest

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-12/013.00 INCEST			See Sex Offenses.

• • 4-12/014.00 - Inhalation Smoke/ Fire Fumes

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-12/014.00 INHALATION SMOKE/FIRE FUMES			
Employee exposed to smoke and/or fire fumes	SH-R-426A URN 50	Disability Management Compliance Unit A	Prepare Form SH-R-426A, Smoke and Fire Exposure Report, for each employee who responds to a fire and is exposed to fumes/smoke inhalation. Place the original report in the employee's medical file and email a copy to the Disability Management and Compliance Unit Help Desk. A URN is not required if an employee does not seek medical treatment. If an employee seeks immediate medical attention or seeks treatment at any time due to experiencing symptoms or complications after being exposed to smoke/fumes, an industrial injury claim should be completed. At that time, a URN should be pulled. A copy of the Smoke and Fire Exposure Report (SH-R-426A) shall be attached to the injury packet, as well as the same URN from the injury packet. The original packet shall be placed in the employee's unit medical file, and a copy sent to the Disability Management and Compliance Unit's DMCU Injury Reports email group. If a Reserve Deputy is involved, also send a copy to Reserve Forces Bureau. Code 502 - Injury to County Employee.

• • 4-12/015.00 - Interfering with Arrest

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-12/015.00 INTERFERING WITH ARREST	SH-R-49 URN 14	Station/unit detective A	Principal deputies only shall be listed as victims. Code 145 - Resisting officers.

• • 4-12/020.00 - Investigations

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-12/020.00 INVESTIGATIONS			
Confidential	URN 44		Assigned by appropriate bureaus only. Files shall be maintained by the individual bureau. Report retention period to be assigned by bureau.
Routine	URN 44		Assigned by appropriate detail only. These codes are for use by details for routine types of investigations other than assigned crimes or arrests. Examples: Pawnshop investigations, business license investigations, inspections, gun sale investigations, etc. Report retention period to be assigned by detail. Individual files or records of these activities may be kept at the detail or filed at the Records and Identification Bureau.
Special	URN 44		To be assigned by appropriate bureau or detail only. Individual files may be kept as confidential by the unit concerned. Report retention period to be assigned by appropriate bureau or detail. This category is intended for non-routine, extensive investigations where no specific crime or arrest for a crime in our area is being investigated or reported. Code 441 - Special investigation.

• Chapter 13 - Letter "J"

• • 4-13/003.00 - Juvenile Process

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-13/003.00 JUVENILE PROCESS			See volume 5, chapter 7.

• • 4-13/005.00 - Juveniles

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-13/005.00 JUVENILES			For line procedures, see volume 5, chapter 2. For child abuse, neglect, stealing, etc., see section 4â€‘06/023.00.
Alcohol, possession of by minor under age 18			See "ABC Act Violations."
Battery, juvenile victim or subject of	SH-R-49 URN 14	Station/unit patrol A/P	Case shall be assigned to station/unit patrol when all the following apply: • victim is a juvenile; • suspect is an adult who has been identified; and • there appears to be no further investigation needed. Victim to be referred to the area court deputy for the signing of a complaint. Cases which do not meet the above conditions shall be assigned to station/unit detectives and made an active assignment. Code as applicable.

Begging, juvenile	SH-R-49 URN 22	Station/unit detective A	Code 221 - Loitering/begging.
Contributing to delinquency of	SH-R-49 URN 39	Station/unit detective A	Department of Justice (DOJ) requires MO data. Code 396 - Contributing to delinquency.
Court order, violation of (636 WIC)	SH-R-49 URN 39	Station/unit detective I	Mandatory detention at juvenile hall. Arresting deputy must appear at court issuing the court order on the next judicial day following detention. No petition request necessary. Code 399 - Misdemeanor - miscellaneous.
Destitute	SH-R-49 URN41	Station/unit detective A	Refer to juvenile as a victim. Code 411 - Juvenile, destitute, 300(B) WIC.
Drunk, juvenile	SH-R-49 URN 20	Station/unit detective A	Code 201 - Disorderly conduct, drunk.
Escapee			See "Escapes."
Escapee or leave patient violator from mental institution			See "Mentally Ill Persons."

Incorrigible	SH-R-49 URN 41	Station/unit detective A	Incorrigible juveniles shall be arrested and processed through juvenile court in emergency cases only where it can be shown that they present an immediate danger to themselves or to others. In these cases, an incorrigible statement shall be immediately made justifying the emergency need for detention. In all other cases, the parents or guardian shall be directed to contact the local probation office for assistance. Code 414 - Juvenile incorrigible, 601 WIC.
Lack of supervision	SH-R-49 URN 41	Station/unit detective A	Refer to juvenile as a victim, not as suspect or subject. Code 410 - Juvenile, lack of supervision, 300(b) WIC.
Loitering/curfew			See "Loitering."
Minors under 21 driving with a BAC of .01% or greater			See "Vehicle Code Violations - Miscellaneous."
Private person making arrest of juvenile			See "Arrests."
Sex victim	SH-R-49 URN 41	Station/unit detective A	See "Sex Offenses." Copy to Special Victims Bureau. Code 416 - Juvenile sex victim, non-criminal.
Sick			See "Person Injured/Ill."
Transient	SH-R-49 URN 41	Station/unit detective A	Transient juveniles (residence outside Los Angeles County) shall be arrested and processed through juvenile court when found wandering without a settled place of abode, visible means of support, or proper guardianship within this jurisdiction. Code 413 - Juvenile transient, out of state.

Vagrant	SH-R-49 URN 22	Station/unit detective A	Code 221 - Loitering/begging.
Warrant			See "Warrants."

• Chapter 14 - Letter "K"

• • 4-14/005.00 - Kidnapping

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-14/005.00 KIDNAPPING			ALL KIDNAPPINGS SHALL BE CONSIDERED CONFIDENTIAL UNTIL CASE RESOLVED Notify station/unit detectives immediately. Do not dispatch a patrol car or uniformed deputies unless ordered to do so by station/unit detectives. If any questions exist regarding an extortion or kidnapping for the purpose of extortion, or if there is credible information that the victim is in imminent danger of serious bodily injury or death, immediately contact the Major Crimes Bureau for procedures or Department resources.
All others not covered below	SH-R-49 URN 32	Station/unit detective A	Notify station/unit detectives immediately.
Hijacking			See robbery.

Kidnapping for the purpose of sex/rape	SH-R-49 URN 12	SVB	Make immediate notification to SVB 209(b)(1) PC Use most applicable code.
Victim located, kidnapping for the purpose of robbery	SH-R-49 URN 03 or 04	Station/unit detective A	Make immediate notification to station/unit detectives. Code as applicable.
Victim not located and an indication of ransom, extortion, robbery, or credible information that the victim is in imminent danger of serious bodily injury or death	SH-R-49 URN 32	MCB A	Follow instructions found at the beginning of this section. Watch sergeant is to immediately notify Major Crimes Bureau for evaluation and instruction. The safety of the victim is the primary concern. Station/unit detectives are to handle the investigation pending arrival of Major Crimes Bureau personnel and write appropriate report covering their activity. Also see Extortion. Code as applicable: 324 - Extortion. 326 - Kidnapping for ransom.

• Chapter 15 - Letter "L"

• • 4-15/005.00 - Labor

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-15/005.00 LABOR			

Jurisdictional dispute	SH-CR-531 URN 44	Emergency Operations Bureau (EOB), Industrial Relations Detail A	Disputes between two union organizations. No strike in progress. Make immediate telephone notification to EOB, Industrial Relations Detail. If unable to reach them, notify Sheriff's Information Bureau. Code 440 - Other - noncriminal.
Strike	SH-CR-531 URN 44	Emergency Operations Bureau (EOB), Industrial Relations Detail A	See volume 5, chapter 9. Notify EOB, Industrial Relations Detail immediately. Code 448 - Strike.
Strike pending	SH-AD-32A		Direct memo by unit commander to EOB, Industrial Relations Detail.
Walkouts, work stoppages, other irregularities not constituting a strike	SH-CR-531 URN 44	Emergency Operations Bureau (EOB), Industrial Relations Detail A	Make immediate telephone notification to EOB, Industrial Relations Detail. If unable to reach them, notify Sheriff's Information Bureau. Code 440 - Other - noncriminal.

• • 4-15/010.00 - Letters

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-15/010.00 LETTERS			If information contained in a letter indicates the possibility of imminent danger to life or property, necessary preventive action shall be taken and this action indicated in the report. Also, see "Threats" and "Correspondence" for additional information.

Anonymous or coded		Station/unit patrol A	Procedures for reporting anonymous or coded letters shall be dictated by the nature of their contents. They shall be reported as crank letters, threatening letters, extortion, etc. For the purpose of identifying the writer of an anonymous letter, it shall be handled as follows: the handling of the letter by direct contact with the fingers should be avoided. The original letter together with its envelope and contents shall be placed in a large manila envelope. The following information shall be written on the outside of the manila envelope: • The title of the report and the URN; • The date, time, and method of receipt of the letter; • Name and assignment of persons handling the letter prior to its protection from handling; and • Name of receiving person and unit of assignment.
Crank	SH-R-49 URN 44	Station/unit detective A	Route to station/unit detectives for review and filing in crank letter file. Crank letters are those letters that are not in the nature of a threat or extortion or are not in the realm of normal business communications. The contents of a crank letter will indicate that the writer has some whim, fancy or opinion which would indicate he is more than normally concerned with some idea or belief but does not pose a danger to himself or others. Code 440 - Other - noncriminal.
Extortion			See "Extortion."
Threatening, general			See "Threats."
- Threats to government officials or employees			See "Threats."

• • 4-15/015.00 - Licenses

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-15/015.00 LICENSES			
Liquor license application	Letter SH-AD-274 URN 44	Station/unit patrol A	See form for distribution. The cover letter is to either the contract city or to ABC. Affidavits and applications stay with the file copy only if the location is in unincorporated area. SRD to License Detail. Code 446 - Liquor license investigation.
Violations:			
- Arrest made or citation issued	SH-R-49 URN 39	Station/unit patrol A	Copy to License Detail. Code 399 - Misdemeanor - miscellaneous
- No arrest made or citation issued	SH-R-49 URN 39	License Detail A	Code 399 - Misdemeanor - miscellaneous.

• • 4-15/017.00 - Lineups

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-15/017.00 LINEUPS			See volume 5, chapter 3.

• • 4-15/020.00 - Livestock

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-15/020.00 LIVESTOCK			For the purpose of the following, "livestock" is limited to cattle, horses, donkeys, mules, hogs, sheep, and goats. A Horse and Saddle Identification Form (SHâ€'CRâ€'581) and an SH-R-49 are required to report the theft or loss of a horse and/or saddle. Request horse owners to complete an SH-CR-581 and retain this information for reference in the event horses or related equipment are stolen. If livestock has serial or owner applied number, enter into APS or National Crime Information Center data file. Send two copies or reports involving lost or stolen livestock to the California Department of Agriculture, Bureau of Livestock Identification.
Lost, found, or strayed	SH-R-49 URN 44	Station/unit detective P	Reports shall include the number of animals involved, a description of the animals, including any marks and brands thereon and the date of the loss or occurrence. If cattle involved, complete the Cattle Identification Form (SH-R-381), when necessary. Code 442 - Lost property.
Stolen, rustled, and/or slaughtered	SH-R-49 URN 08	Station detective A	Immediate notification to station/unit detectives. Reports shall include the number of animals involved, a description of the animals, including any marks and brands thereon and the date of the theft. If cattle involved, complete the Cattle Identification Form (SH-R-381). Code 089 - Grand theft, livestock.

• • 4-15/025.00 - Loitering/Curfew

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-15/025.00 LOITERING/ CURFEW	SH-R-49 URN 22	Station/unit patrol A	
	SH-CR-66 Notice to Appear	Station/unit patrol	Use Los Angeles County Ordinance 13.56. Cite to the appropriate Informal Juvenile and Traffic Court. Code 221 - Loitering/curfew.
Loitering near school			See "Sex Offenses"

• • 4-15/030.00 - Lottery

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-15/030.00 LOTTERY			
Arrest, lottery	SH-R-49 URN 23	MCB A	Notify the Major Crimes Bureau immediately by phone. Code 234 - Lottery.
Information covering lottery	SH-AD-32A		Confidential memo. Secretary to prepare original and two copies. After signature by the unit commander, distribute in envelopes marked "Confidential" as follows: Original to Major Crimes Bureau; one copy to the concerned chief; and one copy to unit commander's file.

• Chapter 16 - Letter "M"

• • 4-16/005.00 - Malicious Mischief

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-16/005.00 MALICIOUS MISCHIEF			See "Vandalism."

• • 4-16/007.00 - Marijuana

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-16/007.00 MARIJUANA Marijuana			See Cannabis

• • 4-16/010.00 - Mentally Ill Persons

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-16/010.00 MENTALLY ILL PERSONS			For line procedures, see volume 5, chapter 9. The Crisis Negotiations Team (CNT) and/or the Mental Evaluation Team (MET) may assist field personnel in the following instances: • Suspect is a danger to himself/others; • Barricaded suspect/emotionally disturbed; • Bizarre behavior/violent; and/or • Threat of suicide in progress, i.e. jumpers, self-inflicted injuries (gun, knives, etc). Field personnel to contact MET (available from 1700 to 0100 hours daily) and/or CNT (available 24 hours daily) through SCC, and should be contacted for situations with a tactical solution such as barricaded mentally ill individuals and attempt suicide in progress. When available, MET is a resource that should be considered along with requesting CNT due to their quick response and coordination abilities with CNT pending CNT's arrival. CNT has exclusive availability to the Mental Health Alert Team and Department of Mental Health psychiatrists and psychologists who are specially trained in hostage, barricade and attempt suicide situations. For crimes committed by barricaded, alleged mentally ill suspects, or in those situations where notification to SEB is recommended (section 5-06/110.65) field personnel shall contact SEB who will automatically contact CNT. In situations where SEB is not responding, CNT should be contacted through SCC.

Alleged mentally ill - emergency detention	SH-R-49 MH 302 URN 46	Station/unit patrol I	If the MH 302, 72-Hour Detention for Evaluation and Treatment application is issued and signed by a deputy, it will be included in the station/unit URN file along with: • Copy of the report and application; • Original receipt for valuables; and • Original receipt for transportation. Reports and application must accompany a patient transported by a deputy to any of the following designated area hospitals: • LAC/USC Medical Center, Unit III; • Olive View County Hospital; • Harbor/UCLA Medical Center; or • Any other Department Mental Health designated facility. **NOTE:** If available, MET should be requested via SCC to respond for assessment and appropriate placement of the alleged mentally ill person. The Department does not transfer patients when requested from one of the above hospitals to another. Deputies shall advise hospitals of pending "Holds" for criminal charges. station/unit personnel handling the hold shall advise hospitals of hold status. Reports shall be taken for the following reasons: • when a person, whether admitted or not, is taken by a deputy to any of the aforementioned hospitals; and/or • when transporting a patient to the Regional County Department of Mental Health Service Office (clinic). **NOTE:** The assignment will be concurrent with Homicide Bureau when alleged mentally ill person is unidentified. Code 461 - Person mentally ill.

Escape or unauthorized leave from mental institution:			
-Court committed, judicially committed juvenile or adult patients	SH-R-49 URN 46	Station/unit patrol I	Confer by phone with Mental Health Liaison Officer regarding apprehension and placement of authorized and unauthorized leave patient or escapee. Code 462 - Person mentally ill escape.
-CYA committed patients	SH-R-49 URN 32	Station/unit patrol A	Escapees from California Youth Authority (CYA) Southern Reception Center in Norwalk. Code 323 - Escape
-Conservatee			(See below)
-Other - involuntary detained patients	SH-R-49 MH 302 URN 46	Station/unit patrol	Seventy-two hour commitments for observation (5150 WIC). After review, may reassign to station/unit detectives for disposition and made an active assignment. For release of information policy, refer to Miscellaneous Administrative Procedures, Release of Information to the General Public and the Media (section 3-09/090.10).
Escape, juvenile from Sheriff's custody	SH-R-77	Station/unit patrol A	Supplemental report to original report. Assignment to station/unit detectives where escape occurs.
Conservatee, apprehension, custody, delivery of	SH-R-49 URN 46	Station/unit patrol I	Refer conservator to assigned unit. The assigned unit shall initiate the first report. Submit written request and certified copy of the judicial commitment documents or certified copy of documents establishing conservatorship with the report. Code 461 - Person mentally ill.

• • 4-16/015.00 - Military Personnel

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-16/015.00 MILITARY PERSONNEL	See under appropriate crime classification		Notify senior shore patrol officer in Long Beach if arrestee is a member of any branch of the service. See "AWOL."

• • 4-16/020.00 - Missing or Found Persons

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-16/020.00 MISSING OR FOUND PERSONS			For Line Procedures see volume 5, chapter 9.
Missing adult	SH-R-12 URN 40	Homicide Bureau, Missing Persons Detail A	Missing Person Report (SH-R-12) shall be taken when requested (including telephonic requests) without delay. Except existing Missing Person Reports from outside agencies. Outside agencies making a request to relinquish an existing Adult Missing Person Report investigation, shall be advised to contact the Homicide Missing Person Detail directly. Upon acceptance of the existing investigation, the Missing Person Detail will direct the requesting agency to the appropriate LASD station to file a report. The Missing Person Detail will also contact the LASD station to advise of their approval to accept the report. Station/unit to send missing person JDIC message, enter into NCIC Missing Person file within one hour of taking report. By the end of the shift, send Missing Person Report (SH-R-12) via fax to Homicide Bureau, Missing Persons Detail. Mail original report along with photographs and attachments to Homicide Bureau Missing Person Detail.

Notify Homicide Bureau, Missing Persons Detail by telephone when missing person is:

- Elderly;
- Suffering from Alzheimer's disease;
- Suffering from severe mental or physical handicap;
- Suffering from advanced senility;
- Missing under suspicious circumstances;
- Missing with any condition requiring continuing medication or care;
- Infected with a highly communicable disease; and
- Suicidal.

NOTE: Use Homicide Bureau, Missing Persons Detail, on “internally route to” line.

While still conducting the investigation, the deputy taking the missing person report on above situation(s) or their supervisor shall notify Homicide Bureau, Missing Persons Detail, by telephone, and furnish the following information:

- Deputy's name, employee number, URN, and time report taken;
- Missing person's name, address, race, date of birth, physical description, and telephone number;
- Location, date, and time last seen;
- If vehicle involved, description and license number;
- Clothing worn and availability of photographs;
- Circumstances of disappearance; and
- Name, residence and business address, and telephone numbers of informant.

Enter into NCIC within one hour of taking report and FAX a copy of the report to Missing Persons Detail by the end of shift.

Enter vehicles into SVS as missing person's vehicle.

Station/unit shall follow Homicide Bureau, Missing Persons Detail, instructions relative to any further action. Homicide Bureau, Missing Persons Detail, shall send necessary missing person’s messages on reports other than those mentioned above.

			Code 400 - Adult, missing, lost, or found. In mountain rescue cases where the victim resides outside Los Angeles County, the Missing Person Report (SH-R-12) shall contain the effort-hours used (by rank) of all deputy personnel; if emergency overtime granted, the number of hours used; equipment used; equipment and supplies expended or lost. Two copies of the report shall be sent to Fiscal Administration. Supplies expended include food served to rescuers.
Adult reported missing is subsequently found	SH-R-12	Patrol Inactive	When information is obtained concerning the location or return of an adult previously reported missing, station/unit shall notify Homicide Bureau, Missing Persons Detail **immediately**. A Found Person Report (SH-R-12C) shall be written. When an outside agency's missing person is found, a Found Person Report (SH-R-12C) shall be written. The station/unit secretary shall send a JDIC locate to the outside agency. The case shall be assigned to patrol and made inactive. No further action is necessary. Code 404 - Outside agency missing person found

Unidentified person found, alleged mentally ill person, etc.	SH-R-12 URN 40	Station/unit detective A	On all cases involving unidentified found persons, every effort shall be made to determine the identity of the person. When unable to identify, notification shall be made to Homicide Bureau, Missing Persons Detail. Station/unit shall fax a copy of all reports to the Homicide Bureau, Missing Persons Detail, who will assist station/unit detectives in the investigation. Station detectives shall retain investigative responsibility. All available identification shall be obtained, including an accurate and complete physical description, fingerprint cards, and photograph. (Request for photograph and fingerprints may be made through Scientific Services Bureau, Identification Section.) Forward identification data to Homicide Bureau, Missing Persons Detail. Code 461 - Person mentally ill Code 400 - Found adult
Courtesy reports for missing persons			For more general information see section 4-01/020.35, section 4â€‘01/060.10, and section 4-06/080.00. Follow Line Procedures in volume 5, chapter 9.
-For Other agencies	SH-R-12 URN 40	Homicide Bureau A	All missing person courtesy reports shall have the same assignment and URN as active cases for our own Department. Enter into NCIC within one hour of report. Forward the report to Homicide Bureau, Missing Person's Detail. They will be responsible for contacting the respective agency for approval of assuming the investigation. Document which agency has jurisdiction **and use code 403 - Courtesy report for other agencies.**

Missing children - including parental/family abductions	SH-R-12 URN 40	Station/unit detective A	If the missing person is a child and is not located within 30 days, station/unit detectives shall obtain dental records and x-rays. If the missing child is under 18 years of age and "at risk," this procedure must be completed within 24 hours. Station personnel are responsible for notifying the California Department of Justice (DOJ) of the missing person and for monitoring the investigation until resolved. Parental abduction cases shall be filed with the District Attorney's Special Crimes Division, Child Abduction Section, unless otherwise directed by that section. No filings shall be presented to local station/unit area District Attorney's offices. Code 402 - Juvenile, lost, runaway, or missing.
Children under 12 years of age, including parental/family abductions			Entry into NCIC within one hour of taking the report. The station/unit shall, without delay, notify and send a copy of the report to the agency having jurisdiction of the investigation of the missing person or runaway and to the agency where the missing person resides if different from station/unit taking the report.
Children, suspicious circumstances, at risk or homicide suspected			Entry into NCIC within one hour of taking the report. Station/unit to send a copy of the report and when possible, dental records and x-rays to DOJ within 24 hours. SRD - Homicide Bureau, Missing Persons Detail.

All others			Includes missing adults or missing children or Parental/Family Abducted Children not covered above. If applicable, a criminal report or suspicious circumstances report shall be taken and assigned to station detectives. Enter into the Los Angeles County Regional Information System only. The station/unit shall, without delay, notify and send a copy of the report to the agency having jurisdiction of the investigation. Entry into NCIC within one hour of taking report.
-From other agencies	SH-R-12 URN 40	Station/unit detective A	Upon receiving a written courtesy missing child or Parental/Family Abduction - Child report from another agency and the suspect is an adult, the concerned unit shall contact the Missing Person Detail prior to doing the following: • Assign a Department file number; and • Make the appropriate entries into NCIC within one hour. If during the NCIC entry process it is discovered that the originating agency entered the missing person using their agency's identifier the concerned unit shall: • Make immediate telephonic notification to the originating agency; • Request that the originating agency cancel its entry to eliminate duplicate entries; and • Query the entry again to ensure duplication has been removed. Code 402 - Juvenile, lost, runaway, or missing. **NOTE:** After assigning an URN number to these reports, they shall be handled in the same manner and procedure as Sheriff's Department missing person reports.

-For Other L.A. Sheriff's stations/unit's	SH-R-12 URN 40	Station/unit detective A	Assign an URN from the concerned station/unit. Make appropriate NCIC entries within one hour and forward/FAX the report to the concerned station/unit. Code 402 - Juvenile, lost, runaway, or missing.

Missing child (phase one, phase two)	SH-R-12 URN 40	Station/unit detective A	Follow line procedures in volume 5, chapter 9. Missing Person Report (SH-R-12) shall be taken when requested (including telephonic requests) without delay. The deputy taking the report shall have an authorized person sign the "Authorization to Release Dental/Skeletal X-rays/Photograph and Description Information of Missing Juveniles" (State form SS 8567) and the "Notice to Person Reporting Missing Person" on the reverse side of the Missing Person Report (SH-R-12). Within 24 hours of taking the missing person report, the station/unit detectives shall obtain dental records and x-rays. Entry into NCIC shall be made within one hour of taking the report. This entry must be canceled when the child is located. This entry can be cancelled by station secretaries. If the missing child is not located within 30 days, station/unit detectives shall check with the coroner's office regarding unidentified coroner cases and obtain dental records and x-rays. Station/unit detectives shall retain the responsibility for the investigation and updating computer systems. Local JDIC broadcast is sent at the discretion of the station/unit detective. On children 7 years of age or under, send local JDIC "Be on the Lookout" (BOL) broadcast if missing only; send statewide broadcast and BOL when a crime, suspicious circumstances or "at risk" situations are involved. Broadcast is to be canceled when the child is found. URN to be assigned immediately. SRD - Department of Justice. Code 402 - Juvenile, lost, runaway, or missing.

Missing child (phase three)	SH-R-12 URN 40	Station/unit detective A	Follow line procedures in volume 5, chapter 9. Notify Sheriff's Information Bureau if the missing child is 7 years of age or under and has not been located after four (4) hours, or if the child is under 18 years old and missing for four (4) hours under an "at risk" situation. In case of an accident where search or rescue operations are an issue, the primary case shall be assigned to station/unit detectives, with concurrent assignment to station/unit patrol. Notify the unit commander immediately. In cases of routine runaway, estranged parent abduction, no indication of foul play or homicide, or other cases not listed, assign to station/unit detectives.
Children missing in mountain areas	SH-R-12 URN	Station/unit detective A	Handle in same manner as for a critical age (i.e., 16 years of age or under) child, under "Missing Children." Notify Emergency Services Detail and station/unit detectives at once. Designate SRD copy to Emergency Services Detail. Code 402 -Juvenile, lost, runaway, or missing.
Child missing but found prior to broadcast	SH-R-12 URN 40	Station/unit detective I	Code 401 - Juvenile found.
Child missing but found prior to deputy writing report	SH-CR-265 URN 40	Station/unit detective I	Code 401 - Juvenile found.

Child runaway from status offender detention alternative placement (SODA)	SH-R-12 URN 40	Station/unit detective A	A Missing Person Report (SH-R-12) shall be initiated when a child runs away from a SODA placement. Case assignment shall be determined by where the child resides. Enter into NCIC within one hour of taking report. If the child resides outside the reporting station/unit jurisdiction, the report will be a courtesy report for the agency having jurisdiction of the child's residence. Case to be handled as any other courtesy report. See courtesy reports. If the child resides in station/unit jurisdiction, the case will be assigned to that station/unit. Handle as any other missing child case. It is not necessary to have the SODA reporting person sign the Missing Person Report (SH-R-12). The SODA Report made out by the reporting person may be attached to the Missing Person Report (SH-R-12). Code 402 - Juvenile, lost, runaway, or missing.

• • 4-16/023.00 - Motorcycle Clubs

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-16/023.00 MOTORCYCLE CLUBS			See "Gangs."

• • 4-16/025.00 - Motor Vehicles - Impounded

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-16/025.00 MOTOR VEHICLES - IMPOUNDED			
Impounded because vehicle involved in a crime	CHP-180 URN	Station/unit detective and investigation unit, if different A	Same file number as assigned to crime. Vehicle held as evidence for investigation only. Refer to proper crime classification for report form priority and code. SVS and NCIC entry required.
Impounded vehicle involved| in "Hit and run" or fatal/serious injury traffic collision	CHP-180 URN	Station/unit patrol Traffic A	Form CHP 180 is supplemental to the Traffic Accident Report under same file number. Assignment is to station/unit holding the traffic accident report. Send summary message of Form CHP 180 via JDIC if another agency's traffic accident report.
- Impounded because of unlicensed driver	CHP-180 URN 25	Station/unit patrol Traffic A	CHP-180 is supplemental to any arrest report under same file a code 255 - vehicle laws misdemeanor.

Impounded vehicle (including motorcycles, mopeds and construction equipment) with fictitious, missing, or altered serial numbers, VIN plate or papers	SH-R-49 CHP-180 URN 25	Station/unit detective A	When a vehicle or vehicle part is taken from the immediate possession of an individual and impounded, complete CHP-181 in addition to CHP-180. Notify TRAP immediately by telephone. TRAP will assist in the positive identification of an impounded vehicle with fictitious, missing, or altered serial numbers, VIN, plates, or papers. When station/unit detectives and TRAP are unable to positively identify the vehicle/part within five (5) days, station/unit detectives shall arrange for a court hearing, in accordance with 10751 CVC. CHP-181A shall be completed and sent to the individual from whom the vehicle was taken and to the registered and legal owners indicated by DMV records, if determined. If this case involves a vehicle theft ring, assign the case and follow instructions as outlined under "Motor Vehicles, Stolen," Organized Commercial Theft Ring or Operation. **NOTE:** Vehicles with VIN missing or altered shall not be handled as "recovered" even though a similar vehicle bearing the license plates which are on the impounded vehicle were reported stolen; recover the license plates and impound the vehicle for identification.

• • 4-16/030.00 - Motor Vehicles - License Plates

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-16/030.00 MOTOR VEHICLES - LICENSE PLATES			For line procedures, see volume 5, chapter 1.

Altered plates	SH-R-49 URN 25	Station/unit detective A	Includes counterfeited plates. Copy to DMV, Sacramento. Code 252 - Altered plates.
Lost license plates	CHP-180 URN 50	Station/unit patrol A	Code 503 - Lost license plates.
Misuse of special license plates	SH-R-49 CHP 180 25	Station/unit patrol A	Seize the dealer, manufacturer, transporter, distributor, or dismantler license plate. Complete a Notice to Appear citation, owner's responsibility format and send a copy to the responsible party. Send the license plate, along with a copy of the citation, SH-R-49 and CHP 180 reports to Department of Motor Vehicles (DMV). Code 255 - Vehicle Laws, misdemeanor.
Stolen license plates	CHP-180 URN 50	Station/unit patrol A	Plates missing from a vehicle are to be considered as stolen and entered into SVS. Code 503 - Stolen license plates.
Recovered license plates	CHP-180 URN 50	Station/unit patrol I	See volume 5, chapter 1, for further information. Code 503 - Found license plates.
Stolen plates involved in another crime	SH-R-49 CHP-180 URN 50	Station/unit detective and investigation unit, if different	See assignment for particular crime. See crime classification for coding, priority, and retention. **NOTE:** Code for crime classification or as: Code 503 - Stolen license plates.

Wrong plates on vehicle	CHP-180 URN 25	Station/unit patrol A	Includes plates not issued to vehicle on which used; or out-of-date plates. Confiscate and send to DMV. Copy to DMV, Sacramento. Code 255 - Vehicle laws, misdemeanor.

• • 4-16/035.00 - Motor Vehicles - License Tabs/Stickers

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-16/035.00 MOTOR VEHICLES - LICENSE TABS/STICKERS			
Altered or fictitious tabs/stickers or permits	SH-R-49 URN 25	Station/unit detective A	Copy of report to DMV, Sacramento. Code 252 - Altered or fictitious tabs/stickers or permits.
Stolen tabs/stickers	SH-R-49 URN 25	Station/unit patrol A	Do not enter into SVS. Code 255 - Stolen tabs/stickers or permits.
Recovered tabs/stickers	SH-R-49 URN 44	Station/unit patrol I	Code 442 - Found property.
Wrong tabs/stickers for vehicle	SH-CR-66	Station/unit patrol	Complete "notice to appear" and hold tab as evidence.
Wrong tabs/stickers on vehicle with intent to defraud	SH-R-49 SH-CR-66 URN 25	Station/unit patrol A	Complete "notice to appear" and hold tab as evidence. Complete SH-R-49 or "statement of facts" approved by local D.A.'s office.

• • 4-16/040.00 - Motor Vehicles - Parts

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-16/040.00 MOTOR VEHICLES - PARTS			For line procedures, see volume 5, chapter 1.
Stolen identifiable auto parts and accessories	SH-R-49 URN 08 or 38	Station/unit detective A	Enter serialized parts into SVS and NCIC. SRD to TRAP. Code as applicable: 085 - Grand theft - auto parts and accessories 385 - Petty theft - auto parts and accessories
Recovered identifiable vehicle parts and other parts	SH-R-49 URN 44	Station/unit detective A	Query SVS and NCIC for any records of serialized parts. SRD to TRAP. Code 442 - Found property.

• • 4-16/045.00 - Motor Vehicles - Recovered

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-16/045.00 MOTOR VEHICLES - RECOVERED			For line procedures, see volume 5, chapter 1. SVS requires agencies recovering another agency's reported stolen to send a "locate message" to the reporting agency as well as make an impound entry into SVS. It is mandatory that only the originating (ORI) agency clears their SVS stolen entry as recovered. If the recovered vehicle is missing component parts (engine, transmission, etc.), that fact must be noted in the locate message so the ORI may re-enter the parts into SVS as stolen when they clear the vehicle as "recovered." Local reporting agencies, upon our notification of recovery, will generally enter the stolen parts; however, out-of-state agencies and those not in this immediate area may request that we enter the stolen parts for them.
Recovered vehicle released to owner in "as is" condition	CHP-180 URN 73	Station/unit detective I	If vehicle was Sheriff's stolen, use same URN as for the stolen. Clear SVS and NCIC. Assignment is to the station/unit holding the stolen report. Trucks, trailers, and construction equipment will be assigned to station/unit detective bureau. In those cases involving the need for expertise or resources beyond those of the handling station/unit, TRAP will be notified and referral made to that unit. If outside agency's stolen, assignment is to recovering station/unit. Send summary message of form CHP 180 via JDIC if recovery is of another station/unit or agency's stolen. Enter locate into SVS and NCIC. Code as applicable: Code 733 - Vehicle recovered (other jurisdiction).

Recovered - impounded vehicle	CHP-180 URN	Station/unit detective A	If vehicle was Sheriff's stolen, use same URN as for the stolen. Clear SVS and NCIC. If Sheriff's stolen, assignment is to station/unit holding the stolen report, except for trucks, trailers, etc., as noted above. If outside agency's stolen, assignment is to recovering station/unit. Send summary message of Form CHP 180 via JDIC if recovery is of another station/unit or agency's stolen. Copy of form CHP 180 to Narcotics Bureau if narcotics found in vehicle. Enter locate into SVS and NCIC. If the vehicle is recovered burned, a separate URN shall be obtained for the arson report using the RD and address where the vehicle was recovered. Cross-reference the stolen/recovered vehicle URN, notify Arson/Explosives Detail. See 4-09/015.00. Code as applicable.
Recovered tractor or trailer taken in a cargo theft	CHP 180	Major Crimes Bureau/Cargo CATs	Immediate Notify Cargo CATs of recovery. Fax copy of 180 to Major Crimes Bureau/Cargo CATs, 310-639-1070.
Recovered - impounded stripped of major parts, equipment, items, or accessories	SH-R-49 CHP-180 URN 73	Station/unit detective A	If Sheriff's reported stolen vehicle, use original URN. If another agency's, see beginning of this section. SRD to TRAP. Enter identifiable parts into SVS and NCIC. If recovery is of another agency's stolen, only form CHP 180 is required and send a locate message via JDIC to other agency who will enter missing parts into system or request that we make the entry. Code as applicable.

Recovered - impounded vehicle and suspect known or suspected	SH-R-49 CHP-180 73	Station/unit detective A	If Sheriff's reported stolen vehicle, use original URN. Send a summary message of form CHP 180 via JDIC only if recovery is of another station/unit or agency's stolen (see above). Enter into SVS and NCIC. Code as applicable.
Recovered - impounded vehicle and another crime involved	SH-R-49 CHP-180 URN	Station/unit detective and investigating unit, if different A	SH-R-49 is the Incident Report. See assignment on particular crime for JDIC message information. Use original URN unless priority is lower on other involved crime, in which case, recovery is supplemental to the crime. Enter into SVS and NCIC.

• • 4-16/050.00 - Motor Vehicles - Repossessions

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-16/050.00 MOTOR VEHICLES - REPOSSESSIONS	SH-R-256 URN 50	Station/unit patrol I	For line procedures, see volume 5, chapter 1. Unit receiving the repossession notice to query SVS. If query shows no record, assignment is to station/unit in whose area the repossession was made and SVS entry required. If SVS shows vehicle as stolen, assignment is to the station/unit or PD holding the stolen report. Code 501 - Vehicle repossession.

• • 4-16/055.00 - Motor Vehicles - Stolen

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-16/055.00 MOTOR VEHICLES - STOLEN			For line procedures, see volume 5, chapter 1.
Organized commercial theft ring or operation (e.g., VIN switch or chop shop)	SH-AD-32A		Make immediate telephone notification to TRAP. Follow up with a memo to unit commander.
Embezzled vehicle			See "Embezzlement"
Stolen vehicle	CHP-180 URN 09	Station/unit detective A	Complete an SH-R-49 if there is an arrest or significant workable information. Enter into SVS and NCIC stolen vehicle file. See Code 09, Grand Theft Vehicle, for applicable classification.
Stolen vehicle: heavy duty commercial; heavy duty construction equipment(including backhoes, skiploaders, etc.); motor homes	SH-R-49 CHP-180 URN 09	Station detectives A	If theft of cargo is involved, refer to "Stolen vehicle: Cargo theft" in this section for proper reporting procedure. SRD to TRAP. SH-R-49 is the Incident Report. Complete CHPâ€‘180 on each separately licensed piece of equipment (truck, tractor, trailer, semi-trailer, auxiliary dolly); however, use one file number only. Trucks with campers require two CHP-180s; one on the truck and one on the camper. Make separate entries into SVS and NCIC for the truck and for the camper. Code as applicable.

Stolen vehicle, cargo theft,	SH-R-49 CHP-180 URN 09	Major Crimes Bureau/Cargo CATs A	Cargo theft is any theft of a vehicle laden with freight. The SH-R-49 is the incident report. The type of freight stolen shall be described in detail on the SH-R-49 and briefly on the CHP-180(s). Complete a CHP-180 for each separately licensed piece of equipment (truck, tractor, trailer, semi-trailer, chassis, auxiliary dolly); however, use one file number only. The primary victim is usually the company having possession of the vehicle containing the property at the time of the theft. Notify Major Crimes Bureau/Cargo CATs immediately. If recovered immediately with no cargo loss, refer to section 4â€‘16/045.00, Stolen Recovered Tractor or Trailers with Cargo Guidelines. If taken during the course of a robbery, refer to Hijacking under section 4-21/045.00, Robbery. Code 090 - Cargo/vehicle laden with freight.
Stolen vehicle, pickup truck, campers	CHP-180 URN 09	Station/unit detective A	Complete an SH-R-49 if there is an arrest or significant workable information. Enter campers by make and manufacturer's serial number. Enter motor homes from registration information, use chassis VIN. **NOTE:** Motor homes may be registered by using one of several different numbers: the Department of Housing issues registration plates which may bear their number (RV number) or the serial number of the body manufacturer (S number); the chassis manufacturer issues Vehicle Identification Numbers (VIN). **NOTE:** On SVS entry, use ORI code 190023. Code as applicable.

Stolen-recovered, reported simultaneously and released to owner in "as is" condition	CHP-180 URN 09	Station/unit patrol I	CHP-180 for the stolen report and for the recovered-released to owner report. Same file number on both parts. Enter both stolen and recovered reports into SVS and NCIC. Code as applicable.
Stolen-recovered impounded vehicle	CHP-180 URN 09	Station/unit detective A	CHP-180 for the stolen report and for the recovered-impounded report. Same file number on both parts. SVS and NCIC entry as impounded vehicle. Code as applicable.

• • 4-16/060.00 - Motor Vehicles - Stored

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-16/060.00 MOTOR VEHICLES - STORED			
Stored abandoned vehicle	CHP-180 URN 44	Station/unit detective A	Form CHP-180 is the incident report. Attach copies of any JDIC message to the report. Assign abandoned heavy duty commercial and heavy duty construction vehicles (backhoes, skiploaders, etc), motor homes and campers to station/Unit detectives, along with all other abandoned vehicles. SRD to TRAP. Code 447 - Miscellaneous - noncriminal, abandoned vehicle.

Stored identifiable abandoned vehicle valued at $300 or less	CHP-180 DMV REG. 462 URN 44	Station/unit detective A	CHP-180 is used to store the vehicle. If the vehicle is identifiable, i.e., has its Vehicle Identification Number (VIN), and CLETS/DMV query indicates "No Record on File," station/unit detectives/traffic investigators may authorize the immediate disposal of the vehicle as junk, utilizing DMV form REG. 462 with a copy of the CLETS printout for tow company records. Code 447 - Miscellaneous - noncriminal.
Stored vehicle resulting from an arrest	SH-R-49 CHP-180 URN	Investigations Unit A	Use URN from arrest report. If arrest report not required, such as an arrest for a warrant, assign an URN. For stored vehicle report, CHP-180 is a supplemental report to the arrest report.

• • 4-16/065.00 - Motor Vehicles, Wanted, Crime Involved

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-16/065.00 MOTOR VEHICLES, WANTED, CRIME INVOLVED			See volume 5, chapter 5, for SVS entries.

• • 4-16/067.00 - Motor Vehicles, Wanted, Missing Person

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-16/067.00 MOTOR VEHICLES, WANTED, MISSING PERSONS			See volume 5, chapter 5, for SVS entries.

• • 4-16/070.00 - Motor Vehicles, Yards

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-16/070.00 MOTOR VEHICLES, YARDS			
Wrecking yards, dismantlers, and repair or rebuilding shops	SH-AD-32A		

• • 4-16/075.00 - Murder

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-16/075.00 MURDER			See "Homicide."

• Chapter 17 - Letter "N"

• • 4-17/005.00 - Narcotics and Dangerous Drugs (Controlled Substances)

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-17/005.00 NARCOTICS AND DANGEROUS DRUGS (CONTROLLED SUBSTANCES)	Narcotics Bureau		Narcotics Bureau shall be notified by phone only if the arrest involves an appreciable amount of contraband or there are unusual circumstances of the arrest. Generally, the suspect shall be booked, 11377 H&S, Possession of Dangerous Drugs, when arrested person has fewer than 50 units of dangerous drugs or fewer than 10 units of LSD or DMT. If, however, the circumstances clearly indicate that the drugs were possessed for the purpose of sale (e.g., small number of pills/capsules/units are contained in numerous independent packages; the suspect has large amount of unexplained currency; or other similar indicative circumstances), the appropriate booking charge would be 11378 H&S, Possession of Dangerous Drugs for Sale. Suspect shall be booked 11378 H&S, Possession of Dangerous Drugs for Sale, if arrestee has more than 50 units of dangerous drugs or more than 10 units of LSD or DMT. If additional non-narcotics related charges are involved, joint assignment shall be made in accordance with the assignment for the specific crime. When such joint assignments result in a prosecution for other than a drug or narcotic charge, the officer handling the prosecution shall notify the Narcotics Bureau of the court disposition and the place and length of imprisonment. Such notification shall be by means of a supplemental report to the Narcotics Bureau. For controlled substances transporting procedures, see volume 5, chapter 4. Most of the codes applicable to narcotics and dangerous drugs are listed in the Statistical Code Book under the18X section.

Addict, voluntary commitment			Any person who requests treatment and rehabilitation under the provisions of 3100 WIC shall be instructed to obtain an affidavit from his personal physician indicating that he is a narcotic addict or believes he is about to become addicted and that he is likely to injure himself or others or become a menace to the public. The affidavit must be submitted within three days to the Deputy District Attorney at Department 95 of the Superior Court and a request made for detention pending examination by court appointed physician. Code 423 - Voluntary narcotic commitment, if report written.
Arrests, felony	SH-R-49 URN 18	Narcotics Bureau A	When an adult is arrested without a warrant for a felony violation of a narcotic law, the appropriate section shall be used as the booking charge, based on circumstances.
Arrests, misdemeanor	SH-R-49 URN 18	Station/unit patrol A	Persons arrested for misdemeanor narcotic offenses shall be booked on the appropriate charge, based on the circumstances (e.g., Possession of Methamphetamine, 11377 H&S). Arrests for misdemeanor narcotic offenses which require an "expert opinion" in order to establish the elements of the violation will be made only by or on approval of Narcotics Bureau personnel. Arrest for 11550(b) H&S, under the influence of phencyclidine SRD to Narcotics Bureau.
Arrests, Misdemeanor occurring within a county park or recreational facility	SH-R-49 URN 18	Parks patrol A	Persons arrested for obvious narcotic offenses shall be booked on the appropriate charge, based on the circumstances (e.g., Possession of Narcotic Paraphernalia, 11364 H&S). Arrests for misdemeanor narcotic offenses which require an “expert opinion” in order to establish the elements of the violation will be made only by or on approval of Narcotics Bureau personnel.

- 4149 B&P	SH-R-49 URN 18	Station/unit patrol A	SRD to Narcotics Bureau.
- 4149 B&P occurring within a county park or recreational facility	SH-R-49 URN 18	Parks patrol A	SRD to Narcotics Bureau.

Arrest of school employees	SH-R-49 URN	Narcotics Bureau A	In compliance with 11591 H&S, when a private or public school employee is arrested for a violation of only the offenses enumerated in section 11590 or section 11364, insofar as that section relates to paragraph (12) of subdivision (d) of section 11054 H&S (regarding LSD), the watch commander shall do one of the following: • If such school employee is a teacher in any of the public schools of this state, they shall immediately notify by telephone the superintendent of schools of the school district employing such teacher and shall immediately give written notice of the arrest to the Commission for Teacher Preparation and Licensing and to the superintendent of schools in the county wherein such person is employed. Upon receipt of such notice, the county superintendent of schools shall immediately notify the governing board of the school district employing such person; • If such school employee is not a teacher in any of the public schools of this state, they shall immediately notify by telephone the superintendent of schools of the school district employing such person and shall immediately give written notice of the arrest to the governing board of the school district employing such person; and • If such school employee is a teacher in any private school of this state, they shall immediately notify by telephone the private school authority employing such teacher and shall immediately give written notice of the arrest to the private school authority employing such teacher. **NOTE 1:** If there is no 24-hour number to make notification, notification shall then be made promptly the next business day. **NOTE 2:** Public schools include community colleges.

Cannabis Counterfeit Medical Prescription Blanks	SH-R-49 URN 18	Station/unit detective A	See Cannabis Copy of report to Narcotics Detail at the station/unit. Code 339 - All other felonies Code 185 - Miscellaneous, misdemeanor.
Detained suspect, not booked	SH-R-49 SH-AD-516 URN 18	Narcotics Bureau A	When a suspect is detained, taken to a station, but a booking is not made, the person shall be released if no other charges apply. A Certificate of Release shall be given to person detained. An incident report under an URN shall be prepared showing a classification of "Possible Dangerous Drug Violation" and including circumstances of possession and all available identification of possible suspects. The suspected evidence shall be marked for identification and preserved for the Narcotics Bureau. Narcotics Bureau shall be notified by phone only if the arrest involves an appreciable amount of contraband, or there are unusual circumstances of the arrest.
Driving under influence	SH-R-221 URN 24	Station/unit patrol A	Driving while addicted to or under the influence of narcotics or drugs, 23152 CVC, (without injury - misdemeanor); or 23153 CVC (with injury or death - felony). Concurrent assignment with Narcotics Bureau only when narcotics evidence (drugs, narcotics, or narcotics paraphernalia) is seized or 11550 H&S is charged. Urine and/or blood samples are not to be considered evidence for concurrent assignments. **NOTE:** For purposes of barbiturate analysis, the Scientific Services Bureau Crime Lab will accept urine samples or blood samples of a minimum of 10 cc. Blood or urine samples are acceptable for toxicological examinations of amphetamines, opiates (heroin), phencyclidine (PCP), cannabinoids (marijuana), and cocaine.

Driving under influence occurring within a county park or recreational facility	SH-R-49 URN 24	Parks patrol A	Driving while addicted to or under the influence of narcotics or drugs, 23152 CVC, (without injury - misdemeanor); or 23153 CVC (with injury or death - felony). Concurrent assignment with Narcotics Bureau only when narcotics evidence (drugs, narcotics, or narcotics paraphernalia) is seized of 11550 H&S is charged.
Drug abuse referral procedure:			
- Adults			All adult narcotic suspects will be handled by Narcotics Bureau deputies. Those whose cases are rejected by the district attorney will be offered the opportunity to avail themselves of the services of the Drug Abuse Clinic by the Narcotics Bureau.
- Juveniles			Juvenile subjects arrested for 647(f) PC, Under the Influence of Drugs, or any narcotics charge wherein a petition will not be filed, will, through their parent(s) or guardian, be afforded the opportunity to use the Drug Abuse Clinic's services. This will be done by the juvenile or patrol deputy handling the release and will be based on the releasing deputy's opinion of whether or not the subject has a drug problem. The Drug Abuse Clinic will evaluate his potential for rehabilitation.
-- Referral forms - adult and juvenile			A Drug Abuse Clinic Referral form (SH-CR-584) will be completed by the deputy affecting the release. Distribution of the form is as follows: • Original (white) to person referred or parent of minor; • Green and yellow copies to station/unit Narcotics Bureau; and • Third copy to station/unit file (clerical personnel shall make appropriate note on Los Angeles County Regional Information System entry, e.g., "Subject referred to Drug Abuse Clinic").

Found or recovered drugs or narcotics	SH-R-49 URN 18	Narcotics Bureau A	Narcotics Bureau shall be notified by phone only if the arrest involves an appreciable amount of contraband or there are unusual circumstances of the arrest. If other property is found or recovered with the controlled substance, it may be released to the owner by patrol or station/unit detectives. Only Narcotics Bureau will release the controlled substance. Code 186 - Found narcotics.
Information or circumstances relating to possession for sale or sale of narcotics or dangerous drugs	SH-AD-32A	Narcotics Bureau	Narcotics Bureau personnel shall be notified in all situations relating to possession for sale or sale of narcotics, dangerous drugs or cannabis where follow-up investigation or the acquisition and service of a search warrant is necessary. Such cases shall be the responsibility of Narcotics Bureau; however, in the event that Narcotics Bureau is unable to pursue the investigation in a timely manner, the reporting unit may undertake the required investigative effort after Narcotics Bureau establishes that there are no conflicting investigations under way that may constitute hazards. If immediate investigation is necessary and the Narcotics Bureau personnel is unavailable, notify Narcotics Bureau headquarters by phone or, after hours, Sheriff's Information Bureau. In situations where the narcotics sales from a specific area or location become chronic, a memorandum detailing the activity shall be prepared, signed by the unit commander, and submitted through channels to Narcotics Bureau headquarters.
Juveniles arrested	SH-R-49 URN 18	Station/unit detective and Narcotics Bureau A	Narcotics Bureau shall be notified by phone only if the arrest involves an appreciable amount of contraband or there are unusual circumstances of the arrest.
Marijuana			See Cannabis.

Phencyclidine(PCP) and/or chemicals found in a clandestine lab			See "Chemicals Found/Report of"; and volume 5, chapter 6.
Registration of narcotic violators			Upon release from custody, violators convicted of narcotic violations under 11590 H&S are required to register at the Public Services Unit of the Records and Identification Bureau.
Thefts of controlled substances, prescription drugs, or chemicals used in manufacture of same	SH-R-49 URN 07	Station/unit detective A	Copy of report to Narcotics Bureau, station/unit. For petty theft, use statistical codes under the 38s.

• Chapter 18 - Letter "O"

• • 4-18/005.00 - Obscenities

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-18/005.00 OBSCENITIES			
Indecent Exposure			See "Sex Offenses."
Information	SH-AD-32A		Confidential memo. Secretary to prepare original and two copies. After signature by the unit commander, distribute in envelopes marked "Confidential" as follows: Original and one copy to Major Crimes Bureau and one copy retained for station/unit file.

Obscene conduct	SH-R-49 URN 13	MCB A	Notify Major Crimes Bureau immediately by phone. On cases involving obscene conduct, 311.6 PC and Co. Ord. 9884 or 9885, Major Crimes Bureau should be contacted prior to making the arrest and their instructions followed. Code as applicable.
Obscene matter - 311.2 - 311.3 - 311.4 - 311.11	SH-R-49 URN 13	FCB	On all cases of 311.2, .3, or .4 PC, whether or not an arrest is made, where the victim is a minor under 17, notify Special Victims Bureau immediately by telephone and follow their instructions.
- 311.5 - 311.7	SH-R-49 URN 13	MCB A	If an arrest is made for 311.5 or .7 PC, notify Major Crimes Bureau immediately by phone and follow their instructions. If an arrest is not made, follow instructions under "Information" above.

• • 4-18/015.00 - Offenses Against Family

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-18/015.00 OFFENSES AGAINST FAMILY			
Abandonment	SH-R-49 URN 17	Station/unit detective A	If child only involved, SRD to Special Victims Bureau. If infant or serious medical problem exists, immediately notify Child Abuse Unit. Code 171 - Abandonment.
Child neglect			See "Child Abuse."
Child Stealing			See "Child Abuse."

Wife or child beating	SH-R-49 URN		See "Domestic Violence" or "Child Abuse."

• • 4-18/020.00 - Organized Crime

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-18/020.00 ORGANIZED CRIME	SH-AD-32A		Confidential memo. Information regarding organized crime is to be reported by confidential memo from the unit commander to the commander, Major Crimes Bureau, Attn: Organized Crime Detail.

• Chapter 19 - Letter "P"

• • 4-19/005.00 - Peddling Violations

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-19/005.00 PEDDLING VIOLATIONS			
Arrest made or citation issued	SH-R-49 URN 39	Station/unit patrol A or I	Copy of report to License Detail. Code 399 - Misdemeanor - miscellaneous.
No arrest made or citation issued	SH-R-49 URN 39	License Detail A	Copy of report to License Detail. Code 399 - Misdemeanor - miscellaneous.

Information	SH-AD-32A		Secretary to prepare original and two copies. After signature by unit commander, distribute copies as follows: Original and one copy to License Detail; and one copy retained for station/unit file.

• • 4-19/010.00 - Person Dead

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-19/010.00 PERSON DEAD			For line procedures, see volume 5, chapter 9. All person dead reports (homicide, suicide, accidental, and natural) shall list the person dead as "V" for victim on the incident report. The first report shall be faxed to Homicide Bureau at 323-727-2033. A copy shall be mailed to the Coroner's office at 1104 N. Mission Road, Los Angeles, CA. 90033, Attn: Medical Clerical. A copy of the report shall be sent to SVB if the deceased is a child under 10 years of age. In homicide cases only, the distribution of confidential homicide reports shall be made by Homicide Bureau. All copies, except one for the station/unit file, shall be forwarded directly to Homicide Bureau. Any personnel designated to make notification of a death to next-of-kin or other relative shall do so in person. Such notification shall be accomplished in a compassionate and understanding manner. The person notified will be advised that any additional information regarding the death may be obtained by contacting Homicide Bureau or the requesting agency. When a member of this Department asks a member of another department or agency to make a death notification, request that the notification be handled as described above. After notification has been made, Homicide Bureau or the requesting agency shall be advised of the name, address, and phone number of the person notified and the time, date, and location of said notification, as well as the name, rank, and agency of the person making notification. In the event that notification cannot be accomplished, advise Homicide Bureau or the requesting agency and follow their instructions. Select the applicable code from the following: Homicide, murder - 011, Person dead - 491-499, Traffic accidents - 470.

Coroner's case (no doctor in attendance within 60 days)	SH-R-49 URN 49	Homicide Bureau A	Notify Homicide Bureau immediately and obtain designation or authorization of mortuary and a Coroner's case number. Copy of report to mortuary as soon as possible. Code 491 - Person dead, natural causes.
Coroner's case (doctor in attendance within 21 to 60 days)	SH-R-49 URN 49	Homicide Bureau A	Obtain physician's name, phone number, and date he or she last saw the deceased from next-of-kin and notify Homicide Bureau. Coroner's case number to be obtained later by Homicide Bureau. Code 491 - Person Dead, Natural Causes. (No Coroner's case number initially)
Non-coroner's case (doctor in attendance within 1 to 20 days and will sign death certificate)			Log entry only.
As a result of an aircraft accident	SH-R-49 URN 49	Aero Bureau A	Notify Aero Bureau immediately and follow their instructions. (See Aircraft - Scene of Accident.)
As a result of a disaster, boat or train accident, industrial accident, or under suspicious circumstances	SH-R-49 URN 49	Homicide Bureau A	See Disasters and EOP Manual. Notify Homicide Bureau immediately and follow their instructions. Copy of report to be delivered to mortuary as soon as possible. If death resulted from an industrial accident, immediately notify the nearest division office of CAL-OSHA by telephone. If death occurred as a result of a boating accident, see section 4-05/030.00, Boats - Accident/Incident - Death or Disappearance of a Person as a Result Of.

As a result of a fire	SH-R-49 URN 49	Homicide Bureau and Arson/Explosives Detail A	Notify Homicide Bureau and Arson/Explosives Detail immediately and follow their instructions. Copy of report to be delivered to mortuary as soon as possible. Code as applicable.
Mechanical amusement ride involved	SH-R-49 URN 49	Homicide Bureau A	Notify Homicide Bureau immediately and follow their instructions. Also make immediate telephone notification to county engineer-facilities, superintendent of Building and Safety Division. Copies of the report to go to the aforementioned; the nearest division office of CAL-OSHA; and to the mortuary.
As result of shots fired at deputy - deputy killed, crime involved			See Shots Fired at Deputy.
As result of shots fired by deputy			See Shots Fired by Deputies.
Child Abuse			See Homicide.
Murder			See Homicide.
Prisoner	SH-R-49 76C622 URN 49	Homicide Bureau A	The watch commander of the unit having the prisoner in custody at the time of death shall be responsible for making an immediate telephone notification to the Homicide Bureau. If prisoner was booked prior to the time of death, the unit watch commander shall also make a telephone notification to the watch commander of the appropriate Inmate Reception Center. In the event of a prisoner death in a jail, station, court lockup, or while en route to any of the above, a representative from Correctional Health Services (CHS) personnel shall be notified via the Medical Command Center (MCC) at (213) 893-5543/5544. This notification is not intended to cause an immediate response to the location by CHS. Pursuant to California State Code of Regulations (formerly Administrative Code), CHS shall conduct a

			preliminary review of the prisoner's physical and mental health, before and after access to the autopsy report, and other documents **NOTE:** The review conducted by CHS will take place following completion of the homicide investigation. Findings of the medical review shall be reported in a memorandum by CHS. A copy of the memorandum shall be sent to the concerned assistant sheriff(s) and concerned division chief. Property on the body shall be itemized on the Coroner's Receipt form (76C622) by the responding deputy coroner. The case URN shall be added to the blue copy of the coroner's receipt and shall be retained with the original report. Other property of the deceased at the unit which can be given to the deputy coroner at the time they pick up the body shall be handled in the same manner as the property on the body. If prisoner died as a result of a gunshot by deputy, see under Shots Fired by Deputies for additional instructions, case assignment, priority, and coding. Code 499 - Person dead, inmate.
Scuba diving	SH-R-49 URN 49	Emergency Services Detail A	Notify Homicide Bureau and Emergency Services Detail immediately and follow their instructions. Supplemental reports of this type of case are confidential. Homicide Bureau to respond when foul play is indicated. Code 494 - Person dead, recreational accident.
Suicide			See Suicide.
Suspected carbon monoxide poisoning			See Poisoning.
Traffic collision			See Collisions, Traffic.

• • 4-19/015.00 - Person Injured/Ill

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-19/015.00 PERSON INJURED/ILL			
Adult			SH-R-49 required only if crime involved. If SH-R-49 or CHP-555 is required, draw a separate file number and make no cross reference to the SH-AD-92 or the SH-AD-92 file number.
Aircraft accident	SH-R-49 URN 48	Aero Bureau A	Notify Aero Bureau immediately and follow their instructions. See "Aircraft."
Alleged mentally ill person			See "Mentally Ill Person, Alleged."
Animal bite			See "Animals."
Employee of Sheriff's Department injured on duty	SH-AD-92 URN 50	Disabilities Management and Compliance Unit	Designate SRD copy to chief or division director of the concerned division. Report to include all witnesses, resume of case and responsible party. If Reserve Forces member, designate SRD copy to Reserve Forces Bureau. SH-R-49 required only if crime involved. One SH-AD-92 will be filled out for each injured employee, and the same sequence number shall be issued for each related occurrence to maintain statistical accuracy. If deputy, also complete Form SH-CR-563. Code 502 - Injury to county employee (non-traffic).
-Deputy injured as result of gunshot, crime involved			See "Shots Fired at Deputy."
Fire			See "Fires."

Gunshot, by citizen, accidental	SH-R-49 URN 48 or 49	Station/unit detective A	Hold gun for lab checks. Code as applicable.
Gunshot, by deputy, accidental			See "Shots Fired by Deputies."
Hazardous Materials, Toxic Substances:			
-Sheriff's deputy exposed to	SH-R-426 URN	Disabilities Management and Compliance Unit	Prepare an original and one copy of form SH-R-426 for each deputy involved. Submit original to Return to Work Unit. Use the original URN. If a reserve deputy is involved, send a copy to Reserve Forces Bureau. Additional copies to meet unit needs. Code 502 - Injury to county employee.
Industrial accident or illness (other than a Sheriff's Department employee)			Notify the nearest district office of CAL-OSHA immediately by telephone. Log entry only. Injury or illness reported shall not include any injury or illness caused by the commission of a penal code violation (except the violation of 385 PC) or a collision on a public street or highway.
Injury to person occurred on/in:			
-Amusement ride	SH-R-49 URN 48	Station/unit detective A	Notify County Engineer-Facilities immediately by phone. Mail copy of report to County Engineer-Facilities and designate SRD to Major Crimes Bureau. Code 481 - Accidents, Non-traffic.
--Boating accident	SH-R-49 URN 48	Station/unit detective A	See section 4-05/030.00 - Boats - Reports, Owner/Operator Responsibility. Code 481 - Accidents, non-traffic.

-County property	SH-AD-668 SH-R-49 URN 48	Station/unit detective A	Incidents involving injury to non-employees, except prisoners, however minor, while on county property (owned or leased) must be reported on the Non-Employee Injury Report Form (SH-AD-668) and distributed as indicated on the form. Code 481 - Accidents, non-traffic.
-Government agency (other than L.A. County)	SH-R-49 URN 48	Station/unit detective A	Notify agency concerned immediately by phone. Copy of report to concerned agency. Code 481 - Accidents, non-traffic.
-Health facility, patient			Local police agencies and L.A. County Health Services shall receive an immediate telephone notification and a written report within 36 hours from hospitals that admit a patient who exhibits a physical injury and has been a patient in a health facility. See Section 1161.8 PC and 1250 H&S for references. To ensure that Health Services is advised and knowledgeable in such cases, the Program Manager, Long-Term Care Services, has requested that Sheriff's Department personnel contact him at (213) 974-7961 if, during any Department investigation, it is determined that such a condition exists and has not previously been reported by a hospital.
-Public park	SH-R-49 URN 48	Station/unit detective A	Notify the concerned park department immediately by phone. If city park, copy of report to appropriate city manager and park department. If county park, copy to Department of Parks and Recreation and two copies to County Auditor-Controller, Warrant Investigation Section. Also, fill out form SH-AD-668 and follow same procedure as on County property. Code 481 - Accidents, non-traffic.
-School or playground, public or private	SH-R-49 URN 48	Station/unit detective A	Make a report in all cases except when the injury occurs during a school sanctioned or school supervised activity. Copy of report to be sent to authorities of concerned school. Code 481 - Accidents, non-traffic.

-Sheriff's Administrative Headquarters	SH-AD-668 SH-R-49 URN 48	Employee's unit of assignment A	For immediate medical attention for either a county employee or a visitor, contact the Sheriff's Headquarters Bureau. If the injury/illness involves Sheriff's Department employees, notify Disabilities Management and Compliance Unit. NOTE: If the injury/illness involves any other county employee, and does not require immediate medical attention, refer questions to Disabilities Management and Compliance Unit. Incidents involving injury to non-employees, however minor, while on county property (owned or leased) must be reported on the Non-Employee Injury Report Form (SH-AD-668) and distributed as indicated on the form. Code 481 - Accidents, non-traffic.

Juvenile	SH-R-49 URN 41	Station/unit detective A	Medical treatment of persons under 18 years of age, unless lawfully married or on active duty with any of the Armed Services of the U.S., requires the consent of the parent or guardian. When a minor (under 18) is found in any street or public place and is in need of medical attention and the parent or guardian cannot be located to give medical consent, the deputy taking the minor into temporary custody may take the person to the nearest contract hospital and explain to the examining doctor that no medical consent is available. If the Probation Department, through its Intake and Detention Control, authorizes the doctor to treat the minor, a deputy probation officer will be sent to the hospital to authorize the treatment. Custody of the minor shall be turned over to the DPO by the detaining deputy. If admittance for treatment is refused and the sick person is a juvenile (under 18), the Deputy shall contact Intake and Detention Control and transport the juvenile to LAC/USC Medical Center or MacLaren Children's Center, as instructed by the Probation Department. See volume 5, chapter 2. Code 410 - Juvenile, lack of supervision.
Law enforcement explorer injured on-duty	SH-AD-668 URN 50	Explorer's assigned post advisor A	Copy of the incident report to Reserve Forces Bureau, Attn: Explorer Coordinator. Incidents involving injury to non-employees, however minor, while on county property (owned or leased) must be reported on the Non-Employee Injury Report Form (SH-AD-668) and distributed as indicated on the form. Code as applicable.
Prisoner ill:			

-While in court or court lockup	SH-J-212 URN 68	Court Services I	Copy to the Medical Services Unit where the inmate is housed. If an inmate requires treatment from a hospital, forward the hospital paperwork to the Medical Services Unit where the inmate is housed. If an inmate is admitted into the hospital, send an email to Medical Services Bureau, Comp Care Team. If after business hours, send an email to Medical Services Bureau, Medical Command Center or call them at 213-893-5544. However, it is mandatory that the reporting party follow up with the Medical Services Bureau, Comp Care Team during normal business hours. Stat Code - 687 - Inmate sick / injured.
-While in custody of Transportation	SH-J-212 URN 68	CST I	Copy to the Medical Services Unit where the inmate is housed. If an inmate requires treatment from a hospital, forward the hospital paperwork to the Medical Services Unit where the inmate is housed. If an inmate is admitted into the hospital, send an email to Medical Services Bureau, Comp Care Team. If after business hours, send an email to Medical Services Bureau, Medical Command Center or call them at 213-893-5544. However, it is mandatory that the reporting party follow up with the Medical Services Bureau, Comp Care Team during normal business hours. Stat Code - 687 - Inmate sick/injured.

-While in custody at station	SH-J-212 URN 68	JIU I	If an inmate requires hospital treatment and will be transferred to IRC, forward all paperwork to the IRC Medical Clinic. If an inmate is admitted into the hospital, send an email to Medical Services Bureau, Comp Care Team. If after business hours, send an email to Medical Services Bureau, Medical Command Center or call them at 213-893-5544. However, it is mandatory that the reporting party follow up with the Medical Services Bureau, Comp Care Team during normal business hours. Stat Code - 687 - Inmate sick/injured.
Prisoner Injured:			
-While in court or court lockup, or in custody of Transportation Bureau	SH-J-212 URN 68	Court Services or CST I	Copy to the Medical Services Unit where the inmate is housed. If an inmate requires treatment from a hospital, forward the hospital paperwork to the Medical Services Unit where the inmate is housed. If an inmate is admitted into the hospital, send an email to Medical Services Bureau, Comp Care Team. If after business hours, send an email to Medical Services Bureau, Medical Command Center or call them at 213-893-5544. However, it is mandatory that the reporting party follow up with the Medical Services Bureau, Comp Care Team during normal business hours. Stat Code - 687 - Inmate sick / injured.
-Minor Injury			
-Major Injury			

-While in court or court lockup or in custody of Transportation Bureau with crime involved	SH-R-49/B SH-J-212 URN	JIU A	Copy to the Medical Services Unit where the inmate is housed. If an inmate requires treatment from a hospital, forward the hospital paperwork to the Medical Services Unit where the inmate is housed. If an inmate is admitted into the hospital, send an email to Medical Services Bureau, Comp Care Team. If after business hours, send an email to Medical Services Bureau, Medical Command Center or call them at 213-893-5544. However, it is mandatory that the reporting party follow up with the Medical Services Bureau, Comp Care Team during normal business hours. Stat Code as applicable pending the nature of the crime.
--As result of gunshot by deputy, crime involved			See "Shots Fired by Deputies."
-Minor injury while at a custody facility (other than a station) or in custody of Transportation Bureau	SH-J-212 URN 68	Reporting unit I	Copy to the Medical Services Unit where the inmate is housed. If an inmate requires treatment from a hospital, forward the hospital paperwork to the Medical Services Unit where the inmate is housed. If an inmate is admitted into the hospital, send an email to Medical Services Bureau, Comp Care Team. If after business hours, send an email to Medical Services Bureau, Medical Command Center or call them at 213-893-5544. However, it is mandatory that the reporting party follow up with the Medical Services Bureau, Comp Care Team during normal business hours. Stat Code - 687 - Inmate sick/injured.

-Major injury while at a Custody facility (other than a station) or in custody of Transportation Bureau	SH-J-212 Supervisor's Memo URN 68	Reporting Unit I	Copy to the Medical Services Unit where the inmate is housed. If an inmate requires treatment from a hospital, forward the hospital paperwork to the Medical Services Unit where the inmate is housed. If an inmate is admitted into the hospital, send an email to Medical Services Bureau, Comp Care Team. If after business hours, send an email to Medical Services Bureau, Medical Command Center or call them at 213-893-5544. However, it is mandatory that the reporting party follow up with the Medical Services Bureau, Comp Care Team during normal business hours. Stat Code - 687 - Inmate sick/injured.
- While at anycustody facility, any court, court lock-up or Transportation Bureau, with crime involved	SH-R-49/B SH-J-212 URN 68	JIU A	Copy to the Medical Services Unit where the inmate is housed. If an inmate requires treatment from a hospital, forward the hospital paperwork to the Medical Services Unit where the inmate is housed. If an inmate is admitted into the hospital, send an email to Medical Services Bureau, Comp Care Team. If after business hours, send an email to Medical Services Bureau, Medical Command Center or call them at 213-893-5544. However, it is mandatory that the reporting party follow up with the Medical Services Bureau, Comp Care Team during normal business hours. Stat Code as applicable pending the nature of the crime.

--While at IRC or CJ, with crime involved	SH-R-49/B SH-J-212 URN	JIU A	Copy to the Medical Services Unit where the inmate is housed or forward all paperwork to the IRC Medical Clinic. If an inmate requires treatment from a hospital, forward the hospital paperwork to the Medical Services Unit where the inmate is housed. If an inmate is admitted into the hospital, send an email to Medical Services Bureau, Comp Care Team. If after business hours, send an email to Medical Services Bureau, Medical Command Center or call them at 213-893-5544. However, it is mandatory that the reporting party follow up with the Medical Services Bureau, Comp Care Team during normal business hours. Stat Code as applicable pending the nature of the crime.

--While engaged in fire suppression activities such as: Training; actual fire fighting; while being transported to or from a fire; clearing brush for fire prevention purposes; or while building fire breaks	SH-AD-92 (FORM 5020) SH-J-212 Supervisor's Memo Medical Services Order URN 68	Disabilities Management and Compliance Unit A	Extent of injuries usually considered reportable are those requiring attention of a physician. In emergency, utilize nearest contract hospital or physician and contact Medical Services Bureau for further instruction. In non-emergency cases requiring physician's care, and no physician available at facility, contact Medical Services for instructions. Prepare an original and four copies of Form SHâ€'AD-92. Show prisoner's name, booking number and charge on the line calling for employee's name and address. Give original of the form to responding patrol car. Place one copy in the prisoner's Case Summary, route one copy to the county fire department, Construction and Maintenance Division and if the prisoner is sent to MCJ, for treatment, place the remaining copy in an envelope marked for Men's Central Jail Medical Services and mark it "rush." Envelope to be forwarded with the prisoner. Station/Unit responding shall electronically archive the SH-AD-92 from into SECDA. **NOTE:** When any report made on prisoners is made for record purposes, it should indicate "Record Purposes Only - Inactive." Stat Code - 687 - Inmate sick / injured.

-While in station/unit area, in court or in transit, minor or major crime involved	SH-R-49/B SH-J-212 URN 68	Station/unit detective or JIU A	Any injury requiring investigation. Necessity of report and URN to be determined by the reporting deputy's watch commander. If criminal action involved, assignment shall be to Jail Investigations Unit. If an inmate requires treatment from a hospital, forward the hospital paperwork to the Medical Services Unit where the inmate is housed. If an inmate is admitted into the hospital, send an email to Medical Services Bureau, Comp Care Team. If after business hours, send an email to Medical Services Bureau, Medical Command Center or call them at 213-893-5544. However, it is mandatory that the reporting party follow up with the Medical Services Bureau, Comp Care Team during normal business hours. Stat Code as applicable pending the nature of the crime.
--Work release inmates	SH-AD-92 (FORM 5020) SH-J-212 Supervisor's Memo Medical Services Order URN 70	Disabilities Management and Compliance Unit	Handle as a Department employee injury, including a full investigation. **NOTE:** The inmate's social security number must be placed in box #8 of the SH-AD-92; all additional reports shall also bear the inmates's social security number. Occupation shall be listed as "Work release program" in box #12. Code 706 - Injury or illness, work release inmate.
Scuba diving	SH-R-49 URN 48	Station/unit patrol and ESD A	Notify ESD immediately and follow their instructions. See section 4-05/030.00 - Boats - Reports, Owner/Operator Responsibility.
Suspected carbon monoxide poisoning			See "Poisoning."
Traffic collisions:			

--Employee of any government agency or public utility	CHP-555 URN 47	Station/unit patrol, Traffic A	Notify agency concerned if serious injury is involved. If county employee on duty, send two copies of report to county auditor-controller, Warrant Investigation Section. If a fatal or serious injury collision and an L.A. County on-duty permittee, or Contract City vehicle is involved, immediately notify Traffic Services Detail for possible response by Traffic Collision Response Team. Code 471 - Collision, traffic with injury.
-Employee of Sheriff's Department	SH-AD-665 CHP-555 URN 47	Station/unit patrol, traffic A	If employee on duty when injured, also prepare Form SH-AD-92, as in regular industrial injury. Notify Disabilities Management and Compliance Unit as soon as possible. If deputy injured in line of duty, complete Form SH-CR-563. Immediately notify the Traffic Services Detail on all traffic collisions involving an on-duty employee resulting in ANY bodily injury (including complaint of pain) for possible response by the Traffic Collision Response Team. If employee is off duty and prosecution of the employee may result from the collision, immediately notify the Watch Commander and Unit Commander, and Traffic Services Detail for review and monitoring of the investigation. For vehicle damage, see "Property Damage." Code 471 - Collision, traffic with injury.

-Hit and run (felony)	CHP-555 URN 25	Station/unit patrol, traffic A	SH-R-49 necessary only if a suspect is arrested. If victim in critical condition, advise Homicide Bureau of the circumstances. If death possible, (0). If a fatal collision or victim is in critical condition and maximum technical expertise is needed to support criminal prosecution, notify Traffic Services Detail for possible response by the Traffic Collision Response Team. Code 251 - Hit and run, felony.
-Hit and run (misdemeanor)	CHP-555 URN 25	Station/unit patrol, traffic A	Code 250 - Hit and run, misdemeanor. If no injury or workable information, use CHP-555-03. No URN required for this form.
-Injury to person	CHP-555 URN 47	Station/unit patrol, traffic A	If a person is injured by a Sheriff's or permittee's vehicle, forms SH-AD-665 County of Los Angeles Report of Vehicle Accident or Incident and SHâ€‘Râ€‘257 shall be completed. Also, it is mandatory that the watch commander notify Traffic Services Detail within 48 hours of the occurrence by FAX (562) 402-8421 and relay the information from the SHâ€‘AD-665. Traffic Services Detail shall be responsible for notifying the contract insurance company. Immediately notify the Traffic Services Detail on all traffic collisions involving an on-duty employee resulting in ANY bodily injury (including complaint of pain) for possible response by the Traffic Collision Response Team. Incidents involving injury to non-employees, however minor, while on County property (owned or leased) must be reported on the Non-Employee Injury Form (SH-AD-668) and distributed as indicated on the form. Code as applicable.

-No damage to Department/permittee vehicle involved in collision/incident	SH-AD-665 SH-R-257 URN 47	Unit of assignment or station/unit patrol, traffic A	Code 471 - Collision, traffic with injury.
-Person injured by a vehicle on private property	CHP-555 URN 48	Station/unit patrol, Traffic A	Code 481 - Accident, non-traffic.
Unidentified person	SH-R-49 URN 40	Homicide Bureau A	On all cases involving unidentified persons, make every effort to determine the identity of the person. When unable to identify, immediate notification to that effect shall be made to Homicide Bureau, Missing Persons Detail. All available identification shall be obtained, including an accurate and complete physical description, fingerprint cards and photographs. (Request for photographs and fingerprints may be made through Records and Identification Bureau.) Forward identification data to Missing Persons Detail. Code as applicable: 400 - Adult, missing, lost, or found. 402 - Juvenile, lost, runaway, or missing.
Other than circumstances listed in any of the preceding groups			SH-R-49 necessary only when a crime may be involved or when gross negligence is indicated. In all other cases, a log entry will suffice. See under appropriate crime classification for code and retention period.

• • 4-19/020.00 - Pimping

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-19/020.00 PIMPING			See "Vice."

• • 4-19/040.00 - Poisoning

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-19/040.00 POISONING			
Animals			See "Animals."
Carbon monoxide or suspected:			
-Accidental, no death	SH-R-49 URN 44	Station/unit detective A	Telephonic notification of suspected carbon monoxide poisoning by faulty domestic appliance will be made to L.A. County Health Services, Environmental Management Program, by field personnel in incidences coming to their attention.
-Death or suicide, by	SH-R-49 URN 45 or 49	Homicide Bureau A	Notify Homicide Bureau immediately.
Food	SH-R-49 URN 44	Station/unit detective A	Immediate notification to L.A. County Health Services, Food and Milk Program. Keep suspected food specimens safe, preferably in a refrigerator, pending arrival of Health Services representatives. Unless homicide is suspected, Health Services will take over the investigation of all cases of suspected or actual food poisoning. Code 440 - Other - noncriminal.

Water sources			See "Vandalism" and 347 PC. When death results or its imminent, immediately notify Homicide Bureau. Check appropriate crime classification for reporting information and priority.
Over-the-counter drugs, prescription drugs, cosmetics, and food supplements, tampering with			Any product that is suspect to tampering/altering should be preserved as evidence. Notify the California Department of Health Services at (213) 620-2965 for instructions. See 347 PC if suspect in custody. Code 339 - Miscellaneous - felony.

• • 4-19/045.00 - Press Relations

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-19/045.00 PRESS RELATIONS			For line procedures, see volume 5, chapter 9.
Cases involving juveniles			Names of detained or suspected juveniles shall not normally be released to news media or any third party (see NOTE). However, the Department may release the names of juveniles who escape from juvenile custody when this information becomes a public safety matter. **NOTE:** In unusual cases, in the public interest, such information may be released through the Sheriff's Headquarters Bureau.

Code 20 cases involving: - Arson, - Dead bodies, - Extortion, - Homicides, - Kidnaping.			Code 20 press notification shall be made via the Sheriff's Headquarters Bureau, who shall be notified by phone. The Sheriff's Headquarters Bureau shall have the responsibility of transmitting a Code 20 to the press without delay, except in cases where such notification would jeopardize the investigation and/or safety of victim(s). Units shall submit an inter-Departmental memo to the Sheriff, through channels, on cases involving the classification noted and on any other newsworthy incident. When progress of the investigation permits, the units will immediately: • Transmit the pertinent facts by phone or other appropriate means to the Sheriff's Headquarters Bureau; and • Station/unit detective supervisor shall prepare a memo in duplicate. The original shall be placed in the press file and the copy delivered to the station/unit watch commander, who shall also notify the local press if the incident warrants.

Code 20 incidents other than above			When a field unit observes a newsworthy incident, a Code 20 shall be sent. The fact that a Code 20 was sent shall be noted on the "Deputy's Daily Work Sheet." When a newsworthy incident comes to the attention of the station/unit complaint desk, local news gathering agencies shall be notified as warranted. A Code 20 shall be requested and the station/unit log noted of this fact. The Sheriff's Headquarters Bureau is to be informed of all newsworthy events. Newsworthy incidents coming to the attention of units other than stations/unit's shall have a Code 20 requested by the unit. The unit shall also submit an inter-Departmental memo to the Sheriff, through channels, concerning the incident. The contents of this memo shall be relayed to the watch commander of the station/unit in whose jurisdiction the incident occurred so that he may place a memo in the press file and notify the local press if warranted.
Routine memos			Routine notification to the press of flood conditions, storm, or wind damage, etc., will continue to be submitted in accordance with standard operating procedures in such matters.

• • 4-19/050.00 - Prisoners

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-19/050.00 PRISONERS			For line procedures, see volume 5, chapter 3.
Claims by			If a prisoner wishes to file a claim against the county or the Department, he will be furnished four copies of the Claim for Damages to Person or Property (Form 76C212D2). He will be instructed to complete them, retain the pink copy, and forward the three remaining copies to the address indicated on the form.

Crimes involving	SH-R-49 URN	Station detective or JIU A	If incident occurs at a station, assign to station detectives. If incident occurs at any custody facility or in court, assign to Jail Investigations Unit or appropriate Detective Bureau or Detail. **NOTE:** If suspect is not a prisoner, forward to law enforcement agency with jurisdiction.
Dead:			See "Person Dead."
-As result of gunshot by deputy			See "Shots Fired by Deputies."
Escapes			See "Escapes."
Ill			See "Person Injured/Ill."
Incidents			When there is any reportable incident involving a prisoner or his property during arrest, booking or while in custody, designate "SRD" to the concerned Custody Division Headquarters. On any incident affecting a prisoner's release date, designate "SRD" to Custody Division South Headquarters.
Injured:			See "Person Injured/Ill."
-As result of gunshot by deputy			See "Shots Fired by Deputies."
Property	SH-R-49 SH-AD-495 URN 44	JIU A	On loss, damage to or theft of prisoner's property, mail copies of reports to County Auditor-Controller, Warrant Investigation Section. Designate SRD copy to Fiscal Administration. Code 442 - Lost property

Release date change	SH-J-388		On any incident affecting a prisoner's release date, as the result of disciplinary action or change in work status, complete Form SH-J-388 and forward to IRC to be inserted into prisoner's jacket.
Suicide or attempt			See "Suicide."
Transportation of prisoner, give or take any written communication during	SH-R-49 URN 39	Unit of assignment A	Code 399 - Misdemeanor, miscellaneous

• • 4-19/055.00 - Property

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-19/055.00 PROPERTY			For line procedures, see volume 5, chapter 4. For prisoner's property, see volume 5, chapter 3. All first reports are to indicate the current market value of property stolen, recovered, lost, or found. All supplemental reports shall indicate current value of stolen and/or recovered property which was not reported in the first report. Statistical recoveries shall be noted. **NOTE 1:** Only Fiscal Administration shall use Property Code 449 for property destroyed at station/unit. **NOTE 2:** If serialized property involved, enter into Automated Property system (APS) or NCIC data file.

Department radio equipment and accessories, lost/stolen/damaged			Follow procedures outlined in the Communications chapter, section 3â€‘07/010.40.
Department firearms, i.e. rifles, shotguns, arwen, handguns, and tear gas guns:			
--Damage to			See Los Angeles County Property under "Property Damage."
--Lost, found, recovered, theft of			See "Firearms."
Evidence, located in pawnshop	SH-R-49 URN 44	Station detective A or I	See volume 5, chapter 9. Code 442 - Recovered property.
Firearms, lost, found, or recovered			See "Firearms."
Found checks	SH-R-49 URN 44	Station/unit detective A	Prior to submission of report, determine if a loss or theft report is on file. Make this a supplemental report with original URN if original was a Department report. Code 442 - Found property.
Found safe			See Safes, Found, under "Burglary."
Found/lost, tack (saddle, harness, bridle, etc.)	SH-R-49 URN 44	Station/unit detective A	If ownership of the tack is in doubt, hold it for investigation. Lost tack - Prepare SH-CR-609 if no workable information. Code 442 - Lost/found property.

Found, other	SH-R-49 URN 44	Station/unit detective A	Prior to submission of report, determine if a loss or theft report is on file. If so, make this a supplemental report with original URN. Property Receipt (form SH-CR-213) shall be completed in quadruplicate and distributed. Finder's signature must be obtained on the reverse side of the receipt or an affidavit submitted if he wishes to claim the property in the event that the owner is not found or does not claim the property. An affidavit or declaration is necessary only when property exceeds $10 in value. SRD to Central Property. Code 442 - Found property.
Lost checks	SH-R-49 URN 44	Station/unit detective A	Send immediate broadcast giving check description - type of printed information thereon, number series, color, bank and branch, name of person who is authorized to sign checks, and account number. No broadcast to be made if complete description of the checks is not available. When broadcast is made, it is to be initiated by patrol. Prepare SH-CR-609 if no workable information. Code 442 - Lost property.
Lost credit cards	SH-R-49 URN 44	Station/unit detective A	Lost property incident reports will be taken from a credit card holder covering the loss or misplacement of a credit card. Advise the person to immediately notify the issuing agency by phone and in writing. Enter into (APS). Prepare SH-CR-609 if no workable information. Code 442 - Lost property.

Lost, other	SH-R-49 URN 44	Station/unit detective A	If county property, mail copy of report to county auditor-controller, Warrant Investigation Section. If Sheriff's Department property, designate SRD copy to Fiscal Administration. Prepare SH-CR-609 if no workable information. Code 442 - Lost property.
Receiving stolen property			See "Receiving Stolen Property."
Recovered	SH-R-49 URN 44	Station/unit detective A	Include reporting district where loss occurred and name of contract city (if applicable). New URN only where theft was not reported to this Department. If recovery of Department reported stolen items, use original URN. Code 442 - Found property.

Stolen property inquiries			Law enforcement agencies getting a "hit" from APS on one of our Department cases may contact this Department for additional information. Investigation may disclose that the computer was not updated and the property in question is no longer classified as stolen property. Inquiries shall be handled as follows: • Record the information given by the agency which will include the abbreviated URN obtained from the system; • Inform the agency that after our investigation they will be contacted; • Retrieve the report, determine the unit of assignment and contact them by phone and JDIC message; • Inform the assigned unit that a copy of the report will be immediately placed in their mailbox at Records and Identification Bureau. As a reminder, this information should be included in the JDIC message; and • Request the assigned unit to handle the matter to conclusion and advise the inquiring agency without undue delay. NOTE: If the case file is in the archives, retrieval time will be longer and the assigned unit should be advised.
Uniform and equipment items issued and owned by county - lost, stolen, or damaged			Follow procedures outlined in volume 3, chapter 3.

• • 4-19/060.00 - Property Damage, Accidental - Non-Traffic Accident Connected

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-19/060.00 PROPERTY DAMAGE - ACCIDENTIAL - NON-TRAFFIC ACCIDENT CONNECTED			**NOTE:** When a person is a victim of any accident covered in the following section, also see under "Person Injured/Ill" and "Person Dead."
Aircraft	SH-R-49 URN 48	Aero Bureau A	Notify Aero Bureau at once by phone or radio. Complaint report should include pilot's certificate number, type of certificate, ratings, date of issuance of medical certificate, names and addresses of passengers and witnesses, if any, whether aircraft was carrying U.S. Mail and all other pertinent data. Code 481 - Accidents, non-traffic.
Boat	SH-R-49 URN 48	Station/unit detective A	See section 4-05/030.00 - Boats - Reports, Owner/Operator Responsibility. Code 481 - Accidents, non-traffic.
Government property	SH-R-49 URN 48	Station/unit detective A	Notify agency concerned as soon as possible by phone and mail copy of report to concerned agency. Code as above.
Los Angeles County property	SH-R-49 URN 50	Station/unit detective I	Notify concerned county department as soon as possible by phone. Copy of report to be sent to county auditor-controller, Warrant Investigation Section. Code 504 - Damage to county property. If Department property is involved, designate SRD to Fiscal Administration. If a firearm, also designate SRD to Advanced Training Bureau, Weapons Training Section, Attention: Range Master. If Department radio equipment or accessories, follow the procedures outlined in the Communications chapter, section 3â€‘07/010.40.

Mechanical amusement ride	SH-R-49 URN 48	Station/unit detective A	Notify L.A. County Department of Public Works Building and Safety, Land Development Division, immediately by telephone. Mail copy of report to above named Department. If with injury, also see "Person Injured/Ill."
Private property			Make report only when a crime may be involved. Otherwise, a log entry will suffice. When a report is submitted, use the crime classification in the heading.
Private property by Sheriff's employee on duty	SH-R-49 URN 48	Station/unit detective A	When private property is damaged in the course of performance of assigned duties, victim should be informed that he has 100 days from the date of the incident to file a claim against the County. Four copies of the Claim for Damages to Person or Property (76C212D2) shall be furnished to the victim. After completion, the victim shall retain the pink copy and mail or deliver the three remaining copies to the address indicated on the form. Code 481 - Accidents, non-traffic.
Sheriff's office or lab equipment	SH-AD-32A		Submit memo to unit commander in case of accidental or negligent breakage or damage. SRD three copies of memo to Fiscal Administration.
Sheriff's department vehicles	SH-AD-665 SH-R-257 URN 50	Unit of assignment A	Driver to complete form SH-AD-665. Supervisor to conduct investigation as outlined in volume 3, chapter 9 and to complete front side of Form SH-R-257. Code 504 - Damage to county property.
Uniform and equipment items issued and owned by county			Follow procedures outlined in volume 3, chapter 3.

• • 4-19/062.00 - Property Damage, Accidental - Traffic Crash Connected

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-19/062.00 PROPERTY DAMAGE, ACCIDENTIAL TRAFFIC CRASHES CONNECTED			**NOTE:** When a person is a victim of any crash covered in the following section, also see "Person Injured" and "Person Dead."
Aircraft			Same as non-traffic accident connected.
Boat			Same as non-traffic accident connected.
Government property:			
--Unincorporated area			Same as non-traffic accident connected.
--Contract city	CHP-555 URN 47 or 50	Station/Unit Patrol, Traffic A or I	Notify agency concerned by phone if serious damage involved. Code 504 - Damage to County Property. Code 472 - Crash, Traffic Without Injury.
Los Angeles County property:			
--Unincorporated area			CHP is responsible for the investigation and reporting of traffic crashes in the unincorporated areas of this County.

--Contract City	CHP-555 URN 50	Station/Unit Patrol, Traffic A or I	Notify concerned County Department as soon as possible by phone. (See Volume 3, Chapter 9.) If Department property involved, other than a vehicle, designate SRD copy to Fiscal Administration. If Department property is a firearm, also designate SRD copy to the Advanced Training Bureau, Weapons Training Section, Attention: Range Master. If Sheriff's vehicle or permittee vehicle on Department business involved, see "Sheriff's Department Vehicles" in this classification. **NOTE:** CHP handles all crashes, including Sheriff's vehicles, on freeways in contract cities. Code 504 - Damage to County Property. Code 472 - Crash, Traffic Without Injury.
Mechanical amusement ride			Same as non-traffic accident connected.
Other property/vehicle damaged when Departmental/Permittee vehicle involved, but not damaged	SH-AD-665 SH-R-257 URN 47 or 48	Station/Unit Patrol, Traffic A	Code 481 - If it is a Crash/Incident involving a Departmental/Permittee vehicle other than on the highway, see Volume 3, Chapter 9. Code 472 - Crash, Traffic Without Injury.
Private Property:			
--Unincorporated area			CHP is responsible for the investigation and reporting of traffic collisions in the unincorporated areas of this County.
--Contract city	CHP-555 URN 47	Station/Unit Patrol, Traffic A	Code as applicable.

Private property by Sheriff's employee on duty (no damage to Department or permittee vehicle)	SH-AD-665 SH-R-257 URN 47	Station/Unit Patrol, Traffic A	Watch Commander/Operations Lieutenant shall be responsible for notifying Traffic Services Detail within 48 hours of the occurrence by FAX (562) 402-8421 and relaying the information from the County of Los Angeles Report of Vehicle Accident or Incident (SHâ€'AD-665) when there is an injury, complaint of an injury, a death or major private property damage. Traffic Services Detail shall be responsible for notifying the contract insurance company. (See Volume 3, Chapter 9.) Distribute SH-AD-665 as per instructions on the back, and complete the CHP-555 if in contract city. When private property is damaged in the course of performance of assigned duties, victim should be informed that he has 100 days from the date of the incident to file a claim against the County. Four copies of the Claim for Damages to Person or Property (76C212D2) shall be furnished to the victim. After completion, the victim shall retain the pink copy and mail or deliver the three remaining copies to the address indicated on the form. Code 472 - Crash, Traffic Without Injury.
Sheriff's Office or lab equipment			Same as non-traffic accident connected.
Sheriff's Department vehicles or permittee vehicle	76V54A SH-R-257 URN 50	Unit of assignment A	See Volume 3, Chapter 9, and Volume 5, Chapter 5. Stations and Bureaus shall be responsible for the investigation of all on-duty traffic crash involving their personnel. This shall include Department vehicles and all vehicles of mileage permittees when operating during official business. Watch Commander/Operations Lieutenant shall be responsible for notifying George Hills, as soon as possible by phone (855) 442-2357 (24 hours) and relaying the information

			found in the 76V54A when there is an injury, complaint of an injury, a death or major private property damage. The telephonic notification shall be confirmed by written report by completing the 76V54A and distributing it as per instructions on the back. If possible, the above claim service copies of the 76V54A are to be sent within 24 hours of the incident. When 76V54A is the only report submitted, it must contain a complete narrative of the incident (use additional pages when necessary), and may include a word picture, measurements and statements of witnesses and parties. If employee is injured, see "Person Injured/Ill." Traffic Crash Report (CHP-555) is necessary only if crash occurred in a contract city. Immediately notify the on-call Internal Affairs Bureau Lieutenant on all traffic crashes involving an on-duty employee resulting in ANY bodily injury (including complaint of pain) for possible response by the Traffic Crash Response Team. SH-R-49 is necessary only when there is another crime connected with the traffic crash but not a part of the crash itself or when a traffic crash results in an arrest for a crime other than DUI. The arrest information shall be contained under the same URN; DUI arrests shall be reported on an SHâ€‘R-221. Code 504 - Damage to County Property. Refer to section 3-03/060.22 - Damage to Personal Vehicles in the Line of duty for procedures for reimbursement for damage to permittee vehicles.

• • 4-19/065.00 - Prowler

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-19/065.00 PROWLER			See "Disorderly Conduct."

• • 4-19/070.00 - Public Nuisance

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-19/070.00 PUBLIC NUISANCE	SH-R-49 URN 39	Station/unit detectives A	Inactive when used on citizen's complaints regarding barking dogs, beehives, livestock, poultry, hot rods, etc. city or county ordinances may be used also. Report will be made active if petition is submitted with report or when petition is submitted at a later date. Code 392 - Public nuisance.

• Chapter 20 - Letter "Q"

• • 4-20/000.00 - Letter "Q"

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-20/000.00 LETTER "Q"			

• Chapter 21 - Letter "R"

• • 4-21/005.00 - Racial, Religious, or Political Conflict

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-21/005.00 RACIAL, RELIGIOUS, OR POLITICAL CONFLICT	See under appropriate crime classification		Any member of this Department who becomes aware of a potentially explosive situation in any area of the county or who senses that a problem is developing which might be prevented by law enforcement action, has the duty to take whatever immediate action may be required to defuse the situation. This action shall include immediate notification to appropriate Department personnel by way of an operational log entry through the Sheriff's Headquarters Bureau. After appropriate and necessary immediate action has been taken, a comprehensive memo regarding the incident shall be forwarded, through channels, to Major Crimes Bureau. A copy of all reports of racially, religiously or politically motivated vandalism/violence cases shall be sent to Major Crimes Bureau and Management Information Services, in addition to other distribution. When field units require the assistance of a member of the Sheriff's Headquarters Bureau at the scene of an arrest or incident which has attracted media interest, the request is to be made directly to that bureau. When adults or juveniles are involved in cases coming to the attention of the Department and investigation reveals conflict with racial, religious, ethnic, political or minority groups, designate SRD to Sheriff's Headquarters Bureau and Major Crimes Bureau. Cases shall carry the appropriate crime classification and shall not show a classification of "Community Relations." Cases handled in the field shall be the subject of a memo to the unit commander and an operational log entry made through Sheriff's Headquarters Bureau. **NOTE:** Copy of report or memo to station/unit crime prevention officer.

• • 4-21/010.00 - Radioactive Materials

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-21/010.00 RADIOACTIVE MATERIALS			For line procedures, see volume 5, chapter 6.
Exposure to	SH-R-49 URN 44	Station/unit patrol A	Immobilize and isolate all personnel or citizens who feel that they may have been contaminated with radioactive source. Submit SH-AD-92 to Disabilities Management and Compliance Unit, if Sheriff's employee exposed to material. Code 440 - Other - noncriminal.
Found capsule container	SH-R-49 URN 44	Station/unit detective A	In all incidents where it is suspected that radioactive materials are involved, personnel will proceed as though radioactivity is present until a radiological evaluation is made. Code 442 - Found property.
Theft, threatened use of	SH-R-49 URN 08 or 38	Arson/Explosive Detail	See Nuclear Bomb or Device under "Bombs." Code as applicable.

• • 4-21/015.00 - Rape

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-21/015.00 RAPE	SH-R-49 URN 02	SVB A	For release of victim information policy, refer to Miscellaneous Line Procedures chapter - Sex Related Crimes sections 5-09/350.00 through 5-09/350.15. Modus operandi (MO) data required on 261(2) and 261(3) PC. Select the appropriate codes from the following list: Code 021 - Rape by force, female, 18 years of age and older. Code 022 - Attempt rape by force, female, 18 years of age and older. Code 023 - Rape by force, female, under 18 years of age. Code 024 - Attempt rape by force, female, under 18 years of age. Code 025 - Rape by force, male, 18 years of age and older. Code 026 - Attempt rape by force, male, 18 years of age and older. Code 027 - Rape by force, male, under 18 years of age. Code 028 - Attempt rape by force, male, under 18 years of age. For statutory rape, see Code 121. Also see Code 121.
Occurring within a county park or recreational facility	SH-R-49 URN 02	SVB A	

• • 4-21/020.00 - Receiving Stolen Property

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-21/020.00 RECEIVING STOLEN PROPERTY	SH-R-49 URN 29	Station/unit detective A	Code 290 - Receiving stolen property.
Information	SH-AD-32A		Direct memo to station/unit detectives.

• • 4-21/025.00 - Rescue - Mountain

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-21/025.00 RESCUE - MOUNTAIN	SH-R-49 URN 40	Station/unit coordinator A/I	Case file may be made inactive if the victim is rescued prior to the submission of the first report. Designate SRD copy to the Emergency Services Detail. In those cases of mountain rescue where the victim resides in the state, outside Los Angeles County, the report shall contain the man-hours used (by rank) of all deputy personnel. If emergency overtime is granted, number of hours granted, equipment used, equipment and supplies expended or lost shall be reported. Two copies of the report shall be sent to Fiscal Administration for billing and recovery of expenses in excess of $100 per 26614.5 of the Government Code. Refer to Emergency and Disaster Chapter. **NOTE:** Supplies expended includes food served to rescuers. Code 400 - Adult, missing, lost, or found. Code 402 - Child, Lost, runaway, or missing.

• • 4-21/030.00 - Reserve Deputies

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-21/030.00 RESERVE DEPUTIES			On any incidents in which reserves are involved as victims, suspects, or informants, or on Reserve Forces Headquarters reports, designate SRD to Reserve Forces Bureau.

• • 4-21/035.00 - Resisting Public Officer

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-21/035.00 RESISTING PUBLIC OFFICER	SH-R-49 URN 14	Station/unit detective A	Principal deputies only shall be listed as victims. Code 145 - Resisting officers.

• • 4-21/040.00 - Restraining Orders

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-21/040.00 RESTRAINING ORDERS	SH-R-49 URN	Station/unit patrol	When a deputy verifies that a Temporary Restraining Order (TRO) exists but cannot verify proof of service or prior knowledge of the order by the suspect, the deputy shall advise the suspect that he has now been served and that any violation of the order will result in arrest. A report shall be taken even if the suspect complies after being advised of the TRO. The deputy is responsible for updating the station's/unit's copy of the TRO to indicate that the suspect was advised of the TRO. SRD to the court which issued the TRO. Code as applicable. For additional information see volume 5, chapter 9. **NOTE:** If the TRO involves domestic violence, use a 5 retention on reports.

• • 4-21/043.00 - Riot, Rout, Unlawful Assembly

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-21/043.00 RIOT, ROUT, UNLAWFUL ASSEMBLY			See "Civil Disturbance."

• • 4-21/045.00 - Robbery

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

<table>
<tr>
<td><u>4-21/045.00
ROBBERY</u></td>
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<td>Issue emergency local radio broadcast at the scene. Issue local broadcast as soon as possible via the station/unit secretary. Notify the appropriate detectives at once.

In robberies of businesses, list the business as victim number one.

When investigating robberies within or adjacent to a person’s residence, special inquiry must be made about the victim’s activities preceding the crime. This inquiry is necessary to determine the method of targeting the victim for this crime. Attempt to determine if the victim was at a card club, restaurant, etc. and was there any display of wealth, i.e., high value vehicles, jewelry, etc.

Murder committed during a robbery shall be a concurrent assignment with the listed unit and Homicide Bureau and coded for murder.

Select appropriate codes from the following list:

Robbery

<u>03 - Weapon</u> <u>04 - Strongarm</u>

031 Highway, etc. 041
032 Commercial house 042
033 Service station 043
034 Convenience store 044
035 Residence 045
036 Bank 046
037 Other 047
038 Carjacking 048
039 Cargo hijacking 049</td>
</tr>
<tr>
<td>Armored car, bank, credit union, savings & loan assoc., finance company</td>
<td>SH-R-49
URN
03 or 04</td>
<td>Major Crimes Bureau/Metro</td>
<td>Immediate notification to Major Crimes Bureau. Metro Detail will respond.

After duty hours notification to the Metro Detail lieutenant through Sheriff’s Headquarters Bureau.</td>
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Hijacking	SH-R-49 CHP-180 URN 03 or 04	Major Crime Bureau/Cargo CATs A	Hijacking is the taking of cargo in transit from a commercial carrier by means of robbery of the driver or other person having custody or control of the cargo. "In transit" status commences when cargo is loaded aboard a commercial carrier at point of origin and terminates when cargo is off-loaded at the point of final destination. The type of freight stolen shall be described in detail on the SH-R-49 and briefly on the CHPâ€‘180(s). Complete a CHP-180 for each separately licensed piece of equipment (truck, tractor, trailer, semi-trailer, chassis, auxiliary dolly): however, use one file number only. The carrier is usually the primary victim. Major Crimes Bureau - Cargo CATs investigators will respond to all cargo hijackings. Contact Major Crimes Bureau- Cargo CATs Team sergeant after duty-hours contact through Sheriff's Headquarters Bureau. Issue local radio broadcast at the scene. As soon as possible, send CLETS bulletin and/or JDIC message via station/unit secretary. Immediate notification to be made to Major Crimes Bureau/Cargo CATs. NOTE: On SVS entry include notation "Cargo involved; if located, contact LASD Major Crimes Bureau/Cargo CATs via telephone" in the Miscellaneous Field. Fax report to Major Crimes Bureau/CargoCATs at (310) 639-1070. Code 039 - Robbery, weapon, cargo hijacking. Code 049 - Robbery, strong-Arm, cargo hijacking.

Major markets/major department stores (Major is defined as four or more cash registers.)	SH-R-49 URN 03	Station/unit detective A	Immediate notification to Metro Detail on high-dollar, high-profile, and unique item losses, and extremely violent take-over style robberies. After duty hours notification to the Metro Detail Lieutenant through Sheriff's Headquarters Bureau. Code as applicable. SRD to Major Crimes Bureau.
Occurring within a county park or recreational facility	SHâ€'Râ€'49 URN 03 or 04	Parks detectives A	
Other	SH-R-49 URN 03	Station/unit detective A	Immediate notification to Metro Detail on high-dollar, high-profile, and unique item losses, and extremely violent take-over style robberies. After duty hours notification to the Metro Detail Lieutenant through Sheriff's Headquarters Bureau. SRD to Major Crimes Bureau. Code 037 - Robbery, weapon. Code 047 - Robbery, strongarm or as applicable.
Pattern/Series			Two or more robberies in Sheriff's jurisdiction which are apparently committed by the same suspect(s). After a series is detected, Major Crimes Bureau will evaluate and may assume primary assignment. Master file number to be drawn by Major Crimes Bureau or station/unit detective unit assigned the pattern/series case.

U.S. Postal Service, all jewelry store robberies	SH-R-49 URN 03 or 04	Station/unit detective A	Immediate notification to be made to station/unit detectives. Immediate notification to Metro Detail on high-dollar, high-profile, unique item losses, and extremely violent take-over style robberies. After duty hours notification to the Metro Detail lieutenant through Sheriff's Headquarters Bureau. SRD to Major Crimes Bureau. Copy to the FBI. Code as applicable.

• Chapter 22 - Letter "S"

• • 4-22/005.00 - Safety/Health Hazards

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-22/005.00 SAFETY/HEALTH HAZARDS	SH-R-49 URN 39	Station/unit detective A	For line procedures, see volume 5, chapter 9. Public safety hazards apply to excavations, bodies of water, self-locking or asphyxiating appliances which are discarded or abandoned, etc. When any unprotected or abandoned public safety hazard comes to the attention of field personnel, the following action shall be taken: • Preliminary investigation to ascertain whether there is a violation; • Remove or cause the owner to remove or abate the hazard if it can be done at the time investigation is made; ◦ If this cannot be done immediately and the hazard warrants warning devices, steps shall be taken to provide them (e.g., barricades); • Submit a preliminary report which shall include the following: ◦ Location and description of property and hazard; ◦ If hazard is an excavation, give approximate size and depth, contents, covering, fencing, location in relationship to nearest highway and number of residents within a one-half mile radius; ◦ Name of the owner or persons in possession or control of the property; ◦ Name of person making or maintaining the hazard; and ◦ Whether any effort was made to temporarily remove or abate the hazard. • The area patrol car shall make periodic checks of the hazard until it is corrected. Code 399 - Misdemeanor, miscellaneous.

Illegal dumping/ accidental discharges/spills of hazardous materials/wastes			See "Dumping." If traffic related, see "Accidents, Traffic - In contract city."

Structures	SH-R-49 URN 44	Station/unit detective A	When a building creates a hazard due to deterioration, fire, vandalism, etc. and this structure is brought to the attention of the Department, a complaint report shall be completed after a visual inspection of the premises. Premises and structures must be accurately described, as well as the condition constituting a real and present danger to the community. The legal authority for closure or demolition of unoccupied buildings which constitute a safety hazard is Los Angeles County Code Title 26 Chapter 98 subsection 9801. Emergency Procedures are under subsection 9813. In either case the report shall be classified "Safety Hazard - Unoccupied Structure." The watch sergeant approving such reports shall indicate that they are priority documents. The station/unit detective shall investigate and, if the facts related in the SH-R-49 are substantiated, he shall immediately telephone the County Department of Public Works, Building and Safety Division, Property Rehabilitation Section. The station/unit detective shall then prepare a letter for the unit commander's signature, to the Director of Public Works, Property Rehabilitation Section, describing the location and condition of the building, the hazard created by such condition and an opinion regarding the urgency or abatement. The majority of contract cities have adopted the county ordinance and are assisted by the Department of Public Works in securing premises, etc. in the same manner as unincorporated areas. Some cities, however, have added special hearings to their ordinances. If there is any question as to the exact status of a particular city's ordinance, the city clerk's office or property rehabilitation section should be contacted for details. Code 440 - Other, noncriminal.

• • 4-22/008.00 - Search Operations

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-22/008.00 SEARCH OPERATIONS	SH-R-461 URN 810	Station/unit detective, and participating unit of assignment I	All types of search operations including service of search warrants, probation and parole searches, and pre-planned warrantless searches of fixed locations (structures, yards, vehicles at location, etc.) shall be documented and an URN drawn.

• • 4-22/009.00 - Search Warrants, Telephone

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-22/009.00 SEARCH WARRANTS, TELEPHONE			See volume 5, chapter 7.

• • 4-22/010.00 - Selective Service Act Violations

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-22/010.00 SELECTIVE SERVICE ACT VIOLATIONS	SH-R-49 URN 30	Station/unit detective A	Notify the FBI and obtain approval before booking. Code 306 - Selective service act.

• • 4-22/015.00 - Sex Offenses

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-22/015.00 SEX OFFENSES			For release of victim information policy, refer to Miscellaneous Line Procedures chapter-Sex Related Crimes. DOJ requires MO data. Code as applicable: Code 12X- Sex felonies Code 13X-Sex misdemeanors
Annoying school children	SH-R-49 URN 13	Station/unit detective A	Code 134 - Annoying children, loitering.
Arrest of school employees	SH-R-49 URN	Station/unit detective A	Assign to Major Crimes Bureau only if they make the arrest. In compliance with section 291 PC, when a public school employee is arrested for a violation of any of the offenses enumerated in section 290 PC, or in section 261(1) PC, the watch commander shall do either of the following: • If such school employee is a teacher in any of the public schools of this state, he shall immediately notify, by phone, the superintendent of schools of the school district employing such teacher and shall immediately give written notice of the arrest to the California Commission on Teacher Credentialing of Professional Practices Division, and to the superintendent of schools in the county wherein such person is employed. Upon receipt of such notice, the county superintendent of schools shall immediately notify the governing board of the school district employing such person; **NOTE:** The California Commission on Teacher Credentialing of Professional Practices - Division is located at: 1900 Capitol Avenue, Sacramento, CA, 95814; phone number: (888) 921-2682. • If such school employee is not a teacher in any of the public schools of this state, the watch commander shall immediately notify, by phone, the

			superintendent of schools of the school district employing such person and immediately give written notice of the arrest to the governing board of the school district employing such person; or • When a private school teacher is arrested for any of the offenses enumerated in section 290 PC, the watch commander shall immediately notify, by telephone, the private school authorities employing such person and shall immediately give written notice of the arrest to the school authorities. Further information relative to the release of criminal record information can be found in volume 3, chapter 9. For coding, see under appropriate crime classification. SRD of report to Special Victims Bureau.
Indecent exposure cases	SH-R-49 URN 13	Station/unit detective or station/unit patrol A	When an adult is arrested, the case should be a joint assignment with station/unit patrol in order to expedite copies of the report for the court deputy to facilitate arraignment. Code 130 - Indecent exposure.
Loitering near school	SH-R-49 URN 13	Station/unit detective A	If an adult is arrested, the assignment shall be to station/unit patrol with a copy of the report to station/unit detectives. All other cases assigned to station/unit detectives. Code 134 - Annoying children, loitering.

• • 4-22/020.00 - Sex Registration Violations

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-22/020.00 **SEX REGISTRATION VIOLATIONS**	SH-R-49 URN 12 or 13	Station detective	Arrest may be made with or without a warrant. Code as applicable: Code 126 - Felony, failing to register as sex offender. Code 138 - Misdemeanor, failing to register as sex offender.

• • 4-22/025.00 - Shots Fired

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-22/025.00 **SHOTS FIRED**			
Citizen discharges firearm accidentally	SH-R-49 URN 48	Station/unit patrol A	Code as applicable: Code 485 - Accidental shooting, no injury. Code 486 - Accidental shooting, injury.
Citizen discharges firearm, no injury or death involved in the commission of the crime in which the shots were fired			See under crime classification for code, reporting and assignment data. Include information in body of report.
Discharging firearms at inhabited dwelling	SH-R-49 URN 05	Station/unit detective A	Code 051 - ADW - gun.
Illegal discharge of firearm:			

- Adults	SH-R-49 URN 15	Station/unit patrol A	Code 153 - Shooting, unlawful.
- Juveniles	SH-R-49 URN 15	Station/unit detective A	Code 153 - Shooting, unlawful.
With injury			See Gunshot by Citizen, Accidental, under "Person Injured/Ill."

• • 4-22/027.00 - Shots Fired At Deputy On or Off Duty

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-22/027.00 SHOTS FIRED AT DEPUTY ON OR OFF DUTY			

Deputy injured as result of gunshot, crime involved	SHâ€‘Râ€‘49 SHâ€‘CRâ€‘563 SHâ€‘ADâ€‘92 URN	Homicide Bureau and unit of assignment for crime involved; Return to Work Unit A	Make immediate notification to Homicide Bureau, the onâ€‘call Internal Affairs Bureau lieutenant, the deputy's unit commander, the area commander or duty officer, Health and Safety Unit and the Sheriff's Headquarters Bureau. Complete a brief first report. Supplemental report to include all witnesses, synopsis of the incident, responsible party, and full details. Transport suspects and involved deputy(s) to the station/unit, without delay, for exclusive interview by Homicide Bureau. Transport witnesses to station/unit upon receiving their consent; otherwise, identify them and determine their availability for homicide investigators. See volume 5, chapter 9, for further information. Designate SRD copy to Deputy's concerned division area commander. If reserve deputy involved, also designate SRD to Reserve Forces Bureau Commander. See under crime classification for coding, priority reporting, and assignment data.
Deputy killed as result of gunshot, crime involved	SHâ€‘Râ€‘49 SHâ€‘CRâ€‘563 SHâ€‘ADâ€‘92 URN 01	Homicide Bureau and unit of assignment for crime involved; Return to Work Unit A	Immediately notify Homicide Bureau and the onâ€‘call Internal Affairs Bureau lieutenant. Follow special instructions/notifications as outlined above, "Deputy Injured as Result of Gunshot." See volume 5, chapter 9, for further information. Code 011 â€‘ Murder.

Deputy injured or killed, no other crime involved	SHâ€'Râ€'49 SHâ€'ADâ€'92 SHâ€'CRâ€'563 URN 01 or 50	Homicide Bureau; Return to Work Unit A	Make immediate notification to Homicide Bureau, the onâ€'call Internal Affairs Bureau lieutenant, the deputy's unit commander, the area commander or duty officer, Return to Work Unit and the Sheriff's Headquarters Bureau. Reports to include all witnesses, summary of the incident and responsible party. Designate SRD copy to concerned division area commander. If Reserve Deputy involved, also designate SRD copy to Reserve Forces Bureau Commander. If crime involved, see under crime classification, otherwise code as follows: Code 011 â€' Murder. Code 486 â€' Accidental shooting, injury. Code 502 â€' Injury to county employee.
No injury or death, no other crime involved, no suspect	SHâ€'Râ€'49 URN 15	Station/unit detective A	Make immediate notification to the concerned division area commander. Code 153 â€' Shooting,unlawful.
Any of the above, occurring in outside jurisdiction			Make notifications to unit commander, area commander, or duty officer, Homicide Bureau, Return to Work Unit and/or Sheriff's Headquarters Bureau, as indicated under each classification.

• • 4-22/030.00 - Shots Fired by Deputies - On or Off Duty

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-22/030.00 SHOTS FIRED BY DEPUTIES - ON OR OFF DUTY			

Unintentional discharge of firearm by deputies			All unintentional discharges shall result in an administrative investigation. At the conclusion of the investigation, it will be determined if the discharge will be classified as an accidental discharge or a negligent discharge. Refer to the Guidelines for Handling Unintentional Discharges.
Animal shot	SH-AD-32A		Use classification of "Shots Fired" in the memo submitted to the deputy's unit commander. Notify the on-call Internal Affairs Bureau lieutenant and watch commander immediately. The watch commander shall respond immediately to the location
No injury or death, crime involved	SH-R-49 URN	Internal Affairs Bureau and unit of assignment for crime involved. However, if suspect is a member of a targeted gang, then Safe Streets Bureau will handle the criminal investigation.	Notify the on-call Internal Affairs Bureau lieutenant and watch commander immediately. The watch commander shall respond immediately to the location. See volume 3, chapter 10, for further information.

Person/prisoner injured or killed	SH-R-49 SH-AD-519 URN 01, 48 or 49	Homicide Bureau and unit of assignment for crime involved	Make immediate notifications to Homicide Bureau, the on-call Internal Affairs Bureau lieutenant, watch commander, the involved employee's division commander, the deputy's unit commander, and Sheriff's Information Bureau. Complete a brief first report. Supplemental report to include all witnesses, synopsis of incident, responsible party, and full details. Transport witnesses, suspects and involved deputy, to the station/unit, without delay, for exclusive interview by Homicide Bureau. See volume 3, chapter 10, for further information. Designate SRD copy to deputy's concerned division area commander. If crime involved, see crime classification for concurrent assignment data. If prisoner killed, also see "Person Dead." Code 013 - Deputy involved shooting - suspect deceased. Code 486 - Accidental shooting injury. Code 499 - Person dead, inmate.
Property damaged			See "Property Damage."
Any of the above, occurring in outside jurisdiction			Make notifications to the watch commander, unit commander, involved employee's division commander, Homicide Bureau, Internal Affairs Bureau on-call lieutenant, Disabilities Management and Compliance Unit, and/or Sheriff's Information Bureau, as indicated under each classification.

• • 4-22/035.00 - Slot Machines, Punchboards, and Pinball Machines

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-22/035.00 SLOT MACHINES, PUNCHBOARDS, AND PINBALL MACHINES	SH-R-49 URN 39	MCB A	Notify Major Crimes Bureau immediately by phone and follow their instructions. Code 399 - Misdemeanor, miscellaneous.
Slot machines(antique)	SH-R-49 URN 23	MCB A	Slot machines manufactured prior to 1941 are presumed to be antiques. Major Crimes Bureau should be contacted prior to any seizure of such machines or the issuance of citation under 330.4 PC.
Information	SH-AD-32A		Secretary to prepare original and four copies. After signature by the unit commander, distribute as follows: Original and two copies to Major Crimes Bureau; one copy to the chief of the concerned division and one copy to unit commander's file.

• • 4-22/040.00 - Solicitation for Murder

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-22/040.00 SOLICITATION FOR MURDER	SH-R-49 URN 32	MCB A	Make immediate notification to Major Crimes Bureau. Code as applicable. Code 322 - Conspiracy.

• • 4-22/045.00 - Stalking

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-22/045.00 STALKING			The Metro Detail will assume the handle on cases involving stalking (646.9 P.C.) or terrorist threats (422 P.C.) wherein the following circumstances exist: 1) During the incident, a firearm or other deadly weapon was used and/or the victim suffered great bodily injury. 2) The victim or suspect is identified and is a political figure (elected or not), a celebrity, or the incident is capable of arousing widespread public interest or concern. 3) The suspect is identified and has a documented history of prior conviction(s) for stalking or has a documented history of violence. The involved unit will immediately contact the Metro Detail of Major Crimes Bureau with the pertinent information regarding the case. Detectives from the Metro Detail will respond and take over the investigation. After duty hours notification to the Metro Detail lieutenant will be made through Sheriff's Headquarters Bureau. **NOTE:** Stalking cases related to domestic violence will remain a station/unit detective bureau assignment, unless any of the criteria above is involved.

• • 4-22/046.00 - Strikes

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-22/046.00 STRIKES			See "Labor."

• • 4-22/047.00 - Subject Information System (SIS)

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-22/047.00 SUBJECT INFROMATION SYSTEMS (SIS)			See section 4-01/020.30.

• • 4-22/048.00 - Subpoenas

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-22/048.00 SUBPOENAS			For line procedures, see volume 5, chapter 7.

• • 4-22/049.00 - Subpoenas, On Call

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-22/049.00 SUBPOENAS, ON CALL			For line procedures, see volume 5, chapter 7.

• • 4-22/050.00 - Suicide

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-22/050.00 SUICIDE			Select the appropriate code in series 450-459.

Attempt	SH-R-49 URN 45	Station/unit detective A	Copy of report to Narcotics Bureau if narcotics or dangerous drugs involved. Joint assignment with Narcotics Bureau only when evidence (drugs, narcotics, or narcotics paraphernalia) obtained. Evidence should include injection wounds indicative of drug usage. Urine and/or blood samples are not to be considered evidence for joint assignment. If death occurs, notify Homicide Bureau at once and reassign to them.
Prisoner, attempt suicide	SH-R-49 URN 45	Station/unit detective A	If in station/unit area, assign to station/unit detectives. If at MCJ LAC/USC Medical Center Jail Wards or while in transit or in court in the non-station areas of the county, assign to Jail Investigations Unit. Code 457 - Attempt suicide, inmate. If death appears imminent, notify Homicide Bureau.
Prisoner, suicide	SH-R-49 URN 45	Homicide Bureau A	Code 453 - Suicide, inmate. All suicide reports shall list the person dead as “V” for victim on the incident report.
Suicide	SH-R-49 URN 45	Homicide Bureau A	Make immediate telephone notification to Homicide Bureau and the Coroner's office, via JDIC. Deliver copy of report to the mortuary and note on report that copy was delivered and the means by which delivered. All suicide reports shall list the person dead as “V” for victim on the incident report.

• • 4-22/055.00 - Summons to Corporation

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-22/055.00 SUMMONS TO CORPORATION			For line procedures, see volume 5, chapter 7.

Civil or criminal		Court Services Division, Headquarters Unit	Do not refer persons making inquiries regarding service or enforcement of civil or criminal process to any other agency.

• • 4-22/057.00 - Summonses

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-22/057.00 SUMMONSES			For line procedures regarding Civil Process on individual members, Small Claims Court actions, and Claim of Plaintiff and Order. See volume 5, chapter 7.

• • 4-22/060.00 - Suspicious Circumstances

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-22/060.00 SUSPICIOUS CIRCUMSTANCES	SH-R-49 URN 44	Station/unit detective A	If circumstances indicate a possible crime that warrants follow-up investigation, use the classification that best defines the crime. For proper entry into Department databases, utilize participant identification codes available on the incident report form SH-R-49; identifying reporting party (R) for possible victim, and party (P) for possible suspect. When an incident is reported by a person other than those directly involved in the incident, that person would be referred to as the informant (I) and the participants as parties (P) If possible crime is one that, if genuine, would be a confidential report, this report shall be confidential. After an initial investigation is conducted at the station/unit level and it is determined that the correct assignment would be to a detective division unit, the station/unit detective will write a supplemental report documenting the determining facts and the reassignment of the case to the appropriate detective division unit. Telephonic notification shall

			be made, during normal business hours, advising the detective division unit of the reassignment. NOTE: Exception - Child abuse suspicious circumstances cases shall be assigned to Special Victims Bureau in the same manner as regular child abuse cases. Code 418 - Suspicious circumstances, possible child abuse Code 444 - Suspicious circumstances, possible criminal activity. Code 449 - Non-criminal, domestic violence Code 707 - Suspicious circumstances, elder abuse Code 708 - Suspicious circumstances, possible domestic violence Code 709 - Suspicious circumstances, possible terrorism activity NOTE: If the investigation reveals that a crime did occur, change the URN's suspicious circumstances statistical code to the criminal statistical code which appropriately reflects the crime. The change shall be made on a supplemental report.

• Chapter 23 - Letter "T"

• • 4-23/005.00 - Tear Gas And/Or Related Weapons

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-23/005.00 TEAR GAS AND/OR RELATED WEAPONS			See volume 5, chapter 6. For private person's permit to carry tear gas weapon, see volume 5, chapter 9.
Applications (other than private person's permit to carry concealed)			When an applicant wishes permission to possess, transport, operate or sell tear gas, and/or weapons related to its use, the applicant shall be referred to the local office of the Department of Justice (DOJ) to file his request.
Illegal possession	SH-R-49 URN 39	Station/unit patrol A	Code 399 - Misdemeanor, miscellaneous.
Illegal sales	SH-R-49 URN 39	Station/unit patrol A	Code 399 - Misdemeanor, miscellaneous.
Use against peace officer	SH-R-49 URN 05	Station/unit detective A	Code 057 - ADW on P.O. See 12403.7 PC.
Violation of authorized use by permittee	SH-R-49 URN 33 or 39	Station/unit detective A	Code 339 - Felony, miscellaneous. Code 399 - Misdemeanor, miscellaneous.

• • 4-23/008.00 - Telemarketing Fraud

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-23/008.00 TELEMARKETING FRAUD	SH-R-49 URN 38 or 39	Station/unit detective I	Reassign to California State Attorney General, Consumer Law Section, 300 South Spring Street, Los Angeles, CA, 90013. SRD a copy to Fraud Detail. Telemarketing, which is also referred to as a "boiler room operation," is a business which solicits customer orders over the telephone. Code as applicable.

• • 4-23/010.00 - Telephone/Telegraph Services Fraud

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-23/010.00 TELEPHONE/ TELEGRAPH SERVICES FRAUD	SH-R-49 URN 33 or 39	Station/unit detective A	Assign to station/unit detective. SRD copy of report to Fraud Detail. Charging section is 502.7 PC. Code as applicable.

• • 4-23/012.00 - Theft, Petty/Grand

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-23/012.00 THEFT, PETTY/GRAND			Cases involving property not specifically listed in this section and not having special instructions elsewhere in this volume, will be assigned to station/unit patrol for petty theft and to station/unit detectives for grand theft. Code as applicable: (38) Petty theft (08) Grand theft **NOTE:** If serialized property involved, enter into APS or NCIC data file.

Adult, suspect, on-view arrest	SH-R-49 URN 38	Station/unit patrol A	If a petty theft and a private person's arrest, submit Form SH-CR-202 and have citizen sign Booking Slip. Copy of report to Station/Unit detectives. If grand theft, use priority 08.
Adult, suspect, on-view arrest occurring within a county park or recreational facility	SH-R-49 URN 38	Parks patrol A	If a petty theft and a private's person's arrest, submit Form SH-CR-202 and have citizen sign booking slip. Copy of report to parks patrol.
Advanced fees	SH-R-49 URN 11	Fraud & Cyber Crimes Bureau/Fraud Detail	This means that the victim had paid, "up front," for a car rental, job, loans, etc., for a service or product and those services and/or product is not delivered. An example of "Advance Fee Loan" is when either through advertisements or direct contact, individuals or businesses, who are generally in financial trouble, are contacted and offered generous loans. The loans require an "advance fee" to guarantee the loan and start the processing of the application. The perspective borrower is assured Anothing will go wrong--the loan is done as soon as you send in the advanced fee." No loan is made, victim is out his money. Code 112 "Fraud by False Pretenses."
Airplane and/or parts	SH-R-49 URN 08	Station/unit detective A	All thefts from cockpit of open plane as well as from unlocked or locked cabin or from interior of fuselage to be reported as burglaries. SRD to Aero Bureau. DOJ requires MO data on grand theft. If petty theft, use priority 38.
Auto			See "Motor Vehicles."

Automatic Teller Machines (ATMs), Theft of	SH-R-49 URN 07 or 08	Major Crimes Bureau/Metro A	Theft of an actual ATM Machine, in total. Immediate notification to Major Crimes Bureau. Metro Detail will respond. After hours notification to the Metro Detail lieutenant through Sheriff's Headquarters Bureau.
Auto accessories/ contents	SH-R-49 URN 38 or 08	Station/unit detective A	Make inactive if no workable information. Prepare SH-CR-609 if no workable information.
Cargo theft	SH-R-49 CHP-180 URN 09	Major Crimes Bureau/Cargo CATs A	Refer to "Stolen vehicle: Cargo theft" under Section 4-16/055.00, MOTOR VEHICLES - STOLEN for proper reporting procedures. Cargo theft is the theft of a vehicle laden with freight. The theft of property only from a warehouse, loading dock, or local delivery trucks or vans, shall be coded as applicable, i.e. petty theft, grand theft or burglary. These thefts are not considered "cargo thefts."
Computer, by use of	SH-R-49 URN 11	Station/unit detective and Computer Crimes Unit	Immediate notification to be made to station/unit detectives and Fraud & Cyber Crimes Bureau, Computer Crimes Unit. Station/unit detectives to handle investigation until a series is detected or, at the request of station/unit detectives, Computer Crimes Unit may assume primary assignment. If compelling circumstances indicate the need for confidentiality, make reports confidential. See "Debit Cards." See "Computers" for Automatic Teller Machines. Code 115 - Computer systems crime.

Defrauding innkeeper	SH-R-49 URN 16	Station/unit detective A	If private person's arrest, assign to station/unit patrol and refer victim to court. Code 161 - Defrauding an innkeeper.
Embezzlement	SH-R-49 URN 33 or 16	Station/unit detective or Fraud & Cyber Crimes Bureau/Fraud Detail	Embezzlement is charged as a violation of the specific larceny/theft statute. Assign to Fraud Detail those cases that were attempted or perpetrated by manipulation of records. Assign cases to station/unit detectives which are defined by section 484(b) PC (leased or rented personal property) or cases perpetrated by the straight taking of property. A relationship of trust and confidence (a fiduciary relationship) must exist between the suspect and the victim; the property must have been in the legal possession of the victim (not stolen); the victim must have title to the extent to allow vesting possession to the suspect; possession must be lawfully had by the suspect within the course and scope of the relationship; the suspect must put the property to a use or purpose other than in the due and lawful execution of the relationship; there must be an intent to deprive the victim permanently or temporarily of the property. For embezzled vehicle, see "Embezzlement." Copy of report to Fraud Detail if station/unit detectives assignment. Code as applicable: Code 330 - Embezzlement, felony. Code 165 - Embezzlement, misdemeanor.

Endless Chain Scheme	SH-R-49 URN 11	Station/unit detective or Fraud & Cyber Crimes Bureau/Fraud Detail	If loss is under $800 assign to station/unit detective and SRD copy to Fraud Detail. Endless Chain is also known as Pyramid or Ponzi Scheme. Any scheme whereby a participant pays a valuable consideration for the chance to receive compensation for introduction of one or more additional persons into the scheme. Charging sections are 327 PC, 487a PC and/or Civil Codes involving the sales of securities. Code 112 - Fraud by false pretenses.
Explosives	SH-R-49 URN 08	Arson/Explosives Detail A	Notify Arson/Explosives Detail immediately.
Firearms			See "Firearms."
Government Property:			
- County employees suspected	SH-R-49 URN 08 or 38	Station/unit detective A	If location of theft is outside the Department jurisdiction, assign to Special Investigations Bureau. If county fixed assets property is stolen, mail copy of report to the auditor-controller, Fixed Assets Unit; to Audit Division, if other than fixed assets (money, leased equipment, etc.). If grand theft, use priority 08.

- County funds			When a unit becomes aware of possible criminal use of county funds by employee(s) of this Department, per established policy, the unit's division chief or division director shall direct a memorandum to the Sheriff or undersheriff, requesting a criminal investigation. If the investigation reveals that a crime has occurred, the Sheriff or undersheriff shall immediately notify the director of Fiscal Administration via telephone, followed by a memorandum. The director of Fiscal Administration shall immediately notify the county auditor-controller, Audit Division, via telephone, followed by a memorandum. At the conclusion of the investigation, the Sheriff or undersheriff shall notify the Director of Fiscal Administration, who shall notify the auditor-controller of the outcome of the investigation.
-Sheriff's facility,office, or equipment in area NOT policed by Sheriff	SH-R-49 URN 38	Station/unit detective A	On thefts from a Sheriff's facility, office or of equipment in an area not policed by this Department, the Sheriff's unit shall make the original report to the police agency having jurisdiction. A letter to the auditor-controller listing the items taken and the police agency taking the report with their report number shall be prepared for the captain's signature. Address the letter to auditor-controller, Fixed Assets unit, if fixed assets were taken; to Audit Division, if other than fixed assets (money, leased equipment, etc.). Send copy of the letter to Fiscal Administration. See volume 3, chapter 5, for further information. If grand theft, use priority 08.
- Sheriff's facility, office, or equipment in contract city, and unincorporated areas	SH-R-49 URN 08	Station/unit detective A	Mail copy of report to auditor-controller, Fixed Assets Unit, if fixed assets were taken; to Audit Division, if other than fixed assets (money, leased equipment, etc.). Also, send a copy of report to Fiscal Administration. If grand theft, use priority 08.

- Other county or government agency	See under appropriate crime classification		The law enforcement agency having jurisdiction over the crime location shall conduct the investigation. If a county department involved and in Sheriff's jurisdiction, mail copy of report to auditor-controller, Fixed Assets Unit, if fixed assets were taken; to Audit Division, if other than fixed assets (money, leased equipment, etc.).
Investment fraud	SH-R-49 URN 11	Fraud & Cyber Crimes Bureau/Fraud Detail	The essence of this type of fraud is a promise of a very high return on the victim's investment. This often involves "real estate" fraud, but can include other types of schemes. An example of a real estate investment fraud is when limited partnership interests and/or mortgages on residential property are sold to investors. The real estate securing the investment is insufficient to support the shares or interests sold. Funds are removed from the investment properties through large management and/or general partnership fees paid to insiders. Investments are commingled. Numerous and complex banking transactions sometimes make it almost impossible to trace funds. Code 112 - Fraud by false pretenses.
Livestock			See "Livestock."
Metal, industrial	SH-R-49 URN 08	Station/unit detective/ Metal Theft Detail A	Notify by telephone Major Crimes Bureau, Metal Theft Detail.
Narcotics, prescription drugs or chemicals used in manufacture of same			See Narcotics and Dangerous Drugs.

Real Estate Fraud	SH-R-49 URN 11	Fraud & Cyber Crimes Bureau/Fraud Detail	There are numerous types of real estate frauds committed by individuals and/or companies. Some of the scams are: 1) Adverse Possession; 2) Escrow Fraud; 3) Foreclosure Fraud; 4) Home Equity Fraud; 5) Land Sales Contracts; and 6) Mortgage Loans. If the responding Deputy is not sure if the incident is criminal or civil, have the complaining party complete a Consumer Fraud Questionnaire Form. Code 117- Real estate fraud.
Schools, colleges, from	SH-R-49 URN 38	Station/unit detective A	Copy of report to school authorities. Prepare SH-CR-609 if no workable information.
Tack (saddle,harness, bridle, etc.)	SH-R-49 SH-CR-581 URN 08	Station/unit detective A	Prepare SH-CR-609 if no workable information.
Trade secrets	SH-R-49 URN 11	Fraud & Cyber Crimes Bureau/Fraud Detail	Determination needs to be made if a theft of trade secrets occurred as defined under section 499 of the penal code. If a determination cannot be made then, the deputy should have the victim complete a “Consumer Fraud Questionnaire” form (SH-CR-569). Trade Secrets means “the whole or any portion or phase of any scientific or technical information, design, process, procedure, formula, or improvement which is secret and is not generally available to the public.” Notify Fraud Detail immediately by phone. The report shall be marked confidential and marked “NOT FOR PRESS BOARD.” Code 116 “Obtaining Trade Secrets by Fraud.”

Travel agency fraud	SH-R-49 URN 11	Fraud & Cyber Crimes Bureau/Fraud Detail	This involves theft by false pretenses. It includes tickets purchased for foreign or domestic carriers. This type of crime also occurs when an individual or a group purchase a trip that is paid for in advance and no delivery of tickets and/or transportation is made, or worse yet, when one-way transportation is provided and the victims are left stranded. Victim shows up at place of departure (airlines, ships, etc.) and discovers that no tickets had ever been purchased, nor arrangements made for booking the group. This section shall not be used for altered or counterfeit concert, event or theater tickets. Refer to “Event tickets” under Worthless Document. Code 112 “Fraud by False Pretenses.”

Trick or device (bunco), false pretenses (fraud)	SH-R-49 URN 11	Station/unit detective or Fraud & Cyber Crimes Bureau/Fraud Detail A	If compelling circumstances indicate the need for confidentiality, make reports confidential. Assign to station/unit detectives if short change scheme used. Assign other cases to Fraud Detail. Notify immediately by phone and follow their instructions. Theft by trick or device: A form of theft whereby the possession of money or property is voluntarily transferred from the victim to the suspect but the title to the money or property is intended to remain with the victim; the suspect intended to steal at the time it came into his possession. If the intent to steal was formulated after obtaining possession, see "Embezzlement." Theft by false pretenses: A form of theft whereby the possession and title to money or property is voluntarily transferred from the victim to the suspect in reliance to a material misrepresentation; the suspect intended to defraud at the time it came into his possession. If petty theft, use priority 38, and retention (4), regardless of loss. Copy of report to Fraud Detail. Code as applicable: Code 113 - Fraud by trick/device (over $95). Code 114 - Fraud by trick/device ($95 or under).
Uniform and equipment items issued and owned by County			Follow procedures outlined in volume 3, chapter 3.
U.S. Mail, theft of			See "U.S. Mail."

• • 4-23/013.00 - Threats

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-23/013.00 THREATS			Also see "Letters."
Threats, general			All units receiving crank or threatening communications directed to and received by public officials and/or private citizens, either letters or telephonic, shall forward two copies of the report and evidence to the Major Crimes Bureau. The reporting unit shall retain the originals. If, after review by the Major Crimes Bureau, the threat qualifies, entry into the DOJ Automated Threat Communication System (ATCS) shall be made. All inquiries and information from the system shall be through the Major Crimes Bureau.
Threats against Department members and government officials with the exception of judges, county board of supervisors and their executive staff	SH-R-49 URN 14	Station/unit detective A	Confidential report. Safety of the victim is the primary concern. Obtain the phone number, name, and address of informant; advise him he will be contacted shortly for further arrangements. Immediately notify station/unit detectives and Major Crimes Bureau. Do not dispatch a patrol car or uniformed deputies unless ordered to do so by Major Crimes Bureau. If there is reasonable fear for the victim's safety after the first stages of the station/unit detectives' investigation are completed, notify Major Crimes Bureau. SRD to Major Crimes Bureau. Code as applicable. Code 147 - Threatening public/school official. Code 324 - Extortion.

Threats against judges	SH-R-49 URN 14	Judicial Services Unit (JSU)	Sheriff's Department Court personnel shall make a preliminary inquiry to the threatened judge. Immediately notify the Judicial Services Unit . Judicial Services Unit will notify the CHP regarding section 76 of the penal code.
Threats against county board of supervisors, chief administrative officer, and respective executive staffs	SH-R-49 URN 14	Judicial Services Unit (JSU)	All units receiving any threat towards the board of supervisors, chief administrative officer, or their respective executive staff should immediately notify the Judicial Services Unit. In addition to the notification, any reports shall be forwarded to the Judicial Services Unit.

• • 4-23/015.00 - Train Wrecking or Attempts

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-23/015.00 TRAIN WRECKING OR ATTEMPTS	SH-R-49 URN 33	Station/unit detective A	If death occurs, notify Homicide Bureau at once and make joint assignment. Code 339 - Attempt train wrecking.

• • 4-23/020.00 - Transportation Bureau Deputies

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-23/020.00 TRANSPORTATION BUREAU DEPUTIES			Designate SRD to Transportation Bureau on any incident involving bureau deputies or prisoners in custody of bureau deputies.

• • 4-23/030.00 - Trespassing

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-23/030.00 TRESPASSING	SH-R-49 URN 39	Station/unit patrol A	If report is made as a result of a labor dispute, designate SRD to EOB, Industrial Relations Detail. Assignment of report to station/unit detectives if follow-up investigation necessary. Code 391 - Trespassing.

• • 4-23/035.00 - Truck Hijacking

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-23/035.00 TRUCK HIJACKING			See "Robbery."

• • 4-23/040.00 - True Account Impersonation

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-23/040.00 TRUE ACCOUNT IMPERSONATION			Refer to Worthless Documents, 4-26/020.00.

• Chapter 24 - Letter "U"

• • 4-24/005.00 - U.S. Mail

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-24/005.00 U.S. MAIL			

Tampering with	SH-R-49 URN 30	Station/unit detective A	Copy of report to area postal inspector. U.S. Title Code 18, section 1705. Code 305 - Tampering with mail.
Theft	SH-R-49 URN 31	Station/unit detective A	Copy of report to area postal inspector. DOJ requires MO data. U.S. Title Code 18, section 1708 (theft or receipt of stolen mail matter generally). Code 314 - Theft of mail.

• • 4-24/010.00 - Unlawful Assembly, Riot, or Rout

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-24/010.00 **UNLAWFUL ASSEMBLY, RIOT, OR ROUT**			See "Civil Disturbance."

• Chapter 25 - Letter "V"

• • 4-25/000.00 - Vandalism/Malicious Mischief

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-25/000.00 VANDALISM/MALICIOUS MISCHIEF			Felony - $400 or more amount of injury or destruction. Misdemeanor - Less than $400. A copy of all reports of racially or religiously motivated vandalism/violence cases are to be sent to the Hate Crimes Task Force. Code as applicable: Code 261 - Vandalism, misdemeanor. Code 262 - Vandalism, jail property. Code 263 - Vandalism, felony. Code 264 - Vandalism, graffiti/tagging
Adults arrested or known	SH-R-49 URN 26	Station/unit patrol A	Court deputy will handle complaint.
Adult suspect unknown	SH-R-49 URN 26	Station/unit detective A	Prepare SH-CR-609 if no workable information and damage under $400.
Juvenile involved	SH-R-49 URN 26	Station/unit detective A	Prepare SH-CR-609 if no workable information and damage under $400.
Occurring within a county park or recreational facility where Parks and Recreation Department is the victim	SHâ€“Râ€“49 URN 26	Parks detectives A or P	
To county parks	SH-R-49 URN 26	Station/unit detective A	Mail copy to auditor-controller, Audit Division. Prepare SH-CR-609 if no workable information and damage under $400.

To county property	SH-R-49 URN 26	Station/unit detective A	Mail copy to auditor-controller, Audit Division. Prepare SH-CR-609 if no workable information and damage under $400. If communications equipment maintained by the county is damaged, make immediate telephone notification to the Sheriff's Communication Center. If damage to jail by prisoner: Code 262 - Vandalism, jail property.
To domestic water supply, wells, distribution reservoirs, and treatment facilities	SH-R-49 URN 26	Station/unit detective A	When acts of vandalism or sabotage occur or are attempted on domestic water supply, wells, distribution reservoirs, or treatment facilities, the incident shall be immediately reported by phone to the Los Angeles County Department of Health Services, Bureau of Environmental Protection Director at (323) 881-4011. Contact may be made through the county switchboard during non-business hours (213) 974-1234. Prepare SH-CR-609 if no workable information and damage under $400.
To schools	SH-R-49 URN 26	Station/unit detective A	Prepare SH-CR-609 if no workable information and damage under $400.
To vehicles	SH-R-49 URN 26	Station/Unit Detective A	Prepare SH-CR-609 if no workable information and damage under $400. NOTE: In case of county-owned vehicles, see Property Damage.

• • 4-25/005.00 - Vehicle Code Violations, Misc.

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-25/005.00 VEHICLE CODE VIOLATIONS, MISC.			
False statement in documents to DMV	SH-R-49 URN 25	Station/unit detective A	Code 252 - Vehicle laws, felony.
Filing false vehicle theft report	SH-R-49 URN 25	Station/unit detective A	Code 255 - Vehicle laws, misdemeanor.
Minors under 21 driving with a BAC of .01% or greater	DMV DS 367 DMV DS 360 URN 25	Station/unit patrol,traffic A	In all cases involving DMV Form DS 367, give complete name or names of subject; if out-of-state driver's license, indicate state of issuance; give date of birth; list circumstances which led to belief the minor was driving with a Blood Alcohol Content (BAC) of .01% or greater; if subject refuses Preliminary Alcohol Screening (PAS) test, quote refusal verbatim; if test taken after refusal, so indicate; detaining deputy must actually sign the report, otherwise it is invalid. Send completed original DMV form DS 367 and DMV form DS 360A, along with driver's license if confiscated, to DMV. Code 256 - Vehicle laws, juvenile zero tolerance.
Minors under 21 driving with a BAC of .01% or greater occurring within a county park or recreational facility	DMV DS 367 DMV DS 360 URN 25	Parks patrol A	
Moving violations, other	SH-R-49 URN 25	Station/unit patrol,traffic A	SH-R-49 shall be completed when citations are issued for violations of an optional arrest section as enumerated in section 40303 CVC. Code 255 - Vehicle Laws, Misdemeanor.

Moving violations, other occurring within a county park or recreational facility	SH-R-49 URN 25	Parks patrol A	SH-R-49 shall be completed when citations are issued for violations of an optional arrest section as enumerated in section 40303 CVC. Code 255 - Vehicle laws, misdemeanor.
Tampering with vehicle	SH-R-49 URN 25	Station/unit detective A	Code 255 - Vehicle laws, misdemeanor.

• • 4-25/010.00 - Vehicle (Suspicious) in Fire Area

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-25/010.00 **VEHICLE (SUSPICIOUS) IN FIRE AREA**			See "Fires."

• • 4-25/015.00 - Vice

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-25/015.00 **VICE**			
Arrest (on-view) by Sheriff's personnel other than members of the Special Investigations Bureau			See subject matter in Policy and Ethics chapter.
Felony:			Notify Major Crimes Bureau immediately by telephone.

- Bookmaking	SH-R-49 URN 23	Station/unit detective A	Code 233 - Bookmaking.
- Pandering	SH-R-49 URN 12	MCB A	Code 124 - Pandering.
- Pimping	SH-R-49 URN 12	MCB A	Code 125 - Pimping.
- Touting	SH-R-49 URN 33	Station/unit detective A	Code 339 - Felony, miscellaneous.
Misdemeanor:			Notify Major Crimes Bureau immediately by telephone.
- ABC Act violation			See "ABC Act Violations."
- Cockfights, dogfights, etc.; own, possess, keep, or train for fighting	SH-R-49 URN 39	Station/unit detective A	Code 399 - Misdemeanor, miscellaneous.
- Fortune telling			See "Fortune Telling."
- Gambling	SH-R-49 URN 23	MCB A	Code 231 - Gambling.
- Lewd conduct	SH-R-49 URN 13	MCB A	(647(a) PC). Code 133 - Lewd or obscene conduct.
- Lotteries			See "Lotteries."
- Pinball machines			See "Slot Machines."

- Prostitution	SH-R-49 URN 13	MCB A	(647(b) PC). Code 136 - Prostitution, soliciting, etc.
- Punchboards			See "Slot Machines."
- Slot machines(includes punchboards)			See "Slot Machines."
Information covering: - Gambling - Lewd conduct - Loitering about restrooms - Pandering - Pimping - Prostitution	SH-AD-32A		Secretary to prepare original and four copies. After signature by the unit commander, distribute as follows: Original and two copies to Major Crimes Bureau; one copy to chief of the concerned division; and one copy to unit commander's file. **NOTE:** Notify Major Crimes Bureau by phone of any carnivals operating in station/unit area and confirm by memo.

• Chapter 26 - Letter "W"

• • 4-26/005.00 - Waiver of All Claims for Personal Injury and Property Damage

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-26/005.00 WAIVERS OF ALL CLAIMS FOR PERSONAL INJURY AND PROPERTY DAMAGE	SH-AD-173		File to be maintained in the case file.

• • 4-26/010.00 - Warrants

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-26/010.00 WARRANTS	The word "copy" under this column refers to a reproduced copy of the warrant.		For line procedures, see volume 5, chapter 7. Warrants are received from two basic sources: (1) L.A. Superior Courts, the Trial Court Information System (TCIS), and (2) outside law enforcement agencies. All warrants issued by Los Angeles courts received by Department personnel shall be forwarded to Records and Identification Bureau, Warrants Unit, for processing. The Warrants Unit shall file and maintain all issued original warrants. As a general rule, file numbers will be assigned by the Detective Division only; however, if a warrant results from an original Sheriff's case, the case URN shall be placed in the appropriate location on the face of the warrant by the court deputy or investigating deputy prior to forwarding to the Records and Identification Bureau. Whenever an arrest is made on a warrant, an abstract must be obtained, utilizing the JDIC system. **NOTE:** Where an arrest is attempted under authority of a copy and the defendant is in possession of a receipt from the court on this charge or claims recent court appearance on the charge, no arrest shall be made pending investigation to determine the status of the warrant. When an arrest is made as a result of an abstract to a station/unit, the receiving station/unit shall update the computer. Whenever an arrest is made on an abstract of a warrant issued by an L.A. County court and the L.A. County jail booking number is known, the warrant is to be returned to the informing agency for return to the court. Defendant shall be arraigned with the abstract. Whenever an arrest is made on an abstract of a warrant issued by a court outside of Los Angeles

			County and defendant does not post bail, the warrant shall be returned to the law enforcement agency from which it was received. A copy of the abstract must be forwarded to IRC, for male prisoners and CRDF for female prisoners. Abstract to accompany defendant to appropriate jail.
Court deputy responsibility			Court deputies shall inspect all warrants received from the court for validity, case number, suspect identification data, and URN in the appropriate location on the face of the warrant. The warrant must be faxed to the County Warrant System (CWS) prior to forwarding with a warrant and transmittal to Records and Identification Bureau, (CWS), for processing. A copy of both the warrant and transmittal shall be maintained in the branch office.
Warrants, types of:			
-Felony(California warrant)	Warrant Service Card or Abstract URN 28	Station/unit patrol A	If arrest is made on abstract or information direct from requesting agency to station/unit, no URN is required. If warrant cannot be acted upon in station/unit area, forward warrant or abstract to Fugitive/Warrant Detail. This detail will assign URN upon receipt of warrant. Whenever an arrest is made on a warrant or an abstract of a warrant issued by a court outside of the county, and the defendant does not post bail, the warrant shall be returned to the law enforcement agency from which it was received, and the abstract must accompany defendant to appropriate jail (IRC for male prisoners and CRDF for female prisoners arrested on out-of-county warrants). Code 283 - Warrants, felony, in county. Code 285 - Warrants, felony, out of county.

--Fugitive Warrant out-of-state	Abstract URN 28	Fugitive/Warrant Detail A	URN obtained from station desk. If suspect is arrested on an NCIC hit, arresting deputy will verify want by contacting the out-of-state agency by telephone. If the warrant is valid, enter a "locate" message and send the out-of-state agency a JDIC/NLETS Administrative message requesting the full abstract per 850 PC, including a verbal definition of the charge; if charge is a violation of probation or parole, request inclusion of the original charge. The agency must include their statement "WE WILL EXTRADITE" and request JDIC reply to both the station and Fugitive/Warrant Detail, ORI/CA0190034. The station/unit shall also advise the agency that Fugitive/Warrant Detail will handle to conclusion. **NOTE:** On the booking slip, the charge line will show "1551.1 PC Fugitive." There is no bail on out-of-state fugitive suspects. Show arraignment by WAD (Warrant and Detainers Unit). Warrant abstracts will be transferred with the suspect to IRC OR SBI. If the warrant is not valid, or if the out-of-state agency will not extradite, the suspect shall be released per 849b1 PC; however, it is still necessary to send a "locate" message to the agency via JDIC wanted persons update format. If suspect arrested on a local charge and found to have an NCIC want, book on local charge or warrant and place an Additional Charges and Holds Record (SH-CR-435) for 1551.1 PC Fugitive. Send a JDIC message to THE Fugitive/Rendition Unit (mnemonic SFR2 OR SFRP) or fax a fax to (213) 687-0226 with all information including the name and phone number of person contacted. Additionally, notify the Fugitive/Rendition Unit by telephone (213) 974-4412 during the business day (0500 hours - 1330 hours) or Sheriff's Headquarters Bureau after hours at (213) 526-5541. Code 285 - Warrants, felony,out-of-state.

-L.A. Superior Court juvenile arrest warrant			Warrant Unit, Records and Identification Bureau, will process for Fugitive/Warrant Detail. L.A. Superior Court warrants for juvenile subjects are retained in the Warrant Unit file and in the Wanted Persons File. Subject and warrant abstract to juvenile facility indicated. JDIC update message to Warrant Unit re: arrest and disposition.
-L.A. Superior Court bench warrant defaulting witness	Copy URN 28	Fugitive/Warrant Detail A	URN obtained from Detective Division. Code 286 - Warrants, misdemeanor.
-L.A. Superior Court bench warrant defaulting defendant	Copy URN 28	Fugitive/Warrant Detail A	URN obtained from Detective Division. Code 286 - Warrants, misdemeanor.
-L.A. Superior Court bench warrant Failure to Appear	Copy URN 28	Fugitive/Warrant Detail A	URN obtained from Detective Division. Code 283 - Warrants, felony, county.
-L.A. Superior Court bench warrant Violation/ Probation	Copy URN 28	Fugitive/Warrant Detail A	URN obtained from Detective Division. Code 283 - Warrants, felony, county.
-L.A. Superior Court bench warrant other	Copy URN 28	Fugitive/Warrant Detail A	URN obtained from Detective Division. Code 283 - Warrants, felony, in county.
-Misdemeanor	Copy URN 28	Station/unit patrol	URN obtained from station/unit desk. Used only for follow-up reports or investigation reports. As a general rule, no URN. Code 286 - Warrants, misdemeanor.

-Traffic only	Copy URN 28	Station/unit patrol	URN will be obtained from station/unit desk when follow-up information is required. As a general rule, traffic warrants will have no URN. Code 280 - Warrants, traffic.
"John Doe Warrants"			"John Doe Warrants" will be retained by the unit obtaining the warrant. These warrants will not be indexed in Records and Identification Bureau and will be shown in a supplemental report to the original case.
Recall procedure			The deputy recalling the warrant shall sign the recall(s) and list their employee number. Upon the earliest opportunity, the deputy shall call Records and Identification Bureau's (RIB) County Warrant System (CWS) to recall the warrant. The deputy shall remain on the phone while the clerk verifies the warrant information and confirms that the warrant has been successfully recalled. The clerk is required to write the name and employee number of the deputy recalling in the recall. The deputy shall obtain the name and employee number of the CWS clerk verifying the warrant recall success. **NOTE:** the CWS employee's name, employee number, as well as the date and time on the back of the original documents. Fax the copy of the Warrant Recall Transmittal to: CWS (562) 345-4417 or 4418 by the end of the deputy's shift. Make a copy of the recall slip (front and back) and transmittal. The original warrant recall and the original transmittal will be mailed to RIB, Attention CWS, at: 12440 East Imperial Highway, Suite 400-West, Norwalk, CA 90650. The copy of both will be maintained in the branch office.

Warrants in lieu of Habeas Corpus or 1442 of the Probate Code	SH-R-49 URN 28	Station/unit detective A	Refer attorney to Fugitive/Warrant Detail if not in area served by the Sheriff. The SH-R-49 to be made by unit handling. Code as applicable: Code 283 - Warrants, felony, in county. Code 285 - Warrants, felony, out of county.
Wrong defendant arrested and released	SH-R-49 URN 44	Station/unit patrol I	Assign to station/unit patrol if misdemeanor warrant; Fugitive/Warrant Detail if felony. Whenever any person is taken into custody under authority of a valid outstanding warrant and subsequent information determines that the person arrested is not the same person as named on the warrant, the following information shall be included in the report upon release of the subject: • Classification shall be warrant; • Arrested person shall be referred to as "subject;" • Facts surrounding the arrest; • Information which exonerated subject; and • Time of release. Vehicle, if any, was returned to subject at no cost or adequate transportation home or to the scene of apprehension was made available to subject. If property has been taken from the subject prior to release, a booking slip will be completed and shall show subject's signature as receiving his property upon discharge. Refusal to sign shall be indicated in the report. Within 24 hours, a memorandum, SH-AD-32A, shall be directed to the Records and Identification Bureau, Warrants Unit, Attention: Watch Commander, and shall include the following: • Warrant number, charge, issue date, and court; • Name and physical description on warrant; • Name, address, and physical description of subject; • License number and description of subject's vehicle;

			• Brief synopsis of why subject was arrested; and • Who to contact at station/unit for further information. **NOTE:** Do not issue a booking number - this is a "dummy" booking only; however, if booking was erroneously sent, patrol shall ensure that CWS is updated. Code 440 - Other - noncriminal.

• • 4-26/011.00 - Water Sources

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-26/011.00 **WATER SOURCES**			See "Vandalism."

• • 4-26/011.50 - Weapons of Mass Destruction

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-26/011.50 **WEAPONS OF MASS DESTRUCTION**			

Possesses, develops, manufactures, produces, transfers, acquires, or retains a weapon of mass destruction	SH-R-49 URN 15	HazMat Detail A	Notify Emergency Operations Bureau's (EOB's) HazMat Detail and Terrorism Early Warning Group immediately. A copy of all Weapons of Mass Destruction related reports shall be forwarded to EOB's HazMat Detail and to the Terrorism Early Warning Group in addition to other distribution. For Bombing with Explosives, see section 4-08/025.00. Code 154 - Weapons of mass destruction
Threatens to use a weapon of mass destruction	SH-R-49 URN 15	Station/unit DB A	Notify EOB's HazMat Detail and JRIC immediately. A copy of all Weapons of Mass Destruction related reports shall be forwarded to EOB's HazMat Detail and to JRIC in addition to other distribution. Code 154 - Weapons of mass destruction
Possesses restricted biological agent	SH-R-49 URN 15	HazMat Detail A	Notify EOB's HazMat Detail and JRIC immediately. A copy of all weapons of mass destruction related reports shall be forwarded to EOB's HazMat Detail and JRIC in addition to other distribution. Code 154 - Weapons of mass destruction

• • 4-26/012.00 - Weights and Measures Violations

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-26/012.00 WEIGHTS AND MEASURES VIOLATIONS			Inspectors for the L.A. County Department of Weights and Measures are authorized to make arrests and issue citations for violations of Weights and Measures laws pursuant to section 12013 B&P Code and 835.6 PC. When an arrest is made and assistance is requested by an inspector of that Department in an unincorporated area or contract city, the concerned deputy will render reasonable assistance and transport the prisoner to the station. Responsibility for booking the prisoner will remain with the arresting agency.

• • 4-26/015.00 - Wife Beating

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-26/015.00 WIFE BEATING	SH-R-49 URN 050 or 146	Station/unit detective A	For Child Beating, see under "Child Abuse." See section 4-07/033.00, "Domestic Violence." Code 050 - Domestic violence, aggravated assault. Code 146 - Domestic violence, non-aggravated assault.

• • 4-26/017.00 - Witness, Protection of Endangered

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-26/017.00 WITNESS, PROTECTION OF ENDANGERED	SH-R-49 URN 44	MCB A	All requests and court orders for witness security and/or relocation cases shall be assigned to the Detective Division. Make telephone notification to Major Crimes Bureau. Homicide and Narcotics Bureaus are exempt and will handle their own cases. **NOTE:** See volume 5, chapter 9, for additional information. Code 440 - Other - noncriminal.

• • 4-26/020.00 - Worthless Documents

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-26/020.00 WORTHLESS DOCUMENTS			For line procedures, refer to volume 5, chapter 9.
Access cards, arrest made:			
-access card, counterfeit, sales drafts	SH-R-49URN 10	Station/unit detective A	When an arrest is made on 484(e) through (j) PC, 496 PC, 497 PC or 532 PC, involving access cards, notify station/unit detectives. Code 105 - Forgery, access cards.
Access cards, arrest not made:			
-access card, counterfeit, sales drafts, suspect fled location	SH-R-49 URN 10	Station/unit detective A	When the station/unit receives a call that a forgery suspect is at a location using an access card, and then has fled the location, a patrol unit shall be dispatched. If there is no immediate or subsequent arrest made, a report (SH-R-49) shall be taken. Code as applicable.

-Lost or stolen	SH-R-49 URN Use appropriate crime classification	Station/unit detective A	When access cards are among those items reported lost or stolen, they should be treated as part of that original crime; i.e., burglary, robbery, theft, etc. The victim should be directed to report the lost or stolen access card to their respective card issuing company. Code as applicable.
False impersonation of another to obtain credit or any item of value (Identity Theft)	SH-R-49 URN 11	Fraud & Cyber Crimes Bureau/Fraud Detail A	Advise citizen to contact their credit bureaus. Forward a copy to the Fraud Detail. If there is no workable information, the victim may purchase a copy of the report without specific authorization from the Fraud Detail.
-Unlawful use of, card holder reporting usage	SH-R-49 URN Use appropriate crime classification	Station/unit detective A	When a card holder receives unauthorized charges on his statement, he will be instructed to report the fraudulent usage to the company that issued the access card.
False application (identity theft)	SH-R-49 URN 11	Fraud & Cyber Crimes Bureau/Fraud Detail A	Advise the victim to contact their credit bureaus. Forward a copy to the Fraud Detail. If there is no workable information, the victim may purchase a copy of the report from the station/unit without specific authorization from the Fraud Detail.
Found			See Found -- Other under "Property."
Merchant Rreporting usage	SH-R-49 URN Use appropriate crime classification	Station/unit detective A	An incident report will be taken from a merchant who has suffered a loss or an attempted loss when an access card was presented to obtain money or merchandise and when the crime occurred in the jurisdiction of this Department.
Taken in burglary, robbery, theft, etc.	See under appropriate crime classification		Where credit cards are among the items taken in a burglary, robbery, theft, etc., include this information in this report. Advise victim to notify the issuing agency. Enter into the Automated Property System (APS).

Telephonic usage	SH-R-49 URN Use appropriate crime classification	Station/unit detective A	An incident report shall be taken from a merchant who telephonically accepted an access card for money or merchandise. **NOTE:** The merchant must have suffered the loss, otherwise a report shall be taken from a representative of the agency issuing the access card. Code as applicable.
Blank or completed checks, check protector stolen	See under appropriate crime classification	Station/unit detective A	Enter check protector or check writer into APIS or NCIC article file. Indicate in crime classification whether checks or check protector stolen. Send immediate broadcast giving check description - type of printed information thereon, number of series, color, bank and branch, name of person who is authorized to sign check and account number; check protector description - make, model, serial number, and color. **NOTE:** No stolen check broadcast to be made if a complete description of the checks is not available. When broadcast is made, it is initiated by patrol. Code for type of theft involved.
Checks, arrest made:			
-Account closed, NSF	SH-R-49 URN 10	Station/unit detective A	May be misdemeanor (see 476(a) PC). Immediately notify station/unit detective during normal business hours. If prior URN filed in Sheriff's jurisdiction, submit supplemental report under same URN. Code 101 - NSF, Account closed, checks (over $200). Code 102 - NSF, Account closed, checks ($200 or less).

-Counterfeit forgery, irregular signature, fictitious print, unlawful possession	SH-R-49 URN 10	Station/unit detective A	Immediately notify station/unit detectives during normal business hours. Code as applicable.
Checks, arrest not made:			
-Account closed, NSF	SH-R-49 URN 10	Station/unit detective A	Victims shall be referred to the Los Angeles County District Attorney's "Bad Check Restitution Program" (see section 5-09/020.00). Cases determined by the district attorney's office to need further investigation for possible prosecution, will be referred to the detective bureau of the Sheriff's station/unit having jurisdiction.
-Counterfeit, forgery, irregular signature, fictitious print, unlawful possession	SH-R-49 URN 10	Station/unit detective A	Notify station/unit detectives immediately. Code as applicable.
-Suspect fled	SH-R-49 URN 10	Station/unit detective A	When the station/unit receives a call that a forgery suspect is at the location or fled the location, a patrol unit shall be dispatched. An Incident Report (SH-R-49) shall be taken whether or not an immediate arrest is made. Code as applicable.
Checks, found			See "Property."
Checks, lost			See "Property."
Forgery - miscellaneous	SH-R-49 URN 10	Station/unit detective A	Notify station/unit detectives immediately. Code 107 - Forgery, other.

Prescriptions, forged	SH-R-49 URN 11	Narcotics Bureau A	Code 104 - Forgery, prescription.
Theft of blank checks	SH-R-49 URN 8 or 38	Station/unit detective A	Patrol to send immediate JDIC broadcast giving description of checks. DOJ requires MO data. Code as applicable.

• Chapter 27 - Letters "X, Y, and Z"

• • 4-27/000.00 - Letters "X, Y, and Z"

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-27/000.00 **LETTERS "X, Y, AND Z"**	SH-AD-173		File to be maintained in the case file.

• Chapter 28 - Form Numbers and Titles

• • 4-28/000.00 - Form Numbers and Titles

SH-AD-	
1	Printing Request (3-02)
32A	Sheriff's Department Office Correspondence (3-08)
90	Affidavit of Loss of Identification (3-03; 4-05)
91	Employee's Personal Information (3-02; 3-03; 5-09)
92	Employer's Report of Occupational Injury or Illness (3-02; 4-19)

103	Special Appropriation Expense Claim (3-05)
121	Authority for Release of Property (5-04)
131	Memorandum (yellow half sheet) (3-05; 3-08)
136	Request for Approval of Outside Employment (3-02)
137	Request for Approval of Outside Teaching Employment (3-02)
173	Agreement Assuming Risk of Injury or Damage, Waiver and Release of Claims and Indemnity Agreement (Ride-Along Waiver) (3-09; 4-26; 5-09)
251	Overtime Worked Report (3-02)
267	Sheriff's Special bulletin (5-09)
271	Letter of Resignation (3-02)
274	Liquor License Application Investigation (4-15)
359	Transmittal for Miscellaneous Fees (5-04)
362	Equipment Check-Off Sheet (3-02)
455	Authorized Signature Time Record (3-02)
462	Bail/Fine Forms (3-05)
465	Formal Grievance (3-02)
477	Admonition and Waiver of Rights (5-07) (English and Spanish)
495	Prisoner Claim for Missing or Damaged Property (5-03)
516	Certificate of Release (5-03)
520	Administrative Service Statistics Card (4-06)
542	Patrol Car Observation Information Form (5-09)
543	Observer Ride - Along Comments Form (5-09)

575	Contract Law Enforcement Services (3-09)
591	Request for Approval of Training (3-02)
601	Change of Command (2-02)
602	Concealed Weapon License Application (5-09)
630	Shots Fired by or at Deputies (5-09)
648	Certification of Pregnancy (3-02)
651	Employee Report on Outside Employment Activities of Full-Time, Permanent County Employees (3-02)
658	Commendable Restraint Commendation (3-02)
659	Monthly Report of Blood Samples and Sexual Assault Evidence Collections (5-08)
665	Report of Vehicle Accident or Incident (3-09; 4-06; 4-19)
666	Industrial Illness/Illness Investigation (3-02)
668	Non-Employee Injury Report (4-19)
669	Personnel Investigation
670	Personnel Investigation Continuation
671	Request for Approval of Outside Security Employment
672	Claim for Damages to Person or Property
673	Occupational Injury or Illness

SH-J-	
181	Inmate Special Handling Request (5-03)
212	Inmate Injury Report
268	Surety Bond Request for Release of Prisoner (5-03)

275	Bail or Fine Slip (5-03)
293	Booking and Property Record (5-02; 5-03; 5-04)
388	Good Time/Work Time Awards (4-19; 5-03)
SH-R-	
2	Supplementary Report (Black-Cornered) (4-01; 5-09)
12	Missing Person Report (5-09)
49	Incident Report (5-01; 5-02)
49B	Crime Analysis Supplemental Report
77	Supplementary Report (Red-Cornered) (4-01)
84	Fire Field Report (5-01)
90	Notice of Claim of Ownership (5-09)
95	Check Report (5-09)
191	Runaway Juvenile/Combined Complaint Report and Emergency Broadcast
217	Index Card (5-09)
221	Complaint Report (Driving Under the Influence of Alcohol/Drugs) (3-09)
256	Vehicle Repossession Report (4-16)
257	Supervisor's Report of Damage to County Vehicle or Permittee's Vehicle (3-09)
364	Motor Vehicle Traffic Collision Continuation Report
377	Alarm Incident Report (4-04)
381	Cattle Identification (4-15)
387	Ownership Claim (5-09)

388	Declaration of Ownership (5-09)
396	Hazardous Materials Incident Data Sheet (5-06)
397	Report of Assistance
400	Fireworks - Not For Prosecution Record (5-09)
410	Entry and Search Waiver (5-06)
426	Hazardous Materials Injury/Toxic Substances/Communicable Disease Exposure Report (4-06)
430	Vehicle Pursuit Summary
435	Additional Charges and Holds Record (5-09)
437	Watch Commander's Service Comment Report (3-04)
438P	Supervisor's Report on Use of Force (5-09)
441A	Officer Involved Shooting
441B	Officer Involved Shooting Continuation
443	Registration Application for 457.1.P.C.
443A	290 Registration
446	Extreme Intoxication Assessment Sheet - B
447	Extreme Intoxication Assessment Sheet - A
454	Pursuit Evaluation Form
474	Uniform Report Number (URN) Void Report (refer to section 4-02/080.00)
Miscellaneous	
A-1	California Boating Accident Report (4-05)
BC Form 1-D	Good Samaritans Eligibility Form (5-09)

BC Form 100	State's Victim Compensations and Government Claims Board (BC) Victims of Violent Crimes Eligibility (5-09)
BCID 8270	Petition to Seal and Destroy Arrest Records (3-09)
BID 7	Concealed Weapon License Form, Bureau of Identification (5-09)
CHP 180	Abandoned, Impounded, Recovered, Stored, or Released Vehicle (4-01; 4-06; 4-16; 5-01;)
CHP 180F	Vehicle Forfeiture Report
CHP 181	Notice of Impoundment of Vehicle and/or Component Parts
CHP 181A	Notice of Hearing--Impoundment of Vehicle or Component Parts
CHP 187	Pursuit Report (5-09)
CHP 555	Traffic Collision Report (3-09; 5-05)
CHP 555-03	Traffic Collision Report - Property Damage Only (5-05)
DBW-SVR--5a	Stolen, Embezzled, Lost Vessel Report (4-05)
DBW-SVR-5b	Impounded, Recovered, Stored, Released Vessel Report (4-05) (Note: DBW-SVR-5a and 5b are printed on a back-to-back form)
DBW-VAR-1	Vessel Accident Report, California Department of Boating and Waterways
DS-360	Administrative Per SE Order of Suspension (5-05)
DMV DL 367	Officer's Statement, Section 13353 Vehicle Code (4-07)
20-MD91	Driver's Vehicle Condition Report (3-09)
DWC Form 1	Employees Claim for Worker's Compensation Benefits (3-02)
FD-249	Fingerprint Cards (5-03)
H-1561	Animal Bites (4-04)
JUS-8715	Arrest Disposition and Court Action Report (4-01)

LAFM - OPS500	Mechanical Defect Report (5-09)
MH-1533	Application for 72-Hour Detention for Evaluation and Treatment (4-16; 5-09)
6488-B	CYA Order Recall (5-02)
761472	In-Custody Medical Treatment Form (5-09)
76C109	Overage Report (5-03)
76C111	Cashier's Report or Receipt (5-03)
76C212D2m	Claim for Damages to Person or Property Form (AS-58-1) (4-06; 4-19; 5-01)
76C367	Change of Status Report (3-02)
76C622	Coroner's Inventory of Personal Effects of Deceased Person (4-03; 4-19)
76E482	Emergency Aid Plan (4-08; 5-09)
76E499-A	Emergency Ambulance Service
76E608J	Juvenile Hall Entrance Record (5-03)
76E928	Expense Claim (3-02; 3-05)
76M119F	Medical Service Order (3-02)
76P791-CR 37	Property Control Card (5-09)
76S908	Superior-Subordinate Pay Finding and Authorization (3-02)
76V80	Vehicle Damage Report (3-09)
Jury Form 3	Notice of County Employee Status (3-02)
Jury Form 4	Certificate of Jury Service (3-02)
SS 8567	Authorization For Seizure of Dental Records (5-09)