

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 follow-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 follow-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 follow-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 follow-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 follow-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 follow-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 SH-R-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

• **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 30 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;
 - 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.
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• **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 police 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 Report. 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 Report 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 Report 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 SH-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.
- 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; and
- 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 Section 6254

- 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 6254 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 Report 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.
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• 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.
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• **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.

Disclosure Exceptions

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
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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.).
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• **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**

Notification concerning violations of immigration laws shall be made by the arresting Unit to the U.S. Immigration and Customs Enforcement (ICE). The case is to be assigned to the Sheriff's Headquarters Bureau, International Liaison Section. A joint assignment shall to be made when another crime is involved.

- **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.
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• **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
 - 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.
