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.