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.