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.