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.