Chapter 6 - Letter "C"

• 4-06/003.00 - Cannabis

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/003.00 CANNABIS			**This section does not cover medical marijuana (cannabis) and/or state or county licensed dispensaries, transportation, and cultivation of cannabis.** Narcotics Bureau shall be notified by phone only if the arrest involves a sizeable amount of cannabis or there are unusual circumstances of the arrest. If the cannabis violation is an infraction or misdemeanor and there is a citable **traffic law violation** (infraction) also involved, the individual shall be issued one citation incorporating the traffic law infraction and the cannabis infraction or misdemeanor.

Possession Possession of 28.5 grams or less of cannabis and/or 8 grams or less of concentrated cannabis	SH-CR-66 SH-CR-607 URN 18	Patrol A	Handling possession of cannabis incidents are based on the person's age. **21 years of age or older**, it is **legal** to possess 28.5 grams or less of cannabis and/or 8 grams or less of concentrated cannabis. **18 to 20 years of age**, possessing 28.5 grams or less of cannabis and/or 8 grams or less of concentrated cannabis: 11357(a)(2) H&S – Infraction The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 189 – Cannabis (marijuana) infraction **17 years of age and under**, possessing 28.5 grams or less of cannabis and/or 8 grams or less of concentrated cannabis: 11357(a)(1) H&S - Infraction The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 189 – Cannabis (marijuana) infraction

Driving/ Vehicles Driving under the influence	SH-CR-66 SH-CR-607 URN 18	Patrol/station Traffic A	Operating a vehicle while under the influence of cannabis – All ages: 23152(f) VC – Misdemeanor Operating a vehicle while under the influence of cannabis and alcohol – All ages: 23152(g) VC – Misdemeanor Codes: 240 – Drunk driving alcohol and marijuana (cause injury or death) 244 – Drunk driving alcohol and marijuana 246 – Drunk Driving Marijuana
Smoking/ Ingesting in Vehicle	SH-CR-66 SH-CR-607 URN 18	Patrol/Station Traffic A	Smoking or ingesting any cannabis or cannabis product while **driving** a vehicle: 23221(a) VC – Infraction Smoking or ingesting any cannabis or cannabis product while a **passenger** in a driven vehicle: 23221(b) VC - Infraction The cannabis used in the violation shall be seized as evidence and handled per Department evidence procedures. Code 189 – Cannabis (marijuana) infraction
Open container	SH-CR-66 SH-CR-607	Patrol/station Traffic	Cannabis or cannabis products which have been opened or have a seal broken, or loose cannabis flowers not in a container must be on the **driver's**

	URN 18	A	**person**: 23222(b)(1) VC – Infraction Exceptions: 1. May be in the trunk of the vehicle. Per 23225(a)(2) VC – if the vehicle does not have a trunk, the container (no loose flowers) shall be kept in some other area of the vehicle that is not normally occupied by the driver or passenger – a utility compartment or glove compartment shall be deemed to be within the area occupied by the driver and passenger. 2. Does not apply to persons with medical marijuana cards and both of the following apply: a. Person is carrying a current card or physician's recommendation, and b. The cannabis is in a sealed, resealed, or closed container (no loose flowers). A person riding in the **passenger** seat or compartment of a vehicle, boat, vessel, aircraft, or other vehicle used for transportation may not possess an open container or open package of cannabis or cannabis product: 11362.3(a)(4) H&S – Infraction The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 189 – Cannabis (marijuana) infraction

Schools/Day Care/Youth Center Possess, smoke, or ingest on school grounds	SH-CR-66 SH-CR-607 URN 18	Patrol A	**18 years of age or older** cannot possess, smoke, or ingest cannabis and/or concentrated cannabis on school grounds (kindergarten through 12th grade) during class hours or a school-related program: 11357(c) H&S – Misdemeanor The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 188 – Cannabis (marijuana) misdemeanor **17 years of age or younger** to possess, smoke, or ingest cannabis and/or concentrated cannabis on school grounds (kindergarten through 12th grade) during class hours or a school-related program: 11357(d) H&S – Infraction The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 189 – Cannabis (marijuana) infraction

Possess, smoke, or ingest on day care/youth center	SH-CR-66 SH-CR-607 URN 18	Patrol A	**18 years of age of older** – a person cannot possess, smoke, or ingest cannabis or a cannabis product on the grounds of a day care center or youth center while children are present: 11357(c) – Misdemeanor The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 188 – Cannabis (marijuana) misdemeanor **17 years of age or younger** to possess, smoke, or ingest cannabis and/or concentrated cannabis on the grounds of a day care center or youth center while children are present: 11357(d) H&S – Infraction The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 189 – Cannabis (Marijuana) Infraction

Within a 1000 Feet of school/day care/youth center	SH-CR-66 SH-CR-607 URN 18	Patrol A	Smoking cannabis or cannabis products within 1000 feet of a school, day care center, or youth center is an infraction if children are present: 11362.3(a)(3) H&S – Infraction Exception – a private residence or retailer or microbusiness licensed by a local government and only if such smoking is NOT detectable by others on the grounds of the school, day care center, or youth center while children are present. The cannabis used for the infraction shall be seized as evidence and handled per Department evidence procedures. Code 189 – Cannabis (marijuana) infraction
Live Plants Six or less cannabis plants	SH-CR-66 SH-CR-607 URN 18	Patrol A	**21 years of age or older** Cultivation, harvest, drying, or processing of cannabis plants are limited to six plants per residence. Must be on residential grounds, in a locked space, and not visible by normal unaided vision from a public place. Local ordinance may require plants grown indoors at a private residence. See location’s local ordinances. Violation of any of the restrictions is an infraction. 11362.2(a) – Infraction The cannabis involved in the violation shall be seized as evidence and handled per Department evidence procedures.

			Code 189 – Cannabis (marijuana) infraction **18 through 20 years of age** It is unlawful for a person 18 through 20 years of age to cultivate, harvest, dry, or process six or less cannabis plants: 11358(b) H&S – Infraction The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 189 – Cannabis (marijuana) infraction **17 years of age or younger** It is unlawful for a person 17 years of age or younger to cultivate, harvest, dry, or process six or less cannabis plants: 11358(a) H&S – Infraction The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 189 – Cannabis (marijuana) infraction

More than six cannabis plants:	Infraction or misdemeanor: SH-CR-66 SH-CR-607 URN 18 Felony: SH-R-49 URN 18	Infraction or misdemeanor: Patrol Felony: Narcotics Bureau A	**18 years of age or older** It is unlawful for a person 18 years of age or older to cultivate, harvest, dry, or process more than six cannabis plants: 11358(c) H&S – Misdemeanor The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 188 – Cannabis (marijuana) misdemeanor A person over 18 years of age could be charged with a **felony** for cultivating, harvesting, drying, or processing more than six cannabis plants if certain conditions exist. See 11358(d) H&S for conditions. **17 years of age or younger** It is unlawful for a person 17 years of age or younger to cultivate, harvest, dry, or process more than six cannabis plants: 11358(a) H&S – Infraction The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 189 – Cannabis (marijuana) infraction

Public Places	SH-CR-66 SH-CR-607 URN 18	Patrol A	Smoking or ingesting cannabis or cannabis products in a **public place** – all ages. Smoking is defined as to inhale, exhale, burn, or carry any lighted or heated device or pipe, or other lighted or heated cannabis or cannabis product intended for inhalation, whether natural or synthetic, in any manner or in any form. Smoke includes the use of an electronic smoking device that creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purposes of circumventing the prohibition of smoking in a place. 11362.3(a)(1) – Infraction The cannabis involved in the violation shall be seized as evidence and handled per Department evidence procedures. Code 189 – Cannabis (marijuana) infraction Smoke cannabis or cannabis products in a location where smoking **tobacco is prohibited**. See definition of smoking above. 11362.3(a)(2) – Infraction The cannabis involved in the violation shall be seized as evidence and handled per Department evidence procedures. Code 189 – Cannabis (marijuana) infraction
Give Away/Sales/ Sells/ Transport	Infraction or misdemeanor:	Infraction or misdemeanor:	It is **lawful** for a person 21 years of age or older to give away, with no

Give Away (Includes Offer to)	SH-CR-66 SH-CR-607 URN 18 Felony: SH-R-49 URN 18	Patrol Felony: Narcotics Bureau A	compensation, to a person 21 years of age or older 28.5 grams or less of cannabis (11362.1(a)(1) H&S) and/or 8 grams or less of concentrated cannabis (11362.1(a)(2) H&S). **Any amount of cannabis** A person 18 years or older gives, furnish, or administers (or offers to) to a minor under 14 years of age is a felony: 11361(a) H&S – Felony The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 187 – Cannabis (marijuana) felony A person 18 years of age or older gives, furnishes, or administers (or offers to) to a minor 14 years of age or older is a felony: 11361(b) H&S – Felony The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 187 – Cannabis (marijuana) felony **28.5 grams of cannabis or less** (does not include concentrated cannabis) – all ages to a person 18 through 20 years of age: 11360(b) H&S - Infraction 1136(b) H&S states that anyone cited with this code shall be issued a citation and not subjected to booking, as long as, they present satisfactory

			evidence of identification and sign the citation with a promise to appear. The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 189 – Cannabis (marijuana) infraction **More than 28.5 grams of cannabis** or any amount of concentrated cannabis is based on age: **17 years of age or younger**: 11360(a)(1) H&S – Infraction The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 189 – Cannabis (marijuana) infraction **18 years of age or older**: 11360(a)(2) – Misdemeanor The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 188 – Cannabis (Marijuana) Misdemeanor
Possession for Sales (Includes Offer to)	Infraction or Misdemeanor: SH-CR-66 SH-CR-607 URN 18	Infraction or Misdemeanor: Patrol Felony: Narcotics Bureau A	This section does not apply to licensed cannabis dispensaries. **18 years of age or older**, it is unlawful to possess cannabis for sale: 11359(b) H&S – Misdemeanor The cannabis shall be seized as evidence and handled per Department evidence procedures.

	Felony: SH-R-49 URN 18		Code 188 – Cannabis (marijuana) misdemeanor With certain criteria, possession for sale may be a felony. See 11359(c) H&S and 11359(d) H&S. **17 years of age and younger**, it is unlawful to possess cannabis for sale: 11359(a) H&S – Infraction The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 189 – Cannabis (marijuana) infraction **21 years of age or older** who possesses cannabis for sale and knowingly hires, employs, or uses a person 20 years of age or younger in unlawfully cultivating, transporting, carrying, selling, offering to sell, give away, preparing for sale or peddling cannabis: 11359(d) – Felony The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 187 – Cannabis (marijuana) felony Narcotics Bureau personnel shall be notified in all situations relating to possession for sale or sale of cannabis where follow-up investigation or the acquisition and service of a search warrant is necessary. Such cases shall be the responsibility of Narcotics Bureau; however, in the event that Narcotics Bureau is unable to pursue the

			investigation in a timely manner, the reporting station/unit may undertake the required investigative effort after Narcotics Bureau establishes that there are no conflicting investigations under way that may constitute hazards. If immediate investigation is necessary and the Narcotics Bureau personnel are unavailable, notify Narcotics Bureau headquarters by phone or, after hours, the Sheriff's Information Bureau (SIB). In situations where the cannabis sales from a specific area or location become chronic, a memorandum detailing the activity shall be prepared, signed by the unit commander, and submitted through channels to Narcotics Bureau headquarters.

Sale of cannabis (Includes Offer to)	Infraction or misdemeanor: SH-CR-66 SH-CR-607 URN 18 Felony: SH-R-49 URN 18	Infraction or misdemeanor: Patrol Felony: Narcotics Bureau A	This section does not apply to licensed cannabis dispensaries. **17 years of age or younger**: 11360(a)(1) H&S – Infraction The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 189 – Cannabis (marijuana) infraction **18 years of age or older**: 11360(a)(2) – Misdemeanor The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 188 – Cannabis (marijuana) misdemeanor With certain criteria, the selling of cannabis may be a felony. See 11360(a)(3) H&S.
Transport for sale (includes offer to and attempt to)	Infraction or misdemeanor: SH-CR-66 SH-CR-607 URN 18 Felony: SH-R-49	Infraction or misdemeanor: Patrol Felony: Narcotics Bureau A	For this H&S section, transport means transport for sale. **28.5 grams of cannabis or less** (does not include concentrated cannabis) – all ages: 11360(b) H&S - Infraction 11360(b) H&S states that anyone cited with this code shall be issued a citation and not subjected to booking, as long as, they present satisfactory evidence of identification and sign the citation with a promise to appear. The cannabis involved in the violation shall be seized as evidence and

	URN 18		handled per Department evidence procedures. Code 189 – Cannabis (marijuana) infraction **More than 28.5 grams of cannabis** or any amount of concentrated cannabis **17 years of age or younger**: 11360(a)(1) H&S – Infraction The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 189 – Cannabis (marijuana) infraction **18 years of age or older**: 11360(a)(2) – Misdemeanor The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 188 – Cannabis (marijuana) misdemeanor With certain criteria, transportation of cannabis may be a felony. See 11360(a)(3) H&S.
Miscellaneous cannabis charges	Misdemeanor: SH-CR-66 SH-CR-607 URN 18	Misdemeanor: Patrol Felony: Narcotics Bureau	**11361(a) H&S** Using a minor to unlawfully transport, carrying, selling, giving away, preparing for sale, or peddling any cannabis or induces a minor to use cannabis: 11361(a) H&S – Felony The cannabis shall be seized as evidence and handled per

			Department evidence procedures. Code 187 – Cannabis (marijuana) felony
	Felony: SH-R-49 URN 18		**11362.3(a)(6) H&S** Manufacture of concentrated cannabis using volatile solvent: 11363.3(a)(6) H&S – Felony The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 187 – Cannabis (marijuana) felony **11366 H&S** Opening or maintain a place for the purpose of unlawful selling, giving away, or using cannabis: 11366 H&S – Felony/misdemeanor The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 187 – Cannabis (marijuana) felony Code 399 – All other misdemeanors **11366.5(a) H&S** Owner of property for unlawfully manufacturing, storing, or distributing cannabis: 11366.5(a) H&S – Felony/misdemeanor The cannabis shall be seized as evidence and handled per Department evidence procedures. Code 187 – Cannabis (marijuana) felony

			Code 399 – All other misdemeanors
Synthetic Cannabis	SH-CR-66 SH-CR-607 URN 18	Patrol A	Sells, dispenses, distributes, furnishes, administers, or gives, or offers to sell, dispense, distribute, furnish, administer, or give, or possesses for sale any synthetic cannabinoid compound or any synthetic cannabinoid derivative: 11357.5(a) H&S – Misdemeanor The synthetic cannabinoid compound or any synthetic cannabinoid derivative shall be seized as evidence and handled per Department evidence procedures. Code 188 – Cannabis (marijuana) misdemeanor **Uses or possesses** any synthetic cannabinoid compound or any synthetic cannabinoid derivative: 11357.5(b) H&S – Infraction/ misdemeanor 1st and 2nd offense – Infraction 3rd or more offense – Misdemeanor For definition of synthetic cannabinoid compound or any synthetic cannabinoid derivative see 11357.5(c) H&S. The synthetic cannabinoid compound or any synthetic cannabinoid derivative shall be seized as evidence and handled per Department evidence procedures. Code 188 – Cannabis (marijuana) misdemeanor or

			Code 189 – Cannabis (marijuana) infraction

• 4-06/005.00 - Carbon Monoxide Poisoning

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/005.00 CARBON MONOXIDE POISONING			See "Poisoning."

• 4-06/010.00 - Carnivals

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/010.00 CARNIVALS	SH-AD-32A		Secretary to prepare original and three copies. After signature by unit commander, distribute reports as follows: • Original and copy to Major Crimes Bureau; • Copy to concerned division chief; and • Copy to unit commander's file. **NOTE:** Notify Detective Division, Major Crimes Bureau, by telephone, of any carnivals operating in station/unit area and confirm by memo.

• 4-06/015.00 - Carrying Concealed Weapon

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-06/015.00 CARRYING CONCEALED WEAPON			See "Firearms" for additional information.
Bringing into a jail	SH-R-49 URN 15	Station/unit detective A	If in station/unit area, assign to station/unit detectives. If at Men's Central Jail, LAC/USC Medical Center Jail Wards or while in transit or in court in the non-station areas of the county, assign to Jail Investigation Unit.
Felony (ex-felon or prior weapon law arrest)	SH-R-49 URN 15	Station/unit detective A	Code 151 - Weapon laws - felony.
Misdemeanor	SH-R-49 URN 15	Station/unit patrol A	If juvenile arrested, assign to station/unit detectives. Code as applicable: 150 - Carrying concealed firearm. 152 - Weapon laws, misdemeanor.
Possession of switchblade knife	SH-R-49 URN 15	Station/unit patrol A	Copy of report to station/unit detectives. If juvenile arrested, assign to station/unit detectives. Code 152 - Weapon laws - misdemeanor.

• 4-06/020.00 - Checks/Check Protectors

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/020.00 CHECKS/CHECK PROTECTORS			See "Worthless Documents" and volume 5, chapter 9.

• 4-06/022.00 - Chemicals Found/Report of Unknown Substances

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/022.00 CHEMICALS FOUND/REPORT OF UNKNOWN SUBSTANCES			See volume 5, chapter 6.
Chemicals found - suspected clandestine lab (PCP, etc.)	SH-R-49 URN 44	Narcotics Bureau and Scientific Services Bureau A	Patrol to notify Narcotics Bureau immediately. Code 444 - Suspicious circumstances. SRD to Arson/Explosives Detail.

• 4-06/023.00 - Child Abuse

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/023.00 CHILD ABUSE			The victim's name and address shall not be disclosed of a victim of 273a or 273d PC. All courtesy reports for other agencies are assigned to the station/unit detective and forwarded to the appropriate agency. Child abuse cases shall not be deferred. Protective Custody The Arrested Person’s Child(ren) and Protective Custody form (SH-R-625) shall be completed when children are taken into protective custody. A booking number shall **not** be obtained for a child taken into protective custody. Use "SJ/V" in the appropriate section on the face sheet of the report for a child taken into protective custody only.

Abandonment	SH-R-49 URN 17	Station/unit detective A	Code 171 - Abandonment.
Annoying, child	SH-R-49 URN 13	Station/unit detective SVB A	If perpetrator is not a family member, SRD to Special Victims Bureau. If family member, SRD to station/unit detective. Code 134 - Annoying children.
Child abduction			See child stealing below and kidnapping.

Child abuse, physical	SH-R-49 URN 14	SVB Child Abuse Detail A	On all physical abuse cases, i.e., 273a(a), 273a(b), and 273d P.C., the following shall apply: • Immediately notify by telephone SVB (record message after duty hours); • Provide file number and referral information; • Actual physical examination of a physically abused juvenile is mandatory. A deputy of either sex may examine a juvenile who is three years of age or younger. When the juvenile is four years or older, the examination shall be performed by a deputy of the juvenile's sex or by medical personnel; • Deputies should consider having a witness present when examining children for injuries; • All children residing in the home shall be examined. • Email a copy of the first report to Special Victims Bureau SVB investigators and supervisors are available during off hours via Department Operations Center (DOC) for consultation and response on exceptional and/or newsworthy cases. If a victim is in critical condition, also notify Homicide Bureau. If death occurs, reassign to Homicide Bureau. Code 059 - Child beating, felony. Code 149 - Child beating, misdemeanor.
Child abuse (Suspicious Circs.)	SH-R-49 URN 41	SVB A	Same procedure as child abuse, above. Use only when elements to a crime cannot be established. If the elements of a crime are present or the victims report a crime, suspicious circumstances shall not be used. Code 418 - Suspicious circumstances

Child concealment	SH-R-49 URN 39	Station detective A	Notify station/unit detectives at once. Code 399 - Child concealment. Also see under kidnapping.
Child endangering/child assault	SH-R-49 URN 059/149	Station/unit detective A	273a(a) Felony 273a(b) Misdemeanor Specify the acts that caused the child to be willfully endangered. Copy to Special Victims Bureau. Code 059 - Child assault with aggravated injury. Code 149 - Child assault with non-aggravated injury.
Child Neglect	SH-R-49 URN 17	Station/unit detective A	Copy to Special Victims Bureau. Code 172 - Child neglect.
Child Stealing	SH-R-49 URN 32	Station/unit detective A	Notify station/unit detectives at once. Code 327 - Child stealing. Also see under kidnapping.
Intimidation, child	SH-R-49 URN 14	SVB A	Same procedure as child abuse. Code 149 - Child assault

Sex offenses	SH-R-49 URN 12 or 13	SVB A	In all sex crimes, i.e., 243.4, 261, 261.5, 264.1, 285, 286, 287 (or 288a), 288, 288.2, 288.3, 288.4, 288.5, 289, 266, 207(b), 220, 311.2, 311.3, 311.11, and 647.6 PC (family member or cohabitant) where the victim is under 18 years of age, the following shall apply: • Immediately notify the Special Victims Bureau (record message after duty hours). Investigators and supervisors are available during off hours via Sheriff's Headquarters Bureau for consultation and response on exceptional and/or newsworthy cases; and • Email a copy of the first report to Special Victims Bureau. In 647.6 PC cases wherein the suspect is not a family member or cohabitant, the assignment shall be station/unit detectives. Copy of report emailed to Special Victims Bureau. In those cases involving electronic media, every attempt shall be made to legally confiscate any and all electronic devices/hardware (cellular phones, laptops, digital cameras, thumb drives, computer towers, notebooks, readers, etc.) and placed into evidence. Code as applicable.

• 4-06/025.00 - Citizen Claims Against County

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-06/025.00 CITIZEN CLAIMS AGAINST COUNTY			When a citizen contacts any Department member and requests information concerning the filing of a claim against the county for injury or property damage, they shall be advised that the Los Angeles County Sheriff's Department "Claim For Damages To Person Or Property" forms (SH-AD-672) are available at any Sheriff's Station or that they may be accessed on the Sheriff's Department public website on the internet. Members shall advise persons submitting a claim that completed forms must be mailed or delivered to the Executive Officer, Board of Supervisors at the address indicated on the bottom of the claim form.

• 4-06/026.00 - Citizens' Complaints

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/026.00 CITIZENS' COMPLAINTS			For public complaint procedure, see section 3-04/000.00.

• 4-06/027.00 - Citizens' Complaints Against Other Law Enforcement Agencies

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-06/027.00 CITIZENS' COMPLAINTS AGAINST OTHER LAW ENFORCEMENT AGENCIES			Citizens will be assisted in communicating complaints regarding police misconduct. Persons who approach any member of the Department with a complaint regarding another agency shall be treated with courtesy and concern. In most instances, providing the complainant with the correct agency to contact may be appropriate. In instances where it is alleged that police misconduct caused significant injury or was a possible criminal offense, a Department supervisor shall make personal contact with a supervisor from the involved agency.

• 4-06/030.00 - Civil Actions Against Department Employees

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/030.00 CIVIL ACTIONS AGAINST DEPARTMENT EMPLOYEES			See volume 5, chapter 7.

• 4-06/035.00 - Civil Defense

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/035.00 CIVIL DEFENSE			
Incidents	SH-AD-32A		Report to chief or area commander of concerned division at once by phone. Copies of unit commander's memo to above personnel.

Official air raid warning			The Sheriff's Communications Center shall immediately notify all line and field units by radio, telephone, and/or JDIC message.
Siren malfunction other than on routine test			Make immediate telephone check with the watch commander at the Sheriff's Communications Center to determine if siren activated for official test or warning. Patrol personnel, if dispatched to the location, with special keys shall: • unlock the gate, in the fence surrounding the siren and enter the fenced area; • unlock the red box, mounted at ground level, on one of the siren supports and manually change the "emergency" switch to the "stop" position; and • secure the red box, the gate and resume routine patrol if no unusual circumstances exist which require the continued presence of a patrol car. **NOTE:** Under no circumstances, shall any other physical silencing of the siren be attempted because of the danger from high voltage.

• 4-06/040.00 - Civil Disturbance

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-06/040.00 CIVIL DISTURBANCE	SH-R-49 URN 21	Station/unit patrol A	When adults only are arrested, cases should be assigned to patrol only. When juveniles only or adults and juveniles both are involved, assign to station/unit patrol and station/unit detectives. Designate SRD copies to the chief and area commander of the concerned division. When the chief administrative ffficer of any state university, college or junior college has declared a state of emergency and requested the assistance of the Department, a separate supplemental report shall be prepared. This report shall contain the number of man-hours expended, by rank; the number of overtime or emergency hours expended, by rank; cost of equipment expended; and cost of replacement or of repair to county property destroyed or damaged. Two copies of this report shall be sent to Fiscal Administration. Code 213 - Unlawful assembly. Code 214 - Riot or rout.
Strike			See "Labor."

• 4-06/042.00 - Civil Lawsuits Originated by Employees

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/042.00 CIVIL LAWSUITS ORGINATED BY EMPLOYEES			See volume 5, chapter 7.

• 4-06/043.00 - Civil Suits

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-06/043.00 CIVIL SUITS			See volume 5, chapter 7.

• 4-06/044.00 - Code 3 Field Operations

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/044.00 CODE 3 FIELD OPERATIONS			See volume 5, chapter 9.

• 4-06/045.00 - Communicable Disease

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/045.00 COMMUNICABLE DISEASE			
Employee exposed to (AIDS related)	SH-R-426 URN 50	Disability Management Compliance Unit A	Prepare an original and one copy of Form SH-R-426, Hazardous Materials Injury/Toxic Substances/Communicable Disease Exposure Report for each Deputy involved and submit both copies to Disability Management Compliance Unit. Use original URN. If a Reserve Deputy involved, also send a copy to Reserve Forces Bureau. Additional copies to meet Unit needs. **NOTE:** Custody Division personnel refer to Custody Division Order #53. Code 502 - Injury to County Employee.

Sheriff's Deputy exposed to	SH-R-426 URN 50	Disability Management Compliance Unit A	Prepare an original and one copy of Form SH-R-426 for each Deputy involved and submit both copies to Disability Management Compliance Unit. Use original URN. If a Reserve Deputy involved, also send a copy to Reserve Forces Bureau. Additional copies to meet Unit needs. **NOTE:** Custody Division personnel are exempt, provided the Unit Commander determines that adequate documentation is maintained of an employee contact with a communicable disease. Code 502 - Injury to County Employee.

• 4-06/047.00 - Collisions, Traffic in Contract City

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/047.00 COLLISIONS, TRAFFIC IN CONTRACT CITY			For line procedures, see volume 5, chapter 5. **NOTE:** In all traffic collision cases, when there is another crime connected with the traffic collision but not a part of the collision itself (e.g., robbery, possession of narcotics, carrying concealed weapons, etc.), the crime report and supplements to it shall be under a separate URN. The Traffic Collision Report (CHP-555) and the crime report shall be cross-referenced. Also see Sheriff's Department Vehicles under "Property Damage" for special instructions governing county vehicles and vehicles used on county business by permittees. Immediately notify the Traffic Services Detail on all traffic collisions that are a result of Code-3/pursuit operations. Designate SRD to the concerned area commander and the Traffic Services Detail.

Arrest made:			**NOTE 1:** When a traffic collision results in an arrest for a crime other than a vehicle code violation, the arrest information shall be contained in a separate report under a separate URN. **NOTE 2:** When a traffic collision results in an arrest for any traffic violation related to the collision, the circumstances shall be included in the action section of the traffic collision report. See individual crime for priority and retention period and the statistical code.
-- Adult	CHP-555 URN	Station patrol traffic A	See above.
--Juvenile	CHP-555 URN	Station patrol traffic and station detective A	See above.
Citation Issued: --Adult	CHP-555 URN 25	Station patrol traffic A	One copy of Traffic Collision Report (CHP-555) to Municipal Court if a "Not Guilty" plea results. Code as applicable: 252 - Vehicle laws, felony. 255 - Vehicle laws, misdemeanor.
--Juvenile	CHP-555 URN 25	Station patrol traffic A	One copy of traffic collision report to go with citation to the appropriate Informal Juvenile and Traffic Court. Code under most applicable number, as above.

Discharge of hazardous materials/wastes	CHP-555 SH-R-396 51 or 25	Station patrol traffic A	See volume 5, chapter 6. Scene of collision involving hazardous materials/wastes shall be immediately evacuated and secured. Particular attention shall be given to fire safety and possible noxious gases/vapors. Notify the watch commander, Sheriff's Communications Center, immediately. Traffic Services Detail shall provide assistance as needed in the preparation of transportation of hazardous materials violation cases. Code as applicable: 252 - Vehicle laws, felony. 255 - Vehicle laws, misdemeanor. 512 - Accidental discharge/spills of hazardous materials/wastes.

Fatality	CHP-555 SH-R-364 URN	Station patrol traffic A	Notify Homicide Bureau and Station Traffic Supervisor immediately. Report shall include name of doctor pronouncing death, time of death, coroner's case number and disposition of the body. Copy of report to mortuary as soon as possible. Notification of a death to next-of-kin shall be done in accordance with the instructions listed under "Person Dead" and "Notification of Next-of-Kin" in volume 5, chapter 9. This information shall be included in the action section of the traffic collision report. If county, on-duty permittee or contract city vehicle is involved, immediately notify Traffic Services Detail for possible response by Traffic Collision Response Team. Traffic Services Detail shall provide assistance as needed for investigative support. Designate SRD to Homicide Bureau and Traffic Services Detail. If deputy killed in the line of duty, also complete SH-CR-563. **NOTE:** For manslaughter, use priority 32 and Code 338 - Manslaughter, negligent driving. Other traffic collisions with fatality, use priority 47 and most applicable code.

Hit and Run(felony or misdemeanor)	CHP-555 URN 25	Station patrol traffic A	If victim in critical condition and there is evidence of intentional assault, advise Homicide Bureau of the circumstances. If victim is not in critical condition but there is evidence of intentional assault, case assignment is with Station detectives. If fatality, see fatality. If misdemeanor, no injury and no information, complete CHP-555-03. If a fatal collision or victim is in critical condition and maximum technical expertise is needed to support criminal prosecution, notify Traffic Services Detail for possible response by Traffic Collision Response Team. Code as applicable: 251 - Felony. 250 - Misdemeanor.
--Driver under influence	SH-R-221 CHP-555 24	Station patrol traffic A	In narcotics, dangerous drugs, alcohol or any combination thereof, use Code 975 - Fatality - driver under the influence of narcotics, dangerous drugs or any combination. If narcotics or drugs obtained, make joint assignment with Narcotics Bureau. SRD to Homicide Bureau, Narcotics Bureau and Traffic Services Detail. Code 241 - Drunk driving, felony.
--Employee of any government agency or public utility	CHP-555 URN 47	Station patrol traffic A	Notify agency concerned if serious injury is involved. If a fatal or serious injury collision and County, on-duty permittee or contract city is involved, immediately notify Traffic Services Detail for possible response by Traffic Collision Response Team. Code as applicable: 470 - Collisions, traffic - fatal. 471 - Collisions, traffic with injury.

--Employee of Sheriff's Department	CHP-555 URN 47	Station patrol traffic A	If employee on duty when injured, also prepare Form SH-AD-92, SH-AD-665, and SH-R-257. Immediately notify the Traffic Services Detail on all traffic collisions involving an on-duty employee resulting in ANY bodily injury (including complaint of pain) or any substantial property damage for possible response by the Traffic Collision Response Team. If no injury to parties, see Miscellaneous Administrative Procedures, volume 3 chapter 9. If employee is off duty and prosecution of the employee may result from the collision, immediately advise the watch commander and unit commander, and Traffic Services Detail for review and monitoring of the investigation. Code as applicable, see above. If deputy injured in the line of duty, also complete Form SH-CR-563.
Injury to person			See "Person Injured."
Property damage involved			See "Property Damage" and volume 5, chapter 5, for line procedures.
School bus involved			Notify CHP School Bus Detail immediately by phone. CHP will normally handle the investigation. If CHP requests, station patrol traffic will handle and send one copy of report to CHP. If station handles, use CHP-555, priority 47, retention (9). Code as applicable.

• 4-06/049.00 - Collisions, Traffic in Other Areas

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-06/049.00 COLLISIONS, TRAFFIC IN OTHER AREAS			For line procedures, see volume 5, chapter 5; also, volume 3, chapter 9.
Another crime involved			In all traffic collision cases when there is another crime connected with the traffic collision but not a part of the collision itself (e.g., robbery, possession of narcotics, carrying concealed weapons, etc.), the crime report and supplements to it shall be under a separate URN. The Traffic Collision Report (CHPâ€‘555) and the crime report shall be cross-referenced. See section on "Property Damage Resulting from Collisions" under Department vehicles for special instructions governing county vehicles and vehicles used on county business by permittees. Immediately notify the Traffic Services Detail on all traffic collisions that are a result of code 3 pursuit operations. Designate SRD to the concerned area commander on code 3 collisions.
Damage to Sheriff's vehicle in non-contract city (includes permittee vehicles on county business)			See "Property Damage" and volume 5, chapter 5, for line procedure.

In unincorporated area			CHP shall handle all traffic collisions in these areas, including collisions on freeways in contract cities and those involving Department vehicles. Immediately notify the Traffic Services Detail on all traffic collisions involving an on-duty employee resulting in ANY bodily injury (including complaint of pain or substantial property damage) for possible response by the Traffic Collision Response Team. A Sheriff's Unit need not respond to a traffic collision in unincorporated areas unless one of the following circumstances is involved: • This Department receives a specific request from CHP to assist on the traffic collision (e.g., extended ETA, serious injury, etc.); • An alleged hit and run fatality is reported under circumstances which raise doubt that the death was accidental or attributable to the collision; • Sheriff's personnel or vehicles are involved; and • Violations of the penal code or county ordinances exist in conjunction with the collision.
Sheriff's Department vehicle involved in fatal collision in unincorporated area	SH-AD-665 SH-R-257 SH-R-49 URN 47	Homicide Bureau A	CHP will handle normal collision reporting. Notify Homicide Bureau immediately in all cases wherein a fatality has occurred or is imminent. The required first report shall be a narrative explanation of the collision. Also, see "Property Damage." Immediately notify the on-call Traffic Services Detail Sergeant for possible response by Traffic Collision Response Team. Code 470 - Collision, traffic - fatal. Follow procedures outlined in volume 5, chapter 5.

• 4-06/050.00 - Community Relations

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-06/050.00 COMMUNITY RELATIONS	See under appropriate crime classification		Any member of this Department who becomes aware of a potentially explosive situation in any area of the county, or who senses that a problem is developing which might be prevented by action of the Sheriff's Headquarters Bureau, shall submit information in writing, through channels, to that bureau. When field units require the assistance of a member of the Sheriff's Headquarters Bureau at the scene of an arrest or incident, the request is to be made directly to that bureau. When adults or juveniles are involved in cases coming to the attention of this Department and investigation reveals conflict with radical, religious, ethnic or minority groups, designate SRD to Sheriff's Headquarters Bureau. Cases handled in the field shall be the subject of a memo to the unit commander and a copy of the memo shall be forwarded to Sheriff's Headquarters Bureau.

• 4-06/055.00 - Computers

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/055.00 COMPUTERS			
Automatic Teller Machines (ATMs)	SH-R-49 URN 08 or 38	Station/unit detective A	An incident report shall be taken from a representative of the agency maintaining the ATM when a theft either by unlawful use of an "Access Card" or by malicious vandalism when the incident occurs in the jurisdiction of this Department. Enter access card number into Automated Property System (APS). Code 089 - Grand theft, other. Code 389 - Petty theft, other.

Automatic Teller Machines (ATMs), theft of	SH-R-49 URN 07 or 08	Major Crimes Bureau/Metro A	Theft of an actual ATM Machine, in total. Immediate notification to Major Crimes Bureau. Metro Detail will respond. After hours notification to the Metro Detail Lieutenant through Sheriff's Headquarters Bureau.
Computer/theft by use of			See "Theft, Petty/Grand."
Data/information and computer networks/system	SH-R-49 URN 33	Forgery/Fraud Detail A	Deputy taking report shall immediately notify Forgery/Fraud Detail. After hours notification shall be made through Sheriff's Headquarters Bureau. Refer to 502 PC, which includes: • Unauthorized access, • Alteration, • Deletion, • Damage, • Destruction, • Disruption. **NOTE:** 502 PC is not to be used for incidents involving Automatic Teller Machines. See "Automatic Teller Machines." Code 339 - All other felonies.

• 4-06/058.00 - Confidential Reports

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/058.00 CONFIDENTIAL REPORTS			See section 4-01/020.60.

• 4-06/060.00 - Conspiracy

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/060.00 CONSPIRACY	SH-R-49 URN 32	Station/unit detective A	Code 322 - Conspiracy.

• 4-06/061.00 - Constitutional Rights

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/061.00 CONSTITUTIONAL RIGHTS			See volume 5, chapter 7.

• 4-06/062.00 - Consumer Fraud

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/062.00 CONSUMER FRAUD			
Consumer complaints	SH-CR-569(English) or SH-CR-569A(Spanish) 11	Forgery/Fraud Detail A	When it appears that immediate action by patrol is inappropriate, request complainant to complete the Consumer Fraud Questionnaire. Refer to line procedures, volume 5, chapter 9. Code as applicable.

• 4-06/070.00 - Correspondence

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/070.00 CORRESPONDENCE			If a record is desired of outgoing correspondence from the Department, an URN will be assigned if there is not a file number for reference. Examples of use are: • Letters of clearance, • Immigration and passport, • Disposition desk correspondence, • Transmission of legal papers to county counsel's office. Priority 44 and retention, as applicable. Code 440 - Other - noncriminal.

• 4-06/075.00 - Counterfeit

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES

4-06/075.00 COUNTERFEIT (Currency, coins, US Warrants, etc.)	SH-R-49 URN 30 or 31	Station/unit detective A	Mail copy of report and any small quantity ($200 or less) of counterfeit notes to local office of the U.S. Secret Service. Comply with special instructions from Secret Service concerning the mailing of larger quantities. Telephone information to local office, duty agency, for any of the following: • Arrests or detentions for passing or possessing counterfeit money; • Any situation involving the passing or finding of two or more counterfeit notes; • Any situation, even if only one counterfeit note is involved, where there are current investigative leads such as license number or name of suspect; and • Any information received relating to individuals involved in a counterfeit operation. DOJ requires MO data. Code 302 - Counterfeiting - federal documents Code 308 - Federal offenses - not involving money. Code 316 - Federal offenses - involving money.

• 4-06/080.00 - Courtesy Reports

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/080.00 COURTESY REPORTS			For more general information, see under section 4â€‘01/020.35 and section 4-01/060.10.
For other agencies	See under appropriate crime classification	A	All reports taken for agencies other than the Department will be the same assignment and URN as active cases for our own Department. Do not assign to other agencies. Notify the other agency of the report as soon as possible on routine matters. In situations of an emergent nature, an immediate telephonic notification shall be made to the concerned agency. Report to be headed "Courtesy

			Report for _____Department." Make a note at the end of report stating "Copy to ____," and indicate whether copy was mailed or a JDIC message sent. Prior to inactivating the report, the Sheriff's Unit receiving the case assignment shall follow up the case to ensure that the concerned agency has received a copy of the report and is handling the investigation. Such information shall be indicated in the supplemental report. When a stolen vehicle report is involved, it is the responsibility of the station/unit taking the courtesy report to enter the vehicle into SVS, (refer to section 5-01/040.00 Courtesy Stolen Vehicle Reports), send the report via JDIC to the other police department and mail the original signed copy of Form CHP 180, along with a copy of the message sent to SVS, to them. Under certain limited circumstances, it is necessary for stations/units to enter courtesy stolen vehicle reports into SVS using the station's/unit's ORI and CLETS mnemonic. In order for these vehicles to be removed from SVS (for re-entry into SVS by the handling agency), the concerned agency must send a removal request via JDIC teletype. These teletypes must minimally include: • agency sending request; • description of vehicle to be removed; • reason for the removal of the vehicle from SVS; and • person authorizing the removal request and their phone number. **NOTE:** The only person authorized to request this removal are auto theft detectives and station/unit watch commanders. A copy of this removal teletype shall be retained with the courtesy stolen vehicle report. **NOTE:** Do not accept reports on cases involving embezzled or fraudulently obtained vehicles - refer victim to correct agency.

For other L.A. Sheriff's stations/units	See under appropriate crime classification	A	Prepare as though a station/unit case, assign URN from concerned station/unit and mark "Courtesy Report for _____ Station/Unit." Hand-deliver these reports, when necessary, to concerned station/unit for court or other expedient reason. When a stolen vehicle report is involved, mark the Form CHP 180 "Courtesy Report for _____Station/Unit," assign URN from concerned station/unit and send JDIC message of Form CHP 180 to concerned station/unit. Enter stolen data to SVS under code number for concerned station/unit and notify concerned station/unit that entry has been made and content of message to SVS. Original of Form CHP 180 is to be imaged with copy of message to SVS. If other than above, mail copies to concerned station/unit.
From other agencies	See under appropriate crime classification	A	Report is made up in Sheriff's format from other agency's report and assigned an URN. If applicable, enter into SVS.

• 4-06/085.00 - Curfew

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-06/085.00 CURFEW			See "Loitering."