

## 4-06/080.00 - Courtesy Reports

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
<b><u>4-06/080.00</u></b> <b><u>COURTESY</u></b> <b><u>REPORTS</u></b>			For more general information, see under section 4-01/020.35 and section 4-01/060.10.
For Other Agencies	See under appropriate crime classification	A	<p>All reports taken for agencies other than the Department will be the same assignment and URN as active cases for our own Department.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>These teletypes must minimally include:</p> <ul style="list-style-type: none"> <li>• agency sending request;</li> </ul>

			<ul style="list-style-type: none"> <li>• description of vehicle to be removed;</li> <li>• reason for the removal of the vehicle from SVS; and</li> <li>• person authorizing the removal request and their phone number.</li> </ul> <p><b>NOTE:</b> The only person authorized to request this removal are auto theft detectives and Station/Unit Watch Commanders.</p> <p>A copy of this removal teletype shall be retained with the courtesy stolen vehicle report.</p> <p><b>NOTE:</b> Do not accept reports on cases involving embezzled or fraudulently obtained vehicles - refer victim to correct agency.</p>
For other L.A. Sheriff's Stations/Units	See under appropriate crime classification	A	<p>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.</p> <p>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.</p> <p>Original of Form CHP 180 is to be imaged with copy of message to SVS.</p> <p>If other than above, mail copies to concerned Station/Unit.</p>
From other agencies	See under appropriate crime classification	A	<p>Report is made up in Sheriff's format from other agency's report and assigned an URN.</p> <p>If applicable, enter into SVS.</p>