Chapter 8 - Letter "E"

• 4-08/005.00 - Embezzlement

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-08/005.00 EMBEZZLEMENT			
Property			See "Theft."
Embezzled vehicle	SH-R-49 CHP-180 URN 33	Station/unit detective A	See Line Procedures for further information under "Stolen Vehicles - Theft Through Fraud" and "Embezzled Vehicles." (See volume 5, chapter 1.) DO NOT ENTER EMBEZZLED VEHICLES INTO SVS, EXCEPT IN THE CASE OF AN EMBEZZLEMENT INVOLVING A BREACH OF A LEASE OR RENTAL AGREEMENT. When it is determined the vehicle is stolen, station/unit detectives will authorize entry of the stolen vehicle into SVS and NCIC and the release of the stolen report. In the case of an embezzlement involving a breach of a lease or rental agreement, the vehicle shall be entered into SVS immediately and note in the miscellaneous field “Embezzled Vehicle.” Code 330 - Embezzlement - felony.

• 4-08/010.00 - Emergency Aid Plan

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-08/010.00 EMERGENCY AID PLAN			See volume 5, chapter 9.

• 4-08/013.00 - Emergency and Disaster

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-08/013.00 **EMERGENCY AND DISASTER**			See volume 5, chapter 9.

• 4-08/015.00 - Erroneous Release

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-08/015.00 **ERRONEOUS RELEASE**	SH-R-49 URN 44	MCB A	Code 443 - Erroneous release. For additional information on mandatory notifications in the event of an erroneous release or escape, please see 4-08/020.00, Escapes; 5-03/185.05, Escape Prior to Booking; and, 5-03/185.10, Escape After Booking and Erroneous Release.

• 4-08/020.00 - Escapes

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-08/020.00 **ESCAPES**			
Juvenile, escape from Sheriff custody	SH-R-77 URN 32	Station/unit detective A	Supplemental to original report. The station/unit shall be responsible for the apprehension of the juvenile and the cancellation of all broadcasts. Code 323 - Escape.

Juvenile, runaway from county detention facility			See "Juveniles."
Juvenile, runaway from SODA facility			See "Missing or Found Persons."
Mental institutions, from			See "Mentally Ill Persons."
Prisoners:			
-Adult	SH-CR-507 URN 32	MCB A	Unit from which escape occurred shall immediately notify the Sheriff's Information Bureau and Major Crimes Bureau by phone. The Sheriff's Information Bureau shall immediately notify the Los Angeles County District Attorney's Command Post of all inmate escapes, erroneous releases, and captures. In addition, the Sheriff's Information Bureau shall notify the watch commander of the arresting agency/station/unit and request that the investigating officer contact Major Crimes Bureau without delay. The concerned unit's clerical staff shall immediately enter the escaped inmate's personal information into JDIC/AJIS so the "VINE" system will be updated and activated. An emergency broadcast shall be made immediately to areas where prisoner may be located by unit from which escape occurred; in case of a custody facility, by the station/unit initiating the first report and investigation. With the watch commander's approval, a temporary felony want, entry level one, shall be sent via JDIC. First report to be sent via JDIC to Major Crimes Bureau. Subject shall be entered into WPS and NCIC Wanted Persons File. **NOTE:** The classification of "escape" shall be used in conjunction with prisoners only when the person has been: • arrested and booked (booked is interpreted by the D.A. to mean either fingerprinted, booking number issued or photograph taken by Department personnel). A prisoner is

			considered “booked” only after the receiving facility’s booking procedures have been completed and the prisoner has been accepted; • formally charged with or convicted of a felony or misdemeanor. Includes arrest on a warrant or persons remanded to the custody of the Sheriff by the court; • committed as an inebriate as specified in section 4532 PC; and/or • Taken into custody by this Department from another agency or being transported to or from court, a custody facility, or any Sheriff's holding area. When any prisoner who falls into any of the four groups above is booked, an immediate telephone notification shall also be made to the Inmate Reception Center (IRC) and Main Control, Men’s Central Jail (MCJ). Notification shall include the booking numbers. For purposes of this section, an arrestee shall be deemed “not booked” if he/she escapes while in transit to the booking facility and/or prior to acceptance at a facility. **NOTE:** Escapees shall, when arrested, be rebooked when charged with an escape or attempted escape. See volume 5, chapter 3. Designate SRD copy to Custody Division Administration when escape is from a county correctional facility. Code 323 - Felony - escape adult.
Non-booked: escape after remand by magistrate	SH-R-49 URN 39	MCB A	When an adult is remanded by a magistrate and escapes prior to being booked, the classification of escape shall be used (836.6(a) P.C.). Refer to section 5â€‘03/185.05 for further information.

Non-booked: escape in the field, prior to booking	See under appropriate crime classification		When an adult arrested in the field escapes from custody of the arresting officer prior to being booked, the classification of the report shall indicate the crime for which the person was arrested. The charge of escape (836.6(b) P.C.) shall be added. Refer to section 5-03/185.05 for further information. **NOTE:** Escapes in the field prior to booking are not handled by the Major Crimes Bureau. Assignment will be to the unit specified for the original (arrest) crime. If it is a station/unit patrol assignment the escape shall be handled by station detectives.

• 4-08/025.00 - Explosions

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-08/025.00 EXPLOSIONS			
Bombing with explosives	SH-R-49 URN 33	Arson/Explosives Detail A	Notify Arson/Explosives Detail immediately. Notify the fire department if this has not already been done. Bomb reports shall be marked, "Not for Press Board." A copy of all "explosions" reports shall be forwarded to Major Crimes Bureau in addition to other distribution. Code 333 - Unlawful use of explosives.
Other	SH-R-49 URN 33	Arson/Explosives Detail A	Notify Arson/Explosives Detail immediately. Normally does not include fireworks, firecrackers, etc. See "Fireworks." A copy of all "explosions" reports shall be forwarded to Major Crimes Bureau in addition to other distribution. Notify the fire department if this has not already been done.

• 4-08/030.00 - Explosives/Booby Traps

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-08/030.00 EXPLOSIVE/BOOBY TRAPS		Arson/Explosives Detail A	Also see "Fires" and volume 5, vhapter 6. Explosives other than fixed ammunition are not to be stored at the station/unit except in emergency under advice of Arson/Explosives Detail. The following safety measures shall be taken when explosives/booby traps are found and must be disposed of: • areas containing explosives/booby traps shall be roped off, posted, and guarded; • unnecessary handling shall be avoided; • advice from Arson/Explosives Detail shall be obtained prior to moving or transporting any explosives; • a radio transmitter shall never be operated within 300 feet of an electric blasting cap; • all radio transmitters shall be turned off within 800 feet of any known electric blasting operations; and • when electric blasting caps are transported in a radio transmitter equipped vehicle, the radio transmitter shall be turned off prior to the transportation. If compelling circumstances indicate the need for confidentiality, make reports confidential.
Bomb, booby trap found/ reported:			

- County building in civic center			Immediately notify the Los Angeles Police Department and Fire Department for handling. Also, immediately notify Arson/Explosives Detail, and the Sheriff's Headquarters Bureau (operational log). A copy of all "explosives" reports shall be forwarded to Major Crimes Bureau in addition to other distribution. Code 151 - Booby trap Code 339 - Bomb, found or reported. Code 328 - False report of a bomb.
- In unincorporated or contract cities	SH-R-49 URN 33	Arson/Explosives Detail A	Immediate notification by telephone to Arson/Explosives Detail, Sheriff's Headquarters Bureau for an operational log entry, and the fire department. A copy of all "explosives" reports shall be forwarded to Major Crimes Bureau in addition to other distribution. Code as above.
Bomb threat:			
- County building in civic center	SH-R-49 URN 33	Arson/Explosives Detail A	Immediately notify the Los Angeles Police Department and Fire Department for handling. Also, immediately notify Arson/Explosives Detail and the Sheriff's Headquarters Bureau for a Sheriff's operational log entry. SRD all "explosives" reports to Major Crimes Bureau in addition to other distribution. Code 339 - Bomb, found or reported. Code 328 - False report of a bomb.
- In unincorporated or contract cities	SH-R-49 URN 33	Station/unit detective A	SRD all "explosives" reports to Arson/Explosives and Major Crimes Bureau in addition to other distribution. Code as above.

Found or recovered, military or commercial	SH-R-49 URN 44	Arson/Explosives Detail A	Notify Arson/Explosives Detail immediately by telephone or radio. A copy of all "explosives" reports shall be forwarded to Major Crimes Bureau in addition to other distribution. Code 442 - Property Found or Recovered.
Illegal manufacturing, sale, or possession of bombs or explosives	SH-R-49 URN 33	Arson/Explosives Detail A	Notify Arson/Explosives Detail immediately by telephone. A copy of all "explosives" reports shall be forwarded to Major Crimes Bureau in addition to other distribution. Code as above.

- Nuclear bomb or device	SH-R-49 URN 32 or 33	Arson/Explosives Detail A	EOP 4-3 shall apply to all such incidents. The Department employee, sworn or civilian, who receives notification of the threat shall immediately inform his unit or station commander or the watch commander in the absence of the unit or station commander. No other person shall be informed as to the information received, except in strict accordance with EOP 4-3. The unit commander or watch commander shall make immediate notification to the Emergency Operations Bureau Commander or his designee and the Arson/Explosives Detail. The EOB Commander may be reached during normal business hours by calling (323) 980-2200. After normal duty hours, request that the Sheriff's Headquarters Bureau contact the EOB Commander or his designee by phone or pager, advising him to call back to a specific informant. The purpose of the contact is not to be revealed to Sheriff's Headquarters Bureau personnel. If a bomb or device is found and suspected of being nuclear, the deputy making the discovery shall treat it as if there is radiation leakage. He shall then follow the procedures outlined in volume 5, chapter 5 and the EOP Manual. A copy of all reports involving reported, threatened, or actual nuclear bombs shall be sealed, confidentially addressed and hand-carried to the EOB Commander and the Major Crimes Bureau.

Suspicious package possible bomb, found hoax (facsimile) bomb, booby trap	SH-R-49 URN 33	Arson/Explosives Detail I	DO NOT HANDLE PACKAGE! Notify Arson/Explosives Detail immediately by phone and follow their instructions. Facsimile (hoax) bombs are devices manufactured to look and function like bombs, but don't possess all the qualities of an actual bomb. The case shall be assigned to the Arson/Explosives Detail for investigation. A copy of all "explosives" reports shall be forwarded to Major Crimes Bureau in addition to other distribution. Code as applicable.

• 4-08/035.00 - Extortion

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

4-08/035.00 EXTORTION			REPORTS SHALL BE STAMPED CONFIDENTIAL. The safety of the victim is the major concern. Immediately notify station/unit detectives, who shall have the primary assignment in extortions wherein the threat is against property or other material goods. In life-threatening situations or other exceptional instances where a coordinated Department response may be necessary, the primary unit of assignment will be Major Crimes Bureau, Metro Detail. Do not dispatch a patrol car or uniformed deputies unless ordered to do so by station/unit detectives or Major Crimes Bureau personnel. If a real fear exists for the victim's safety after the first stages of the station/unit detectives' investigation is completed, notify Major Crimes Bureau immediately. If any questions exist regarding an extortion or kidnapping for the purpose of extortion, the safety of the victim, policy or procedures, or the availability of Department resources, contact Major Crimes Bureau. After duty hours notify the Metro Detail Lieutenant through Sheriff's Headquarters Bureau.
Victim not in physical danger; threat is against property only; arrest made	SH-R-49 URN 32	Station/unit detective and MCB A	Code 324 - Extortion.
Incidents where a real fear exists for the victim's safety or exceptional circumstances	SH-R-49 URN 32	MCB A	Station/unit detectives shall notify Major Crimes Bureau immediately. Preliminary investigation shall be conducted by station/unit detectives pending arrival of Major Crimes Bureau. Station/unit detectives to write appropriate report covering their activity and assist Major Crimes Bureau as needed. Code 324 - Extortion.