Chapter 15 - Letter "L"

• 4-15/005.00 - Labor

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-15/005.00 LABOR			
Jurisdictional dispute	SH-CR-531 URN 44	Emergency Operations Bureau (EOB), Industrial Relations Detail A	Disputes between two union organizations. No strike in progress. Make immediate telephone notification to EOB, Industrial Relations Detail. If unable to reach them, notify Sheriff's Information Bureau. Code 440 - Other - noncriminal.
Strike	SH-CR-531 URN 44	Emergency Operations Bureau (EOB), Industrial Relations Detail A	See volume 5, chapter 9. Notify EOB, Industrial Relations Detail immediately. Code 448 - Strike.
Strike pending	SH-AD-32A		Direct memo by unit commander to EOB, Industrial Relations Detail.
Walkouts, work stoppages, other irregularities not constituting a strike	SH-CR-531 URN 44	Emergency Operations Bureau (EOB), Industrial Relations Detail A	Make immediate telephone notification to EOB, Industrial Relations Detail. If unable to reach them, notify Sheriff's Information Bureau. Code 440 - Other - noncriminal.

• 4-15/010.00 - Letters

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-15/010.00 LETTERS			If information contained in a letter indicates the possibility of imminent danger to life or property, necessary preventive action shall be taken and this action indicated in the report. Also, see "Threats" and "Correspondence" for additional information.
Anonymous or coded		Station/unit patrol A	Procedures for reporting anonymous or coded letters shall be dictated by the nature of their contents. They shall be reported as crank letters, threatening letters, extortion, etc. For the purpose of identifying the writer of an anonymous letter, it shall be handled as follows: the handling of the letter by direct contact with the fingers should be avoided. The original letter together with its envelope and contents shall be placed in a large manila envelope. The following information shall be written on the outside of the manila envelope: • The title of the report and the URN; • The date, time, and method of receipt of the letter; • Name and assignment of persons handling the letter prior to its protection from handling; and • Name of receiving person and unit of assignment.
Crank	SH-R-49 URN 44	Station/unit detective A	Route to station/unit detectives for review and filing in crank letter file. Crank letters are those letters that are not in the nature of a threat or extortion or are not in the realm of normal business communications. The contents of a crank letter will indicate that the writer has some whim, fancy or opinion which would indicate he is more than normally concerned with some idea or belief but does not pose a danger to himself or others. Code 440 - Other - noncriminal.
Extortion			See "Extortion."
Threatening, general			See "Threats."

- Threats to government officials or employees			See "Threats."

• 4-15/015.00 - Licenses

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-15/015.00 LICENSES			
Liquor license application	Letter SH-AD-274 URN 44	Station/unit patrol A	See form for distribution. The cover letter is to either the contract city or to ABC. Affidavits and applications stay with the file copy only if the location is in unincorporated area. SRD to License Detail. Code 446 - Liquor license investigation.
Violations:			
- Arrest made or citation issued	SH-R-49 URN 39	Station/unit patrol A	Copy to License Detail. Code 399 - Misdemeanor - miscellaneous
- No arrest made or citation issued	SH-R-49 URN 39	License Detail A	Code 399 - Misdemeanor - miscellaneous.

• 4-15/017.00 - Lineups

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

4-15/017.00 LINEUPS			See volume 5, chapter 3.

• 4-15/020.00 - Livestock

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-15/020.00 LIVESTOCK			For the purpose of the following, "livestock" is limited to cattle, horses, donkeys, mules, hogs, sheep, and goats. A Horse and Saddle Identification Form (SHâ€'CRâ€'581) and an SH-R-49 are required to report the theft or loss of a horse and/or saddle. Request horse owners to complete an SH-CR-581 and retain this information for reference in the event horses or related equipment are stolen. If livestock has serial or owner applied number, enter into APS or National Crime Information Center data file. Send two copies or reports involving lost or stolen livestock to the California Department of Agriculture, Bureau of Livestock Identification.
Lost, found, or strayed	SH-R-49 URN 44	Station/unit detective P	Reports shall include the number of animals involved, a description of the animals, including any marks and brands thereon and the date of the loss or occurrence. If cattle involved, complete the Cattle Identification Form (SH-R-381), when necessary. Code 442 - Lost property.
Stolen, rustled, and/or slaughtered	SH-R-49 URN 08	Station detective A	Immediate notification to station/unit detectives. Reports shall include the number of animals involved, a description of the animals, including any marks and brands thereon and the date of the theft. If cattle involved, complete the Cattle Identification Form (SH-R-381). Code 089 - Grand theft, livestock.

• 4-15/025.00 - Loitering/Curfew

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-15/025.00 LOITERING/ CURFEW	SH-R-49 URN 22	Station/unit patrol A	
	SH-CR-66 Notice to Appear	Station/unit patrol	Use Los Angeles County Ordinance 13.56. Cite to the appropriate Informal Juvenile and Traffic Court. Code 221 - Loitering/curfew.
Loitering near school			See "Sex Offenses"

• 4-15/030.00 - Lottery

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-15/030.00 LOTTERY			
Arrest, lottery	SH-R-49 URN 23	MCB A	Notify the Major Crimes Bureau immediately by phone. Code 234 - Lottery.
Information covering lottery	SH-AD-32A		Confidential memo. Secretary to prepare original and two copies. After signature by the unit commander, distribute in envelopes marked "Confidential" as follows: Original to Major Crimes Bureau; one copy to the concerned chief; and one copy to unit commander's file.