Chapter 19 - Letter "P"

• 4-19/005.00 - Peddling Violations

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-19/005.00 PEDDLING VIOLATIONS			
Arrest made or citation issued	SH-R-49 URN 39	Station/unit patrol A or I	Copy of report to License Detail. Code 399 - Misdemeanor - miscellaneous.
No arrest made or citation issued	SH-R-49 URN 39	License Detail A	Copy of report to License Detail. Code 399 - Misdemeanor - miscellaneous.
Information	SH-AD-32A		Secretary to prepare original and two copies. After signature by unit commander, distribute copies as follows: Original and one copy to License Detail; and one copy retained for station/unit file.

• 4-19/010.00 - Person Dead

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

4-19/010.00 PERSON DEAD			For line procedures, see volume 5, chapter 9. All person dead reports (homicide, suicide, accidental, and natural) shall list the person dead as “V” for victim on the incident report. The first report shall be faxed to Homicide Bureau at 323-727-2033. A copy shall be mailed to the Coroner's office at 1104 N. Mission Road, Los Angeles, CA. 90033, Attn: Medical Clerical. A copy of the report shall be sent to SVB if the deceased is a child under 10 years of age. In homicide cases only, the distribution of confidential homicide reports shall be made by Homicide Bureau. All copies, except one for the station/unit file, shall be forwarded directly to Homicide Bureau. Any personnel designated to make notification of a death to next-of-kin or other relative shall do so in person. Such notification shall be accomplished in a compassionate and understanding manner. The person notified will be advised that any additional information regarding the death may be obtained by contacting Homicide Bureau or the requesting agency. When a member of this Department asks a member of another department or agency to make a death notification, request that the notification be handled as described above. After notification has been made, Homicide Bureau or the requesting agency shall be advised of the name, address, and phone number of the person notified and the time, date, and location of said notification, as well as the name, rank, and agency of the person making notification. In the event that notification cannot be accomplished, advise Homicide Bureau or the requesting agency and follow their instructions. Select the applicable code from the following: Homicide, murder - 011, Person dead - 491-499, Traffic accidents - 470.

Coroner's case (no doctor in attendance within 60 days)	SH-R-49 URN 49	Homicide Bureau A	Notify Homicide Bureau immediately and obtain designation or authorization of mortuary and a Coroner's case number. Copy of report to mortuary as soon as possible. Code 491 - Person dead, natural causes.
Coroner's case (doctor in attendance within 21 to 60 days)	SH-R-49 URN 49	Homicide Bureau A	Obtain physician's name, phone number, and date he or she last saw the deceased from next-of-kin and notify Homicide Bureau. Coroner's case number to be obtained later by Homicide Bureau. Code 491 - Person Dead, Natural Causes. (No Coroner's case number initially)
Non-coroner's case (doctor in attendance within 1 to 20 days and will sign death certificate)			Log entry only.
As a result of an aircraft accident	SH-R-49 URN 49	Aero Bureau A	Notify Aero Bureau immediately and follow their instructions. (See Aircraft - Scene of Accident.)
As a result of a disaster, boat or train accident, industrial accident, or under suspicious circumstances	SH-R-49 URN 49	Homicide Bureau A	See Disasters and EOP Manual. Notify Homicide Bureau immediately and follow their instructions. Copy of report to be delivered to mortuary as soon as possible. If death resulted from an industrial accident, immediately notify the nearest division office of CAL-OSHA by telephone. If death occurred as a result of a boating accident, see section 4-05/030.00, Boats - Accident/Incident - Death or Disappearance of a Person as a Result Of.

As a result of a fire	SH-R-49 URN 49	Homicide Bureau and Arson/Explosives Detail A	Notify Homicide Bureau and Arson/Explosives Detail immediately and follow their instructions. Copy of report to be delivered to mortuary as soon as possible. Code as applicable.
Mechanical amusement ride involved	SH-R-49 URN 49	Homicide Bureau A	Notify Homicide Bureau immediately and follow their instructions. Also make immediate telephone notification to county engineer-facilities, superintendent of Building and Safety Division. Copies of the report to go to the aforementioned; the nearest division office of CAL-OSHA; and to the mortuary.
As result of shots fired at deputy - deputy killed, crime involved			See Shots Fired at Deputy.
As result of shots fired by deputy			See Shots Fired by Deputies.
Child Abuse			See Homicide.
Murder			See Homicide.

Prisoner	SH-R-49 76C622 URN 49	Homicide Bureau A	The watch commander of the unit having the prisoner in custody at the time of death shall be responsible for making an immediate telephone notification to the Homicide Bureau. If prisoner was booked prior to the time of death, the unit watch commander shall also make a telephone notification to the watch commander of the appropriate Inmate Reception Center. In the event of a prisoner death in a jail, station, court lockup, or while en route to any of the above, a representative from Correctional Health Services (CHS) personnel shall be notified via the Medical Command Center (MCC) at (213) 893-5543/5544. This notification is not intended to cause an immediate response to the location by CHS. Pursuant to California State Code of Regulations (formerly Administrative Code), CHS shall conduct a preliminary review of the prisoner's physical and mental health, before and after access to the autopsy report, and other documents **NOTE:** The review conducted by CHS will take place following completion of the homicide investigation. Findings of the medical review shall be reported in a memorandum by CHS. A copy of the memorandum shall be sent to the concerned assistant sheriff(s) and concerned division chief. Property on the body shall be itemized on the Coroner's Receipt form (76C622) by the responding deputy coroner. The case URN shall be added to the blue copy of the coroner's receipt and shall be retained with the original report. Other property of the deceased at the unit which can be given to the deputy coroner at the time they pick up the body shall be handled in the same manner as the property on the body. If prisoner died as a result of a gunshot by deputy, see under Shots Fired by Deputies for additional instructions, case assignment, priority, and coding. Code 499 - Person dead, inmate.

Scuba diving	SH-R-49 URN 49	Emergency Services Detail A	Notify Homicide Bureau and Emergency Services Detail immediately and follow their instructions. Supplemental reports of this type of case are confidential. Homicide Bureau to respond when foul play is indicated. Code 494 - Person dead, recreational accident.
Suicide			See Suicide.
Suspected carbon monoxide poisoning			See Poisoning.
Traffic collision			See Collisions, Traffic.

• 4-19/015.00 - Person Injured/Ill

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-19/015.00 PERSON INJURED/ILL			
Adult			SH-R-49 required only if crime involved. If SH-R-49 or CHP-555 is required, draw a separate file number and make no cross reference to the SH-AD-92 or the SH-AD-92 file number.
Aircraft accident	SH-R-49 URN 48	Aero Bureau A	Notify Aero Bureau immediately and follow their instructions. See "Aircraft."
Alleged mentally ill person			See "Mentally Ill Person, Alleged."
Animal bite			See "Animals."

Employee of Sheriff's Department injured on duty	SH-AD-92 URN 50	Disabilities Management and Compliance Unit	Designate SRD copy to chief or division director of the concerned division. Report to include all witnesses, resume of case and responsible party. If Reserve Forces member, designate SRD copy to Reserve Forces Bureau. SH-R-49 required only if crime involved. One SH-AD-92 will be filled out for each injured employee, and the same sequence number shall be issued for each related occurrence to maintain statistical accuracy. If deputy, also complete Form SH-CR-563. Code 502 - Injury to county employee (non-traffic).
-Deputy injured as result of gunshot, crime involved			See "Shots Fired at Deputy."
Fire			See "Fires."
Gunshot, by citizen, accidental	SH-R-49 URN 48 or 49	Station/unit detective A	Hold gun for lab checks. Code as applicable.
Gunshot, by deputy, accidental			See "Shots Fired by Deputies."
Hazardous Materials, Toxic Substances:			
-Sheriff's deputy exposed to	SH-R-426 URN	Disabilities Management and Compliance Unit	Prepare an original and one copy of form SH-R-426 for each deputy involved. Submit original to Return to Work Unit. Use the original URN. If a reserve deputy is involved, send a copy to Reserve Forces Bureau. Additional copies to meet unit needs. Code 502 - Injury to county employee.

Industrial accident or illness (other than a Sheriff's Department employee)			Notify the nearest district office of CAL-OSHA immediately by telephone. Log entry only. Injury or illness reported shall not include any injury or illness caused by the commission of a penal code violation (except the violation of 385 PC) or a collision on a public street or highway.
Injury to person occurred on/in:			
-Amusement ride	SH-R-49 URN 48	Station/unit detective A	Notify County Engineer-Facilities immediately by phone. Mail copy of report to County Engineer-Facilities and designate SRD to Major Crimes Bureau. Code 481 - Accidents, Non-traffic.
--Boating accident	SH-R-49 URN 48	Station/unit detective A	See section 4-05/030.00 - Boats - Reports, Owner/Operator Responsibility. Code 481 - Accidents, non-traffic.
-County property	SH-AD-668 SH-R-49 URN 48	Station/unit detective A	Incidents involving injury to non-employees, except prisoners, however minor, while on county property (owned or leased) must be reported on the Non-Employee Injury Report Form (SH-AD-668) and distributed as indicated on the form. Code 481 - Accidents, non-traffic.
-Government agency (other than L.A. County)	SH-R-49 URN 48	Station/unit detective A	Notify agency concerned immediately by phone. Copy of report to concerned agency. Code 481 - Accidents, non-traffic.

-Health facility, patient			Local police agencies and L.A. County Health Services shall receive an immediate telephone notification and a written report within 36 hours from hospitals that admit a patient who exhibits a physical injury and has been a patient in a health facility. See Section 1161.8 PC and 1250 H&S for references. To ensure that Health Services is advised and knowledgeable in such cases, the Program Manager, Long-Term Care Services, has requested that Sheriff's Department personnel contact him at (213) 974-7961 if, during any Department investigation, it is determined that such a condition exists and has not previously been reported by a hospital.
-Public park	SH-R-49 URN 48	Station/unit detective A	Notify the concerned park department immediately by phone. If city park, copy of report to appropriate city manager and park department. If county park, copy to Department of Parks and Recreation and two copies to County Auditor-Controller, Warrant Investigation Section. Also, fill out form SH-AD-668 and follow same procedure as on County property. Code 481 - Accidents, non-traffic.
-School or playground, public or private	SH-R-49 URN 48	Station/unit detective A	Make a report in all cases except when the injury occurs during a school sanctioned or school supervised activity. Copy of report to be sent to authorities of concerned school. Code 481 - Accidents, non-traffic.

-Sheriff's Administrative Headquarters	SH-AD-668 SH-R-49 URN 48	Employee's unit of assignment A	For immediate medical attention for either a county employee or a visitor, contact the Sheriff's Headquarters Bureau. If the injury/illness involves Sheriff's Department employees, notify Disabilities Management and Compliance Unit. NOTE: If the injury/illness involves any other county employee, and does not require immediate medical attention, refer questions to Disabilities Management and Compliance Unit. Incidents involving injury to non-employees, however minor, while on county property (owned or leased) must be reported on the Non-Employee Injury Report Form (SH-AD-668) and distributed as indicated on the form. Code 481 - Accidents, non-traffic.

Juvenile	SH-R-49 URN 41	Station/unit detective A	Medical treatment of persons under 18 years of age, unless lawfully married or on active duty with any of the Armed Services of the U.S., requires the consent of the parent or guardian. When a minor (under 18) is found in any street or public place and is in need of medical attention and the parent or guardian cannot be located to give medical consent, the deputy taking the minor into temporary custody may take the person to the nearest contract hospital and explain to the examining doctor that no medical consent is available. If the Probation Department, through its Intake and Detention Control, authorizes the doctor to treat the minor, a deputy probation officer will be sent to the hospital to authorize the treatment. Custody of the minor shall be turned over to the DPO by the detaining deputy. If admittance for treatment is refused and the sick person is a juvenile (under 18), the Deputy shall contact Intake and Detention Control and transport the juvenile to LAC/USC Medical Center or MacLaren Children's Center, as instructed by the Probation Department. See volume 5, chapter 2. Code 410 - Juvenile, lack of supervision.
Law enforcement explorer injured on-duty	SH-AD-668 URN 50	Explorer's assigned post advisor A	Copy of the incident report to Reserve Forces Bureau, Attn: Explorer Coordinator. Incidents involving injury to non-employees, however minor, while on county property (owned or leased) must be reported on the Non-Employee Injury Report Form (SH-AD-668) and distributed as indicated on the form. Code as applicable.
Prisoner ill:			

-While in court or court lockup	SH-J-212 URN 68	Court Services I	Copy to the Medical Services Unit where the inmate is housed. If an inmate requires treatment from a hospital, forward the hospital paperwork to the Medical Services Unit where the inmate is housed. If an inmate is admitted into the hospital, send an email to Medical Services Bureau, Comp Care Team. If after business hours, send an email to Medical Services Bureau, Medical Command Center or call them at 213-893-5544. However, it is mandatory that the reporting party follow up with the Medical Services Bureau, Comp Care Team during normal business hours. Stat Code - 687 - Inmate sick / injured.
-While in custody of Transportation	SH-J-212 URN 68	CST I	Copy to the Medical Services Unit where the inmate is housed. If an inmate requires treatment from a hospital, forward the hospital paperwork to the Medical Services Unit where the inmate is housed. If an inmate is admitted into the hospital, send an email to Medical Services Bureau, Comp Care Team. If after business hours, send an email to Medical Services Bureau, Medical Command Center or call them at 213-893-5544. However, it is mandatory that the reporting party follow up with the Medical Services Bureau, Comp Care Team during normal business hours. Stat Code - 687 - Inmate sick/injured.

-While in custody at station	SH-J-212 URN 68	JIU I	If an inmate requires hospital treatment and will be transferred to IRC, forward all paperwork to the IRC Medical Clinic. If an inmate is admitted into the hospital, send an email to Medical Services Bureau, Comp Care Team. If after business hours, send an email to Medical Services Bureau, Medical Command Center or call them at 213-893-5544. However, it is mandatory that the reporting party follow up with the Medical Services Bureau, Comp Care Team during normal business hours. Stat Code - 687 - Inmate sick/injured.
Prisoner Injured:			
-While in court or court lockup, or in custody of Transportation Bureau	SH-J-212 URN 68	Court Services or CST I	Copy to the Medical Services Unit where the inmate is housed. If an inmate requires treatment from a hospital, forward the hospital paperwork to the Medical Services Unit where the inmate is housed. If an inmate is admitted into the hospital, send an email to Medical Services Bureau, Comp Care Team. If after business hours, send an email to Medical Services Bureau, Medical Command Center or call them at 213-893-5544. However, it is mandatory that the reporting party follow up with the Medical Services Bureau, Comp Care Team during normal business hours. Stat Code - 687 - Inmate sick / injured.
-Minor Injury			
-Major Injury			

-While in court or court lockup or in custody of Transportation Bureau with crime involved	SH-R-49/B SH-J-212 URN	JIU A	Copy to the Medical Services Unit where the inmate is housed. If an inmate requires treatment from a hospital, forward the hospital paperwork to the Medical Services Unit where the inmate is housed. If an inmate is admitted into the hospital, send an email to Medical Services Bureau, Comp Care Team. If after business hours, send an email to Medical Services Bureau, Medical Command Center or call them at 213-893-5544. However, it is mandatory that the reporting party follow up with the Medical Services Bureau, Comp Care Team during normal business hours. Stat Code as applicable pending the nature of the crime.
--As result of gunshot by deputy, crime involved			See "Shots Fired by Deputies."
-Minor injury while at a custody facility (other than a station) or in custody of Transportation Bureau	SH-J-212 URN 68	Reporting unit I	Copy to the Medical Services Unit where the inmate is housed. If an inmate requires treatment from a hospital, forward the hospital paperwork to the Medical Services Unit where the inmate is housed. If an inmate is admitted into the hospital, send an email to Medical Services Bureau, Comp Care Team. If after business hours, send an email to Medical Services Bureau, Medical Command Center or call them at 213-893-5544. However, it is mandatory that the reporting party follow up with the Medical Services Bureau, Comp Care Team during normal business hours. Stat Code - 687 - Inmate sick/injured.

-Major injury while at a Custody facility (other than a station) or in custody of Transportation Bureau	SH-J-212 Supervisor's Memo URN 68	Reporting Unit I	Copy to the Medical Services Unit where the inmate is housed. If an inmate requires treatment from a hospital, forward the hospital paperwork to the Medical Services Unit where the inmate is housed. If an inmate is admitted into the hospital, send an email to Medical Services Bureau, Comp Care Team. If after business hours, send an email to Medical Services Bureau, Medical Command Center or call them at 213-893-5544. However, it is mandatory that the reporting party follow up with the Medical Services Bureau, Comp Care Team during normal business hours. Stat Code - 687 - Inmate sick/injured.
- While at anycustody facility, any court, court lock-up or Transportation Bureau, with crime involved	SH-R-49/B SH-J-212 URN 68	JIU A	Copy to the Medical Services Unit where the inmate is housed. If an inmate requires treatment from a hospital, forward the hospital paperwork to the Medical Services Unit where the inmate is housed. If an inmate is admitted into the hospital, send an email to Medical Services Bureau, Comp Care Team. If after business hours, send an email to Medical Services Bureau, Medical Command Center or call them at 213-893-5544. However, it is mandatory that the reporting party follow up with the Medical Services Bureau, Comp Care Team during normal business hours. Stat Code as applicable pending the nature of the crime.

--While at IRC or CJ, with crime involved	SH-R-49/B SH-J-212 URN	JIU A	Copy to the Medical Services Unit where the inmate is housed or forward all paperwork to the IRC Medical Clinic. If an inmate requires treatment from a hospital, forward the hospital paperwork to the Medical Services Unit where the inmate is housed. If an inmate is admitted into the hospital, send an email to Medical Services Bureau, Comp Care Team. If after business hours, send an email to Medical Services Bureau, Medical Command Center or call them at 213-893-5544. However, it is mandatory that the reporting party follow up with the Medical Services Bureau, Comp Care Team during normal business hours. Stat Code as applicable pending the nature of the crime.

--While engaged in fire suppression activities such as: Training; actual fire fighting; while being transported to or from a fire; clearing brush for fire prevention purposes; or while building fire breaks	SH-AD-92 (FORM 5020) SH-J-212 Supervisor's Memo Medical Services Order URN 68	Disabilities Management and Compliance Unit A	Extent of injuries usually considered reportable are those requiring attention of a physician. In emergency, utilize nearest contract hospital or physician and contact Medical Services Bureau for further instruction. In non-emergency cases requiring physician's care, and no physician available at facility, contact Medical Services for instructions. Prepare an original and four copies of Form SHâ€'AD-92. Show prisoner's name, booking number and charge on the line calling for employee's name and address. Give original of the form to responding patrol car. Place one copy in the prisoner's Case Summary, route one copy to the county fire department, Construction and Maintenance Division and if the prisoner is sent to MCJ, for treatment, place the remaining copy in an envelope marked for Men's Central Jail Medical Services and mark it "rush." Envelope to be forwarded with the prisoner. Station/Unit responding shall electronically archive the SH-AD-92 from into SECDA. **NOTE:** When any report made on prisoners is made for record purposes, it should indicate "Record Purposes Only - Inactive." Stat Code - 687 - Inmate sick / injured.

-While in station/unit area, in court or in transit, minor or major crime involved	SH-R-49/B SH-J-212 URN 68	Station/unit detective or JIU A	Any injury requiring investigation. Necessity of report and URN to be determined by the reporting deputy's watch commander. If criminal action involved, assignment shall be to Jail Investigations Unit. If an inmate requires treatment from a hospital, forward the hospital paperwork to the Medical Services Unit where the inmate is housed. If an inmate is admitted into the hospital, send an email to Medical Services Bureau, Comp Care Team. If after business hours, send an email to Medical Services Bureau, Medical Command Center or call them at 213-893-5544. However, it is mandatory that the reporting party follow up with the Medical Services Bureau, Comp Care Team during normal business hours. Stat Code as applicable pending the nature of the crime.
--Work release inmates	SH-AD-92 (FORM 5020) SH-J-212 Supervisor's Memo Medical Services Order URN 70	Disabilities Management and Compliance Unit	Handle as a Department employee injury, including a full investigation. **NOTE:** The inmate's social security number must be placed in box #8 of the SH-AD-92; all additional reports shall also bear the inmates's social security number. Occupation shall be listed as "Work release program" in box #12. Code 706 - Injury or illness, work release inmate.
Scuba diving	SH-R-49 URN 48	Station/unit patrol and ESD A	Notify ESD immediately and follow their instructions. See section 4-05/030.00 - Boats - Reports, Owner/Operator Responsibility.
Suspected carbon monoxide poisoning			See "Poisoning."
Traffic collisions:			

--Employee of any government agency or public utility	CHP-555 URN 47	Station/unit patrol, Traffic A	Notify agency concerned if serious injury is involved. If county employee on duty, send two copies of report to county auditor-controller, Warrant Investigation Section. If a fatal or serious injury collision and an L.A. County on-duty permittee, or Contract City vehicle is involved, immediately notify Traffic Services Detail for possible response by Traffic Collision Response Team. Code 471 - Collision, traffic with injury.
-Employee of Sheriff's Department	SH-AD-665 CHP-555 URN 47	Station/unit patrol, traffic A	If employee on duty when injured, also prepare Form SH-AD-92, as in regular industrial injury. Notify Disabilities Management and Compliance Unit as soon as possible. If deputy injured in line of duty, complete Form SH-CR-563. Immediately notify the Traffic Services Detail on all traffic collisions involving an on-duty employee resulting in ANY bodily injury (including complaint of pain) for possible response by the Traffic Collision Response Team. If employee is off duty and prosecution of the employee may result from the collision, immediately notify the Watch Commander and Unit Commander, and Traffic Services Detail for review and monitoring of the investigation. For vehicle damage, see "Property Damage." Code 471 - Collision, traffic with injury.

-Hit and run (felony)	CHP-555 URN 25	Station/unit patrol, traffic A	SH-R-49 necessary only if a suspect is arrested. If victim in critical condition, advise Homicide Bureau of the circumstances. If death possible, (0). 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 the Traffic Collision Response Team. Code 251 - Hit and run, felony.
-Hit and run (misdemeanor)	CHP-555 URN 25	Station/unit patrol, traffic A	Code 250 - Hit and run, misdemeanor. If no injury or workable information, use CHP-555-03. No URN required for this form.
-Injury to person	CHP-555 URN 47	Station/unit patrol, traffic A	If a person is injured by a Sheriff's or permittee's vehicle, forms SH-AD-665 County of Los Angeles Report of Vehicle Accident or Incident and SHâ€‘Râ€‘257 shall be completed. Also, it is mandatory that the watch commander notify Traffic Services Detail within 48 hours of the occurrence by FAX (562) 402-8421 and relay the information from the SHâ€‘AD-665. Traffic Services Detail shall be responsible for notifying the contract insurance company. Immediately notify the Traffic Services Detail on all traffic collisions involving an on-duty employee resulting in ANY bodily injury (including complaint of pain) for possible response by the Traffic Collision Response Team. Incidents involving injury to non-employees, however minor, while on County property (owned or leased) must be reported on the Non-Employee Injury Form (SH-AD-668) and distributed as indicated on the form. Code as applicable.

-No damage to Department/permittee vehicle involved in collision/incident	SH-AD-665 SH-R-257 URN 47	Unit of assignment or station/unit patrol, traffic A	Code 471 - Collision, traffic with injury.
-Person injured by a vehicle on private property	CHP-555 URN 48	Station/unit patrol, Traffic A	Code 481 - Accident, non-traffic.
Unidentified person	SH-R-49 URN 40	Homicide Bureau A	On all cases involving unidentified persons, make every effort to determine the identity of the person. When unable to identify, immediate notification to that effect shall be made to Homicide Bureau, Missing Persons Detail. All available identification shall be obtained, including an accurate and complete physical description, fingerprint cards and photographs. (Request for photographs and fingerprints may be made through Records and Identification Bureau.) Forward identification data to Missing Persons Detail. Code as applicable: 400 - Adult, missing, lost, or found. 402 - Juvenile, lost, runaway, or missing.
Other than circumstances listed in any of the preceding groups			SH-R-49 necessary only when a crime may be involved or when gross negligence is indicated. In all other cases, a log entry will suffice. See under appropriate crime classification for code and retention period.

• 4-19/020.00 - Pimping

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

4-19/020.00 PIMPING			See "Vice."

• 4-19/040.00 - Poisoning

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-19/040.00 POISONING			
Animals			See "Animals."
Carbon monoxide or suspected:			
-Accidental, no death	SH-R-49 URN 44	Station/unit detective A	Telephonic notification of suspected carbon monoxide poisoning by faulty domestic appliance will be made to L.A. County Health Services, Environmental Management Program, by field personnel in incidences coming to their attention.
-Death or suicide, by	SH-R-49 URN 45 or 49	Homicide Bureau A	Notify Homicide Bureau immediately.
Food	SH-R-49 URN 44	Station/unit detective A	Immediate notification to L.A. County Health Services, Food and Milk Program. Keep suspected food specimens safe, preferably in a refrigerator, pending arrival of Health Services representatives. Unless homicide is suspected, Health Services will take over the investigation of all cases of suspected or actual food poisoning. Code 440 - Other - noncriminal.

Water sources			See "Vandalism" and 347 PC. When death results or its imminent, immediately notify Homicide Bureau. Check appropriate crime classification for reporting information and priority.
Over-the-counter drugs, prescription drugs, cosmetics, and food supplements, tampering with			Any product that is suspect to tampering/altering should be preserved as evidence. Notify the California Department of Health Services at (213) 620-2965 for instructions. See 347 PC if suspect in custody. Code 339 - Miscellaneous - felony.

• 4-19/045.00 - Press Relations

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-19/045.00 PRESS RELATIONS			For line procedures, see volume 5, chapter 9.
Cases involving juveniles			Names of detained or suspected juveniles shall not normally be released to news media or any third party (see NOTE). However, the Department may release the names of juveniles who escape from juvenile custody when this information becomes a public safety matter. **NOTE:** In unusual cases, in the public interest, such information may be released through the Sheriff's Headquarters Bureau.

Code 20 cases involving: - Arson, - Dead bodies, - Extortion, - Homicides, - Kidnaping.			Code 20 press notification shall be made via the Sheriff's Headquarters Bureau, who shall be notified by phone. The Sheriff's Headquarters Bureau shall have the responsibility of transmitting a Code 20 to the press without delay, except in cases where such notification would jeopardize the investigation and/or safety of victim(s). Units shall submit an inter-Departmental memo to the Sheriff, through channels, on cases involving the classification noted and on any other newsworthy incident. When progress of the investigation permits, the units will immediately: • Transmit the pertinent facts by phone or other appropriate means to the Sheriff's Headquarters Bureau; and • Station/unit detective supervisor shall prepare a memo in duplicate. The original shall be placed in the press file and the copy delivered to the station/unit watch commander, who shall also notify the local press if the incident warrants.

Code 20 incidents other than above			When a field unit observes a newsworthy incident, a Code 20 shall be sent. The fact that a Code 20 was sent shall be noted on the "Deputy's Daily Work Sheet." When a newsworthy incident comes to the attention of the station/unit complaint desk, local news gathering agencies shall be notified as warranted. A Code 20 shall be requested and the station/unit log noted of this fact. The Sheriff's Headquarters Bureau is to be informed of all newsworthy events. Newsworthy incidents coming to the attention of units other than stations/unit's shall have a Code 20 requested by the unit. The unit shall also submit an inter-Departmental memo to the Sheriff, through channels, concerning the incident. The contents of this memo shall be relayed to the watch commander of the station/unit in whose jurisdiction the incident occurred so that he may place a memo in the press file and notify the local press if warranted.
Routine memos			Routine notification to the press of flood conditions, storm, or wind damage, etc., will continue to be submitted in accordance with standard operating procedures in such matters.

• 4-19/050.00 - Prisoners

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-19/050.00 PRISONERS			For line procedures, see volume 5, chapter 3.
Claims by			If a prisoner wishes to file a claim against the county or the Department, he will be furnished four copies of the Claim for Damages to Person or Property (Form 76C212D2). He will be instructed to complete them, retain the pink copy, and forward the three remaining copies to the address indicated on the form.

Crimes involving	SH-R-49 URN	Station detective or JIU A	If incident occurs at a station, assign to station detectives. If incident occurs at any custody facility or in court, assign to Jail Investigations Unit or appropriate Detective Bureau or Detail. **NOTE:** If suspect is not a prisoner, forward to law enforcement agency with jurisdiction.
Dead:			See "Person Dead."
-As result of gunshot by deputy			See "Shots Fired by Deputies."
Escapes			See "Escapes."
Ill			See "Person Injured/Ill."
Incidents			When there is any reportable incident involving a prisoner or his property during arrest, booking or while in custody, designate "SRD" to the concerned Custody Division Headquarters. On any incident affecting a prisoner's release date, designate "SRD" to Custody Division South Headquarters.
Injured:			See "Person Injured/Ill."
-As result of gunshot by deputy			See "Shots Fired by Deputies."
Property	SH-R-49 SH-AD-495 URN 44	JIU A	On loss, damage to or theft of prisoner's property, mail copies of reports to County Auditor-Controller, Warrant Investigation Section. Designate SRD copy to Fiscal Administration. Code 442 - Lost property

Release date change	SH-J-388		On any incident affecting a prisoner's release date, as the result of disciplinary action or change in work status, complete Form SH-J-388 and forward to IRC to be inserted into prisoner's jacket.
Suicide or attempt			See "Suicide."
Transportation of prisoner, give or take any written communication during	SH-R-49 URN 39	Unit of assignment A	Code 399 - Misdemeanor, miscellaneous

• 4-19/055.00 - Property

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-19/055.00 PROPERTY			For line procedures, see volume 5, chapter 4. For prisoner's property, see volume 5, chapter 3. All first reports are to indicate the current market value of property stolen, recovered, lost, or found. All supplemental reports shall indicate current value of stolen and/or recovered property which was not reported in the first report. Statistical recoveries shall be noted. **NOTE 1:** Only Fiscal Administration shall use Property Code 449 for property destroyed at station/unit. **NOTE 2:** If serialized property involved, enter into Automated Property system (APS) or NCIC data file.

Department radio equipment and accessories, lost/stolen/damaged			Follow procedures outlined in the Communications chapter, section 3â€‘07/010.40.
Department firearms, i.e. rifles, shotguns, arwen, handguns, and tear gas guns:			
--Damage to			See Los Angeles County Property under "Property Damage."
--Lost, found, recovered, theft of			See "Firearms."
Evidence, located in pawnshop	SH-R-49 URN 44	Station detective A or I	See volume 5, chapter 9. Code 442 - Recovered property.
Firearms, lost, found, or recovered			See "Firearms."
Found checks	SH-R-49 URN 44	Station/unit detective A	Prior to submission of report, determine if a loss or theft report is on file. Make this a supplemental report with original URN if original was a Department report. Code 442 - Found property.
Found safe			See Safes, Found, under "Burglary."
Found/lost, tack (saddle, harness, bridle, etc.)	SH-R-49 URN 44	Station/unit detective A	If ownership of the tack is in doubt, hold it for investigation. Lost tack - Prepare SH-CR-609 if no workable information. Code 442 - Lost/found property.

Found, other	SH-R-49 URN 44	Station/unit detective A	Prior to submission of report, determine if a loss or theft report is on file. If so, make this a supplemental report with original URN. Property Receipt (form SH-CR-213) shall be completed in quadruplicate and distributed. Finder's signature must be obtained on the reverse side of the receipt or an affidavit submitted if he wishes to claim the property in the event that the owner is not found or does not claim the property. An affidavit or declaration is necessary only when property exceeds $10 in value. SRD to Central Property. Code 442 - Found property.
Lost checks	SH-R-49 URN 44	Station/unit detective A	Send immediate broadcast giving check description - type of printed information thereon, number series, color, bank and branch, name of person who is authorized to sign checks, and account number. No broadcast to be made if complete description of the checks is not available. When broadcast is made, it is to be initiated by patrol. Prepare SH-CR-609 if no workable information. Code 442 - Lost property.
Lost credit cards	SH-R-49 URN 44	Station/unit detective A	Lost property incident reports will be taken from a credit card holder covering the loss or misplacement of a credit card. Advise the person to immediately notify the issuing agency by phone and in writing. Enter into (APS). Prepare SH-CR-609 if no workable information. Code 442 - Lost property.

Lost, other	SH-R-49 URN 44	Station/unit detective A	If county property, mail copy of report to county auditor-controller, Warrant Investigation Section. If Sheriff's Department property, designate SRD copy to Fiscal Administration. Prepare SH-CR-609 if no workable information. Code 442 - Lost property.
Receiving stolen property			See "Receiving Stolen Property."
Recovered	SH-R-49 URN 44	Station/unit detective A	Include reporting district where loss occurred and name of contract city (if applicable). New URN only where theft was not reported to this Department. If recovery of Department reported stolen items, use original URN. Code 442 - Found property.

Stolen property inquiries			Law enforcement agencies getting a "hit" from APS on one of our Department cases may contact this Department for additional information. Investigation may disclose that the computer was not updated and the property in question is no longer classified as stolen property. Inquiries shall be handled as follows: • Record the information given by the agency which will include the abbreviated URN obtained from the system; • Inform the agency that after our investigation they will be contacted; • Retrieve the report, determine the unit of assignment and contact them by phone and JDIC message; • Inform the assigned unit that a copy of the report will be immediately placed in their mailbox at Records and Identification Bureau. As a reminder, this information should be included in the JDIC message; and • Request the assigned unit to handle the matter to conclusion and advise the inquiring agency without undue delay. NOTE: If the case file is in the archives, retrieval time will be longer and the assigned unit should be advised.
Uniform and equipment items issued and owned by county - lost, stolen, or damaged			Follow procedures outlined in volume 3, chapter 3.

• 4-19/060.00 - Property Damage, Accidental - Non-Traffic Accident Connected

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

4-19/060.00 PROPERTY DAMAGE - ACCIDENTIAL - NON-TRAFFIC ACCIDENT CONNECTED			**NOTE:** When a person is a victim of any accident covered in the following section, also see under "Person Injured/Ill" and "Person Dead."
Aircraft	SH-R-49 URN 48	Aero Bureau A	Notify Aero Bureau at once by phone or radio. Complaint report should include pilot's certificate number, type of certificate, ratings, date of issuance of medical certificate, names and addresses of passengers and witnesses, if any, whether aircraft was carrying U.S. Mail and all other pertinent data. Code 481 - Accidents, non-traffic.
Boat	SH-R-49 URN 48	Station/unit detective A	See section 4-05/030.00 - Boats - Reports, Owner/Operator Responsibility. Code 481 - Accidents, non-traffic.
Government property	SH-R-49 URN 48	Station/unit detective A	Notify agency concerned as soon as possible by phone and mail copy of report to concerned agency. Code as above.
Los Angeles County property	SH-R-49 URN 50	Station/unit detective I	Notify concerned county department as soon as possible by phone. Copy of report to be sent to county auditor-controller, Warrant Investigation Section. Code 504 - Damage to county property. If Department property is involved, designate SRD to Fiscal Administration. If a firearm, also designate SRD to Advanced Training Bureau, Weapons Training Section, Attention: Range Master. If Department radio equipment or accessories, follow the procedures outlined in the Communications chapter, section 3â€‘07/010.40.

Mechanical amusement ride	SH-R-49 URN 48	Station/unit detective A	Notify L.A. County Department of Public Works Building and Safety, Land Development Division, immediately by telephone. Mail copy of report to above named Department. If with injury, also see "Person Injured/Ill."
Private property			Make report only when a crime may be involved. Otherwise, a log entry will suffice. When a report is submitted, use the crime classification in the heading.
Private property by Sheriff's employee on duty	SH-R-49 URN 48	Station/unit detective A	When private property is damaged in the course of performance of assigned duties, victim should be informed that he has 100 days from the date of the incident to file a claim against the County. Four copies of the Claim for Damages to Person or Property (76C212D2) shall be furnished to the victim. After completion, the victim shall retain the pink copy and mail or deliver the three remaining copies to the address indicated on the form. Code 481 - Accidents, non-traffic.
Sheriff's office or lab equipment	SH-AD-32A		Submit memo to unit commander in case of accidental or negligent breakage or damage. SRD three copies of memo to Fiscal Administration.
Sheriff's department vehicles	SH-AD-665 SH-R-257 URN 50	Unit of assignment A	Driver to complete form SH-AD-665. Supervisor to conduct investigation as outlined in volume 3, chapter 9 and to complete front side of Form SH-R-257. Code 504 - Damage to county property.
Uniform and equipment items issued and owned by county			Follow procedures outlined in volume 3, chapter 3.

• 4-19/062.00 - Property Damage, Accidental - Traffic Crash Connected

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

4-19/062.00 PROPERTY DAMAGE, ACCIDENTIAL TRAFFIC CRASHES CONNECTED			**NOTE:** When a person is a victim of any crash covered in the following section, also see "Person Injured" and "Person Dead."
Aircraft			Same as non-traffic accident connected.
Boat			Same as non-traffic accident connected.
Government property:			
--Unincorporated area			Same as non-traffic accident connected.
--Contract city	CHP-555 URN 47 or 50	Station/Unit Patrol, Traffic A or I	Notify agency concerned by phone if serious damage involved. Code 504 - Damage to County Property. Code 472 - Crash, Traffic Without Injury.
Los Angeles County property:			
--Unincorporated area			CHP is responsible for the investigation and reporting of traffic crashes in the unincorporated areas of this County.

--Contract City	CHP-555 URN 50	Station/Unit Patrol, Traffic A or I	Notify concerned County Department as soon as possible by phone. (See Volume 3, Chapter 9.) If Department property involved, other than a vehicle, designate SRD copy to Fiscal Administration. If Department property is a firearm, also designate SRD copy to the Advanced Training Bureau, Weapons Training Section, Attention: Range Master. If Sheriff's vehicle or permittee vehicle on Department business involved, see "Sheriff's Department Vehicles" in this classification. **NOTE:** CHP handles all crashes, including Sheriff's vehicles, on freeways in contract cities. Code 504 - Damage to County Property. Code 472 - Crash, Traffic Without Injury.
Mechanical amusement ride			Same as non-traffic accident connected.
Other property/vehicle damaged when Departmental/Permittee vehicle involved, but not damaged	SH-AD-665 SH-R-257 URN 47 or 48	Station/Unit Patrol, Traffic A	Code 481 - If it is a Crash/Incident involving a Departmental/Permittee vehicle other than on the highway, see Volume 3, Chapter 9. Code 472 - Crash, Traffic Without Injury.
Private Property:			
--Unincorporated area			CHP is responsible for the investigation and reporting of traffic collisions in the unincorporated areas of this County.
--Contract city	CHP-555 URN 47	Station/Unit Patrol, Traffic A	Code as applicable.

Private property by Sheriff's employee on duty (no damage to Department or permittee vehicle)	SH-AD-665 SH-R-257 URN 47	Station/Unit Patrol, Traffic A	Watch Commander/Operations Lieutenant shall be responsible for notifying Traffic Services Detail within 48 hours of the occurrence by FAX (562) 402-8421 and relaying the information from the County of Los Angeles Report of Vehicle Accident or Incident (SHâ€'AD-665) when there is an injury, complaint of an injury, a death or major private property damage. Traffic Services Detail shall be responsible for notifying the contract insurance company. (See Volume 3, Chapter 9.) Distribute SH-AD-665 as per instructions on the back, and complete the CHP-555 if in contract city. When private property is damaged in the course of performance of assigned duties, victim should be informed that he has 100 days from the date of the incident to file a claim against the County. Four copies of the Claim for Damages to Person or Property (76C212D2) shall be furnished to the victim. After completion, the victim shall retain the pink copy and mail or deliver the three remaining copies to the address indicated on the form. Code 472 - Crash, Traffic Without Injury.
Sheriff's Office or lab equipment			Same as non-traffic accident connected.
Sheriff's Department vehicles or permittee vehicle	76V54A SH-R-257 URN 50	Unit of assignment A	See Volume 3, Chapter 9, and Volume 5, Chapter 5. Stations and Bureaus shall be responsible for the investigation of all on-duty traffic crash involving their personnel. This shall include Department vehicles and all vehicles of mileage permittees when operating during official business. Watch Commander/Operations Lieutenant shall be responsible for notifying George Hills, as soon as possible by phone (855) 442-

			2357 (24 hours) and relaying the information found in the 76V54A when there is an injury, complaint of an injury, a death or major private property damage. The telephonic notification shall be confirmed by written report by completing the 76V54A and distributing it as per instructions on the back. If possible, the above claim service copies of the 76V54A are to be sent within 24 hours of the incident. When 76V54A is the only report submitted, it must contain a complete narrative of the incident (use additional pages when necessary), and may include a word picture, measurements and statements of witnesses and parties. If employee is injured, see "Person Injured/Ill." Traffic Crash Report (CHP-555) is necessary only if crash occurred in a contract city. Immediately notify the on-call Internal Affairs Bureau Lieutenant on all traffic crashes involving an on-duty employee resulting in ANY bodily injury (including complaint of pain) for possible response by the Traffic Crash Response Team. SH-R-49 is necessary only when there is another crime connected with the traffic crash but not a part of the crash itself or when a traffic crash results in an arrest for a crime other than DUI. The arrest information shall be contained under the same URN; DUI arrests shall be reported on an SHâ€‘R-221. Code 504 - Damage to County Property. Refer to section 3-03/060.22 - Damage to Personal Vehicles in the Line of duty for procedures for reimbursement for damage to permittee vehicles.

• 4-19/065.00 - Prowler

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-19/065.00 PROWLER			See "Disorderly Conduct."

• 4-19/070.00 - Public Nuisance

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-19/070.00 PUBLIC NUISANCE	SH-R-49 URN 39	Station/unit detectives A	Inactive when used on citizen's complaints regarding barking dogs, beehives, livestock, poultry, hot rods, etc. city or county ordinances may be used also. Report will be made active if petition is submitted with report or when petition is submitted at a later date. Code 392 - Public nuisance.