Chapter 22 - Letter "S"

• 4-22/005.00 - Safety/Health Hazards

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

4-22/005.00 SAFETY/HEALTH HAZARDS	SH-R-49 URN 39	Station/unit detective A	For line procedures, see volume 5, chapter 9. Public safety hazards apply to excavations, bodies of water, self-locking or asphyxiating appliances which are discarded or abandoned, etc. When any unprotected or abandoned public safety hazard comes to the attention of field personnel, the following action shall be taken: • Preliminary investigation to ascertain whether there is a violation; • Remove or cause the owner to remove or abate the hazard if it can be done at the time investigation is made; ◦ If this cannot be done immediately and the hazard warrants warning devices, steps shall be taken to provide them (e.g., barricades); • Submit a preliminary report which shall include the following: ◦ Location and description of property and hazard; ◦ If hazard is an excavation, give approximate size and depth, contents, covering, fencing, location in relationship to nearest highway and number of residents within a one-half mile radius; ◦ Name of the owner or persons in possession or control of the property; ◦ Name of person making or maintaining the hazard; and ◦ Whether any effort was made to temporarily remove or abate the hazard. • The area patrol car shall make periodic checks of the hazard until it is corrected. Code 399 - Misdemeanor, miscellaneous.

Illegal dumping/ accidental discharges/spills of hazardous materials/wastes			See "Dumping." If traffic related, see "Accidents, Traffic - In contract city."

Structures	SH-R-49 URN 44	Station/unit detective A	When a building creates a hazard due to deterioration, fire, vandalism, etc. and this structure is brought to the attention of the Department, a complaint report shall be completed after a visual inspection of the premises. Premises and structures must be accurately described, as well as the condition constituting a real and present danger to the community. The legal authority for closure or demolition of unoccupied buildings which constitute a safety hazard is Los Angeles County Code Title 26 Chapter 98 subsection 9801. Emergency Procedures are under subsection 9813. In either case the report shall be classified "Safety Hazard - Unoccupied Structure." The watch sergeant approving such reports shall indicate that they are priority documents. The station/unit detective shall investigate and, if the facts related in the SH-R-49 are substantiated, he shall immediately telephone the County Department of Public Works, Building and Safety Division, Property Rehabilitation Section. The station/unit detective shall then prepare a letter for the unit commander's signature, to the Director of Public Works, Property Rehabilitation Section, describing the location and condition of the building, the hazard created by such condition and an opinion regarding the urgency or abatement. The majority of contract cities have adopted the county ordinance and are assisted by the Department of Public Works in securing premises, etc. in the same manner as unincorporated areas. Some cities, however, have added special hearings to their ordinances. If there is any question as to the exact status of a particular city's ordinance, the city clerk's office or property rehabilitation section should be contacted for details. Code 440 - Other, noncriminal.

• 4-22/008.00 - Search Operations

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-22/008.00 SEARCH OPERATIONS	SH-R-461 URN 810	Station/unit detective, and participating unit of assignment I	All types of search operations including service of search warrants, probation and parole searches, and pre-planned warrantless searches of fixed locations (structures, yards, vehicles at location, etc.) shall be documented and an URN drawn.

• 4-22/009.00 - Search Warrants, Telephone

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-22/009.00 SEARCH WARRANTS, TELEPHONE			See volume 5, chapter 7.

• 4-22/010.00 - Selective Service Act Violations

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-22/010.00 SELECTIVE SERVICE ACT VIOLATIONS	SH-R-49 URN 30	Station/unit detective A	Notify the FBI and obtain approval before booking. Code 306 - Selective service act.

• 4-22/015.00 - Sex Offenses

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

4-22/015.00 SEX OFFENSES			For release of victim information policy, refer to Miscellaneous Line Procedures chapter-Sex Related Crimes. DOJ requires MO data. Code as applicable: Code 12X- Sex felonies Code 13X-Sex misdemeanors
Annoying school children	SH-R-49 URN 13	Station/unit detective A	Code 134 - Annoying children, loitering.
Arrest of school employees	SH-R-49 URN	Station/unit detective A	Assign to Major Crimes Bureau only if they make the arrest. In compliance with section 291 PC, when a public school employee is arrested for a violation of any of the offenses enumerated in section 290 PC, or in section 261(1) PC, the watch commander shall do either of the following: • If such school employee is a teacher in any of the public schools of this state, he shall immediately notify, by phone, the superintendent of schools of the school district employing such teacher and shall immediately give written notice of the arrest to the California Commission on Teacher Credentialing of Professional Practices Division, and to the superintendent of schools in the county wherein such person is employed. Upon receipt of such notice, the county superintendent of schools shall immediately notify the governing board of the school district employing such person; **NOTE:** The California Commission on Teacher Credentialing of Professional Practices - Division is located at: 1900 Capitol Avenue, Sacramento, CA, 95814; phone number: (888) 921-2682. • If such school employee is not a teacher in any of the public schools of this state, the watch commander shall immediately notify, by phone, the

			superintendent of schools of the school district employing such person and immediately give written notice of the arrest to the governing board of the school district employing such person; or • When a private school teacher is arrested for any of the offenses enumerated in section 290 PC, the watch commander shall immediately notify, by telephone, the private school authorities employing such person and shall immediately give written notice of the arrest to the school authorities. Further information relative to the release of criminal record information can be found in volume 3, chapter 9. For coding, see under appropriate crime classification. SRD of report to Special Victims Bureau.
Indecent exposure cases	SH-R-49 URN 13	Station/unit detective or station/unit patrol A	When an adult is arrested, the case should be a joint assignment with station/unit patrol in order to expedite copies of the report for the court deputy to facilitate arraignment. Code 130 - Indecent exposure.
Loitering near school	SH-R-49 URN 13	Station/unit detective A	If an adult is arrested, the assignment shall be to station/unit patrol with a copy of the report to station/unit detectives. All other cases assigned to station/unit detectives. Code 134 - Annoying children, loitering.

• 4-22/020.00 - Sex Registration Violations

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

4-22/020.00 **SEX REGISTRATION VIOLATIONS**	SH-R-49 URN 12 or 13	Station detective	Arrest may be made with or without a warrant. Code as applicable: Code 126 - Felony, failing to register as sex offender. Code 138 - Misdemeanor, failing to register as sex offender.

• 4-22/025.00 - Shots Fired

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-22/025.00 **SHOTS FIRED**			
Citizen discharges firearm accidentally	SH-R-49 URN 48	Station/unit patrol A	Code as applicable: Code 485 - Accidental shooting, no injury. Code 486 - Accidental shooting, injury.
Citizen discharges firearm, no injury or death involved in the commission of the crime in which the shots were fired			See under crime classification for code, reporting and assignment data. Include information in body of report.
Discharging firearms at inhabited dwelling	SH-R-49 URN 05	Station/unit detective A	Code 051 - ADW - gun.
Illegal discharge of firearm:			

- Adults	SH-R-49 URN 15	Station/unit patrol A	Code 153 - Shooting, unlawful.
- Juveniles	SH-R-49 URN 15	Station/unit detective A	Code 153 - Shooting, unlawful.
With injury			See Gunshot by Citizen, Accidental, under "Person Injured/Ill."

• 4-22/027.00 - Shots Fired At Deputy On or Off Duty

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-22/027.00 SHOTS FIRED AT DEPUTY ON OR OFF DUTY			

Deputy injured as result of gunshot, crime involved	SHâ€'Râ€'49 SHâ€'CRâ€'563 SHâ€'ADâ€'92 URN	Homicide Bureau and unit of assignment for crime involved; Return to Work Unit A	Make immediate notification to Homicide Bureau, the onâ€'call Internal Affairs Bureau lieutenant, the deputy's unit commander, the area commander or duty officer, Health and Safety Unit and the Sheriff's Headquarters Bureau. Complete a brief first report. Supplemental report to include all witnesses, synopsis of the incident, responsible party, and full details. Transport suspects and involved deputy(s) to the station/unit, without delay, for exclusive interview by Homicide Bureau. Transport witnesses to station/unit upon receiving their consent; otherwise, identify them and determine their availability for homicide investigators. See volume 5, chapter 9, for further information. Designate SRD copy to Deputy's concerned division area commander. If reserve deputy involved, also designate SRD to Reserve Forces Bureau Commander. See under crime classification for coding, priority reporting, and assignment data.
Deputy killed as result of gunshot, crime involved	SHâ€'Râ€'49 SHâ€'CRâ€'563 SHâ€'ADâ€'92 URN 01	Homicide Bureau and unit of assignment for crime involved; Return to Work Unit A	Immediately notify Homicide Bureau and the onâ€'call Internal Affairs Bureau lieutenant. Follow special instructions/notifications as outlined above, "Deputy Injured as Result of Gunshot." See volume 5, chapter 9, for further information. Code 011 â€' Murder.

Deputy injured or killed, no other crime involved	SHâ€‘Râ€‘49 SHâ€‘ADâ€‘92 SHâ€‘CRâ€‘563 URN 01 or 50	Homicide Bureau; Return to Work Unit A	Make immediate notification to Homicide Bureau, the onâ€‘call Internal Affairs Bureau lieutenant, the deputy's unit commander, the area commander or duty officer, Return to Work Unit and the Sheriff's Headquarters Bureau. Reports to include all witnesses, summary of the incident and responsible party. Designate SRD copy to concerned division area commander. If Reserve Deputy involved, also designate SRD copy to Reserve Forces Bureau Commander. If crime involved, see under crime classification, otherwise code as follows: Code 011 â€‘ Murder. Code 486 â€‘ Accidental shooting, injury. Code 502 â€‘ Injury to county employee.
No injury or death, no other crime involved, no suspect	SHâ€‘Râ€‘49 URN 15	Station/unit detective A	Make immediate notification to the concerned division area commander. Code 153 â€‘ Shooting,unlawful.
Any of the above, occurring in outside jurisdiction			Make notifications to unit commander, area commander, or duty officer, Homicide Bureau, Return to Work Unit and/or Sheriff's Headquarters Bureau, as indicated under each classification.

• 4-22/030.00 - Shots Fired by Deputies - On or Off Duty

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-22/030.00 SHOTS FIRED BY DEPUTIES - ON OR OFF DUTY			

Unintentional discharge of firearm by deputies			All unintentional discharges shall result in an administrative investigation. At the conclusion of the investigation, it will be determined if the discharge will be classified as an accidental discharge or a negligent discharge. Refer to the Guidelines for Handling Unintentional Discharges.
Animal shot	SH-AD-32A		Use classification of "Shots Fired" in the memo submitted to the deputy's unit commander. Notify the on-call Internal Affairs Bureau lieutenant and watch commander immediately. The watch commander shall respond immediately to the location
No injury or death, crime involved	SH-R-49 URN	Internal Affairs Bureau and unit of assignment for crime involved. However, if suspect is a member of a targeted gang, then Safe Streets Bureau will handle the criminal investigation.	Notify the on-call Internal Affairs Bureau lieutenant and watch commander immediately. The watch commander shall respond immediately to the location. See volume 3, chapter 10, for further information.

Person/prisoner injured or killed	SH-R-49 SH-AD-519 URN 01, 48 or 49	Homicide Bureau and unit of assignment for crime involved	Make immediate notifications to Homicide Bureau, the on-call Internal Affairs Bureau lieutenant, watch commander, the involved employee's division commander, the deputy's unit commander, and Sheriff's Information Bureau. Complete a brief first report. Supplemental report to include all witnesses, synopsis of incident, responsible party, and full details. Transport witnesses, suspects and involved deputy, to the station/unit, without delay, for exclusive interview by Homicide Bureau. See volume 3, chapter 10, for further information. Designate SRD copy to deputy's concerned division area commander. If crime involved, see crime classification for concurrent assignment data. If prisoner killed, also see "Person Dead." Code 013 - Deputy involved shooting - suspect deceased. Code 486 - Accidental shooting injury. Code 499 - Person dead, inmate.
Property damaged			See "Property Damage."
Any of the above, occurring in outside jurisdiction			Make notifications to the watch commander, unit commander, involved employee's division commander, Homicide Bureau, Internal Affairs Bureau on-call lieutenant, Disabilities Management and Compliance Unit, and/or Sheriff's Information Bureau, as indicated under each classification.

• 4-22/035.00 - Slot Machines, Punchboards, and Pinball Machines

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

4-22/035.00 SLOT MACHINES, PUNCHBOARDS, AND PINBALL MACHINES	SH-R-49 URN 39	MCB A	Notify Major Crimes Bureau immediately by phone and follow their instructions. Code 399 - Misdemeanor, miscellaneous.
Slot machines(antique)	SH-R-49 URN 23	MCB A	Slot machines manufactured prior to 1941 are presumed to be antiques. Major Crimes Bureau should be contacted prior to any seizure of such machines or the issuance of citation under 330.4 PC.
Information	SH-AD-32A		Secretary to prepare original and four copies. After signature by the unit commander, distribute as follows: Original and two copies to Major Crimes Bureau; one copy to the chief of the concerned division and one copy to unit commander's file.

• 4-22/040.00 - Solicitation for Murder

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-22/040.00 SOLICITATION FOR MURDER	SH-R-49 URN 32	MCB A	Make immediate notification to Major Crimes Bureau. Code as applicable. Code 322 - Conspiracy.

• 4-22/045.00 - Stalking

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

4-22/045.00 STALKING			The Metro Detail will assume the handle on cases involving stalking (646.9 P.C.) or terrorist threats (422 P.C.) wherein the following circumstances exist: 1) During the incident, a firearm or other deadly weapon was used and/or the victim suffered great bodily injury. 2) The victim or suspect is identified and is a political figure (elected or not), a celebrity, or the incident is capable of arousing widespread public interest or concern. 3) The suspect is identified and has a documented history of prior conviction(s) for stalking or has a documented history of violence. The involved unit will immediately contact the Metro Detail of Major Crimes Bureau with the pertinent information regarding the case. Detectives from the Metro Detail will respond and take over the investigation. After duty hours notification to the Metro Detail lieutenant will be made through Sheriff's Headquarters Bureau. **NOTE:** Stalking cases related to domestic violence will remain a station/unit detective bureau assignment, unless any of the criteria above is involved.

• 4-22/046.00 - Strikes

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-22/046.00 STRIKES			See "Labor."

• 4-22/047.00 - Subject Information System (SIS)

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-22/047.00 **SUBJECT INFROMATION SYSTEMS (SIS)**			See section 4-01/020.30.

• 4-22/048.00 - Subpoenas

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-22/048.00 **SUBPOENAS**			For line procedures, see volume 5, chapter 7.

• 4-22/049.00 - Subpoenas, On Call

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-22/049.00 **SUBPOENAS, ON CALL**			For line procedures, see volume 5, chapter 7.

• 4-22/050.00 - Suicide

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-22/050.00 **SUICIDE**			Select the appropriate code in series 450-459.

Attempt	SH-R-49 URN 45	Station/unit detective A	Copy of report to Narcotics Bureau if narcotics or dangerous drugs involved. Joint assignment with Narcotics Bureau only when evidence (drugs, narcotics, or narcotics paraphernalia) obtained. Evidence should include injection wounds indicative of drug usage. Urine and/or blood samples are not to be considered evidence for joint assignment. If death occurs, notify Homicide Bureau at once and reassign to them.
Prisoner, attempt suicide	SH-R-49 URN 45	Station/unit detective A	If in station/unit area, assign to station/unit detectives. If at MCJ LAC/USC Medical Center Jail Wards or while in transit or in court in the non-station areas of the county, assign to Jail Investigations Unit. Code 457 - Attempt suicide, inmate. If death appears imminent, notify Homicide Bureau.
Prisoner, suicide	SH-R-49 URN 45	Homicide Bureau A	Code 453 - Suicide, inmate. All suicide reports shall list the person dead as “V” for victim on the incident report.
Suicide	SH-R-49 URN 45	Homicide Bureau A	Make immediate telephone notification to Homicide Bureau and the Coroner's office, via JDIC. Deliver copy of report to the mortuary and note on report that copy was delivered and the means by which delivered. All suicide reports shall list the person dead as “V” for victim on the incident report.

• 4-22/055.00 - Summons to Corporation

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-22/055.00 SUMMONS TO CORPORATION			For line procedures, see volume 5, chapter 7.

Civil or criminal		Court Services Division, Headquarters Unit	Do not refer persons making inquiries regarding service or enforcement of civil or criminal process to any other agency.

• 4-22/057.00 - Summonses

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-22/057.00 SUMMONSES			For line procedures regarding Civil Process on individual members, Small Claims Court actions, and Claim of Plaintiff and Order. See volume 5, chapter 7.

• 4-22/060.00 - Suspicious Circumstances

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-22/060.00 SUSPICIOUS CIRCUMSTANCES	SH-R-49 URN 44	Station/unit detective A	If circumstances indicate a possible crime that warrants follow-up investigation, use the classification that best defines the crime. For proper entry into Department databases, utilize participant identification codes available on the incident report form SH-R-49; identifying reporting party (R) for possible victim, and party (P) for possible suspect. When an incident is reported by a person other than those directly involved in the incident, that person would be referred to as the informant (I) and the participants as parties (P) If possible crime is one that, if genuine, would be a confidential report, this report shall be confidential. After an initial investigation is conducted at the station/unit level and it is determined that the correct assignment would be to a detective division unit, the station/unit detective will write a supplemental report documenting the determining facts and the reassignment of the case to the appropriate detective division unit. Telephonic notification shall be made, during normal business hours, advising the

			detective division unit of the reassignment. NOTE: Exception - Child abuse suspicious circumstances cases shall be assigned to Special Victims Bureau in the same manner as regular child abuse cases. Code 418 - Suspicious circumstances, possible child abuse Code 444 - Suspicious circumstances, possible criminal activity. Code 449 - Non-criminal, domestic violence Code 707 - Suspicious circumstances, elder abuse Code 708 - Suspicious circumstances, possible domestic violence Code 709 - Suspicious circumstances, possible terrorism activity NOTE: If the investigation reveals that a crime did occur, change the URN's suspicious circumstances statistical code to the criminal statistical code which appropriately reflects the crime. The change shall be made on a supplemental report.