

RISK MANAGEMENT AND LEGAL AFFAIRS DIVISION

NOTICE
14.4

September 3, 2024

TO: All Commanding Officers

FROM: Commanding Officer, Risk Management and Legal Affairs Division

SUBJECT: PRESERVATION OF EVIDENCE – IMMEDIATE ACTION REQUESTED

The purpose of this Notice is to request all Commanding Officers take immediate action to preserve all Field Interview Cards and Gang History Books from January 1, 2016, to January 1, 2021. The requested evidence is necessary for a civil litigation purpose in the case of Sara Ochoa, et al. v. City of Los Angeles, et al.

WHAT MUST BE PRESERVED?

The City of Los Angeles is a named defendant in a civil lawsuit related to the field interrogation process in general, and specifically, the preparation of the Field Interview Cards. In order to provide a proper defense, Risk Management and Legal Affairs Division (RMLAD) is requesting the Los Angeles Police Department (Department) preserve all relevant documents, evidentiary records, and electronically stored information such as: Field Interview Cards, Gang History Books, and other division-level documentation related to gang members, gang affiliates, and general approach to gang activity tracking.

PROCEDURE:

Geographic Areas / Specialized Divisions' Responsibilities:

- Upon receipt of the above Preservation of Evidence Request (PER), a designated PER Coordinator or a Property Disposition Coordinator in each geographic Area or specialized division shall immediately process the PER and maintain the evidentiary records at the geographic Area or specialized division.
- The geographic Area or specialized division shall notify RMLAD within five working days via Intradepartmental Correspondence, Form 15.02.00, (15.2), of the receipt of the above PER, include a copy of the PER, indicate the date the PER was received and the name of the contact person responsible for processing it. A copy of the original 15.2 and the PER should also be maintained at the geographic Area or specialized division.
- The obligation to preserve all evidentiary records shall continue to remain in effect until the geographic Area or specialized division receives a subsequent written notice from RMLAD that the litigation hold has been updated, modified, or released.

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- Upon receipt of any future PERs by a Department geographic Area or specialized division, please follow the PER procedures in Department Manual Section 3/782.70, *Preservation of Evidence Request Procedures*.

If you have questions regarding this matter, please contact Lieutenant Jasmin Gomez or Sergeant II Delia Sanchez, Litigation Task Force, RMLAD, at (213) 978-7090.

APPROVED:



YASIR GILLANI, Captain
Commanding Officer
Risk Management and Legal Affairs Division



T. SCOTT HARRELSON, Deputy Chief
Chief of Staff
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