

OFFICE OF THE CHIEF OF POLICE

NOTICE

1.14

January 26, 2026

TO: All Department Personnel

FROM: Chief of Police

SUBJECT: REQUIREMENT TO COMPLETE OFFICIAL DEPARTMENT FORMS IN THE PREMIER ONE RECORDS MANAGEMENT SYSTEM

On March 7, 2024, the Department launched the Motorola Premier One Records Management System (RMS), marking a crucial advancement in operational efficiency and data management practices. The RMS ensures the Department's full compliance with the National Incident Based Reporting System (NIBRS) standards mandated by the Federal Bureau of Investigation. After Department reports are completed, NIBRS collects detailed crime data on each incident, providing police greater accuracy and flexibility in analyzing crime patterns and trends. The key benefits include, reporting multiple offenses per incident, capturing context such as victim-offender relationships, and removing the hierarchy rule, which previously limited reporting to only the most serious offense.

The purpose of this Notice is to confirm that RMS entries are the **sole authorized mechanism** to complete the forms listed below, as required by Department policy. Personnel shall complete, route, and store all listed forms exclusively in RMS.

All prior directives requiring these forms remain in effect. However, completion and submission must now be done exclusively in RMS. Entries in the Records Management System have the same legal and procedural weight as previously bestowed on paper originals. Additionally, this change does not alter a supervisor's responsibility to review and approve these reports.

Per the Office of the City Clerk – City of Los Angeles, the electronic record created within RMS is considered the official record. Any preexisting or subsequent paper version of a document that is scanned into RMS is designated as a *duplicate* record. Duplicate copies can be destroyed in accordance with City and Department record retention schedules and approval processes.

Forms Required to be Completed in RMS

The following forms, including any approved electronic equivalents shall be completed within RMS:

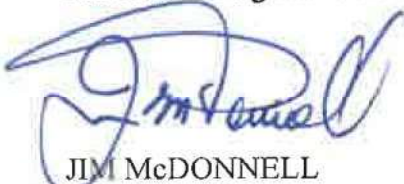
- Investigative Report, Form 03.01.00;
- Victim's Supplemental Property Loss Report, Form 03.04.00

- Death Investigation Report, Form 03.11.00;
- Injury Investigation, Form 03.15.00;
- Missing/Found Persons, Form 03.16.00;
- Arrest Report, Form 05.02.00;
- Property Report, Form 10.01.00;
- Firearm Supplemental Property Report, Form 10.01.01;
- Booking Approval, Form 12.31.00
- Notice of Stored Impound Vehicles, Form 15.23.00
- Domestic Violence Supplemental Report, Form 15.40.02;
- Field Interview Report, Form 15.43.00
- Vehicle Report, California Highway Patrol, Form 180
- Traffic Crash Report, Form CHP 555; and,
- Any other forms or workflows specifically identified in Department directives as transitioned to RMS.

Commanding officers and supervisors shall ensure personnel under their command and supervision, comply with this requirement.

A help guide for Premier One Records Management System is available on SharePoint. This guide has step-by-step instructions with illustrations. Additionally, the RMS help desk will be available Monday-Friday, 0600-1600 hours at 213-400-1609 or by email at rms@lapd.online.

If you have questions regarding RMS access, forms or procedures, please contact the Officer In Charge, Information Technology Bureau, Application Development and Support Division, Records Management Section.



JIM McDONNELL
Chief of Police

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