

OFFICE OF OPERATIONS

OPERATIONS ORDER NO. 4

March 9, 2006



SUBJECT: CRIMINAL RECORDS/DEPARTMENT OF MOTOR VEHICLES HISTORY INFORMATION OF FILING CRIMINAL COMPLAINTS - REVISED

EFFECTIVE: IMMEDIATELY

PURPOSE: This Order supercedes Office of Operations Order No. 18, dated October 14, 1993. All changes and/or modifications are bolded and underlined for easy reference. This Order updates the requirements for providing criminal arrest histories/rap sheets, also known as Criminal Identification and Information (CII), and the Consolidated Criminal History Record System (CCHRS) to the City Attorney's or District Attorney's Offices when filing criminal complaints. Consolidated Criminal History Record System provides the current court status but it is not as detailed as CII. Criminal Identification and Information depicts police action on all arrests, while CCHRS depicts the District Attorney's information and court action, if the case is filed. Department of Motor Vehicles (DMV) history is also provided to the City Attorney's or District Attorney's Offices.

PROCEDURE:

I. OFFICER'S RESPONSIBILITIES. To ensure that rap sheets (CII and CCHRS) and DMV histories are available through the Justice Data Interface Controller (JDIC) System and provided to detectives and prosecutors, officers completing any adult Arrest Report, Form 5.2, or a Release From Custody (RFC), Form 5.2.8, shall attach a copy (include a copy indicating no record) of:

- * The arrestee's State and County rap sheets (CII and CCHRS); and,
- * The arrestee's DMV history.

Note: State and County rap sheets (CII and CCHRS) and DMV history are available through the Network Communications System (NECS). If officers are unable to obtain these records within a reasonable time, the names and birth date of the arrestee used for the inquiry and an explanation (e.g. system is down) shall be included in the narrative portion of the arrest report or RFC.

II. **SUPERVISOR'S RESPONSIBILITIES.** A supervisor reviewing an adult arrest report or RFC report shall ensure that copies of the arrestee's State and County rap sheets (CII and CCHRS) and DMV history are attached. If the information is not available, the supervisor shall ensure the name and birth date used for the inquiry is documented in the narrative portion of the arrest report. This information will assist detectives conducting follow-up investigations of suspects using multiple identities.

III. **AREA/DIVISION RECORD'S UNIT RESPONSIBILITIES.** Records Unit personnel shall ensure that a copy of the arrestee's State and County rap sheets (CII and CCHRS) and DMV history is attached to all copies of the arrest report prior to distribution. When processing Notice to Appear citations (Form 5.2.2), the rap sheets (CII and CCHRS) and DMV history shall be attached to the original copy of the RFC report and distributed to the custodial or assigned Complaint Officer.

IV. **AREA/SPECIALIZED DETECTIVES RESPONSIBILITIES.** The arrestee's State and County rap sheets (CII and CCHRS) and DMV history shall be included with all cases submitted to the City Attorney's or District Attorney's offices for filing. When multiple state records exist, detectives shall ensure the out-of-state rap sheet is also provided to the City Attorney's or District Attorney's offices. The local Superior court clerk will notify the court(s) in the outside jurisdiction(s) about the current case in Los Angeles County for purposes of possible parole/probation violations in those jurisdictions.

Note: When an arrestee's out-of-state rap sheet(s) cannot be obtained before the case is presented for filing, this information shall be conveyed to the prosecutor.

Existing filing procedures of the City Attorney and District Attorney's offices governing domestic violence cases are not affected by this Order.

Any questions regarding this Order should be directed to Office of Operations, Evaluation and Administration Section, at (213) 473-8826.



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