

OFFICE OF OPERATIONS

OPERATIONS ORDER NO. 3

March 29, 2013

SUBJECT: ARREST REPORT APPROVAL CHECKLIST, FORM 05.02.15 -
ACTIVATED

PURPOSE: This Order activates the Arrest Report Approval Checklist, Form 05.02.15, to assist officers and supervisors in ensuring that arrest reports are complete and that all related reports are attached, and to have a standardized checklist for all arrest reports.

PROCEDURE:

I. ARREST REPORT APPROVAL CHECKLIST, FORM 05.02.15 - ACTIVATED. The Arrest Report Approval Checklist, Form 05.02.15, has been activated.

A. Use of Form. This form is used to ensure arrest reports are complete and all related reports are attached.

B. Completion. The completion of this form is self-explanatory.

C. Distribution.

1 - Original, attached to the filed copy of the arrest report.

1 - **TOTAL**

II. OFFICER'S RESPONSIBILITY. The officer completing the arrest report must ensure an Arrest Report Approval Checklist is attached to the arrest report submitted to the watch commander for review.

Note: The use of all other arrest report approval checklists must be discontinued.

III. WATCH COMMANDER'S RESPONSIBILITIES. When reviewing an arrest report, the watch commander must:

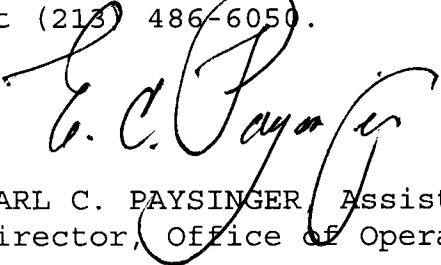
- * Ensure an Arrest Report Approval Checklist is attached to the arrest report;
- * Complete the appropriate boxes related to the arrest report; and,
- * Place his/her signature and serial number at the bottom of the Arrest Report Approval Checklist.

IV. **COMMANDING OFFICER'S RESPONSIBILITY.** Commanding officers must ensure that watch commanders utilize the Arrest Report Approval Checklist for all arrest reports.

V. **AREA RECORDS PERSONNEL'S RESPONSIBILITIES.** Ensure the Arrest Report Approval Checklist remains attached to the filed copy of the arrest report. If an Arrest Report Approval Checklist is received unsigned, or an arrest report is received without an Arrest Report Approval Checklist, resubmit the report to the watch commander for review.

FORM AVAILABILITY. The Arrest Report Approval Checklist is attached to this Order for immediate use and distribution and is accessible in LAPD E-Forms on the Department's Local Area Network. All other versions of this form must be destroyed and placed in the Area/division recycling bin.

Any questions regarding this Order should be directed to the Evaluation and Administration Section, Office of Operations, at (213) 486-6050.



EARL C. PAYSINGER, Assistant Chief
Director, Office of Operations

DISTRIBUTION "D"

Attachment

ARREST REPORT APPROVAL CHECKLIST

DR# _____

BOOKING # _____

DATE _____

REPORT FACE SHEET

- | | | |
|--|------------------------------|---------------------------------------|
| Automated Field Data Report (AFDR) Number on Arrest Report | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Required |
| Incident Number at the bottom of report | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Required |
| Admonition of Rights box completed (name/serial and page #, or "Not Admonished") | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Required |
| Use of Force box checked | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Required |
| All identifying numbers included (FBI, J, CII, DR, and Main #s) | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Required |
| Marsy's Rights Card provided and box checked | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Required |

NARRATIVE

- | | | |
|---|------------------------------|---------------------------------------|
| Court Information section and all other required headings included | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Required |
| Watch commander providing booking approval (name/serial #) | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Required |
| Medical Treatment documented (name of doctor and hospital) | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Required |
| If money was booked, all reports agree on the amount | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Required |
| Receipt for Property Taken into Custody, Form 10.10.00, completed for each arrestee | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Required |
| Property Report completed and consistent with Form 10.10.00 | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Required |
| Firearms Supplemental Property Report, Form 10.01.01 completed; VIPU notified | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Required |
| Photo(s), Video(s), DICV, or Digital Imaging information included | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Required |

RELATED REPORTS

- | | | |
|--|------------------------------|---------------------------------------|
| ePCD completed and submitted to watch commander | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Required |
| ePCD approved by watch commander and forwarded to magistrate for review | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Required |
| City Attorney Disclosure Statement | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Required |
| Criminal History Report / CCHRS | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Required |
| DMV history | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Required |
| Request for Confidentiality of Information, Form 03.02.00 or 03.02.01 | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Required |
| Arrestee signed out and all fields on the detention log completed | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Required |
| Hate Crime Resource Pamphlet provided and box checked on Form 03.02.00 or 03.02.01 | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Required |
| DMV Admin Per Se form of suspension attached to DUI Arrest Report and mail to DMV | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Required |

GED ARRESTS

- | | | |
|--|------------------------------|---------------------------------------|
| Gang stamp on face sheet | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Required |
| Arrest report reviewed and initialed by a GED supervisor | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Required |
| Arrest report narrative indicates officers were in uniform and in a marked black/white police vehicle. Does the Sergeant's log provide an exception? | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Required |

JUVENILE ARRESTS

- | | | |
|---|------------------------------|---------------------------------------|
| Juvenile Arrest Supplemental Report, Form 05.02.06 | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Required |
| Juvenile Arrest PCD completed and submitted to watch commander | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Required |
| Telephone calls (or refusal) documented (three within three hours; two within one hour of arrest) | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Required |
| Parent/Guardian notified and information listed on the face sheet | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Required |
| Released in compliance with the six hour rule | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Required |
| Gladys R. Questionnaire | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Required |

BOOKING RECOMMENDATION

- | | | |
|---|------------------------------|---------------------------------------|
| Booking Approval signed by the watch commander (time of inspection/interview) | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Required |
| Type of booking search and results documented on the Booking Approval, Form 12.31.00, and report narrative (i.e., signature/serial # of watch commander approving the search; date/time of search; name of officer conducting the search) | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Required |

Watch Commander Approving _____

Serial No. _____