

**CHIEF OF DETECTIVES**

**NOTICE**  
1.8

April 24, 2020

**TO:** All Concerned Personnel

**FROM:** Chief of Detectives

**SUBJECT:** NAMING OF CASES IN EVIDENCE.COM TO BE SHARED WITH DISTRICT ATTORNEY AND CITY ATTORNEY

**PURPOSE:** The purpose of this Notice is to delineate the guidelines related to the naming of cases created in Evidence.com to be shared with the District Attorney or the City Attorney.

**PROCEDURES:** Effective immediately, all cases created in Evidence.com that are meant to be shared with the District Attorney are to be named with the numeric DR number, with no additional characters.

**Example:** 201312345  
**Do not use:** 2013-12345 or 20-1312345

All cases created in Evidence.com meant to be shared with the City Attorney are to be named with the 12-digit numeric incident number.

**Example:** 200405001234  
**Do not use:** PD20040500001234 or 20040500001234

Should you have any questions regarding this Notice, please contact Detective Bureau at (213) 486-7000.

**APPROVED:**



KRIS E. PITCHER, Deputy Chief  
Chief of Detectives



DOMINIC H. CHOI, Deputy Chief  
Chief of Staff  
Office of the Chief of Police

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