

**OFFICE OF THE CHIEF OF POLICE**

June 19, 2020

**NOTICE**  
10.4

**TO:** All Department Personnel

**FROM:** Chief of Police

**SUBJECT:** REFRAIN FROM USING PERSONAL FORMS IN PLACE OF OFFICIAL  
DEPARTMENT ISSUED FORMS

The purpose of this Notice is to remind employees to refrain from creating and using their own personal forms in place of official Department forms.

Department employees shall only use the Los Angeles Police Department Forms application for official Department documents and shall refrain from creating their own version of Department forms. While it is encouraged that our employees take the initiative to be innovative, the practice of using unofficial forms can create unnecessary record retention-related issues and formatting problems that occur when information is scanned and indexed into the Integrated Crime and Arrests Report System.

**Note:** The use of official Department documents applies only to Department personnel and does not apply to outside agencies who use their own documents (e.g., Los Angeles Unified School Police Department, California Highway Patrol). Department personnel should continue to accept forms from outside agencies according to past practice.

Any questions regarding this Notice can be directed to Records and Identification Division, at (213) 486-8151.



MICHEL R. MOORE  
Chief of Police

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