

OFFICE OF THE CHIEF OF POLICE

NOTICE
10.4

October 15, 2019

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 (LAPD) 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. The use of unauthorized forms has created report formatting problems that occur when information is scanned and indexed into the Integrated Crime and Arrests Report System (ICARS). Ultimately, LAPD Forms create uniformity throughout the Department, promote efficiency, and mitigate the possibility of errors and liability that may arise from the use of unauthorized Department forms.

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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