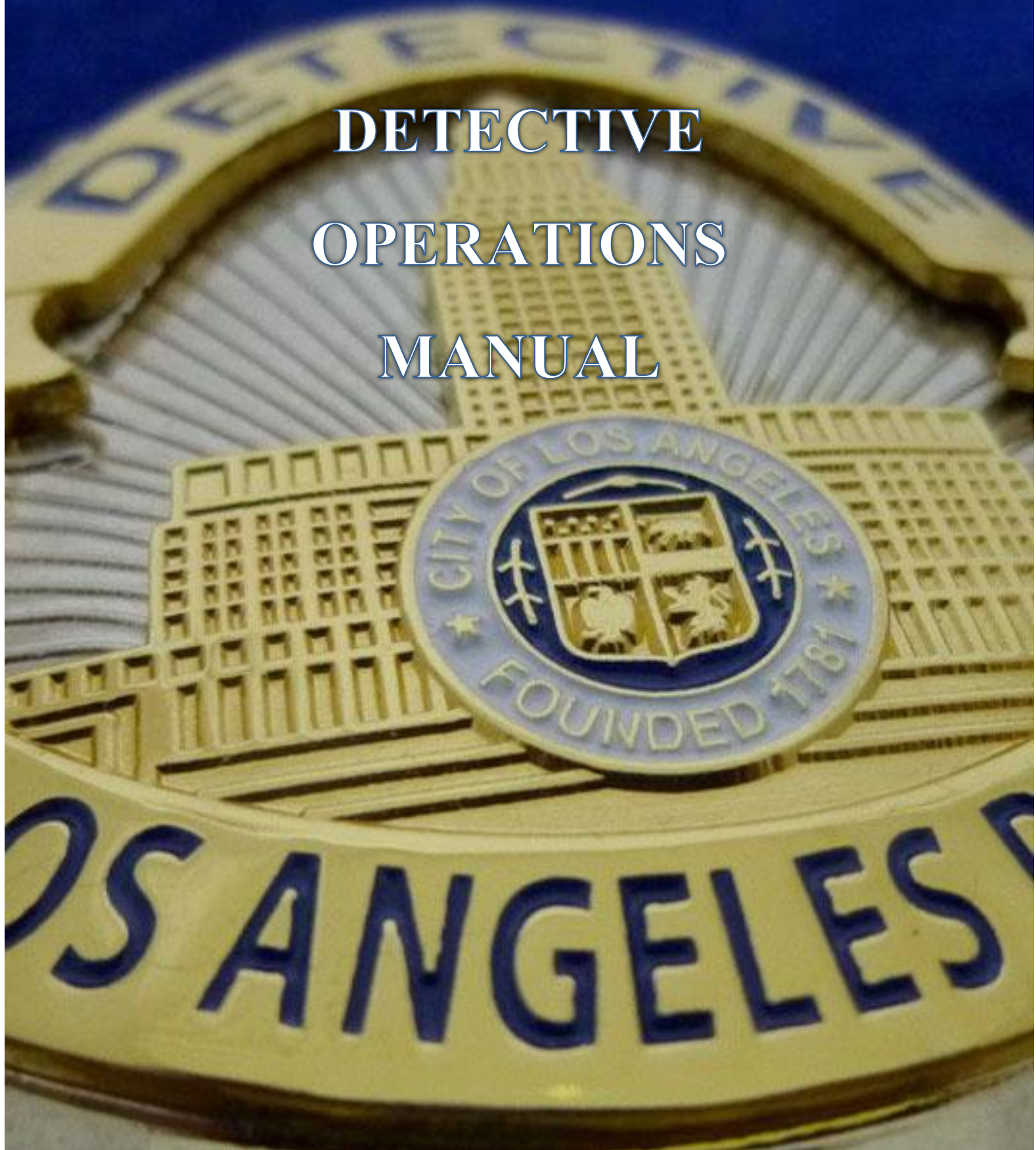


# Los Angeles Police Department

## DETECTIVE OPERATIONS MANUAL



*Detective Operations Manual*  
*Acknowledgments*

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The Los Angeles Police Department's Detective Operations Manual (DOM) was established in 1982 by Office of Operations Order No. 7, dated April 29, 1982. Extensive effort has been made to incorporate Department-wide investigative procedures and organization changes. The DOM is accessible through the Local Area Network via the Department's Home Page under "LAPD Reference."

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**I/100.00      ELECTRONIC  
                  “E-DOCUMENTS”**

Although handwritten documents may still be acceptable, most are submitted via an electronic, or “E-document,” typed on a computer or word processor.

**I/100.01      Use of “E-Documents”**

Once a document has been submitted via chain of command, it is “memorialized” and becomes a historical document. Additional information obtained after the initial Follow-Up Investigation, Form 03.14.00, has been submitted, must be documented on a new 03.14.00 as a Supplemental Investigation. The additional information must not be added to an “E-document” that has previously been submitted and routed through chain of command. The Supplemental document must stand on it’s own.

**I/105.00      FOLLOW-UP  
                  INVESTIGATION,  
                  FORM 03.14.00**

**105.01      Purpose of Form**

The Follow-Up Investigation, Form 03.14.00, is the Department’s primary form used to record additional information and results of an investigation after completion of the original crime or incident report. It is an integral part of the Department’s reporting system and may be the basis for criminal or civil litigation.

These guidelines have been prepared to assist detectives and officers in the proper use and completion of the Follow-up Investigation report.

**I/110.00      USE OF FORM**

The Follow-Up Investigation, Form 03.14.00, is used to record additional information gained subsequent to the completion of the

original report, to correct information on the original report, to report the progress in the investigation or to change the case status of the:

- Arrest Report, Form 05.02.00
- Death Investigation, Form 03.11.00
- Injury Investigation, Form 03.15.00
- Missing/Found Persons Investigation, Form 03.16.00
- Non-traffic Notice to Appear, Form 05.02.02
- Investigative Report, Form 03.01.00
- Property Report, Form 10.01.00
- State of California, Department of the Highway Patrol, Vehicle Report,
- CHP 180
- Victim’s Supplemental Property Loss Report, Form 03.04.00
- Victim’s Supplemental Financial Loss Report, Form 03.05.00

**I/110.01      Exceptions for Use of  
                  Form 03.14.00**

**Disposition of Arrest and Court Action,  
Form 05.09.00**

Use a Form 05.09.00 when correcting information on the original Form 05.09.00

**Injury Investigation, Form 03.15.00**

Use an Investigative Report, Form 03.01.00, when reclassifying an injury to a crime.

### **Investigator's Final Report, Form 05.10.00**

Use a Form 05.10.00 when correcting information on the original Form 05.10.00.

### **Missing/Found Persons Investigation, Form 03.16.00**

Use an Investigative Report, Form 03.01.00, when reclassifying as missing person investigation to a crime.

To report a final disposition, use a copy of Form 03.16.00 in lieu of a Form 03.14.00 (*refer: LAPD E-Form 03.16.00, Manual of Juvenile Procedures, Chapter 18/1814*).

### **Property Report, Form 10.01.00**

Use a Form 10.01.00 to book additional property related to a previously completed Property Report.

### **Vehicle Report, CHP 180**

Use this form when changing the status of a vehicle in the Stolen Vehicle System.

### **I/110.02 Special Follow-up Reports**

The following special follow-up reports are used in lieu of a Form 03.14.00 in some circumstances:

#### **Murder Investigation Progress Report**

Use plain white paper (*refer: Homicide Manual; Department Manual Section 4/710.20*).

**Victim's Supplemental Property Loss, Form 03.04.00 or Victim's Supplemental Financial Loss Report, Form 03.05.00** (*refer: LAPD E-Form 03.04.00*).

### **I/110.03 Specialized Investigation Follow-up Reports**

The following specialized investigations use the listed report(s) as a follow-up report:  
**Narcotics Report, Form 03.19.00**

Use an additional Form 03.19.00 (*refer: LAPD E-Form 03.19.00 Narcotics Report*).

Use a Narrative Supplemental, CHP Form 556 or a Traffic Collision–Status Report, Form 4.

### **Vice Report, Form 03.18.00**

Use an additional Form 03.18.00 (*refer: LAPD E-Form 03.18.00*).

### **I/110.10 Timeliness**

A Form 03.14.00 shall be initiated as soon as practicable after information requiring its initiation has been learned, or the investigation is completed. Once completed, Forms 03.14.00 shall be submitted for approval and distributed. Forms 03.14.00 shall not be held.

### **I/120.00 GENERAL INITIATION INSTRUCTIONS**

A Follow-up Investigation, Form 03.14.00, shall be initiated when:

- Required by case categorization.
- There is a change in the case status.
- The original crime or incident is reclassified (*refer: DOM Volume I, Section 110.01, for exceptions*).
- The responsibility for investigation of the case is transferred to another division.
- Corrections to the original report(s) are necessary.



- There is additional property loss (absent a Victim's Supplemental Property Loss, Form 03.04.00 or Victim's Supplemental Financial Loss Report, Form 03.05.00), a property deletion, or a property recovery.
- There is a significant change in the description of the missing property.
- Information is developed subsequent to the original report, which must be officially documented in order to obtain a filing.
- Subsequent information is learned, or follow-up investigation is conducted, which merits documentation. These circumstances would include:
  - Information which tends to identify or eliminate a known or possible suspect.
  - A change in the suspect's identity (e.g., name, moniker or nickname).

**NOTE:** The concerned commanding officer shall ensure the Consolidated Crime Analysis Database (CCAD) is updated by a Department employee. The Follow-Up Investigation, Form 03.14.00, shall contain the words **UPDATE CCAD INFORMATION** in bold print centered on the first line of the report narrative (*refer: DOM Volume I, Section I/120.10*).

- Investigative efforts which produce positive or negative information toward solving the crime.

**EXCEPTION:** *Refer: Homicide Manual for Death Report and Murder Investigative Report (IR) requirements.*

- A request for laboratory confirmation of National Integrated Ballistics Information Network (NIBIN) Links is warranted based on follow up investigative findings

after the NIBIN link is reported by Forensic Science Division, FSD. (**Refer: Chief of Detectives Notice, Laboratory Confirmation of National Integrated Ballistics Information Network (NIBN) Links, dated August 1, 2011, for specific information that is required**).

- Required by a detective supervisor.
- Missing juvenile cases require a Form 3.14, Follow-Up Investigation progress report to be completed at 30 and 90 days, six months, and one year progress reports (*refer: Manual of Juvenile Procedures Chapter 21/2125*).

Information or investigative efforts, which do not merit a Form 03.14.00, shall be documented in the "**Case Notes**" section of the Detective Case Tracking System (DCTS) or if unavailable on a Detective's Case Progress Log, Form 01.44.00.

**NOTE:** *All references to the Form 01.44.00, in this Manual presuppose the primary use of the DCTS "**Case Notes**" section and the "**Print 1.44**" feature.*

**EXCEPTION:** A Chronological Record, Form 03.11.06, may be used in lieu of a Form 01.44.00.

Relevant information recorded on the Form 01.44.00 (or Chronological Record) shall be transferred to the Form 03.14.00, when reporting the progress in the investigation or to change case status.

#### **I/120.10 Consolidated Crime Analysis Database**

When any Department employee clears a crime in the Consolidated Crime Analysis Database (CCAD), a Follow-up Investigation, Form 03.14.00, must be completed and approved identifying the case status (i.e. Cleared Other, Cleared by Arrest,

Unfounded, or Investigation Continued). The Department employee will then enter the clearance code in CCAD. The Follow-up Investigation, Form 03.14.00, must identify the actual date the crime was solved and/or cleared in the narrative of the 03.14.00 for CCAD input. To the right of the clearance code in CCAD will be a field "Actual Date Cleared (ADC)." In the ADC field, the person entering the information shall enter the actual date that the crime was solved and/or cleared. This field allows the Department to differentiate if a crime was cleared in the current year or if it was cleared in a prior year. This will ensure that crime clearance statistics are accurate for the current year and will allow the Department to account for clearances that occurred in prior years without affecting the current year's clearance rate (*refer: Chief of Detectives Notice, Crime Clearances in Consolidated Crime Analysis Database, dated August 14, 2014*).

**NOTE: RHD will be the ONLY entity authorized to update CCAD on Cleared Other Homicide Cases.**

#### **I/121.00 Case Categorization**

All reports assigned to detectives are categorized into one of two categories to focus attention on those cases, which are more serious and/or solvable than others. To determine whether a report falls within Category One or Two, a detective supervisor **shall** review the original report and any accompanying reports for specific circumstances or significant facts which may demand further investigation and/or may lead to solving the crime. When making a determination, the detective supervisor must consider, but not be limited to the following:

- Suspect's Identity
  - Named suspect (including moniker) or associate

- Physical evidence that could identify suspect
  - Possible address or location which the suspect frequents
  - Victim/witness could possibly identify suspect from a live or photographic show-up
- Vehicle
  - License number and/or vehicle description
- Seriousness of the Crime
  - Death or injury to victim
  - Degree of potential hazard to the victim, witness and/or public
  - Sex crime involved
  - Weapon, force or threat used
  - All missing juvenile cases where the juvenile has not been found,
  - Anytime when significant information is received.

***(Refer: Manual of Juvenile Procedures Chapter 21/2125).***

- Property
  - Amount of property loss (amount is at commanding officer's discretion)
  - Serialized firearms
  - Other serialized articles
  - Uniquely described articles

- Investigative Knowledge
  - Major crime patterns (MO)

- MOs of known suspect's

With the exception of the circumstances listed in ***DOM Volume I, Sections 121.01 through 121.02***, the presence or absence of any of the above does not mean the case shall automatically be assigned to a particular category.

The detective supervisor shall exercise discretion when determining the appropriate category based upon experience, expertise and the chance that the crime may be solved.

#### **I/121.01      Category One—Required Follow-up**

This category shall include:

- All crime reports assigned to a detective, which involve an arrestee. In-custody arrestees shall normally be handled before all other cases.
- All crime reports which have significant leads and specific circumstances which demand immediate investigation.
- All non-crime reports which demand immediate investigation.
- All reports involving murder, sexual abuse (rape or felony sexual assault) or serious injury (permanent injury, or injury resulting in hospitalization or substantial incapacitation for a significant period of time).
- All crimes involving hatred or prejudice.
- All crimes stemming from consumer product tampering.
- All property reports wherein a lost, stolen or wanted firearm is booked.

**NOTE:** These property reports shall be assigned regardless of the fact that a detective from another division or section

may be assigned the crime report for investigation.

- All missing juveniles cases where the juvenile has not been found, specifically;
  - 30 days
  - 90 days
  - Six months
  - Each anniversary year thereafter, until missing juvenile is found, or case is closed.
  - Anytime when significant information is received.

***(Refer: Manual of Juvenile Procedures Chapter 21/2125).***

#### **In-Custody Cases**

A Form 03.14.00 is required to report the investigative results/progress of Category One cases involving hatred or prejudice, or crimes which have in-custody arrestees within ten working days from the date assigned unless an extension is granted on an individual case-by-case basis by the detective supervisor.

**EXCEPTION:** For physical or sexual abuse crimes, the Form 03.14.00 shall be completed within 30 calendar days from the date assigned unless an extension is granted on an individual case-by-case basis by the detective supervisor.

#### **Non-Custody Cases**

A Form 03.14.00 for non-custody cases, other than those, which involve hatred or prejudice, shall be submitted within 30 calendar days from the date assigned unless an extension is granted on an individual case-by-case basis by the detective supervisor. If an arrest is

made during the 30 calendar day period, it becomes an in-custody case.

A Form 03.14.00 shall be submitted within ten working days from the date the arrest is assigned. An extension may be granted on an individual case-by-case basis by the detective supervisor.

Blanket authority to extend any of these due dates **shall not** be granted.

**EXCEPTION:** *Refer: Homicide Manual; follow-up requirements for Death reports and Murder IRs.*

**EXCEPTION:** *Refer: Manual of Juvenile Procedures; follow-up requirement schedule for missing juvenile reports and investigations.*

#### **I/121.02 Backlogged Case—Defined**

When a Follow-up Investigation, Form 03.14.00 is not submitted on a Category One case within the required ten or 30 day due date, the case is deemed to be a backlogged case, regardless of any due date extension. The case will remain a backlogged case until such time that a Form 03.14.00 is submitted.

#### **I/121.03 Category Two—No Mandatory Victim Contact by Detectives**

This category shall include all cases, which are not assigned to Category One. Detectives shall investigate Category Two cases only when all Category One cases have been handled. Category Two cases shall be reviewed by the detective supervisor, maintained in the appropriate detective's work folder and reviewed by the assigned detective to ensure knowledge of crime trends. Detectives are **not** required to routinely contact Category Two victims.

If investigated, the follow-up efforts on a Category Two case shall be documented on the Detective's Case Progress Log, Form 01.44.00, or on a Chronological Record, Form 03.11.06 (***refer: DOM Volume I, Section 120.00***). If a significant lead is discovered, the detective shall notify the detective supervisor who shall determine if the case shall be reclassified to Category One.

This category includes:

- Gasoline drive-outs where the theft of gasoline is the only crime involved, and the fact that the victim does not wish to prosecute is indicated on the IR.
- Annoying or threatening telephone calls which do not have:
  - A named suspect;
  - A specific lead which would direct the detective to the suspect (e.g., a suspect's telephone number); **or**
  - An immediate need for investigation (e.g., an imminent danger to the victim).

These calls are investigated by telephone companies and may be upgraded to a Category One based on the results of their investigation.

#### **I/121.04 Using Volunteer for Victim Contact**

Area detective division and specialized detective division commanding officers should, when volunteers are available, ensure Category Two victims are contacted by personnel (volunteers) other than detectives.

Category Two victims should be contacted telephonically and/or by mail in a timely manner. Area detective division and detective commanding officers are

encouraged to use volunteers to make the notifications whenever possible. Detectives **shall not** be used for this purpose.

**I/121.05     Detective Work Load Effect  
                 on Categorization**

The category to which a particular report is assigned may not vary between geographic Areas because of work load or personnel differences.

**I/121.06     Categorization Upgrading and  
                 Downgrading**

A detective supervisor shall upgrade a case when new information causes it to fall within the criteria of Category One. A case may not be downgraded.

**I/130.00     SPECIAL INITIATION  
                 INSTRUCTIONS**

**I/131.00     Death Investigations**

*(Refer: Homicide Manual for Case Preparation and Written Report requirements).*

**I/132.00     Factually Innocent**

A Follow-up Investigation, Form 03.14.00, shall be initiated whenever a detective determines that an arrestee is factually innocent. The Form 03.14.00 shall be a follow-up report to the arrest report **and** to the crime report, if any, and shall record the information supporting the determination of factually innocent.

An arrestee shall be considered factually innocent when the detective has clearly established that the arrestee did not commit the crime **or** that the crime is Unfounded.

**EXCEPTION:** An Investigator's Final Report, Form 05.10.00, may be used in lieu of a Form 03.14.00, when there is no

corresponding crime or combined crime and arrest **and** the information supporting the determination of factually innocent can be completed in the space available on the Form 05.10.00 (*refer: DOM Volume I, Section 310.00*).

**I/133.00     Missing Juvenile Reports**

A Follow-up Investigation, Form 03.14.00, indicating "Investigation Continued" shall be completed on minors who remain missing for more than 30 days (*refer: DOM Volume I, Section 160.01, and Manual of Juvenile Procedures for multiple use and additional instructions*).

**NOTE:** The Detective Case Tracking System (DCTS) **shall** be updated to reflect current case status. Remember to indicate a Form 03.14.00 has been completed even when the case status is Investigation Continued (I/C).

**I/150.00     GENERAL  
                 COMPLETION  
                 INSTRUCTIONS—  
                 FOLLOW-UP TO A  
                 SINGLE REPORT**

*(Refer: DOM Volume I, Section 160.00, for multiple report procedures).*

**I/151.00     Upper Portion of Form  
                 (follow-up to a single report)**

This portion of the Form 03.14.00 is comprised of the **MULTIPLE** box through **CASE STATUS**. "Case Status" is covered separately in *DOM Volume I, Section 152.00*.

If any of the information called for in Sections 151.03 through 151.12 has already been changed from that which appeared on the original report, use the corrected information.

### **I/151.01 Multiple Box**

Leave blank. (For multiple reports, see I/160.00, General Completion Instructions-Follow-Up to Multiple Reports, pg. 22)

### **I/151.02 Date This Report**

Record the date the Form 03.14.00 is completed and submitted for approval.

### **I/151.03 Date Original Report**

Self explanatory.

### **I/151.04 Specific Type Original Report**

Record the specific type of the original report. **Do not** use Penal Code sections.

- When multiple crimes are reported on one IR, state the specific type of multiple crimes.

#### **EXAMPLE:**

SPECIFIC TYPE OF ORIGINAL REPORT (ADW, TFV, EVID, ARREST/BURG, ETC.)  
**Kidnap/Rape/Robbery**

- When completing a Form 03.14.00 as a follow-up to an arrest report or to a combined crime and arrest report, enter the following:
- Arrest (Charge), **or**
- Crime/Arrest (Crime reported)

#### **EXAMPLES:**

SPECIFIC TYPE OF ORIGINAL REPORT (ADW, TFV, EVID, ARREST/BURG, ETC.)  
**Arrest (Battery)**

SPECIFIC TYPE OF ORIGINAL REPORT (ADW, TFV, EVID, ARREST/BURG, ETC.)  
**Crime/Arrest (Shoplift)**

When making changes to a Forgery/Identity Theft Supplemental, Form 03.07.00, the

investigating officer shall use the Form 03.14.00 to clarify or obtain additional information from the victim.

### **I/151.05 Reporting District**

Record the reporting district (RD) as reported on the original report.

### **I/151.06 DR Number (Division of Records)**

Record the DR Number as reported on the original report.

### **I/151.10 Victim/Booked To/Arrestee**

When the Form 03.14.00 is a follow-up to a crime report, record the victim's name. If there are multiple victims (e.g., robbery) record the primary victim's name.

The names of all additional victims shall be placed at the top of the narrative. When the Form 03.14.00 is a follow-up to an arrest report, record the arrestee's name. When the Form 03.14.00 is a follow-up to a combined crime and arrest report, record the victim's name in this box. When the Form 03.14.00 is a follow-up to a property report, record the name to which the property is booked.

### **I/151.11 If Reclassifying to Homicide**

Record the victim's sex, descent and age in this box when reclassifying a Investigative Report, Form 03.01.00, to "Murder" or a Death Report, Form 03.11.00 to "Homicide" (*refer: DOM Volume I, Chapter One, Exemplar #1*).

**NOTE:** When a reported crime or incident is reclassified to a murder and the death occurs in a subsequent calendar year, the Death Investigation, Form 03.11.00 shall be assigned a new DR Number (reference the old DR Number). The required Investigative Report, Form 03.01.00; Follow-Up

Investigation, Form 03.14.00 shall bear the new Death Investigation DR Number and cross reference the prior DR Number in the narrative. Attach a copy of the face sheet of the original crime report to the copy of the Form 03.14.00 that is sent to Information Technology Division.

**(Refer: Homicide Manual for reporting requirements).**

#### **I/151.12      Booking Number**

The booking number is only required when making corrections or additions to an arrest report or to a combined crime and arrest report. The booking number from the original arrest report shall be listed in this box.

A corrected booking number shall be recorded in the upper portion of the narrative.

#### **I/151.13      Work Folder**

Although the Detective Case Tracking System (DCTS) has automated case tracking numbering, this section may be utilized under special circumstances. The **WORK FOLDER** box is optional. It is used to record the division control number assigned to the original report. When using the DCTS assigned tracking number, the **PERIOD ORIGINAL REPORT** box shall be a number from 1–12 representing a calendar month. The **INDEX NO.** box is for the report number in that month.

#### **EXAMPLE:**

WORK FOLDER	
PERIOD ORIG. RPT.	INDEX NO.
<b>4</b>	<b>63</b>

#### **I/152.00      Case Status (follow-up to a single report)**

The appropriate case status number shall be circled or the box checked when a Follow-Up Investigation, Form 3.14, is submitted, whether or not a suspect is arrested. Only **one** case status number shall be circled on a Form 03.14.00 covering a single DR number. When a non-crime report shares a DR number with a crime report, the Form 03.14.00 to the non-crime report shall reflect the current case status of the crime report.

When a non-crime report does not share a DR number with a crime report, the case status may only be “Unfounded” or “Investigation Continued” (*refer: DOM Volume I, Section 152.30 and 152.40*).

#### **I/152.01      Clearances Defined**

The Department’s purpose in investigating crime reports is to identify, arrest, and assist in the prosecution of law violators. In addition, the Department makes every effort to recover property, to identify its rightful owners, and to ensure its **PROMPT** return.

When a crime report is “Cleared by Arrest” or “Cleared Other,” it means that the detective has solved the crime and has taken all possible, appropriate action against at least one suspect. It also means that no further action or investigation is expected to take place regarding the suspect unless it is required for furtherance of the prosecution or additional information is brought to the detective’s attention. The fact that the crime report is cleared does not relieve the detective of the responsibility to investigate co-suspects or recover property.

Only **crimes** that occurred in the City of Los Angeles that have a victim and were reported on a Department crime report may be cleared. There can be only one clearance per DR number, regardless of whether there

are multiple crimes or victims reported under a single DR number.

**Charges** cannot be cleared. Charges such as narcotics possession or CCW are reported on arrest reports, not crime reports.

Occasionally, the Penal Code and case law allow certain charges to be filed based upon other crimes which are reported (e.g., 666 PC based upon 490.2 PC with certain prior convictions) or upon other reported incidents (e.g., vicarious liability murder—187 PC based upon the occurrence of a justifiable homicide during certain crimes).

Again, charges such as petty theft with a prior and vicarious liability murder may not be cleared. The original crimes upon which the charges are based may be cleared.

Felony crimes may **only** be cleared by the use of a Form 03.14.00 Misdemeanor crimes may be cleared by a Form 03.14.00 or by use of a combined crime and arrest report.

**EXCEPTION:** Felony crimes processed by the 17(b)(4) PC bypass procedure or when stamped by the filing team may be cleared with a Form 05.10.00 (*refer: DOM Volume I, Section 360.00, regarding modified 17(b)(4) PC bypass procedures for selected booking charges*).

**NOTE:** Case clearance requirements are based on FBI Uniform Crime Reporting (UCR) guidelines. While interpretation of these guidelines may vary, the requirements are not subject to revision or alteration on a local basis. The Department does, however, interpret the UCR guidelines in the setting of higher standards for case clearances in some instances.

#### **I/152.10      Cleared by Arrest— Adult Felony Cases**

“Cleared by Arrest” shall be indicated when:

- A person is arrested **and** charged with the commission of the offense **or** a related felony or misdemeanor offense based upon the crime report.

**NOTE:** “Charged” means a complaint **filed** with a federal, state or local court by the Department, or by another law enforcement agency when the Department’s case is included in their filing. **Prosecution** within another country based upon the Department’s case meets these criteria.

A “related offense,” for the purpose of clearance, is any offense which is included within the original crime or which is filed in lieu of the original crime (e.g., burglary crime, receiving stolen property filed; GTA crime, DWOC filed). A further requirement is that it must be reasonably established that the person charged with the offense actually committed the original crime (e.g., to clear a burglary crime by filing receiving stolen property, the detective must be able to reasonably show that the suspect was the burglar, and not just a receiver) (*refer: DOM Volume I, Section 152.01, regarding narcotics and CCW charges*).

- The matter is set for a District Attorney or a City Attorney hearing.
- A felony warrant based on the crime report has been served and the named suspect has been booked.

**NOTE:** Mark the case status “Investigation Continued” when a felony warrant has been obtained but has not been served. Recalling or canceling a warrant is not a basis for a “Cleared by Arrest” clearance.



**I/152.11      Cleared by Arrest—  
Adult Misdemeanor Cases**

“Cleared by Arrest” shall be indicated when:

- A person is arrested and charged with the commission of the offense or a related offense based upon the crime report, **or**
- The perpetrator is identified, **and**
  - A warrant is issued for the perpetrator’s arrest, **or**
  - The matter is set for a District Attorney or City Attorney hearing, **or**
  - The person is cited into court by citation or voluntary appearance letter (non-custody cases), **or**
  - The matter is deemed an infraction and a court hearing is scheduled.

**I/152.12      Cleared by Arrest—  
Juvenile Cases (Felony and  
Misdemeanor)**

“Cleared by Arrest” shall be indicated when:

- The juvenile is identified as the perpetrator, **and**
- The juvenile is arrested, **and**
- A petition is requested, **or**
- The juvenile is referred to another agency, **or**
- The juvenile is counseled and released.

When a non-book petition and warrant request for a juvenile has been made, the case **shall not** be “Cleared by Arrest” until the juvenile has been arrested.

**EXCEPTION:** If a case involves multiple suspects, and action has been taken against at

least one individual in the case, “Cleared by Arrest” shall be the case status. Action taken means an arrest and filing on an adult, or an arrest and either petition request, referral, or counseling on a juvenile.

**I/152.20      Cleared Other**

The UCR guidelines established criteria for an exceptional clearance, which the Department identifies as "Cleared Other."

"Cleared Other" shall be indicated when a case has progressed to a point where further action cannot be reasonably taken and ***all four*** of the following circumstances exist:

- The identity of the perpetrator has definitely been established, **and**
- A location at which the perpetrator could be arrested is known to the detective, **and**
- There is sufficient, admissible information and/or evidence to support an arrest, the filing of a complaint based on the offense(s) under investigation, and submission of the case to a court for prosecution, **and**
- The reason further action cannot be taken is outside of police control based on the examples in ***DOM Volume I, Section 152.21 through 152.24.***

**NOTE:** Sufficient, admissible information and/or evidence to support the filing of a complaint means that there is a strong and reasonable expectation that the arrestee would be convicted in a trial. This determination is to be made within the Department.

**I/152.21      Outside of Police Control—  
Prosecution Rejection  
Examples**

When a filing deputy rejects a complaint, further action would be outside of police

control if the reason for the rejection was that:

- The filing deputy does not believe the probability of conviction meets their agency's standards.

**NOTE:** The Department should consider the filing deputy's reasons for rejection when making its own determination as to whether a case is fileable (*refer: DOM Volume I, Section 152.20–NOTE*).

- The filing deputy intends to violate the perpetrator's probation in lieu of filing new charges.
- The filing deputy defers filing for revocation of parole.
- It is the policy of the prosecuting agency not to prosecute for the type or classification of offense.
- The perpetrator is serving time in another jurisdiction, and the perpetrator's release cannot be obtained.
- The perpetrator is offered immunity.
- The perpetrator is facing prosecution on other local charges.
- The perpetrator is charged with a more serious offense in another jurisdiction and is released to them.
- The cost of prosecution is highly disproportionate to the crime.
- It is in the interest of justice.
- The violation is *de minimis*. (The violation is so minimal that a deterrent purpose would not be served by prosecuting the offense. This would include "time served" rejects).

- In lieu of prosecution, the filing deputy elects to refer the perpetrator to a public social service agency or other services deemed necessary.
- A witness who could "make the case" is reluctant to testify and the prosecutor refuses to compel the witness' appearance in court.

**NOTE:** Any of the above must be documented in writing by the filing deputy in the rejection of complaint.

When a suspect for whom a felony warrant has been issued is arrested or precisely located in another state or nation, and a deputy district attorney refuses to attempt either extradition or prosecution under the laws of that state or nation, then further action would be outside of police control.

#### **I/152.22      Outside of Police Control— Victim Refuses to Prosecute/Cooperate**

A victim's lack of cooperation or refusal to prosecute does not preclude filing or prosecution when the case can be proven otherwise.

Department personnel **shall not** solicit statements from victims indicating they do not wish to prosecute (*refer: DOM Volume II, Section 1500.60, regarding filing of criminal complaints*).

In a case where the victim refuses to prosecute or cooperate and the victim's testimony is essential in substantiating the elements of the crime, further action shall be deemed to be outside of police control. The case may be cleared without a complaint being sought if all four of the circumstances exist as discussed in DOM Volume I, Section 152.20.

**NOTE:** A witness' refusal to cooperate or testify is not a basis for a clearance. A witness' refusal only affects the sufficiency of admissible information and evidence (*refer: DOM Volume I, Section 152.20, third bullet*). However, when the District Attorney's Office declines to compel a witness to testify in conjunction with rejecting a filing, the case may be "Cleared Other" if the testimony of the witness would have "made the case." If a witness is compelled to testify, detectives shall make every effort to ensure the safety of the witness through the Witness Protection Program (*refer: DOM Volume II, Section 2000.00*).

**EXCEPTION:** A complaint **shall** be sought or, when appropriate, an in-person or FAX filing reject (include prosecutor's name in the Form 03.14.00) shall be obtained, for the following situations:

- The case involves domestic violence.
- The injury to the victim is of a serious nature and is likely to result in death, a long-term disability, or hospitalization for a significant period of time.
- A firearm was used in the commission of the crime.
- The perpetrator has attempted to injure the victim using a deadly weapon or instrument, whether successful or not.
- There is a strong likelihood of future crimes being committed by the perpetrator against the victim.
- There is apparent intimidation of the victim that is causing the victim not to prosecute.
- The perpetrator is on probation or parole.
- There are other crimes for which the perpetrator could be prosecuted without the testimony of the victim.

The "victim refuses to prosecute (VRP) rubber stamp," canned language or template electronic versions and victim's sign-off **shall not** be used in the narrative portion of the Follow-up Investigation, Form 03.14.00, or on any copy of the crime report. Instead, the victim's individualized reason for not wanting to prosecute shall be included in the narrative portion of the Form 03.14.00.

Simple inability to contact the victim **shall not** be deemed a failure to cooperate. If the victim fails to contact the detective after repeatedly being requested to do so, the detective may deem it a failure to cooperate.

Detectives may accept the victim's refusal telephonically after ensuring the person they are speaking to is, in fact, the victim and is not under duress. The efforts by the detective to conduct an in-person interview shall be included in the narrative portion of the Form 03.14.00. Acceptance of a telephonic refusal to prosecute is not a preferable method. Every effort may be made to acquire the victim's cooperation to prosecute.

#### **I/152.23      Outside of Police Control - Peacefully Settled Matters**

When a victim of a non-serious crime has positively learned the identity and location of the suspect, has peacefully settled the matter, but declines to identify the suspect and the suspect's location to the police, it can be said that constructively the detective has the information to satisfy all requirements of "Cleared Other."

Each situation should be considered on a case-by-case basis. It would be appropriate to clear such a case in the following circumstances:

- Battery with no, or only complained of, injuries.
- Theft, vandalism or minor second degree burglary with restitution.
- Other low grade, non-violent misdemeanors.

It would be most appropriate if the crime were a neighborhood occurrence with a juvenile offender. It would **not** be appropriate to clear a case involving:

- Battery with serious injury.
- Gang-related crimes.
- Domestic Violence crimes.
- Burglary with a significant loss.
- An incident in which there are indications other crimes may be involved.
- Any situation in which the detective has the slightest indication of threats against the victim(s) or witnesses.

**NOTE:** Prior approval for this type of clearance shall be obtained from the detective division OIC and documented in the Form 03.14.00.

#### **I/152.24      Outside of Police Control - General Examples**

The following are examples where further action would be outside of police control:

- Death of the perpetrator.
- A formal request for extradition is denied by another state or nation.

*(Refer: DOM Volume I, Chapter 1, exemplar #11).*

#### **I/152.25      Cleared Other - Special Circumstances**

In addition to the circumstances listed in ***DOM Volume I, Section 152.20***, the following are special circumstances under which a case may be “Cleared Other:”

- **Confession**—Similar crimes other than those for which a suspect is in custody may be “Cleared Other” when:
  - A complaint has already been issued for the suspect who is in custody;  
**and,**
  - The suspect confesses to specific crimes which are similar to the crime for which the complaint was issued;  
**and,**
  - Each crime has been reported.

**NOTE:** The detective must verify the confession; the additional evidence and the specific admission (*refer: DOM Volume I, Section 152.26*). The confession does not have to be admissible in court.

- **Court Surrender**—If a suspect surrenders on a voluntary appearance or on a felony warrant issued in the case, and the judge refuses to order the suspect into custody for the booking process, the case may be “Cleared Other.”

**NOTE:** Every effort shall be made to have the suspect booked. This is the only way to establish a criminal record (DOJ Rap Sheet).

- **Modus Operandi (MO)**—Similar crimes other than those for which a suspect is in custody may be “Cleared Other” when:
  - A complaint has already been issued for the suspect who is in custody;

**and,**

- The suspect's MO is so distinct that it virtually identifies the suspect as the perpetrator of other crimes of a similar nature to that for which the complaint was issued; **and,**
- The MO is further corroborated by additional evidence or specific admissions for each crime; **and,**
- Each crime has been reported.

**NOTE:** The detective must verify the additional evidence and the specific admissions (*refer: DOM Volume I, Section 152.26, DOM Volume I, Chapter I, exemplar 11*).

#### **I/152.26      Additional Evidence/Specific Admissions—Examples**

The decision to clear a case based on confession or MO shall be based on the preponderance of evidence and/or admissions. The following are examples of acceptable evidence or specific admissions:

- Latent fingerprints, DNA or handwriting exemplars, which are identifiable, but do not meet court requirements.
- Possession of pawn tickets that connect the suspect to a crime.
- The suspect shows specific knowledge of the method of entry, the layout of the crime scene, and/or the property taken, and these details could only be known by a person who had actually participated in the crime.

The following are examples of evidence or admissions that are **not** acceptable:

- **General items taken:** Small items; valuable items; jewelry, silverware and money; small appliances.
- **Usual methods of entry:** Unlocked doors, forced entry, bodily force.
- **Non-descriptive crime locations:** Poorly lit streets, residential neighborhoods, a broad area worked over the past two years.
- **General times:** Daytime, nighttime, after dark or early morning hours.

#### **I/152.30      Report Unfounded**

“Report Unfounded” shall be indicated when:

- The crime or incident alleged in the original report did not occur (e.g., victim recants), **or** did not occur in the City of Los Angeles.
- The same crime or incident has been reported more than once. (The most accurate and thorough crime report shall be retained. Any additional report may be unfounded).
- “Specific intent” is a necessary element of the original crime, and the District Attorney, City Attorney or detective supervisor determines that investigators have failed to prove that specific intent exists.

**NOTE:** If the incident, absent the element of specific intent, is still a crime, the original report shall be reclassified to that crime.

**EXAMPLE:** In many bad check cases, there were insufficient funds on deposit at the time the check was presented, but (because of the status of the bank account) specific intent cannot be proven

and bank records do not indicate other items such as:

- Sufficient funds in bank to cover check at the time it was written; **or**,
- There was an agreement to hold check; **or**,
- Stop payment–civil dispute.

**NOTE:** The rejection of a complaint on a specific suspect does not mean that the crime report may be unfounded. It shall be the detective's responsibility to determine if there is sufficient information to indicate whether a crime occurred or not.

For example, if filings for a 487.3 PC and 10851 VC were rejected, the stolen vehicle report may not be unfounded unless the detective determines there was in fact no illegal intent in the taking and driving of the vehicle.

**EXAMPLE:**

Use this section only to add or correct info - do not repeat info from previous reports. Exception: Complete entire suspect info if making final disposition.											
DATE OCCURRED		CHANGE TO - ON OR BTWN		MODAL YEAR		TIME		TYPE ORIG. RPT. CHG. TO		DR NO. CHG. TO	
PROPERTY VALUE:		ADDITIONAL LOSS		PARTIAL RECOVERY		TOTAL RECOVERY		DELETED FROM ORIGINAL REPORT		DESCRIPTION CHANGE	
1	M	HISP	BRW	BRW	5-6	165	12-04-1980	28	Suarez, Arthur L. 459 PC (Burglary)		1234567 S
2	M	WHT	BRW	BLU	6-1	175	11-11-1982	28	James, John J. 459 PC (Burglary)		1408711 J
3	M	BLK	BLK	BRW	5-10	185	09-27-1976	32	Smith, Larry A. 4877 S. Spring St., LA		1766666 S

**I/152.40 Investigation Continued**

“Investigation Continued” shall be indicated when:

- The case has not been cleared or unfounded, and the investigation is continuing.
- The case has not been cleared or unfounded and no other case status applies.

- A non-crime report does not share a DR number with a crime report, and the non-crime report is not unfounded.

When the circumstances reported on the non-crime report have been resolved, the words “**CASE CLOSED**” shall be printed in **bold** letters at the top of the narrative portion.

**NOTE:** This case status might be better understood if it is considered being “Investigation Continued/Other.”

**I/154.00 Middle Portion of Form (follow-up to a single report)**

These boxes, within the bold lines–**DATE OCCURRED** through suspect information (**S1**, **S2** and **S3**), are used **only** if adding, deleting or correcting information on the original or subsequent reports. **Do not** repeat information from previous reports.

**EXCEPTION:** Complete the entire suspect information if making a final disposition. The most up-to-date suspect information shall be used.

**I/154.01 Date Occurred – Change To**

Complete only when the date or time of occurrence on the original report is incorrect.

**I/154.02 Type Original Report – Change To**

Utilize this space when the original crime or incident report is to be reclassified to another type of report (e.g., theft to burglary, “undetermined death” to “accidental death,” missing adult to missing juvenile, ADW to murder).

When reclassifying any of the following reports, attach a copy of the face sheet of the original report to the copy of the Form 03.14.00 that is used to update Department

computer records and send to Records and Identification Division:

- Lost report (IR) to a crime.
- Crime report (IR) to a murder or manslaughter.

When reclassifying the following reports, complete an Investigative Report, Form 03.01.00, in lieu of a Form 03.14.00 (*refer: DOM Volume I, Section 110.01*):

- Injury Investigation, Form 3.15, to a crime.
- Missing/Found Person Investigation, Form 03.16.00, to a crime.

**I/154.03      Reporting District—  
Change To**

Record the corrected reporting district.

**I/154.04      DR Number—Change To**

Record the corrected DR number.

**I/154.05      Investigating Division—Change  
To (Inv. Div.—Change To)**

Record the investigating division or section to which the case is being assigned.

**I/154.10      Property**

A Form 03.14.00 shall be completed when reporting additional property loss, recovered or deleted property, and when changing or correcting a property description.

**EXAMPLE:**

PROPERTY VALUE:	ADDITIONAL LOSS \$3,000.--	PARTIAL RECOVERY	TOTAL RECOVERY \$	DELETED FROM ORIGINAL REPORT	DESCRIPTION CHANGE <input type="checkbox"/>	ITEM NUMBER RECOVERED/DELETED (ON MULTIPLE REPORTS USE NARRATIVE)
[REDACTED]						

Any combination of these, except the inclusion of a total recovery, may be completed on the same Form 03.14.00.

Occasionally, more than one serialized article is incorrectly listed under one item number.

If it becomes necessary to delete, recover or change the description of any of the articles, the entire item shall be deleted or recovered as per *DOM Volume I, Sections 154.12 through 154.14*. Any articles still missing from the original item number shall be added as an additional loss as per *DOM Volume I, Section 154.11*. Each serialized article shall have a separate item number (*refer: DOM Volume I, Chapter One, Exemplar #2*).

**EXCEPTION:** The Victim's Supplemental Property Loss Report, Form 03.04.00 or Victim's Supplemental Financial Loss Report, Form 03.05.00, allows **victims** of theft-related crimes to list additional property taken or financial loss which was not included on the original report.

If the victim duplicates items already listed in the original crime report, the detective may also use the Forms 03.04.00 or 03.05.00 to delete these items from the original report. Use of this form enables the detective to complete the minimal amount of paperwork, while eliminating the necessity of having a Form 03.14.00 to list additional stolen items.

**I/154.11      Additional Loss**

Record the dollar value of additional stolen or lost property in the **ADDITIONAL LOSS** box.

Complete the narrative portion of the Form 03.14.00 in the following manner (*refer: DOM Volume I, Section 155.00, for full information*):

- Explain the reason for the report.

- List each item numerically continuing the sequence started in the original report.
- Give a complete description of each item in the following sequence:
  - Item number
  - Quantity
  - Article
  - Serial number
  - Brand
  - Model number
  - Miscellaneous description
  - Dollar value

#### **I/154.12 Partial Recovery**

Record the dollar value of the recovered property in the **PARTIAL RECOVERY** box. If the original report listed total values, but not individual item dollar values, estimate the value of the items recovered, but do not exceed the total value of the reported loss.

#### **EXAMPLE:**

PROPERTY VALUE:	ADDITIONAL LOSS	PARTIAL RECOVERY	TOTAL RECOVERY	DELETED FROM ORIGINAL REPORT	DESCRIPTION CHANGE	ITEM NUMBER RECOVERED/DELETED (ON MULTIPLE REPORTS USE NARRATIVE)
		\$ 2,000.--	\$			1, 4, 6, 7, 10

If the original loss was reported as value unknown, enter “Unknown” in the **PARTIAL RECOVERY** box.

List the item numbers of the recovered property in the **ITEM NOS. RECOVERED/DELETED** box, striking out **DELETED**. Item numbers and dollar values of recovered property must correspond with the item numbers and dollar values on the original and/or connecting reports.

Explain the reason for the report in the narrative. It is not necessary to separately describe the items recovered.

If a firearm is involved, refer to **DOM Volume I, Section 154.16**, for further instructions.

#### **I/154.13 Total Recovery**

Record the total dollar value stolen/lost in the **TOTAL RECOVERY** box when all of the property reported stolen or lost on the original and connecting reports has been recovered.

#### **EXAMPLE:**

PROPERTY VALUE:	ADDITIONAL LOSS	PARTIAL RECOVERY	TOTAL RECOVERY	DELETED FROM ORIGINAL REPORT	DESCRIPTION CHANGE	ITEM NUMBER RECOVERED/DELETED (ON MULTIPLE REPORTS USE NARRATIVE)
			\$ 6,000.--			ALL ITEMS

If the total loss was unknown on the original original or subsequent report(s), show the value of recovered items as “Unknown” in the **TOTAL RECOVERY** box.

Insert “All Items” in the **ITEM NOS. RECOVERED/DELETED** box, striking out **DELETED**.

Explain the reason for the report in the narrative.

If a firearm is involved, refer to **DOM Volume I, Section 154.16**, for further instructions.

#### **I/154.14 Delete From Original Report**

Complete this box when it is determined that property listed on the original or connecting report(s) was not actually stolen or lost, property appears more than once on the report(s), **or** the report is unfounded.

Record the value of the property deleted in the **DELETE FROM ORIGINAL REPORT** box.



- List the item number(s) of the deleted property in the **ITEM NOS.** **RECOVERD/DELETED** box, striking out **RECOVERED**. Item numbers of deleted property shall correspond with the item numbers on the original reports. If a total deletion is to be made, insert "All Items" in this box. Explain the reason for the report in the narrative (*refer: DOM Volume I, Section 154.16, for instructions covering deleted firearms*).

**EXAMPLE:**

PROPERTY VALUE:	ADDITIONAL LOSS	PARTIAL RECOVERY	TOTAL RECOVERY	DELETED FROM ORIGINAL REPORT	DESCRIPTION CHANGE	ITEM NUMBER RECOVERED/DELETED (ON MULTIPLE REPORTS USE NARRATIVE)
			\$	\$ 350.00	<input type="checkbox"/>	3, 4, 5

**I/154.15 Description Change**

Mark this box when it is necessary to change an item's description. Record the entire item description including the corrected or added information in the narrative using the same item number as listed on the original report. Explain the circumstances of the description change.

**EXAMPLE:**

P/TO	MULTIPLE RPT. PCS & DR NO.	TYPE OF CRIME	RD	VICTIM'S NAME	DATE ORIG. RPT.	VALUE
*** ENTER INTO AFS ***						
<b>Description Change</b>						
#6 - 1	Revolver	J206789	Smith & Wesson	Model #49	Bodyguard Model with shrouded hammer - Blue Steel with S&W wood grips - 38 Cal - 6 shot	\$250.00

**I/154.16 Firearms**

If the serial number of a firearm is not included in the original report, the detective shall query the Automated Firearms System (AFS), checking for the victim's/owner's name and the serial number.

If a serial number is obtained, a Form 03.14.00 shall be completed. The Form 03.14.00 must include the word **FIREARM** in **RED** at the top of the report. The **DESCRIPTION CHANGE** box must be checked and the narrative must contain the

entire description of the firearm under the heading **Description Change**. The statement "**ENTER INTO AFS**" must be centered directly below the firearm description in such a way as to stand out.

If an LAPD reported stolen or lost firearm is recovered or deleted, a Form 03.14.00 must be completed explaining the reason. The word **FIREARM** shall be written in **RED** at the top of the report.

The complete description and original item number must be contained in the narrative in a manner similar to the above example. The heading must be either **PROPERTY RECOVERED** or **PROPERTY DELETED**. The words **REMOVE FROM AFS** must be centered directly below the firearm description only if the firearm has been released.

If the detective is unable to obtain the firearm serial number, the efforts to do so must be documented on the Detective's Case Progress Log, Form 01.44.00, or on the Chronological Record, Form 03.11.06.

**I/154.17 Item No. Recovered/Deleted**

In the **ITEM NO.** **RECOVERED/DELETED** box, strikeout the non-applicable word. For instance, if an item is being recovered from the original report, strike out **DELETED**.

Place the item number being recovered or deleted in this box and explain the action taken in the narrative (*refer to the example under DOM Volume I, Section 154.14*).

**I/154.20 Suspect Information**

When making a final disposition on a case, complete all known information for each suspect. In all other instances, only **new** suspect information must be entered. Do not repeat information from previous reports. If there are more than three suspects, enter the

additional information at the top of the narrative.

- **Sex box through Name & Address box**

Self explanatory. If the suspect was arrested, enter the arrestee's charge in lieu of the arrestee's address.

- **Action Taken – Adult**

- Charge(s) filed and number of counts for each.
- City Attorney hearing (include date and time).
- District Attorney, City Attorney or detective supervisors reject [849(b)(1)].
- Released to (name of agency).
- Other (specify).
- Not arrested.

- **Action Taken—Juvenile**

- Petition requested [include charge(s) and count(s)].
- C & R (counseled and released).
- Action suspended.
- Exonerated (innocent).
- Released (insufficient evidence).
- Referred to California Youth Authority (CYA).
- Referred to Department of Probation.
- Released to (name of agency).

- Referred to Juvenile Traffic—misdemeanor.
- Referred to Department of Mental Health.
- Referred to Department of Public Social Services.
- Other (specify).
- Not arrested.

- **LA or Booking Number**

If the suspect was arrested, record the correct **CII Number** or **Main Number**. If the CII Number or Main Number is not available at the time the Form 03.14.00 is completed, indicate the LAPD Booking Number.

**NOTE:** The Department no longer issues LA Numbers. However, a previously issued LA Number can be referenced.

**I/155.00      NARRATIVE PORTION OF  
FORM (FOLLOW-UP TO A  
SINGLE REPORT OR  
SINGULAR SET OF  
CIRCUMSTANCES)**

[The titles on the vertical columns of the Follow-up Investigation, Form 03.14.00, are only used when the Form 03.14.00 is used as a follow-up report to multiple reports.]

**I/155.10      Singular Report Format**

When completing the narrative portion of the Form 03.14.00, the following areas, if applicable, must be addressed and documented:

- **CASE CLOSED** printed across the top of the narrative as the status for resolved non-crime reports which do not share a DR number with a crime report (*refer: DOM Volume I, Section 152.40*).

- Additional information necessary to complete the boxes in the upper and middle portion of the Form 03.14.00 must be listed in the same order that they appear above (property changes shall be listed as described below).
- A short, opening statement explaining the reason(s) for initiating the follow-up report.
- Property changes (*refer: DOM Volume I, Sections 154.10 through 154.17, for additional loss, partial/total recovery, delete, description change, and firearms*).
- **CRIME SUMMARY**—Under this heading summarize the circumstances of the crime(s) based on the facts revealed from the follow-up investigation. Do not simply restate the MO or elements from the original crime report.
- **FOLLOW-UP INVESTIGATION**—Under this heading, report the results of additional investigation made following the completion of the original report(s).

The results (**significant findings in the investigation**) should be reported in chronological order.

- The Follow-up Investigation should include additional information required to support a successful prosecution. This information should address, where applicable, but is not limited to:
  - **Corpus Delicti** - Include any elements of the crime(s) which are lacking in the original crime report. Where specific intent is required, it must be established by proof independent of any admission or confession made by the suspect.

- **ID Information - Suspect and Evidence**—If investigation is necessary to confirm the suspect's identity as the perpetrator of the crime, all relevant information should be recorded. The same procedure applies to property identification.
- **Statements** - Short oral statements should appear verbatim. Long statements should be recorded on an Investigative Action/Statement Form, Form 03.11.02 and, summarized in the Form 03.14.00.
- **Alibi Statements** - Any statement made by the suspect that constitutes or purports to be an alibi should be thoroughly investigated for validity. The results of the alibi investigation should be recorded in the Form 03.14.00.
- **Mandatory Marsy's Rights Card** - Verify officers provided Marsy's Rights Card to victim. If not, document Marsy's Rights Card provided by investigating officer (I/O).
- **Audio Recordings** - If an audio recording of an interview was made, the interview should be summarized and identified (e.g., date, time, location, persons present, tape ID number, length of audio).
- **Evidence** - If the chain of continuity is not clearly documented in other police reports, additional investigation and documentation is required. If applicable, the results or status of any evidence submitted for scientific analysis should be documented.
- **CASE STATUS** - Under this heading, document the results of complaint filing efforts.

- Case status and reason.
- Document the disposition of all booked property (e.g., returned to victim, disposed of, retained by court), and efforts made to recover outstanding stolen property.
- If this Form 03.14.00 is submitted to document the progress of an investigation and to request an extension to a due date, a summary of the investigative steps needing to be completed (“To-Do List”) should be recorded (*refer: DOM, Volume I, Chapter 1, exemplar #1*).

- **SUPPLEMENTAL INVESTIGATIONS** - Supplemental investigations are used for additional information acquired after the initial Follow-up Investigation, Form 03.14.00, has been submitted. Supplemental investigations can be used for reporting:

- Additional victim/witness/suspect interviews.
- An address or description change in property, locations, suspects, etc. A change in case status upon District Attorney (DA) or City Attorney (CA) review.

**NOTE:** There may be no FILING COPY, Follow-Up Investigation, Form 03.14.00 stored in the detective case package. Once a Follow-up Investigation is written for presentation to the DA or CA for filing consideration, that Form 03.14.00 should be closed out as Investigation Continued. A Supplemental Form 03.14.00 should be created to document the DA/CA findings and final case status.

## **I/155.20 Property Disposition Boxes**

Check the applicable boxes at the bottom of the face sheet. If appropriate, complete a Property Disposition/Update Request, Form 10.06.00 (*refer: Department Manual Section 4/790.12*).

## **I/160.00 GENERAL COMPLETION INSTRUCTIONS - FOLLOW-UP TO MULTIPLE REPORTS**

Any portion of the Form 03.14.00 not specifically covered under the rules for multiple follow-up reports shall be governed by the rules applicable to single reports.

### **I/160.01 Multiple Use Requirements**

A multiple Form 03.14.00 may be used to:

- Clear, report the progress on and/or record property recoveries on two or more reports involving the same suspect(s). The reports need not involve the same type of crime or incident (*refer: DOM Volume I, Chapter One, Exemplar #2 and #5*).

**NOTE:** Multiple reports may not be used to record additional property loss or change a description.

Multiple reports may involve cross complaints (e.g., “Mutual Combat” type crimes) if all suspects are listed in the suspect information boxes, each crime report (and its victim) is listed, and the narrative **clearly** indicates which person is the suspect and/or victim in each crime.

- Unfounded and/or record total property deletions (not partial deletions) on two or more crime reports involving the same victim.

**NOTE:** In the uses identified above, the types of crimes or incidents reported may be different, but the suspects and/or victims shall be the same.

- Complete the required multiple follow-up reports made by geographic detectives to report the status of current missing juveniles (*refer: DOM Volume I, Chapter One, Exemplar #8*).

#### **I/161.00      Upper Portion of Form (follow-up to multiple reports)**

When the Form 03.14.00 is being used as a multiple follow-up report, the upper portion must be completed in the following manner:

- The **MULTIPLE** box must be checked.
- Record the date the Form 03.14.00 is completed and submitted for approval.
- DR numbers must be listed in ascending order under the appropriate case status. Record the Master DR number in the **DR** box. [The Master DR number is the oldest one, considering all the numbers.]

**EXCEPTION:** The rule is to use the oldest DR number as the Master DR number on all “multiple” investigations and subsequent related reports. However, situations arise when a “Master DR number” has been used and referred to in reports, only to discover later in the investigation there are additional, older cases to be included. In those situations, the initial Master DR number should remain and the older DR number should be listed in chronological order in the narrative section.

**NOTE:** When listing DR numbers in ascending order, both the *year* and *Area* digits must be considered. When evaluating the year(s) of the DR number, assume all four digits are present (e.g., 2011).

#### **EXAMPLE:**

11-18-12345 (Master DR number)  
12-01-54321  
12-04-12345  
13-09-12345  
14-09-12346  
15-17-00001

*(Refer to DOM Volume I, Sections 165.10 and 165.12 for format when more than one case status is applicable).*

- Circle the numbers or check the boxes for all case statuses that appear in the narrative (*refer: DOM Volume I, Chapter One, Exemplar #10*).

**NOTE:** No other boxes in the upper portion of the Form 03.14.00 must be completed, except the words, “**SEE BELOW**,” may be printed in the **SPECIFIC TYPE ORIG. RPT** box.

#### **I/164.00      Middle Portion of Form (follow-up to multiple reports)**

On this portion of the form (**DATE OCCURRED** through **LA OR BKG. NO.**), only the suspect information boxes are used when completing a multiple follow-up report.

**EXCEPTION:** When writing a follow-up to transfer investigative responsibility to another Area/specialized division the **INV. DIV. CHANGE** box may be used.

#### **I/165.00      Narrative Portion of Form (follow-up to multiple reports)**

Use the first part of the narrative to record additional suspect information.

#### **I/165.10      Multiple Report Format**

The information explained in *DOM Volume I, Sections 165.11 through 165.17*, must be listed for each crime report.

When the multiple format is being used for more than one case status:

- Those crime reports “Cleared by Arrest” must be listed first under the heading **CLEARED BY ARREST** in DR number sequence.
- Those crime reports “Cleared Other” must be listed second under the heading **CLEARED OTHER** in DR number sequence.
- Those reports “Unfounded” must be listed third under the heading **UNFOUNDED** in DR number sequence.
- Those reports classified, as “Investigation Continued” must be listed last under the heading **INVESTIGATION CONTINUED** in DR number sequence.

**NOTE:** When more than one report bears the same DR number, **all** reports must be the same case status. This includes both crime and non-crime reports.

**I/165.11      Column 1 - Partial Recovery/Total Recovery/Deletion (P/T/D)**

Use this column to record property recovered or deleted from the original or connecting reports.

- **Partial Recovery**—Place a capital “P” in this column to indicate partial recovery of property.

When there is a partial recovery of property, insert on the line directly below the DR number **ITEM NOS. RECOVERED**, followed by the item number(s) of the recovered property exactly as they appeared on the original or connecting reports.

- **Total Recovery**—Place a capital “T” in this column to indicate total recovery of property.
- **Deletion (Unfounded Reports Only)**—Place a capital “D” in this column to indicate total deletion of property.
- **No Recovery or Deletion**—Leave the column blank.

**Firearms**—If the property recovered/deleted includes a firearm, the heading **FIREARM RECOVERED** or **FIREARM DELETED** must be inserted on the line directly below the DR number and an entry made as per *DOM Volume I, Section 154.16*.

**I/165.12      Column 2 - Multiple Report: DR Number**

Record the DR Number of the report (DR numbers must be listed in ascending order under the appropriate case status heading). The same DR number may be shown on more than one type of report listed under the same case status (*see DOM Volume I, Section 161.00 and 165.10*).

**I/165.13      Column 3 - Type of Crime**

Record the type of report to which the DR number relates. Separate reports bearing the same DR number each require a separate entry and a separate line.

**I/165.14      Column 4 - Reporting District (RD)**

Record the reporting district to which the DR number relates.

**I/165.15      Column 5 - Victim’s Name**

Record the name of the victim listed on the report. When the report has more than one victim, list the primary victim at the top of the report.

**I/165.16      Column 6 - Date Original Report**

Record the date on which the original report was taken.

**I/165.17      Column 7 - Value**

Record the value of the reported missing property, followed by the value of the property recovered or deleted, for each report (*refer: DOM Volume I, Chapter One, Exemplar #7*).

**I/165.20      Summary of Crime Clearances and/or Investigations**

A summary of the detective's investigation must follow the multiple format. Each crime report (DR number) cleared must be addressed. Clearances based on MO or a confession must be corroborated by including the specific admission and/or corroborating evidence required to justify each particular clearance (*refer: DOM Volume I, Sections 152.25 and 152.26 for requirements for clearances based on MO and confession*).

Each crime may be addressed by a separate narrative or all crimes may be addressed by one all-inclusive narrative. The choice is within the discretion of the Area detective division or specialized detective division commanding officer, but each crime cleared must be addressed.

A discussion of the confession, specific admission or corroborating evidence must be documented for each crime cleared. The summary must also explain the reason for unfounding each report and/or explain the efforts made on cases in which the investigation is continuing. Specific details of required entries are found in *DOM Volume I, Section 155.10*.

**I/166.00      Property Disposition Boxes**

Indicate “No” or “Yes” to answer the question as to whether property was booked in conjunction with any of the reports.

If “Yes,” indicate that a Form 10.06.00 was completed for all reports or leave blank and answer the question separately for each report in the summary (*refer: Department Manual Section 4/790.12*).

**I/170.00      DISTRIBUTION**

After review and approval by a detective supervisor, the Follow-up Investigation, Form 03.14.00, must be distributed immediately. It **shall not** be held.

The Form 03.14.00 shall be distributed as indicated:

Within an Area detective division or specialized detective division, copies of Form 03.14.00 shall be maintained in the following:

- Work folder or Murder Book.
- Control folder (will be consolidated into the work folder).
- Detective's Case Envelope, Form 15.15, if an arrestee is involved.
- Warrant package (documenting the issuance of the felony warrant).
- Juvenile Case Package, (if applicable).

**CHAPTER ONE**

Follow-Up to a Single Report

**EXEMPLAR #1**

*DOM Volume I, Section 155.10;*

LOS ANGELES POLICE DEPARTMENT FOLLOW-UP INVESTIGATION										CORONER CASE NUMBER		<input type="checkbox"/> MULTIPLE	
DATE THIS REPORT 10/14/2012		DATE ORIGINAL RPT. 10/8/2012		SPECIFIC TYPE OF ORIGINAL RPT. (ADW, TPV, EVID., ARREST/BURG., ETC.) Arrest/ Identity Theft				RD 999		DR NO. 12-0912344			
VICTIM BOOKED TO / ARRESTEE (AS ON ORIGINAL REPORT) Jones, Jessica				IF RECLASSIFYING TO HOMICIDE SEX / DESCENT / AGE VICTIM'S		BKG NO. (APPL. TO ARREST)		WORK FOLDER PERIOD ORIG. RPT (INDEX NO.) 1210: 34V70 001					
CASE STATUS <input checked="" type="checkbox"/> 1 CLEARED BY ARREST <input type="checkbox"/> 2 CLEARED OTHER <input type="checkbox"/> 3 REPORT UNFOUNDED <input type="checkbox"/> 4 INVESTIGATION CONTINUED													
Use this section only to add or correct info - do not repeat info from previous reports. Exception: Complete entire suspect info if making final disposition.													
DATE OCCURRED		CHANGE TO - ON OR BETWEEN MO DAY YEAR TIME		& MO DAY YEAR TIME		TYPE ORIGINAL REPORT - CHANGE TO		RD- CHG. TO		DR NO. CHG. TO			
PROPERTY VALUE:		ADDITIONAL LOSS		PARTIAL RECOVERY		TOTAL RECOVERY		DELETED FROM ORIG. RPT.		DESCRIPTION CHANGE <input type="checkbox"/>			
ITEM NOS. RECOVERED/DELETED (ON MULT. RPTS. USE NARRATIVE)													
S-	SEX	DESC	HAIR	EYES	HEIGHT	WEIGHT	DOB	AGE	NAME & ADDRESS (OR NAME & CHARGE, IF ARRESTED)				
1	F	W	BLN	BRN	5'7	140	1/1/1964	50	Larkin, Jane 530.5PC				
ACTION TAKEN									<input type="checkbox"/> MNUF <input type="checkbox"/> CBF <input checked="" type="checkbox"/> BKG# 3331212				
DA Filed: (1) CT 530.5PC, ID Theft													
S-	SEX	DESC	HAIR	EYES	HEIGHT	WEIGHT	DOB	AGE	NAME & ADDRESS (OR NAME & CHARGE, IF ARRESTED)				
2									ACTION TAKEN				
									<input type="checkbox"/> MNUF <input type="checkbox"/> CBF <input type="checkbox"/> BKG#				
S-	SEX	DESC	HAIR	EYES	HEIGHT	WEIGHT	DOB	AGE	NAME & ADDRESS (OR NAME & CHARGE, IF ARRESTED)				
3									ACTION TAKEN				
									<input type="checkbox"/> MNUF <input type="checkbox"/> CBF <input type="checkbox"/> BKG#				
NARRATIVE (USE BELOW COLUMNS FOR MULTIPLE REPORTS ONLY)													
PYTD	MULTIPLE RPT: DR NOS.		TYPE OF CRIME		RD		VICTIM'S NAME		DATE ORIG. RPT.		VALUE		
<p align="center"><b>CCAD UPDATE</b></p> <p align="center">The case status is changed to Cleared By Arrest</p> <p align="center"><b>SUPPLEMENTAL</b></p> <p>On 10/12/12, I, Detective Moulton, presented this case to the District Attorney's Office, Financial Crimes Division for filing consideration. On 10/13/12, Deputy District Attorney Lowell Sharp filed (1) count of 530.5PC, Identity Theft.</p> <p>The case status is CLEARED BY ARREST</p>													
WAS PROPERTY BOOKED IN CONJUNCTION WITH THIS REPORT OR INCIDENT? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES ..... IF YES, HAS 10.05.00 BEEN COMPLETED? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES													
SUPERVISOR APPROVING				SERIAL NO.		REPORTING OFFICER(S)			SERIAL NO.		DIVISION		
						MOULTON			25985		CCD		
DATE & TIME REPRODUCED				DIVISION		CLERK		REPORTING OFFICER(S)			DIVISION		
03.14.05 (10/13) - FOLLOW-UP INVESTIGATION INC# 121008008900													



**CHAPTER ONE**

Follow-Up to a Single Arrest Report

**EXEMPLAR #2**

*DOM Volume I, Section 165.10*

LOS ANGELES POLICE DEPARTMENT FOLLOW-UP INVESTIGATION										CORONER CASE NUMBER		<input type="checkbox"/> MULTIPLE	
DATE THIS REPORT 10/12/2012		DATE ORIGINAL RPT. 10/8/2012		SPECIFIC TYPE OF ORIGINAL RPT. (ADW, TFV, EVD., ARREST/BURG., ETC.) <b>ARREST/IDENTITY THEFT</b>				RD 999		DR NO. 12-0912344			
VICTIM BOOKED TO / ARRESTEE (AS ON ORIGINAL REPORT) Jones, Jessica						IF RECLASSIFYING TO HOMICIDE SEX / DESCENT / AGE VICT'S		BKG NO. (SUPPL. TO ARREST)		WORK FOLDER PERIOD ORG. RPT. (INDEX NO.) 1210: 34V70 001			
CASE STATUS    1 <input type="checkbox"/> CLEARED BY ARREST    2 <input type="checkbox"/> CLEARED OTHER    3 <input type="checkbox"/> REPORT UNFOUNDED    4 <input checked="" type="checkbox"/> INVESTIGATION CONTINUED													
Use this section only to add or correct info - do not repeat info from previous reports. Exception: Complete entire suspect info if making final disposition.													
DATE OCCURRED		CHANGE TO - ON OR BETWEEN MO DAY YEAR TIME		& MO DAY YEAR TIME		TYPE ORIGINAL REPORT - CHANGE TO		RD - CHG. TO		DR NO. CHG. TO		INV DIV CHG TO	
PROPERTY VALUE:		ADDITIONAL LOSS		PARTIAL RECOVERY		TOTAL RECOVERY		DELETED FROM ORIG. RPT.		DESCRIPTION CHANGE <input type="checkbox"/>		ITEM NOS. RECOVERED/DELETED (ON MULT. RPTS. USE NARRATIVE)	
S-	SEX	DESC	HAIR	EYES	HEIGHT	WEIGHT	DOB	AGE	NAME & ADDRESS (OR NAME & CHARGE, IF ARRESTED)				
1	F	W	BLN	BRO	507	140	1/1/1964	48	Larkin, Jane 530.5 PC ACTION TAKEN Present to DA for filing				
									<input type="checkbox"/> MNU# <input type="checkbox"/> CIF <input checked="" type="checkbox"/> BKG# 3331212				
S-	SEX	DESC	HAIR	EYES	HEIGHT	WEIGHT	DOB	AGE	NAME & ADDRESS (OR NAME & CHARGE, IF ARRESTED)				
2									ACTION TAKEN				
									<input type="checkbox"/> MNU# <input type="checkbox"/> CIF <input type="checkbox"/> BKG#				
S-	SEX	DESC	HAIR	EYES	HEIGHT	WEIGHT	DOB	AGE	NAME & ADDRESS (OR NAME & CHARGE, IF ARRESTED)				
3									ACTION TAKEN				
									<input type="checkbox"/> MNU# <input type="checkbox"/> CIF <input type="checkbox"/> BKG#				
NARRATIVE (USE BELOW COLUMNS FOR MULTIPLE REPORTS ONLY)													
PYTD	MULTIPLE RPT: DR NOS.			TYPE OF CRIME			RD	VICTIM'S NAME			DATE ORIG. RPT.	VALUE	
<p><i>The SUMMARY is a summary of the Crime, not the investigation. It should be short and to the point.</i></p> <p><b>SUMMARY:</b>  The Defendant used the victim's credit card to make purchases without the victim's permission or authorization.   The Defendant altered a paycheck, originally made out to the victim, and attempted to cash it himself without permission or authorization from the victim.   The Suspect created credit cards in the names of numerous victims, using the victim's personal identification, without the victim's knowledge, permission or authorization.   The Suspect presented counterfeit currency for payment at Macy's Department Store.   The Suspect was in possession of several fraudulent California Driver's Licenses without the permission, knowledge or authorization of the true owners of the IDs.</p> <p><i>The INVESTIGATION should start out with how you received the case and work chronologically from the start of your investigation.</i></p> <p><b>INVESTIGATION:</b>  On 10/11/12, at 0615 hours, I, Detective Moulton, was assigned investigative responsibility of this case. I reviewed the arrest report which stated the following:</p> <p align="center">-OR-</p> <p>On 10/11/12, at 0615 hours, I, Detective Moulton, was assigned investigative responsibility of this case. I was</p>													
WAS PROPERTY BOOKED IN CONJUNCTION WITH THIS REPORT OR INCIDENT? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES .....    IF YES, HAS 10.06.00 BEEN COMPLETED? <input type="checkbox"/> NO <input type="checkbox"/> YES													
SUPERVISOR APPROVING				SERIAL NO.		REPORTING OFFICER(S)				SERIAL NO.		DIVISION	
						MOULTON				25985		CCD	
DATE & TIME REPRODUCED				DIVISION		CLERK		REPORTING OFFICER(S)				SERIAL NO.	
03.14.00 (10/13)..... FOLLOW-UP INVESTIGATION    INC# 121008008900													

PAGE 2 OF 3

FOLLOW-UP INVESTIGATION

DR# 12-0912344

advised that the arrest was made on 9/18/12 and the defendant was released per 825 PC. I reviewed the arrest report which stated the following:

Brief summary of the arrest narrative-do not repeat it verbatim.

Now, start your investigation.

At 0630 hours, I went to Van Nuys Property and viewed the items booked into evidence. I observed.....

*Interview of victs/wits*

At 0910 hours, I telephonically interviewed witness Mary Jacobs, Macy's Department Store Loss Prevention Officer.

She stated the following:

-OR-

Telephonic Interview of Wit#1 Mary Jacobs, Macy's Loss Prevention Officer, 10/11/12 0910 hours.

Jacobs advised she noticed the suspect enter the store and appear to grab merchandise without looking for size or price information. The suspect did not attempt to try on the merchandise, but went directly to a register station located in the women's department. Jacobs followed her. The suspect advised the clerk at the register (Wit#2 Joe Smith) that she did not have her Macy's card with her, and asked him if he could look up her account. The suspect then advised Wit#2 that she did not have ID with her, but she could provide her Driver's License number if he needed it. The suspect then pulled a piece of paper from her pocket with the information "Liz Carlton D1112323" written on it.

-OR-

At 0910 hours, I telephonically interviewed witness Mary Jacobs, Macy's Department Store Loss Prevention Officer. Jacobs' statement corroborated the information provided to officers and documented in the arrest report. She had nothing further to add.

Telephonic Interview of Victim Jones, Jessica, 10/11/12 0945 hours.

Wit#1 provided me with contact information for Victim Jones, Jessica. I interviewed Jones and she advised she did not know Larkin, Jane, and did not give permission for Larkin to use her card, account or personal information. I advised Jones to contact her creditors, as well as a credit bureau, and advise her Macy's charge account had been compromised. Arresting officers completed a crime report on behalf of Jones for Identity Theft on 10/08/12.

Smith, Joe was on a scheduled day off and I was unable to interview him prior to presenting the case for filing consideration.

*Interview of defendant(s)*

At 1130 hours, I responded to the Van Nuys jail and interviewed Deft Larkin, Jane. She was reminded she had been advised per Miranda by arresting officer Lopez (#40011) the previous day and waived her rights. Larkin agreed to speak with me and stated.....

-OR-

Interview of Deft Larkin, Jane, BK#3331212

At 1130 hours, I responded to the Van Nuys jail and interviewed Deft Larkin, Jane. She had been advised per Miranda by arresting Ofcr Lopez #40011 the previous day and had waived them. Larkin stated that.....

-OR-

Interview of Defendant Larkin, Jane BK#3331212

The arrest narrative advised Larkin invoked her right to attorney. Larkin was not interviewed for this investigation.

PAGE 3 OF 3

FOLLOW-UP INVESTIGATION

DR# 12-0912344

Criminal History

Larkin has an extensive criminal history including two Felony convictions for Identity Theft, one Felony conviction for Forgery and one misdemeanor conviction for Burglary from Motor Vehicle. She is currently on Formal Probation for Identity Theft. I spoke to Los Angeles County Probation Officer Mankewitz, Lancaster office. Mankewitz advised....

This case is being presented to the District Attorney (DA) for filing consideration. This case is INVESTIGATION CONTINUED pending DA review.

**CHAPTER ONE**

Multiple Arrest Outside Agency

**EXEMPLAR #3**

*DOM Volume I, Section 165.10*

LOS ANGELES POLICE DEPARTMENT FOLLOW-UP INVESTIGATION										CORONER CASE NUMBER		<input checked="" type="checkbox"/> MULTIPLE																																												
DATE THIS REPORT 4/13/2012		DATE ORIGINAL RPT.		SPECIFIC TYPE OF ORIGINAL RPT. (ADW, TFV, EVID, ARRESTBURG, ETC.)				RD		DIR NO. 12-0912345																																														
VICTIM BOOKED TO / ARRESTEE (AS ON ORIGINAL REPORT)				IF RECLASSIFYING TO HOUSEHOLD SEX / DESCENT / AGE				BKID NO. (SUPPL. TO ARREST)		WORK FOLDER PERIOD ORIG. RPT / INDEX NO.																																														
CASE STATUS   1 <input checked="" type="checkbox"/> CLEARED BY ARREST   2 <input type="checkbox"/> CLEARED OTHER   3 <input type="checkbox"/> REPORT UNFOUNDED   4 <input type="checkbox"/> INVESTIGATION CONTINUED <small>Use this section only to add or correct info - do not repeat info from previous reports. Exception: Complete entire suspect info if making final disposition.</small>																																																								
DATE OCCURRED		CHANGE TO - ON OR BETWEEN MO DAY YEAR TIME		& NO DAY YEAR TIME		TYPE ORIGINAL REPORT - CHANGE TO		RD - CHG. TO		DIR NO. CHG. TO																																														
PROPERTY VALUE:		ADDITIONAL LOSS		PARTIAL RECOVERY		TOTAL RECOVERY		DELETED FROM ORIG. RPT.		DESCRIPTION CHANGE <input type="checkbox"/>																																														
ITEM NOS. RECOVERED/DELETED (ON MULT. RPTS. USE NARRATIVE)																																																								
S-	SEX	DESC	HAIR	EYES	HEIGHT	WEIGHT	DOB	AGE	NAME & ADDRESS (OR NAME & CHARGE, IF ARRESTED)																																															
1	M	W	BLK	BRO	6'0	185	2/2/1980	32	Stoner, Peter 530.5 PC																																															
ACTION TAKEN									DA filed multiple felony counts see narrative																																															
									<input type="checkbox"/> UNLUP <input type="checkbox"/> CBF <input type="checkbox"/> SRGF 4441212																																															
S-	SEX	DESC	HAIR	EYES	HEIGHT	WEIGHT	DOB	AGE	NAME & ADDRESS (OR NAME & CHARGE, IF ARRESTED)																																															
2									ACTION TAKEN																																															
									<input type="checkbox"/> UNLUP <input type="checkbox"/> CBF <input type="checkbox"/> SRGF																																															
S-	SEX	DESC	HAIR	EYES	HEIGHT	WEIGHT	DOB	AGE	NAME & ADDRESS (OR NAME & CHARGE, IF ARRESTED)																																															
3									ACTION TAKEN																																															
									<input type="checkbox"/> UNLUP <input type="checkbox"/> CBF <input type="checkbox"/> SRGF																																															
NARRATIVE (USE BELOW COLUMNS FOR MULTIPLE REPORTS ONLY)																																																								
PYTD	MULTIPLE RPT: DIR NOS.		TYPE OF CRIME		RD		VICTIM'S NAME		DATE ORIG. RPT.		VALUE																																													
<p align="center"><b>CCAD UPDATE</b></p> <p><b>CLEARED BY ARREST:</b></p> <table border="0"> <tr> <td>12-0912345</td> <td>ID Theft</td> <td>919</td> <td>Flint, James</td> <td>03/15/12</td> </tr> <tr> <td>12-0912366</td> <td>ID Theft</td> <td>987</td> <td>Backus, Gina</td> <td>03/15/12</td> </tr> <tr> <td>12-1022111</td> <td>ID Theft</td> <td>1001</td> <td>Zavala, Hector</td> <td>04/02/12</td> </tr> <tr> <td>12-1700112</td> <td>ID Theft</td> <td>1705</td> <td>Sanchez, Julio</td> <td>02/07/12</td> </tr> </table> <p><b>INVESTIGATION CONTINUED:</b></p> <table border="0"> <tr> <td>12-9911115</td> <td>ID Theft</td> <td>999</td> <td>Carlton, George</td> <td>04/13/12</td> </tr> </table> <p><b>Outside Agency Reports</b></p> <table border="0"> <tr> <td colspan="5">El Segundo Police Department</td> </tr> <tr> <td>12-586</td> <td>ID Theft</td> <td>N/A</td> <td>Martinez, Juan</td> <td>04/10/12</td> </tr> <tr> <td colspan="5">Santa Clarita Sheriff's</td> </tr> <tr> <td>1210-123-124-566</td> <td>ID Theft</td> <td>N/A</td> <td>Jarvis, Jorge</td> <td>03/21/12</td> </tr> </table> <p><b>SUPPLEMENTAL:</b>            This case was presented to the District Attorney's Office on April 13, 2012, for filing consideration. Deputy District Attorney Klein filed (7) counts of 530.5(c)(1) PC. These counts included cases from El Segundo, Santa Clarita and El Monte (Courtesy Report 12-9911115). Detective Sharp, Serial No. 3456, El Segundo Police Department, and Sergeant Ross, Serial No. 234567, Los Angeles County Sheriff's Department, Santa Clarita Station, were both notified of the filings and will clear their cases accordingly. I/O spoke with El Monte Police Department, Detective Arguayo, Serial No. 7623, and notified her that a courtesy report was taken and counts filed on behalf of the victim. Arguayo advised she will create an El Monte case/report number and clear the case accordingly.</p>												12-0912345	ID Theft	919	Flint, James	03/15/12	12-0912366	ID Theft	987	Backus, Gina	03/15/12	12-1022111	ID Theft	1001	Zavala, Hector	04/02/12	12-1700112	ID Theft	1705	Sanchez, Julio	02/07/12	12-9911115	ID Theft	999	Carlton, George	04/13/12	El Segundo Police Department					12-586	ID Theft	N/A	Martinez, Juan	04/10/12	Santa Clarita Sheriff's					1210-123-124-566	ID Theft	N/A	Jarvis, Jorge	03/21/12
12-0912345	ID Theft	919	Flint, James	03/15/12																																																				
12-0912366	ID Theft	987	Backus, Gina	03/15/12																																																				
12-1022111	ID Theft	1001	Zavala, Hector	04/02/12																																																				
12-1700112	ID Theft	1705	Sanchez, Julio	02/07/12																																																				
12-9911115	ID Theft	999	Carlton, George	04/13/12																																																				
El Segundo Police Department																																																								
12-586	ID Theft	N/A	Martinez, Juan	04/10/12																																																				
Santa Clarita Sheriff's																																																								
1210-123-124-566	ID Theft	N/A	Jarvis, Jorge	03/21/12																																																				
WAS PROPERTY BOOKED IN CONJUNCTION WITH THIS REPORT OR INCIDENT? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES .....   IF YES, HAS 18.06.00 BEEN COMPLETED? <input type="checkbox"/> NO <input type="checkbox"/> YES																																																								
SUPERVISOR APPROVING				SERIAL NO.		REPORTING OFFICER(S)		SERIAL NO.		DIVISION																																														
						MOULTON		25985		CCD																																														
DATE & TIME REPRODUCED				DIVISION		CLERK		REPORTING OFFICER(S)		SERIAL NO.																																														
03.14.00 (10/13)..... FOLLOW-UP INVESTIGATION INCF 120315001324																																																								

**CHAPTER ONE**

Felony Warrant

**EXEMPLAR #4**

*DOM Volume I, Section 165.10*

<b>LOS ANGELES POLICE DEPARTMENT FOLLOW-UP INVESTIGATION</b>										<div style="border: 1px solid black; padding: 2px;">CORONER CASE NUMBER</div>		<input type="checkbox"/> MULTIPLE		
DATE THIS REPORT <b>10/31/2012</b>		DATE ORIGINAL RPT. <b>4/11/2012</b>		SPECIFIC TYPE OF ORIGINAL RPT. (ADW, TFV, EVID, ARREST/BURG, ETC.) <b>ARREST/BURGLARY</b>				RD		DR NO. <b>12-0600000</b>				
VICTIM BOOKED TO / ARRESTEE (AS ON ORIGINAL REPORT)						IF RECLASSIFYING TO HOMICIDE SEX / DESCENT / AGE		BKG NO. (SUPPL. TO ARREST)		WORK FOLDED PERIOD ORIG. RPT. / INDEX NO.				
CASE STATUS    1 <input checked="" type="checkbox"/> CLEARED BY ARREST    2 <input type="checkbox"/> CLEARED OTHER    3 <input type="checkbox"/> REPORT UNFOUNDED    4 <input type="checkbox"/> INVESTIGATION CONTINUED														
Use this section only to add or correct info - do not repeat info from previous reports. Exception: Complete entire suspect info if making final disposition.														
DATE OCCURRED		CHANGE TO - ON OR BETWEEN MO DAY YEAR TIME		&		MO DAY YEAR TIME		TYPE ORIGINAL REPORT - CHANGE TO		RD - CHG. TO		DR NO. CHG. TO		
PROPERTY VALUE:		ADDITIONAL LOSS		PARTIAL RECOVERY		TOTAL RECOVERY		DELETED FROM ORIG. RPT.		DESCRIPTION CHANGE <input type="checkbox"/>		ITEM NOS. RECOVERED/DELETED (ON MULT. RPTS. USE NARRATIVE)		
S-	SEX	DESC	HAIR	EYES	HEIGHT	WEIGHT	DOB	AGE	NAME & ADDRESS (OR NAME & CHARGE, IF ARRESTED)					
1	M	H	BLK	BRO	505	145	3/26/1982	20	Lopez, Jose 459PC ACTION TAKEN Felony Warrant Served					
									<input type="checkbox"/> MNUF <input type="checkbox"/> CIW <input type="checkbox"/> BNGF					
S-	SEX	DESC	HAIR	EYES	HEIGHT	WEIGHT	DOB	AGE	NAME & ADDRESS (OR NAME & CHARGE, IF ARRESTED)					
2									ACTION TAKEN					
									<input type="checkbox"/> MNUF <input type="checkbox"/> CIW <input type="checkbox"/> BNGF					
S-	SEX	DESC	HAIR	EYES	HEIGHT	WEIGHT	DOB	AGE	NAME & ADDRESS (OR NAME & CHARGE, IF ARRESTED)					
3									ACTION TAKEN					
									<input type="checkbox"/> MNUF <input type="checkbox"/> CIW <input type="checkbox"/> BNGF					
<b>NARRATIVE (USE BELOW COLUMNS FOR MULTIPLE REPORTS ONLY)</b>														
PVTID	MULTIPLE RPT: DR NOS.			TYPE OF CRIME			RD		VICTIM'S NAME			DATE ORIG. RPT.		VALUE
<b>SUPPLEMENTAL</b>  <p>The purpose of this report is to reflect the clearance status of the DR No.</p> <p>On 4/11/12, the suspect was arrested by patrol officers for 459 PC (BK# 3029433). Due to a PCD issue, the suspect was released from custody. I, Detective Moulton, Serial No. 25985, Hollywood Burglary, was assigned this arrest report. I completed an investigation and presented it to the District Attorney's Office for filing consideration on 4/15/12. Deputy District Attorney Ron Rice filed two counts of 459 PC against the suspect and a felony warrant was obtained, LA23498765.</p> <p>I attempted to contact the suspect on several occasions to either have him surrender on his warrant, or attempt to serve the warrant. My efforts were met with negative results; I was unable to locate/contact the suspect.</p> <p>On 10/30/12, at 2120 hours, Hollywood patrol officers made contact with the suspect during a traffic stop. A routine Want/Warrant check was conducted and suspect Lopez was arrested for his warrant. The suspect was arraigned prior to my knowledge of his arrest. The suspect declined to be interviewed for this matter.</p> <p>Show this case CLEARED BY ARREST.</p>														
WAS PROPERTY BOOKED IN CONJUNCTION WITH THIS REPORT OR INCIDENT? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES .....    IF YES, HAS 10.06.00 BEEN COMPLETED? <input type="checkbox"/> NO <input type="checkbox"/> YES														
SUPERVISOR APPROVING				SERIAL NO.				REPORTING OFFICER(S)				SERIAL NO.		DIVISION
								<b>MOULTON</b>				<b>25985</b>		<b>CCD</b>
DATE & TIME REPRODUCED				DIVISION				CLERK				SERIAL NO.		DIVISION
03.14.00 (10/13).....    FOLLOW-UP INVESTIGATION    INC# 121030009322														



**CHAPTER ONE**

Multiple Clearance Report

**EXEMPLAR #5**

*DOM Volume I, Section 165.10*

<b>LOS ANGELES POLICE DEPARTMENT FOLLOW-UP INVESTIGATION</b>										CORONER CASE NUMBER		<input checked="" type="checkbox"/> <b>MULTIPLE</b>			
DATE THIS REPORT <b>4/2/2013</b>		DATE ORIGINAL RPT.		SPECIFIC TYPE OF ORIGINAL RPT. (ADM, TFW, EVID, ARREST/BURG, ETC.)				RD		DR NO. <b>13-0112345</b>					
VICTIM BOOKED TO / ARRESTEE (AS ON ORIGINAL REPORT)						IF RECLASSIFYING TO HOMICIDE SEX / DESCENT / AGE		BKG NO. (SUPPL. TO ARREST)		WORK FOLDER PERIOD ORIG. RPT / INDEX NO.					
CASE STATUS    1 <input checked="" type="checkbox"/> <b>CLEARED BY ARREST</b> 2 <input checked="" type="checkbox"/> <b>CLEARED OTHER</b> 3 <input type="checkbox"/> <b>REPORT UNFOUNDED</b> 4 <input type="checkbox"/> <b>INVESTIGATION CONTINUED</b> Use this section only to add or correct info - do not repeat info from previous reports. Exception: Complete entire suspect info if making final disposition.															
DATE OCCURRED		CHANGE TO - ON OR BETWEEN MO DAY YEAR TIME		&		MO DAY YEAR TIME		TYPE ORIGINAL REPORT - CHANGE TO		RD- CHG. TO		DR NO. CHG. TO			
PROPERTY VALUE:		ADDITIONAL LOSS		PARTIAL RECOVERY		TOTAL RECOVERY		DELETED FROM ORIG. RPT.		DESCRIPTION CHANGE <input type="checkbox"/>		ITEM NOS. RECOVERED/DELETED (ON MULT. RPTS. USE NARRATIVE)			
S-	SEX	DESC	HAIR	EYES	HEIGHT	WEIGHT	DOB	AGE	NAME & ADDRESS (OR NAME & CHARGE, IF ARRESTED)						
1	F	WHT	BLK	BRO	5-9	140	2/23/1973	41	Spice, Candy 211 PC Robbery ACTION TAKEN See Narrative						
									<input type="checkbox"/> MNUW <input type="checkbox"/> CWF <input checked="" type="checkbox"/> BKG# 5465825						
S-	SEX	DESC	HAIR	EYES	HEIGHT	WEIGHT	DOB	AGE	NAME & ADDRESS (OR NAME & CHARGE, IF ARRESTED)						
2									ACTION TAKEN						
									<input type="checkbox"/> MNUW <input type="checkbox"/> CWF <input type="checkbox"/> BKG#						
S-	SEX	DESC	HAIR	EYES	HEIGHT	WEIGHT	DOB	AGE	NAME & ADDRESS (OR NAME & CHARGE, IF ARRESTED)						
3									ACTION TAKEN						
									<input type="checkbox"/> MNUW <input type="checkbox"/> CWF <input type="checkbox"/> BKG#						
<b>NARRATIVE (USE BELOW COLUMNS FOR MULTIPLE REPORTS ONLY)</b>															
PYTD	MULTIPLE RPT: DR NOS.		TYPE OF CRIME		RD		VICTIM'S NAME		DATE ORIG. RPT.		VALUE				
<b>CCAD UPDATE</b>															
<b><u>CLEARED BY ARREST:</u></b>															
12-01-12345		Robbery		0115		Robb, James		01/22/13							
12-01-23456		Robbery		0114		Alvero, Jose		01/25/13							
12-11-22255		Robbery		1155		Ortega, Jesus		01/24/13							
12-11-23236		Robbery		1155		Casas, Stefan		01/23/13							
<b><u>CLEARED OTHER</u></b>															
12-01-12445		Robbery		0115		Carroll, Evie		01/20/13							
12-01-12554		Robbery		0115		Kearn, Kevin		01/21/13							
<b><u>SUPPLEMENTAL</u></b>															
The purpose of this report is to reflect the case status of this investigation.															
On April 02, 2013, I, Detective III Barbara S. Moulton presented this case to Deputy District Attorney Karen Stone. Upon review, she filed one count each of 211PC, Robbery, on behalf of victims Robb, Alvero, Ortega and Casas. She declined to file charges on behalf of the remaining two victims, Carroll and Kearn, advising insufficient evidence.															
This case status is <b>CLEARED BY ARREST</b>															
WAS PROPERTY BOOKED IN CONJUNCTION WITH THIS REPORT OR INCIDENT? <input checked="" type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>YES</b> .....    IF YES, HAS 10.06.00 BEEN COMPLETED? <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>YES</b>															
SUPERVISOR APPROVING				SERIAL NO.				REPORTING OFFICER(S)				SERIAL NO.		DIVISION	
								<b>B. S. MOULTON</b>				<b>25985</b>		<b>CID</b>	
DATE & TIME REPRODUCED				DIVISION				CLERK				SERIAL NO.		DIVISION	
03.14.00 (10/13)..... FOLLOW-UP INVESTIGATION INC# 130122001566															

**CHAPTER ONE**

**ADW Report Reclassified to  
Murder and Cleared by Arrest**

**EXEMPLAR #6**

*DOM Volume I, Section 151.11;  
Homicide Manual*

LOS ANGELES POLICE DEPARTMENT FOLLOW-UP INVESTIGATION										CORNER CASE NUMBER		<input type="checkbox"/> MULTIPLE			
DATE THIS REPORT <b>11/6/2014</b>		DATE ORIGINAL RPT. <b>11/5/2014</b>		SPECIFIC TYPE OF ORIGINAL RPT. (ADW, INV, ETC., ARREST, BORG, ETC.) <b>ADW</b>				RD <b>903</b>		DR NO. <b>14-0912345</b>					
VICTIM BOOKED TO / ARRESTEE (FROM ORIGINAL REPORT) <b>Smith, Robert J.</b>						IF RECLASSIFYING TO HOMICIDE SEX / DESCENT / AGE VICT'S <b>M WHT 46</b>		MUR NO. (MURDER TO ARREST) <b></b>		WORK FOLDER PERIOD ORIG. RPT. / INDEX NO. <b></b>					
CASE STATUS: 1 <input checked="" type="checkbox"/> CLEARED BY ARREST 2 <input type="checkbox"/> CLEARED OTHER 3 <input type="checkbox"/> REPORT UNFOUNDED 4 <input type="checkbox"/> INVESTIGATION CONTINUED															
Use this section only to add or correct info - do not repeat info from previous reports. Exception: Complete entire suspect info if making final disposition.															
DATE OCCURRED <b>11/5/2014 1000</b>		CHANGES TO - ON OR BETWEEN NO DUY YEAR TIME		NO DUY YEAR TIME		TYPE ORIGINAL REPORT - CHARGES <b>Murder</b>		RD- CHG. TO		DR NO. CHG. TO		INV DIV CHG. TO			
PROPERTY VALUE		ADDITIONAL LOSS		PARTIAL RECOVERY		TOTAL RECOVERY		DELETED FROM ORIG. RPT.		DESCRIPTION CHANGE <input type="checkbox"/>		ITEM NOS. RECOVERED/DELETED (ON MULT. RPT'S USE NARRATIVE)			
1. SEX <b>M</b>		DESC <b>W</b>		HAIR <b>BRO</b>		EYES <b>BLU</b>		HEIGHT <b>511</b>		WEIGHT <b>190</b>		DOB <b>1/10/1968</b>			
AGE <b>46</b>		NAME & ADDRESS FOR NAME & CHARGE IF ARRESTED <b>Duke, Harry 187 PC (Murder)</b>													
ACTION TAKEN <b>DA Filed (1) CT 187 PC (Murder)</b>		M MURDER CHARGE <b>1265874</b>													
2. SEX <b></b>		DESC <b></b>		HAIR <b></b>		EYES <b></b>		HEIGHT <b></b>		WEIGHT <b></b>		DOB <b></b>			
AGE <b></b>		NAME & ADDRESS FOR NAME & CHARGE IF ARRESTED <b></b>													
ACTION TAKEN <b></b>		M MURDER CHARGE <b></b>													
3. SEX <b></b>		DESC <b></b>		HAIR <b></b>		EYES <b></b>		HEIGHT <b></b>		WEIGHT <b></b>		DOB <b></b>			
AGE <b></b>		NAME & ADDRESS FOR NAME & CHARGE IF ARRESTED <b></b>													
ACTION TAKEN <b></b>		M MURDER CHARGE <b></b>													
NARRATIVE (USE BELOW COLUMNS FOR MULTIPLE REPORTS ONLY)															
PTIO		MULTIPLE RPT. OR NOS.		TYPE OF CRIME		RD		VICTIM'S NAME		DATE ORIG. RPT.		VALUE			
<b>NOTE</b>															
When a murder case is solved, the detective must submit a Follow-up Report containing the following information:															
<ul style="list-style-type: none"> <li>Synopsis of the crime (who, what, where, why and how).</li> <li>Any pertinent information concerning the suspect which does not appear in the suspect box.</li> <li>MO information</li> <li>Warrant and bail information (for suspects) not in custody.</li> <li>Postmortem examination information explaining the cause of death.</li> </ul>															
WAS PROPERTY BOOKED IN CONJUNCTION WITH THIS REPORT OR INCIDENT? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES IF YES, HAS IT BEEN COMPLETED? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES															
SUPERVISOR APPROVING				SERIAL NO.				REPORTING OFFICER(S)				SERIAL NO.		DIVISION	
DATE & TIME REPRODUCED				DIVISION				CLERK				REPORTING OFFICER(S)		SERIAL NO.	
03.14.00 (1012) FOLLOW-UP INVESTIGATION INC#															

## CHAPTER ONE

## Correction of Improperly Listed Serialized Property

### EXEMPLAR #7

NOTE: Item #7 was the last item on the original IR.

*DOM Volume I, Section 154.10*

LOS ANGELES POLICE DEPARTMENT FOLLOW-UP INVESTIGATION										CORNER CASE NUMBER		<input type="checkbox"/> MULTIPLE	
DATE THIS REPORT 11/6/2014		DATE ORIGINAL RPT. 11/5/2014		SPECIFIC TYPE OF ORIGINAL RPT. (ADULT, TEEN, ETC., ARREST/NO ARREST, ETC.)				RD 1515		DR NO. 14-1512456			
VICTIM BOOKED TO / ARRESTED (FROM ORIGINAL REPORT) Banner Carpets				IF RELEASING TO HOMELESS SEX / DESCENT / AGE VICT'S M WHI 46				SIS NO. (SUPPLY TO ARREST)		WORK FOLDER PERIOD ORIG. RPT. INDEX NO. 11 66			
CASE STATUS: 1 <input type="checkbox"/> CLEARED BY ARREST 2 <input type="checkbox"/> CLEARED OTHER 3 <input type="checkbox"/> REPORT UNFOUNDED 4 <input checked="" type="checkbox"/> INVESTIGATION CONTINUED													
Use this section only to add or correct info - do not remove info from previous reports. Exception: Complete entire suspect info if making final disposition.													
DATE OCCURRED		CHANGES TO - ON OR BETWEEN NO DAY YEAR TIME		NO DAY YEAR TIME		TYPE ORIGINAL REPORT - CHANGES TO		RD - CHG. TO		RD NO. CHG. TO			
PROPERTY VALUE		ADDITIONAL LOSS		PARTIAL RECOVERY		TOTAL RECOVERY		DELETED FROM ORIG. RPT.		DESCRIPTION CHANGE			
		\$6,000.00						6000		#2 Deleted			
8. SEX		DESC		HAIR		EYES		HEIGHT		WEIGHT			
1													
8. SEX		DESC		HAIR		EYES		HEIGHT		WEIGHT			
2													
8. SEX		DESC		HAIR		EYES		HEIGHT		WEIGHT			
3													
NARRATIVE (USE BELOW COLUMNS FOR MULTIPLE REPORTS ONLY)													
R/T/O		MULTIPLE RPT. OR NOS.		TYPE OF CRIME		RD		VICTIM'S NAME		DATE ORIG. RPT.			
<p>The original crime report erroneously listed Item #2 as a single item with three serialized Hewlett/Packard (HP) CPUs. Delete Item #2 and add the CPUs as additional loss with separate item numbers.</p> <p>8(1) Computer, Ser. #2UA72411X1, HP Compaq, Mod. DC7700, \$2,000 Black metal case with white metal trim.</p> <p>9(1) Computer, Ser. #2UA72412X1, HP Compaq, Mod. DC7700, \$2,000 Black metal case with white metal trim.</p> <p>10(1) Computer, Ser. #2UA72413X1, HP Compaq, Mod. DC7700 \$2,000 Black metal case with white metal trim.</p>													
<p>WAS PROPERTY BOOKED IN CONJUNCTION WITH THIS REPORT OR INCIDENT? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES IF YES, HAS IT BEEN SEEN COMPLETED? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES</p> <p>SUPERVISOR APPROVING SERIAL NO. REPORTING OFFICER(S) SERIAL NO. DIVISION</p> <p>DATE &amp; TIME REPRODUCED DIVISION CLERK REPORTING OFFICER(S) SERIAL NO. DIVISION</p>													
02.14.00 (10/13)		FOLLOW-UP INVESTIGATION				INC#							



**CHAPTER ONE**

Multiple Missing Juvenile  
Progress Report

**EXEMPLAR #8**

*DOM Volume I, Section 160.01*

LOS ANGELES POLICE DEPARTMENT FOLLOW-UP INVESTIGATION										CORONER CASE NUMBER		<input checked="" type="checkbox"/> MULTIPLE	
DATE THIS REPORT 11/6/2014		DATE ORIGINAL RPT.		SPECIFIC TYPE OF ORIGINAL RPT. (ADW, INV, MTD, ARRESTING, ETC.)				RD		DR NO. 14-1122456			
VICTIM ACCUSED TO / ARRESTEE (USE ORIGINAL REPORT)				IF RECLASSIFYING TO HOMICIDE SEX / DESCENT / AGE				SIS NO. (SUPPL TO ARREST)		WORK FOLDER PERIOD ORIG RPT INDEX NO.			
CASE STATUS: 1 <input type="checkbox"/> CLEARED BY ARREST    2 <input type="checkbox"/> CLEARED OTHER    3 <input type="checkbox"/> REPORT UNFOUNDED    4 <input checked="" type="checkbox"/> INVESTIGATION CONTINUED													
Use this section only to add or correct info - do not repeat info from previous reports. Exception: Complete entire accused info if making final disposition.													
DATE OCCURRED		CHARGE TO - ON OR BETWEEN MO DAY YEAR TIME		NO DAY YEAR TIME		TYPE ORIGINAL REPORT - CHARGE TO		RD - CHG. TO		DR NO. CHG. TO			
PROPERTY VALUE		ADDITIONAL LOSS		PARTIAL RECOVERY		TOTAL RECOVERY		DELETED FROM ORIG. RPT.		DESCRIPTION CHANGES			
NARRATIVE (USE BELOW COLUMNS FOR MULTIPLE REPORTS ONLY)													
PTID		MULTIPLE RPT. OR NOS.		TYPE OF CRIME		RD		VICTIM'S NAME		DATE ORIG. RPT.			
<p><b>EXAMPLE:</b></p> <p>14-1122356      Missing Juvenile      1111      Smith, James      J#365755      10-6-14 Grandmother of M/J telephonically interviewed on 11-1-14. No new information.</p> <p>14-1122456      Missing Juvenile      1112      Oaks, Karen      J#364785      10-6-14 Father of M/J telephonically interviewed on 11-1-14. No new information.</p> <p>14-1122556      Missing Juvenile      1145      Arden, Sandra      J#361748      10-7-14 Mother of M/J was telephonically interviewed on 11-2-14. Mother stated that she received information from unnamed friends of M/J who advised that M/J was living at the Lafayette Park Towers, 345 S. Lafayette Park Place. Detectives conducted a follow-up investigation to the location with negative results.</p> <p>14-1122756      Missing Juvenile      1126      Jones, Ralph      J#365896      10-9-14 Father of M/J was contacted in person on 11-3-14. Father stated that he has not heard from M/J since 10-31-14. No further information.</p>													
<p>WAS PROPERTY BOOKED IN CONJUNCTION WITH THIS REPORT OR INCIDENT? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES      IF YES, HAS 10.05.00 BEEN COMPLETED? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES</p> <p>SUPERVISOR APPROVING      SERIAL NO.      REPORTING OFFICER(S)      SERIAL NO.      DIVISION</p> <p>DATE &amp; TIME REPRODUCED      DIVISION      CLERK      REPORTING OFFICER(S)      SERIAL NO.      DIVISION</p>													
03.14.00 (10/13)		FOLLOW-UP INVESTIGATION				INC#							

**CHAPTER ONE**

**Follow-up Report, Singular  
Incident-Multiple Victims  
(Singular Report Format)**

**EXEMPLAR #9**

*DOM Volume I, Section 155.10*

**NOTE:** Exemplar #9 is based on fictitious circumstances. The times between a request for evidence analysis and when the analyzed results were available are not a true reflection of the actual time required for such analyses. In reality, a substantially longer period of time would be required.

LOS ANGELES POLICE DEPARTMENT FOLLOW-UP INVESTIGATION										CORONER CASE NUMBER		<input checked="" type="checkbox"/> MULTIPLE																			
DATE THIS REPORT 11/5/2014		DATE ORIGINAL RPT.		SPECIFIC TYPE OF ORIGINAL RPT. (ADW, INV, BTD, ARREST/INVEST, ETC.) SEE BELOW				RD		DR NO. 14-3112345																					
VICTIM BOOKED TO / ARRESTED (FROM ORIGINAL REPORT)				IF RECLASSIFYING TO HOMICIDE VICTIM'S SEX / RACE / AGE				SUS NO. (SUPPL TO ARREST)		WORK FOLDER PERIOD ORIG RPT INDEX NO.																					
CASE STATUS: <input type="checkbox"/> 1 CLEARED BY ARREST <input type="checkbox"/> 2 CLEARED OTHER <input type="checkbox"/> 3 REPORT UNFOUNDED <input checked="" type="checkbox"/> 4 INVESTIGATION CONTINUED																															
Use this section only to add or correct info - do not reenter info from previous reports. Situation: Complete entire suspect info if making final disposition.																															
DATE OCCURRED		CHARGE TO - OR - ORIGINATOR MO DAY YEAR TIME		MO DAY YEAR TIME		TYPE ORIGINAL REPORT - SUSPECT		RD - CHG TO		DR NO. CHG TO																					
PROPERTY VALUE		ADDITIONAL LOSS		PARTIAL RECOVERY		TOTAL RECOVERY		DELETED FROM ORIG. RPT.		DESCRIPTION CHARGE																					
ITEM NO. RECORDED/DELETED (ON MULT. RPT. USE NARRATIVE)																															
S.	SEX	DESC	HAIR	EYES	HEIGHT	WEIGHT	DOB	AGE	NAME & ADDRESS FOR NAME & ADDRESS IF JAPANESE																						
1	M	H	BLK	BRO	502	125	2/1/1996	18	Cruz, Javier 123 Lost Avenue, LA																						
									ACTION TAKEN																						
									Arrested 664-187 PC (Attempted Murder)																						
									ITEM NO. CHG TO																						
									1234567																						
S.	SEX	DESC	HAIR	EYES	HEIGHT	WEIGHT	DOB	AGE	NAME & ADDRESS FOR NAME & ADDRESS IF JAPANESE																						
2	F	H	BLK	BRO	500	115	2/22/1996	18	Rodriguez, Diana Teresa 777 Tombstone Place, LA																						
									ACTION TAKEN																						
									Arrested 664-187 PC (Attempted Murder)																						
									ITEM NO. CHG TO																						
									1234568																						
S.	SEX	DESC	HAIR	EYES	HEIGHT	WEIGHT	DOB	AGE	NAME & ADDRESS FOR NAME & ADDRESS IF JAPANESE																						
3	M	H	BLK	BRO	504	140	5/4/1996	18	Chacon, Manuel 1234 35th Street, Apt#2, LA																						
									ACTION TAKEN																						
									Arrested 664-187 PC (Attempted Murder)																						
									ITEM NO. CHG TO																						
									1234569																						
NARRATIVE (USE BELOW COLUMNS FOR MULTIPLE REPORTS ONLY)																															
PTIO		MULTIPLE RPT. OR NOS.		TYPE OF CRIME		RD		VICTIM'S NAME		DATE ORIG. RPT.																					
VALUE																															
<p><u>Suspect No. 4:</u></p> <p>M HISP BLK BRO 509 160 DOB: 7-24-1996 18  Nunez, Jose Last known address: 1344 W. 9th Street, LA  California Operator's License No. C7222841-Not in Custody</p>																															
<p><b>INVESTIGATION CONTINUED</b></p> <table border="0"> <tr> <td>14-3112345</td> <td>Attempt Murder</td> <td>3199</td> <td>Decumber, David</td> <td>10-23-14</td> </tr> <tr> <td>14-3112346</td> <td>Attempt Murder</td> <td>3199</td> <td>Martinez, Gloria</td> <td>10-23-14</td> </tr> <tr> <td>14-3112347</td> <td>Attempt Murder</td> <td>3199</td> <td>Gomez, Al</td> <td>10-23-14</td> </tr> </table>												14-3112345	Attempt Murder	3199	Decumber, David	10-23-14	14-3112346	Attempt Murder	3199	Martinez, Gloria	10-23-14	14-3112347	Attempt Murder	3199	Gomez, Al	10-23-14					
14-3112345	Attempt Murder	3199	Decumber, David	10-23-14																											
14-3112346	Attempt Murder	3199	Martinez, Gloria	10-23-14																											
14-3112347	Attempt Murder	3199	Gomez, Al	10-23-14																											
<p><b>CRIME SUMMARY</b></p> <p>On Wednesday, October 23, 2014, at 1130 hours, Witness Ramon Chavez, a member of the 18th Street gang, confronted suspect Javier Cruz, a member of the "Mara Salvatrucha" (MS) street gang at school (18th Street &amp; MS are rival gangs). Chavez accused Cruz of scratching his vehicle. A fight followed and Cruz kicked Chavez in the face with his right foot. The fight broke up when school security arrived and everyone refused to give statements. The crowd was disbursed. Cruz and members of the MS gang plotted to retaliate. Suspects Javier Cruz, Diana Teresa Rodriguez (Cruz's girlfriend), Manuel Chacon and Jose Nunez decided to "scare" the rival gang. The suspects heard that members of the 18th Street gang were having a party that night. The suspects planned to drive by the party and fire shots in the air to frighten the rival gang members and their girlfriends.</p>																															
<p>WAS PROPERTY BOOKED IN CONJUNCTION WITH THIS REPORT OR INCIDENT? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES IF YES, HAS 10.00.00 BEEN COMPLETED? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES</p> <table border="0"> <tr> <td>SUPERVISOR APPROVING</td> <td>SERIAL NO.</td> <td>REPORTING OFFICER(S)</td> <td>SERIAL NO.</td> <td>DIVISION</td> </tr> <tr> <td></td> <td></td> <td>DET. H K. RODRIGUEZ</td> <td>32832</td> <td>NW</td> </tr> <tr> <td>DATE'S TIME REPRODUCED</td> <td>DIVISION</td> <td>REPORTING OFFICER(S)</td> <td>SERIAL NO.</td> <td>DIVISION</td> </tr> <tr> <td></td> <td></td> <td>DET. H J. KWON</td> <td>33250</td> <td>NW</td> </tr> </table>												SUPERVISOR APPROVING	SERIAL NO.	REPORTING OFFICER(S)	SERIAL NO.	DIVISION			DET. H K. RODRIGUEZ	32832	NW	DATE'S TIME REPRODUCED	DIVISION	REPORTING OFFICER(S)	SERIAL NO.	DIVISION			DET. H J. KWON	33250	NW
SUPERVISOR APPROVING	SERIAL NO.	REPORTING OFFICER(S)	SERIAL NO.	DIVISION																											
		DET. H K. RODRIGUEZ	32832	NW																											
DATE'S TIME REPRODUCED	DIVISION	REPORTING OFFICER(S)	SERIAL NO.	DIVISION																											
		DET. H J. KWON	33250	NW																											
03.14.00 (10/13)		FOLLOW-UP INVESTIGATION				INC# 141106008388																									



**CRIME SUMMARY (Continued)**

Jose Nunez drove Chacon's vehicle described as a 2006 Chevy, 2 door, black, California License No. ABC123. Suspect Chacon rode in the front passenger's seat with a handgun. Suspect Rodriguez drove Cruz's vehicle described as a 2012 Ford, 2 door, green, California License No. 1DFG456. Suspect Cruz rode in the front passenger's seat with a handgun.

On October 23, 2014, at 2130 hours, the suspects slowly drove by 1812 Chavez Vista Drive, the location of the party. A few minutes later, the suspects drove by again. On the second drive-by, suspects Chacon and Cruz fired several shots at a group of people in front of the house [there were approximately 50 people present at the party]. Some shots struck victims David Decumber, Gloria Martinez and Al Gomez, who were attending the party. The suspects fled the scene in their vehicles northbound on Chavez Vista Drive. The victims sustained a variety of great bodily injuries from the gunfire and were transported by ambulance to Los Angeles Community Hospital for treatment. The preliminary investigation of this crime was conducted by Police Officers Ohanian, Serial No. 36864, and Darvish, Serial No. 34972 (*see Investigative Report: Attempt Murder DR No. 14-31-12345 and Medical Treatment Forms prepared by hospital personnel*).

**NOTE:** After the shooting, the suspects took the weapons to suspect Diana Rodriguez's house. Their reasoning was that suspect Rodriguez did not have a criminal record and the police would not suspect her.

**FOLLOW-UP INVESTIGATION****Wednesday, October 23, 2014**

**2345 Hours**—Detective Robles, Serial No. 35307, and I, Detective Zambos, Serial No. 23110, were each telephonically notified at home that a gang-related drive-by shooting (an attempt murder) had occurred at 1812 Chavez Vista Drive and some victims had been hospitalized. We were notified by Police Officer Ohanian, Serial No. 36864, who was one of the first officers to respond to the crime scene. I requested that the crime scene be secured and that the street be closed to pedestrian and vehicular traffic one block in each direction from the residence located at 1812 Chavez Vista Drive.

**Thursday, October 24, 2014**

**0100 Hours**—Detective Robles and I arrived at the crime scene. We interviewed Officers Ohanian and Darvish. Officer Ohanian stated he saw gang members yelling and running around (*see Officer Ohanian's statement*). Once order was established, Officers Ohanian and Darvish learned that three people were injured and requested ambulance service. Officer Darvish confirmed Ohanian's information (*see Officer Darvish's statement*).

Detective Robles and I searched the street one block in each direction from the residence at 1812 Chavez Vista Drive for evidence including any rifle or pistol casings that may have been ejected. We found none. The houses in and adjacent to the crime scene were not struck by gunfire. I authorized officers to reopen the street to vehicular traffic. Detective Robles prepared a crime scene drawing (*see Crime Scene Drawing*).

**0200 Hours**—Detective Robles and I interviewed witness Ramon Chavez [victim Gloria Martinez's boyfriend] at the crime scene. Chavez stated that when he arrived at the party, he parked his vehicle two blocks away from the party location. Chavez was in the crowd of people when the shots were fired. He



**Thursday, October 24, 2014 (Continued)**

saw the vehicles from which the shots were fired. One vehicle was a late model Ford, metallic green. The second car was black and was following behind the Ford. Before the ambulance arrived, Chavez went to his car and noticed the words, "PAY BACK IS A BITCH" spray painted in black paint on the hood. Chavez would not speculate on who might have spray painted his vehicle, but stated, "My homeboys will settle the score" (*see Chavez's complete statement*).

**0300 Hours**—Detective Robles interviewed witness Mondo Gato at his residence, 1814 Chavez Vista Drive. Witness Gato lives next door to the crime scene. Gato stated he was upset because of the loud noise coming from the party next door. Gato was standing outside his house when he saw the cars from which the shot were fired, slow in front of 1812 Chavez Vista Drive. The lead vehicle was green and was followed by a black vehicle. The driver of the green vehicle was a female Hispanic with long black hair. Gato saw shots being fired from the right front passenger windows of both cars. He can identify both of the shooters if he were to see them again (*see Gato's complete statement*).

**0400 Hours**—I interviewed witness Richard Dejay at the crime scene. Dejay stated he was hired as the "DJ" for the party. He did not personally know any of the guests. Dejay was inside the house at the crime scene controlling the music when he heard the shoots being fired. He did not see the suspects or the "shooting" vehicles. He said that between 5 and 10 shots were fired (*see Dejay's complete statement*).

**0500 Hours**—Detective Robles and I attempted to interview victim David Decumber at Los Angeles Community Hospital, but he was in intensive care and was unable to be interviewed for medical reasons. I advised the on-duty nurse to contact detectives if there was any change in David Decumber's condition. A projectile (spent round) was recovered from victim Decumber's body and booked into evidence by Officer Jones (*see Property Report, DR No. 14-31-12345*).

**0600 Hours**—Detective Robles interviewed victim Gloria Martinez at Los Angeles Community Hospital. Victim Martinez stated she was standing with a group of people at the party outside her house at 1812 Chavez Vista Drive. She was struck by a bullet, but did not see the vehicles from which the shots were fired. She stated her boyfriend, Ramon Chavez, was in a fight on Wednesday. She said Ramon kicked someone, another gang member, in the face to protect himself (*see Martinez's complete statement*).

**0700 Hours**—Detective Robles and I attempted to interview victim Al Gomez at Los Angeles Community Hospital, but he had been taken to surgery to remove a bullet. A projectile (spent round) was removed from victim Gomez's body and was recovered and booked into evidence by Officer Darvish.

**0800 Hours**—Detective Robles interviewed Los Angeles City Fire Department ambulance personnel Unit A58. Unit A58 (paramedics driver Yagman Firemaster, Serial No. YF6654, and Rodney Para, Serial No. RP7499) transported victim Gloria Martinez and David Decumber together. Both Firemaster and Para heard Martinez tell Decumber, "We'll get those assholes, David; don't you worry about that." Neither ambulance crewmember had any additional information to report.

**0900 Hours**—I was telephonically contacted by a confidential reliable informant (CRI) who stated, they knew two of the suspects involved in the shooting at 1812 Chavez Vista Drive. I agreed to meet with the CRI on Friday, October 25, 2014.



**Friday, October 25, 2014**

**0700 Hours**—I requested the crime lab to examine the projectiles removed from victims Gomez and Decumber for type, caliber and comparability.

**0900 Hours**—Detective Robles and I met the CRI at an undisclosed location. The CRI said that Jose Nunez, Javier Cruz, Diana Teresa Rodriguez, Manuel Chacon and other Mara Salvatrucha (MS) gang members met at Chacon's residence on Wednesday, October 23, 2014, and planned to scare the 18<sup>th</sup> Street gang in retaliation for a fight with Cruz. Nunez drove Chacon's vehicle, a black Chevy. Cruz and Rodriguez rode in Cruz's car, a green Ford. The CRI did not see the shooting.

**1300 Hours**—Detective Robles and I met with Detective Ruiz, Serial No. 27728, NW Gang Impact Team (GIT), who identified all known persons attending the party at the crime scene as either members or associates of the 18<sup>th</sup> Street gang. Detective Ruiz checked the Department's gang files for vehicles that matched the description of the vehicles used in the drive-by shooting.

The following information and vehicle descriptions were identified from gang-file records:

- 2012 Ford Thunderbird, 2 door, green, California License No. 1DFG456, belonging to Javier Cruz.
- 2006 Chevy, 2 door, black, California License No. ABC123, belonging to Manuel Chacon.

Detective Ruiz confirmed that suspects Jose Nunez, Javier Cruz, Diana Teresa Rodriguez and Manuel Chacon were all MS gang members. DMV records showed the above vehicles registered to Cruz and Chacon as indicated (*see Field Interview Cards from the gang files and DMV records for California License Nos. 1DFG456 and ABC123*).

**1330 Hours**—Detective Robles and I checked the addresses listed on the Field Interview Cards retrieved from Detective Ruiz. Javier Cruz and his family moved with no forwarding address. Diana Rodriguez's mother said that Diana left home about two days ago. She did not know the whereabouts of Diana. Manuel Chacon's mother stated that Manuel does not live with her anymore and did not know where he could be found. The whereabouts of Jose Nunez is not known.

**1400 Hours**—I prepared a teletype broadcast through NECS-JDIC containing the information on the wanted suspects and their vehicles.

**1430 Hours**—Based on the information in the broadcast, Police Officers Roger Forest, Serial No. 32939, and Richard Rico, Serial No. 31469, detained three female juveniles in suspect Javier Cruz's vehicle (2012 Ford—1DFG456) parked at a 7-Eleven Store. The driver identified herself as Diane Teresa Rodriguez. She told the officers that the car belonged to her boyfriend, Javier Cruz. She did not know where the registration or insurance information was for the vehicle. Rodriguez drove the car from the park to the store to get more sodas. Rodriguez did not have a driver's license. The other female passengers, Regina Debris and Debbie Moore, were both juveniles and did not have driver's licenses. Officer Forest told the females that the car they were in was similar to one used in a drive-by shooting.

Officer Forest requested them to go to the Los Angeles Police Department's Northwest Division, to speak with detectives. The female detainees agreed. All three females were taken to the station. At the station, Diana Rodriguez again said that the car belonged to Javier Cruz, her boyfriend. She was with Javier Cruz on Wednesday night, but denied any knowledge of a drive-by shooting. Rodriguez stated that she and Cruz were driving around with a friend following his car. Rodriguez said that they may have driven in the



PAGE 5 OF 7

FOLLOW-UP INVESTIGATION

CR# 14-3112345

**Friday, October 25, 2014 (Continued)**

area of Chavez Vista Drive where there was a party going on, but could not remember. She denied that anyone from either car fired a weapon at anyone. She denied seeing Cruz with a gun.

**1630 Hours**—Detective Robles and I conducted a search of Cruz's vehicle. I took GSR samples from various points within and outside of the vehicle. I recovered a hat from under the driver's seat bearing the capital letters MS. I recovered four 9mm live rounds from under the front seat armrest. I recovered spray paint cans from the rear seat floorboard.

I recovered a switch blade knife with a 3" blade from between the two front seats. All items were photographed and booked into evidence (*see Property Report, DR No. 14-31-12345 and photographs*).

**1700 Hours**—Detective Robles and I interviewed Regina Debris. She stated that Manuel Chacon was her boyfriend and that Diana Rodriguez was her friend. She denied any personnel involvement in the drive-by shooting. Diana Rodriguez told Debris that she did not fire any guns, but just before the shooting, Rodriguez spray painted someone's car. Rodriguez told Debris that "the guys" fired several shots into a crowd of people, but did not know if anyone was hit. Debris's boyfriend (Chacon) was with Diana and Diana's boyfriend (Javier Cruz) and another guy. Debris stated she did not want to "snitch" on Chacon. Debris would not tell detectives where Manuel Chacon could be found. When asked if Chacon owned or had any weapons, Debris stated that Rodriguez told her she was "holding" the guns at her house because she did not have a police record. Debris did not see Diana with any weapons. Chacon told Debris he had a gun, but she had never seen him with it.

**1730 Hours**—Detective Robles and I interviewed Debbie Moore who said she has known Diana Rodriguez and Regina Debris for only one month. Moore met Rodriguez and Debris at the park and rode to the store with them. She thought Diana had a driver's license. She said that she did not know Diana's or Debbie's boyfriends.

**1745 Hours**—Detective Robles and I arrested Diana Rodriguez for 602 WIC 664/187 PC, Attempt Murder, under the belief that Rodriguez was a juvenile (17 years old). I notified the subject's parents of the arrest. Rodriguez's mother informed me that Diana Rodriguez turned 18 years old last February. Diana Rodriguez was re-arrested for 664/187 PC, Attempt Murder and was advised of her Miranda rights. Rodriguez agreed to talk with detectives. Diana Rodriguez admitted being part of the drive-by shooting.

She admitted driving Cruz's vehicle during the drive-by shooting at 1812 Chavez Vista Drive. She implicated Manuel Chacon and Javier Cruz as the shooters. She also wrote and signed a "letter of apology" addressed to the victims who were shot. Rodriguez's statement was recorded on video and digital media. The video and "letter of apology" were booked as evidence. The digital media, No. 123456, was retained in a locked cabinet maintained at Northwest Division (*see Property Report, DR No. 14-31-12345*).

**Saturday, October 26, 2014**

**0900 Hours**—Detective Robles and I obtained a search warrant for Diana Teresa Rodriguez's house at 738 Tombstone Place, Los Angeles based on information received from Regina Debris (*see Search Warrant No. A560096*).

**1000 Hours**—Detective Robles and I executed the search warrant. I retrieved a Colt 9mm semi-automatic pistol with four live rounds in the magazine and one live round in the chamber. I also retrieved a Wilson



**Saturday, October 26, 2014 (Continued)**

Special, .38 caliber revolver, the cylinder of which was loaded with six spent shell casings. All items were found between the bed mattresses in Diana Teresa Rodriguez's bedroom. I booked the items at Property Division. (*see Property Report, DR No. 14-31-12345*).

**1100 Hours**—I requested a scientific analysis of all items booked into evidence. Specifically, a check for fingerprints was requested on all spent casings and live rounds, firearms, the 9mm magazine, spray paint cans and the paint sprayed on Ramon Chavez's vehicle was requested for comparison.

**1200 Hours**—I interviewed Al Gomez who stated he thinks the shooting was a retaliation for the incident that occurred between Chavez and Cruz. He had no further information (*see Decumber's complete statement*).

**1230 Hours**—I interviewed victim David Decumber who stated he did not see what happened. He offered no further information (*see Gomez's complete statement*).

**1400 Hours**—Detective Robles and I re-interviewed witness Ramon Chavez at his residence. Chavez stated that the Mara Salva Trucha was a rival gang and that there are periodic fights between the MS and 18<sup>th</sup> Street gangs over territory. Chavez parked his car in the wrong place Monday night (October 21, 2014); when he returned to his car, it had been scratched. Believing the MS scratched his car, Chavez went to Javier Cruz, the leader of the MS. A fight ensued between Chavez and Cruz. Chavez stated he won the fight.

**1500 Hours**—We received the lab report of the analysis of evidence. Criminalists Diana Paul, a firearms expert, and Criminalists Sue Brockbank, a forensic expert, stated suspect Diana Rodriguez's fingerprints matched the latent fingerprints found on the hood of victim Chavez's vehicle on which a spray painted message had been placed. The paint in the spray paint cans found in the rear of Chavez's 2012 Ford also matched the type of paint used on Chavez's vehicle hood. Javier Cruz's fingerprints were found on the spray paint cans and on one of the 9mm bullets found in his vehicle. Cruz's fingerprints were also found on the 9mm magazine recovered from the Rodriguez residence. Manuel Chacon's fingerprints were found on one spent casing removed from the .38 caliber revolver recovered at the Rodriguez residence. Criminalist Diana Paul determined the projectile removed from victim David Decumber matched the 9mm automatic seized at the Rodriguez residence. Also, the projectile removed from victim Al Gomez matched the .38 caliber

**1630 Hours**—Based on the evidence obtained and the statements made by the CRI, Detective Robles and I searched areas in the Northwest Area of Los Angeles, commonly frequented by the MS street gang. Detective Robles and I located and arrested Javier Cruz and Manuel Chacon at the Fourth Street Park, at 4<sup>th</sup> Street and Park Avenue. I observed a one-inch scar from a recent injury on Cruz's left jawbone. Cruz refused to comment on how the injury occurred. Both Cruz and Chacon were advised of their Miranda rights and both refused to talk (*see Arrest Reports on Cruz and Chacon*).

**1800 Hours**—I interviewed Jorge and Wilhemina Nunez, parents of suspect Jose Nunez. Both stated that Jose Nunez moved to an unknown location and was going to visit friends in Phoenix, Arizona. They did not know the Arizona location.

PAGE 7 OF 7

FOLLOW-UP INVESTIGATION

OR# 14-3112345

**1900 Hours**—I showed four photo show-ups to all victims and witnesses in this case. Each folder contained a photograph of one suspect (Cruz, Chacon, Rodriguez and Nunez) and five other photos. Witness Ramon Chavez and Mondo Gato each positively identified Javier Cruz and Manual Chacon as the shooters (*see Los Angeles County Regional Information Center (LACRIS) photo show-ups, and Photo Identification Reports*).

**CASE STATUS**

This case is being presented to the District Attorney (DA) for filing consideration. This case is Investigation Continued pending DA review.

**INVESTIGATION CONTINUED**



**CHAPTER ONE**

Multiple Follow-up Report with  
Multiple Case Statuses,  
Recovery by Item Numbers and  
Removal of a Firearm from AFS

**EXEMPLAR #10**

*DOM Volume I, Sections 154.16  
and 160.00 through 170.00*

LOS ANGELES POLICE DEPARTMENT <span style="color:red">FIREARM (IN RED)</span>										CORONER CASE NUMBER		<input checked="" type="checkbox"/> MULTIPLE	
DATE THIS REPORT <b>11/15/2014</b>		DATE ORIGINAL RPT.		SPECIFIC TYPE OF ORIGINAL RPT. (ADW, TFV, EVID., ARREST/BURG., ETC.)				RD		DR NO. <b>14-0210123</b>			
VICTIM BOOKED TO / ARRESTEE (AS ON ORIGINAL REPORT)				IF RECLASSIFYING TO HOMICIDE SEX / DESCENT / AGE				BKG NO. (SUPPL. TO ARREST)		WORK FOLDER PERIOD ORIG. RPT. INDEX NO.			
CASE STATUS    1 <input checked="" type="checkbox"/> CLEARED BY ARREST    2 <input checked="" type="checkbox"/> CLEARED OTHER    3 <input type="checkbox"/> REPORT UNFOUNDED    4 <input checked="" type="checkbox"/> INVESTIGATION CONTINUED													
Use this section only to add or correct info - do not repeat info from previous reports. Exception: Complete entire suspect info if making final disposition.													
DATE OCCURRED		CHANGE TO - ON OR BETWEEN MO DAY YEAR TIME		&		MO DAY YEAR TIME		TYPE ORIGINAL REPORT - CHANGE TO Murder		RD - CHG. TO			
PROPERTY VALUE:		ADDITIONAL LOSS		PARTIAL RECOVERY		TOTAL RECOVERY		DELETED FROM ORIG. RPT.		DESCRIPTION CHANGE <input type="checkbox"/>			
ITEM NOS. RECOVERED/DELETED (ON MULT. RPTS. USE NARRATIVE)													
S-	SEX	DESC	HAIR	EYES	HEIGHT	WEIGHT	DOB	AGE	NAME & ADDRESS (OR NAME & CHARGE, IF ARRESTED) Suarez, Arthur L. 459 PC (Burglary)				
1	M	H	BRO	BRO	506	165	12/4/1985	28	ACTION TAKEN Filed (3) Cts. 459 PC (Burglary)				
									<input type="checkbox"/> MINUF <input type="checkbox"/> CMF <input checked="" type="checkbox"/> BKG# 1234567				
S-	SEX	DESC	HAIR	EYES	HEIGHT	WEIGHT	DOB	AGE	NAME & ADDRESS (OR NAME & CHARGE, IF ARRESTED) James, John J. 459 PC (Burglary)				
2	M	W	BRO	BLU	601	175	11/11/1987	26	ACTION TAKEN DA Reject				
									<input type="checkbox"/> MINUF <input type="checkbox"/> CMF <input checked="" type="checkbox"/> BKG# 1234568				
S-	SEX	DESC	HAIR	EYES	HEIGHT	WEIGHT	DOB	AGE	NAME & ADDRESS (OR NAME & CHARGE, IF ARRESTED) Smith, Larry A. 4877 S. Spring St., L.A.				
3	M	W	BLK	BRO	510	185	9/27/1981	32	ACTION TAKEN Not Arrested-DA Reject				
									<input checked="" type="checkbox"/> MINUF <input type="checkbox"/> CMF <input type="checkbox"/> BKG# 08093300				
NARRATIVE (USE BELOW COLUMNS FOR MULTIPLE REPORTS ONLY)													
PT/ID	MULTIPLE RPT: DR NOS.		TYPE OF CRIME		RD		VICTIM'S NAME		DATE ORIG. RPT.		VALUE		
<b><u>CLEARED BY ARREST</u></b>													
T	14-02-10123		Burglary		256		Smith, James		2-11-14		\$600		
P	14-02-10477		Burglary		262		Edwards, Henry		2-13-14		\$895		
Item Nos. Recovered: #3, #7													
Firearm Recovered:													
#3 - 1 Revolver J206789 Smith & Wesson Model #49 Bodyguard model w/shrouded hammer-B/S w/S&W wood grips 38 cal-6 shot													
<b><u>***REMOVE FROM AFS***</u></b>													
T	14-02-11121		Burglary		266		Jones, Thomas		2-17-14		\$135		
<b><u>CLEARED OTHER</u></b>													
	14-02-10172		Burglary		256		McBride, Jean		2-11-14		\$466		
	14-02-11107		Burglary		255		Thompson, Jack		2-16-14		\$1700		
<b><u>INVESTIGATION CONTINUED</u></b>													
P	14-02-11266		Burglary		265		Jamison, Rachael		2-19-14		\$900		
Item No. Recovered: #4													
The narrative must continue with a summary of crime clearances/investigations. The disposition of all booked property and efforts made to recover outstanding property must also be included.)													
WAS PROPERTY BOOKED IN CONJUNCTION WITH THIS REPORT OR INCIDENT? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES .....    IF YES, HAS 10.05.00 BEEN COMPLETED? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES													
SUPERVISOR APPROVING			SERIAL NO.			REPORTING OFFICER(S)			SERIAL NO.    DIVISION				
DATE & TIME REPRODUCED			DIVISION			CLERK			REPORTING OFFICER(S)				
									SERIAL NO.    DIVISION				
03.14.05 (10/13)..... FOLLOW-UP INVESTIGATION    INC#													

**CHAPTER ONE**

Modus Operandi (MO)  
Clearance—Death of the  
Perpetrator—Crime Cleared Other

**EXEMPLAR #11**

*DOM Volume I, Sections 152.24,  
152.25 and 165.20*

NOTE: Exemplar #11 is based on an actual investigation. The names, addresses and crime locations have been changed to protect the victims and witnesses.

LOS ANGELES POLICE DEPARTMENT FOLLOW-UP INVESTIGATION										CORONER CASE NUMBER		<input checked="" type="checkbox"/> MULTIPLE	
DATE THIS REPORT 9/16/2014		DATE ORIGINAL RPT. 11/5/2014		SPECIFIC TYPE OF ORIGINAL RPT. (ADW, TPV, EVID., ARREST/BURG., ETC.) <b>SEE BELOW</b>				RD		DR NO. 11-0641981			
VICTIM BOOKED TO / ARRESTEE (AS ON ORIGINAL REPORT)				IF RECLASSIFYING TO HOMICIDE SEX / DESCENT / AGE				BKG NO. (SUPPL. TO ARREST)		WORK FOLDER PERIOD ORIG. RPT. / INDEX NO.			
CASE STATUS 1 <input type="checkbox"/> CLEARED BY ARREST 2 <input checked="" type="checkbox"/> CLEARED OTHER 3 <input type="checkbox"/> REPORT UNFOUNDED 4 <input type="checkbox"/> INVESTIGATION CONTINUED													
Use this section only to add or correct info - do not repeat info from previous reports. Exception: Complete entire suspect info if making final disposition.													
DATE OCCURRED		CHANGE TO - ON OR BETWEEN MO DAY YEAR TIME		&		MO DAY YEAR TIME		TYPE ORIGINAL REPORT - CHANGE TO Murder		RD - CHG. TO			
PROPERTY VALUE:		ADDITIONAL LOSS		PARTIAL RECOVERY		TOTAL RECOVERY		DELETED FROM ORIG. RPT.		DESCRIPTION CHANGE <input type="checkbox"/>			
ITEM NOS. RECOVERED/DELETED (ON MULTI. RPTS. USE NARRATIVE)													
S-	SEX	DESC	HAIR	EYES	HEIGHT	WEIGHT	DOB	AGE	NAME & ADDRESS (OR NAME & CHARGE, IF ARRESTED) Kovach, Robert Joseph - Transient				
1	M	W	BLK	BRO	511	165	2/11/1969	45	ACTION TAKEN SUSPECT DECEASED				
									<input checked="" type="checkbox"/> MNLW <input type="checkbox"/> CWF <input type="checkbox"/> BKG 04812345				
S-	SEX	DESC	HAIR	EYES	HEIGHT	WEIGHT	DOB	AGE	NAME & ADDRESS (OR NAME & CHARGE, IF ARRESTED)				
2									ACTION TAKEN				
									<input type="checkbox"/> MNLW <input type="checkbox"/> CWF <input type="checkbox"/> BKG				
S-	SEX	DESC	HAIR	EYES	HEIGHT	WEIGHT	DOB	AGE	NAME & ADDRESS (OR NAME & CHARGE, IF ARRESTED)				
3									ACTION TAKEN				
									<input type="checkbox"/> MNLW <input type="checkbox"/> CWF <input type="checkbox"/> BKG				
NARRATIVE (USE BELOW COLUMNS FOR MULTIPLE REPORTS ONLY)													
PIT/ID	MULTIPLE RPT: DR NOS.		TYPE OF CRIME		RD		VICTIM'S NAME		DATE ORIG. RPT.		VALUE		
<b><u>CLEARED OTHER</u></b>													
11-06-41981	Burglary/Rape		642	MLH	10-08-11		\$160						
12-06-17269	Burglary		667	ET	04-23-12		\$0						
12-06-17273	Burglary/Attempt Rape		667	FY	04-23-12		\$0						
12-06-27880	Burglary/Rape		667	LAF	07-14-12		\$0						
12-06-28902	Burglary/Rape		666	EL	07-22-12		\$0						
12-06-29718	Burglary		638	CS	07-28-12		\$0						
12-06-30336	Burglary/Rape		645	SC	08-02-12		\$0						
12-06-36939	Burglary/Attempt Rape		643	CM	09-20-12		\$0						
12-06-38197	Burglary/Attempt Rape		666	EMH	09-30-12		\$0						
12-06-38202	Burglary/Rape		665	LK	09-30-12		\$0						
13-06-51212	Attempt Murder/Rape		643	GR	08-04-13		\$210						
14-06-00629	Burglary/Rape		636	MB	07-28-12		\$30						
14-06-03940	Burglary/Rape		646	JG	03-08-14		\$700						
14-06-31322	Burglary/Rape		666	AEB	03-03-14		\$10						
14-06-32604	Murder		667	FE	03-14-14		SUNK						
14-06-46238	Burglary		674	JVC	07-01-14		\$0						
(SEE CONTINUATION)													
WAS PROPERTY BOOKED IN CONJUNCTION WITH THIS REPORT OR INCIDENT? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES													
IF YES, HAS 10.05.00 BEEN COMPLETED? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES													
SUPERVISOR APPROVING				SERIAL NO.				REPORTING OFFICER(S)					
								MORIMOTO, E.					
DATE & TIME REPRODUCED				DIVISION				SERIAL NO.					
								33265					
CLERK				DIVISION				SERIAL NO.					
								HWD					
63.14.03 (10/13)													
FOLLOW-UP INVESTIGATION INC# 140916002522													

PAGE 2 OF 2

FOLLOW-UP INVESTIGATION

DR# 110641981

**CRIME SUMMARY (SYNOPSIS)**

**DR# 11-06-41981-BURGLARY/RAPE/SODOMY:**

On October 8, 2011, Victim MLH was sleeping in her residence located in the 7700 block of Hollywood Boulevard. She awoke to see the suspect in her doorway. The suspect jumped on top of victim, put a knife to her throat, and verbally threatened her. The suspect covered the victim's face with a blanket, raped and sodomized her. He then removed cash and jewelry from the location and fled.

**DR# 12-06-17269-HOT PROWL BURGLARY:**

On April 23, 2012, Victim ET was in her residence located in the 1400 block of Tamarind Avenue. She was lying on the living room sofa when the suspect approached and put his hand over her mouth. The victim screamed and the suspect fled the location.

**DR# 12-06-17273-BURGLARY/ATTEMPT RAPE:**

On April 23, 2012, Victim FY was in her residence located in the 5800 block of La Mirada Avenue. She was watching television in her living room when the suspect walked in from her bedroom. The suspect put his hands over her face and grabbed her breasts. The victim's father then came into the living room and the suspect ran from the location. The witness observed that the suspect was carrying a towel with him, which he held in front of his face as he ran from the location.

**DR# 12-06-27880-BURGLARY/RAPE/ORAL COPULATION:**

On July 14, 2012, Victim LAF was in her residence located in the 1200 block of N. Gower Avenue. She was in bed reading when she saw the suspect in the hallway. The suspect ran at the victim, pushed her down on the bed, covered her face with a pillow and then blindfolded her. The suspect verbally threatened the victim, raped her, and forced her to orally copulate him before fleeing the scene.

**DR# 12-06-28902-BURGLARY/RAPE/ORAL COPULATION:**

On July 22, 2012, Victim EL was asleep in her residence located in the 6200 block of Delongpre Avenue when she was awakened by the suspect putting a cloth over her face. The suspect threatened the victim, raped her, and forced her into acts of oral copulation. The suspect removed currency and credit cards and fled the scene.

**DR# 12-06-29718-HOT PROWL BURGLARY:**

On July 28, 2012, Victim CS was sleeping in her residence located in the 1800 block of Taft Avenue when she awoke to find the suspect crawling on the floor. The victim screamed and the suspect jumped on her and made verbal threats. The suspect then fled the scene.

**DR# 12-06-30336-BURGLARY/RAPE:**

On August 2, 2012, Victim SC was asleep in her residence in the 1700 block of N. Las Palmas Avenue when she was awakened by the suspect kissing her. The victim struggled and the suspect covered her face with a pillow. The suspect verbally threatened the victim and raped her.

**DR# 12-06-36939-BURGLARY/ATTEMPT RAPE:**

On September 20, 2012, Victim CM was sleeping in her residence located in the 1400 block of N. Gardner Ave. She was awakened by the suspect who lay on top of her, covered her mouth with his hand, and verbally threatened her. The victim's brother was sleeping in another bed in the room and he woke up and chased the suspect out of the location.



**DR# 12-06-38197-BURGLARY/ATTEMPT RAPE:**

On September 30, 2012, Victim EMH was asleep in her residence located in the 6600 block of Leland Way when she was awakened by the suspect placing a towel over her face. The suspect began kissing and stroking the victim and when she struggled, he choked her and told her to be quiet. The victim's eight-year-old son was sleeping in the same room. He woke up, yelled at the suspect, and tried to kick him. The suspect fled the location.

**DR# 12-06-38202-BURGLARY/RAPE:**

On September 30, 2012, Victim LK was asleep in her residence located in the 1200 block of N. Las Palmas Ave. The victim awoke to find the suspect placing a cloth over her face. The suspect choked the victim and she struggled until he lost hold on her. The suspect threatened the victim and then raped her. At this time, the victim's roommates returned home and the suspect saw them and fled the scene.

**DR# 13-06-51212-BURGLARY/RAPE/ATTEMPT MURDER:**

On August 4, 2013, Victim MB was asleep in her residence located in the 1400 block of N. Poinsettia Place when she awoke to find the suspect on top of her. The suspect choked the victim and raped her. The victim struggled with the suspect who penetrated her vagina for only a brief period of time. The suspect did, however, continue to choke the victim for several minutes after discontinuing the intercourse. The victim feigned death and the suspect eventually stopped his actions and fled the scene.

**DR# 14-06-00629-BURGLARY/RAPE/ORAL COPULATION:**

On July 28, 2014, Victim MB was asleep in her residence located in the 6700 block of Wedgewood Place when the suspect jumped on top of her and blindfolded her. The suspect verbally threatened the victim, raped her, and forced her to orally copulate him. The suspect removed money from the victim's wallet and fled the scene.

**DR# 14-06-31322-BURGLARY/RAPE:**

On March 3, 2014, Victim AEB was asleep in her apartment in the 6100 block of Delongpre Avenue, when she was awakened by the suspect who was choking her. The suspect covered the victim's face with a sheet, raped her, and attempted to force her into acts of oral copulation. The suspect blindfolded the victim, removed money from the victim's purse and fled the scene after a light was turned on by a next door neighbor.

**DR# 14-06-32604-MURDER:**

This homicide occurred between March 14, 2014, at 10:45 p.m. and March 15, 2014, at 8:30 a.m. in the 1200 block of N. Gondor Street. The victim, FE, was a 63 year-old female White who was apparently in bed, asleep, when the suspect cut a bathroom window screen and entered the apartment. The suspect sexually assaulted the victim and manually strangled her to death. Prior to leaving the location, the suspect removed cash from the victim's coin purse.

**DR# 14-06-46238-HOT PROWL BURGLARY:**

On July 1, 2014, Victim JVC was asleep in her bedroom located in the 1300 block of N. Formosa Avenue when she awoke to see a man at the foot of her bed. The suspect was pulling the blankets from her bed. The victim screamed and the suspect ran from the location.

**DR# 14-06-03490-BURGLARY/RAPE/SODOMY:**

On March 8, 2014, Victim JG was in the restroom of her residence located in the 1300 block of N. McCadden Place when he heard someone enter through her bedroom window. The suspect accosted her in the bathroom and immediately choked her. The suspect verbally threatened her and displayed a knife. He put a towel over the victim's face and led her to the bedroom where he sexually assaulted her before fleeing the scene.

**DR# 14-16211-BURGLARY/RAPE (SANTA MONICA P.D.-INFO ONLY):**

On June 6, 2014, Victim DA was in her residence located in the 2700 block of 3<sup>rd</sup> St., Santa Monica when she awoke to find the suspect on top of her. The suspect put a knife to her throat and verbally threatened her. The victim attempted to take the knife from the suspect. In response, he struck her in the face and choked her. He put a pillowcase over her head and continued to choke her. The suspect then blindfolded the victim with some sort of cloth and raped her. The suspect removed currency from the victim's wallet and fled the scene.

**DR# 14-17017-BURGLARY/RAPE/ORAL COPULATION (SANTA MONICA P.D.-INFO ONLY):**

On July 10, 2014, Victim KS was asleep in her residence located in the 800 block of 3<sup>rd</sup> Street, Santa Monica. She awoke to find the suspect in her bedroom. The suspect verbally threatened her and put a cloth rag over her face. The suspect raped the victim and forced her to orally copulate him. The suspect took cash from the victim's purse before fleeing the scene.

**DR# 14-19015-ATTEMPT MURDER/RAPE (SANTA MONICA P.D.-INFO ONLY):**

On July 29, 2014, Victim KU was asleep in her residence located in the 800 block of 3<sup>rd</sup> Street, Santa Monica. She awoke to find the suspect in bed with her. The suspect verbally threatened her, held her down, and covered her mouth. The victim screamed and the suspect choked her. The suspect put a pillowcase over her head and fondled her (inserting his fingers in her vagina). The victim's dog was barking and the suspect got up and looked out a window. He led the victim out of a door of the residence at which time she heard shots which turned out to be from responding Santa Monica Police units who killed the suspect.

**SUSPECT INFORMATION**

Suspect Kovach was a male, of mixed descent, who has been listed in various federal, state, and local law enforcement records as being white, black, Indian, and Hispanic. Suspect Kovach has black hair, brown eyes, was 5' 11" tall, 150 pounds, and had a DOB of 02-11-69. The suspect was born and raised in Ohio where he was arrested three different times from 2005 through 2007 for resisting arrest, theft, voyeurism, trespassing, and indecent exposure. Suspect Kovach was first documented as being in the Hollywood area in 2008 and 2009 during which time he was arrested five times for attempted robbery, burglary, trespass, and false information to a police officer. In 2010, the suspect returned to Ohio where he incurred arrests for voyeurism, trespass, indecent exposure, escape, receiving stolen property and disorderly conduct. The suspect's last incarceration in Ohio was from 01-08-11 through 05-02-11. On 11-01-11, Kovach was back in Los Angeles and was arrested for a parole violation. He was incarcerated on this charge until 03-01-12. During the next 32 months, the suspect remained in the Hollywood area where he incurred 10 additional arrests for petty theft, trespass, peeping tom, attempt burglary, burglary, unlawful possession of controlled substance, and parole violations.

In three of Kovach's prior Hollywood burglary arrests, he demonstrated elements of the same MO displayed in the cases addressed in this report.

On 06-19-09, at 0045 hours, a 28 year-old white victim was sleeping in her residence located in the 1400 block of N. Gardner Ave. when the suspect removed one window screen and cut open a second one. Police were summoned and they arrested the suspect at Fuller and Fountain (DR# 09-0624683). At the time of this arrest, the suspect was also identified in several peeping tom incidents which took place in the same neighborhood (DR#s 09-0626484 & 09-0626485). On 10-12-12, at 0115 hours, Kovach was arrested in the 700 block of Cole Avenue after police observed him removing the screen from the bedroom window of a residence where a 27 year-old female White lived. When Kovach was taken into custody, he had a bra in his pants pocket (DR# 12-0639670).

On 08-07-13, at 0100 hours, Kovach entered a residence in the 1900 block of N. Beechwood Ave. which was occupied by two 31 year-old white females. The suspect entered via an unlocked front door. The victim yelled at the suspect and he fled the scene taking a gym bag from the location.



Kovach was found under a building in the 1900 block of N. Cheremoya. At the time of the suspect's arrest, he had an aluminum window screen latch in his right front pants pocket (DR# 13-06-51573). In all of his LAPD contacts, Kovach was listed as either a transient or staying at transient-type motels.

On 07-29-14, suspect Kovach was shot and killed by Santa Monica Police Department officers during the commission of a rape. Santa Monica Police detectives were unable to establish a residence for the suspect and also showed him as a transient.

### **FOLLOW-UP INVESTIGATION**

Subsequent to Kovach's death, investigations were conducted by the Santa Monica Police Department and LAPD Hollywood Area detectives. These investigations revealed that Kovach was responsible for the nineteen above listed crimes. In addition to these crimes, investigations are pending on approximately 24 Hollywood residential burglaries with MOs that match Kovach's. Our investigation also revealed that Kovach was in the Hollywood area in 2008 and 2009. The casebooks for these years are in storage. These casebooks will be retrieved and examined for additional crimes committed by this suspect.

Teletypes with the details of the sexual assault crimes and the subsequent arrest of the suspect have been disseminated statewide and nationwide. Several of these crimes had also been entered in the California Department of Justice's violent crime information center's MO system. As of the date of this follow-up, there have been no other jurisdictions or LAPD divisions which have reported crimes with a similar method of operation.

In the documentation which follows, I have first established Kovach's MO based on the information from the cleared non-homicide crimes and those which occurred in Santa Monica. The last section of this follow-up is devoted specifically to the FE homicide and contains the information, which established Kovach as the perpetrator.

An analysis of the non-homicide crimes resulted in the establishment of a multi-factorial MO profile, which was unique to Kovach. I have categorized Kovach's profile into the following aspects:

### **ASSAULT TIMES**

Suspect Kovach demonstrated a consistent pattern in terms of the times of his criminal activity. All eighteen crimes occurred during the night between the hours of 11:00 p.m. and 5:00 a.m. thirteen of the eighteen crimes occurred between the hours of 11:00 p.m. and 2:55 a.m.

### **SUSPECT OPPORTUNITY/CRIME**

Suspect Kovach had the opportunity to commit all of the known crimes in terms of the occurrence dates and prior contacts with the police, which documented the suspect's whereabouts in proximity to where the crimes occurred.

The first of the known sexual assaults (DR# 11-06-41981) occurred on October 8, 2011. Kovach had been released from prison in Ohio five months earlier and his next police contact was an arrest in Los Angeles on November 1, 2011, for a parole violation. Between the date of this arrest and the date of the suspect's death (on 07-29-14), he had been arrested and jailed on eight separate occasions for a total incarceration time of 468 days. All of the known crimes committed by the suspect took place during the interspersed eight periods (totaling 168 days) when he was not in jail. No crimes with a similar MO took place at any time when the suspect was known to be in jail or since the date of his death.

Kovach's custody periods (from 2011 to the present) and the dates of the crimes are as follows:

<u>DATES(S)</u>	<u>CUSTODY or DR#</u>
01/08/11-05/20/11	Custody (Ohio)
10/08/11 11-06-41981	
11/01/11-03/01/12	Custody
04/23/12 12-06-17273	
04/23/12 12-06-17269	
05/04/12-05/08/12	Custody
07/14/12 12-06-27880	
07/20/12-07/21/12	Custody
07/22/12 12-06-28902	
07/28/12 12-06-29718	
08/02/12 12-06-30336	
09/20/12 12-06-36939	
09/30/12 12-06-38197	
09/30/12 12-06-38202	
10/12/12-02/02/13	Custody
07/04/13-07/11/13	Custody
08/04/13 13-06-51212	
08/07/13-12/10/13	Custody
03/08/14 14-06-03940	
03/14/14 14-06-32604	
03/03/14 14-06-31322	
03/20/14-06/25/14	Custody
06/30/14 14-16211 (Santa Monica)	
07/01/14 14-06-46238	
07/10/14 14-17017 (Santa Monica)	
07/28/14 14-06-00629	
07/29/14 14-19015 (suspect killed)	

**SUSPECT OPPORTUNITY/CRIME (continued)**

All of the local police contacts with Kovach (with the exception of the Santa Monica shooting and one arrest in Beverly Hills) took place in Hollywood Area. I prepared a map (attached) showing the known whereabouts of Kovach during the Hollywood police contacts (arrests, FI's, citations, etc.). This map also depicts the locations of the FE homicide and all additional fifteen crimes committed by the suspect in Hollywood. It may be noted that eleven of the fifteen Hollywood crimes (as well as the FE homicide) took place in an east-west corridor which ran two blocks on either side of Fountain Avenue, bordered on the east by Gower Avenue and on the west by Gardener Avenue. Kovach has had police contact within eight blocks of all of the crimes. All of the Santa Monica crimes took place on the same street.

**VICTIM PROFILES:**

Sixteen of the eighteen victims were female Whites, one was a female Hispanic (DR# 12-06-38197), and one was (light skinned) female black (DR# 14-06-00629). The victims' ages ranged from 19 to 69 years-old but the suspect demonstrated a propensity for older victims in that there were five victims in their sixties (two were sixty-nine) and one in her fifties (this is an infrequent sexual assault MO trait). One of the sixty-nine year old victims (Santa Monica DR# 14-17017) was on an oxygen respirator when the suspect assaulted her. In all but two cases (DR#s 12-06-17273 & 14-06-32604), the victims were sleeping when the suspect confronted them. In eight of the cases (DR#s 12-06-17273, 12-06-30336, 12-06-36939, 12-06-38197, 13-06-51212, 14-06-31322, 14-06-46238 & 14-06-00629), there were other people present in the residences at the time of the assaults.



**METHOD of ENTRY:**

In fourteen of the eighteen crimes, the suspect entered the victim's residences through unlocked windows. In the remaining four, the suspect made entry (DR# 11-0641981) by cutting open the side panel of a window air conditioner. He made another entry (DR# 12-0628902) by taking out a loose pane of glass from a rear door, and made two entries (DR#s 12-0638202 & 0614-0631322) by climbing onto second story balconies and entering through open sliding glass doors. In the cases where there were screens on the windows, the suspect would either remove the screens (DR#s 09-06-17273, 12-0636939, 12-0638197, 13-0651212, 14-19015 & 14-17017), or cut them open (DR# 14-0603940). In the cases where the suspect removed the screens, he either hid them or placed them in a location away from the point of entry.

In four of the cases (DR#s 12-0630336, 14-0603940, 14-0631322, 14-0646238) the suspect stacked objects below the point of entry in order to gain entry.

**SUSPECT'S VERBAL ACTIVITY:**

The suspect spoke English in all of the cases and every victim stated that he had articulate speech (including the Santa Monica cases). In three of the early known cases (DR#s 11-0641981, 12-0627880 & 12-0628902) the victims believed that they detected a slight accent. Two of the victims believed that the accent might have been from the Eastern United States. After suspect Kovach was identified in these cases; I spoke to Victim LAF (DR# 0612-06-27880) about the suspect's accent. Victim LAF is from the Illinois area and when advised that the suspect was from Ohio, she stated the accent she detected could have been from that part of the country.

In all but one case (Attempt Murder, DR# 13-0651212) where the suspect spoke to the victims, he made statements telling the victims that if they kept quiet or didn't scream he wouldn't hurt them. All of the victims in these cases also stated that the suspect went through extreme mood swings and would be verbally aggressive and then apologetic. In two of the cases (DR#s 12-0628902 & 14-0600629) he announced to the victims, "This is a rape."

In six of the sexual assaults, the suspect made comments to the victims on how beautiful they and their bodies were (DR#s 12-0627880, 12-0630336, 12-0638202, 14-0631322, 14-0603940, 14-0603940 & 14-19015). All of these comments were made to the victims whose ages were between 19 and 27 years-old with the exception of one case in Santa Monica where he said it to a 44 year-old victim (DR# 14-19015).

In numerous cases, the suspect told the victims that he was a "professional," that he has raped other women (stating as many as fifty at a rate of 10-15 a week [DR# 14-0600629], and not to call the police (that it would be futile). He also told several of the victims that he was not going to ejaculate inside them and was not going to leave any evidence, fingerprints, or semen behind (DR#s 12-0627880, 12-0628902, 12-0630336, 12-0638202, 14-0603940, 14-0631322, 14-0600629, 14-17017 & 14-19015).

In four cases (DR#s 11-0641981, 12-0628902, 12-0636939 & 14-0631322), the suspect told the victims that he had a car waiting outside.

**SUSPECT'S PHYSICAL ACTIVITY:**

In all but four cases (DR#s 12-0629718, 12-0636939, 13-0651212 & 14-0646238), the suspect covered the victim's faces during the assaults. In nine of these cases (DR#s 12-0617269, 12-0627880, 12-0628902, 12-0638197, 12-0638202, 14-0603940, 14-0600629, 14-16211 & 14-17017) the suspect put a cloth (usually a towel which he had brought with him) over the victims' faces.

In four cases, the suspect put a pillow or pillowcase over the victims' heads (DR#s 12-0627880, 12-0630336, 14-16211 & 14-19015) and in two cases (DR#s 11-0641981 & 14-0600629) the suspect told the victims to cover themselves with bedding. In seven cases, he put other coverings (usually an article of the victim's clothing) over their faces (DR#s 12-0627880, 12-0628902, 12-0630336, 12-0638202, 14-0631322, 14-0600629 & 14-16211).



In all of the instances, the suspect made nighttime entries into dark residences. In two cases, lights had been on in the victim's residences but the suspect turned them off. In one of these cases (DR# 11-06-27880) the suspect turned off the lights immediately upon confronting the victim. In the other case, the suspect turned the lights and TV off before confronting the victim. In two cases (DR#s 11-06-27880 & 12-06-28902), the suspect told the victims, "no lights."

In three cases DR#s 12-06-28902, 13-06-51212 & 14-17017) the suspect went to the bathroom while in the victim's residence. In three of the sexual assault cases, the suspect carried a small penlight for illumination. Victim MB saw the suspect use the light (DR# 14-06-00629), I recovered a light in one case (DR# 11-06-41981) and I was notified by Detective Talbot of the Santa Monica Police Department that he had also recovered one. Both of the lights recovered were small key chain lights, which were turned on by squeezing the sides.

In two cases (DR#s 11-06-41981 & 14-17017), it was discovered that the suspect disabled the telephones (in the Hollywood case he removed the internal mouthpiece and in the Santa Monica case he cut the phone cord).

In two instances, the suspect asked the victims for a cigarette and smoked it while at the crime scene (DR#s 12-06-27880 & 14-16211).

#### **SUSPECT'S USE OF FORCE/WEAPONS:**

In seven of the sexual assaults, the suspect manually choked the victims (DR#s 12-06-38197, 12-06-38202, 13-06-51212, 14-06-31322, 14-06-03940, 14-16211 & 14-19015). In all but one of these cases (DR# 14-06-03940), the victims were choked to the point where they suffered significant bruising to their necks. In four of these cases, the victims were almost choked to the point of unconsciousness (DR#s 12-06-38202, 13-06-51212, 14-06-31322 & 14-19015) and in two of these instances (DR#s 13-06-51212 & 14-06-31322) the strangulation was to the point where the victims suffered petechial hemorrhaging to their eyes.

In six of the cases, the suspect was armed with either a knife (DR#s 11-06-41981, 14-06-03940, 14-16211 & 14-17017) or a pair of scissors (DR#s 12-06-27880 & 12-06-28902). In three of the cases where the suspect armed himself with knives (DR#s 11-06-41981, 14-16211 & 14-17017), he obtained them from the victims' kitchen before confronting them. In all but one case (DR# 14-17017) involving the knives, the suspect put them to the victim's throat and made verbal threats. In the two cases where the suspect used scissors, both victims stated that the scissors were foreign to the location and the suspect told them that he also had a knife. In all of the cases where the suspect was known to be armed, he left the weapons behind at the crime scene.

#### **SUSPECT DESCRIPTION/CLOTHING/IDENTIFICATION INFORMATION:**

In four cases (including one where the victim's face had not been covered), the suspect wore a knit mask over his face (DR#s 12-06-38202, 13-06-51212, 14-06-31322 & 14-06-03940). In a fifth case (DR# 12-06-27880) the victim stated that the suspect was wearing a knit cap. It may be noted that in another case (where the suspect did not cover the victim's face), he was seen carrying a towel, which he used to cover his own face (DR# 12-06-17273).

In five of the cases, the victim noticed that the suspect had his hands covered with either socks (DR#s 12-06-27880, 12-06-30336 & 14-06-32604) or gloves (DR# 14-06-00629). In another case (DR# 14-06-31322) the victim knew that the suspect had his hands covered but was unable to tell if it was with gloves or socks. In two cases (DR#s 12-06-27880 & 14-06-32604), the suspect left socks behind at the crime scenes.

The lighting conditions and the suspect's MO of covering either his own face or the victims' precluded the majority of victims from making identifications. Of the victims who were able to give descriptive information, several consistent physical characteristics could be established. These included the fact that the suspect was thin-built, strong, and had dark or olive-complected smooth skin. The height, weight, and age estimates varied from victim to victim (ranging from 5'5", 6'0" tall, 110-180 pounds and 21-31 years old). I averaged the descriptions from all of the victims and established the suspect as being 5'9" tall, 151 pounds, and 26 years old. This was very close to the suspect's actual description, which was 5'11" tall, 150 pounds, and 28 years old.



In two cases where the victims got a good look at the suspect (DR#s 12-06-38197 [Victim EMH] & 14-06-46238 [Victim JVC]) they both described the suspect as being 5'11" and 150 pounds. We were unable to locate Victim EMH for the purposes of making a photo identification of Suspect Kovach. Victim JVC positively identified Kovach as the man who attempted to assault her on July 1, 2008.

Victims LAF (DR# 12-06-27880), AEB (DR# 14-06-31322) and JG (14-06-03940) were unable to make a positive identification from photos of Suspect Kovach. However, all three said that Kovach's build and skin color were consistent with the man who assaulted them.

Victim MB (DR# 14-06-00629) was shown a photo of Kovach and she stated that his build and skin coloration were consistent with that of the suspect who assaulted her. During the initial follow-up investigation, Victim MB told Detective Webb that during the rape, the suspect had forced her to grab the cheeks of his buttocks. When she did this, she felt some sort of rough texture on his buttocks. I attended the autopsy of Kovach and observed that he has dermatitis on his buttocks.

In two cases (DR#s 11-06-41981 & 12-06-28902) neighbors saw a male fitting the description of Suspect Kovach prowling next to the victim's residence or looking into their windows on the night after the assaults in the early morning hours (0030 hours and 0230 hours).

In one case (DR# 12-06-17273), the victim had observed someone outside of her window on the previous night.

In five of the sexual assault cases, the victims described the suspect as having a large penis (DR#s 12-06-28902, 14-06-31322, 14-06-32604, 14-06-03940 & 14-06-00629). In four of the Hollywood cases, the victims suffered either vaginal or anal trauma as a result of the assaults (DR#s 11-06-41981, 12-06-28902, 14-06-00629 & 14-06-31322).

#### **SUSPECT'S SEXUAL ACTIVITY:**

In every case where the suspect completed a sexual assault, he (at some point) positioned himself behind the victims. From this position, he would rape and/or sodomize the victims.

The suspect would also fondle, lick and kiss the victim's faces, bodies, and breasts. The suspect committed acts of sodomy or attempted sodomy in eight instances (DR#s 11-06-41981, 12-06-27880, 12-06-30336, 12-06-28902, 12-06-30336, 12-06-38202, 14-06-31322 & 14-06-03940) and completed or attempted acts of oral copulation in another seven cases (DR#s 12-06-27880, 12-06-30336, 12-06-28902, 12-06-30336, 14-06-31322, 14-06-00629 & 14-17017).

#### **PROPERTY TAKEN:**

The suspect stole property in eight of the cases (DR#s 11-06-41981, 12-06-28902, 13-06-51212, 14-06-31322, 14-06-03940, 14-06-00629, 14-16211 & 14-17017). In every one of these eight cases, the suspect took cash and/or wallets from victims' purses. In two of these cases, the suspect also removed currency from drawers after asking the victim where their money was kept. There was no significant ransacking at any of the locations.

#### **SYNOPSIS of SUSPECT KOVACH'S MO:**

Through the analysis of the proceeding MO traits, Kovach's overall crime profile could be established. Kovach was a serial rapist who prided himself on not leaving any evidence behind and was a self-proclaimed "professional" criminal. Kovach committed his crimes during the hours of darkness and limited his activities between the hours of 11:00 p.m. and 5:00 a.m. Kovach almost exclusively affected his entries through unlocked windows, which were secluded from view. If there were screens on the windows, he would either cut or remove them. In cases where the point of entry was high off the ground, the suspect would stack items in order to step-up on them and facilitate his entries.



Kovach normally entered locations that had the interior lights off. If lights were on, Kovach would turn them off before accosting his victims; he carried a small flashlight for illumination and would occasionally wear knit masks.

Kovach covered his hands in order to not leave fingerprints. No latent prints were obtained on 13 of the 15 Hollywood cases despite crime scene processing by latent print section in two cases (DR#s 12-06-36939 & 14-06-46238) and SID's use of laser latent printing technology in one case (DR# 12-06-30336). Prints were recovered in only two cases. Of these two cases, one (DR# 12-06-38202) produced four partials which were of poor quality and not admissible to AFIS and the other (DR# 11-06-41981) produced a print which was of sufficient quality for AFIS but there was no hit (Note: This crime scene had been contaminated by the victim and her family).

Once inside the residence, Kovach would disable telephones and arm himself with knives from the victim's kitchen. The suspect would confront his victims by covering their faces with towels (which he brought with him) or pillows. He told them not to scream or he would injure them. He also put knives to the victim's throats or threatened them with scissors. He choked several of the victims to the point of unconsciousness and tied clothing around their heads to blindfold them. The suspect committed acts of rape, sodomy and oral copulation and favored a sexual position where he would make entry from a position behind the victims. Kovach would tell the victims that he had a car, waiting outside, bragged about how many women he had raped, and said that he didn't leave evidence behind.

Before leaving the crime locations, Kovach would help himself to drinks from the victim's refrigerators (he preferred juice), he would use their restrooms, and/or would get a cigarette from the victim which he would smoke. The suspect generally only took cash that he removed from the victim's purses.

Kovach assaulted women ranging from 19 to 69 years old but showed a propensity for older women (five of the victims were in their sixties). It was not uncommon for Kovach to assault women when there were other people present in the victim's residences. In almost all of the cases, the victims stated that they would not be able to identify the person who raped them.

Kovach left very little evidence behind in any of the cases. In the cases where the suspect took knives from the victim's kitchens, he left them in the residences after committing the crimes. In the two cases where he used scissors, he also left those behind. The suspect bragged about not leaving semen behind and he would withdraw his penis from the victims and ejaculate into the towels he carried with him (he would take these towels with him when he left).

The first of the known victims (MS. MLH-DR# 11-06-41981) believed that the suspect wore a condom. The victim in another case refused medical treatment (DR# 13-06-51212) and in three cases (DR#s 12-06-27880, 12-06-28902 & 12-06-30336) the rape kits were examined and no semen was detected.

Kovach's obsession with not leaving any evidence at a crime scene was illustrated in Santa Monica where he scraped one of the rape victim's fingernails before leaving the scene.

#### **MURDER INVESTIGATION-DR# 14-06-32604-VICTIM: FE:**

FE was murdered in her residence located in the 1100 block of N. Gordon Avenue, between 10:45 p.m. on March 14, 2014, and 8:30 a.m., on March 15, 2014. This case was originally investigated by Detectives Cardona and Hallock and I conducted an additional follow-up. Our investigation resulted in establishing Kovach as the perpetrator of this murder. This conclusion was based on the following evidentiary and MO characteristics that were present at the homicide scene and unique to Kovach.

#### **SUSPECT OPPORTUNITY:**

This murder occurred on the night of March 14, 2014, which was during a 125-day period when Kovach was not in custody. During this same period, Kovach committed two other burglary/rapes. These occurred on March 3, 2014, in the 6100 block of Delongpre Avenue (DR# 14-06-31322) and on March 8, 2014, in the 1300 block of N. McAdden Place (DR# 14-06-03940). This homicide took place between 10:45 p.m. and 8:30 a.m. This is the same time period within which Kovach committed all of his known crimes.



**VICTIM PROFILE:**

Ms. FE was a 63 year-old female White who lived alone.

**CRIME LOCATION:**

This crime occurred in the 1100 block of N. Gordon Avenue. This location is within the geographical corridor where Kovach committed eleven of the fifteen Hollywood crimes (this corridor extended two blocks on either side of Fountain Avenue between Gower and Gardner Avenues).

Five of the burglaries and/or rapes committed by Kovach were within six blocks of this homicide location (DR#s 12-06-17273, 12-06-17269, 12-06-27880, 12-06-28902 & 14-06-31322).

**METHOD of ENTRY:**

The suspect gained entry into FE's residence by cutting open a screen and going through a secluded unlocked window on the south side of the building. In order to get into this window, the suspect took a planter box from a nearby apartment, stood it on end, and used it as a step.

**VICTIM ASSAULT:**

The suspect confronted the victim while she was sleeping in bed. The suspect raped and sodomized the victim (determined via physical trauma to the genitals) and she was manually strangled to death. The victim was found laying nude, covered by a blanket, on the floor next to her bed. The suspect removed the night clothing that the victim had worn to bed.

**CRIME SCENE OBSERVATIONS:**

The investigation revealed that the suspect had removed a steak knife from the victim's kitchen drawer and it was recovered next to the body.

There was a plastic container of milk in the refrigerator and its top was found on the living room floor. In addition, a bottle of club soda had been removed from the refrigerator and was left open on the coffee table. The top to this bottle was also found on the living room floor. A drinking glass was found on the coffee table, which had the victim's fingerprints on it. It was determined, however, that this glass contained water and not club soda. I interviewed the victim's daughter, FT, and she informed me that her mother never drank milk (she only kept it for visitors) and it was not her habit to leave bottles either out or uncapped. An inspection of the bathroom revealed that the lid was up on the toilet and it contained urine. There were some straight, black, head hairs found in the toilet. The length, color and straightness of these hairs appeared to be consistent with Kovach's hair.

It was determined through observations at the crime scene and interviews that a small amount of cash and a bus pass had been removed from the victim's coin purse. There was no significant ransacking of the apartment.

The suspect left a man's sock, which was foreign to the location. This was found next to the victim's bed.

**PHYSICAL EVIDENCE:**

A rape kit was completed on the victim and an analysis by FSD serology unit revealed that there was no semen present.

In addition to the rape kit, FSD personnel took swabs at the crime scene from the victim's outer body. An analysis of these swabs revealed the amylase (a component of saliva, perspiration, urine and blood) was present. The amylase was found to be in a much higher concentration on the swab from the victim's left breast than in the control swab and the swab from the victim's right breast. Based on the crime scene observations, the source of this amylase was not blood and it was unlikely that it was urine. This swab was typed and found to be from a blood type "A" secretor. The suspect was determined to be a type "A" secretor. The victim was also determined to be type "A" but her secretor status could not be established. The fact that the amylase concentration was not constant between the swab from the left breast and the other swabs indicated that its source was from someone other than the victim. Kovach biologically fell within the donor group for this amylase.

None of the prints obtained at the crime scene or through laboratory processing were of sufficient quality for entry into AFIS. Several prints from the scene were made to the victim. The remaining unmade prints were either unidentifiable or partials.

#### **ADDITIONAL INVESTIGATIVE INFORMATION:**

On August 2, 2014 I met with the victim's daughter, FT, and her husband, AT. During this meeting, Ms. FT provided information (previously unknown in the investigation) about a man that had been in her mother's apartment on the day before she was murdered. Ms. FT stated that she had visited her mother on the afternoon of March 14, 2014 (the victim was killed that evening). During this visit, the victim told Ms. FT that a neighbor (ZK) had visited her that morning, at about 11:00 a.m. (while Ms. ZK was there); the victim looked up and saw a man standing in her apartment. The victim told her daughter that the man said something about money. The victim didn't speak English and did not know what the man wanted. The man walked out of the apartment. The victim described this man to the daughter as being dark skinned, of either black or Mexican descent, 5'11" tall, with a thin, strong build. The man was wearing Levi's (blue jeans) and she saw a crucifix hanging from his neck.

Ms. FT told me that the neighbor (ZK) had been a friend of the family but she quit talking to her shortly after her mother's death.

After the murder, Ms. ZK did tell Ms. FT that she had been in her mother's apartment when the man walked in but she stated that she didn't want anyone else to know and she would deny this fact if asked by police. On August 12, 2014, I interviewed Ms. ZK (using an Armenian translator) and she admitted being in the victim's apartment the morning of March 14, 2014. She did, however, state that she had left at about 9:00 a.m. and was not present when a man walked in.

We showed Ms. ZK a photo of the suspect and the suspect and she said that she had never seen him before. I explained the status of the investigation (including the details relating to Suspect Kovach) to the victim's daughter and her husband. After this discussion, they agreed with the determination that Kovach was responsible for the murder of Ms. FT's mother.

#### **AUTOPSY:**

On March 7, 2014, at 10:30 a.m. Los Angeles Deputy Medical Examiner James Ribe performed an autopsy of victim FE. Dr. Ribe concluded that the victim died as a result of asphyxia due to manual strangulation. In addition, Dr. Ribe found that there was anatomic evidence of a struggle in the form of numerous bruises to the victim's head and torso. Dr. Ribe also found evidence of forcible restraint to the victim's arms and found evidence of sexual assault in the form of contusions to the right thigh and mucosal hemorrhages of the vaginal introitus.

#### **CONCLUSION:**

Each of the foregoing aspects of the FE homicide exactly fit the method of operation established by Suspect Kovach in the eighteen other cases he is known to have committed. The combination of these factors, coupled with the violent nature displayed by the suspect in the other crimes, provided overwhelming evidence that Robert Kovach perpetrated the murder of FE.



- ★ **PRIOR KNOWN WHEREABOUTS OF Kovach  
(BASED ON POLICE CONTACTS)**
- ◆ **BURGLARY AND RAPE CRIME LOCATIONS  
(CLEARED IN THIS REPORT)**
- **FE HOMICIDE (DR #14-06-32604)**

## **I/200.00    DISPOSITION OF ARREST AND COURT ACTION, FORM 05.09.00**

### **I/200.01    Purpose of Form**

When an adult is arrested, or a juvenile is arrested for a 602 WIC offense requiring fingerprints, the CII Arrest Notification (page two of the Los Angeles Consolidated Booking Form, Form 05.01.00, or the DABIS Booking Form, Form 05.01.02), or “Livescan” is sent to the Criminal Identification and Information (CII) Branch of the Department of Justice in Sacramento. CII enters the arrest onto the arrest Criminal History Summary (rap sheet) from these documents. The Disposition of Arrest and Court Action, Form JUS 8715 (State form) or Form 05.09.00 (Department form), is used to verify the original entry and update it.

### **I/210.00    Use of Form**

The disposition of Arrest and Court Action, Form 05.09.00, is the document forwarded to CII reflecting the final disposition of an arrest.

If the Form 05.09.00 cannot be matched with either “Livescan” or the CII Arrest Notification, the disposition will not be recorded and the original entry covering the arrest will be removed.

In addition to the above, the Form 05.09.00 is a source document from which the Department enters information into the Juvenile Automated Index (JAI) for all juvenile arrests.

Accurate criminal history records based on successful reporting and timely flow of these documents require cooperation among the elements of the criminal justice system which are responsible for completing various sections of the form.

### **I/210.10    Timeliness**

A Form 05.09.00 shall be initiated during the booking process or as soon as practical after information requiring its initiation has been learned. A Form 05.09.00 shall be completed immediately when a complaint is rejected, the charge is released or the arrestee is released to another law enforcement agency. Once completed, the Form 05.09.00 shall immediately be sent to the Criminal Records Update Unit, R&I Division.

### **I/220.00    Initiation Instructions**

A Disposition of Arrest and Court Action, Form 05.09.00, shall be initiated whenever an adult arrestee is booked for any offense classified as recordable, or whenever a juvenile arrest report is completed. This holds true whether the arrest is for an open charge, an arrest warrant or a bench warrant. No Form 05.09.00 is needed for **adult** non-recordable offenses.

### **I/220.01    Additional Initiation Instructions - Specific Circumstances**

A Form 05.09.00 shall be initiated and completed by the investigating officer:

- When an arrestee has been booked by another agency and released to this Department, but not subsequently rebooked (*refer: DOM Volume I, Sections 252.01 and 258.00*).
- When that officer obtains a complaint for a prisoner who is in, and who remains in, the custody of another law enforcement agency and such prisoner is ordered into court for arraignment on the charge(s) (*refer: Department Manual Section 4/725.50*).

**I/220.02      Initiation and Routing -  
Primary Charge -  
Adult**

During the booking process, a Form 05.09.00 is initiated for the primary booking charge. If the primary charge is recordable, this Form 05.09.00 shall (listed in order of priority):

- Forward with the arrest report to the investigating officer, if one is to be assigned, for completion, except in the case of a non-Ramey in-county warrant.
- A Form 05.09.00 initiated for a Ramey warrant arrest shall be distributed as though it was for an open charge.

**NOTE:** Officers assigned to Fugitive Warrant Section shall be the investigating officers only for foreign warrants and out-of-state fugitives.

- Attach to the Custody Record, if the arrestee is booked into a Department facility for a non-Ramey, in-county arrest warrant for a recordable offense. This Form 05.09.00 shall accompany the arrestee to court.
- Forward with the arrest report to court on all non-warrant arrests if no investigating officer is to be assigned. This may occur via another law enforcement agency (Sheriff's Department transportation loop or other in-county agency).
- Attach to the Custody Record, if the arrestee is booked into a Department facility for an out-of-county misdemeanor warrant or parole violation. The Form 05.09.00 shall be removed from the Custody Record and completed by the custodial detention officer the time of the arrestee's release from Department custody.

- Mail to the court which issued the warrant on all non-Ramey in-county warrants when the arrestee is booked into a non-departmental facility located within Los Angeles County (County Jail; Jail Ward, Los Angeles County/University of Southern California Medical Center; etc.).

The arresting officer shall complete the nine-line information and ID numbers in Part A of the form and shall mail the form to the court via the City mail system.

**NOTE:** The address must include the division/department designation, court and court address:

**EXAMPLE:**

**Division 56  
Superior Court  
210 West Temple Street**

If an arrestee is released on the arrestee's own recognizance (O.R.), on a writ or on bail, any Form 05.09.00 which is to be forwarded to court with the Custody Record shall instead accompany the OR/writ/bail forms to court.

A Form 05.09.00 shall be initiated by the use of a Form 05.02.02 template for each Non-traffic Notice to Appear, Form 05.02.02. This Form 05.09.00 shall accompany the Form 05.02.02 to court.

**I/220.03      Initiation and Routing -  
Secondary (Supplemental)  
Charge—Adult**

A Form 05.09.00 shall be initiated for each recordable secondary (supplemental) charge. This Form 05.09.00 shall:

- Be initiated by the officer placing a supplemental open charge for charges other than parole or probation HOLDS. Routing shall be as if for the primary charge.



- Be initiated at the direction of the watch commander at the jail of confinement when a parole or probation HOLD (supplemental charge) is placed against an arrestee. If no investigating officer is assigned, the Form 05.09.00 shall be attached to the Custody Record and shall accompany the arrestee to court. When an investigating officer is assigned, the Form 05.09.00 initiated for probation or parole hold shall be forwarded to them.

### **Filing Obtained from Primary Booking Charge**

If the prosecutor files charges stemming from the primary booking charges, the Form 05.09.00 initiated for probation or parole hold shall be attached to the Custody Record and follows the arrestee to court.

### **Filing Deferred for Revocation of Parole**

When no local charges are filed and the arrestee is released to the California Department of Corrections (CDC)–State Parole, the investigating officer shall report this information on the Form 05.09.00 prepared for the primary booking charge. This would apply when a prosecutor rejects the primary charge deferring filing for revocation of parole. The prosecutor should insert code "J" in the **REASON FOR REJECT** box in Part B of the form.

The investigating officer shall insert **CDC–State Parole** in the **RELEASE TO OTHER AGENCY** box. In the latter instance, the Form 05.09.00 initiated exclusively for the parole hold would be discarded (*refer: DOM Volume I, Chapter Two, Exemplar #1*).

### **In Lieu Probation Violation**

If the prosecutor elects to violate the arrestee's probation in lieu of filing a new charge, this information will be reported on the Form 05.09.00 initiated for the primary charge. If this occurs, the Form 05.09.00 initiated for the secondary charge (violation of probation) may be discarded unless the prosecutor indicates a need for it.

- Be initiated by the custodial detention officer for each non-Ramey in-county arrest warrant for a recordable offense when the arrestee is booked into a Department facility. The Form 05.09.00 shall be attached to the Custody Record and shall accompany the arrestee to court. A Form 05.09.00 initiated for a Ramey warrant, however, shall be forwarded to the investigating officer with the arrest report.
- Be initiated and completed by the arresting officer for each non-Ramey in-county arrest warrant for a recordable offense at the time the arrestee is booked into a non-Departmental jail facility located within Los Angeles County.

This Form 05.09.00 shall be mailed to the court, which issued the warrant via the City mail system.

**NOTE:** The address must include the division/department, court and court address:

### **EXAMPLE:**

**Division 56  
Superior Court  
210 West Temple Street**

- Be initiated and completed by the concerned investigating officer when a prisoner who is in a Los Angeles County

jail facility is wanted by this Department on an open felony charge or a felony warrant (*refer: Department Manual Section 4/725.50*).

After the prisoner is booked, the Form 05.09.00 shall be forwarded to the concerned investigating officer (on open charges) or mailed to the court issuing the warrant.

#### **I/220.04      Initiation and Routing—Juvenile**

A Form 05.09.00 shall be initiated by the arresting officer for each juvenile arrestee regardless of the booking charge (300 WIC, 601 WIC or 602 WIC). The Form 05.09.00 shall be forwarded with the arrest report to the investigating officer for completion.

A Form 05.09.00 shall be initiated and completed by the investigating officer when a non-book petition request is submitted or when a juvenile is certified to adult court.

**NOTE:** The original Form 05.09.00 indicating the Department disposition on the arrest will have been forwarded to Juvenile Records Unit, R&I Division, before the juvenile was certified.

A **second** Form 05.09.00 shall be completed. The second Form 05.09.00 shall use the original booking information **exactly** as it appeared in Part A, left side, of the original Form 05.09.00.

The **REMARKS** box shall indicate that the juvenile was certified to adult court (*refer: DOM Volume I, Section 258.00 and Chapter Two, Exemplar #2*). The second Form 05.09.00 shall follow the adult distribution outlined in *DOM Volume I, Section 280.00*.

When the original disposition of a juvenile arrest is changed subsequent to the forwarding of the original Form 05.09.00 to

the Juvenile Records Unit, R&I Division, a **new** Form 05.09.00 shall be initiated as outlined in *DOM Volume I, Section 270.00*, by the investigating officer. The corrected disposition shall be shown.

#### **I/240.00      Recordable Offenses**

A recordable offense is a charge that will be recorded by CII, DOJ in Sacramento. It includes any offense except those described in the following categories:

- 647(f) PC—(Drunk)—Does not include drugs.
- Violation of a local ordinance.
- Violation of any statute for which incarceration is not a possible punishment (e.g., infractions).
- 11357(b) and 11360(b) H&S—Possession or transportation of not more than 28.5 grams of marijuana.
- 25662 B&P—Minor in possession of alcohol.
- Traffic violations not depicted in *DOM Volume I, Section 240.01*.

#### **I/240.01      Recordable Vehicle Code Violations**

All felony and misdemeanor Vehicle Code sections are considered recordable by California DOJ, Bureau of Criminal Identification. Finger-print submissions reflecting arrests under these sections will be recorded.

#### **I/250.00      Completion Instructions**

The Form 05.09.00 is divided into six parts, lettered A through E. Department personnel are not to make entries in any part of the form other than entries in Part A.

The officer responsible for initiating the Form 05.09.00 shall ensure that all required information in the left portion of Part A, normally inserted by the detention officer at the time of booking, is completed in compliance with ***DOM Volume I, Section 252.00***.

The officer shall in **all** cases, insert the CII number, Main number, and other numbers when that information is available as instructed in ***DOM Volume I, Section 254.00***. The officer responsible for completing Part A shall verify the boxes already filled in and complete the remainder in conformance with ***DOM Volume I, Sections 254.00 through 258.00***.

**I/252.00      Completion of Box Descriptors**

If a specific box is not covered, its completion is self-explanatory. The instructions for the box descriptors also apply to the same area of the Los Angeles Consolidated Booking Form, Form 05.01.00; the DABIS Booking Form, Form 05.01.02; and the Investigator's Final Report, Form 05.10.00.

**I/252.01      Booking Number**

Enter the Los Angeles Police Department booking number. If the Form 05.09.00 is being used to close out an arrest made by another agency when the arrestee was released into Department custody but not subsequently booked (***refer: DOM Volume I, Sections 220.01 and 258.00***), the booking number of the original arresting agency shall be placed in the **BOOKING NUMBER** box.

**I/252.02      Unusual Occurrence**

This space is used to enter an Unusual Occurrence UO code as issued by R&I Division. This code allows the Department to keep track of arrestees related to an Unusual Occurrence.

**I/252.10      Arrestee's Name**

Enter the arrestee's name (last, first, middle and suffix, e.g., Jr., Sr.). If the arrestee has no middle name or initial, enter **NMI**. If the arrestee has no suffix, leave blank.

When the arrestee's name cannot be determined at the time of booking, a "John or Jane Doe" number shall be obtained from the Booking Number Issuance Unit, R&I Division, and inserted in the space provided for the arrestee's name (***refer: DOM Volume I, Section 254.00***).

**I/252.20      Sex**

Enter a single letter as follows:

- M – Male
- F – Female
- X – Unknown

**I/252.21      Descent**

Insert the arrestee's descent in the following manner:

- A – Other Asian
- B – Black
- C – Chinese
- D – Cambodian
- F – Filipino
- G – Guamanian
- H – Hispanic
- I – American Indian (includes natives of Alaska)
- J – Japanese

- K – Korean
- L – Laotian
- O – Other
- P – Pacific Islander

**NOTE:** This category includes all Pacific Islanders other than those who have a specific code, (i.e., Samoan, Guamanian, Hawaiian). The following are the most common ethnic origin that may apply:

- Bikini Islander
- Carolinian
- Eniwetok Islander
- Fijian
- Kwajalein Islander
- Mariana Islander
- Marshallese
- Marshall Islander
- Melanesian
- Micronesian
- New Hebrides Islander
- Palauan
- Papau New Guinean
- Polynesian
- Ponapean
- Solomon Islander

- Tahitian
- Tarawa Islander
- Tinian Islander
- Tokelauan
- Tongan
- Toregeon
- Trukese
- Yapese

- S – Samoan
- U – Hawaiian
- V – Vietnamese
- W – White (includes persons having origins in any of the original people of Europe, North Africa or the Middle East)
- X – Unknown
- Z – Asian Indian

**I/252.22 Birthdate**

Enter the month, day and year of the arrestee's birth. Leave this box blank if unknown.

**I/252.23 Age**

Enter the arrestee's age. Verify against birthdate. Estimate the age if the birth date is unknown.

**NOTE:** The Form 05.09.00 **must** have either the birthdate or approximate age, or the Department of Justice will not accept it.

**I/252.30 Probable Investigative Unit (PIU)**

Enter the Area detective division, specialized detective division or section, which will be responsible for conducting additional follow-up investigation, disposition of any evidence and presenting the case to the prosecuting agency. If incorrect, a Follow-Up Investigation, Form 03.14.00, will be required to correct the investigating unit.

**I/252.31 Juvenile Detained At**

Enter the location of detention or the word **“Released,”** whichever is applicable. If the arrestee is an adult, leave this box blank.

**I/252.32 Additional Charge (AD. CHG.)**

Indicate whether additional charges are involved (**Y**–yes or **N**–no).

**I/252.40 Type**

Indicate the type of the offense for which the arrestee is being charged.

- F – Felony
- M – Misdemeanor
- O – Other

The following juvenile charges shall be classified as **“Other”**:

- All 300 WIC
- All 601 WIC
- 602 WIC (Escape) (Warrant Only) (*refer: Department Manual Section 4/218.62*)
- 602 WIC (California Youth Authority Warrant or “Pickup Order”)

All other juvenile charges shall be classified as either felony or misdemeanor.

**I/252.41 Charge & Code and Definition**

Complete this box by entering the statutory code section, sub-section, code name abbreviation and definition exactly as found in the current Los Angeles Automated Justice Information System (AJIS) Charge Table.

**EXAMPLE:**

TYPE	CHARGE & CODE	DEFINITION
F	487.3 PC	GTA

**I/254.00 ID Numbers**

When a Form 05.09.00 is required, the DR, LA, CII, County Main and FBI numbers shall be entered, if available.

If the arrestee is a juvenile, the Juvenile Automated Index Number (JAIN) shall be entered in the **J** number box.

**NOTE:** It may be possible for a juvenile to have two separate J numbers. One for any 300 WIC arrests and one for any 601/602 WIC arrests. List both.

- **“PDJ” Number**–Juvenile number issued by the Probation Department.
- **Court “J” Number**–Juvenile number issued by the County Clerk’s Office, which eventually becomes the juvenile court case number.
- **“JAIN” Number**–Juvenile number issued by the County Juvenile Automated Index. This number is to be inserted in the **J** number box on the Form 05.09.00.

If more than one DR number exists in the case, enter the DR number issued first in the

series of crimes or incidents included in the final charges.

If the juvenile does not have a previous LAPD record, the words “**NO LAPD RECORD**” shall be entered *in pencil* in place of the LA number (*refer: DOM Volume I, Chapter Two, Exemplar #3*). [All “John and Jane Doe” dispositions shall have CII numbers added before submission to the Department of Justice.]

#### **I/256.00 Reason For Release**

The **REASON FOR RELEASE** section of part A **shall not** be completed for in-county warrant Forms 05.09.00 **or** when the case stemming from the offense which the Form 05.09.00 covers is presented to the District Attorney’s Office or the City Attorney’s Office. If the case is presented to either prosecutorial agency and a case is filed, **or** the matter is set for a City Attorney or District Attorney hearing, the Form 05.09.00 shall be left with that agency.

If a filing is rejected and the case is not set for a District Attorney or City Attorney hearing, the prosecuting agency last reviewing the case will complete Part B of the Form 05.09.00 and return the form to the detective presenting the case for forwarding to Records & Identification Division. Only the **RELEASE DATE/JUVENILE DISPOSITION DATE** and **OTHER** boxes of this section are applicable to a juvenile arrest.

#### **I/256.01 Release Date/Juvenile Disposition Date**

When the **849b(3) PC**, **849b(1) PC** or **RELEASED TO OTHER AGENCY** box is checked, the date of the release shall be entered.

When an arrestee is a juvenile, the date of the law enforcement disposition shall be inserted in the **RELEASE DATE/JUVENILE**

**DISPOSITION DATE** box regardless of whether the juvenile is detained or released.

#### **I/256.02 849b(3) PC**

When an adult arrestee is booked only for being under the influence of a narcotic drug or restricted dangerous drug, the arrestee is delivered to a facility for treatment and no further proceedings are desirable, the **849b(3) PC** box shall be checked.

#### **I/256.03 894b(1) PC**

When an adult is arrested without a warrant and released without a case being presented to a prosecuting agency because there are insufficient grounds for making a criminal complaint, or the arrestee is being released pending further investigation, the **849b(1) PC** box shall be checked. When the **849b(1) PC** box is checked, the reason for the release shall also be checked:

- Complainant refuses to prosecute
- Arrestee exonerated
- Admissible evidence insufficient
- Ascertainable evidence insufficient
- Further investigation

(*Refer: DOM Volume I, Chapter Two, Exemplar #4*).

**NOTE:** When an arrestee is being released due to 825 PC, the **FURTHER INVESTIGATION** box shall be marked in conjunction with the **849b(1) PC** box.

#### **I/256.04 Release to Other Agency**

If an adult arrestee is released to another agency, the officer authorizing the release shall check the **RELEASED TO OTHER AGENCY** box.

The name of the agency to which the prisoner is released shall be inserted followed by the reason for release (i.e., “**their jurisdiction**”) (*refer: DOM Volume I, Chapter Two, Exemplars #5–Felony Arrest–Released to Other Agency; and #6–Out-of-County Felony Warrant–Released to Other Agency*).

### Bail Out on Out-of-County Warrant

If the arrestee bails out on an out-of-county warrant, the **RELEASED TO OTHER AGENCY** box shall be checked and the words “**Bailed to**” followed by the court and its address, shall be inserted. If the arrestee posts bail on more than one out-of-county warrant, the name and address of each court shall be inserted (*refer: DOM Volume I, Chapter Two, Exemplar #6–Out-of-County Felony Warrant–Released to Other Agency*).

**NOTE:** The above procedure is not applicable if any in-county warrants or open local charges are included.

### I/256.05 Other

Use this space when none of the given reasons for release apply. Check the box on a juvenile arrest and specify the law enforcement disposition including the final charge(s).

#### EXAMPLE:

<input type="checkbox"/>	RELEASED TO OTHER AGENCY:
<input checked="" type="checkbox"/>	OTHER/JUV. DISP. <b>Counselled and Released</b>
	<b>1 ct. 602 WIC 594 PC</b>

### I/258.00 Remarks

When an arrestee is booked on more than one out-of-county warrant and no local or in-county charge is involved, the most serious offense shall be indicated as the primary charge.

The other out-of-county warrant charges shall be inserted in the **REMARKS** box by warrant number, charge and court.

#### EXAMPLE:

REMARKS
M6537 - 148 PC - Orange County Municipal Court

When an arrestee booked by another agency is released to this Department and is subsequently rebooked by the Department, the name of the releasing agency shall be inserted in the **REMARKS** box.

#### EXAMPLE:

REMARKS
San Fernando PD

When an arrestee booked by another agency is released to LAPD custody but the arrestee is not subsequently booked by this Department, the booking number used by the original arresting agency shall be used and the following shall be inserted in the **REMARKS** box.

**Booked by (agency/agency type)–released to, not booked, Los Angeles PD**

#### EXAMPLE:

REMARKS
Booked by San Fernando PD - Released to, Not Booked, LAPD

(*Refer: DOM Volume I, Chapter Two, Exemplar #3*).

When the arrestee is a juvenile, enter the name of the juvenile’s parents and/or legal guardian in the **REMARKS** box.

#### EXAMPLE:

REMARKS
Certified to Adult Court 07-01-08

## **I/270.00      CORRECTIONS**

### **Correction Prior to Distribution of Original**

Detectives **shall not** alter any of the nine-line information on the original Form 05.09.00 without altering the corresponding information on **all** pages of the Consolidated Booking Form connected to the arrest. A change of the booking charge or other nine-line information on the Form 05.09.00 alone prevents CII from entering the arrest or disposition on the Criminal History Summary (rap sheet).

If all of the aforementioned documents cannot be altered, no change shall be made on the original Form 05.09.00.

### **Correction After Original Distributed**

A Form 05.09.00 is used to correct a mistake in, **or** change a Form 05.09.00, which has already been distributed. The second Form 05.09.00 is initiated by making a photocopy of the original Form 05.09.00, or completing a new Form 05.09.00, duplicating information **exactly** as it appears on the original report. To ensure an exact duplicate of the original report, a template can be created by cutting out and removing the nine-line information from an uncompleted Form 05.09.00. The template can be placed over the face sheet of the Investigator's Final Report, Form 05.10.00. [Do not use the arrest report for this purpose, as it will label the duplicate form as an arrest report.]

A copy of the overlay placed over a Form 05.10.00 will produce an exact duplicate of the original Form 05.09.00.

Regardless of what method is used to obtain a copy of the original Form 05.09.00, the words **CORRECTED COPY** shall be written in **RED** along the upper left margin of the form.

The words **LOS ANGELES PD** shall also appear in the upper left margin of the form. All known identification numbers shall be inserted in the appropriate boxes. The incorrect information shall be neatly lined through with a thin straight line leaving it readable, and the corrected information shall be inserted above the error and circled in **RED**.

For adults and for juveniles arrested for 602 WIC offense requiring fingerprints, a corrected copy of the Form 05.09.00 shall be sent to the Chief Clerk, Criminal Records Update Unit (CRUU), R&I Division, who will initiate appropriate correspondence to the Department of Justice.

For all juveniles, a corrected copy of the Form 05.09.00 shall also be sent to the Juvenile Records Unit, R&I Division (*refer: DOM Volume I, Section 220.04*).

### **EXAMPLE:**

*copy* LOS ANGELES P.D.

BOOKING NO. 99-00012	U.O. 4203	LOC. BKD.	DR. LIC. NO. A9998887	STATE CA	MT N
ARRESTEE'S LAST NAME SMITH		FIRST JOHN	MIDDLE M	SUF.	
ADDRESS 1234 MAIN ST			APT. NO.		
CITY LOS ANGELES					
STATE CA					
SEX M	DESCENT WHT	HAIR BLK	EYES BRN	HEIGHT 5-10	WEIGHT 180
BIRTHDATE 01/01/1992		AGE 16			
VEHICLE LICENCE NO. NONE		STATE 0300	AKA: LAST - FIRST - OR NICKNAME		
BIRTHPLACE LOS ANGELES, CA		PROB. INV. UNIT 03		AD. CHG N	
DIVISION 4203		DETAIL ARRESTING W46	DATE ARRESTED 07/07/2008	TIME ARR. 12:30	TIME BKD. 13:00

**MISTAKE RELEASED**

## **I/280.00      DISTRIBUTION**

Adult arrestee forms 05.09.00 shall be distributed as follows:

- When a case has been filed or set for a hearing by a prosecuting agency, the Form 05.09.00 shall be left with that agency.
- When a case has been presented to a prosecuting agency and rejected, the prosecutor last reviewing the case will complete Part B and return the



Form 05.09.00 to the investigating officer. The detective **shall not** complete the **REASON FOR RELEASE** portion of Part A. The Form 05.09.00 shall immediately be sent to the Criminal Records Update Unit (CRUU), R&I Division.

**EXCEPTION:** The **RELEASE TO OTHER AGENCY** box shall be completed when a filing is deferred for revocation of parole.

- When an arrestee is released and the detective does not present the case to a prosecuting agency, the detective shall complete the **REASON FOR RELEASE** portion of Part A and immediately send the Form 05.09.00 to the CRUU, R&I Division.
- When an arrestee who was booked for an out-of-county felony warrant is released, Fugitive Warrant Section shall complete the **REASON FOR RELEASE** portion of Part A and immediately send the Form 05.09.00 to the CRUU, R&I Division.
- When an arrestee who was booked for an out-of-county misdemeanor warrant is released, the detention officer shall complete the **REASON FOR RELEASE** portion of Part A and immediately send the Form 05.09.00 to the CRUU, R&I Division.

**NOTE:** If a Form 05.09.00 does not fit into one of the categories above, it should have been sent to court (*refer: DOM Volume I, Sections 220.02 and 220.03*).

- A copy of the Form 05.09.00 may be placed in the Detective's Case Envelope, Form 15.15.00 (optional).

Juvenile arrest Forms 05.09.00 shall be distributed as follows:

- Immediately after the disposition is determined, the juvenile Form 05.09.00 shall be sent to Juvenile Records, R&I Division.
- A copy of the Form 05.09.00 may be placed in the concerned investigative unit's juvenile case package (optional).

#### **I/290.00      CERTIFICATE OF RELEASE**

When an arrestee is released without being scheduled for a court appearance, a Certificate of Release, Form 08.16.00, **shall** be issued. The original of the Certificate of Release shall be attached to the Form 05.09.00 or to the Jail Custody Record, Page 5 of the Los Angeles Consolidated Booking Form, Form 05.01.00. The Certificate of Release shall be forwarded to the CRUU, R&I Division.

A copy of the certificate shall also be given to the arrestee or mailed to the arrestee's last known address.

**NOTE:** A City Attorney hearing **is not** considered a scheduled court appearance.

## CHAPTER TWO

## Felony Arrest with a Parole Hold—Filing Rejected

### EXEMPLAR #1

John M. Smith was arrested on 7-1-08 for burglary. A hold was placed on him at the time of booking for violation of parole. The Form 05.09.00 was sent to the investigating officer.

On 7-2-08, the District Attorney's Office rejected the case deferring prosecution for revocation of parole. The rejecting filing deputy completed Part B of the Form 05.09.00 and returned it to the investigating officer. If the case had been 17(b)(4) PC referred either by the District Attorney's Office or the detective supervisor, Part B would have been completed by the rejecting Deputy City Attorney and returned to the investigating officer.

The investigating officer checked and completed the **RELEASE TO OTHER AGENCY** box, but did not complete any portion of the **REASON FOR RELEASE** portion of the Form 05.09.00. The investigator forwarded the form to the Criminal Records Update Unit, R&I Division.

A. LOS ANGELES P. D.	BOOKING NO. <b>99-00012</b>		U.O.	LOC. BKD. <b>4206</b>	DR. LIC. NO. <b>A9998887</b>		STATE <b>CA</b>	MT <b>N</b>	RELEASE DATE/JUV. DISP. DATE <b>07/08/2008</b>	<b>DISPOSITION OF ARREST AND COURT ACTION</b>		
	ARRESTEE'S LAST NAME <b>SMITH</b>		FIRST <b>JOHN</b>		MIDDLE <b>M</b>		SUF. <b>III</b>		DR <b>08-0612345</b>	LA <b>76543210S</b>		
	ADDRESS <b>1234 MAIN ST</b>								APT. NO.			
	CITY <b>LOS ANGELES</b>								STATE <b>CA</b>			
	SEX <b>M</b>	DESCENT <b>WHT</b>	HAIR <b>BLK</b>	EYES <b>BRN</b>	HEIGHT <b>5-10</b>	WEIGHT <b>180</b>	BIRTHDATE <b>01/01/1968</b>	AGE <b>40</b>	REASON FOR RELEASE  <input type="checkbox"/> 849 B (3) PC  <input type="checkbox"/> 849 B (1) PC	J  <b>32400077</b>		
	VEHICLE LICENCE NO. <b>123ABC</b>		STATE <b>CA</b>	R.D. <b>0645</b>	AKA: LAST - FIRST - OR NICKNAME				MAIN <b>1234567</b>		FBI <b>F3456789</b>	
	BIRTHPLACE <b>LOS ANGELES, CA</b>		PROB. INV. UNIT <b>06</b>		JUV. DETAINED AT		AD. CHG <b>YES</b>		CDC # <b>46879S</b>		PROBATION #	
	DIVISION <b>4206</b>		DETAIL ARRESTING <b>A23</b>		DATE ARRESTED <b>07/07/2008</b>		TIME ARR. <b>12:30</b>		TIME BKD. <b>13:00</b>		IF 849 B (1) CHECK ONE OF THE FOLLOWING:  <input type="checkbox"/> COMPL. REFUSES TO PROSECUTE <input type="checkbox"/> ARRESTEE EXONERATED <input type="checkbox"/> FURTHER INVESTIGATION	
	LOCATION OF ARREST <b>1234 JOHNSON WAY</b>				BAIL <b>\$7,500.00</b>		TOTAL BAIL <b>\$0.00</b>		<input checked="" type="checkbox"/> RELEASED TO OTHER AGENCY: <b>CDC - STATE PAROLE</b> <input type="checkbox"/> OTHER/JUV. DISP. _____			
	TYPE <b>F</b>	CHARGE & CODE <b>459 PC</b>		DEFINITION <b>BURGLARY</b>		WARRANT * <b>NONE</b>						



## CHAPTER TWO

## Juvenile Arrest

### EXEMPLAR #3

Sixteen-year-old John M. Smith was arrested on 7-1-08. In the first Form 05.09.00 below, Hollywood Detectives immediately interviewed him and a released petition was requested. Hollywood Detectives completed the Form 05.09.00 and sent it to Juvenile Records, R&I Division.

In the second Form 05.09.00 below, Smith was cited back to Hollywood Detectives on 7-2-08. At that time, he was counseled and released due to his lack of a criminal history. The detective completed the Form 05.09.00 indicating **IN PENCIL** that no LAPD record was found. The Form 05.09.00 was forwarded to Juvenile Records, R&I Division.

A. LOS ANGELES P. D.	BOOKING NO.	U. O.	LOC. BKD.	DR. LIC. NO.	STATE	MT	RELEASE DATE/JUV. DISP. DATE	DISPOSITION OF ARREST AND COURT ACTION			
	99-00012		4206	A9998887	CA	N	07/07/2008	DR	08-0612345	LA	76543210S
	ARRESTEE'S LAST NAME		FIRST	MIDDLE	SUF.	REASON FOR RELEASE		J	7654321	CII	32400077
	SMITH		JOHN	M		<input type="checkbox"/> 849 B (3) PC <input type="checkbox"/> 849 B (1) PC <input type="checkbox"/> IF 849 B (1) CHECK ONE OF THE FOLLOWING:		MAIN	1234567	FBI	F3456789
	ADDRESS 1234 MAIN ST		APT. NO.		CITY LOS ANGELES		STATE CA		CDC #		PROBATION #
	SEX	DESCENT	HAIR	EYES	HEIGHT	WEIGHT	BIRTHDATE	AGE	A.I. CWWS WARR AJIS RLSE PAC AWDI		
	M	WHT	BLK	BRN	5-10	180	01/01/1992	16	<input type="checkbox"/> COMPL. REFUSES TO PROSECUTE <input type="checkbox"/> ARRESTEE EXONERATED <input type="checkbox"/> FURTHER INVESTIGATION		<input type="checkbox"/> ADMISS. EVID. INSUFF. <input type="checkbox"/> ASCERT. EVID. INSUFF.
	VEHICLE LICENCE NO.		STATE	R.D.	AKA: LAST - FIRST - OR NICKNAME		BIRTHPLACE		PROB. INV. UNIT	JUV. DETAINED AT	AD. CHG
	NONE			0645			LOS ANGELES, CA		06	RELEASED	NO
	DIVISION		DETAIL ARRESTING	DATE ARRESTED	TIME ARR.	TIME BKD.	LOCATION OF ARREST		BAIL	\$0.00	TOTAL BAIL
4206		A58	07/07/2008	12:30	13:00	1234 JOHNSON WAY					
TYPE		CHARGE & CODE	DEFINITION	WARRANT *	<input checked="" type="checkbox"/> OTHER/JUV. DISP. <b>RELEASED PETITION REQUESTED</b> <b>1 COUNT 602WIC/459PC BURGLARY</b> MOTHER-MARY L. SMITH / FATHER JAMES M. SMITH						
F		602WIC/459 PC	BURGLARY	NONE							

A. LOS ANGELES P. D.	BOOKING NO.	U. O.	LOC. BKD.	DR. LIC. NO.	STATE	MT	RELEASE DATE/JUV. DISP. DATE	DISPOSITION OF ARREST AND COURT ACTION			
	99-00012		4206	A9998887	CA	N	07/07/2008	DR	08-0612345	LA	NO LAPD RECORD
	ARRESTEE'S LAST NAME		FIRST	MIDDLE	SUF.	REASON FOR RELEASE		J	7654321	CII	(IN PENCIL)
	SMITH		JOHN	M		<input type="checkbox"/> 849 B (3) PC <input type="checkbox"/> 849 B (1) PC <input type="checkbox"/> IF 849 B (1) CHECK ONE OF THE FOLLOWING:		MAIN	1234567	FBI	F3456789
	ADDRESS 1234 MAIN ST		APT. NO.		CITY LOS ANGELES		STATE CA		CDC #		PROBATION #
	SEX	DESCENT	HAIR	EYES	HEIGHT	WEIGHT	BIRTHDATE	AGE	A.I. CWWS WARR AJIS RLSE PAC AWDI		
	M	WHT	BLK	BRN	5-10	180	01/01/1992	16	<input type="checkbox"/> COMPL. REFUSES TO PROSECUTE <input type="checkbox"/> ARRESTEE EXONERATED <input type="checkbox"/> FURTHER INVESTIGATION		<input type="checkbox"/> ADMISS. EVID. INSUFF. <input type="checkbox"/> ASCERT. EVID. INSUFF.
	VEHICLE LICENCE NO.		STATE	R.D.	AKA: LAST - FIRST - OR NICKNAME		BIRTHPLACE		PROB. INV. UNIT	JUV. DETAINED AT	AD. CHG
	NONE			0645			LOS ANGELES, CA		37	RELEASED	NO
	DIVISION		DETAIL ARRESTING	DATE ARRESTED	TIME ARR.	TIME BKD.	LOCATION OF ARREST		BAIL	\$0.00	TOTAL BAIL
4206		A23	07/07/2008	12:30	13:00	1234 JOHNSON WAY					
TYPE		CHARGE & CODE	DEFINITION	WARRANT *	<input checked="" type="checkbox"/> OTHER/JUV. DISP. <b>COUNSELLED AND RELEASED</b> <b>1 COUNT 602WIC/11357(A)H&amp;S</b> MOTHER-MARY L. SMITH / FATHER JAMES M. SMITH						
F		602WIC/11357(A)H&S	POSS HASHISH	NONE							

## CHAPTER TWO

## Felony Arrest with a Misdemeanor Warrant— Supervisor's Reject—Bail Out

### EXEMPLAR #4

On 7-1-08, John M. Smith was arrested on an open charge of felony vandalism. He also had a misdemeanor warrant for assault. The Form 05.09.00 completed during booking was forwarded with the arrest report to the investigating officer. The custodial detention officer completed a second Form 05.09.00 for the warrant and attached it to the Custody Record.

On 7-2-08, the victim was interviewed and refused to prosecute. The felony vandalism charge was released with the approval of the detective supervisor. While still in Department custody, Smith was bailed out on the misdemeanor warrant.

The investigating officer completed the Form 05.09.00 and forwarded it to the Criminal Records Update Unit, R&I Division.

**NOTE:** No record of the warrant or the bail out appears on this Form 05.09.00 except for the information in the **ADDITIONAL CHARGES** box and bail amounts.

A. LOS ANGELES P. D.	BOOKING NO. <b>99-00012</b>		U.O. <b>4206</b>	LOC. BKD. <b>4206</b>	DR. LIC. NO. <b>A9998887</b>	STATE <b>CA</b>	MT. <b>N</b>	RELEASE DATE/JUV. DISP. DATE <b>07/02/2008</b>	DISPOSITION OF ARREST AND COURT ACTION			
	ARRESTEE'S LAST NAME <b>SMITH</b>		FIRST <b>JOHN</b>	MIDDLE <b>M</b>	SUF. <b>III</b>	DR. <b>08-0612345</b>	LA <b>76543210S</b>					
	ADDRESS <b>1234 MAIN STREET</b>							APT. NO.	REASON FOR RELEASE <b>J</b>			
	CITY <b>LOS ANGELES</b>							STATE <b>CA</b>	CII <b>A32400077</b>			
	SEX <b>M</b>	DESCENT <b>WHT</b>	HAIR <b>BLK</b>	EYES <b>BRN</b>	HEIGHT <b>5-10</b>	WEIGHT <b>180</b>	BIRTHDATE <b>01/01/1968</b>	AGE <b>40</b>	FBI <b>1234567</b>			
	VEHICLE LICENCE NO. <b>123ABC</b>		STATE <b>CA</b>	R.D. <b>0645</b>	AKA: LAST - FIRST - OR NICKNAME				CDC #			
	BIRTHPLACE <b>LOS ANGELES</b>		PROB. INV. UNIT <b>06</b>	JUV. DETAINED AT	AD. CHG <b>YES</b>				PROBATION #			
	DIVISION <b>4206</b>	DETAIL ARRESTING <b>A23</b>	DATE ARRESTED <b>07/01/2008</b>	TIME ARR. <b>12:30</b>	TIME BKD. <b>13:00</b>				A.I. CWWS WARR AJIS RLSE PAC AWDI			
	LOCATION OF ARREST <b>5678 JOHNSON WAY</b>		BAIL <b>\$15,000.00</b>	TOTAL BAIL <b>\$15,000.00</b>				IF 849 B (1) CHECK ONE OF THE FOLLOWING: <input checked="" type="checkbox"/> COMPL. REFUSES TO PROSECUTE <input type="checkbox"/> ARRESTEE EXONERATED <input type="checkbox"/> FURTHER INVESTIGATION				
	TYPE <b>F</b>		CHARGE & CODE <b>594(B)(2)PC</b>	DEFINITION <b>VAND/\$5,000.00</b>	WARRANT * <b>NONE</b>				RELEASED TO OTHER AGENCY: OTHER/JUV. DISP.			

## CHAPTER TWO

### Felony Arrest—Released to Other Agency

#### EXEMPLAR #5

John M. Smith was arrested on 7-1-08 for Grand Theft Auto (GTA). The Form 05.09.00 initiated during booking was sent to the Area investigating officer, not to Fugitive Warrant Section (Fugitive Warrant Section does not handle intra-state open charges for GTA or Receiving Stolen Property). On 7-1-08, Long Beach PD arrested Smith as the car was stolen in Long Beach. The Area investigating officer completed the Form 05.09.00 and sent it to Criminal Record Update Unit, R&I Division.

A. LOS ANGELES P. D.	BOOKING NO.	U.O.	LOC. BKD.	DR. LIC. NO.	STATE	MT	RELEASE DATE/JUV. DISP. DATE	DISPOSITION OF ARREST AND COURT ACTION			
	99-00012		4206	A9998887	CA	N	07/02/2008	DR	08-0612345	LA	76543210S
	ARRESTEE'S LAST NAME			FIRST	MIDDLE	SUF.	REASON FOR RELEASE	J	CII		
	SMITH			JOHN	M	III	<input type="checkbox"/> 849 B (3) PC	A32400077			
	ADDRESS 1234 MAIN STREET						APT. NO.				
	CITY LOS ANGELES						STATE	CA			
	SEX	DESCENT	HAIR	EYES	HEIGHT	WEIGHT	BIRTHDATE	AGE			
	M	WHT	BLK	BRN	5-10	180	01/01/1968	40			
	VEHICLE LICENCE NO.		STATE	R.D.	AKA: LAST - FIRST - OR NICKNAME						
	123ABC		CA	0645							
BIRTHPLACE		PROB. INV. UNIT	JUV. DETAINED AT	AD. CHG							
LOS ANGELES		06		YES							
DIVISION		DETAIL ARRESTING	DATE ARRESTED	TIME ARR.	TIME BKD.						
4206		A23	07/01/2008	12:30	13:00						
LOCATION OF ARREST				BAIL							
5678 JOHNSON WAY				TOTAL BAIL	\$1,500.00						
TYPE		CHARGE & CODE	DEFINITION	WARRANT *							
F		487.3 PC	GTA	NONE							
							<input checked="" type="checkbox"/> RELEASED TO OTHER AGENCY: <b>LONG BEACH</b> <input type="checkbox"/> OTHER/JUV. DISP. (THEIR JURISDICTION)				

## CHAPTER TWO

### Out-of-County Felony Warrant Released to Other Agency

#### EXEMPLAR #6

John M. Smith was arrested on 7-1-08 on a Santa Ana Municipal Court warrant. He was released to the Orange County Sheriff's Department. The Form 05.09.00 was completed by Fugitive Warrant Section. It was sent to Criminal Record Update Unit, R&I Division.

A. LOS ANGELES P. D.	BOOKING NO.	U.O.	LOC. BKD.	DR. LIC. NO.	STATE	MT	RELEASE DATE/JUV. DISP. DATE	DISPOSITION OF ARREST AND COURT ACTION			
	99-00012		4206	A9998887	CA	N	07/02/2008	DR	08-0612345	LA	76543210S
	ARRESTEE'S LAST NAME			FIRST	MIDDLE	SUF.	REASON FOR RELEASE	J	CII		
	SMITH			JOHN	M	III	<input type="checkbox"/> 849 B (3) PC	A32400077			
	ADDRESS 1234 MAIN STREET						APT. NO.				
	CITY LOS ANGELES						STATE	CA			
	SEX	DESCENT	HAIR	EYES	HEIGHT	WEIGHT	BIRTHDATE	AGE			
	M	WHT	BLK	BRN	5-10	180	01/01/1968	40			
	VEHICLE LICENCE NO.		STATE	R.D.	AKA: LAST - FIRST - OR NICKNAME						
	123ABC		CA	0645							
BIRTHPLACE		PROB. INV. UNIT	JUV. DETAINED AT	AD. CHG							
LOS ANGELES		06		YES							
DIVISION		DETAIL ARRESTING	DATE ARRESTED	TIME ARR.	TIME BKD.						
4206		A23	07/01/2008	12:30	13:00						
LOCATION OF ARREST				BAIL							
5678 JOHNSON WAY				TOTAL BAIL	\$7,500.00						
TYPE		CHARGE & CODE	DEFINITION	WARRANT *							
F		459 PC	BURGLARY	F-087658401							
							<input checked="" type="checkbox"/> RELEASED TO OTHER AGENCY: <b>ORANGE COUNTY SHERIFF</b> <input type="checkbox"/> OTHER/JUV. DISP. (THEIR JURISDICTION)				



## CHAPTER TWO

## Out-of-County Felony Warrant Bail Out

### EXEMPLAR #7

John M. Smith was arrested on 7-1-08 on a felony warrant issued by Division A of the Orange County Municipal Court. He bailed out on the warrant. Fugitive Warrant Section, Gang and Narcotics Division completed the **RELEASE TO OTHER AGENCY** box and forwarded the Form 05.09.00 to the court.

BOOKING NO. <b>99-00012</b>		U.O. <b>4206</b>		LOC. BKD. <b>4206</b>		DR. LIC. NO. <b>A9998887</b>		STATE <b>CA</b>		MT <b>N</b>		RELEASE DATE/JUV. DISP. DATE <b>07/02/2008</b>		DISPOSITION OF ARREST AND COURT ACTION					
ARRESTEE'S LAST NAME <b>SMITH</b>		FIRST <b>JOHN</b>		MIDDLE <b>M</b>		SUF. <b>III</b>		ADDRESS <b>1234 MAIN STREET</b>		APT. NO.		REASON FOR RELEASE <b>J</b>		DR <b>08-0612345</b>		LA <b>76543210S</b>			
CITY <b>LOS ANGELES</b>		STATE <b>CA</b>		SEX <b>M</b>		DESCENT <b>WHT</b>		HAIR <b>BLK</b>		EYES <b>BRN</b>		HEIGHT <b>5-10</b>		WEIGHT <b>180</b>		BIRTHDATE <b>01/01/1968</b>		AGE <b>40</b>	
VEHICLE LICENCE NO. <b>123ABC</b>		STATE <b>CA</b>		R.D. <b>0645</b>		AKA: LAST - FIRST - OR NICKNAME		BIRTHPLACE <b>LOS ANGELES</b>		PROB. INV. UNIT <b>06</b>		JUV. DETAINED AT		AD. CHG <b>YES</b>		IF 849 B (1) CHECK ONE OF THE FOLLOWING:		A.I. CWWS WARR AJS RLSE PAC AWDI	
DIVISION <b>4206</b>		DETAIL ARRESTING <b>A23</b>		DATE ARRESTED <b>07/01/2008</b>		TIME ARR. <b>12:30</b>		TIME BKD. <b>13:00</b>		LOCATION OF ARREST <b>5678 JOHNSON WAY</b>		BAIL <b>\$7,500.00</b>		TOTAL BAIL <b>\$7,500.00</b>		WARRANT # <b>F-087658401</b>		<input type="checkbox"/> COMPL. REFUSES TO PROSECUTE <input type="checkbox"/> ARRESTEE EXONERATED <input type="checkbox"/> FURTHER INVESTIGATION	
TYPE <b>F</b>		CHARGE & CODE <b>459 PC</b>		DEFINITION <b>BURGLARY</b>		WARRANT # <b>F-087658401</b>		<input checked="" type="checkbox"/> RELEASED TO OTHER AGENCY: <b>BAILED TO:</b> <input type="checkbox"/> OTHER/JUV. DISP. <b>COURT 700 WEST CIVIC CENTER DRIVE</b> <b>SANTA ANA, CA 92701</b>											

## CHAPTER TWO

## Outside Arrest—Released to LAPD—Not Booked

### EXEMPLAR #8

John M. Smith was arrested by Inglewood PD on 7-1-08 for a Burglary committed in Hollywood Area. He was released to Hollywood Detectives by Inglewood PD for the charge that same day. Hollywood Detectives determined there was a lack of evidence to connect John M. Smith to any crime and released him without booking. The releasing Hollywood detective initiated and completed a Form 05.09.00 using the Inglewood booking number and forwarded it to Criminal Record Update Unit, R&I Division. No Form 05.10.00 was completed.

A. LOS ANGELES P. D.	BOOKING NO. <b>99-00012</b>	U.O.	LOC. BKD. <b>4206</b>	DR. LIC. NO. <b>A9998887</b>	STATE <b>CA</b>	MT <b>N</b>	RELEASE DATE/JUV. DISP. DATE <b>07/01/2008</b>	DISPOSITION OF ARREST AND COURT ACTION				
	ARRESTEE'S LAST NAME <b>SMITH</b>		FIRST <b>JOHN</b>	MIDDLE <b>M</b>	SUF. <b>III</b>	DR <b>08-0612345</b>	LA <b>76543210S</b>					
	ADDRESS <b>1234 MAIN STREET</b>						APT. NO.	CII <b>A32400077</b>				
	CITY <b>LOS ANGELES</b>						STATE <b>CA</b>	FBI <b>F3456789</b>				
	SEX <b>M</b>	DESCENT <b>WHT</b>	HAIR <b>BLK</b>	EYES <b>BRN</b>	HEIGHT <b>5-10</b>	WEIGHT <b>180</b>	BIRTHDATE <b>01/01/1968</b>	AGE <b>40</b>	MAIN <b>1234567</b>			
	VEHICLE LICENCE NO. <b>123ABC</b>		STATE <b>CA</b>	R.D. <b>0645</b>	AKA: LAST - FIRST - OR NICKNAME					CDC # PROBATION #		
	BIRTHPLACE <b>LOS ANGELES</b>		PROB. INV. UNIT <b>06</b>	JUV. DETAINED AT	AD. CHG <b>YES</b>					A.I. CWWS WARR AJIS RLSE PAC AWDI		
	DIVISION <b>4206</b>		DETAIL ARRESTING <b>A23</b>	DATE ARRESTED <b>07/01/2008</b>	TIME ARR. <b>12:30</b>	TIME BKD. <b>13:00</b>					IF 849 B (1) CHECK ONE OF THE FOLLOWING: <input type="checkbox"/> COMPL. REFUSES TO PROSECUTE <input type="checkbox"/> ARRESTEE EXONERATED <input type="checkbox"/> FURTHER INVESTIGATION <input type="checkbox"/> ADMISS. EVID. INSUFF. <input checked="" type="checkbox"/> ASCERT. EVID. INSUFF.	
	LOCATION OF ARREST <b>5678 JOHNSON WAY</b>		BAIL <b>\$7,500.00</b>		TOTAL BAIL <b>\$7,500.00</b>					RELEASED TO OTHER AGENCY: OTHER/JUV. DISP.		
	TYPE <b>F</b>	CHARGE & CODE <b>459 PC</b>	DEFINITION <b>BURGLARY</b>		WARRANT * <b>NONE</b>							
REMARKS <b>BOOKED BY INGLEWOOD PD - RELEASED TO LOS ANGELES PD - NOT BOOKED BY LOS ANGELES PD</b>							SOCIAL SECURITY NO.					

## **I/300.00 INVESTIGATOR'S FINAL REPORT, FORM 05.10.00**

### **I/300.01 Purpose of Form**

The Investigator's Final Report, Form 05.10.00, is the Department form used to record booking disposition and arrestee personal data/background information. Obtaining accurate information may aid officers in future investigations to locate suspects, associates and witnesses.

### **I/310.00 USE OF FORM**

The Investigator's Final Report, Form 05.10.00, is used to:

- Record felony and certain misdemeanor adult *and certain juvenile* booking dispositions and arrestee personal data/background information.

***NOTE:** Investigators may consider completing a Form 05.10.00, Investigator's Final Report, on all juveniles arrested for 602 WIC offenses. Special consideration may be given to completing juvenile 05.10.00's in crimes involving violent, serial, and/or high profile arrest(s), giving obvious consideration to the age of the juvenile.*

- Release the adult charge and record the booking disposition when a juvenile is mistakenly booked as an adult (**refer: DOM Volume I, Section 353.27**).
- Authorize the release of a felony or misdemeanor charge against an adult arrestee (**refer: DOM Volume I, Section 350.00 - EXCEPTION**).

**NOTE:** A misdemeanor Form 05.10.00 release may be initiated and completed by other than detective personnel.

- Record information regarding an undesirable informant or a witness who is transient or difficult to locate.
- Furnish information to the California Adult Authority for review when determining an inmate's eligibility for parole.
- Report statistical information to the California Attorney General as required by Penal Code Section 13020. The required Penal Code information is recorded under three sections of **RELEASED FROM LAPD CUSTODY, DISPOSITION OF BOOKING CHARGE, and ADDITIONAL ACTIONS**.
- Document the reason(s) when it has been determined that an arrestee is factually innocent.

**NOTE:** A Form 05.10.00 or a Follow-Up Investigation, Form 03.14.00, **shall** be completed whenever a detective determines that an arrestee is factually innocent (i.e., the arrestee did not commit the crime or the crime did not occur) (**refer: DOM Volume I, Section 132.00**).

- Change the case status of a crime under certain specified circumstances (**refer: DOM Volume I, Section 360.20**).

Any Department entity may establish additional uses for the Form 05.10.00 as long as they do not violate DOM instructions.

### **I/310.10 Timeliness**

A Form 05.10.00 shall be initiated during the booking process or as soon as practical after information requiring its initiation has been learned. A Form 05.10.00 shall be completed immediately when a complaint is obtained or refused, the charge is released or the arrestee is released to another law enforcement agency. Once completed, the Form 05.10.00

shall be submitted immediately for approval and distribution.

### **I/320.00     INITIATION INSTRUCTIONS**

An Investigator's Final Report, Form 05.10.00, is initiated during the booking process whenever an adult arrestee is booked. The Form 05.10.00 is retained and will be completed when the arrestee has been booked for:

- A felony crime or warrant.
- A misdemeanor narcotics violation.

If a Form 05.10.00 is needed for any reason but was not initiated during a booking process, it is the responsibility of the assigned detective to initiate one.

**NOTE:** In the case of an arrest for a Department obtained warrant, the Form 05.10.00 shall be forwarded to the division which originally obtained the warrant.

### **I/350.00     COMPLETION INSTRUCTIONS**

The Form 05.10.00 is a two-sided form divided into Parts A through G. The booking employee normally completes the box descriptor information in Part A at the time of booking. The assigned detective shall ensure that all information in Part A is accurate and complete Parts B through G.

**EXCEPTION:** When the Form 05.10.00 is used to authorize a misdemeanor release, only Part A and the boxes in Parts B through E marked with an asterisk (\*) shall be completed (*refer: DOM Volume I, Section 310.00*).

### **I/351.00     Completion of Descriptors - Part A**

This part of the Form 05.10.00 is comprised of the **BOOKING NO.** through the **IN CASE OF EMERGENCY, NOTIFY** boxes.

Completion instructions for the boxes through **WARRANT NO.** are the same as those for the Form 05.09.00 (*refer: DOM Volume I, Section 252.00–252.41*).

#### **I/351.10     Additional Charges**

Include any additional charges in this box.

#### **I/351.20     Arraignment Date**

The date, time and court shall be entered in this box:

- By the detention officer at the time of booking on misdemeanor arrests.
- By the assigned detective when a felony arrestee is released from custody on felony bail, OR, or writ (*refer: DOM Volume I, Sections 353.10 through 353.12 and 355.01*).
- By the assigned detective on all arrestees after the case has been filed.

#### **I/351.30     Location Crime Committed and RD**

Place the location where the crime was committed and the reporting district in these boxes. If the crime and arrest locations are the same, "same as arrest," may be entered here.

#### **I/351.40     Social Security Number**

Insert the arrestee's Social Security Number.

**I/351.50      Residence (Primary) Phone Number**

Insert the arrestee's primary phone number.

**I/351.60      Occupation/Grade**

Record the arrestee's occupation and highest grade they completed in school.

**I/351.61      Employer/School**

Include the name (firm or person) of the arrestee's employer and/or the name of the school the arrestee is currently attending, if applicable.

**I/351.70      Physical Oddities**

Describe any physical oddities of the arrestee.

**I/351.71      Clothing Worn**

Describe the clothing worn by the arrestee at the time of arrest.

**I/351.80      Exact Location/Disposition of Arrestee's Vehicle**

Place the location and disposition of the arrestee's vehicle in this box.

**I/351.90      In Case of Emergency, Notify**

Include the name, relationship, address and phone number of a person who the arrestee would like notified in case of an emergency.

**I/352.00      ID Numbers - Part B**

This part of the Form 05.10.00 is comprised of the **DR** through **PROBATION#** boxes. The detective responsible for completing the Form 05.10.00 shall ensure that all required information in these boxes, normally inserted by the booking employee, is completed.

Completion instructions are the same as those for the Form 05.09.00, which are found in **DOM Volume I, Section 254.00**.

**I/353.00      Booking Dispositions Boxes—Part C**

This part of the Form 05.10.00 is comprised of the three columns entitled **RELEASE FROM LAPD CUSTODY, DISPOSITION OF BOOKING CHARGE** and **ADDITIONAL ACTIONS**.

**EXAMPLE:**

* Rel. from LAPD - custody		* Dispo. of Bkg. Chg.	* Addtl. Actions
1	FEL. BAIL. } GIVE DETAILS IN BAIL/WRT INFO SPACE	1	FEL. COMPL. FILED - ORIG. CHG.
2	WRT OUT	1	FEL. COMPL. FILED - OTH. CHG.
3	BARR (1) PG } CERT. OF REL. ISSUED OR TX SENT	2	MISD. COMPLAINT FILED
4	B2S PG	5	D.A. REJECT
5	TO OTHER AGENCY - ISSUE CERT. IF NON-WARR. REL. AGENCY	6	C.A. REJECT
6	DENIED	9	BARR (1) - INCL. 48 HR. RELS. FEL. PROB. VIOL. INJEU D.A. DEF. FOR PAROLE REV.
7	NOT REC'D } FCD RELEASE	0	OTHER - DESCRIBE UNDER EXP. ACTION TAKEN C.A. HEARING
8	D.R. RELEASE	SUPERVISOR BYPASS/REJECT APPROVAL (CITIZEN 098)	

These three sections are used to indicate information relative to the physical release of the arrestee, the disposition of the booking charge and actions taken in addition to disposition of the booking charge. Any information entered by the detective in these columns shall be fully explained in the **EXPLAIN ACTION TAKEN** and **COMPLAINT FILED** boxes in Part E (*refer: DOM Volume I, Sections 355.05 and 355.06, and Chapter Three, Exemplar #1, #2, #3, and #4*).

**I/353.10      Release From LAPD Custody**

This section of the Form 05.10.00 indicates information relative to the physical release of the arrestee, **not** the disposition of the booking charge. **Only one box may be checked in this section.**

**NOTE:** When a supervisor is notified of the anticipated release of a felony arrestee in Department custody of whom no Form 05.10.00 has been completed, the supervisor



shall immediately assign an officer to interview the arrestee and complete the personal data/background information portions of the Form 05.10.00.

**I/353.11      Felony Bail**

When a felony arrestee is released on bail, check this box and enter the bail information in the **BAIL-WRIT INFO**: box (*refer: DOM Volume I, Section 355.01*); and the court appearance information in the **ARRAIGNMENT DATE** box (*refer: DOM Volume I, Section 351.20*).

**I/353.12      Writ Out**

When a felony arrestee is released by court order on a writ, check this box and enter the writ information in the **BAIL-WRIT INFO**: box (*refer: DOM Volume I, Section 355.01*); and the court appearance information in the **ARRAIGNMENT DATE** box (*refer: DOM Volume I, Section 351.20*).

**I/353.13      849 (b)(1) PC**

Check this box when an adult arrestee is being released from custody because there is insufficient evidence to file a criminal complaint and there is no court appearance scheduled as a result of the arrest (This includes the scheduling of a City Attorney or District Attorney hearing, as neither is considered a court appearance).

A Certificate of Release, Form 08.16.00, shall be issued to the arrestee when no court appearance is scheduled as a result of the arrest.

A supplemental booking on any warrant will result in the scheduling of a court appearance. Despite the fact the open charge has been released, because the arrestee is not physically released from custody, none of the release boxes shall be checked and a Form 08.16.00 shall not be completed.

**NOTE:** When this box is checked, the **DISPOSITION OF BOOKING CHARGE** box may usually be marked DA Reject, CA Reject or 849(b)(1) PC.

**I/353.14      825 PC**

Check this box when the detective intends to seek a complaint against the arrestee but lacks sufficient information and/or time to obtain a complaint within statutory time limits. When a suspect has been released under 825 PC, a Follow-Up Investigation, Form 03.14.00 shall be completed within ten working days from the date of case assignment (*refer: DOM Volume I, Section 121.01 and the NOTE in DOM Volume I, Section 353.13*).

**I/353.15      To Other Agency**

Check this box when the original booking charge or any other non-related charge cannot be filed by this Department and the arrestee is to be released to an outside agency on a non-warrant case. When this occurs, enter the name of the agency to which the arrestee is physically released.

**NOTE:** A Form 08.16.00 shall be issued to an arrestee released to an outside agency on a non-warrant case only when the original booking charge is unrelated to the outside agency's charge, no charge is filed by the Department and no warrant was served on the arrestee.

**I/353.16      PCD Release**

Detectives shall circle **DENIED** in the **PCD RELEASE** box if after a court reviews the PCD and determines that there is no probable cause (PC) for continued detention and orders the release of the arrestee.

Detectives shall circle **NOT REC'D** in the **PCD RELEASE** box as a result when the statutory time for processing the PCD has

expired and no PCD is received from the court.

**I/353.17 O.R. Release**

If an arrestee is released O.R., enter the O.R. information in the **BAIL-WRIT INFO:** box (*refer: DOM Volume I, Section 355.01*); and court appearance information in the **ARRAIGNMENT DATE** box (*refer: DOM Volume I, Section 351.20*).

**I/353.20 Disposition of Booking Charge**

This section of the Form 05.10.00 is used to indicate the disposition of the original booking charge. This disposition shall be supported by recording the action taken in Part E of the form.

All charges filed (including code sections), number of counts filed and the complaint number shall be documented in Part E, **EXPLAIN ACTION TAKEN** and **COMPLAINT FILED** spaces (*refer: DOM Volume I, Sections 355.04 and 355.05*).

Because of computer coding and data entry requirements, **only one box may be checked in this section**. In those instances where more than one disposition may seem appropriate, the disposition occurring last shall be marked.

For instance, if a DA reject is obtained followed by a misdemeanor complaint filed, the **MISDEMEANOR COMPLAINT FILED** box shall be marked.

**I/353.21 Felony Complaint Filed (Original Charge)**

Check this box when a felony complaint is obtained charging the arrestee with the **same** offense as the original felony booking charge. This box would also be marked where the felony arrest was made exclusively for a felony warrant obtained by the Department.

**I/353.22 Felony Complaint Filed (Other Charge)**

Check this box when the District Attorney's Office issues a complaint charging the defendant with a felony offense stemming from the original arrest, but different from the booking charge. This box is also checked when the District Attorney elects to violate an arrestee's probation in lieu of filing a new charge.

**I/353.23 Misdemeanor Complaint Filed**

Check this box when a case is presented to the City Attorney and a misdemeanor complaint is filed. A City Attorney Hearing is not a misdemeanor complaint filing (*refer: DOM Volume I, Section 353.27*).

**I/353.24 DA Reject**

Check this box when a case is presented to the District Attorney's Office and a complaint is rejected.

**EXCEPTION:** When a complaint is rejected and deferred for parole revocation, and the suspect remains incarcerated (released to CDC-State Parole), the **OTHER** box shall be checked.

The **DA REJECT** box **shall not** be checked if the District Attorney's Office refers the case to the City Attorney pursuant to 17(b)(4) PC (*refer: DOM Volume I, Sections 353.33 and 353.34*).

**I/353.25 CA Reject**

Check this box when a case is presented to the City Attorney and a complaint is rejected.

This includes cases that the District Attorney referred to the City Attorney and cases that a detective supervisor referred directly to the City Attorney pursuant to bypass provisions.

This box shall not be checked if the City Attorney elects to handle the case via a City Attorney hearing. If this occurs, mark the **OTHER** box and the appropriate boxes under **ADDITIONAL ACTIONS** and explain in Part E in the **EXPLAIN ACTION TAKEN** box.

**I/353.26      849 (b)(1) PC**

Check this box when an arrestee is released with the approval of a detective supervisor because there is insufficient evidence to present the case for filing or hearing.

**I/353.27      Other**

Check this box when a City Attorney or District Attorney hearing is scheduled. This box is also checked when no other disposition is appropriate and when additional action results in further confinement of the arrestee by another law enforcement agency (e.g., release to other agency, fugitive bookings, booking on a felony warrant obtained by another agency and arrestees originally booked as an adult but is later rebooked as a juvenile on the same charge).

**I/353.30      Additional Actions**

This section of the Form 05.10.00 is used to indicate certain actions taken in addition to the disposition of the booking charge. More than one box may be checked in this section, however, only one referral/bypass box may be checked.

**I/353.31      Felony Warrant Served**

Check this box when a felony warrant is served which **is** related to the original booking charge.

**I/353.32      Unrelated Felony  
Warrant Served**

Check this box when a felony warrant is served which **is not** related to the original booking charge. Record the warrant information if it does not already appear in the **ADDITIONAL CHARGES** box (*refer: DOM Volume I, Section 351.10*).

**I/353.33      Unrelated Misdemeanor  
Warrant Served**

Check this box when a misdemeanor warrant is served which is not related to the original charge. Record the warrant information if it does not already appear in the **ADDITIONAL CHARGES** box (*refer: DOM Volume I, Section 351.10*).

**I/353.34      DA Referral—No Felony**

Check this box when the District Attorney determines that a felony has not occurred and refers the case to the City Attorney for consideration of a misdemeanor filing. This box does not apply to alternate felony/misdemeanor crimes (*refer: DOM Volume I, Section 353.35*).

**I/353.35      DA Referral—17 (b)(4) PC**

Check this box when the District Attorney refers an alternate felony/misdemeanor case to the City Attorney for consideration of a misdemeanor filing.

**I/353.36      Bypass (No Felony)**

Check this box when a detective supervisor approves the referral of the case directly to the City Attorney after the investigation has failed to establish prima facie evidence of a felony, but has established prima facie evidence of a misdemeanor.

### **I/353.37 Bypass—17 (b)(4) PC (Referral)**

Check this box when a detective supervisor approves the referral of an alternate felony/misdemeanor case directly to the City Attorney's Office for consideration of a misdemeanor filing. (*Refer: DOM Volume I, Section 360.00 for referral 17(b)(4) PC Bypass procedures for selected booking charges.*)

### **I/353.38 Supervisor Bypass /Reject Approval (circle one)**

Each Area detective division and specialized detective division commanding officer shall designate the positions and/or detective supervisors authorized to give reject or bypass approval.

The reviewing supervisor shall place their serial number in this box representing supervisory review and approval of the decision to bypass the District Attorney's Office or to unfound the case and release of the arrestee (*refer: DOM Volume I, Chapter Three, Exemplar #1*).

### **I/354.00 Personal Data/Background Information—Part D**

This part of the Form 05.10.00 is compromised of the **NAME** lines through the **UPDATED AKA/MONIKER INFO** box.

These Form 05.10.00 categories shall be diligently addressed. They reflect a wealth of information for detectives which may aid them in locating an arrestee in future crimes or investigations.

### **EXAMPLE:**

If obtaining this information is strictly administrative in nature and is not related to the crime under investigation, no admonishment of Miranda rights is required. Any information obtained, however, may be inadmissible in court proceedings (*refer: DOM Volume I, Section 357.00*).

**NOTE:** If additional space is required to record personal data/background information, use the narrative portion (Part G). If the detective is unable to interview the arrestee, the detective shall draw a diagonal line through Part D. The words **Not Interviewed** and the reason shall be printed along the line. There are very few instances when the arrestee will refuse to provide this information.

### **I/354.01 Name Lines**

Attention should be given to obtaining complete and current information (i.e., residence and business addresses, phone numbers). If there is an accomplice or co-principal, the CII number or Main number of the accomplice (co-principal) shall be recorded in the **PHONE (OR LA# OR BKG# OF A)** box if a CII number or Main number exists. If a CII number or Main number does not exist, the booking number or date of birth may be entered.

### **I/354.02 Additional Occupations**

Lists any additional occupations of the arrestee.

**I/354.03      Union & Local Number**

Identify any union, including the local number, of which the arrestee is a member.

**I/354.04      Previous Jobs and Employers**

List previous jobs and employers of the arrestee.

**I/354.05      Checks Cashed At**

Insert the location where the arrestee normally cashes checks in this box.

**I/354.06      Bank Accounts  
(Name & Location)/  
Major Credit Cards**

List the name and location of any credit references provided by the arrestee.

**I/354.07      Unemployment Office/County  
Aid/AFDC/Social Worker—  
Name & Phone**

Insert the location of the unemployment office used by the arrestee.

**I/354.08      Schools Attended**

Record the last school/college attended and the year last attended, regardless of whether the arrestee graduated or dropped out of school.

Even though the arrestee may have attended school many years ago, school representatives in charge of class reunions may maintain current addresses of former students who attended as long as 20 or 30 years ago. Even if the arrestee's addresses cannot be located, names and addresses of classmates/friends may prove valuable in a future investigation.

**I/354.09      Name & Address of School  
Children Currently Attend**

In spite of the numerous false addresses an arrestee may use, the school where the arrestee's children attend almost always will have a valid address. When a student transfers to another school, the school record goes to the new school. Since the new school would require a current address for the student for emergency purposes, any new address would probably be valid.

**I/354.10      Previous Address  
(Include Other Cities)**

Previous addresses may reveal neighbors/friends who know the arrestee and the arrestee's current location.

**I/354.11      Barber or Beauty Shop**

Persons tend to form habits and frequently return to barber or beauty shops they have used for many years.

**I/354.12      Clubs, Organizations, Hobbies**

Identify any clubs or organizations to which the arrestee belongs.

**I/354.13      Hangouts**

Identify locations the arrestee frequents.

**I/354.14      Arrestee's Vehicle**

Record the description of the arrestee's personal vehicle. The arrestee's vehicle may be different than the vehicle in which they were arrested. If the arrestee has no personal vehicle, list any vehicle that the arrestee may borrow or use frequently.

**I/354.15      Updated AKA—  
Moniker Information**

This box should contain updated information on the arrestee's name, AKA or moniker.



When the arrestee has been booked under a fictitious name or alias, or when the arrestee's name was not determined at the time of booking and a "John or Jane Doe" number was obtained, the arrestee's true name should be recorded in this section. Do not change the original name the arrestee was booked under in Section A. If the arrestee was booked under a true name, any other name that the arrestee is known by should be entered in this box.

### **I/355.00 Disposition of Arrest Information—Part E**

This part of the Form 05.10.00 is comprised of the **BAIL-WRIT INFO** box through the **DATE/TIME AUTHORIZATION RECEIVED** box.

#### **EXAMPLE:**

DISPOSITION		ON-PENDING FROM CASE: (REQUIRED INFO)	
<input type="checkbox"/> PAROLE	<input type="checkbox"/> PROBATION (FOR FEL.)	<input type="checkbox"/> PROBATION (FOR MISD.)	<input type="checkbox"/> PRISON PASS (8899 PC)
<input type="checkbox"/> BAIL	<input type="checkbox"/> WRIT	<input type="checkbox"/> O.R.	<input type="checkbox"/> CATEGORY CHECKED
PAROLE OR PROBATION OFFICER'S NAME & TELEPHONE NO.		TIME SERVED	OFFENSE
BAIL, WRIT INFO: BONDSMAN/PERSON POSTING BAIL/TELEPHONE NO.		LOCATION TIME SERVED	
* EXPLAIN ACTION TAKEN			
COMPLAINT FILED: CHARGES AND COUNTS, WARRANT OR COMPLAINT NOS.			
* INVESTIGATING OFFICER'S NAME & SERIAL NOS.		DISPOSITION	DATE OF REPORT
* RELEASE/TRANSFER AUTHORITY		* VERIFICATION ITT RECEIVED BY (NAME/SERIAL NOS.)	
<input type="checkbox"/> TRANSFER	<input type="checkbox"/> RELEASE		
* SUPERVISOR RECEIVING		SERIAL NOS.	* DISPOSITION AUTHORIZATION RECEIVED
05-10-00 (0505)		INVESTIGATOR'S FINAL REPORT	

On Mail: releases, RE in only boxes marked with \*

This section explains the final action taken against the arrestee for this arrest, information about the arrestee's release (if released) and the disposition of evidence.

### **I/355.01 Currently On: Parole, Probation, Prison Pass, Bail, Writ, OR, CJIS/SRF Checked**

Check the appropriate boxes if the arrestee is currently on parole; felony or misdemeanor probation; prison pass; or out on bail, writ or O.R. from a recent arrest.

**NOTE:** If case numbers on pending cases are readily available, list them here or in the narrative Part G.

### **I/355.02 Parole or Probation Officer's Name**

If applicable, record the name and address of the arrestee's parole or probation officer, the offense involved, and the length and location of time served.

### **I/355.03 Bail/Writ Info: Bondsman /Person Posting Bail /Telephone No.**

The name of the bonding agency and the bond number, or the person posting bail and that person's telephone number, should be entered in this box. If the arrestee is released OR, all information about the release should be entered in this box.

If any disposition is made on the case, notify the concerned Writ Desk before 1700 hours the day prior to the arrestee's scheduled arraignment and record the date/time and the name of the person notified.

### **I/355.04 Explain Action Taken**

Enter sufficient information in these boxes to fully explain the actions taken by the investigating officer that resulted in the final disposition (e.g., Presented case to DDA Smith on July 1; Victim refused to prosecute, arrestee released 849(b)(1) PC; Unable to file without further interview of witness, arrestee released 825 PC). The information in this box must be consistent with the action shown in Section C, **RELEASED FROM LAPD CUSTODY, DISPOSITION OF BOOKING CHARGE** and **ADDITIONAL ACTION(S)**.

#### **EXAMPLE:**

* EXPLAIN ACTION TAKEN	SUPERVISOR REJECT - RELEASED 825 PC
COMPLAINT FILED: CHARGES AND COUNTS, WARRANT OR COMPLAINT NOS.	NONE - INVESTIGATION CONTINUED

**I/355.05 Complaint Filed—Charges and Counts, Warrant or Complaint Numbers**

List the complaints, which were filed to include the type of charges, the number of counts, and the complaint or warrant numbers.

**I/355.06 Investigating/Releasing Officers**

The detective completing the Form 05.10.00 or authorizing the release of a prisoner shall complete **all** required information on the Form 05.10.00, record their signature and serial number in this box and submit the Form 05.10.00 to a detective supervisor for approval.

Approval of a detective supervisor is not absolutely required prior to the release of an arrestee, but approval shall be obtained if its procurement causes no delay in the release.

**I/355.07 Date of Report**

Record the date the detective completed and submitted the Form 05.10.00 to a supervisor for approval, which may be the date the complaint was filed or the booking charge or charges were dispositioned.

**I/355.08 Supervisor Reviewing**

The detective supervisor shall record their signature and serial number in this box after ensuring that **all** available information is properly recorded on both sides (Pages 1 and 2) of the form. After approval, the detective supervisor shall ensure that the Form 05.10.00 is distributed without delay.

The detective supervisor shall also review Part G to determine if evidence was booked in conjunction with the case and verify if a Property Disposition/Update Request,

Form 10.06.00, containing all appropriate disposition information is needed. (*refer: DOM Volume I, Section 358.00*).

**I/355.09 Detained At**

Enter the name of the custodial jail facility at which the arrestee is detained (e.g., Custody Services Division, LA County Jail, 77<sup>th</sup> Street Regional Jail).

**I/355.10 Release/Transport Authority**

Check either the **Transport** or **Release** box whichever is appropriate.

**I/355.11 Authorization Received By (Jailer Sign/Serial No.)**

The custodial detention officer's signature and serial number shall be entered in this box when the concerned detective notifies the detention officer in person that the arrestee is eligible for release. If a teletype is sent to the custodial detention officer authorizing the release of the arrestee, the signature and serial number of the teletype operator sending the release authorization shall appear in this box.

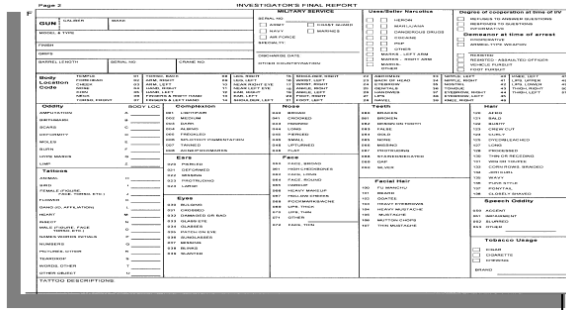
**I/355.12 Verification: TT Received By: (Name/Serial No.)**

If the Release/Transport Authority is sent by teletype, the name and serial number of the employee telephoning the recipient to verify receipt shall be entered here.

**I/356.00 Miscellaneous and Physical Descriptors— Part F**

This part of the Form 05.10.00 is comprised of the **MO SHEET** box through the last **PHYSICAL DESCRIPTOR** box. This part shall be completed as no suspect can refuse to be viewed by the officer and the officer's observations are all that are recorded here.

**EXAMPLE:**



**I/356.20 Gun**

Enter the information on any gun used by, or in the possession of the arrestee.

If none, enter information on any gun taken into custody during the arrest. Only **one** gun may be described. This information shall be entered regardless of whether the firearm belonged to the arrestee, was simply in the arrestee's possession, or was linked to the arrestee.

**I/356.30 Military Service**

If the arrestee was in the military service, enter the required information. If during the questioning, additional information is obtained which might prove useful in future investigations, include the information in the narrative Part G.

**I/356.40 Uses/Seller Narcotics**

Enter all information obtained about the arrestee's use and/or sale of narcotics and of visible use marks on the arrestee's body.

**I/356.50 Degree of Cooperation at Time of I/V-Demeanor at Time of Arrest**

Check the appropriate boxes and enter the type of weapon (if applicable) with which the arrestee was armed at the time of arrest. Enter additional information in the narrative Part G.

**I/356.60 Physical Descriptors**

Using the Body Location Codes listed across the top of this box, enter the location of physical oddities and tattoos. Unique physical oddities and tattoos (including **exact words** as they appear) may be described in detail in the narrative. If applicable, the narrative may also be used for a drawing.

Circle the three-digit number of all other physical descriptors, which match the arrestee. More than one descriptor may be circled within each category.

**I/357.00 Admonition of Rights**

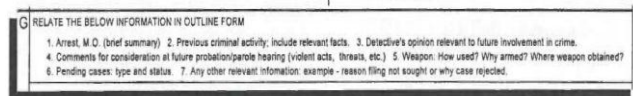
Obtaining Form 05.10.00 information is an administrative procedure and does not require an admonition of rights before the information is obtained.

However, if the Form 05.10.00 interview is designed to produce information that would tend to incriminate the arrestee, the arrestee shall be read the admonition of rights. Under these conditions, if the arrestee chooses to exercise the right to remain silent, the interview may proceed, but the information gained in the interview cannot be used against the arrestee in the prosecution of the crime for which they are under arrest.

**I/358.00 Narrative—Part G**

This part for the Form 05.10.00 is comprised of the lower third of page 2. The narrative, if properly completed, can provide a wealth of information that can be of invaluable assistance to law enforcement when conducting future investigations involving the arrestee.

**EXAMPLE:**



The detective should use the first portion of the narrative to more fully explain any other boxes from Parts A through G. The remaining portion of the narrative information should be completed as indicated for all applicable categories.

Number each category heading (1 through 7) and record the appropriate information.

This is one of the few reports in which the detective is encouraged to express a personal opinion relevant to the arrestee's likelihood of becoming involved in future criminal activity based on observation and investigation.

The seven categories are as follows:

- 1–Arrest, MO (brief summary).
- 2–Previous criminal activity; include relevant facts.
- 3–Detective's opinion relevant to future involvement in crime.
- 4–Comments for consideration at future probation/parole hearing(s) (violent acts, threats, etc.).
- 5–Weapon: How used? Why armed? Where weapon obtained?
- 6–Pending cases: Type and status.
- 7–Any other relevant information:  
Example–reason filing not sought or why case rejected.

**Was Evidence Booked:**

Detective supervisors shall review Part G for information pertaining to the possibility of evidence booked in relation to the case.

- On multiple arrestees, all evidence will be booked to only one person and only that person's Form 05.10.00 may be updated.
- If the evidence is available for release to the arrestee, victim, owner or possessor, the detective shall thoroughly complete a Property Disposition/Update Request, Form 10.06.00.
- If there is an investigative necessity to hold the evidence, record the reason for the hold (i.e., Hold for Court, Hold for Court-Co-Arrestee, Investigation continued). Complete a Form 10.06.00 (indicating the reason for the "Hold").
- If there will be no further investigation nor prosecution concerning this case, **all** booked property should, as soon as practical, be authorized for disposition by submitting a completed Form 10.06.00.

The reviewing detective supervisor shall forward the completed Form 10.06.00 to the appropriate Property Disposition Coordinator.

*(Refer: Department Manual Sections; 4/510.10, 4/550.05, 4/550.10, 4/790.12 and related sections).*

**I/360.00      17 (b)(4) PC  
Referral Procedures**

A limited list of selected booking charges may be immediately referred to the City Attorney's Office by a detective supervisor or filing team under certain conditions. A case-carrying detective or detective complaint officer (filing team) processes these cases. Procedures contained within **DOM Volume I, Sections 360.00 through 360.70** shall be followed when referring any of the selected booking charges for misdemeanor prosecution when the need for follow-up investigation is not necessary.

Completion of a Follow-Up Investigation, Form 03.14.00, and personal

data/background/ MO information on the Investigator's Final Report, Form 05.10.00, are not required when cases are processed according to this referral procedure. Sections B, C and E should be completed as usual.

**NOTE:** Existing procedures governing 17(b)(4) PC referrals of cases requiring follow-up investigation are not affected by this procedure.

#### **I/360.10 Cases Ineligible for 17(b)(4) PC Processing**

The referral procedure **shall not** be used for suspects on probation or parole, repeat offenders or in cases where additional investigation would enable detectives to seek a felony complaint. Selected booking charges **shall not** be referred if the suspect has an extensive arrest record for serious crimes.

Cases involving gang members that are processed as felony arrestees shall not be reduced to a misdemeanor via 17(b)(4) PC without the approval of the concerned Area detective division or specialized detective division commanding officer. A case in which the suspect is a gang member shall be presented for special consideration to the District or City Attorney's Office. Detectives shall use every legal tool available to the fullest extent when dealing with gang members. Accordingly, this means opposing any diversion of gang member arrestees from the full impact of the criminal justice system.

#### **I/360.20 Case Status Information**

Case status information (Cleared by Arrest, Cleared Other, Investigation Continued, Unfounded) shall be recorded on the Form 05.10.00, by using a special referral stamp designed for this purpose (*refer: DOM Volume I, Chapter Three, Exemplar #5*). Arrest dispositions on selected booking offenses and case status on related crime reports will be entered into the Department's

automated systems by detective clerical personnel from the stamped Form 05.10.00.

#### **I/360.30 Selected Booking Charges**

Only the following selected booking charges qualify for 17(b)(4) PC referral under the procedure:

- 245 PC (ADW)
- 243 PC (Felony Battery)

**EXCEPTION:** No referral shall be made for 245(a)(1) PC (ADW) or 243(d) PC (Felony Battery) when:

- A firearm is used.
- The injury requires hospitalization beyond emergency room treatment.
- Domestic violence is involved.
- Hate/prejudice is involved.
- 459 PC Burglary and Burglary from Motor Vehicle (BFMV).

**EXCEPTION:** No referral shall be made for 459 PC (Burglary or BFMV) when:

- Residential burglary is involved.
- Suspect was apprehended by private persons or police officers in commission of the crime.
- Specialized burglary tools were used.
- Hate or prejudice is involved.
- The property loss is over \$2,500.



**EXCEPTION:** No referral shall be made for 666 PC when the suspect has more than three misdemeanor convictions for theft.

- 487.1 PC (Grand Theft).

**EXCEPTION:** No referral must be made for 490.2 PC when the value of the stolen property exceeds \$2,000.

- 490.2 PC (Grand Theft Auto).
- 10851 VC (Driving Without Owner's Consent (DWOC)).

**EXCEPTION:** No referral must be made for 487.3 PC or 10851 VC when:

- The suspect is named or identified on the original stolen vehicle report.
- The suspect has a prior record for misdemeanor or felony auto theft-related convictions or an extensive arrest record for serious crimes.
- Auto theft tools are involved (slide hammer, etc.)

- 594 PC (Vandalism)

**EXCEPTION:** No referral must be made for 594 PC when:

- Hate or prejudice is involved.
  - Labor dispute is involved.
  - Government property is involved.
  - The amount of damage exceeds \$5,000.
- 25400 (a) (2) PC (Carrying a Concealed Weapon).

**EXCEPTION:** No referral shall be made when a firearm is involved.

- 496.1 PC (Receiving Stolen Property).

**EXCEPTION:** No referral shall be made for 496(a) PC when:

- A victim is not identified.
- Stolen property consists of more than a limited type of items (car stereos, batteries, tires, etc.).

**NOTE:** It is not required that the above booking charges be referred to the City Attorney's Office through the 17(b)(4) PC process. Cases involving the selected booking charges shall be evaluated on a case-by-case basis and may be assigned for additional follow-up investigation as deemed necessary by the concerned detective supervisor. Such assigned follow-up requires the normal use of the Forms 03.14.00 and 05.10.00.

#### **I/360.40      Area Detective Division and Specialized Detective Division Commanding Officer Responsibilities**

Area detective division and specialized detective division commanding officers shall:

- Ensure that only experienced and competent detectives are assigned as detective complaint officers (filing team).
- Cause periodic review of the 17(b)(4) PC referral procedure to ensure that only appropriate cases are processed by this method.
- Conduct periodic evaluations to determine if the procedure is saving investigative time and resulting in acceptable filing and clearance rates for selected booking charges.

**I/360.50 Detective Supervisor's Responsibilities**

Detective supervisors shall:

- Evaluate all cases involving arrestees charged with selected booking offenses for processing under the 17(b)(4) PC process.

This evaluation includes ensuring that arrestees have been read their Miranda Admonition of Rights and that reports contain all elements of the offense for filing of a complaint, including statements from victims, witnesses, and the arrestee.

- Stamp the face of the Form 05.10.00 with a special referral stamp in **RED** ink. The stamp shall be placed on the right portion of Section "D" of the Form 05.10.00.
- Forward the Arrest Report, Form 05.02.00, the original Form 05.10.00, a copy of the Investigative Report, Form 03.01.00, and the Disposition of Arrest and Court Action, Form 05.09.00, to the assigned detective or to the filing team for processing by a detective complaint officer.
- When the completed forms are returned by the assigned detective, ensure that the name of the victim and the DR Number are entered in Section "D" of the Form 05.10.00 bearing the **RED** referral stamp.
- Ensure that the case status information is recorded on the Form 5.10 in the space provided by the referral stamp.

**EXCEPTION:** For crimes involving multiple victims, ensure that the case status information (Cleared by Arrest, Cleared Other, Unfounded, Investigation Continued)

is entered after the victim's name and the DR Number in Section "D" of the Form 05.10.00.

- Ensure that the prosecutor's portion of the Form 05.09.00 is completed on all rejects.

**I/360.60 Assigned Detective/Detective Complaint Officer (Filing Team) Responsibilities**

The assigned detective/detective complaint officer shall:

- Ensure that petty thefts with prior convictions contain a rap sheet, which is included with pertinent reports to prove priors.
- Enter the name of the victim and the DR Number of the crime report in Section "D" of the Form 05.10.00. If there are multiple victims, enter the name and DR Number of each victim.
- Process the arrestee complaint filing according to existing filing procedures.
- Submit all necessary forms and documents connected to the case as required by the concerned City Attorney (CA) branch office.
- Resolve unanswered questions from the concerned CA filing deputy on cases submitted for filing.
- Complete the CA cover sheet, or similar form, required by the concerned CA branch office for each case submitted for filing.

**NOTE:** If the misdemeanor complaint is rejected and the suspect is to be released, arrange for the release of the suspect from custody.

### **I/360.61      City Attorney Referral to the District Attorney**

If the CA's Office referred the case to the District Attorney's Office for issuance of a felony complaint and the case is being processed by a detective complaint officer, the complaint officer shall notify a detective supervisor. If possible, this notification shall be made to the detective supervisor authorizing the original referral.

The case shall be assigned to a case-carrying detective who shall be responsible for any necessary follow-up investigation, seeking a felony complaint and arranging for transportation of the arrestee to the felony arraignment court.

- Document the filing disposition and case status information in the appropriate space on the Form 05.10.00. If the case status is "Cleared Other" or "Unfounded," the reasons for the case status shall be documented in Section "E" in the **EXPLAIN ACTION TAKEN** box. If additional space is needed, enter reasons under Section "D" of the Form 05.10.00. For crimes involving multiple victims, enter the case status information after the victim's name and the DR Number listed in Section "D" of the Form 05.10.00.
- Submit a completed CA cover sheet and the stamped original Form 05.10.00, to a detective supervisor authorized to bypass selected cases.

### **I/360.70      Detective Clerical Personnel Responsibilities**

Detective clerical personnel shall:

- Ensure that the arrest dispositions for selected booking charges and the case status of any related crime report(s) are entered into the Department automated systems.

- Ensure that all Forms 05.10.00 bearing the referral stamp and case status information are duplicated and distributed as follows:

- 1 - Original to Data Entry Section, Information Technology Division (ITD), for audit purposes. ITD will forward the Form 05.10.00 to the Criminal Records Update Unit, Records and Identification (R&I) Division
- 1 - Copy to the Integrated Crime and Arrest Records System Unit (ICARS), R&I Division for filing with the related crime report.
- 1 - Copy to Area/Division Records Unit to be filed with the corresponding crime report.

Ensure the Forms 05.09.00 are distributed according to existing procedures for all cases rejected by the CA's Office.

### **I/370.00      CORRECTIONS**

#### **Correction of Probable Investigating Unit**

The original Form 05.10.00 may be used as a follow-up report for the purpose of changing the Assigned Investigating Unit only. Detectives **shall not** alter any nine-line information on the original Form 05.10.00 except the information in the **PROBABLE INVESTIGATING UNIT** box. The incorrect unit shall be neatly lined through with a thin straight line leaving it readable, and the corrected information shall be inserted above the error. The entire box shall be circled in **RED**.

### **Correction After Original Distribution**

A Form 05.10.00 is used to correct a mistake in, or change a Form 05.10.00, which has already been distributed. A copy of the Form 05.10.00, retained by the detective, shall be used for this purpose.

The words **CORRECTED COPY** shall be written in **RED** along the upper left margin of the form. All known identification numbers shall be inserted in the appropriate boxes.

The incorrect information shall be neatly lined through with a thin straight line leaving it readable, and the corrected information shall be inserted above the error. **All** boxes in which corrections are made shall be circled in **RED**.

### **I/380.00      DISTRIBUTION**

The Investigator's Final Report, Form 05.10.00, after review and approval by a detective supervisor, is distributed as follows based on its use:

<u><b>Use</b></u>	<u><b>Distribution</b></u>
Adult Booking Disposition	<b>ORIGINAL</b> sent to Data Entry Section, Information Technology Division. .
Authorization for the release of a charge against an arrestee (delivered in person)	<b>COPY</b> given to the detention officer who then signs name and serial number on the <b>ORIGINAL</b> in the <b>AUTHORIZATION RECEIVED BY</b> box.
Authorization for the release of an arrestee (teletype)	<b>COPY</b> given to teletype operator—Operator will sign their name and serial number on the <b>ORIGINAL</b> in the <b>AUTHORIZATION</b>

**RECEIVED BY** box. Once the teletype is sent, a copy will be given to the detective.

**ORIGINAL** sent to the Office of the Chief of Staff.

**ORIGINAL** retained in work folder or Murder Book.

A **COPY** of the Form 05.10.00 in the arrestee's LAPD criminal package is sent to the California Adult Authority.

**ORIGINAL** sent to Data Entry Unit, ITD for audit of Data Entry Section.

A **COPY** is sent to ICARS Unit, R&I Division.

To record information regarding an undesirable informant

To record information regarding a witness

To furnish information to the California Adult Authority for review when determining an inmate's eligibility for parole

To record case status information (rubber stamp used)

The Form 05.10.00 shall contain the arrestee's CII or Main number (LA numbers are no longer issued). If the arrestee has an LA number from a prior arrest, it may be included at the time the form is completed by the detective. The distribution of the form should not be delayed because the CII or Main number is not available.

**NOTE:** If a case is rejected, the original Charge Evaluation Worksheet shall be retained by the detective until the CII or Main number can be entered in the upper right-hand corner of the form.

The Worksheet shall then be forwarded to the Criminal Records Update Unit, R&I Division, for filing.

**I/390.00     TELETYPE**

The assigned detective shall direct the following teletype to the Warrant Teletype Unit (WTU), R&I Division, or when applicable to the appropriate custodial entity. This will ensure the timely processing or release of the arrestee and/or update R&I Division of the arrestee's status:

**Supplemental Charge Teletype**—Send to the WTU, R&I Division, and County Jail, when the arrestee is an adult female (*refer: Department Manual, Section 4/165.04*).

**Felony Booking Disposition and Supplemental Charge Teletype**—Send to the custodial detention officer or to the Sheriff's Warrant Detainer Section when the arrestee is in a County Jail facility (*refer: Department Manual, Section 4/165.26*).

**Order to Release Prisoner Teletype**—Send to the custodial detention officer (*refer: Department Manual, Section 4/165.30*).

## CHAPTER THREE

### Arrestee Booked 245(a)(1) PC—ADW Without a Firearm

#### EXEMPLAR #1

A detective supervisor referred the case as per Penal Code Section 17(b)(4), to the City Attorney's Office for misdemeanor Prosecution. The City Attorney's Office scheduled the matter for a "Hearing" and the arrestee was released from custody. A Certificate of Release, Form 08.16.00, was issued to the arrestee because a City Attorney Hearing is not considered a court appearance.

* Rel from L.A.P.D. custody		* Dispo. of Bkg. Chg.	* Addtl. Actions
1 FEL. BAIL {	GIVE DETAILS IN BAIL/WRT INFO SPACE	1 FEL. COMPL. FILED - ORIG. CHG.	FEL. WARRANT SERVED
2 WRT. OUT {		1 FEL. COMPL. FILED - OTH. CHG.	UNRELATED FELONY WARRANT SERVED
3 849B (1) PC {	CERT. OF REL. ISSUED OR TT SENT	2 MISD. COMPLAINT FILED	UNRELATED MISD. WARRANT SERVED
4 825 PC {		3 D.A. REJECT	D.A. REFERRAL - NO FELONY
5 TO OTHER AGENCY - ISSUE CERT. IF NON-WARR. REL. AGENCY		4 C.A. REJECT	D.A. REFERRAL - 17 B 4 PC
6 DENIED {	PCD RELEASE	5 849B (1) - INCL. 48 HR. RELS. FEL. PROB. VIOL. IN LIEU D.A. DEF. FOR PAROLE REV.	BYPASS - NO FEL.
7 NOT REC'D {		6 OTHER - DESCRIBE UNDER EXP. ACTION TAKEN C.A. HEARING	BYPASS - 17 B 4
8 O.R. RELEASE		SUPERVISOR BYPASS/REJECT APPROVAL (circle one) <u>12345</u>	

* EXPLAIN ACTION TAKEN	SUPERVISOR BYPASS 17(b)(4) PC - DCA JONES SET C.A.H. 7-1-08
COMPLAINT FILED - CHARGES AND COUNTS, WARRANT OR COMPLAINT NOS	NONE

## CHAPTER THREE

### Arrestee Booked 242 PC— Battery/Aggravated Assault

#### EXEMPLAR #2

A subsequent investigation failed to establish the elements of a felony, but did establish the elements of a misdemeanor crime. A detective supervisor referred the case to the City Attorney's Office for misdemeanor prosecution as a "Bypass—No Felony." The City Attorney's Office filed one count of 242 PC Battery/Simple Assault.

* Rel from L.A.P.D. custody		* Dispo. of Bkg. Chg.	* Addtl. Actions
1 FEL. BAIL {	GIVE DETAILS IN BAIL/WRT INFO SPACE	1 FEL. COMPL. FILED - ORIG. CHG.	FEL. WARRANT SERVED
2 WRT. OUT {		1 FEL. COMPL. FILED - OTH. CHG.	UNRELATED FELONY WARRANT SERVED
3 849B (1) PC {	CERT. OF REL. ISSUED OR TT SENT	2 MISD. COMPLAINT FILED	UNRELATED MISD. WARRANT SERVED
4 825 PC {		3 D.A. REJECT	D.A. REFERRAL - NO FELONY
5 TO OTHER AGENCY - ISSUE CERT. IF NON-WARR. REL. AGENCY		4 C.A. REJECT	D.A. REFERRAL - 17 B 4 PC
6 DENIED {	PCD RELEASE	5 849B (1) - INCL. 48 HR. RELS. FEL. PROB. VIOL. IN LIEU D.A. DEF. FOR PAROLE REV.	BYPASS - NO FEL. <u>X</u>
7 NOT REC'D {		6 OTHER - DESCRIBE UNDER EXP. ACTION TAKEN C.A. HEARING	BYPASS - 17 B 4
8 O.R. RELEASE		SUPERVISOR BYPASS/REJECT APPROVAL (circle one) <u>12345</u>	

* EXPLAIN ACTION TAKEN	SUPERVISOR BYPASS (NO FELONY) to DCA JONES FILED MISD. COMPLAINT
COMPLAINT FILED - CHARGES AND COUNTS, WARRANT OR COMPLAINT NOS	242 PC - 1 count



## CHAPTER THREE

## Arrestee Booked 459 PC— Burglary

### EXEMPLAR #3

Due to a lack of sufficient information or time to obtain a complaint against the arrestee within 48 hours, the arrestee was released from custody. You will probably file against the suspect upon completion of the investigation. A Follow-Up Investigation Report, Form 03.14.00, is required within 10 working days, reporting the results of the investigation.

* Ret. from L.A.P.D. custody		* Dispo. of Bkg. Chg.	* Addit. Actions
1 FEL BAIL	GIVE DETAILS IN BAIL/WRT INFO SPACE	1 FEL COMPL. FILED - ORIG. CHG.	FEL WARRANT SERVED
2 WRT OUT		1 FEL COMPL. FILED - OTH. CHG.	UNRELATED FELONY WARRANT SERVED
3 849B (1) PC	CERT. OF REL. ISSUED OR TT SENT	2 MISD COMPLAINT FILED	UNRELATED MISD WARRANT SERVED
4 825 PC		5 D.A. REJECT	D.A. REFERRAL - NO FELONY
5 TO OTHER AGENCY - ISSUE CERT. IF NON-WARR. REL. AGENCY		6 C.A. REJECT	D.A. REFERRAL - 17 B 4 PC
6 DENIED	PCD RELEASE	7 849B (1) - INCL. 48 HR. RELS. FEL. PROB. VIOL. IN LIEU D.A. DEF. FOR PAROLE REV.	BYPASS - NO FEL.
7 NOT RECD		8 OTHER - DESCRIBE UNDER EXP. ACTION TAKEN C.A. HEARING	BYPASS - 17 B 4
8 O.R. RELEASE		SUPERVISOR BYPASS/REJECT APPROVAL (circle one) <b>12345</b>	

* EXPLAIN ACTION TAKEN	<b>SUPERVISOR REJECT - RELEASED 825 PC</b>
COMPLAINT FILED - CHARGES AND COUNTS, WARRANT OR COMPLAINT NOS	<b>NONE - INVESTIGATION CONTINUED</b>

## CHAPTER THREE

## Arrestee Booked at 77<sup>th</sup> Street Area on an (LASD) Lennox Sheriff's Felony Warrant for 245(a)(1) PC— ADW Without a Firearm

### EXEMPLAR #4

The suspect was released on July 1, 2008, at 1400 hours to Lennox Sheriff's.

* Ret. from L.A.P.D. custody		* Dispo. of Bkg. Chg.	* Addit. Actions
1 FEL BAIL	GIVE DETAILS IN BAIL/WRT INFO SPACE	1 FEL COMPL. FILED - ORIG. CHG.	FEL WARRANT SERVED
2 WRT OUT		1 FEL COMPL. FILED - OTH. CHG.	UNRELATED FELONY WARRANT SERVED
3 849B (1) PC	CERT. OF REL. ISSUED OR TT SENT	2 MISD COMPLAINT FILED	UNRELATED MISD WARRANT SERVED
4 825 PC		5 D.A. REJECT	D.A. REFERRAL - NO FELONY
5 TO OTHER AGENCY - ISSUE CERT. IF NON-WARR. REL. AGENCY		6 C.A. REJECT	D.A. REFERRAL - 17 B 4 PC
6 DENIED	PCD RELEASE	7 849B (1) - INCL. 48 HR. RELS. FEL. PROB. VIOL. IN LIEU D.A. DEF. FOR PAROLE REV.	BYPASS - NO FEL.
7 NOT RECD		8 OTHER - DESCRIBE UNDER EXP. ACTION TAKEN C.A. HEARING	BYPASS - 17 B 4
8 O.R. RELEASE		SUPERVISOR BYPASS/REJECT APPROVAL (circle one)	

* EXPLAIN ACTION TAKEN	<b>RELEASED TO LENNOX SHERIFFS ON 7-1-08 (DEP. HARRIS #1234)</b>
COMPLAINT FILED - CHARGES AND COUNTS, WARRANT OR COMPLAINT NOS	<b>NONE</b>

## CHAPTER THREE

Use of  
17(b)(4) PC  
Rubber Stamp

### EXEMPLAR #5

A										INVESTIGATOR'S FINAL REPORT														
BOOKING NO.					U.S. NO.		STATE NO.		BOOKING NO.		INVESTIGATOR'S NAME					INVESTIGATOR'S TITLE								
ARRESTEE'S LAST NAME										ARRESTEE'S FIRST NAME										ARRESTEE'S MIDDLE NAME				
ADDRESS										CITY										STATE				
SEX										HEIGHT		WEIGHT		BIRTHDATE		AGE		APR NO.						
MID-DC NO.										STATE		N.Y.		MID-DC NO.		STATE		MID-DC NO.						
BIRTHPLACE (CITY/COUNTRY/STATE/ZIP)										FROM NO. UNIT		JURY DETENTION		ACT. CTS.		DIVISION								
DIVISION										DETAIL ARRESTING		DATE ARRESTED		TIME ARR.		TIME DEP.		LOCATION OF ARREST						
YR										CORRECTION		DEFINITION		MAGNITUDE		ADDITIONAL CHARGES (ON KOD. WARR. LIST NO., COURT, AND DCL. NO. #A)								
ARREST DATE										TIME		COURT		LOCATION OF ARREST		RESIDENCE PHONE NO.								
EMPLOYER / SCHOOL										OCCUPATION / GRADE		DOB		EXACT LOCATION / EMPLOYER ARRESTED IN VEHICLE		IN CASE OF EMERGENCY, NOTIFY								
CODE: S - SPOUSE, P - PARENT, C - CHILD, B - BROTHER, T - SISTER, R - OTHER RELATIVE, F - FRIEND, A - ACCOMPANY, G - COMMON LAW SPOUSE										NAME OF RELATIVE & ASSOCIATION										DOB				
V-1 Judy Jones - DR# 06-12-12345										CITY										CITY				
V-2 Cody Jones - DR# 06-12-12345										CITY										CITY				
ADDITIONAL OCCUPATIONS										UNEMPLOYMENT										NAME & ADDRESS				
PREVIOUS JOBS & EMPLOYERS										UNEMPLOYMENT										NAME & ADDRESS				
BANK ACCOUNTS (NAME & LOCATION NUMBER, STREET, ZIP)										UNEMPLOYMENT										NAME & ADDRESS				
SCHOOL ATTENDED										UNEMPLOYMENT										NAME & ADDRESS				
PREVIOUS ADDRESS (INCLUDE OTHER STATES)										UNEMPLOYMENT										NAME & ADDRESS				
OTHER ORGANIZATIONS (NUMBER)										UNEMPLOYMENT										NAME & ADDRESS				
ARRESTEE'S VEHICLE (YEAR, MAKE, MODEL, TYPE, COLOR, TOP & BOTTOM LICENSE NO. & STATE - IF DIFFERENT FROM ABOVE, SEE PAGE 2)										UNEMPLOYMENT										NAME & ADDRESS				
CURRENTLY ON										UNEMPLOYMENT										NAME & ADDRESS				
<input type="checkbox"/> PAROLE <input type="checkbox"/> PROBATION (FOR FEL.) <input type="checkbox"/> PROBATION (FOR MISD.) <input type="checkbox"/> PRISON										UNEMPLOYMENT										NAME & ADDRESS				
PAROLE OR PROBATION OFFICER'S NAME & TELEPHONE NO.										UNEMPLOYMENT										NAME & ADDRESS				
BAIL / WRT INFO. SOURCE/ARRESTION POSTING BAIL/TELEPHONE NO.										UNEMPLOYMENT										NAME & ADDRESS				
EXPLAIN ACTION TAKEN										UNEMPLOYMENT										NAME & ADDRESS				
COMPLAINT FILE - CHARGES AND COUNTS, WARRANT OR COMPLAINT NOS.										UNEMPLOYMENT										NAME & ADDRESS				
INVESTIGATION (RELEASE) OFFICE NO. (NAME & BIRTH NO.)										UNEMPLOYMENT										NAME & ADDRESS				
RELEASE/TRANSPORT AUTHORITY										UNEMPLOYMENT										NAME & ADDRESS				
<input type="checkbox"/> TRANSPORT <input type="checkbox"/> RELEASE										UNEMPLOYMENT										NAME & ADDRESS				
SUPERVISOR REVIEWING										UNEMPLOYMENT										NAME & ADDRESS				
SERIAL NO.										UNEMPLOYMENT										NAME & ADDRESS				
DETAINED AT										UNEMPLOYMENT										NAME & ADDRESS				
ENTRANCE AUTHORIZATION RECEIVED										UNEMPLOYMENT										NAME & ADDRESS				
DE-10-00 (01/83)										INVESTIGATOR'S FINAL REPORT										ON FILE - releases, FBI in only boxes marked with *				

DET. SUPV. 17(b)(4)  
REFERRAL TO CITY ATTORNEY

REFERRING DET. SUPV. (PLEASE PRINT)

DET. /COMP. OFCR. NAME (PLEASE PRINT)  
CRIME CLEARANCE INFORMATION

\_\_\_ CLEARED BY ARREST

\_\_\_ CLEARED OTHER (INDICATE REASON ON FORM 5.10)

\_\_\_ REPORT UNFOUNDED (INDICATE REASON ON FORM 5.10)

\_\_\_ INVEST. CONT.

DISTRIBUTION OF FORM 5.10  
1 - Orig. - DATA ENTRY SECT., LTD  
1 - Copy - CRIMINAL REC. UPDATE UNIT, R&I

## **II/100.00 TRAINING**

One of the most important and primary responsibilities of the detective supervisor is the training and development of subordinate personnel. Training is the process of aiding employees to gain proficiency, effectiveness and efficiency through the proper development of thought, action, skill, knowledge and attitude. Thus by providing training the employee receives certain benefits that include but are not limited to:

- Career development.
- Job performance.
- Personal growth.

### **II/100.10 Detective Training Program**

The Department's Detective Training Program is designed to meet the following goals:

- Provide the detective with all the training needed to perform their regular duties.
- Provide maximum flexibility and effectiveness to the commanding officer in meeting the training needs of assigned personnel.
- Ensure that the department meets the training requirements of the Commission on Peace Officer Standards and Training (POST).

#### **Provide Training and Resources**

The Detective Training Unit (DTU), Training Division (TD) conducts the following POST-approved courses. Training Coordinators may contact the DTU at (310) 348-1072 or review the Department's web page for current courses and presentation dates.

#### **LAPD Courses:**

- Basic Detective Course (40 Hours)
- Homicide Investigation Course (40 Hours)
- Interview and Interrogation Course (40 Hours)
- Detective Supervisor Course (D-3) (24 Hours)
- Gang Awareness Course (24 Hours)
- Search Warrant Service (8 Hours)
- Major Assault Crimes Investigation Course (Sexual Assault/Domestic Violence Investigation) (40 Hours)
- Vehicle Theft Investigation for Patrol Officers Course (8 Hours)
- Juvenile Procedures School (32 hours)

#### **Robert Presley Institute of Criminal Investigation (ICI) Courses:**

- Robert Presley Institute of Criminal Investigation (ICI) Core Course (80 Hours)
- LAPD/LASD Robert Presley ICI Homicide Investigation Course (80 Hours)
- Robert Presley ICI Vehicle Theft Investigation Course (40 Hours)
- Robert Presley ICI Burglary Investigation Course (32 Hours)
- Robert Presley ICI Sexual Assault Investigation (40 Hours)
- Robert Presley ICI Gang Investigation Course (40 Hours)

- Robert Presely ICI Detective Symposium (24 Hours)

**Other Offered Course(s):**

- LASO Street Gang Course (40 Hours)

**Los Angeles County District Attorney's Office Courses:**

- District Attorney's Legal Education Update Course for Investigators (32 Hours)
- District Attorney's Legal Education Update Course for Patrol Officers (32 Hours)

**NOTE:** Area detective divisions and specialized detective divisions nominate candidates to attend detective courses. The Detective Training Unit (DTU) selects personnel to attend from those nominated, based on eligibility, priority and seating availability.

Besides the above courses, DTU provides a Catalog of Classes that are POST approved and may be used by divisions in scheduling training days.

- Training Division and other Department entities provide additional training courses.
- Organizations outside the Department conduct specialized schools and seminars. Many of these schools and seminars are of a highly technical nature. While some of these may be POST approved, most are not.

**Record Keeping**

The POST Unit, Training Division, is responsible for all coordination with POST.

**II/100.20      Area Detective Division,  
Specialized Detective Division  
and Specialized Investigative  
Section Training  
Responsibilities**

Each Area and specialized detective division and specialized investigative section is responsible for:

- Assessing the training needs of its personnel.
- Conducting training days as needed.
- Ensuring that division personnel attend sufficient training to meet POST requirements (currently 24 hours of POST approved training every two years).
- Conducting Standardized Roll Call Training for detectives.
- Training materials are received from the Field Training Services Unit (FTSU) and can be contacted at (310) 348-1733, for item replacement.

**II/100.30      Detective Training Material**

The following sources are available for reference and training purposes:

- California Peace Officers Legal Sourcebook
- Los Angeles Police Department Manual
- Detective Information Bulletins
- Homicide Manual
- Legal Bulletins
- Manual of Juvenile Procedures
- Detective Bureau Notices

- Peace Officer Law Report (California DOJ)
- Office of Operations Notices and Orders
- Search Warrant Manual (LA County District Attorney)
- Los Angeles Police Department's Search Warrant Service Procedures Guide (IAS)
- Domestic Violence Procedures Guide (IAS)
- Informant Manual (GND)
- Special Orders
- Emergency Operations Guide
- Training Bulletins
- Training DVD/audio and training aids

#### **II/100.40    Learning Management System Training for Detectives**

Detective personnel are to log in to the Learning Management System (LMS) on a regular basis to complete all required online training and electronically sign for orders.

#### **II/100.41    Supervisor's Responsibilities**

Detective supervisors shall:

- Assess the abilities and training needs of subordinate personnel by reviewing current investigations, conducting in-field inspections, auditing investigative reports, etc.
- Develop and promote Intra-divisional training programs designed to increase the effectiveness of subordinates.
- Maintain an awareness of available courses, manuals and training

publications relating to the investigative process.

- Ensure subordinates receive investigative training at least every two years as outlined in the Detective Training Program (*refer: DOM Volume II, Section 100.10*).
- Ensure that detectives regularly log in to the Learning Management System (LMS), complete training, and electronically sign for orders.
- Give career guidance to provide equal opportunity for advancement to more responsible positions.
- Ensure investigative information is disseminated to patrol division personnel and assist in the training of patrol officers in proper investigative reporting and procedures.

#### **II/100.99    References Applicable to Training**

##### **Department Manual Sections**

- |          |                                    |
|----------|------------------------------------|
| 1/670    | Training                           |
| 1/670.20 | On-the-Job training                |
| 1/670.30 | In-service Training                |
| 1/670.40 | Promotional Training               |
| 1/670.50 | Specialized Training               |
| 1/670.60 | Supervisors as Teachers            |
| 1/670.90 | Encouragement to Further Education |
| 3/154.60 | Training of Subordinates           |
| 3/156.20 | Performance Evaluation             |

**Office of Administrative Services  
Notice**

Dated July 3, 2013, New Learning  
Management System

**II/200.00 ADMINISTRATIVE  
SYSTEM AND  
CONTROLS**

Every Area detective division and specialized detective division commanding officer, officer in charge and supervisor has the responsibility to have adequate administrative systems and controls. These systems and controls shall:

- Provide for efficient and effective flow and maintenance of reports.
- Ensure the required actions are taken in a timely manner.
- Be legally sufficient (e.g., retention of records).

Although there are different requirements between divisions and between crimes investigated, every effort shall be made to ensure that systems and controls are identical throughout the Department. This chapter discusses mandatory and suggested administrative systems and controls.

**II/200.10 Report Distribution and  
Assignment**

Reports are sent to Area detective divisions or specialized detective divisions by Area and division records units. Detective Control Unit (DCU) or desk personnel may receive the reports. The DCU or desk personnel may be assigned to:

- Distribute the reports to the responsible detective supervisor.

- Ensure the assigned detective's information has been entered into the Detective Case Tracking System (DCTS).

**II/200.11 Report Distribution and  
Assignment—Supervisor's  
Responsibilities**

**Report Processing**—The detective supervisor shall:

- Assign each crime, independent arrest and independent non-crime report a control number (independent means not associated with a crime report). At a minimum, this control number shall be the numerical designation of the month, followed by the sequential number of the report.

**NOTE:** When the report is entered into the Detective Case Tracking System (DCTS) the system will add the sequential number to the control number.

**EXAMPLE—Non-DCTS Generated**

**Number: 4A 10/42**—"4A" is the divisional identifier for the fourth auto theft detail. "10" refers to the calendar month (October). The number "42" means the report is the 42nd report assigned to the detail during the month.

**EXAMPLE—DCTS Generated**

**Number: 1401:16B02-013**—"14" denotes the year the case is assigned (not necessarily the year of occurrence). "01:" indicates the month of assignment. "16" is the division number of assignment, in this instance Foothill. The letter "B" denotes the assigned table, in this case the Burglary Table. The two digits (02) following the letter identify the team number, as shown – Burglary Team #2. The final three numbers after the dash—"013"—indicates the sequential number assigned to the case for the month.



In this example the case is the thirteenth case assigned to the Foothill Burglary Team #2, in January of 2014.

- Categorize each crime and independent non-crime report (*refer: DOM Volume I, Section 121.00*).
- Assign each crime, independent arrest and independent non-crime report to a detective.
- Distribute a copy of each report to the assigned detective.

**Control Book/Folder**—A separate control book/folder shall be maintained by the detective supervisor for each case-carrying detail or assignment for each calendar month. A control book/folder is a follow-up control mechanism used to monitor investigative progress on assigned reports. It shall contain:

- A copy of each report assigned within a calendar month.
- A Detective's Required Follow-Up Record, Form 12.21.00.

**NOTE:** When DCTS is used, the Form 12.21.00 may be printed at the conclusion of each month and, as needed, when the data is updated thereafter.

## **II/200.12 Report Distribution and Assignment—Detective's Responsibilities**

**Work Book/Folder**—Each case-carrying detail shall maintain a work book/folder for each calendar month. The work book/folder shall contain:

- A copy of each report assigned.
- A copy of all follow-up reports and case notes for cases assigned during the month.

**NOTE:** All case notes shall be maintained on or attached to a Detective's Case Progress Log, Form 01.44.00, or Chronological Record, Form 03.11.06. (*refer: DOM Volume I, Section I/120.00, second NOTE "DCTS references"*).

If a Ramey warrant has been issued and no arrest has been made, the original warrant and affidavit shall be maintained in the work book/folder.

**EXCEPTION:** Detectives are not required to maintain work book/folders if assigned reports and notes for individual cases are maintained in a Murder Book or similar book (e.g., a major casebook).

## **II/200.20 Review of Investigative Progress and Report Approval**

**Investigative Review**—Each detective supervisor shall review the investigative progress of cases assigned to detectives.

When a crime of significant importance contains identifiable property information, the immediate supervisor of the detective responsible for the follow-up investigation shall cause the appropriate computer system to be queried 72 hours after such reports have been forwarded to Records and Identification Division.

The detective supervisor shall maintain and keep the Detective's Required Follow-up Record up-to-date. It shall be the supervisor's responsibility to ensure that required investigations and reports are completed in a timely manner.

**Report Approval**—The detective supervisor shall make every effort to personally review and approve reports submitted by assigned detectives.

The detective's supervisor's signature means that the supervisor has reviewed the report for

completeness and content, and looked into the investigative progress (if necessary) and approved the report both in form and content.

### **II/200.30 Report Maintenance**

**File Consolidation**—Each work book/folder shall be consolidated into its corresponding control book/folder as soon as the detective is no longer actively working from the work book/folder. Monthly recap sheets [Detectives' Activity Summary, Form 01.62.00 and related forms] shall also be included. The consolidated work book/folder shall be referred to as the control book/folder.

The control book/folder shall be retained in the assigned Area detective division or specialized detective division for a minimum of two years in addition to the current year. The control book/folder shall thereafter be forwarded to the Records Retention Center.

**Arrest Reports**—In addition to arrest reports maintained in the work/control folders, arrest reports are maintained in the Detective's Case Envelope, Form 15.15.00, [sometimes referred to as the Arrestee Case Package or Juvenile Arrest Package] (*refer: DOM Volume II, Section 500.20*).

**Property Report, Form 10.01.00, Item Detail Summary Report, Form 10.06.02 and Property Disposition/Update Request, Form 10.06.00**—Property Reports, Form 10.01.00, shall be maintained in the work book/folders and case envelopes.

Investigating officers who are responsible for booked property (evidence) and have determined that the property is no longer of evidentiary value or can be returned to the owner, without jeopardizing the prosecution of the case, shall complete a Property Disposition/Update Request, Form 10.06.00 and forward it to their detective supervisor or PDC whichever is appropriate. (*refer: DOM Volume II, Section 1100.00*).

When an Item Detail Summary Report, Form 10.06.02 is received from the Property Disposition Coordinator (PDC) it shall be completed with **all** relevant information (including a valid disposition reason and supervisory review signature) and returned to the PDC by the 25<sup>th</sup> day of the month to facilitate timely APIMS entry.

### **II/200.40 Retention of Firearm Entries in State and Federal Automated Systems**

The Los Angeles Administrative Code requires original reports to be maintained for a minimum 10-year period. After 10 years, those reports are destroyed.

Although stolen and wanted firearm entries may be retained in state and federal automated systems indefinitely, the destruction of the original police reports means that **all** LAPD firearm entries are automatically purged from the systems after 10 years. This includes stolen or wanted firearm entries connected to murder cases or other serious crimes.

Records and Identification (R&I) Division cannot re-enter stolen or wanted firearm entries after the original report is destroyed **unless**:

- A Follow-Up Investigation, Form 03.14.00, is completed to update and verify the validity of the original entry, **and**
- The completed Form 03.14.00 is accompanied by a copy of the original crime report [a copy is contained in the case envelope], **and**
- The two reports are forwarded directly to the Chief Clerk, Criminal Records Update Unit (CRUU), R&I Division.

**NOTE:** If a Form 03.14.00 is prepared and routed in the regular manner, re-entry of the information will not occur.

Area detective division and specialized detective division commanding officers shall:

- Establish a division/section record keeping system which will readily identify open cases requiring preparation of Forms 03.14.00 for succeeding 10-year time increments.
- Each November, review all 10-year old open murder cases to determine those cases which have wanted or stolen firearms (e.g., in November 2014, review those open murder cases which occurred in 2004).
- Ensure completion of a Follow-Up Investigation, Form 03.14.00, to the original crime report in cases where the firearm information is to be retained. The Form 03.14.00 shall have the word “FIREARM” printed in **RED** in the **top** margin of the report. The Form 03.14.00 shall request that the original report(s) be preserved and that the wanted or stolen information be retained within AFS. The Form 03.14.00 shall contain a complete description of the firearm.

**NOTE:** Crimes other than murder may also be considered for this procedure.

- Ensure that a copy of the original crime report is attached to the Form 03.14.00 and forwarded to the Chief Clerk, CRUU, R&I Division.

This procedure ensures retention of entries on stolen and wanted firearms in state and federal automated systems for 10 years from the date of the report. The process must be repeated at 10-year intervals to continue retention of the information.

## **II/200.99     References Applicable to Administrative Systems and Controls**

### **Department Manual Sections**

4/550	Disposition of Property
4/550.10	Disposition Authorization
4/790.12	Completion of Property Disposition Request
4/790.20	Specialized Investigative Units
4/790.35	Completion of Property Disposition
E-Forms	Investigative Report, Form 03.01.00
E-Forms	Arrest Report, Form 05.02.00
E-Forms	Property Report, Form 10.01.00
E-Forms	Detective’s Required Follow-up Report, Form 12.21.00
	Detective’s Case Envelope 15.15.00

### **Special Order**

No. 31, dated September 27, 2005,  
Standardized Investigative Reporting

## **II/300.00 DIGITAL MEDIA RECORDINGS**

As technology progresses, the Department has moved from analog to digital media to capture and store audio recordings. The recording media currently supported by Technical Investigation Division (TID), the forms and procedures outlined here are applicable to **all** recording media (analog and digital). To be stored, digital audio recordings must be made on approved permanent storage media (e.g., digital video/versatile disk, compact disk). Any recordings on devices using volatile memory (e.g., chips, “memory sticks”) must be copied to an appropriate permanent storage media.

### **II/300.10 General Information**

The Sound Recording Tape Issue/Receipt, Form 12.48.00, is a two-part form used to record the issuance and receipt of digital media as follows:

- **Part A**—This part is completed and forwarded to the Electronics Unit, Technical Investigation Division (TID), when digital media is transferred to another Digital Media Coordinator.
- **Part B**—This part is a documentation of pertinent information identifying the recorded media. It is completed by the concerned division and returned to Electronics Unit, TID.

### **II/300.20 Digital Media Coordinator Responsibilities**

An officer designated as the Digital Media Coordinator is responsible for:

- Maintaining a digital media log.
- Controlling the issuance and intake of digital media to detectives.

- Forwarding Sound Recording Tape Issue/Receipt—“**B**” slip—to the Electronics Unit, TID.
- Ensuring that digital media is properly documented and maintained in a locked cabinet.

### **II/300.30 Detective Responsibilities**

The concerned detective is responsible for:

- Completing the Sound Recording Tape Issue/Receipt—“**B**” slip.
- Returning the completed “**B**” slip to the Digital Media Coordinator.

Preparing a written summary of a recorded interview prior to submitting the case for a felony filing. The summary may include date, time, location, persons present, digital media ID number, length of digital media, etc. (*refer: DOM Volume I, Section 155.10*).

**NOTE:** Detectives are also responsible, if necessary, for arranging for transcripts of recorded interviews (*refer: Special Order, No. 26, dated September 16, 2010—Transcriptions of Recorded Interviews*).

### **II/300.99 References Applicable to Digital Media Recordings**

#### **Department Manual Sections**

3/569.40	Technical Investigation Division, Electronics Unit
3/569	Recording Media
E-Forms	Statement Form
	Sound Recording Tape Issue/Receipt

**Special Order**

No. 26, dated September 16, 2010,  
Transcriptions of Recorded Interviews-  
Established

**II/400.00 INVESTIGATIVE  
INSPECTIONS**

**II/400.10 Inspection Responsibility –  
Operations Bureau**

Each Operations bureau has the fundamental responsibility of conducting inspections to ensure that personnel adhere to standard procedures. The commanding officer of each Operations Bureau shall cause bureau-level personnel to conduct periodic inspections of detective units under their command.

**NOTE:** These inspections shall be conducted independent from any audits executed by Audit Division (AD).

**II/400.11 Inspection Responsibility –  
Area Detective Division and  
Specialized Detective Division**

Each Area detective division or specialized detective division commanding officer shall ensure that supervisory personnel conduct periodic inspections. Each commanding officer shall develop an inspection timetable for a specified period of time (i.e., monthly, quarterly, semi-annually).

This timetable shall ensure an examination of the performance of, and the procedures used by each detective within the division.

Audit Division (AD) is the department entity that is responsible for department audits, and annually they conduct Command Accountability Performance Audits (CAPA).

**II/400.12 Inspection Responsibility –  
Independent Detective Section  
or Unit**

The officer in charge of each independent detective section or unit (e.g., GIT or detective section of a traffic division) shall ensure that supervisory personnel conduct periodic inspections. Each officer in charge shall develop an inspection timetable, this timetable shall ensure an examination of the performance of, and the procedures utilized by, each detective within the section/unit.

**II/400.20 Investigative Case Inspection  
Guidelines**

The cases to be inspected shall be recent and worthy of examination. The complexity of the cases selected should vary to ensure that all facets of an entity's investigative functions are inspected. Cases involving an arrestee offer maximum opportunity for evaluating a detective's performance; however, not all inspections should include an arrestee. All types of investigations shall be inspected; including deadly weapons control violations and property reports that have not been connected to a crime. The inspector may select cases still being investigated or those deemed closed. Inspections shall not be limited exclusively to cases.

Cleared Others, property dispositions, undetermined death investigations, case categorization, due diligence efforts and other essential detective responsibilities shall be scrutinized as well.

Completed inspections shall be submitted to the inspector's commanding officer for review and evaluation.

**NOTE:** Should facts or actions be discovered which are of a disciplinary or criminal nature, the inspection should immediately be brought to the attention of the commanding officer, and at his/her discretion be divided into two

separate inquiries-a personnel or criminal investigation should also be initiated.

### **II/400.30 Inspection Report– General Format**

Generally, inspections shall be reported on plain white paper. If it is necessary to forward the report to a higher level of review, an Intradepartmental Correspondence, Form 15.02.00, shall be used as a letter of transmittal. If the inspection is brief (two pages or less) it may be written on the Form 15.2. Commanding officers and officers in charge are encouraged to develop inspection checklists and pre-designed forms. Any pre-designed inspection form must address each of the headings required in *DOM Volume II, Sections 400.31 through 400.37*.

Generally, inspections only identify discrepancies or deficiencies in carrying out Department procedures. Inspection reports, however, can also be used to report commendable behavior.

The inspection report shall begin with a title that clearly indicates the subject of the inspection.

The remainder of the inspection report shall be structured using the following headings:

#### **II/400.31 Purpose**

The inspection shall begin with an introduction that briefly explains the purpose of the inspection.

This section should also include the organizational entity requesting the inspection, and the person assigned to conduct the inspection.

#### **II/400.32 Prior Inspection(s)**

This section shall identify any prior inspection(s) related to the same general subject for the entity being inspected. It shall

also briefly discuss the findings, recommendations and, if known, the actions taken in response to the prior inspection(s).

#### **II/400.33 Methodology**

This section shall include a summary of how the inspection was conducted. The methodology shall include:

- Time period covered.
- Number of cases or incidents reviewed.
- Types of documents or reports examined.
- How the cases were selected to be inspected.
- Any other pertinent information including significant interviews.

#### **II/400.34 Summary of Findings**

This section shall include a summary of the findings and a brief discussion of any item of particular interest. It shall also include a concise discussion of all discrepancies and systems that worked (best practices) identified by the inspection.

When a prior related inspection exists, the findings and recommendations shall be compared to the new inspection. Inconsistencies and irregularities between the inspections shall be identified and explained.

#### **II/400.35 Recommendations**

This section shall be used to recommend solutions to issues identified in the inspection; or, behavior and procedures worthy of commendation. Recommendations might include specific training programs, suggested procedural changes, revised work methods, or sharing new procedures with the entire Department. Recommendations must be specific rather than general statements,



and be directed to a position that can make it happen.

### **II/400.36 Detailed Findings**

This section shall include a detailed discussion of the findings of the inspection. The information included in this section shall support the evaluations, conclusions, and recommendations made in the report.

### **II/400.37 Addenda**

This section shall include all of the support data and pertinent information gathered by the inspection. It should contain reports, charts, graphs, or other applicable items that support the inspection findings. The addenda items shall be cross-referenced to specific information in the body of the report.

### **II/400.40 Specific Investigative Topics for Inspections and Case Biopsies**

When conducting investigative inspections or doing case biopsies, the topics and inquiries contained in *DOM Volume II, Sections 400.41 through 400.49* should be considered.

While all nine major topics shall appear as headings (e.g., Thoroughness of Investigation, Interview of Suspect/Arrestee) the bolded sub-topics (e.g. Contact with Victims & Witnesses, Crime Scene) are listed as suggestions of information to be considered in the major topic headings.

If a major topic heading is not applicable to the case biopsy, (e.g., an Investigator's Final Report, Form 05.10.00 is only completed after an arrest). The topic heading shall be listed and a brief explanation why it was not applicable shall follow (e.g., "Not applicable – no suspect was arrested).

## **II/400.41 Thoroughness of Investigation**

### **Contact with Victims and Witnesses**

Did the detective contact victims and witnesses? Were contacts and the types of contacts documented on the Form 01.44.00, Chronological Record in the Detective Case Tracking System (DCTS)? If so, reinterview the victim/witness to determine the quality of the detective's interviews.

Determine the victim's/witness's opinion of the detective's demeanor, courtesy and appearance.

Were the victims/witnesses interviewed within a reasonable time? Did the detective discuss crime prevention with the victim? Was the time and location of the interview recorded? Did the detective check for possible additional evidence?

If appropriate, was a written statement taken from the victims/witnesses? If so, was it signed, dated and in a legally acceptable format (i.e., in ink, with no spaces where words could be added, and any corrections initialed)? If no written statement was taken, explain.

Did the detective canvass the neighborhood for additional witnesses? If so, were positive and negative responses recorded? Was a list made of residence addresses and people contacted?

If an informant was used, were Department procedures followed? If no informant was used, should one have been sought?

In sex crime investigations, was the victim asked if they would prefer to be interviewed by an employee of their gender? Was a Victim's Advocate present/offered? Were confidentiality requirements met?

In cases involving a witness who is related to the defendant, did the detective attempt to

develop the statements of the witness in such a way as to ensure that, at the time of trial, the witness would be unable to provide the defendant with an untruthful alibi?

Did the detective adequately explain the investigative/judicial process so that the victims/witnesses felt they were kept well informed and that everything possible was being done?

Did the officers provide the victim with a mandatory Marsy's Rights Card? If not, did the detective provide the victim with the Marsy's Rights Card?

### **Crime Scene**

Did the detective conduct an investigation at the crime scene? If not, should one have been conducted? If conducted, was it thorough?

### **Department Resources**

Were the appropriate computer systems used? Were other Department information sources used? Were the services of FSD/TID used? Were other detectives made aware of special circumstances surrounding the case; other Areas, other jurisdictions? Did the detective attempt to assist other detectives in solving/clearing their cases?

### **Show-up**

Were Department procedures and legal requirements met? If a photo show-up was conducted, was a Photo Display Folder, Forms 15.50.01 or 15.50.02, used or were Los Angeles County Regional Information Center (LACRIS) computer generated photos used? If there was no show-up, may one have been conducted?

### **Evidence as a Resource**

Did the detective review booked property? Was an attempt made to gather additional

physical evidence? If appropriate, was an FSD/TID analysis of evidence requested? Did the detective check the arrestee's personal property for evidence of the crime? Were legal requirements met? If needed, was the arrestee's clothing booked as evidence? Were attempts made to recover stolen property or to link found property to crimes/victims (i.e., teletypes sent, pawnshops checked, etc.)? If needed, was a search warrant obtained? What were the results? Was a Property Disposition/Update Request, Form 10.06.00, completed in a timely, accurate and appropriate manner?

### **SPECIAL REPORT SUBMISSION**

Were special follow-ups submitted as required, (e.g., missing juvenile investigations require the submission of a formal Form 03.14.00, Investigator's Follow-Up report after the initial 30 days, 90 days, six months, then every year thereafter, was the photograph and dental records of the missing juvenile submitted to the California Department of Justice, Missing Persons Unit, as required?

### **Case Notes**

Are the detective's notes available? Were they entered in DCTS? If so, do the detective's notes delineate each investigative step and **all** persons contacted? Are the notes legible and organized? Would another detective be able to continue the investigation in the absence of the inspected detective? Are the notes thorough and accurate enough to preclude a defense attack on the detective's credibility?

### **II/400.42 Interview of Suspect/Arrestee**

Investigators should not reinterview suspects; however, the following items may be checked by reading reports and reviewing digital media recordings:

## **Interview Technique**

Was the confrontation technique used? Did the detective establish psychological domination and make a confrontation statement? Did the detective develop a sufficient number of themes? Did the detective handle denials and overcome objections appropriately? Did the detective use negative/alternative questions? Did the detective clarify and expand the confession, if one was made? Was a written statement taken?

## **Written Statement**

Was the interview of the suspect adequately documented? If a confession was obtained, was it signed and dated by the suspect? Was the signature witnessed?

Were corrections in the written statement initialed by the suspect?

Was there ample evidence within the statement to show that it was made freely and voluntarily and without threat and/or coercion by the police?

## **Alibi**

If the arrestee offered an alibi, did the detective attempt to verify or invalidate it? Was this done in a timely manner?

## **Digital Media Recording**

If the interview was digitally recorded, did the detective follow proper digital recording procedures? Did it appear that the detective knew how to use the recording equipment (*refer: DOM Volume II, Section 300.00*)?

Was the Recording Tape Inventory, Form 12.40.00, completed? Were Parts A and B of the Sound Recording Tape Issue/Receipt, Form 12.48.00, properly completed?

## **II/400.43 Teletypes/Notifications**

Was an in-custody teletype sent? Was the arrestee released via teletype? Were the date, time and person receiving the teletype documented? (*Refer: DOM Volume I, Section 355.11*). Was a Crime Alert Bulletin prepared? Was an Official Police Bulletin requested?

## **II/400.44 Prints for Prior Conviction/Enhancement**

Should a prior conviction have been alleged? If a prior was alleged in the complaint, was the arrestee fingerprinted in the presence of the detective?

## **II/400.45 Filing Evaluation**

### **Charges**

Were the appropriate charges filed? If not, why? (Look for excessive victim sign-offs or refusals to prosecute). If a reject or referral was obtained, was it consistent with the facts of the case?

(Watch for reject/referral patterns (e.g., excessive CA Hearings). Was a detective supervisor's 17(b)(4) PC referral utilized? Was it proper? Was it approved in writing? Was the Disposition of Arrest and Court Action, Form 05.09.00, properly completed and distributed (cases involving rejects and juvenile arrestees)?

**NOTE:** An original Form 05.09.00 shall be placed in the arrest packages when fax filing occurs.

### **Arrest Warrant**

If a felony warrant was obtained, was the warrant package completed? Were due diligence requirements met? Was the warrant's issuance documented on a Form 03.14.00?

**II/400.46 Follow-up Investigation,  
Form 03.14.00**

**Case status**

When required, was the case status changed using a Form 03.14.00? Was the Form 03.14.00 properly completed? Did the detective comply with Department clearance standards (*refer: DOM Volume I, Section 152.00*)?

**Suspect Outstanding**

Did the Form 03.14.00 describe the attempts made to apprehend the suspect(s)? If one suspect was in custody, did the detective attempt to apprehend and file on other suspects?

**Property**

Was recovered property, additional stolen property or deleted property recorded in an appropriate manner (Form 03.14.00, Victim's Supplemental Property Loss Report, Form 03.04.00 or Victim's Supplemental Financial Loss Report, Form 03.05.00)? (*Refer: DOM Volume I, Section 120.00*).

**II/400.47 Court Preparation**

**Subpoenas**

Did the detective ensure that all necessary subpoenas were served (*refer: DOM Volume II, Sections 1700.40 and 1700.41*)?

**Preliminary Hearing**

Did the detective properly respond to the subpoena? Was the case package reviewed prior to the detective's appearance in court? Was evidence properly analyzed and transported to court?

To answer these questions an inspector may examine Property Court Receipt(s), Form 10.03.00, Property Sign Out Record(s),

Form 10.05.00 and Analyzed Evidence Report(s), Form 12.20.00. The prosecutor who handled the case may be a good source of information.

**II/400.48 Difficulties Encountered by  
the Detective**

**Internal Difficulties**

A comment shall be included if the case was jeopardized by the actions of Department employees, procedures, equipment or the lack of any of these (e.g., an interview was recorded, but the equipment was in such poor shape that the recording could not be used in court).

**External Difficulties**

Did the actions of persons outside the Department jeopardize the case (e.g., reluctant witness, filing deputy)?

**II/400.50 Discussion of Results with  
Inspected Personnel**

The findings and recommendations of the inspection shall be discussed with inspected personnel, and, where applicable, their supervisors.

This discussion should be conducted by the person who initiated the inspection. Inspected personnel should be requested to sign the inspection report acknowledging that the findings have been discussed. If the inspection is critical of an employee's performance, the supervisor should be mindful of current law as it relates to written comments.

Although not part of the inspection report, a summary of the discussion may be prepared documenting:

- The attitude and explanations of inspected personnel, **and**

- Recurring deficiencies noted during a previous inspection.

This summary of discussion, if completed prior to the inspection being submitted, should accompany the inspection report. If requested, a copy of the summary shall be given to inspected personnel.

## **II/400.99    References Applicable to Audits and Inspections**

### **Department Manual Sections**

1/660            Inspection and Control

### **Office of Operations Orders**

No. 3, dated April 13, 1993,  
Standard Audit Report Format

### **Special Orders**

No. 4, dated April 6, 2010,  
Internal Audits and Inspections Division-  
Established; And Revised Procedures for  
Conducting Audits and Inspections

### **Chief of Police-Administrative Order**

No. 11, dated October 29, 2015,  
Department Reorganization

## **II/500.00    REPORT COMPLETION**

This chapter augments the instructions for miscellaneous reports found in the Department Manual. The Follow-Up Investigation, Form 03.14.00, the Arrest and Disposition of Court Action, Form 05.09.00, and the Investigator's Final Report, Form 05.10.00, are covered in **DOM Volume I**. Completion instructions for reports, which are part of an administrative system, may be found in the section of **DOM Volume II** that covers that system.

## **II/500.10    Arrest Report, Form 05.02.00**

When an Arrest Report, Form 05.02.00, is received, it shall be assigned to a detective by a detective supervisor. All crime reports, which involve an arrestee, shall be classified as **Category One**. In-Custody arrestee cases shall normally be handled before all other cases. For adult arrestees, a copy of the Arrest Report, Form 05.02.00, shall be retained in the Detective's Case Envelope, Form 15.15.00, and may be retained in the detective's work book/folder. For juvenile arrests, the original arrest report is sent to R&I Division and a copy of the report shall be retained in the Juvenile Arrest Package. A copy may be retained in the detective's work book/folder.

## **II/500.20    Detective's Case Envelope, Form 15.15.00**

### **Contents**

The contents of the Detective's Case Envelope, Form 15.15.00, shall include copies of **all** reports and teletypes relating to the case under investigation. If an arrest is made pursuant to a Ramey warrant the original warrant and affidavit shall be maintained in the Detective's Case Envelope (or in the Murder Book, if one is being used).

### **Completion**

Detectives are only required to record the following information on the exterior of the Detective's Case Envelope:

- Arrestee's full name
- Booking number
- DR number
- Date of birth
- Date of arrest

- Booking charge
- Detective's name and serial number

### **Review**

Detective supervisors shall review the Detective's Case Envelope and its contents for completeness and accuracy. Each supervisor shall complete the approving supervisor checklist portion after review.

### **Juvenile Arrest Package**

When the Detective's Case Envelope is used as a juvenile arrest package, a copy of the juvenile arrest report shall be maintained in the arrest package in the Area detective division or specialized detective division investigating the arrest.

It is suggested that a juvenile arrest package be distinctly marked (i.e., color the upper left corner red) to lessen the chance of it being mistakenly filed with adult packages.

At least once each calendar year, juvenile arrest packages of persons who have reached the age of 18 shall be removed from the active files.

All completed, original juvenile arrest reports, 05.09.00's, as well as 05.10.00's shall be submitted to the Area Records Unit for ultimate distribution to R&I for final record retention. Only copies of juvenile arrest reports shall be maintained in Divisional Detective and Records Units files once completed.

**EXCEPTION:** Packages containing cases, which are currently in progress, need not be removed from the files until court action is concluded.

When the juvenile arrest packages are removed from active files, they shall be forwarded to the City Records Center.

(Contact the Records Retention Coordinator, R&I Division for assistance if needed.)

### **II/500.30 Detective's Case Progress Log, Form 01.44.00**

This form shall be used by detectives as an aid to organize cases and to document information which does not warrant a Follow-Up Investigation, Form 03.14.00.

It is a good investigative/supervisory practice to have a Form 01.44.00 attached to each crime report assigned, regardless of its case category.

Detectives shall add all information contained within written Follow-Up Investigations Form 03.14.00, as well as Form 01.44.00's, Detective's Case Progress Log, into Detective Case Tracking System (DCTS).

**NOTE:** The procedures contained in this section are applied to case progress notes in the Detective Case Tracking System (DCTS).

**EXCEPTION:** A Chronological Record, Form 03.11.06, may be used in lieu of a Form 01.44.00.

If a case is assigned as a Category Two investigation and results in any substantial investigation, those results shall be documented on the Form 01.44.00 and submitted to the concerned detective supervisor.

If a Form 03.14.00 is subsequently completed, relevant information recorded on the Form 01.44.00 shall be transferred to the Form 03.14.00.

If any evidence was booked, a Property Disposition/Update Request, Form 10.06.00, should be completed and forwarded to the PDC indicating the Category Two status of the case.



When an Area Auto Coordinator is assigned a Notice of Subrogation for a stolen vehicle, they shall cause the correct owner information to be placed into the Stolen Vehicle System (SVS), through the Automated Vehicle/Property Section (AVPS), R&I Division. The Area Auto Coordinator shall also ensure that the AVPS clerk's name and serial number, along with the date and time of notification, are noted on the Form 01.44.00.

The concerned detective shall cause the SVS to be queried three days following notification to verify the updated information was entered and also cause verification to be noted on the Form 01.44.00.

#### **II/500.40     Request/Release Criminal Record, Form 08.42.00**

The Request/Release Criminal Record, Form 08.42.00, shall be completed by the requesting officer **prior** to obtaining Criminal Offender Record Information (CORI), through any automated system, R&I Division or the teletype systems if the information is to be released to an authorized person outside the Department. The completed forms shall be retained by the Area Records Manager for the required retention period, then boxed and forwarded for Records Retention.

Prior to releasing any CORI, the employee releasing the information must determine the requestor's right to know and need to know. **No CORI** shall be released unless there is both a **right to know** and a **need to know**.

The criteria for releasing arrest reports and CORI information are the same whether the information is released by telephone, by mail, in person, by e-mail, or via fax. The form shall be approved by an Area detective supervisor, the watch commander, or the Area records unit supervisor before any information can be released.

**NOTE:** Only the Area detectives or RHD detectives shall have the authority to release homicide, death, or missing reports.

The Department of Justice (DOJ) has indicated they **will accept** the following reasons for release of information:

- Criminal investigation (specify the type of crime).
- Correction facility security.
- Criminal intelligence.
- Probation report or investigation.
- Subject in custody.
- Adoptions—absent parents.
- District Attorney's investigation.

**DOJ will not accept the following reasons:**

- Investigation.
- Background investigation.
- Record check.

**NOTE:** It shall be left to the discretion of the concerned Area/division commanding officer as to whether completion of the Form 08.42.00 is required when information is to be released to authorized persons outside the Department who routinely receive CORI in order to process LAPD arrestees. These include local courts, members of the Los Angeles County District Attorney's Office and the Los Angeles City Attorney's Office.

#### **II/500.50     Suspect Wanted Notice, Form 08.50.00**

When a detective desires to notify uniformed officers that a suspect is wanted, the detective initiates the Suspect Wanted Notice,

Form 08.50.00.

**NOTE:** “Wanted” means that the suspect, if located, **shall be** booked for an open charge or under the authority of a warrant. It does not mean that the suspect is “wanted” for questioning.

The form is completed in duplicate and forwarded to clerical personnel where the following actions are performed and related forms completed:

- The Suspect Wanted Notice, Form 08.50.00, is distributed as follows:
  - **Original**—Maintained by the concerned Area detective division or specialized detective division investigating officer.
  - **Copy**—Routed to the watch commander to be read at patrol division roll calls on all watches for three consecutive days.
- One copy of the Suspect Wanted, Form 08.47.00, and is prepared and filed for reference information about felony wants. All copies of this form **shall be** destroyed when no longer needed.
- The concerned detective shall review all copies of the Suspect Wanted Notice, Form 08.50.00; the Suspect Wanted, Form 08.47.00; and any wanted teletypes for accuracy.
- When the suspect is arrested or it is determined that the want is no longer valid:
  - The want is cancelled, and a cancellation is sent to R&I Division and to the concerned patrol watch commander.

- Cancellations are noted on both copies of the Suspect Wanted Notice, Form 08.50.00. The Form 08.47.00 **shall be** destroyed.
- The Want Notice cancellation teletype is read on three consecutive days at patrol division roll calls on all watches and the Suspect Wanted Notice, Form 08.50.00, is returned to the concerned detective.
- The concerned detective transfers to the Detective’s Case Envelope,
- Form 15.15.00, and all copies of the Suspect Wanted Notice, Form 08.50.00.

Area detective division and specialized detective division commanding officers should ensure that adequate controls are available for the process described in this section.

## **II/500.60      Detective Profile**

The Detective Profile is a resource that allows the Department to assess and measure the overall activities of Area detective commands. The Detective Profile captures:

- Year to Date (YTD) Clearance Rate
- The (YTD) Clearance rate is retrieved from the Consolidated Crime Analysis Database (CCAD).
- Filing Rates
  - Filing rates are determined from the Detective Case Tracking System (DCTS).
  - Filing status of a case is entered into DCTS under the Arrestee Party Detail window. Select appropriate arrest status from drop down field (i.e. Felony Complaint Filed Original

Charge, DA Reject, or Misdemeanor Complaint Filed).

- Parole Compliance Unit Compliance Checks
  - The highlighted boxes in the “Parole Compliance Unit Compliance Checks” are self-reported by each division. Arrests made by PCU and counted as flash or open arrests should not be counted under “Uniform” All Detective Arrests.
- All Detective Arrests (Self-Reported)
  - DET-Detective Arrests whereby the detectives act upon investigative follow-up information and make the arrest of the suspect(s).
- Uniform-Officers assigned to detectives as investigators or crime suppression unit acts upon information from detectives to arrest suspect(s).
- Prohibited Possessor (Self-Reported)
  - New/No. Received YTD- This indicates the amount of new Adult Prohibited Possessor (APP) registered in your division for the month.
  - No. of Close Outs - This indicates the amount of APP cases that were either closed out completely or worked on for the month. Note: Independent of the number of locations checked for an APP, 1 person=1 case.
- Part 1 to Part 2 & Non-Crime Reclassifications
  - Self-reported by the division.
  - Additional Detective Functions - Self-reported totals by the division.

- Crime Alerts Produced - Self-reported totals by the division.
- Detective Searches-Parole/Probation - Self-reported totals by the division.
- Detective Crime Responses in Field - Self-reported totals by the division.
- Detective Rollbacks - Self-reported totals by the division.
- Search Warrants Written - Self-reported totals by the division.
- Deployment - Self-reported totals for the month. Deployment only addresses the number of detectives and officers assigned to each table and does not factor duty status (i.e. vacation, bonding, IOD).

## **II/500.70 Arrests Made by Detectives**

For many years, an Arrest Made by Detectives was commonly interchangeably referred to as a detective initiated arrest (DIA). This informal but accepted practice has caused Department-wide inconsistencies associated with the recapping of an Arrest Made by Detectives (All Detective Arrests) In order to recap an Arrest Made by Detectives, the arrest must be personally effected by a detective and meet the following criteria:

- Person effecting the arrest must hold the rank of Detective, Detective Trainee or Sergeant participating in the Supervisory Cross-Training program (*refer: Department Manual Sections; 3/763.67 and 3/763.71*).

**NOTE:** For purposes of these criteria, “detective” will be used interchangeably.

- Made a physical arrest at scene (e.g. handcuffing the suspect) **or** at scene directing an arrest;

**Exception:** During the service of multiple search or Ramey warrants either served simultaneously or in concurrence with the original warrant whereby all the warrants are authored by the same affiant.

- Complete and sign the Arrest Report “Face Sheet,” Form 05.02.00; and,
- Complete Arrest narrative, when applicable.

If the above criteria are met, the arresting and/or booking employee must:

- Ensure the name of the detective is placed in the Arresting Officer(s) box located on the Booking Approval, Form 12.31.00.

**NOTE:** Any conflict arising from determining the lead detective shall be resolved by the concerned commanding officers. Additionally, the Area assigned the *Master* Division of Records (DR) Number is not a determining factor when identifying the lead detective.

#### Crime Suppression/Task Force/Multi-Search Warrant Operations

The Department may deploy large mixed cadres of detectives, detective trainees and uniformed officers for crime suppression operations, task force and/or multi-search warrant operations. These operations typically do not comprise of a lead investigating officer but rather yield numerous arrests by detectives assigned to various Areas.

**Exception:** Any arrest(s) resulting from crime suppression operations

and/or task force whereby the warrants are authored by different affiants, shall be recapped by the affiant only if he or she made the physical arrest at scene or at scene directing an arrest.

#### **Detective Supervisor Responsibilities**

When reviewing arrest report, detective supervisors must verify:

- Person effecting the arrest holds the rank of Detective, Detective Trainee or Sergeant participating in the Supervisory Cross-Training Program;
- Made a physical arrest at scene **or** at scene directing an arrest;
- Completed and signed Arrest Report
- Completed Arrest narrative when applicable; and,
- The name of the detective is placed in the Arresting Officer(s) box located on the Booking Approval.

When several offenses are committed at the same time (e.g., murder, robbery) by a person or group of persons, the following approach must be used in recapping crimes on the Detective Profile.

A situation in which many crimes are committed simultaneously is called a multiple-offense situation by the FBI. As a general rule, a multiple-offense situation requires classifying each of the offenses occurring and determining which of them are Part I crimes.

Locate the offense that is highest on the list, recap that offense on the Detective Profile, and ignore the other offenses involved in the incident. The *Hierarchy Rule*, which requires counting only the highest offense on the list

and ignoring all others, applies to recapping crimes on the Detective Profile.

**EXAMPLE:**

**Incident:** During the commission of an armed robbery, the offender strikes the store clerk with the butt of the handgun.

The robber runs from the store and steals an automobile parked at the curb.

**Classification:** Due to the separation of time and place between the robbery and theft of the motor vehicle, these incidents would not be handled as a multiple-offense situation. The two crimes would each be scored as separate offenses.

**EXCEPTION:**

The Hierarchy Rule does not apply to the offense of arson. **In cases when arson occurs in conjunction with one other Part I crime, both would be recapped.** For multiple offenses, one of which is arson, the arson is recapped and the Hierarchy Rule is applied to the remaining Part I crimes to determine which one is the most serious and may be recapped.

**NOTE:** Arson is currently not recapped on the Detective Profile. The inclusion of this exception in these instructions is to identify where the crime of arson falls in the hierarchy of Part I crimes. Since arson crimes are investigated by entities on this Department as well as by the Fire Department, this information was supplied for those entities' information and understanding.

**II/500.71    Booking Recommendation,  
Form 12.31.00**

**Consecutive Bail Enhancements**

The Los Angeles County Felony Bail Schedule has incorporated a provision that

allows for the assessment of consecutive bail in certain situations. The District Attorney's Office has requested that the Department employ the consecutive bail mechanism wherever applicable.

The consecutive bail provision is included as an enhancement allegation and applies in the following situations:

- All felonies where there are separate victims or which involve the same victim on several occasions.
- Where separate sex acts are committed against the same victim and each may be punished separately.

During the booking approval process, detectives and watch commanders shall carefully assess the circumstances of the arrest to determine whether the consecutive bail option may apply.

For example, if during the course of a second robbery, the suspect victimizes three different persons, a presumptive \$100,000 bail could be assessed consecutively for each victim.

In this instance, the suspect would be assessed a bail amounting to \$300,000. Any additional enhancement circumstances which existed should also be applied (i.e., possession of a firearm, parole or probation status).

Whenever a consecutive bail enhancement is authorized, information, which supports that determination, should be briefly incorporated in the narrative of the arrest report.

**NOTE:** The existence of the consecutive bail enhancement does not in any way alter current Department arrest and booking policy. Arrestees shall continue to be booked on the single most serious charge or that for which the evidence is most conclusive.

The Watch Commander, Custody Services Division should be contacted when questions arise regarding consecutive bail enhancement.

### **Bail Deviation Exceptions**

Under the provisions of Penal Code Section 1270.1, persons charged with a “violent felony” as defined in Section 667.6 (c) or any of the following offenses may not be subjected to an increase or decrease in scheduled bail, or to a judicially authorized release on their own recognizance (O.R.) until an open court hearing is conducted in the proper court of jurisdiction:

- Penal Code Section 262–Spousal Rape.
- Penal Code Section 273.5–Infliction of Corporal Injury on Domestic Partner.
- Penal Code Section 646.9–Stalking.
- Penal Code Section 243 (e)(1)–Battery of a noncohabitating spouse or other person involved in a dating relationship.

The provisions of Penal Code Section 1270.1 apply even when any of the applicable criminal sections are filed as misdemeanor offenses pursuant to Penal Code Section 17(b)(4).

Even though a criminal complaint is filed charging a misdemeanor offense, bail must remain at the originally scheduled level until a formal, open court hearing is conducted. Investigating officers shall ensure that in Penal Code Section 17(b)(4) cases, the Investigator’s Final Report, Form 05.10.00, or the reduction booking teletype includes the appropriate bail amount (*refer: Department Manual Section 4/720.38*).

### **Who Recommends Bookings**

The ideal person to interview and recommend booking for an arrestee (felony, misdemeanor or juvenile arrestee who is handled by detectives) is the detective supervisor from the responsible investigative table.

### **Arresting Officer’s Responsibilities**

Prior to booking a felony or juvenile arrestee, arresting officers shall first seek booking advice from the concerned Area detective division or specialized detective division. If the concerned Area detective division or specialized detective division is closed, arresting officers shall:

- Obtain booking approval from the watch commander in the Area of arrest for felony adult arrestees.
- Contact the concerned Area watch commander for advice for juvenile arrestees.

**NOTE:** Arresting officers shall continue to seek booking advice from RACR Division when the specialized detective division within Detective Bureau is closed, and the arrestee is to be booked at Custody Service Division or Twin Towers.

### **Area Detective Division and Specialized Detective Division Commanding Officer’s Responsibilities**

Area detective division commanding officers shall ensure that, whenever possible, their daily staffing of night watch detectives, consist of a detective supervisor.

### **Area Commanding Officer’s Responsibilities**

Area Commanding Officers shall:



- Require arresting officers to first seek advice for adult felony and juvenile bookings and related crime and arrest reports, from the Area detective division or specialized detective division when detectives are available.
- Require patrol supervisors to refer patrol personnel to the concerned detectives for booking advice when detectives are available.

Booking advice for felony traffic arrests shall be obtained from a supervisor from the concerned Operations bureau traffic division. Assault with motor vehicle crimes are handled by Area detectives.

When a County Warrant System (CWS) Warrant Information Sheet (WIS) [warrant abstract teletype] is received, booking approval shall be given by the watch commander assigned to the Area in which the warrant abstract is received.

#### **II/500.72    Completion and Distribution of Booking Approval, Form 12.31.00**

The Booking Approval, Form 12.31.00, shall be completed for each arrestee (adult or juvenile) regardless of the charge. The booking charge shall be exactly as it is found in the Automated Justice Information System (AJIS) Booking Charge Table. The Form 12.31.00 shall be distributed as follows:

**Original**—The original shall be forwarded with the original copy of the arrest report. Copies of the Form 12.31.00 shall be attached to the Area file copy of the arrest report in the arresting officer's Area of assignment. When the arrestee is booked on a computer-generated misdemeanor warrant or when the arrestee is not booked, the form shall be attached to the arresting officer's paperwork (i.e. citations, F.I. cards) and submitted at the end of their shift.

**Copy**—A copy shall be attached to the Custody Report page of the Booking and Identification Record, if the arrestee is booked. An additional copy is attached to the division copy of the arrest report.

#### **II/500.80    Missing/Found Persons Investigation, Form 03.16.00, Area Detective's Responsibilities**

##### **Area Coordinator and Investigator's Responsibilities**

Upon receipt of a completed Form 03.16.00 on a missing juvenile, the Area detective table coordinator shall ensure that personnel assigned to investigate missing juvenile investigations may utilize the Department's Missing Juvenile Checklist For Area Investigators. (*Refer: Chief of Detectives Notice, dated December 31, 2013, Missing Juvenile Investigation Follow-Up Guidelines and Checklist*).

##### **Detective Support and Vice Division's (DSVD) Responsibilities**

Please refer to field officer's notebook divider, 18.37.00, Missing/Found Persons Investigation Report, Form 03.16.00, for additional information.

#### **II/500.90    Preliminary Report Review**

It is good practice that the person giving booking approval also reviews the completed reports. When a detective provides booking advice, they shall, if practical, review and initial the crime and arrest reports prior to supervisor approval.

#### **II/500.99    References Applicable to Report Completion**

##### **Department Manual Sections**

3/407            Releasing Reports to  
Parole/Probation Officers

4/216.01	Advice/Approval on Felony Bookings
4/216.02	Advice/Approval on Misdemeanor Bookings (Juvenile)
4/712.10	Missing/Found Persons
E-Forms	Detective's Case Progress Log
E-Forms	Investigative Report
E-Forms	Missing/Found Persons Investigation
E-Forms	Arrest Report
E-Forms	Request/Release Criminal Information
E-Forms	Suspect Wanted
E-Forms	Suspect Wanted Notice
E-Forms	Property Report
E-Forms	Detective's Required Follow-up Record
E-Forms	Booking Approval-Distribution
	Detective's Case Envelope
<b>Special Order</b>	
No. 30, dated September 21, 2005, Faxing Copies of Arrest and Criminal Offender Record Information Reports to State Parole and Probation Agencies and Revision to the Request/Release Criminal Record Parole/Probation, Form 8.42.0.	
<b>Office of Operations Order</b>	
No. 5, dated November 30, 2004, Child Abduction/Missing Juvenile Procedures	

## **Chief of Detectives Notice**

Dated December 31, 2013,  
Missing Juvenile Investigation Follow-Up Guidelines.

## **II/600.00 VICTIM/WITNESS RELATIONS AND RESPONSIBILITIES**

### **II/600.10 Investigative Contacts**

Unless the information would compromise an investigation, a detective should explain the status of an investigation whenever they contact a victim or witness. This explanation should include specific instructions to the victim or witness regarding future contacts with the detective. The intent of providing this information is to satisfy the victim's or witness's need to know what is occurring, ensure that needed information is communicated to the detective, lessen nonproductive contacts and forestall inappropriate expectations.

### **II/600.11 Court Preparation**

It is the detective's responsibility to prepare the victims and witnesses for court. This includes, as appropriate, an explanation of the court process, an explanation of the anticipated actions of the defense counsel, a total run through of the victim's/witness's testimony and an anticipated calendar of the day's events.

Most victims/witnesses are not only unprepared, but even lack the basic knowledge of what to expect.

### **II/600.12 Victim's Indemnification Program**

When a crime or traffic report indicates that the victim of a violent crime has not received

a Victim's Report Memo, Form 03.17.00, advising the victim of the State's indemnification program, the investigating officer shall:

- Ensure that the victim or a member of their family is issued a completed copy of the Victim's Report Memo. This memo contains information about the City and District Attorney's Victim/Witness Assistance Programs. Detectives shall inform victims about the program, but **shall not** advise victims concerning eligibility.
- Enter in the narrative portion of the Follow-up Investigation, Form 03.14.00, or the Traffic Collision–Status Report, Form 04.16.00, the date, time, place, name, address and relationship of the person notified.

The term "crime of violence" means any crime committed by the use of force or fear, **or** any death or injury resulting from the operation of a motor vehicle, aircraft or watercraft when such a death or injury is:

- Intentionally inflicted upon another.
- Sustained by another as a result of a driver in violation of 20001 VC, 23152 VC or 23153 VC.
- Ensure the victim was provided with a Marsy's Rights Card.

#### **II/600.13 Request for Letters of Recommendation for Indemnification of Victim**

When a request for a letter of recommendation for a victim is received from the State Board of Control, the commanding officer or officer-in-charge for the division or section responsible for the follow-up investigation shall cause the letter of recommendation to be prepared. The letter

shall be forwarded to the concerned bureau commanding officer for review and approval. The content of the letter shall be limited to:

- The DR number of the concerned report(s), **and**
- A statement that the incident from which the claim has resulted did occur, **and**
- The recommendation that indemnification is made based on a review of the facts of the case by the State Board of Control.

A recommendation that a claim be considered invalid shall apply only in cases where:

- The incident did not occur or involvement by the person making the claim cannot be substantiated; **or**
- The victim of a crime has not cooperated in a subsequent prosecution of the person responsible for the commission of the offense.

No attempt shall be made to ascertain the extent of an injury or the monetary losses resulting from the involvement of a claimant as the California Government Code provides that this determination be made by another agency. Legible copies of reports relating the incident shall accompany the letter as enclosures.

#### **II/600.20 California Witness Relocation and Assistance Program (CAL WRAP)**

The Los Angeles County District Attorney's Office (LADA) administers the California Witness Relocation and Assistance Program (CAL WRAP) that is designed to increase successful criminal prosecutions through the protection of witnesses and their families. The program makes funds available to local law enforcement agencies through the LADA for the purpose of relocating witnesses. The

following criteria must be met in order to obtain funds from the CAL WRAP: (*refer: Department Manual Section 3/355.30*)

- A witness or family member has been threatened, or an actual threat to the safety of a witness or family member exists;
- Criminal charges have been filed, or there is a strong likelihood charges will be filed by the District Attorney's (DA's) Office against a defendant; and,
- The witness will be called or has been called to testify against the defendant.

California Witness Relocation and Assistance Program funds are administered and disbursed through the Department's Secret Service Fund (*refer: DOM Volume II, Section 2000.30 for procedures to obtain California Witness Relocation and Assistance Program funds*).

#### **II/600.21 Off-Hours Emergency Witness Relocation Fund**

The Emergency Witness Relocation Fund (EWRF) is administered by each Bureau Detective Coordinator (BDC). An I/O needs to contact Real-Time Analysis & Critical Response (RACR) Division with the approval of his/her immediate supervisor for off-hours Emergency Witness Relocation. Detectives are advised to call RACR before responding.

**NOTE:** Existing procedures for obtaining Secret Service funds during regular business hours for witness relocation and assistance via the CAL WRAP administered by the LADA, Bureau of Investigation/CAL WRAP are not affected by this section.

In emergency situations, detectives may be faced with an immediate need for the relocation of endangered witnesses on court and civilian holidays, weekends or during

non-business hours when FOD and the LADA are closed.

When this occurs, Area detective divisions or specialized detective divisions often do not have immediate access to additional Secret Service funds to pay temporary witness relocation expenses. The EWRF was created to meet this need.

The EWRF shall only be used for short-term relocations (i.e., overnight or over a weekend or holiday), in emergency situations. When witnesses or their immediate family members must be relocated for their safety, they must be told the relocation **is not** an absolute assurance of their safety (*refer: DOM Volume II, Section 2000.40 for procedures to obtain funds for Emergency Witness Relocation*).

**NOTE:** Officers are reminded that the Department may be held civilly liable if witnesses are harmed after being told that they need not worry for their safety because of police relocation.

#### **II/600.22 Department California Witness Relocation and Assistance Program Coordinator**

Detectives having questions regarding this program may contact the Department's California Witness Relocation and Assistance Program Coordinator—the Assistant Commanding Officer, Detective Bureau, at (213) 486-7020.

#### **II/600.30 Duty to Warn Witnesses of Potential Danger**

A "special relationship" may develop between the police and a victim/witness when the police create the peril or the victim/witness relies on the police for protection. This is especially true when a witness expresses concern for their personal safety, and the police assure them that they

are in no real danger (*refer: Carpenter vs. City of Los Angeles (1991) 230 Cal.App. 3d 923 and Wallace vs. City of Los Angeles (1993) 12 Cal.App. 4<sup>th</sup> 1315*). Carpenter was a victim of a robbery. Carpenter, who was shot before he could testify, brought suit against the City. The court held that the City was liable because a “special relationship” had been created between Carpenter and the police when Carpenter’s assistance as a witness in the robbery case was requested. This relationship was breached when the detective received information from a reliable source concerning a credible threat to Carpenter’s life, but did not advise Carpenter of the threat.

**In the Wallace case:**

Wallace was a witness in a murder case. Wallace informed the detective handling the case of an anonymous phone call threatening her life. Despite having knowledge of the suspect’s proclivity for threatening witnesses, the detective’s only action was to advise Wallace that if the threats continued, steps could be taken to relocate her. Wallace was shot and killed a few days before she could testify. The court held that the enlistment of the assistance of Wallace as a witness created both a peril to her and a “special relationship” with law enforcement.

**II/600.31 Notification to Victims and Witnesses of Potential Criminal Activity**

California Court of Appeals decisions have emphasized that a “special relationship” is created when officers request the assistance of a witness or victim to assist in a criminal prosecution which involves a reasonable, foreseeable risk of danger to that specific witness or victim.

Based upon this special relationship, when officers become aware of a threat or information that would indicate that the witness or victim is in danger, officers have a

duty to warn the witness or victim, especially when the danger is not readily discoverable by the endangered person.

The Department is not obligated to provide police protection for endangered witnesses or victims; however, officers should provide information to them of possible ways to protect themselves, including information regarding the California Witness Relocation and Assistance Program, if applicable. **DOM Volume II, Sections 600.32, 600.33 and 600.34** delineate procedures for officers to follow when they receive information that a credible threat has been made against a witness or victim who is to testify in a criminal prosecution.

**II/600.32 Officer’s Responsibilities**

When officers become aware of a credible threat or information affecting the safety of a witness or victim who is to testify in a criminal case, they shall immediately:

- Notify the investigating officer who is assigned to the case or the investigating officer’s immediate supervisor or, in their absence, the Area watch commander.
- Complete an Investigative Report (IR), Form 03.01.00, titled “Dissuading a Witness,” containing the following information:
  - Date and time the information was received.
  - Name, address, and telephone number of the witness or victim being threatened.
  - Identity of the defendant in the case.
  - Identity of the person making the threat, and the nature of the threat, if known.

When the threat or information involves a witness or victim who is to testify in a criminal case for which no investigating officer is assigned, officers shall immediately:

- Ensure that the witness or victim is informed of the threat to their safety as soon as possible.
- Document the threat on an IR containing the relevant information.
- Document the date and time that the witness or victim was notified on an IR or a Follow-Up Investigation, Form 03.14.00.

**NOTE:** The identity of the person(s) from whom the information was received shall not be noted on the IR if, in the opinion of the officer, a serious credible threat to their safety could ensue.

The identity of the person(s) providing the information, and other relevant facts not included on the IR shall be documented on an Employee's Report, Form 15.07.00, stamped "**Confidential**," and forwarded with the IR.

This does not preclude officers from disclosing to their commanding officer the identities of informants from whom the officers have received information, in accordance with *Department Manual Section 4/733.10*.

### **II/600.33 Investigating Officer's Responsibilities**

When investigating officers become aware of a credible threat, or information relating to the safety of a witness or victim, who is to testify in a criminal case, they shall immediately:

- Ensure that the witness **or** victim is notified of the threat of information relating to their safety.
- Inform the witness **or** victim of the California Witness Relocation and Assistance Program.

**NOTE:** The witness or victim shall not be advised of their eligibility for the program. The LADA, Bureau of Investigation, determines eligibility.

If the witness **or** victim does not meet the eligibility requirements set forth by the LADA, Bureau of Investigation, the investigating officer shall contact the Department's California Witness Relocation and Assistance Program Coordinator. (Assistant Commanding Officer, Detective Bureau) for advice and assistance.

- Document the notification and other relevant information on a Follow-Up Investigation, or other appropriate report.

### **II/600.34 Watch Commander's Responsibilities**

When an Area watch commander is advised of credible threats or information relating to the safety of a witness or victim who is to testify in a criminal case, they shall immediately:

- Ensure that the assigned investigating officer or the investigating officer's immediate supervisor is notified.
- Ensure that the witness or victim is promptly notified of the potential threat to their safety.
- Ensure that the incident, including time of notification of the affected witness or victim, is properly documented on an IR.



## **II/600.40 Commendations of Private Persons by the Department**

Recommendations of commendation of a private person may be initiated by any member of the Department who becomes aware of an act of assistance to the Department, which is believed to be exceptional. Such recommendation shall be recorded on an Employee's Report, Form 15.07.00, and forwarded through channels to the concerned commanding officer.

The criteria for commendations for private persons are as follows:

### **Police Commission Citation**

A Police Commission Citation may be awarded for an act of heroism, which involves great risk of personal injury or death.

### **Department Certificate of Appreciation**

A Certificate of Appreciation may be awarded for an exemplary contribution or an outstanding act of service, which assist the Department or the law enforcement profession in fulfilling its objectives.

### **Certificate of Recognition**

A Certificate of Recognition may be awarded for a high degree of service or assistance to the Department, an Area or a division in accomplishing its objectives.

### **Certificate of Acknowledgment**

A Certificate of Acknowledgement, Form 01.86.02, may be awarded for service or assistance to the Department at the divisional or Area level when no other certificate is appropriate. The certificate is completed and signed by the concerned commanding officer.

## **II/600.50 Special Penalty Considerations for Informants—Defendants in Felony Cases**

The Assistant Commanding Officer, Detective Bureau will sign letters of request for special penalty consideration.

A letter of request for special penalty consideration may be pursued when the defendant has been convicted of a felony.

When such a request is considered advisable, the letter of request shall be initiated by the concerned investigating officer's commanding officer and be accompanied by a folder that contains:

- A copy of the letter of request summarizing the case against the defendant and the specifics of the defendant's past accomplishments in assisting law enforcement (*refer: DOM Volume II, Section 600–Exemplar #1*).
- A copy of the arrest report, Form 05.02.00.
- A copy of the Follow-Up Investigation, Form 03.14.00, if applicable.
- A copy of the Investigator's Final Report, Form 05.10.00.
- A copy of the requesting division's Vice/Information Card, Form 15.36.00 (if applicable), on the subject, **and**
- A copy of the defendant's Criminal History Summary (rap sheet).

Letters of request for special penalty consideration, and required accompanying documents, shall be forwarded using an official correspondence review (OCR), Form 15.57.00, through the investigating officer's chain of command. However, prior

to review by the Assistant Commanding Officer, Detective Bureau, the document shall be routed through the Commanding Officer, Gang and Narcotics Division for review and initial on the OCR. The request should be initiated early enough to allow for review.

### **Defendant's Cooperation with Police**

A good example showing the results of a defendant's cooperation with police is as follows: "The defendant's cooperation with investigators of this Department has resulted in the arrests of several major narcotic violators during two separate investigations and a seizure of twenty-nine ounces of cocaine.

In addition, he cooperated in a joint investigation involving this Department, the Drug Enforcement Administration and the Los Angeles County Sheriff's Department, which resulted in the arrest of a major narcotic violator for conspiracy to commit murder."

## **II/600.60 Rewards Procedure**

### **City Clerk Liaison**

Investigative Analysis Section (IAS), Detective Bureau (DB), is the Department's liaison with the Office of the City Clerk concerning City-offered rewards.

Exception: In the event there is an unusual circumstance that causes the Department to deviate from the reward procedure, approval must be obtained from the Chief of Police.

### **Initiation of Reward Request**

A request for a reward offer may be initiated by any member of the City Council, or by a letter from the involved Area commanding officer, or specialized detective division commanding officer to the City Council member representing the district where the crime occurred.

### **Duration of Reward**

A reward offer by the City must be approved by the City Council and published by the City Clerk's Office. A reward offer is valid for six months from the date the offer is published in a Los Angeles newspaper, or announced via electronic media. Under certain circumstances, the City Council member representing the district where the crime occurred may request the City Council to republish the reward offer, extending the time period for an additional six months. If no claim is submitted during the six-month period and the reward offer is not extended, the reward offer will expire.

### **Eligibility Requirements for Reward**

Prior to a claimant receiving payment, the City Council requires verification from the Department that the claimant is eligible to receive payment, pursuant to the City of Los Angeles Administrative Code (LAAC) Section 19.127.

Section 19.127 of the LAAC lists the following persons as ineligible to claim a reward:

- Any person who is a City officer, employee, or dependent of such officer or employee, or to a public officer or employee whose employment includes duties of law enforcement.
- Anyone involved in misconduct which prompted the reward offer.
- Any person or persons who have already been compensated by their employer or in some other manner for the actions which are the basis for claiming the reward.
- Anyone acting as an agent for a suspect, or if a suspect will benefit from payment of such reward.

**NOTE:** To ensure a claimant meets the eligibility requirements, the claimant's identity must be revealed to the investigating officer (I/O) during the investigation. However, the claimant will retain his/her confidentiality as "Anonymous" during the reward payment claim process.

The claimant (s) must provide continued cooperation within the criminal justice system relative to the case for which the reward offer is made. Additionally, a conviction is required as a condition of payment for cases involving the identification and arrest of a person who killed, assaulted with a deadly weapon or inflicted serious bodily harm upon a Los Angeles Police Officer.

### **II/600.61 Investigating Officer's Responsibilities**

When information is received which may lead to a reward claim, as soon as practicable, the I/O must:

- Document the date the information is received and the name and address of the potential claimant on a Chronological Record, Form 3.11.06, Detective's Case Progress Log, Form 01.44.00 or Follow-Up Investigation, Form 03.14.00, until the case is adjudicated or otherwise completed.

**NOTE:** This information is needed to establish a record that the information was received during the six-month period when the reward offer was still valid.

- Inform the claimant(s) that a claim will be processed when the case is adjudicated or otherwise concluded; and,
- Notify IAS, Detective Bureau, that a potential claim for a reward offer may exist.

**NOTE:** Claimants requesting reward payment information must be referred to the involved I/O. Claimants **must not** be referred to the City Clerk's Office or IAS. Investigating officers with questions on reward procedures may contact IAS for advice.

When a case involving a reward offer has been adjudicated or otherwise concluded and a claim for the reward has been made, the assigned I/O must:

- Provide the claimant(s) with the City Clerk's Form, *Application for Special Reward Payment*; and,
- Complete a *Reward Claim Checklist* for each claimant(s).

**NOTE:** If a claimant is ineligible to receive payment, the reason for the ineligibility must be explained on the Reward Claim Checklist.

- Enter "Anonymous" on the checklist when applicable. If there are multiple claimants, identify those claimants as "Claimant A, Claimant B," etc.
- Stamp all documents containing claimant information "CONFIDENTIAL."
- Submit the completed Application for Special Reward Payment and Reward Claim Checklist to the involved Area or specialized detective division commanding officer; and,
- Notify IAS that the *Application for Special Reward Payment and Reward Claim Checklist* were submitted to the involved Area or specialized detective division commanding officer.

**(Refer: Administrative Order No. 5, dated February 19, 2015, Reward Procedure-Revised).**

**NOTE:** The City Clerk's Form, Application for Special Reward Payment, which includes the Reward Claim Checklist is accessible in E-Forms, on the Department's LAN.

**II/600.62 Area Detective Division and Specialized Detective Division Commanding Officer's Responsibilities**

When a case involving a reward offer has been adjudicated or otherwise concluded, the involved commanding officer shall:

- Ensure an *Application for Special Reward Payment* and *Reward Claim Checklist* forms are completed for **each** person submitting a claim.
- Review the completed *Reward Claim Checklist(s)* and evaluate the contribution of each claimant to the investigation.
- Submit an Intradepartmental Correspondence, Form 15.02.00, through the chain of command, from the Chief of Police (COP) to the Board of Police Commissioners, containing a recommendation regarding payment, with a completed *Reward Claim Checklist(s)* and *Application for Special Reward Payment* forms attached.

The recommendation supporting or opposing payment of the reward claim(s) shall include:

- The name of the claimant (or Anonymous, Claimant A, Claimant B, etc.).
- Whether the claimant is eligible or ineligible to receive payment. If the claimant is ineligible to claim a reward, provide a brief explanation; **and**
- A brief explanation as to the value of the claimant's contribution to the

investigation (e.g., claimant's contribution was vital; helpful but not essential; or, of no value).

**NOTE:** In cases involving multiple claimants, include a statement as to which claimants should receive a part of the reward, briefly explain the assistance provided by each claimant and indicate the recommended percentage of the reward each claimant should receive.

- All documents must be forwarded through the chain of command for the COP's signature; and,
- Ensure that IAS has been notified that a claim was made on the reward offer.

**II/600.63 Robbery-Homicide Division Responsibilities**

When a reward is offered by the City for a crime investigated by an outside agency (e.g., Fire Department Arson Unit or City employee victimized outside the City), the claimant's eligibility must be verified by Robbery-Homicide Division (RHD).

Robbery-Homicide Division must:

- Provide claimants with an *Application for Special Reward Payment*.
- Accept the completed *Application for Special Reward Payment* from the claimant(s).
- Contact the outside agency handling the investigation to determine the extent of the claimant's contribution to the investigation.
- Evaluate the claimant's contribution to the success of the investigation.
- Complete the *Reward Claim Checklist(s)*.

- Ensure that **all** documents containing claimant information are stamped “CONFIDENTIAL.”
- Submit an Intradepartmental Correspondence, Form 15.02.00, through the chain of command, from the COP to the Board of Police Commissioners, containing a recommendation concerning payment; and,

**NOTE:** A completed *Reward Claim Checklist(s)* and *Application(s)* for *Special Reward Payment* must be attached.

- Notify IAS that a claim was made on the reward offer.

#### **II/600.64      Investigative Analysis Section Responsibilities**

When a reward offer is nearing the end of the valid six-month period, IAS will contact the involved I/O to determine if the Department has received any potential reward claims. If a potential claim exists, the reward will remain available for payment until the case is adjudicated or otherwise concluded. If no claims have been made, the reward may be cancelled and made unavailable for payment.

Investigative Analysis Section must:

- Confirm the status of reward offers by contacting the involved Area detectives or specialized detective division to determine if reward claims have been made and/or submitted.
- Maintain the Department’s Reward Offer Master Log.
- Prepare periodic reports on reward information from the COP to the Board of Police Commissioners.

- Facilitate the presentation of reward posters on “LA Cityview” Channel 35, the City’s cable channel, and LAPD Online; and,
- At the request of the involved Area or specialized detective division, prepare and publish “Reward” posters for entities that do not have the capacity to do so within their command.

#### **II/600.65      Confirmation of Approval of Payment on Reward Claims**

When payment for a reward offer has been approved by the City Council, the Area or specialized detective division commanding officer must submit a request for payment of a reward offer on an Intradepartmental Correspondence, to the Commanding Officer, FOD.


A copy of the City Council Motion approving payment of the reward should be attached to the Intradepartmental Correspondence. Payment on reward claims will be processed within 30 days by FOD upon receipt of proper documentation.

The request for payment of a reward offer must contain the following information:

- The date that the reward offer was approved by the City Council.
- The reward offer’s City Council file number.
- A brief synopsis of the case disposition, including the court case number.
- The date that the City Council approved the reward payment and the amount of the reward; and,
- To whom the check should be made payable. If the claimant wishes to remain anonymous, FOD will write a check to the Bureau Secret Service Fund Account

of the involved Area/division. The bureau will forward the funds to the involved Area/division. The Area/division will then write a check to the claimant or arrange to pay the claimant in cash.

**VOLUME II/600—EXEMPLAR #1  
LETTER REQUESTING SPECIAL PENALTY CONSIDERATION**

<p><b>LOS ANGELES POLICE DEPARTMENT</b></p> <p>CHARLIE BECK Chief of Police</p>	 <p>ERIC GARCETTI Mayor</p>	<p>P. O. Box 30158 Los Angeles, Calif. 90030 Telephone: (213) 486-7000 TDD: (877) 275-5273 Ref#: 1.8</p>
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Date \_\_\_\_\_

The Honorable (name)  
District Attorney  
County of Los Angeles  
210 West Temple Street  
Los Angeles, California 90012

Dear Mr./Ms. (name):

On (date), (defendant's name) is to appear before Judge (name) in Superior Court, Department (Department number), Los Angeles, Case Number (case number) for sentencing. (Defendant's name) was convicted of (charge for which the defendant was convicted).

(Defendant's name)'s cooperation with investigators of this Department has resulted in (specify the results of defendant's cooperation).

(Defendant's name)'s criminal record consists of (summarize the defendant's criminal record).

It is requested that consideration be given by placing him/her on probation and/or a minimum sentence, as his/her continued assistance would be of value to this Department.

Your cooperation in this matter is appreciated.

Very truly yours,  
  
CHARLIE BECK  
Chief of Police

KIRK J. ALBANESE, Deputy Chief  
Chief of Detectives

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[www.LAPDOnline.org](http://www.LAPDOnline.org)



**II/600.99      References Applicable to  
Victim/Witness Relations**

**Department Manual Sections**

3/355.10	Use of Secret Service Funds For Other Than Witness– Protection Procedures
3/355.30	California Witness Relocation and Assistance Program
3/756.90-94	Commendations of Private Persons by the Department
4/203.33	Notification to Victims of Criminal Activity
4/216.40	Non-resident Witnesses in Misdemeanor Cases
4/262.70	Non-resident Witness to Robbery
4/272.40	Photographing Victim of Spouse Beating
4/273.40	Photographing Victim of Battery
4/296	Business Cards
4/735.55	Attendance of Victims or Witness at Show-up
4/765.60	Requests for Letters of Recommendation for Indemnification of Private Citizens

**Special Orders**

No. 13, dated December 29, 2014,  
Use of Secret Service Funds for Other than  
Witness Relocation and Assistance  
Procedures-Revised; And California Witness  
Relocation and Assistance Program-Revised

**Office of Operations Orders**

No. 3, dated January 29, 1987,  
Special Penalty Consideration for  
Informant/Defendants in Felony Cases

No. 32, dated December 12, 1995,  
Off-hours Emergency Witness Relocation  
Fund

**Office of Operations Notices**

No. 10, dated April 24, 1987,  
Cancellation of Procedures Established  
Pursuant to Penal Code Section 872(b)

## **II/700.00 JURISDICTION FOR CRIMINAL INVESTIGATION**

Jurisdiction for the investigation of a crime normally resides within the Area or reporting district where the crime occurred. The specific table or detail responsible for the investigation of a crime or class of crime is at the sole discretion of the Area or specialized detective division commanding officer. The exceptions to this rule are those crimes handled by specialized detective divisions, those crimes assumed because of the strength of one entity's case over that of another and those crimes assumed due to ongoing investigations.

### **II/700.10 Extraordinary Case Investigations—Defined**

Occasionally a crime occurs that would be classified as an extraordinary case. Such cases are defined as serious crimes which:

- Require an extensive expenditure of personnel; **and/or**,
- Require extensive investigative expertise; **and/or**,
- Have the potential for major press coverage; **and/or**,
- Have circumstances which indicate a connection to a major City-wide problem; **and/or**,
- Have a VIP victim; **and/or**,
- Have serious or fatal injuries to multiple victims.

### **II/700.11 Extraordinary Case Investigations— Responsibilities**

The assigned detective shall immediately notify his commanding officer when, during an investigation, they discover that the investigation qualifies as an extraordinary case. The commanding officer or their designee shall immediately contact the appropriate specialized division commanding officer to discuss transfer of investigative responsibility.

**NOTE:** During non-business hours, the specialized division may be reached through Real-Time Analysis & Critical Response (RACR) Division.

The handling of an extraordinary case and the number of personnel along with the investigative hours required to properly complete it might severely tax a unit's resources. The decision to retain investigative responsibility for such a case may take into consideration:

- The unit's ability to adequately handle such a case, **and**
- The unit's ability to sustain its investigations of other crimes at an acceptable level, **and**
- The question that if the unit's resources become overtaxed, will another unit be required to handle its routine cases, **and**
- The likelihood that the extraordinary case may ultimately have to be assigned to a specialized division.

### **II/700.20 Multiple Law Enforcement Entities Involved**

When a case involves both the Department and another law enforcement entity, the concerned detective shall:

- Confer with the concerned investigating officer of the outside agency to evaluate which jurisdiction, if any, appears to have the stronger prosecutable case, **and**
- Make a recommendation to the respective prosecutor based upon the results of the evaluation of the case, **and**
- Contact the District Attorney's Office for advice if difficulties are encountered with outside agencies.

#### **II/700.30 Multiple Areas/Divisions Involved**

When a case involves more than one Area/division, the concerned detective shall:

- Confer with the concerned detective of the outside Area(s)/division(s) to evaluate which Area/division, if any, appears to have the stronger prosecutable case, **and**
- If the matter cannot be resolved between or among the detectives, make a recommendation to their commanding officer based on the results of the evaluation of the case.

When an agreement cannot be reached and a detective has made a recommendation to their commanding officer regarding the handling of a case involving multiple Areas/divisions, the concerned commanding officer shall:

- Confer with the other concerned commanding officer(s) to determine which Areas/divisions, if any, should handle the entire case, **and**
- Contact the concerned Department authority having jurisdiction over all involved Areas/divisions for advice, if the matter cannot be resolved between or among the concerned commanding officers. When doing so, proper channels through the bureau level may be advised.

#### **II/700.35 Crimes Committed While in a Department Jail Facility**

When an arrestee commits a crime while being held in a Department jail facility, the investigative responsibility shall be assigned to the Area of occurrence where the jail is located unless the crime is routinely the responsibility of a specialized division.

The detective assigned to investigate jail crime shall contact the detective assigned the original crime for which the arrestee was booked in order to coordinate the two investigations.

**NOTE:** Time runs for the jail crime concurrently with the original crime. The arrestee must either be arraigned or released within 48 hours from the time of the original arrest.

#### **II/700.40 On-Duty Police Activity in Outside Jurisdiction**

On-duty detectives shall obtain approval from their detective commanding officer (CO) before taking police action outside the City of Los Angeles except during "hot pursuit" or in exigent circumstances.

Detective COs shall be guided by Penal Code Section 830.1 when approving activities outside the City. If approved, the detective CO shall ensure the outside jurisdiction's watch commander equivalent is notified of the action unless such notification is deemed inappropriate.

Taking into consideration the tactical situation and desired results of the investigation, every effort should be made to inform the outside jurisdiction before action is taken on:

- The serving of search or arrest warrants.
- Making an arrest.

- Conducting surveillance.

## **II/700.50      Consumer Product Tampering Investigations**

The responsibility for investigating consumer product tampering case belongs to the Area detective division where the incident occurred. The investigative responsibility may be reassigned to the appropriate specialized investigative division with the concurrence of the Chief of Detectives, as described in *Department Manual Section 2/455.05*.

### **Area Detective Division Responsibilities**

Area detective division commanding officers shall ensure that geographic Area detectives:

- Immediately respond to each reported incident of consumer product tampering.

**NOTE:** During off-hours, response shall be the responsibility of PM Watch detectives or the homicide stand-by detective(s).

- Assume preliminary and follow-up investigative responsibility for all actual or suspected consumer product tampering incidents.
- Complete the Investigative Report, Form 03.14.00, to be titled "Mingling Harmful Substance with Food or Drink."
- Immediately notify the appropriate office of the Food and Drug Branch, California Department of Health Services.
- Investigate each consumer product tampering incident as a Category One occurrence.
- Coordinate all news releases through Media Relations and Community Affairs Group.

## **II/700.99      References Applicable to Jurisdiction**

### **Department Manual Sections**

1/230.05	Responsibility of On-Duty Officers
1/230.10	Responsibility of Off-Duty Officers
4/215.20	On-Duty Activity in Outside Jurisdiction
4/550.12	Charged Based Evidence Disposition—Transfer of Investigative Responsibility
4/715	Fugitives
4/725.56	Warrant Arrest on Military Premises
4/765.50	Arrestee Suspected of Crimes in This and Other Jurisdictions—Notifications
4/765.52	Suspect Arrested in Possession of Property Stolen Outside of the City
4/765.54	Outside Agency Arresting Suspect in Possession of Property Stolen within the City
4/765.56	Suspect Arrested in Possession of Property Stolen Within the City, but Outside the Area of Arrest

### **Office of Operations Orders**

No. 4, dated February 6, 1987, Interrogation of Narcotic and Felony Arrestees

No. 12, dated April 27, 1987, Consumer Product Tampering

## **II/800.00 CRIME SCENE INVESTIGATIONS**

### **II/800.10 Detective's Responsibility**

Every detective is responsible to know both their role at the crime scene and the rules, procedures, techniques and laws applicable to crime scene investigation. The assigned detective at the crime scene or the senior detective, if no detective has been assigned the investigation, is in command.

They are responsible for:

- Maintaining control of the crime scene. This includes, but is not limited to, taking the necessary precautions to ensure the preservation of evidence and identifying those persons present at the scene.
- Ensuring that any arrestee at the scene is removed as early in the investigation as possible.
- Providing for any appropriate radio broadcast concerning outstanding suspects or vehicles at the earliest possible time.
- Determining the necessary resources needed to conduct an adequate investigation and making the appropriate requests.

This includes personnel resources, criminalists, photographers, latent print personnel, other scientific investigative services, coroner's personnel or any combination thereof.

- Maximizing the effective and efficient utilization of available police personnel. This means assigning personnel to specific and essential tasks as well as ensuring that all personnel not needed clear the scene.

- Providing for the collection of evidence.
- Identifying potential victims and witnesses to the crime and providing for appropriate interviews.
- Documenting the results of the investigation.

### **II/800.11 Investigation of Deaths**

Uniformed officers are responsible for the preliminary investigation and completion of reports of obvious natural death. (*Homicide Manual, Chapter V, Section 1.2*)

When a detective receives a notification from uniformed officers that they are investigating a death, the detective shall determine the circumstances of the case and advise the uniformed officers. In any case where doubt exists that the death is a natural death, the detective shall advise the officers to secure the scene pending the arrival of detectives.

The detective may assume responsibility for the investigation and completion of a Death Investigation, Form 03.11.00, if natural death is not indicated. The detective may request the assistance of uniformed officers at the scene until the investigation is completed. The detective shall be responsible for notification to the next of kin when they assume investigative responsibility.

### **II/800.20 Supervisor's Responsibility**

Detective supervisors should have a thorough working knowledge of investigative techniques and should be thoroughly acquainted with all training material concerning crime scene investigations. Supervisors are responsible to ensure that their personnel are adequately trained (*see DOM Volume II, Section 100.00* ).

To determine training needs, supervisors should periodically accompany detectives to

crime scene locations and observe the manner in which investigations are conducted. Inspections should be conducted to determine training needs (*refer: DOM Volume II, Section 400.00*).

At the scene of major crime investigations, detective supervisors should satisfy the needs of news media personnel to the extent possible without jeopardizing the investigation. Release of information is the responsibility of the detective lieutenant or the senior detective present. In situations where a command post is established using the Incident Command System (ICS), the Public Information Officer may also release information. (See Media Relations Guide for additional).

## **II/800.30 Latent Print Investigations**

### **Patrol Supervisor's Responsibilities**

- Review each crime report for the possibility of obtaining latent prints. When appropriate, verify that the reporting officer has made the proper notifications to Latent Print Section, TID that a fingerprint investigation is needed. Prior to report approval; verify that the notification has been noted on the appropriate report.

### **Concerned Investigating Officer's Responsibilities**

- The concerned Investigating Officer should query the Technical Investigation Division Latent Print Unit Incident Tracking System in order to obtain the status of latent print investigations.
- Ensure that TID has been notified to respond to conduct fingerprint investigations at major crime scenes such as; rapes, homicides, and kidnappings.

## **II/800.40 Vehicle License Plate Information**

Officers who receive verbal information from a victim or witness about the license plate number of a vehicle involved in a crime shall:

- Direct the victim or witness to write the license plate information on a piece of paper, then have the victim or witness sign, date and record the time on the piece of paper.
- Book the piece of paper as evidence (*refer: Department Manual Sections 4/274.30 and 4/510*).

## **II/800.99 References Applicable to Crime Scene Investigations**

### **Department Manual Sections**

1/420.75	Allowing News Reporters to Enter Area of a Serious Police Incident or Crime Scene
1/536	Crime Scene Supervision
3/758.90	Crime Scene Reenactments
4/212.52	Crime Scene Maps
4/238.83	Homicide
4/274.30	Vehicle License Plate Information
4/510.00	Booking Procedure

### **Homicide Manual**

Chapters 2, 3 and 5

### **Office of Operations Orders**

No. 2, dated January 28, 1981, Guidelines for Investigation and Reporting of Natural Deaths by Field Service Division [patrol] Personnel.

## **II/900.00 SHOW-UPS: FORMAL, DIVISIONAL AND PHOTOGRAPHIC**

A show-up is defined as a viewing by a witness(es) and/or a victim(s) of a suspect or suspects, or their photograph(s), with the intent to either identify the suspect as the perpetrator of a crime or clear the suspect of suspicion. Requirements for conducting a divisional or formal show-up, or for conducting a photographic show-up, are in *Department Manual Sections 4/735 and 4/738*.

### **II/900.10 Pre-Show-up Supervisor Checklist**

When a detective supervisor is made aware that a subordinate intends to conduct a show-up, the supervisor, when applicable, shall ensure:

- Personnel initiating the show-up are familiar with the show-up procedures contained in the Department Manual and the charging policy of the District Attorney's Office pertaining to identification of a suspect.
- The arrestee has been properly admonished of the right to counsel.
- The appropriate forms are completed when an arrestee waives the right to the presence of an attorney.
- The appropriate admonition is given to the arrestee and/or defense counsel when the arrestee refuses to participate in a show-up.
- Appropriate notifications are made to concerned defense counsel and the prosecutor's office.

- Notifications are made and teletypes are sent to the appropriate entities regarding the show-up.
- Arrangements have been made to take photographs of the show-up.
- Persons in the show-up have similar physical characteristics.

Problems associated with show-ups commonly occur when detectives fail to notify Robbery Special Section, Robbery-Homicide Division in one of these two situations:

- Twenty-four hours prior to the desired time of the show-up when unusual circumstances do not exist, **and**
- Immediately when a show-up has been ordered by the court.

### **II/900.20 Post-Show-up Supervisor Checklist**

At the conclusion of the show-up process, detectives are required to document all aspects relating to the show-up on a Follow-Up Investigation, Form 03.14.00.

The detective supervisor shall ensure the following is documented in the report:

- Statements made by each witness or victim viewing the show-up.
- A statement indicating the arrestee's refusal to sign a waiver form, if the arrestee waives the right to the presence of an attorney, but refuses to sign the waiver form.
- The names of the prosecuting and defense attorneys and the date and time each was notified, when an arrestee has retained an attorney or has one appointed for them to be present at the show-up.



- Any objections made by the arrestee's attorney to the show-up.
- The circumstances of a refusal when an arrestee refuses to participate in a show-up, or when an attorney advised the arrestee not to participate.

The detective supervisor shall ensure a copy of the Follow-Up Investigation, Form 03.14.00, containing the results of the show-up is placed inside the Detective's Case Envelope, Form 15.15.00, along with a photograph of the show-up.

### **II/900.30     Photographic Show-up**

An investigating officer who intends to show a suspect's photograph to a victim or witness for the purpose of identification shall:

- Obtain the suspect's photograph and at least five additional photographs depicting persons of similar appearance.
- Obliterate, or otherwise remove, all markings such as booking numbers from the photographs still visible in the appropriate Photo Display Folder; i.e., Photo Display Folder, Forms 15.50.01 or 15.50.02, or a Police Bulletin Display Folder, Form 15.50.03.

**NOTE:** When a photographic show-up is prepared using department photographic software programs (e.g., CRIMEWEB, CAL Photo, LACRIS) that cannot be properly displayed using photo display folders, officers shall still comply with all display, admonition and documentation requirements listed below.

- Make a photocopy of the front and back of the Photo Display Folder. A separate photocopy of the Photo Display Folder should be made for each victim or witness viewing the lineup.

- Read the photographic show-up admonition printed on the back of the Photo Display Folder or the Photo Identification Report, Form 15.50.04, to the victim or witness.
- Have the victim or witness sign the admonition acknowledgement on the Photo Identification Report, Form 15.50.04.
- Show the entire set of original photographs to the victim or witness.
- If identification is made, the investigating officer shall direct the victim or witness to circle the specific photograph identified on the photocopy of the Photo Display Folder. The victim or witness should then initial and record the date and time of the identification on the photocopy of the Photo Display Folder.

**NOTE:** The investigating officer shall attempt to obtain facts to corroborate the identification by a single victim or witness.

- Cause appropriate comments to be written on the Photo Identification Report, when the victim or witness is shown photographs from the Photo Display Folder.

The victim or witness should sign, initial and record the date and time that the comments were made in the space provided at the bottom of the form. If identification is made, the investigating officer should ask each victim or witness if there is anything significant that caused them to select a particular photograph; (i.e., how they recognized the person, if the photo is different in any way from their recollection to the suspect).

Victims or witnesses should not be told they have picked the “right” or “wrong” photo.

- Ensure the photos are maintained inside the Detective Case Envelope, Form 15.15, for use in subsequent court proceedings.
- Properly complete the Photo Identification Report, Form 15.50.04 (*refer: Department Manual Section 4/738.05*).

**II/900.99 References Applicable to Show-ups**

**Department Manual Sections**

4/170.04	Teletype Notification of “Show-up” Appearance
4/170.08	Teletype Notification of “Show-up” Results
4/203.50	Identification of Suspects in the Field
4/735.05	Scheduling and Location of Formal Show-ups for Adult Suspects
4/735.15-20	Officer’s Duties Prior to Pre/Post Arraignment Show-up
4/735.25	Arrestee Waives Attorney
4/735.30	Arrestee Requests Attorney
4/735.35	Attorney Present at Show-up
4/735.40	Defense Attorney Notified but Fails to Attend
4/735.45	Arrestee Refuses to Participate in Show-up
4/735.70	Transportation of Adult Arrestee for Formal Show-up

4/735.80 Arrestee Possibly Involved in Other Jurisdictions

4/735.90 Results of Formal Show-ups Teletyped

4/738 Photographic Identifications

**II/1000.00 FIREARMS**

**II/1000.10 Investigating Reports of Stolen/Lost Firearms**

**Case Assignment and Categorization**

An Investigative Report, Form 03.01.00, reporting a stolen or lost firearm shall be assigned as a Category One for investigation.

**Detective’s Responsibility**

The detective assigned a report listing a stolen/lost firearm shall verify the serial number on the original report. The detective shall attempt to obtain the firearm serial number if it was not included in the report. This will require a query of AFS to check the victim’s or owner’s name for registered firearms. A Form 03.14.00 shall be completed to report the detective’s findings. If a new or different serial number is obtained, that information shall be included on the Form 03.14.00. The Form 03.14.00 will update AFS so that if the firearm is taken into custody it can be correctly identified as wanted by LAPD.

The Form 03.14.00 shall include the word **FIREARM** in **RED** at the top of the report and a complete description of the firearm in the narrative. This procedure ensures the timely entry of information into AFS.

**II/1000.20      Investigation of  
In-Custody Firearms**

**Property Reports—No Detective Assigned**

The Robbery Coordinator or designated firearm coordinator of an Area detective division shall review and assign for investigation each Property Report, Form 10.01.00, which lists a firearm booked in an Area in conjunction with a misdemeanor crime or any non-criminal incident for which no detective or entity has been assigned follow-up investigative responsibility. The report shall be assigned as a Category One for investigation (*refer: DOM Volume I, Section 121.01*).

**Property Reports—Detective Assigned**

Detective personnel assigned the follow-up investigation responsibility for a Property Report involving a firearm booked in or by their Area/division shall:

- If the booking employee was unable to determine the status of the firearm at the time it was booked, query AFS and NCIC. The finding shall be recorded on a Follow-up Investigation, Form 03.14.00.
- If the firearm was a recovered LAPD stolen/lost, a Form 03.14.00 **shall** be completed, including:
  - A heading titled, **PROPERTY RECOVERED**.
  - A complete description of the firearm.
  - The word **FIREARM** in **RED** in the top margin of the report.
  - The words, **REMOVE STOLEN/LOST FROM AFS** centered directly below the firearm description in such a way as to stand out.

**NOTE:** Records and Identification (R&I) Division will not remove the stolen/lost status in AFS unless requested to do so on a Follow-Up Investigation, Form 03.14.00.

- If the AFS and NCIC do not show an evidence or release entry resulting from the booking into evidence of the firearm, the words, **RECLASSIFY TO RECOVERED/EVIDENCE** shall also be centered directly *below* the firearm description in such a way as to stand out.
- A narrative statement indicating the circumstances of the recovery and the reason the firearm was released or remains in custody.
- The date, time and name of the detective notified of the recovery if the firearm was reported stolen/lost by another Area.

The detective notified shall be the detective responsible for investigating the original stolen/lost report. Notification shall occur via telephone, E-mail or teletype.

- If the firearm is a recovered stolen/lost from an agency other than LAPD (an outside stolen/lost), complete a Follow-Up Investigation, Form 03.14.00, including:
  - A heading titled, **PROPERTY RECOVERED**.
  - A complete description of the firearm.
  - The word **FIREARM** in **RED** in the top margin of the report.
  - The words **ENTER LOCATED GUN IN AFS** centered directly below the firearm description in such a way as to stand out.

- A narrative statement indicating the circumstances of the recovery and the reason the firearm was released or remains in custody.
- The date, time and name of the outside agency detective/investigator notified. The outside agency detective/investigator shall be requested to remove the stolen/lost status from AFS. The notification request shall occur via telephone, E-mail or teletype.

**NOTE:** Only the **originating agency** can remove the stolen/lost status on a firearm in AFS.

- Recheck AFS and NCIC within five days to ensure that correct information has been entered into AFS.

**NOTE:** If not, it shall be the detective's responsibility to notify the Chief Clerk, Automated Vehicle/Property Section, R&I Division, to ensure that the omission is corrected.

## **II/1000.30     Disposition of Firearms**

Every effort shall be made to return a firearm to its rightful owner as soon as possible, absent a sound legal justification to the contrary. The disposition of a firearm shall be made by the detective assigned to investigate a firearm booked in or by their Area/division. Firearms shall be released or disposed of only upon authorization from the detective so assigned.

**NOTE:** The effect of checking the **DISPOSE—No further value as evidence** line on a Property Disposition/Update Request, Form 10.06.00, is to order the **DESTRUCTION**, not the release, of the firearm.

The detective authorizing disposition of a firearm shall:

- Query the AFS, NCIC, Consolidated Criminal History Reporting System (CCHRS), Restraining Order System (ROS), Mental Health Firearms Prohibition System (MHFPS) to determine current “want” and registration information.
- Ensure that the appropriate “**EVIDENCE**” entry appears in the AFS.

**NOTE:** If the firearm is an LAPD stolen/lost and an “**EVIDENCE**” entry does not appear in the AFS, the detective shall notify the Chief Clerk, Automated Vehicle/Property Section, R&I Division, to ensure that the omission is corrected.

- Attach a printout of the AFS and NCIC query to the work folder copy of the concerned report.

If the firearm “**EVIDENCE**” entry does not appear in the AFS, that fact shall be entered in DCTS (or the Detective's Case Progress Log, Form 01.44.00), including the name of the R&I Division employee contacted.

- If the firearm was booked as a result of a misdemeanor, review the case disposition in the Trial Courts Information System (TCIS); check the *Detail Docket* for possible court ordered weapon restrictions or destruction. If unable to locate any disposition contact the City Attorney's, Misdemeanor Disposition Section, to ensure that the weapon no longer has any evidentiary value.
- Determine whether the individual to whom the weapon is to be released is lawfully entitled to possess the firearm in accordance with federal and state laws.
- Upon completion of the above requirements, complete a Property Disposition/Update Request,

Form 10.06.00, and forward it to the concerned Property Disposition Coordinator (PDC) or to the property officer if the PDC is unavailable and an immediate release is necessary (owner standing-by).

When the authorization to release is in the form of a teletype, the detective shall include a statement that the firearm shows listed as “**EVIDENCE**” in the AFS and NCIC systems.

**NOTE:** Per Department policy Property Division **will not** ship a firearm to an individual or law enforcement agency unless the distance is greater than 100 miles. For individuals, the investigating officer shall advise the owner to contact a local law enforcement agency and have them make arrangements with this Department to have the firearm shipped to that agency.

The investigating officer shall complete a Property Disposition/Update Request, Form 10.06.00 or return the completed Item Detail Summary Report, Form 10.06.02, to the PDC providing **all** relevant information necessary to complete the Release Authorization.

#### **II/1000.31      Release of Firearms— Arrestee Involved**

Detectives responsible for authorizing the disposition of a firearm, except as provided in *DOM Volume II, Sections 1000.42 and 1000.43*, shall cause the immediate release of the firearm when:

- An arrestee is released from custody and no charges are filed, **and/or**,
- The firearm is no longer required for investigation or prosecution, **and**,
- There is *no legal basis* to justify further retention of the firearm.

#### **II/1000.32      Firearms Not to be Released**

Detectives **SHALL NOT** authorize the release of any firearm coming within the purview of the Dangerous Weapons’ Control Law and which is declared to be a nuisance under *Penal Code Section 25700/29300* except at the direction of:

- A written opinion of the District Attorney, **or**
- A valid court order.

**(Refer: Penal Code Section 18005 (c)).**

Stolen firearms and firearms used without the permission of their owners shall be returned to their lawful owners as required by *Penal Code Section 18005 (d)*.

#### **II/1000.33      Release of Firearms or Other Deadly Weapons to Persons with a Mental Illness**

Before releasing a firearm or other deadly weapon to any person who has been previously detained due to a mental illness, the concerned investigating officer **shall** contact the Mental Evaluation Unit (MEU), Case Assessment Management Program (CAMP) Unit at 213-996-1300 for advice in determining the conditions for release of the firearm or weapon (*refer: Department Manual Section 4/260.25*).

#### **II/1000.34      Release of Firearm Seized at a Domestic Violence Incident**

A detective releasing a firearm seized at a Domestic Violence incident shall, after complying with the procedures in this chapter:

- Make the firearm available for release no less than 48 hours, but no longer than five business days after the seizure;

- Ensure the firearm is not restricted (e.g., assault weapon); and,
- Ensure the individual (i.e., owner of the firearm) seeking the return of the firearm, completes and submits a Law Enforcement Gun Release Application to the Department of Justice (DOJ).

*(Refer: Department Manual Section 4/560.40).*

If the detective has reasonable cause to believe that the return of the firearm or any other deadly weapon would likely result in endangering the victim or the person reporting the assault or threat, the detective shall advise the owner of the firearm or deadly weapon, and within 60 days of the seizure, initiate a petition in Superior Court to determine if the firearm or other deadly weapon may be returned (*refer: Penal Code Sections 29825, 18400 (a) and the Department's Domestic Violence Manual, Section 660*).

A firearm shall not be released to a person who cannot legally possess the firearm. California DOJ is responsible for making the determination if the person may legally possess the firearm. A firearm in Department custody longer than 180 days and not claimed by the owner or person who had lawful possession at the time the firearm was taken into custody **shall** be considered a nuisance and be disposed of as provided in PC Section 34000 (a).

#### **II/1000.35      Court Orders to Release Firearms**

A detective who is presented with a court order to release a firearm in conflict with *DOM Volume II, Sections 1000.41 or 1000.42*, shall initiate an Employee's Report, Form 15.07.00, to his immediate supervisor. The report shall request a review of the court

order by the concerned prosecutor prior to complying with the order. The Form 15.07.00 shall be presented to the concerned prosecutor for review. Officers **shall not** encourage citizens to seek court orders for the release of firearms.

#### **II/1000.40      Entry Sources for AFS and NCIC Information**

The Warrant Teletype Unit, R&I Division, makes entries into AFS and NCIC from the following reports:

<u><b>Report</b></u>	<u><b>Type of Entry</b></u>
Investigative Report, Form 03.01.00	– Stolen/Lost Entry
Property Report, Form 10.01.00	– Evidence Entry
Follow-Up Investigation Form 03.14.00	– Change of Information – Removal of AFS/NCIC – Reclassify Status – Located Gun Entry (for recovered outside stolen/lost)
Property Receipt, Form 10.03.00	– Release Entry

#### **II/1000.99      References Applicable to Firearms**

##### **Department Manual Sections**

4/260.25	Firearms or Other Deadly Weapons in Possession of Persons with a Mental Illness
4/540.30	Booking Firearms
4/540.40	Processing Firearms Surrendered for Disposal
4/560.40	Release of Firearms

4/790.22     Investigations and Notifications  
                 Required when Firearms  
                 Booked

5/030.35     Property Description

## **Homicide Manual**

Chapter III/Collection of Evidence–  
Section 9, General Crime Scene Areas

## **Welfare & Institutions Code**

Section 8103–Restoration of right to possess  
deadly weapon subsequent to finding of  
mental disorder, mental illness, or mental  
incompetence.

## **II/1100.00    PROPERTY**

### **II/1100.10     Investigative Responsibility**

The Area detective division and specialized  
detective division commanding officer shall  
determine the guidelines for viewing of  
property as necessary to maintain the quality  
of investigations.

When detectives are assigned the  
responsibility for conducting the investigation  
of a case which involves booked property,  
they shall:

- Upon viewing booked property, place  
their signatures (property signed out and  
again, property signed in) on the Property  
Sign-Out Record, Form 10.05.00,  
generated by the Automated Property  
Information Management System  
(APIMS). The concerned property officer  
will maintain this form.
- Complete a Follow-Up Investigation,  
Form 03.14.00, when an item has a serial  
number, monogram, or other identifiable

characteristic which was not described on  
the related property report.

**NOTE:** When a crime of significant  
importance contains identifiable property  
information, the immediate supervisor or the  
responsible follow-up investigator shall cause  
the appropriate computer system to be  
queried 72 hours after such reports have been  
forwarded to Records & Identification  
Division.

### **II/1100.11     Completion of Property Disposition/Update Request, Form 10.06.00**

Prior to submitting the Investigator's Final  
Report, Form 05.10.00, to the concerned  
detective supervisor for adult arrestees, or the  
Arrest Report, Form 05.02.00, for juvenile  
arrestees, a Form 10.06.00 containing **all**  
appropriate information known by the  
detective, including disposition instructions  
(i.e., dispose, release or hold until) and  
**reason** for the disposition type, shall be  
attached to the Form 05.10.00 or the  
Form 05.02.00.

**NOTE:** In the event of multiple arrests,  
evidence shall be held until it is no longer  
needed for prosecution in a related case.  
When the Form 05.10.00 or the Form  
05.02.00 has been approved by the concerned  
detective supervisor, the Form 10.06.00 shall  
be forwarded to the Area/specialized division.

The Property Disposition Coordinator (PDC)  
shall enter the appropriate information, with  
the most appropriate disposition reason code,  
into APIMS. In instances when the  
completion of a Form 05.10.00 or 05.02.00 is  
inappropriate, a Form 10.06.00 shall be  
completed by the employee responsible for  
the disposition of the property and forwarded  
to the PDC for APIMS entry.

An investigating officer who receives an Item  
Detail Summary, Form 10.06.02, from the



PDC shall indicate the disposition instructions for the property on the Form 10.06.02, obtain supervisor approval, and return it to the PDC before the 20<sup>th</sup> day of the current month. The most appropriate reason for the disposition may be indicated on the Form 10.06.02 (i.e., court, civil case pending, case closed, unsolved homicide or sexual assault). For Investigative Holds (IH), the investigating officer may also indicate, on the Form 10.06.02 if the case falls to the level of a **Category 2** investigation.

**NOTE:** When the owner of the property is unknown and the item has a serial number, the investigating officer shall request a want on the item through the Automated Property System, Department of Justice. If no identification is made, the investigating officer shall attach a copy of the teletype reply to the Form 10.06.00, prior to submission to the PDC. (*Refer: Department Manual Sections 4/790.05 through 4/790.35*).

#### **II/1100.12      Evidence Received by the Court**

When evidence is checked out for court, APIMS generates **four** copies of the Property Court Receipt, Form 10.03.00. When evidence is received by the court, the clerk of the court shall be requested to sign **and** place the court stamp on **each** copy of the Form 10.03.00. The court will retain one copy of the Form 10.03.00.

Two copies of the Form 10.03.00 shall be **returned** to the property room from which the evidence was signed out, not later than the close of the following day. The fourth copy shall be retained in the Detective's Case Envelope or Juvenile Arrest Package, Form 15.15.00.

**NOTE:** No employee shall solicit or receive any firearm or other property from a criminal court, unless the employee was the legal

owner of the property at the time of its seizure.

#### **II/1100.13      Property Returned From Court**

Immediately following a court appearance, property that is not accepted by the court shall be returned to the property room from which it was signed out.

If the property room is closed, the transporting officer shall place the property in the approved interim storage container and document the return of the property on the Property Division Booking Record, Form 10.04.00.

When disposition status can be determined, a completed and supervisor approved Property Disposition/Update Request, Form 10.06.00, shall be forwarded to the PDC.

**NOTE:** When property is to be placed in interim storage, the concerned watch commander or officer in charge shall verify the accuracy of each entry on the Form 10.04.00 by initialing the W/C column (*refer: Department Manual Section 4/545.40*).

#### **II/1100.14      Property Returned to the Owner or Other Person**

When property is to be returned to the owner or other person legally entitled to receive the property:

- The disposition type **and** reason shall be recorded on the Property Disposition/Update Request, Form 10.06.00 or Item Detail Summary, Form 10.06.02.
- The Form 10.06.00 or 10.06.02 **shall** be forwarded to the PDC by the concerned detective. The Release Authorization (AR) information **shall** indicate the items

to be released; name and **complete** address for each item or group of items to be released to the named individual.

- The PDC **shall** enter the property disposition instructions into APIMS.
- If the release is a pretrial release of evidence, the concerned detective shall cause photographs of the evidence to be taken for identification later in court (*refer: Department Manual Section 4/555.40*).
- The owner or person the property is being released to shall be advised to retain the property until the case reaches a final disposition (*refer: Department Manual Section 4/555.40*).

**NOTE:** Property seized pursuant to a search warrant can be disposed of **only** after completion of a supervisor approved Court Order for Search Warrant Property, Form 10.18.00, (3 copies) bearing the court stamp, signature and approval of the magistrate who issued the warrant, or the presiding judge when the magistrate is unavailable and distribute the forms as required (original and two copies) (*refer: Department Manual Section 4/565.10*).

## **II/1100.15      Release or Destruction                          of Evidence**

The release or destruction of evidence **shall not** occur if it will jeopardize the prosecution of the case. Absent a **legal justification** to the contrary, the concerned detective shall cause the immediate release of an arrestee's property when:

- The arrestee is released from custody and no charges are filed, **or**
- The property is no longer required for investigation or prosecution, **or**

- There is no legal basis to justify holding the property.

*(Refer: Department Manual Section 4/550.10).*

Weapons which were concealed upon the person or within a vehicle and were seized under Penal Code Sections 21510, 25400, 25850 (a), or any dangerous weapons enumerated in Part 6 (Control of Deadly Weapons) **shall not** be released.

**EXCEPTION:** Stolen weapons and weapons used without permission of their owners shall be returned to their lawful owners (*refer: DOM Vol. II, Section 1000.00, for disposition of firearms*).

To determine the status of a felony case filed in Superior Court prior to destruction or release of evidence, a detective should query the Prosecutor's Information Management System (PIMS). If no disposition can be found in PIMS, contact the Office of the County Clerk, Criminal Register of Action, in the district where the case was filed.

This may be done in person or by written request through the concerned detective's commanding officer. The case status may be obtained by providing the concerned district Criminal Register of Action with the suspect's name and court case number. The suspect's birthdate and date of arrest are used by the County Clerk's Office in the judicial district where the case was filed, to substantiate the identity of a case.

For misdemeanor cases, felony preliminary hearing results and some Superior Court dispositions, detectives should query the Trial Courts Information System (TCIS) for the case status. Review the *Detail Docket* section following the *Case Summary* page for possible court ordered weapons confiscation/destruction and other weapons restrictions.

If TCIS does not show a case status, contact the Office of the County Clerk, Criminal Register of Action in the district where the case was filed.

**NOTE:** Photographs of minors considered harmful to them, including the original photographs, negatives and copies of the “harmful matter” shall be surrendered to the court at the conclusion of the judicial proceeding (*refer: Penal Code Sections 313 and 1417.8*).

## **II/1100.20      Disposition of Charge-Based Evidence**

The investigative unit having responsibility for the filing of a booking charge shall also be responsible for filing any additional charges for which prima facie evidence exist in the arrest report.

However, if another Department entity is better suited to handle the follow-up investigation and subsequent disposition of property, that responsibility may be transferred after mutual agreement (*refer: Department Manual Section 4/550.12*).

The following procedures shall be adhered to when conducting follow-up investigations and determining disposition of evidence booked in connection with investigations and arrests:

### **Investigations and Arrest by Investigative Personnel**

Investigating officers, including Area Narcotics Enforcement Detail, who book evidence as a result of an arrest, investigation or for any other reason shall be responsible for the follow-up investigation and disposition of that evidence.

The investigating officer shall confer with any other Department entity handling a case involving the booked property to determine responsibility for disposition of the property.

If none, the I/O shall confer with the Department entity having sufficient expertise and determine if that entity will assume the responsibility for the follow-up investigation and disposition of the property. If none, the I/O will retain responsibility for the follow-up investigation and disposition of that property (*refer: Special Order No. 13, dated June 9, 2011, Charged-Based Evidence Disposition-Revised*).

**NOTE:** The concerned investigating officer shall continue to be responsible for obtaining an approved Court Order for Search Warrant Property, Form 10.18.00, prior to authorizing disposition of evidence seized pursuant to a search warrant (*refer: Department Manual Section 4/565.10*).

### **Felony Investigations and Arrest by Uniformed or Non-Investigative Personnel**

The responsibility for the follow-up investigation and authorization of evidence disposition is determined by the booking charge.

Reports shall be distributed to any division handling a case, which involves the booked evidence.

Follow-up investigation and evidence disposition responsibilities for felony cases are as follows:

- **Adult or Juveniles Booked on a Felony Non-Narcotics Charge**—The follow-up investigation and disposition of all evidence in all cases for which an adult or juvenile arrestee was booked on a felony non-narcotics charge (except those cases handled by traffic or specialized detective divisions or any other Department entity responsible for follow-up investigation of felony crimes) shall be the responsibility of the concerned Area detectives.

If the arrest involves additional narcotics charges, the concerned Area detectives

shall also file related narcotics charges and perform related investigations and dispositions of evidence.

- **Adults Booked on a Felony Narcotics Charge**—The follow-up investigation and disposition of all evidence for which an adult arrestee was booked on a felony narcotics charge shall be the responsibility of Gang and Narcotics Division (GND). Gang and Narcotics Division shall also file non-narcotics charges for which prime facie evidence exists in the arrest report and perform related investigation and disposition of evidence.  
  
**NOTE:** Prior to filing non-narcotics charges, GND detectives shall contact each detective division which is currently handling a case involving the booked property or which may be interested in developing a case involving the property. If no other entity is handling a case involving the booked property, the investigating officer shall confer with the Department entity having sufficient expertise to determine if that entity will assume the responsibility for the follow-up investigation and disposition of property.
- **Juvenile Booked on a Felony Narcotics Charge**—The follow-up investigation and disposition of all evidence for which a juvenile arrestee was booked on a felony narcotics charge shall be the responsibility of the concerned Area detectives. The concerned Area detectives shall also file non-narcotics charges for which prima facie evidence exists in the arrest report.
- **Adults and Juveniles Booked Together on a Felony Narcotics Charge**—The follow-up investigation and disposition of all evidence in cases involving adults and

juveniles arrested together shall be handled by the concerned Area detectives.

### **Misdemeanor Investigations and Arrest by Uniformed or Non-Investigative Personnel**

Authorization for the disposition of evidence for misdemeanor cases, including felony cases filed as misdemeanors, shall be the responsibility of the concerned PDC, except those cases involving firearms (*refer: DOM Volume II, Section 1000.20 – Department Manual Section 4/550.05*).

**NOTE:** The Gang and Narcotics Division PDC shall be responsible for 11550 H&S (Being Under-the-Influence of Controlled Substances) misdemeanor evidence. The concerned Area detectives PDC shall be responsible for juvenile misdemeanor narcotics arrests. Juvenile Division shall be responsible for child abuse-related evidence for assigned cases.

### **Transfer of Investigative Responsibility**

When the follow-up investigation is outside the investigative officer's area of expertise, the responsibility for the follow-up investigation may be transferred. The commanding officer of the original investigative officer shall confer with the commanding officer of the entity having expertise regarding the transfer of responsibility for follow-up investigation and subsequent property disposition.

When the responsibility for the follow-up investigation and disposition of property is transferred from one division to another, the commanding officer of the transferring division shall ensure that a Follow-Up Investigation, Form 03.14.00, is completed.

One copy of the Form 03.14.00 shall be kept in the concerned case package at the original division, one copy shall be forwarded to the receiving division's I/O, one copy to the

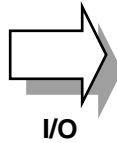
assuming division's PDC, and one copy to the transferring division's PDC.

When an investigating officer assumes investigative responsibility for a case in which property has been booked under another division's DR number, the investigating officer shall ensure that the Primary Investigative Unit (PIU) responsibility in the Automated Property Information Management System (APIMS) is transferred to the assuming I/O's division. The assuming division's I/O shall notify his/her Property Disposition Coordinator (PDC) who shall "Reroute" the concerned DR number to the assuming I/O's division. Once the PIU responsibility has been transferred, the PDC may place an "Investigative Hold" on the property.

The PDC shall use the assuming division's I/O's serial number to authorize the Investigative Hold. This automatically updates the "Related Employee" section with the assuming I/O's information. If the entity with expertise elects not to conduct the follow-up investigation, the originator shall complete a Detective's Case Progress Log, Form 01.44.00, documenting such, including the declining officer's name, serial number and unit of assignment. The original entity shall then maintain responsibility for the follow-up investigation and property disposition (*refer: Department Manual Section 4/550.10*).

Charge-Based Evidence Disposition  
(Department Manual Section 4/550.12)

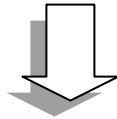
Was property booked as a result of an investigation or arrest initiated by an investigative officer or by uniform/non-investigative personnel?



The concerned investigative officer or Area NED is responsible for the follow-up and disposition of all booked evidence.

**NOTE:** The concerned investigative officer or Area NED is also responsible for obtaining an approved Court Order for Search Warrant Property, Form 10.18.00, authorizing disposition (4/565.10)

**Uniformed/Non-Investigative Personnel**

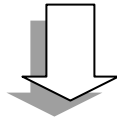


Was the arrestee booked on a felony or misdemeanor charge?



The concerned PDC is responsible for the disposition of all property, except firearms, booked for misdemeanor cases.

**Felony Charge**



Was the arrestee booked on a felony narcotics or felony non-narcotics charge?

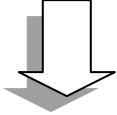


Gang and Narcotics Division (adults) and concerned Area Detectives (juveniles) are responsible for the disposition of all property booked for felony narcotics cases.

**EXCEPTIONS:**

- Evidence related to another DR Number unless filing obtained by Narcotics or Area detectives.
- Unique property for which a specialized division investigator will accept follow-up and disposition responsibility.
- Adults and Juveniles booked together on a felony narcotics charge shall be handled by the concerned Area detectives.
- Area NED is responsible for the follow up and disposition of its property booked.

**Felony Non-Narcotics Charge**



The concerned geographic detective division is responsible for the disposition of all property booked for felony non-narcotics cases and firearms booked by uniform/non-investigative personnel for non-felony cases, with the exception of those cases handled by specialized divisions, traffic divisions, or any other Department entity responsible for the follow-up and disposition of property.

**II/1100.21     Personal Property of a  
Narcotics Arrestee**

When it is determined that any item booked as the personnel property of a felony narcotics arrestee should be retained for additional investigation, the detective or supervisor making that determination shall cause the property to be immediately:

- Removed from the arrestee's personal property; **and**,
- Booked as evidence.

**II/1110.00     DNA EVIDENCE  
DISPOSITION**

Deoxyribonucleic Acid (DNA) evidence has become an important tool in identifying suspects and solving crimes. With this valuable tool come increased responsibilities. A series of statutes were enacted to regulate the release and destruction of DNA evidence. Any actions taken, correspondence sent or received, and dispositions established for any DNA evidence shall be documented in the Chronological Record, Form 03.11.06, the Detective's Case Progress Log, Form 01.44.00; or their equivalent in the Detective Case Tracking System (DCTS).

**II/1110.10     Applicable California Penal  
Code Sections**

**Section 1405**—Allows a person convicted and imprisoned for a felony (includes crimes where DNA is or was present) to request a DNA test be conducted on the evidence connected with their conviction. This is extended to cases that occurred on or before January 1, 2004, DNA evidence recovered or in possession related to cases after January 1, 2004, shall not be discarded or destroyed unless specified procedures in this section are followed.

**Section 1417.9**—Requires retention of DNA evidence until a person convicted **and** incarcerated in connection with the evidence is released or until appropriate notification is made of the intent to release **or** destroy the evidence.

**Section 803 (h) (1)**—Extends the statute of limitations for certain sex crimes to one year from the date on which the identity of the suspect is conclusively established by DNA testing **or** within ten years of the offense when a DNA profile is obtained, whichever is later.

**Section 680**—Requires notification of the victim 60 days prior to the destruction or disposal of rape kit evidence or other crime scene evidence from unsolved sexual assault cases whether or not a DNA profile was obtained from testing of the evidence. Notification shall be made whether the information was entered into the DOJ Data Bank of case evidence **and** whether or not there was a match between the DNA evidence and the convicted offender file.

The section also requires written notification to the victim if the Department declines to analyze DNA evidence from unsolved sexual assault cases and /or will dispose of or destroy the DNA evidence prior to the statute of limitations imposed by **Section 803**.

**II/1110.20     Evidence Disposition  
Notification**

Notification that DNA evidence will be released or destroyed in 90 days, unless the investigating officer (I/O) receives a request to hold the evidence, shall be made on Department letterhead and shall contain specific language (*refer: Operations Order No. 11, dated July 20, 2005, for specific format and language*).

The letter shall be distributed as follows:

- 1    Copy to victim;



- 1 Copy to defendant/inmate;
- 1 Copy to counsel of record;
- 1 Copy to LA Co. Public Defender;
- 1 Copy to LA Co. District Attorney;
- 1 Copy to CA State Attorney General;
- 1 Original for I/O case file.

**7 Total**

**II/1110.30 Investigating Officer's (I/O) Responsibility**

The I/O shall review the Item Detail Summary Report, Form 10.06.02, and related Property Reports to identify any felony crimes that potentially have DNA evidence.

- **Investigative Hold (IH) on Newly Assigned Felony Crime and Arrest Reports**

- Determine if any DNA evidence is present and would lead to the identity of the suspect.
- The Serology/DNA Unit of FSD can assist the I/O in determining the items most likely to identify the suspect or develop other probative information on the case. An appointment with an experienced DNA analyst (who will provide this service) is scheduled by emailing DNACaseConsultation@lapd.lacity.org. If a DNA profile that meets CODIS criteria is later developed, the SDU will immediately upload it to CODIS. If a suspect is identified, the I/O will be notified.
- Felony crime report only, complete a Property Disposition/Update Request, Form 10.06.00, indicating IH writing "DNA" in **RED** on the front of the request;
- Arrest Report/Combined Crime and Arrest Report, Form 05.02.00, upon filing a felony charge, complete the Form 10.06.00, as above;

- Forward the Form 10.06.00, immediately to the Property Disposition Coordinator (PDC) for entry into the Automated Property Information Management System (APIMS).

- **Investigative Hold Related to DNA Evidence Disposition-Notification**

- Where DNA pertains to a court case in which the defendant has been found guilty, the I/O **shall** place an IH pursuant to Section 1417.9 PC on the involved evidence;
- The I/O shall then immediately send the Evidence Disposition-Notification letters, as required above, that the evidence will be released or destroyed in 90 days.

- **Response to Evidence Disposition-Notification**

**Investigating Officer and PDC Responsibilities:**

- If any of the listed parties responds requesting the evidence be held, the I/O shall place an IH on all DNA evidence pursuant to Section 1405 PC.
- The I/O shall list the name, involved party type (i.e., victim, DA, Public Defender, defendant, etc.) and contact phone number (if applicable) on the Form 10.06.02 or 10.06.00, and forward it to the PDC for entry into APIMS.
- The PDC shall enter the IH and additionally enter the requesting involved party information on the first line of the APIMS Investigative Hold Information screen, **ADDITIONAL INFO** section.

This IH shall continue until the convicted person has served their imprisonment **or** the Section 1405 PC-Motion results in a court order specifically citing that DNA evidence can be released or destroyed.

- **No Response to Evidence Disposition-Notification**

- If the **90-day** period has expired **and** none of the involved parties have responded requesting the DNA evidence be retained, the I/O shall verify with the Los Angeles District Attorney that no 1405 PC-Motion has been filed and submit the appropriate paperwork for the release or disposition of the evidence.

**NOTE:** The DA's name and contact information shall be included for entry into APIMS. The I/O shall also indicate the name of the DA contacted in the appropriate case Chronological Record, Form 03.11.06, the Detective's Case Progress Log, Form 01.44.00 or DCTS.

- **Investigative Hold Related to Section 1405-Motions**

- Upon notification from the DA's Office requesting a hold on the DNA evidence, the I/O shall indicate a Section 1405 PC hold of all DNA evidence on a Form 10.06.00 (see "NOTE" above).

**NOTE:** When no IH refer to *Department Manual Sections 4/550, 4/552, 4/555*, regarding the release and/or destruction of evidence.

- **Investigative Hold Pursuant to Section 803 PC**

The offense was committed prior to January 1, 2001, and biological evidence collected in connection with the offense is

analyzed for DNA type no later than January 1, 2004, or the offense was committed on or after January 1, 2001, and biological evidence collected in connection with the offense is analyzed for DNA type no later than two years from the date of the offense.

**EXCEPTION:** Cases involving the One Strike Law, Section 667.61 PC have an indefinite statute of limitation.

**Solved Crimes**—All DNA evidence must be retained in court cases wherein:

- **Defendant Identified**—The defendant has been identified, charges filed and a warrant has been issued but not yet served.
- **Charges Dismissed**—If the charges were dismissed for factors such as witness unavailability, defense motion to suppress evidence, hung jury, the I/O shall determine if the DA will refile the charges. Based on the DA's decision, the evidence may be held indefinitely.

If the DA requests the evidence be retained, the I/O **shall** place an IH on all DNA evidence until such time as the DA concurs with the disposition or destruction of the evidence.

If the case will not be refiled, the I/O shall obtain a letter from the DA specifically approving the disposition or destruction of the evidence and the facts supporting the decision.

- **Defendant Exonerated**—If the defendant is exonerated, the evidence must be retained until such time as the true suspect is identified and that case adjudicated.

The I/O must contact the Serology Lab, Forensic Science Division (FSD), for

advice, and to verify that the profile has been entered into the Combined DNA Indexing System (CODIS).

If the profile has been entered into CODIS the I/O shall complete a Form 10.06.00 placing an IH on **all** DNA evidence. The I/O should indicate on the Form 10.06 that the evidence has been entered into CODIS.

The PDC should record the CODIS entry information on the first line of the APIMS Investigative Hold Information screen, **ADDITIONAL INFO** section.

- **Defendant Acquitted**—If the defendant is acquitted, the evidence may be retained indefinitely. The I/O shall obtain a letter from the DA **specifically** approving the disposition or destruction of the evidence and the facts supporting the decision. If the DA requests retention of the evidence, the I/O shall complete a Form 10.06.00 placing an IH on the evidence until such time as the DA concurs with the disposition or destruction of the evidence.

The DA's name and contact information shall be included for entry into APIMS.

The PDC shall record the DA's name and contact information on the first line of the APIMS Investigative Hold Information screen, **ADDITIONAL INFO** section.

The I/O shall also indicate the name of the DA contacted in the appropriate Chronological Record, Form 03.11.06, the Detective's Case Progress Log, Form 01.44.00.

- **Multiple Suspect Cases** - The I/O shall determine what evidence specifically pertains to identified suspects and apply the aforementioned guidelines to that evidence. The I/O shall retain all

evidence that may identify the remaining suspect(s).

- **Unsolved Crimes**—If the identity of a suspect is in question, the I/O shall immediately submit the evidence to FSD for DNA testing and CODIS entry. Upon entry into CODIS, the I/O shall complete a Form 10.06.00 placing an IH on all DNA evidence.

The I/O shall enter **DNA in RED** on the top of the Form 10.06.00 and forward it to the PDC for entry into APIMS.

**NOTE:** DNA evidence related to any unsolved crime **shall not** be destroyed until all statutes of limitations expire.

- **Final Processing**—The I/O shall complete the Form 10.06.00 and submit it to their supervisor with a copy of **all** supporting documentation. Upon approval from their supervisor or OIC to release or destroy the DNA evidence, the I/O shall forward the Form 10.06.00 and a copy of the supporting documentation to the PDC for processing. The outcome of the evidence disposition request shall be documented in the appropriate Chronological, Form 03.11.06, or Detective's Case Progress Log, Form 01.44.00.

#### **II/1110.40    Property Disposition Coordinator (PDC) Responsibilities**

- Review all items on the current Property Disposition Request Summary (Disposition Summary Report), Form 10.06.01, and produce an Item Detail Summary, Form 10.06.02, for each DR number that requires review for disposition status;
- Identify any felony crime that potentially has DNA evidence and whether solved or

unsolved submit the Form 10.06.02 to the concerned I/O; **and**,

**NOTE:** Crimes reappearing on the Form 10.06.01, that already have a valid disposition status (i.e., unsolved, bench warrant, 187) may be held again without I/O authorization (*refer: Department Manual Section 4/550.05*).

- For all cases that have DNA evidence that have defendants listed:
  - Determine the status of any associated court case; **and**,
  - If necessary, print the findings and the Form 10.06.02 to the I/O for review.

#### **II/1110.50      Investigative Hold (IH) Related to a Newly Assigned Arrest/Crime Report**

For a Form 10.06.00 marked DNA in **RED**, the PDC shall:

- Enter an IH in APIMS; **and**,
- Enter the APIMS Hold Reason code **DNA** in the **HOLD REASON** field.
- Enter **DNA** as the first three characters on the **INTERNAL CASE NUMBER** field of the IH screen. The remainder of the field may be used for the internal case number if provided.

#### **II/1110.60      Investigative Hold Related to the DNA Evidence Disposition-Notification**

For a Form 10.0.00 marked 1417.9 PC hold, the PDC shall:

- Enter an IH in APIMS;
- Use the post conviction APIMS Hold Reason Code: **PCON**.

- Enter “**1417.9 PC Notification**” on the **INTERNAL CASE NUMBER** field of the IH screen; **and**,

- Set the hold expiration date for the first day of the month following the expiration of the 90-day response period.

**NOTE:** See **Investigating Officer and PDC Responsibilities** listed above for IH procedures in response to an Evidence Disposition-Notification letter.

#### **II/1110.70      Investigative Hold Related to 1405 PC Motions**

For a Form 10.06.00 marked “1405 PC” hold, the PDC shall:

- Enter an IH in APIMS;
- Use the post conviction APIMS Hold Reason Code: **PCON**.
- Enter “**1405 PC-Motion**” on the **INTERNAL CASE NUMBER** field of the IH screen; **and**,
- Set the hold expiration date for the maximum time allowed by the charge code.
- Retain the form(s) and copies of the supporting documentation in the files with the other property disposition paperwork for the current month.

The PDC should record the DA’s name and contact information on the first line of the APIMS Investigative Hold Information screen, **ADDITIONAL INFO** section.

#### **II/1110.80      Detective Supervisor’s Responsibility**

Upon receiving a Form 10.06.02 or Form 10.06.00, the Detective Supervisor shall:

- Review the Form 10.06.02 or Form 10.06.00, and supporting documentation, if applicable, for accuracy and thoroughness;
- Identify any felony crimes that potentially have DNA evidence and ensure that an IH is placed on all evidence relating to unsolved crimes.
- Any DNA evidence that is dispositioned for destruction or release must be accompanied by the appropriate supporting documentation. After review, the detective supervisor shall submit the form(s) and documentation to their OIC for approval.

**II/1110.90     Detective Commanding Officer Responsibility**

- When DNA evidence has been authorized for release or destruction, the OIC shall also review form(s) and documentation for accuracy and thoroughness.
- If all documents are in order, the OIC may approve the release or destruction of the DNA evidence and forward the forms and documentation to the PDC for entry into APIMS.

**II/1120.00     Disposition of Property**

**II/1120.10     Area/Specialized Division Commanding Officer's Responsibilities**

Area/specialized division commanding officers **shall** designate an employee under their command as the PDC. The PDC shall be responsible and accountable for each Property Disposition/Update Request, Form 10.06.00, and Disposition Summary Report, Form 10.06.01, received.

**NOTE:** The PDC **shall** be assigned as a member of the Area/specialized division

commanding officer's staff and, within Areas, this position **shall not** be delegated to patrol or Area detective divisions (*refer: Department Manual Section 4/550.05*).

**II/1120.20     Detective Commanding Officer's Responsibilities**

Upon receipt of an Item Detail Summary, Form 10.06.02, the Area detective division or specialized detective division commanding officer shall:

- Distribute the Form 10.06.02 to the detective responsible for disposition.
- Ensure that each Form 10.06.02 completed by detectives contains all required **and** pertinent information (e.g., court case and/or internal case number, all known suspect names, item number(s) with full name and complete address for each Release Authorization and reason for the disposition type).
- Ensure that each Form 10.06.02 is returned to the Area/specialized division PDC by the 25<sup>th</sup> day of the current month.

**EXCEPTION:** Specialized units that do not have a full time PDC must complete the Report and return it to Property Division by the 25<sup>th</sup> day of each month.

**NOTE:** Detectives desiring to have property held shall mark "**Hold**" or "**IH**" in the place indicated and the date to which property is to be held on the Form 10.06.02.

**Holds** on property may not exceed six-month increments, with the exception of property booked in connection with homicide or sexual assault investigations, which may be placed, on hold in one-year increments (*refer: Department Manual Section 4/550.05*).

**II/1120.30     Property Disposition  
Coordinator's (PDC)  
Responsibilities**

The duties of the PDC shall include, but are not limited to:

- Obtaining the monthly disposition Summary Report, Form 10.06.01, by the seventh day of each month.
- **EXCEPTION:** Previously identified specialized units that do not have a full-time PDC will be sent the Disposition Summary Report by Property Division, APIMS Admin Unit.
- The report must be completed and returned to Property Division by the 25<sup>th</sup> day of the month.
- Conducting all preliminary case research.
- Accessing the appropriate automated court systems and Department records, and other computerized systems (Internet) in furtherance of case research.

**NOTE:** The systems to be accessed include, but are not limited to; the Network Communications System (NECS), the Detective Case Tracking System (DCTS), the Crime Analysis Mapping System (CAMS), the Prosecutor's Information Management System (PIMS), the Trial Courts Information System (TCIS), and the Expanded Traffic Record System (ETRS).

- Providing disposition instructions for all non-firearm-related misdemeanor cases and property booked as non-evidence.
- Forwarding the Item Detail Summary, Form 10.06.02, with any preliminary case research information for all felonies, and misdemeanors involving firearms, to the Area detective division and specialized detective division commanding officer for

distribution to the appropriate investigating officer.

**NOTE:** If case research indicates that an "Investigative Hold" is appropriate for **any** case, the PDC may place a hold without the investigating officer's approval.

- Updating the Preliminary Investigative Unit (PIU) responsibility section when investigative responsibility for booked property has been transferred to another entity.
- The DR number shall be "Rerouted" to the assuming investigating officer's division and the "Related Employee" section updated adding the "new" investigating officer's information. Once the PIU responsibility has been transferred, an "Investigative Hold" shall be placed on the property.

**NOTE:** Responsibility for the disposition of property **shall not** be rerouted to other Area/divisions as a result of personnel transfers. The PDC shall telephonically contact the transferred employee(s) if needed.

- Updating APIMS by the last day of the month.
- Retaining all signed Item Detail Summaries and other relevant forms in accordance with records retention requirements for original documents (2 years on site).
- Ensuring that additional co-defendant(s) information received from investigating officers, or through research, are added as suspects or arrestees in APIMS.
- Performing ad-hoc queries in APIMS as requested, **and**
- Updating APIMS when a completed Form 10.06.00, with disposition

instructions is received prior to the DR number appearing on a Disposition Summary Report.

- Verify and update authorizing employee, division of assignment and role code information in APIMS as needed.

#### **II/1120.40 Investigating Officer's Responsibilities**

Upon receipt of an Item Detail Summary, the investigating officer shall:

- Ascertain the correct disposition instructions for each item contained on the Item Detail Summary.
- Ensure that co-defendants are listed as additional suspects or arrestees in APIMS. The investigating officer may forward to the PDC a copy of any Form 03.14.00 or a completed Form 10.06.00, which contains the suspect/co-defendant information, including birthdate(s) and booking number(s), if available.
- Complete the Item Detail Summary by entering the appropriate disposition instruction(s) such as: Investigative Hold (IH), Authorized for Release (AR), Authorized for Disposal (AD) or Reroute (RR). Investigating officers shall also note on the Item Detail Summary or Form 10.06.00 the most appropriate reason for the indicated disposition.

**NOTE:** Generally, holds on property may not exceed six-month increments. Property booked in connection with homicide, sexual assault, or officer involved shooting investigations may be placed in one-year increments.

- Include the designated recipient's **full name and address** and the corresponding

item numbers when property is to be released.

**NOTE:** Investigating officers are required to sign and date all Item Detail Summaries before returning them to the PDC.

- Complete a Property Disposition/Update Request, Form 10.06.00, and forward it to the PDC for input into APIMS if an Item Detail Summary has not been generated and property is eligible for release or disposition (destruction).
- Present a completed Property Disposition/Update Request to a property officer if property must be immediately released to a waiting individual and the PDC is not available. The property officer shall input the release instructions into APIMS and release the property.

**NOTE:** If property is booked at another Property Division facility, a property officer shall input the release instructions into APIMS and refer the person to whom the property is being released to the appropriate property room. The recipient should also be given the DR number and Release Authorization transaction number.

A teletype to a Property Division facility in order to release property is appropriate only when a PDC or Area property officer is not available and an immediate release is necessary.

#### **II/1130.00 Death Investigation Evidence Disposition**

When the Los Angeles County Coroner's Office completes an autopsy, all evidence collected will be listed on the Coroner's Evidence Log. This log will be made available to the investigating officer by the Coroner's Evidence Control Technician,



either in person, if the assigned investigator is present at the autopsy, or telephonically if not present. In those instances when the concerned investigating officer determines that the evidence must be retained, it is the responsibility of the concerned investigative units to contact the Coroner's Office within 30 days of the autopsy to make arrangements for the retrieval of related evidence items on all types of death investigations other than murder. Evidence may be booked into Property Division or other arrangements made for some alternate disposition. Clothing or other evidence from the following modes of death shall be retrieved by the investigating unit:

- Homicide-other than murder
- Hit and Run Fatality
- In-Custody-Natural
- Undetermined
- Officer-Involved Use-of-Force where death has occurred

The Coroner's Office Evidence Section must have prior notification in order to prepare the evidence for transfer of custody and ensure that staff is present to release the evidence. They can be reached at (323) 343-0501.

*(Refer: Chief of Detectives NOTICE dated March 6, 2012, PROCEDURE FOR RETRIEVAL AND BOOKING CORONER'S CASE EVIDENCE for details).*

If the evidence is of no further value, the investigating officer shall authorize the Coroner's Office to dispose of the evidence.

**NOTE:** The releasing of firearms to the Coroner's Office is discontinued. The Coroner's Office will not accept them.

#### **II/1130.10 Property Report Completion**

Investigating officers desiring to book evidence into Property Division which is in

the possession of the Coroner's Evidence Control Technician shall:

- Retrieve evidence from Coroner's Evidence Control Technician.
- Complete a Property Report, Form 10.1.
- Write the coroner's case number on the first line of the narrative.

**NOTE:** Only items that are essential to an investigation or prosecution shall be booked. All other items will be disposed of by the Coroner's Office at the I/O's direction. All biologically stained (blood semen) evidence must be thoroughly dried before booking into Property Division. Properly dried evidence that may be tested for DNA is booked into "Climate Controlled" storage (freezing is not necessary). All other items that must be booked shall be approved for shelf storage.

- Submit the completed Property Report to the Coroner's Evidence Control Technician, when present at the autopsy **or**,
- When not present, mail a completed Property Report to the Coroner's Office at the following address:

***Evidence Storage Facility  
Forensic Science Laboratories Division***

***Department of Coroner  
County of Los Angeles  
Attn: Evidence Control Technician  
1104 North Mission Road  
Los Angeles, California 90033***

#### **II/1130.20 Forensic Science Division Responsibilities**

Forensic Science Division shall be responsible for the retrieval and booking of

evidence items from the Los Angeles County Coroner's Office (LACCO) when homicide investigators are responsible for a murder investigation. Homicide investigators shall contact the FSD Field Investigation Unit of the Criminalistics Laboratory at (323) 415-8140 for the retrieval of homicide evidence in the control of Coroner's Office staff. FSD will complete the Property Report, sign off evidence retained on the Coroner's Evidence Log, and pick up and book the evidence. The Property Report will then be forwarded by FSD to the Specialized Reports Distribution Unit (SRDU), Records and Identification Division, for distribution and a copy will be sent to the Investigating Officer.

#### **II/1130.30     Homicide Evidence Disposition**

Disposition of evidence for homicide cases shall be made by the investigating officer at the time of the autopsy. The investigating officer shall:

- Follow the Property Report completion procedures as outlined in ***DOM Volume II, Section 1100.00*** and
- Telephonically advise the Coroner's Evidence Control Technician at (323) 343-0501 within the same ten-day period, as to which evidence items need not be retained.

#### **II/1130.40     Undetermined Death Evidence Disposition**

In undetermined deaths, investigating officers are not required to make evidence disposition decisions until notified of the cause of death by the Coroner's Office.

Within **14 calendar days** of notification, the concerned investigating officer shall determine whether or not evidence is to be

retained. If an item is to be retained, the investigating officer shall:

- Follow the Property Report completion procedures as outlined in ***DOM Volume II, Section 1100.00*** and
- Telephonically advise the Coroner's Evidence Control Technician at (323) 343-0501 within the same 14-day calendar period, as to which evidence items, need to be retained.

#### **II/1130.99     References Applicable to Property**

##### **Department Manual Sections**

Index	See Evidence See Property-General See Property-Non-evidence See Property-Personal
4/505	Property Classifications
4/550	Disposition of Property
4/552	Destruction of Evidence
4/555	Release of Property
4/585.15	Conversion of Contraband Items to Department Use
4/790.12	Completion of Property Disposition Request
4/790.20	Specialized Investigative Units
4/790.35	Completion of Property Disposition

##### **Office of Operations Orders**

No. 9, dated March 18, 1975, Input of Identifiable Property into Computer Systems

No 8, dated August 27, 1992, Death Investigation Evidence Disposition

No. 11, dated July 20, 2005, Investigative Hold on DNA Evidence – Established

### **Special Orders**

No. 22, dated December 5, 2012, Guidelines for the Shelf Storage of Deoxyribonucleic Acid (DNA) Evidence

### **Chief of Detectives Notices**

Dated March 6, 2012, Procedure for Retrieval and Booking of Coroner's Case Evidence

Dated January 4, 2010, DNA Case Consultation Service

Dated November 6, 2009, Oral Swab from In-Custody Suspects Required for DNA Analysis

## **II/1200.00 TELECOMMUNICATIONS**

The term "teletype" is somewhat obsolete because most Department communications formerly sent on teletype machines are now sent through improved computerized systems. Telecommunications systems include a wide variety of equipment. "Teletype" appears in manuals published by other law enforcement agencies as well as Department manuals. The term "teletype," therefore, is included within the more broad term "telecommunication."

The telecommunication systems are an important part of the Department's overall communication system. They enhance formal, speedy communication Department-wide, county-wide, statewide and nationwide. Detective supervisors must ensure that detectives familiarize themselves with

applicable incoming teletypes as well as the advantages afforded by the various telecommunication systems.

All questions concerning teletypes should be referred to the Principal Clerk at the Warrant Teletype Unit, Records & Identification Division, at (213) 486-8260.

### **II/1200.10 Telecommunication Systems**

Detectives should be familiar with the capabilities of the Department telecommunication system.

- Network Communication System (NECS)—NECS is a computer based communications switching system, which allows an operator to access many other computer systems.

In addition, it allows teletypes to be sent to any printer on the system by using the administrative message format. NECS allows access to CLETS, NLETS and NCIC.

### **II/1200.20 Telecommunication Networks**

#### **California Law Enforcement Telecommunications System (CLETS)**

CLETS is a California Department of Justice (DOJ) system, which is mandated by California Government Code Section 15150 through 15167 and administered by the CLETS Advisory Committee.

The DOJ, CLETS Administrative Section (CAS) acts as the CLETS administrative liaison to the client agencies, and provides staff support to the CLETS Advisory Committee. CAS also distributes manuals to assist law enforcement and criminal justice client agencies in the use of the CLETS network as follows:

- CLETS Operating Manual
- DMV Manual for CLETS
- CJIS Manual
- Criminal History Inquiry Manual
- Criminal History User's Guide
- NCIC Operating Manual
- NCIC Code Manual

CLETS publications are distributed within the Department by the CWS/CCHRS/ Local/State/Fed Liaison, Information Technology Division (ITD). ITD can be (213) 486-0270. Requests for additional manuals may be made in writing to the Commanding Officer, Records & Identification Division, who acts as the Agency Terminal Coordinator (ATC) with DOJ.

**NOTE:** The ATC is the key person chosen by their agency to serve as the coordinator with DOJ on matters pertaining to the use of CLETS, NCIC, NLETS and DOJ criminal justice data bases.

CLETS allows a detective to send teletypes to any law enforcement agency within the State. NECS provides direct access to CLETS. The CLETS Operating Manual found at each terminal location contains a list of California law enforcement agencies addressable within CLETS and their mnemonic codes.

#### **National Law Enforcement Telecommunications System (NLETS)**

NLETS is a nationwide system operated by the United States Department of Justice, which allows a detective to send a teletype to:

- Federal law enforcement agencies

- Interpol
- Puerto Rico
- District of Columbia
- All states

**NOTE:** Each state has designated an agency as the control terminal agency. In California, the NLETS control terminal agency is the California Department of Justice. The control terminal agency is responsible to forward teletypes addressed to a specific agency within its state.

#### **II/1200.30 NCIC Hit Confirmations**

There are many instances where outside law enforcement agencies arrest suspects who are wanted by this Department, or who are in possession of automobiles, firearms, or other property that has been reported stolen by the Department.

When this occurs, the outside agency teletypes a "Hit Confirmation" request to this Department through the NCIC computer system.

NCIC has established a requirement that upon receipt of a "Hit Confirmation" request, a substantive response (i.e., a positive or negative confirmation) is to be teletyped to the requesting agency within **TEN MINUTES**. If a positive or negative confirmation cannot readily be determined, a teletype must be sent to the requesting agency (**within ten minutes**) indicating the specific amount of time necessary to respond to the request.

Normally, a "Hit Confirmation" request teletype is received by the Warrant Teletype Unit of R&I Division. R&I Division personnel will send a teletype to the requesting agency, indicating that the

concerned Department entity will provide an answer within two hours. Records & Identification Division personnel then telephonically verify that the concerned entity has received the inquiry.

Unfortunately, “Hit Confirmation” request teletypes are occasionally sent directly to the concerned entity, bypassing R&I Division, and often are not answered within ten minutes as required by the NCIC.

**Failures to respond to “Hit Confirmation” teletypes from outside agencies within ten minutes could result in sanctions imposed by DOJ and NCIC.**

Area record clerks will monitor incoming messages for such teletypes, immediately notify R&I Division and forward these requests to the concerned Area detective division or specialized detective division.

In the absence of an Area record clerk, the Area will cause this to occur.

**II/1200.40      Area Detective Division and Specialized Detective Division Commanding Officer’s Responsibilities**

The concerned Area detective division or specialized detective division commanding officer (or detective in charge) shall:

- Have the request immediately researched; and,
- Reply to the requesting agency within two hours.

**NOTE:** When Area detective divisions are closed, the field services division watch commander will perform these duties. When specialized detective divisions are closed, RACR Division will perform these duties.

**II/1200.50      Arraignment of Felony Arrestees on Misdemeanor Complaints**

When a misdemeanor complaint is issued against an in-custody arrestee booked on a related felony charge, the detective shall:

- Arraign the arrestee on the misdemeanor on the day the complaint is filed, **or**
- Send a Felony Booking Disposition and Supplemental Charge Teletype to the detention officer (DO) a copy of the Form 05.10.00 directing the DO to record the release of a charge against a prisoner and to add a supplemental charge. The DO shall be notified of the misdemeanor filing and any change in the bail or eligibility for O.R. release (**refer: Department Manual Section 4/165.26.**)

**II/1200.60      Teletype Notifications of Show-ups and Show-up Results**

When a suspect is to be placed in a show-up and is believed to be involved in crimes committed in other Areas or in other jurisdictions, teletype notification shall be made to concerned Area detectives, LASD detectives and other local agency detectives as specified in **Department Manual Section 4/170.04.**

**Show-up Results**

A teletype shall be sent as specified in **Department Manual Section 4/170.08** making notification of the results of a show-up.

**II/1200.70      Maintenance of Teletypes**

When a teletype is received or sent in relation to the investigation of a case, a copy of the teletype shall be maintained in the detective’s work folder with the crime report if no arrest

has been made. If an arrest is made, the copy of the teletype shall be maintained inside the Detective's Case Envelope, Form 15.15.00.

**EXCEPTION:** If the teletype relates to a murder investigation, a copy of it shall be maintained in the murder book regardless of an arrest.

## **II/1200.99      References Applicable to Telecommunications**

### **Department Manual Sections**

- |          |   |
|----------|---|
| 3/204.50 | Preparing Preliminary Investigative Reports of Robbery or Rape for Teletyping                                   |
| 3/222.70 | Receipt of Teletype Messages  |
| 4/150    | Teletypes—General   |
| 4/155    | Teletypes—<br>Vehicle Registration and<br>Driver's License Information  |
| 4/165    | Teletypes—Jail Procedures   |
| 4/170    | Teletypes—<br>Investigative Procedures  |
| 4/660.20 | Teletypes of Prisoners to be<br>Transported to Arraignment<br>Courts by the Los Angeles<br>Sheriff's Department |
| 4/674    | Release Control Files   |
| 4/675    | Releases, Detention Officer's<br>Duties   |
| 4/680.14 | Acceptance of Bail—<br>Arrestee In Custody at<br>Different Location   |

### **California Law Enforcement Telecommunications System Manual**

### **National Law Enforcement Telecommunications System Originating Agency Identification (NLETS ORI) Directory**

## **Office of Operations Orders**

No. 2, dated March 4, 1988, Response to Request for NCIC Hit Confirmations

## **II/1300.00    DUE DILIGENCE**

Due diligence refers to the requirement which the courts impose upon detectives to diligently pursue efforts to apprehend suspects named on warrants. This requirement stems from case law (*Rost vs. Municipal Court 184 C.A. 2<sup>nd</sup> 507*) and is rooted in Article I, Section 13, of the California Constitution which guarantees a person's right to a speedy and public trial.

### **II/1300.10      Investigative Requirements**

When a felony warrant is issued:

- A Follow-Up Investigation, Form 03.14.00, shall be completed recording the warrant's issuance and the date of issuance.
- Fugitive Warrant Section (FWS), Gang and Narcotics Division, shall be responsible for making a systematic, continuing effort to apprehend the suspect for all felony narcotics warrants and all felony warrants obtained by Area detective divisions, excluding homicide cases. All other specialized detective divisions and Area homicide units retain due diligence responsibility for their felony warrants. **If the Area obtaining the warrant wishes to assume responsibility for it, that entity shall contact the Officer in Charge, FWS,**

**and assume responsibility for due diligence and service of warrant.**

**II/1300.11 CWS Due Diligence Updates**

Any officer attempting service of the warrant shall be responsible for updating the County Warrant System (CWS) on the due diligence efforts.

**II/1300.12 Responsibility for Investigation of a Warrant-Related Case**

Detectives assigned the responsibility of investigating the case for which the warrant was issued **shall not** relinquish responsibility for the investigation of that case. Investigating officers who obtain a warrant, however, will not have the primary responsibility for the service of the warrant, unless they assume the responsibility in the manner indicated.

**II/1300.13 Entering Felony Warrants into NCIC**

The felony warrant may be entered into NCIC unless it is known that extradition will be denied. When it is learned that a suspect listed on a warrant in NCIC Wanted Person File will definitely **NOT** be extradited for that warrant, the related warrant shall be modified in the Wanted Person File to reflect Non-Extraditable (NOEX). When a felony warrant is to be removed from the NCIC Wanted Person File for reasons other than the warrant being NOEX, the concerned investigating officer shall comply with the procedures listed in *Department Manual Section 4/728.20*.

**NOTE:** A civil rights suit (*Maney vs. Ratcliff, United States District Court, E.D. Wisconsin, September 3, 1975, 399 F Supp. 760*) was brought against a prosecuting agency and others who allowed a Wanted Person Entry to remain in NCIC after a

decision was made not to extradite. The court found that the prosecutor's decision to not extradite was quasi-judicial and thus was covered by immunity. The prosecutor's decision to leave the entry in NCIC afterwards was not immune from suit.

In Los Angeles, law enforcement agencies place information into NCIC and, unlike prosecutors, have no quasi-judicial immunity.

**II/1300.14 New Suspect Identity Information—Warrant Amendment Required**

Any additional information that is learned subsequent to the initial warrant entry that will significantly assist in identifying or eliminating a warrant suspect shall be reported immediately. To report this information, the concerned investigating officer shall complete a Warrant Information, Form 08.48.00. The **Warrant Amendment** box at the top of the Form 08.48.00 shall be checked, and new descriptive or explanatory information shall be entered in the **Additional Information** section of the Form 08.48.00 (*refer: Department Manual Sections, 4/728.20 and 4/728.23*).

**II/1300.15 Arrest Warrant Packages**

The warrant package should be submitted to a detective supervisor within 10 working days after the warrant has been issued. The Detective's Case Envelope, Form 15.15.00, serves as the warrant package. The face of the envelope shall contain:

- Suspect's full name
- DR number
- Date of birth
- Charge



- Detective's name and serial number

**The contents shall include but are not limited to:**

- Document Sign Out Log, Form 15.31.00
- Follow-Up Investigation, Form 03.14.00
- All teletypes received or sent
- CII Criminal History Summary and other computerized records (rap sheet)
- Crime report(s)
- Copies of all other police reports pertaining to the case(s)
- Warrant Information, Form 08.48.00
- Photograph of the suspect if available
- A copy of the Warrant Detail Summary
- A copy of the Official Police Bulletin, if requested, and a copy of the Request for Police Bulletin, Form 15.32.00.

**NOTE:** When the warrant is served and the suspect is booked, the "Cancellation" box on the copy of the Request for Police Bulletin, Form 15.32.00, shall be marked in **RED** and the date of arrest and booking number shall be entered in the narrative portion of the form in **RED**. This copy shall be forwarded to Investigative Analysis Section to cancel the Official Police Bulletin.

- Due Diligence Investigation Checklist, Form 12.24.00.

Warrant packages are filed alphabetically by the suspect's surname and filed separately from the arrestee case packages. It is suggested that "**WARRANT**" be printed in large **RED** letters at the top of the package to

help differentiate from regular case packages. When the warrant is served, the warrant package shall be converted to the arrestee package and placed in those files. The word "**WARRANT**" shall be crossed out or erased.

## **II/1300.16 Warrant Package Control**

Area detective division and specialized detective division commanding officers shall establish an adequate system and control to ensure accountability for maintenance of warrant packages. The example that follows sets minimum standards, which shall be included within the meaning of an adequate system:

- A Document Sign Out Log, Form 15.31.00, can be completed and inserted into each warrant package in the file. This form would be known as the warrant package control log. The purpose of this log is to identify the whereabouts of the package and to identify persons having access to the package.
- The warrant package control log should be maintained inside the warrant package.
- When a warrant package is removed from the file, the employee removing the package would:
  - Remove the warrant package control log from the package and enter the reason in the **Reason Out** column.
  - Insert their name (**Name** column) and the date and time in the **Date/Time** column.
  - Enter "Warrant Package" along with the suspect's name and warrant number in the **Name of Item Taken** column.
  - Place the control log in the file in lieu of the warrant package.

- When the warrant package is returned to the file, the employee returning the package should:
  - Insert the date the package is returned in the **Return Date/Time** column.
  - Place the control log inside the warrant package.
  - Refile the warrant package alphabetically.

The Area detective division and specialized detective division commanding officer may determine that an adequate system requires the assignment of an individual or position to maintain control of warrant packages, including checking packages in and out with that designated position.

#### **II/1300.17 Due Diligence Investigation Checklist, Form 12.24.00**

When documenting a due diligence investigation, detectives shall use the Due Diligence Investigation Checklist as follows:

- Record investigations chronologically.
- Maintain the Due Diligence Investigation Checklist in the warrant package along with any related due diligence documentation.

**NOTE:** Even though attempts to serve an arrest warrant are required to be entered into CWS (*refer: DOM Volume II, Section 1300.11*), all CWS due diligence information is deleted from CWS when the warrant abstract is transmitted to a location for warrant service. Periodic checks of CWS should be made to review due diligence attempts to serve the warrant. These entries can be transmitted and should become attachments to the Due Diligence Investigation Checklist, Form 12.24.00.

#### **II/1300.18 Due Diligence Control**

Area detective division and specialized detective division commanding officers or the officer in charge of a specialized section responsible for due diligence investigations, shall establish and maintain an adequate system and control to ensure due diligence investigations are conducted in a timely manner and as frequently as necessary. The example that follows sets minimum standards, which shall be included within the meaning of an adequate system:

- A record keeping system (i.e. spreadsheet/database file) should be maintained to establish due diligence control.
- Once the due diligence effort has been made, the record keeping system should be updated to reflect the next scheduled time for a due diligence effort, as determined by a detective supervisor.

#### **II/1300.20 Unlawful Flight to Avoid Prosecution (UFAP) Warrant**

When due diligence efforts have failed to result in the arrest of the suspect, and have revealed that the suspect has fled the state, the concerned detective shall:

- Contact the District Attorney's Office to seek a UFAP warrant. A UFAP warrant will result in FBI assistance in locating the suspect.
- Seek extradition approval from the District Attorney's Office if not already obtained.
- Note approval or denial of extradition on the Due Diligence Investigation Checklist, Form 12.24, and include the name of the reviewing deputy district attorney.

## **II/1300.30 Recall of Felony Warrant**

To recall a felony warrant, the concerned detective shall:

- Contact the District Attorney's Office and discuss the recall of the warrant.
- If the warrant is recalled, document the recall of the warrant on the Due Diligence Investigation Checklist, Form 12.24, **and** on a Follow-up Investigation, Form 3.14.
- Promptly cancel all related teletypes.
- Remove the warrant package from the active file and place it in an inactive file.

## **II/1300.40 Felony Warrant Served**

When a felony warrant is served, the concerned detective shall:

- Record the service of the warrant on the Due Diligence Investigation Checklist, Form 12.24, **and** on a Follow-Up Investigation, Form 03.14.00.
- Place the booking number and date of arrest on the exterior of the warrant package.  
  
**NOTE:** If an LAPD arrest report is completed, a copy of the arrest report shall be included in the package.
- Cross out or erase any references to “**WARRANT**” on the outside of the package.
- Transfer the warrant package to the arrestee case envelope file and ensure compliance with Detective Case Envelope, Form 15.15.00, requirements.  
**NOTE:** If an arrest is made out-of-state on our warrant, completion of the Follow-Up Investigation, Form 03.14.00, should be delayed until it is known whether the

arrestee is going to be returned to California.

If the arrestee is going to be returned to California, the case is “Cleared by Arrest.” If the arrestee is not going to be returned to California because the District Attorney's Office refuses to extradite, or extradition is otherwise denied, the case is “Cleared Other.”

## **II/1300.50 Notification of Pending Charges Against Out-of-County or Federal Prisoners**

Detectives, who become aware that a person against whom a criminal complaint has been filed or an indictment returned, is in custody outside of Los Angeles County, or is in federal custody, shall:

- Obtain a hard-copy arrest warrant from the court which issued it, **and**
- Mail the hard-copy arrest warrant to the person in charge of the detention facility where the defendant is in custody.

If no warrant has been issued, the concerned detective should attempt to obtain one through established procedures.

## **II/1300.99 References Applicable to Due Diligence**

### **Department Manual Sections**

- |          |  |
|----------|--|
| 4/202.80 | Due Diligence Requirement                  |
| 4/725.09 | Due Diligence–Investigative Responsibility |
| 4/725.20 | Responsibility for Service of Warrants     |

## **II/1400.00 GANG FILES**

### **II/1400.01 Maintaining Department Gang Files**

#### **Hard-Copy Files**

Hard-copy files refer to the completed Subject Identification Card, Form 12.16.09, the Gang History Books and Gang Photograph Books. These files contain information on street gangs, their members, and affiliates who are, have been, or are likely to be involved in criminal activity and will only be maintained by Department-authorized gang investigation units.

The Hard-copy files shall remain **secured and locked at all times** inside of the gang office. However, these files will have 24-hr accessibility through the Area watch commander for emergency usage.

Hard-copy files of Outlaw Motorcycle Gang members will be maintained at the originating gang investigative unit. A copy of the hard-copy file will be sent to Gang Support Section (GSS), Gang and Narcotics Division (GND). The original hard-copy Subject Identification Cards on prison gang members will only be maintained by GSS, GND. Hard-copy files on Asian gang members may be maintained by Gang Impact Teams, Bureau Gang Coordinators or the Asian Crimes Unit, GND.

**Note:** Street Terrorism Enforcement and Prevention (STEP) books are not considered intelligence files.

### **II/1400.10 Definitions**

#### **Information**

As much information as possible may be placed on the Subject Identification Card. Once the Subject Identification Card has been completed with at least the below listed information (*refer: DOM Volume II, Section*

*1400.20*), all future contacts or information shall be documented on a Field Identification Report (FI Card), Form 15.43.00, and input into the CAL/GANG System. Updating the Subject Identification Card for members and affiliates is no longer required.

#### **Gang**

A group of three or more persons who have a common identifying sign, symbol, or name, and whose members individually or collectively engage in, or have engaged in, a pattern of criminal activity creating an atmosphere of fear and intimidation within the community.

**NOTE:** Any group, including outlaw motorcycle gangs, prison gangs, possees, taggers, party crews, subversive groups and their associated membership that qualify under the definition of a gang may be maintained in the CAL/GANG System.

#### **Active Gang Member**

A juvenile or adult who has been positively identified and documented as a gang member under the California Department of Justice's (DOJ) approved criteria.

#### **Active Affiliate Gang Member**

A juvenile or adult who is identified by an officer as one who associates with a gang, but is not necessarily a full member.

#### **Gang Officer**

Any officer, sergeant, or detective assigned to a Department-authorized gang investigation unit including, but not limited to, Area Gang Impact Team (GIT), Bureau Gang Coordinators, and GND.

#### **Gang-Related Crime**

Any crime may constitute a gang-related crime when the suspect or victim is an active

or affiliate gang member, or when circumstances indicate that the crime is consistent with gang activity.

**NOTE:** Crime consistent with gang activity can include, but is not limited to, incidents when:

- The suspect or victim has a gang tattoo(s);
- The suspect or victim has a gang moniker;
- A statement indicating gang involvement was made;
- The suspect or victim demonstrates gang behavior; **or**,
- Multiple suspects and gang Modus Operandi (MO) were involved.

**NOTE:** Determining if a crime is gang-related is subjective in nature and is a result of the totality of the circumstances. Classification cannot be accomplished accurately without a high degree of gang expertise or validation through the CAL/GANG System.

**NOTE:** The Area GIT officer in charge shall approve the gang-related crime classification. In the rare circumstance when the classification cannot be determined at the Area level, the Bureau Gang Coordinator shall make the determination. When the Bureau Gang Coordinator cannot determine the classification, the Commanding Officer, GND, will make the final determination.

## **Gang Membership Criteria**

Indicators of gang membership shall include **at least two** of the following criteria:

- Subject admits to gang membership in a non-custodial situation;
- Subject was identified as a gang member by a reliable informant or source. This includes the required registration by a court order as described in California Penal Code Section 186.30;
- Subject was identified as a gang member by an untested informant or source with corroborative evidence;
- Subject was seen wearing gang-type clothing;
- Subject was seen displaying gang symbols and/or hand signs;
- Subject has identifiable gang tattoo(s);
- Subject was seen frequenting gang areas;
- Subject was seen affiliating with documented gang members;
- Subject was arrested with known gang members for offenses consistent with usual gang activities; or,
- Subject admits gang membership in an in-custody classification hearing. This is the only criteria that may stand alone as a single criterion for entry into the system. All others require two, to be met.

**NOTE:** This is to be documented on the Inmate Classification Questionnaire and Record of Medical Screening, Form

05.36.00, and a copy of which will be securely stored in the gang office as a source document.

When two or more of these criteria are met, a Subject Identification Card will be completed by a gang officer or sworn gang support staff for entry into the CAL/GANG System. Subject Identification Cards will not be made for individuals that do not meet the criteria.

### **Gang Affiliate Criteria**

An individual who meets only one of the above criteria and is detained with a documented gang member, may be designated as a gang affiliate and entered into the CAL/GANG System. The gang officer or sworn gang support staff shall document the name of the documented gang member with whom the affiliate is associating, the gang member's date of birth, and his/her CAL/GANG number on the affiliate's Subject Identification Card.

### **II/1400.20 Subject Identification Card Completion**

Hard-copy Subject Identification Cards shall be completed on all gang members and gang affiliates. The purpose for completing a Subject Identification Card is to document the original source for entry into the CAL/GANG System.

**The Subject Identification Card shall be the only Department-authorized hard-copy file that contains detailed information on gang members.**

The completed Subject Identification Card shall contain at least the following information:

- Complete name, moniker, date of birth, identifying number(s), juvenile/parent notification, CAL/GANG number;

- Criteria rationale, circumstances and date documented;
- Name and serial number of officer(s) obtaining information;
- Individual's photograph (if available);
- Complete name of gang or group; **and**,
- Approving Gang Impact Team supervisor signature.

This information and all future updates shall be entered into the CAL/GANG System within 14 days.

**NOTE:** As much information as possible may be placed on the Subject Identification Card. Once a Subject Identification Card has been completed with at least the above information, all future contacts or information will be documented on an FI Card, Arrest or Crime Report and input into the Cal/Gang System. Updating the Subject Identification Card for members and affiliates is not required.

### **II/1400.25 CAL/GANG**

The **CAL/GANG System shall be the Department's only authorized system for collection, storage, and retrieval of gang information.** The Department has CAL/GANG Node Administrators assigned to GND and is responsible for its own database.

The Los Angeles node is connected to other agencies and the DOJ through an intra-net system. All manual files shall be retained for backup to the automated file, and for court audits.

The Area Crime Analysis Detail (CAD) or Gang Unit Designee shall:

- Input and update records in the CAL/GANG System;
- Assist gang officers by providing gang-related investigative leads;
- Compile and interpret gang-related information searches; **and**,
- Compile the monthly Area gang crime statistics and make appropriate entries into the CAL/GANG Case Management System.

### **Confidentiality**

All Department personnel are reminded that it is not a crime in and of itself to be a gang member. It is incumbent upon the Department to protect the confidentiality of the CAL/GANG System and the Department gang files, and to safeguard the Constitutional rights of those identified. As a result, access is restricted to gang officers or personnel who have met the “need to know, right to know” criteria. The CAL/GANG System, or information contained therein, shall not be referenced in any report, affidavit, court testimony, or deposition nor may it be used to prove or disprove gang membership.

**NOTE:** The CAL/GANG System is a “pointer” system or “search engine” that compiles and links information derived from primary sources (source documents), such as Field Interview Reports (FI Card), Form 15.43.00, arrest and crime reports, and other sources of information. These primary sources will be the only documents used to demonstrate gang membership or affiliation and shall contain the requisite number of classification criteria (*refer: Department Manual Section 4/269.20*).

### **Retrieval of System Files and Photocopies**

Authorization to print from the CAL/GANG System will only be obtained from the

Commanding Officer, GND, or his/her designee. If approval is obtained, these printouts shall not be copied, faxed, or mailed without approval from the Commanding Officer, GND, or his/her designee. Any printouts or copies from the CAL/GANG System or hard-copy files **will not** be used as addenda for reports (e.g., search warrants, arrest warrants, or gang injunctions). They will not be placed in personal ready reference files, investigative notebooks, case packages, or homicide books.

At the culmination of an investigation, the investigating entity will contact GND for guidance in the handling of documents and forward any CAL/GANG printouts to GND for proper filing or destruction.

Printouts from the CAL/GANG System or hard-copy file(s) photocopies, facsimiles (faxes), or any forms of reproductions **will not** be taken out of the gang investigation entity’s office without prior approval from the Commanding Officer, GND.

**NOTE:** Off-Hour and Emergency Access. Murders, assaults on police officers, and high-profile crimes may occur at anytime and may require access to the CAL/GANG System to ensure timely information is available to the investigating officer (I/O).

Under emergency situations, when personnel trained to access the CAL/GANG System are not available, the I/O shall telephonically request assistance by contacting the person in the GND/GSS notification roster. This roster is maintained by the Department Command Post, RACR Division. If the I/O determines that CAL/GANG information needs to be printed, the I/O shall follow the above procedure for approval and its use. The I/O will be guided by the directions of the Commanding Officer, GND or his/her designee for proper disposition of the printed information.



### **Discovery Motions and Court Requests for Records**

The Commanding Officer, GND, is the Department Custodian of Records for the CAL/GANG System and for all hard-copy gang files throughout the Department.

The Commanding Officer, GND, or his/her designee (Node Administrator), shall be notified of all legal requests pertaining to information or records from the CAL/GANG System and/or any hard-copy gang files. Gang investigation units will follow the direction of the Commanding Officer, GND, or his/her designee in handling legal requests for gang information. These units shall receive prior approval from the Commanding Officer, GND or his/her designee before releasing any information.

**NOTE:** Department employees that have been served with Subpoenas Duces Tecum (SDT) or discovery requests pertaining to CAL/GANG records shall notify the GND CAL/GANG Node Administrator for handling of these legal requests and shall receive prior approval from the Node Administrator before releasing any information.

## **II/1400.26      Inspections and Purging of CAL/GANG Records**

### **Inspections-Responsibilities**

Inspections of all gang-related hard copy files will be conducted on a quarterly basis by the CAL/GANG Node Administrator to maintain compliance with mandates of the California Gang Node Advisory Committee (CGNAC). The findings of these inspections shall be reported in writing to the Department Gang Coordinator, as well as the respective Bureau Gang Coordinator.

The CAL/GANG Node Administrator will periodically conduct inspections of the geo-coding status of locations entered into the

CAL/GANG System, the Inactive and Deceased Files, and the accuracy of CAL/GANG records and their entries. The findings of these inspections will be reported to the Department Gang Coordinator as well as the respective Bureau Gang Coordinator.

### **Purging CAL/GANG Records**

The CAL/GANG System will automatically purge individuals from the database after five years of inactivity and the existing CAL/GANG Card or Subject Identification Card will be moved to the Inactive File. A deceased gang member's CAL/GANG Card or Subject Identification Card shall be filed in the Inactive File and/or deceased file.

Incarcerated gang members/affiliates shall remain in the CAL/GANG System for a maximum period of five years unless the database file is updated with current information to extend their active status.

**NOTE:** CAL/GANG or Subject Identification Cards of inactive and deceased individuals without a CAL/GANG number shall be removed from the files and destroyed.

### **Gang History Books**

Each Gang Impact Team (GIT) shall prepare a Gang History Book (GHB) for each major gang in their Area. The GHB can be used as a reference for current gang experts and to establish predicated offenses.

The GHB shall be continually updated as additional officers become experts and more crimes and convictions are attributed to the gang. They can also assist in the timely preparation of gang enhancement cases.

**NOTE:** The Bureau Gang Coordinator (BGC) shall update their existing gang expertise lists for each officer in the database, on a quarterly schedule. The CAL/GANG Node Administrator is responsible for

updating the gang expertise information from the database into the CAL/GANG System quarterly, for each gang officer.

The Gang History Books are considered part of the gang intelligence files and the same criterion of “right to know” and “need to know” is required.

Each GHB may include, but is not limited to:

- A list of gang experts for this gang;
- History of the gang;
- Criminal activity of this gang, including copies of crime reports, arrest reports and certified records of convictions attributed to the gang, news clippings and written articles;
- Alliances and enemies of the gang;
- A map of the gang’s area; **and**,
- Photos of the gang’s graffiti.

The Gang History Book **shall not** contain:

- Individual gang records;
- CAL/GANG or Subject Identification Cards; **or**,
- Gang lists.

**NOTE:** Only gang officers and gang detectives are authorized to maintain Gang History Books. The watch commander shall have access to all gang files, including the GHB. The GHB shall **not** be removed from the Area station without prior approval from the Area Commanding Officer.

## **II/1400.30     CONTACTS WITH GANG MEMBERS**

### **Investigations and Arrest**

When the arrest or preliminary investigation reveals that the crime is gang-related, the reporting officer shall check the “**Extra Copy**” box on the front of the arrest report or Investigative Report (IR), Form 03.01.00, indicating copies be sent to the appropriate Area gang detectives. The reporting officer shall ensure that the narrative fully explains the rationale for determining that the arrest or investigation is gang-related.

**NOTE:** Suspected gang membership may be established by contacting the Area GIT or Bureau Gang Coordinator.

### **Field Identification**

Officers who contact a suspected active or affiliate gang member and determine that the completion of a Field Interview Card (FI Card), Form 15.43.00, is appropriate, shall document at least two required gang membership criteria and may include the following additional information on the FI Card:

- How gang membership was established (e.g., admission, tattoos, attire);
- The specific type of gang activity involved; **and**,
- The words “**GANG MEMBER**” or “**GANG AFFILIATE**” in the narrative portion of the FI Card, depending upon the criteria documented by the officer.

Upon Supervisory review and approval of the FI Card containing gang-related information, it will be routed to the Area GIT where the FI Card was completed for review and verification. Only a GIT officer, sergeant, detective or sworn gang support staff may complete a Subject Identification Card if the

criteria for a gang member or gang affiliate has been met.

The Subject Identification Card shall be reviewed, approved and signed by a GIT supervisor, prior to it being entered into the CAL/GANG System. After completing the Subject Identification Card or if a card already exists, the Area Gang-CAD or assigned personnel shall enter the new information into the CAL/GANG System within 14 calendar days. Gang FI Cards will be securely stored inside the gang office.

**NOTE:** Gang officers and other personnel who have completed the required CAL/GANG training may also input and update information into the CAL/GANG System.

#### **II/1400.31      Photographing Known or Suspected Gang Members**

Only gang officers, gang sergeants, and gang detectives are authorized to take non-booking identification photographs of active and affiliate gang members.

Officers should always consider the photograph to be part of the field interview process and not a reason for an extension of the interview. Officers in obtaining field photographs shall use the following guidelines:

- Officers **shall not** use physical force or any other form of coercion in acquiring a photograph;
- Officers **shall** request and receive permission from the individual prior to taking a photograph when that person is not being arrested or otherwise legally detained;
- Officers **shall not** pose the individual with name or gang identification cards;

- Individuals photographed **shall** be unrestrained and on public property;
- Officers **shall** conduct the photographing process contemporaneously with the completion of the FI Card;
- Photographing **may not** extend the time necessary to complete the interview process; **and**,
- A full explanation **shall** be provided to the suspect as to the purpose of the photograph.

#### **II/1400.40      Notification to Parent or Guardian of Juveniles**

Gang enforcement personnel who identify a juvenile as an active gang member or active affiliate gang member **shall** add the juvenile's information into the shared gang intelligence database. Gang enforcement personnel **shall** immediately send the involved juvenile a Notification to a Juvenile of Gang Affiliation Involvement Letter, Form 12.16.10, or a Notification to a Juvenile of Gang Affiliation Involvement Letter (Spanish version), Form 12.16.11. The letter **shall** advise him/her of the reason why he/she was identified as an active gang member or active affiliate gang member and that his/her information was added to the shared gang intelligence database. Gang enforcement personnel **shall** also immediately send the involved juvenile's parent(s) or guardian(s) a Gang Affiliation Parental Notification Letter, Form 12.16.05, or a Gang Affiliation Parental Notification Letter (Spanish version), Form 12.16.06, advising the parent(s) or guardian(s) of the reason why their son/daughter was identified as an active gang member or active affiliate gang member and that their son's/daughter's information was added to the shared gang intelligence database.

**EXCEPTION:** When notification may jeopardize an active criminal investigation or

the health and safety of the juvenile, such notification **shall** be delayed. However, once the investigation is no longer at risk of being jeopardized, the Gang Impact Team officer in charge (OIC) **shall** provide written notification to the juvenile and his/her parent or guardian. The reason for the delay **shall** be documented on an Employee's Report, Form 15.07.00, and a copy kept on file in the gang office separate from other gang files.

The involved juvenile and his/her parent(s) or guardian(s) has the right to contest in writing the entry of the juvenile's information into the shared gang intelligence database. If contested, the Gang Impact Team OIC **shall** review the request and within 60 days from receipt, provide a response using the Response to Request to Remove Juvenile from Shared Gang Database Approval or Denial Letter in the appropriate language.

If the involved juvenile or juvenile's parent(s) or guardian(s) requests to know if the juvenile has been identified as an active gang member or active affiliate gang member, gang enforcement personnel **shall** provide that information, unless doing so would compromise an active criminal investigation or compromise the health or safety of the juvenile.

Gang enforcement personnel **shall** not disclose the location of the juvenile identified as an active gang member or active affiliate gang member to his/her parent(s) or guardian(s), if they determine there is credible evidence that the provided information would endanger the health and safety of the juvenile.

**NOTE:** A shared gang database retains records related to the gang activity of the individuals in the database, consistent with the provisions contained in Section 23.20(h) of Title 28 of the Code of Federal Regulations. Nothing in this section **shall** require Department personnel to disclose any information protected under Section 1040 or

1041 of the Evidence Code or Section 6254 of the Government Code.

Copies of the Gang Affiliation Parental Notification Letter, Notification to a Juvenile of Gang Affiliation Involvement Letter, Response to Request to Remove Juvenile from Shared Gang Database Approval Letter, and Response to Request to Remove Juvenile from Shared Gang Database Denial Letter **shall** be kept indefinitely on file in the gang office separate from other gang files.

*(Refer: Special Order No. 8, dated March 2, 2015, Notification to Parent or Guardian of Juveniles-Revised; and, Various Gang Affiliation Notification Letters-Activated, Renamed and Revised).*

#### **II/1400.50      Release of Crime and Arrest Information to the News Media**

It is the policy of the Department to provide the public, via the news media, with information, which the public has a right to know. However, it is often unclear in the early stages of a criminal investigation whether or not gangs are involved. To avoid contributing to the notoriety of gangs, officers shall refrain from making comments to the news media regarding gang involvement in crimes. For information concerning the release of information to the news media, officers shall refer to **Department Manual Sections 1/420.40 and 1/420.50** when releasing gang-related crime information to the public. Officers shall be guided by **Department Manual Section 4/214.50** when making a major gang-related activity notification.

#### **II/1400.51      Photographic Line-Up Procedures**

The CAL/GANG System has the capability of producing a photographic line-up for investigative purposes. Photographs **shall not** have the name of the gang member on the

photo. Photographs may be copied for photo books.	E-Forms 12.16.05	Gang Affiliation Parental Notification Letter English Version
When CAL/GANG generated photo line-ups are not available, the I/O shall use the Department's existing established photo line-up procedures when selecting photos ( <i>refer: DOM Volume II, Section 900.30</i> ).	E-Forms 12.16.06	Gang Affiliation Parental Notification Letter Spanish Version
<b>II/1400.52 Security</b>	E-Forms 12.16.10	Notification to a Juvenile of Gang Affiliation Involvement Letter English Version
The section officer in charge maintaining the CAL/GANG files shall be responsible for necessary file security ( <i>refer: DOM Volume II, Section 1400.01</i> ).	E-Forms 12.16.11	Notification to a Juvenile of Gang Affiliation Involvement Letter Spanish Version
<b>II/1400.99 References Applicable to Gang Files</b>	E-Forms 12.16.12	Response to Request to Remove Juvenile from Shared Gang Database Approval Letter English Version
<b>Department Manual Sections</b>	E-Forms 12.16.13	Response To Request to Remove Juvenile from Shared Gang Database Approval Letter Spanish Version
1/420.40 Responsibility for the Release of Information	E-Forms 12.16.14	Response to Request to Remove Juvenile from Shared Gang Database Denial Letter English Version
1/420.50 Scope and Content of the Release of Information	E-Forms	Response to Request to Remove Juvenile from Shared Gang Database Denial Letter Spanish Version
4/269 CAL/GANG System and Gang File Guidelines	E-Forms	Subject Identification Card
4/269.10 Definitions	<b>Special Orders</b>	
4/269.20 Criteria for Gang Member Documentation	No. 27, dated July 10, 2003, Selection and Assignment to Gang Enforcement Details	
4/269.30 Contacts with Gang Members	No. 7, dated February 25, 2004, Gang Impact Teams-Established	
4/269.40 Maintaining Department Gang Files		
4/269.50 CAL/GANG System and Gang File Security		
4/269.60 Photographing Known or Suspected Gang Members		
4/269.70 Notification to Parent or Guardian of Juveniles		
4/269.80 Audits and Purging of CAL/GANG Records		

No. 2, dated February 18, 2005,  
Gang Enhancement Procedures and Gang  
History Books

No. 15, dated May 22, 2013,  
CAL/GANG System and Gang File  
Guidelines and Related Subsections-Revised;  
CAL/GANG Card, Form 12.16.09-Renamed  
and Revised

No. 8, dated March 2, 2015,  
Notification to Parent or Guardian of  
Juveniles-Revised; and, Various Gang  
Affiliation Notification Letters-Activated,  
Renamed and Revised

### **Office of Operations Orders**

No. 12, dated November 12, 2008,  
Citywide Crime Analysis Detail Guidelines-  
Revised

### **Operations Committee-Operational Order**

No. 8, dated October 24, 2001,  
Guidelines and Procedures for the Gang  
Photograph Book

### **Chief of Police-Administrative Order**

No. 5, dated May 30, 2001,  
Career Criminal Detail Mission and  
Strategies

### **Chief of Detectives Notice**

Dated May 26, 2010,  
Department Manual Section 4/269.50-  
CAL/GANG System and Gang File Security-  
Revised

## **II/1500.00 COMPLAINT FILINGS and APPEALS**

### **II/1500.10 17(b)(4) Penal Code (PC) Referral Policy of the Los Angeles County District Attorney's Office**

An alternative felony/misdemeanor charge shall be prosecuted as a felony unless the prosecutor believes that a misdemeanor sentence is warranted under all the circumstances of the case. If the prosecutor believes a misdemeanor sentence is warranted, they shall prosecute the case as a misdemeanor pursuant to Penal Code Section 17(b)(4). However, in bookmaking cases, because of the disparity between Penal Code Section 17(b)(4) and 17(b)(5), fileable cases shall initially be filed as felonies. A further delineation of the District Attorney's filing policy is contained in the Legal Policies Manual published by the District Attorney's Office. Each Area detective division and specialized detective division should maintain a copy of that manual.

### **II/1500.20 Primary Factors Relevant to Appropriateness of Felony Sentence**

The following factors should be specifically considered, in addition to any other relevant information, which may exist in a particular case, when determining whether a felony charge is warranted:

### **II/1500.21 Prior Record**

A misdemeanor prosecution normally should not be considered if:

- The suspect has a prior conviction resulting in a "strike."
- There has been a conviction, within the past five years, for the same type of criminal conduct, whether felony or

misdemeanor, arising out of a felony charge or a Penal Code Section 17(b)(4) referral.

- There has been a conviction resulting in a state prison commitment for the same type of crime within the last ten years.
- There has been a juvenile record within the previous five years, consisting of a commitment to the California Youth Authority or Probation Department camp or the sustaining of more than one felony level petition.
- A record exists of charges and/or convictions for any type of criminal conduct demonstrating the likelihood of excessive criminality on the part of the defendant within the past five years.

Crimes committed in a familial setting involving Domestic Violence or victims under the age of 18 years, similar previous crimes or a history of significant violent behavior shall be considered in this respect whether or not it was ever brought to the attention of the criminal justice system. The prosecutor should understand that Domestic Violence and child abuse incidents are generally repetitive and escalating in degree.

The following information shall be included with all misdemeanor and felony cases submitted to the City Attorney's or District Attorney's Office for filing:

- Criminal Identification and Information (CII) State rap sheet.
- Consolidated Criminal History Reporting System (CCHRS) rap sheet.
- Current DMV history.
- Out-of-state rap sheet(s) when multi-state records exist. The local municipal 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 a defendant'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 requirements of the District and City Attorney's Offices governing Domestic Violence cases are in addition to these requirements (*refer: DOM Volume II, Sections 1500.70 through 1500.74 for additional requirements for Domestic Violence cases*).

## **II/1500.22     Severity of the Crime**

A misdemeanor prosecution normally should **not** be considered if:

- The accused has attempted to injure another with the use of a deadly weapon or instrument, whether successful or not.
- The accused has, regardless of the means used, caused permanent injuries requiring hospitalization or temporary injuries substantially incapacitating another for a significant period of time; or has physically attacked and injured in any significant way a child, an elderly or disabled person, in the commission of a crime, except that in mutual combat fights, all circumstances may be considered including the relationship between the parties and any prior criminal history.
- The accused was in possession of a loaded firearm at the time of the commission of the crime, and the crime is such that a loaded firearm could be used to facilitate its commission. A firearm could be used to commit an ADW 245(a)(2) PC, but is not relevant to a



charge of driving without owner's consent 10851(a) VC.

- The accused has committed a battery on a police officer inflicting other than minor injuries.
- The accused has committed or attempted a residential burglary.
- The accused could be charged with Grand Theft Auto or Vehicle Code Section 10851, **and**:
  - The vehicle taken has not been recovered, or has been recovered in a stripped or substantially altered condition, or was recovered outside the State of California, **or**
  - The vehicle's identity was altered by changing license plates, vehicle identification number, or ownership documents.
  - The value of the vehicle exceeds \$950.
- The accused was bookmaking and is either associated with organized crime or is a major bookmaker.

#### **II/1500.23 Probability of Continued Criminal Conduct**

Because probability of continued criminal conduct may be inferred from the following factors, a misdemeanor prosecution normally may not be considered if:

- The accused has demonstrated they are a professional criminal by their modus operandi, the tools used in the commission of the crime, their criminal associations, or other similar circumstances; **or**

#### **II/1500.24 Eligibility for Probation**

In any event, a misdemeanor prosecution should **not** normally be considered if the accused is ineligible for probation under the provisions of Penal Code Section 1203 or Health and Safety Code Section 11370. If the accused is ineligible for probation, a felony charge may be filed, except in unusual cases where the interest of justice demands a departure.

#### **II/1500.30 Special Situations Generally Warranting Misdemeanor Prosecution**

See most recent Inter-Agency operational agreement, Penal Code Section 17(b)(4) Referrals.

#### **II/1500.40 Secondary Factors Relevant to Appropriateness of Felony Sentence**

In close decisions regarding the utilization of Penal Code Section 17(b)(4), the prosecutor may consider:

- The relative difficulties in successful prosecution of the case as a felony as opposed to misdemeanor including the nature of the witnesses involved.
- The cooperation of the accused as demonstrated by their voluntary confession, assistance in the recovery of property, information regarding other criminal activity by the accused or others, voluntary restitution, or other like factors.
- The age of the accused as it relates to whether the prospective maximum sentence would be a commitment to the California Youth Authority or state prison.

## **II/1500.50 Multiple Defendants**

If the prosecutor is confronted with a situation in which two individuals are chargeable in a single accusatory pleading with a felony charge, and one of the two appears to merit a felony sentence for the crime, both should be charged initially with a felony regardless of the eligibility of the other for a misdemeanor sentence.

## **II/1500.60 Reject Consideration Prior to Seeking a Filing**

Detectives assigned to investigate domestic violence cases shall submit them to the District Attorney's Office or City Attorney's Office for review and/or reject consideration.

Other cases which meet **all** of the following criteria shall be submitted to a detective supervisor for consideration of a reject prior to submitting such cases to the City Attorney's Office:

- Non-domestic violence case where no injuries or only slight injuries were sustained by the victim, **and**
- The victim refuses to prosecute.

**NOTE:** Department personnel shall not solicit statements from victims indicating they do not wish to prosecute. The “victim refuses to prosecute (VRP) rubber stamp” and victim’s sign-off **shall not** be used in the narrative portion of the Follow-Up Investigation, Form 03.14.00, or on any copy of the crime report. Instead, the victim’s reason for not wanting to prosecute shall be included in the narrative portion of the Form 03.14.00.

- The suspect has no known prior history of domestic violence.

**NOTE:** If a detective supervisor rejects a case, it need not be submitted to a prosecutor for filing.

## **II/1500.70 Domestic Violence Filing Procedures**

All cases involving domestic violence (DV), as defined by Penal Code Section 13700, shall be reviewed by a prosecutor, whether or not the victim wishes to prosecute.

Supervisors are reminded, however that when further investigation establishes that the crime did not occur, arrestees shall be released from custody under authority of Penal Code Section 849(b)(1).

## **Family Violence Unit Responsibilities**

A Family Violence Detail must be established within each Area Major Assault Crimes (MAC) Unit. Personnel assigned to the Family Violence Detail shall conduct follow-up investigations of all crimes of violence occurring “within the family.” The term occurring within the family is defined as:

- An adult or minor who is a spouse, former spouse, cohabitant, former cohabitant; or, with whom the suspect has had a child; or, is having or has had a dating or engagement relationship;
- An elder adult (65 years of age or older) victimized by a family member, regardless of whether that family member currently resides in the home;

**NOTE:** This includes cases where the family provides for an in-home caregiver; however, this does not include long-term care, health, and community care facilities.

- A sibling; **and**,
- Other familial relationships.

**Exceptions:**

- Cases of physical or sexual child abuse where the suspect is the parent, stepparent, guardian, or a live-in boyfriend/girlfriend of the child's parent shall be assigned to the Abused Child Section (ACS), Juvenile Division (JUV); **and,**
- Cases involving sexual assault, sexual battery, spousal rape, or other sex crimes(s) constituting domestic violence shall be handled by the MAC Unit personnel who are assigned to handle sexual assault cases.

**II/1500.71      Domestic Violence Felony Filing**

If a case appears to merit a felony prosecution or issuance of a felony arrest warrant from the District Attorney's Office, the detective handling the case may telephonically contact the District Attorney's Family Violence Unit at (213) 257-2185 to discuss further investigation and to schedule non-custody filings and victim interviews.

**NOTE:** Family Violence Unit **will not** give telephonic rejects or screen for 17(b)(4) referrals to the City Attorney (CA).

To identify potential felony cases, detectives should make decisions based on such factors as the seriousness of the victim's injuries, the suspect's history of violence, and overall assessment of danger to the victim. The District Attorney (DA) has a mandatory felony filing policy in cases in which the suspect:

- Committed a murder or an attempted murder;
- Used a gun or other dangerous weapon; or,

- Inflicted serious bodily injury.

**II/1500.72      District Attorney Reject or Referral of a Domestic Violence Case**

Domestic violence cases rejected by the DA but referred to the CA for misdemeanor filing consideration shall be submitted to the CA with a copy of the DA's written reject. The City Attorney Family Violence Unit (CAFVU) handles the most serious DV cases prosecuted by the CA. Cases the unit will accept are, generally, those with serious injuries to the victim, or those where there is a history of violence between the concerned individuals.

**NOTE:** Additionally, the CAFVU handles all child physical abuse and elder abuse cases. Detectives are encouraged to recommend such cases to the CAFVU through the branch filing deputy or by calling the CAFVU directly at (213) 485-2352.

**Misdemeanor Filing**

Cases that must be presented for misdemeanor filing include those in which any of the following are present:

- The victim sustained **any** minor visible injury **or** complained of internal injury;
- Any threat is made before, during, or after the incident, including the suspect's threat to injure or kill themselves;
- A weapon was used;
- Officers learn that there have been prior incidents of violence, whether or not they were reported to the police;
- Another crime was committed during the incident (e.g., a vandalism or trespass);

- The defendant has a prior arrest for a crime of violence;
- Allegations include a violation of a Restraining Order (RO);
- Children were present during the incident;  
**or,**
- There is any indication of stalking-like behavior.

### **DA Reject–Further Investigation Guidelines**

The following case will be rejected for further investigation:

- The investigating officer made no diligent attempts to contact and/or interview the victim;

**NOTE:** Interviews of the victim are necessary to assess credibility or clarify reports/crime (usually done in all cases filed for the Family Violence Division, especially sexual abuse and stalking).

- The injury and/or cause of injury needs clarification;
- Witness statements are not included in the crime report or follow-up investigation;
- Photographs and/or scientific/forensic analysis are needed.

### **II/1500.73      Domestic Violence 17(b)(4) PC Cases**

Referrals to the local CA when the facts of a domestic violence case do not meet the criteria for a felony filing. Occasionally a CA or police officer will question the appropriateness of a 17(b)(4) referral. In these instances, it shall be the responsibility

of the Head Deputy or Assistant Head Deputy to review the referral.

17(b)(4) PC referral procedures shall **not** be applied to domestic violence cases (***refer: Office of Operations Order No. 5, 1993***); however, when a case does not meet the DA's filing criteria, the detective may seek a detective supervisor 17(b)(4) PC referral to the CA.

### **II/1500.74      Domestic Violence and MAC Cases Submitted to the DA's/CA's Office for Filing**

Detectives shall ensure that the following information, when applicable, is contained in the original domestic violence related reports or obtained to aid in the filing of a criminal complaint and the successful prosecution of domestic violence cases:

**NOTE:** Detectives shall ensure that **all** domestic violence related reports are accurate and thoroughly completed.

Detectives shall attempt to clarify any apparent omissions or conflicts contained in the original DV related reports on a Follow-Up Investigation, Form 03.14.00.

- Victim's statements taken as soon as possible after the crime, preferably in person, fully setting forth the circumstances of the crime and their relationship to the suspect;

**NOTE:** Hearsay testimony of the victim pursuant to Proposition 115 is discouraged absent unusual circumstances. If it appears that the case will be tried without the presence of the victim, immediately begin to document due diligence efforts to locate the victim and give the required notice to the defense.

- Victim's spontaneous statements (e.g., statements indicating the victim's level of cooperation with the case's prosecution, statements made to paramedics or other medical personnel, and statements that may be used to impeach). Document these statements, verbatim, on a Form 3.14;

**NOTE:** Victim's shall not be asked if they desire prosecution of the suspect. Advise the victim that prosecution of the suspect will be by the State, not the victim.

- Obtain a picture of the suspect and show it to the victim for identification purposes and maintain the photograph in the Detective's Case Envelope, Form 15.15.00.

**NOTE:** No DV case will be filed for warrant without proper identification of the defendant at the time of filing.

- Witness' statements (especially children, paramedics and interpreters);
- Suspect's statements, including denials. An attempt shall be made to obtain a legally admissible statement from the suspect. The statement should be taped, handwritten by the suspect, typed and signed, or otherwise recorded whenever feasible;
- Detectives shall interview all in-custody suspects that were not previously interviewed by the arresting officers and complete an Investigator's Final Report, Form 05.10.00;
- Description of injuries, including medical diagnosis and/or treatment;
- Medical reports documenting traumatic injury obtained via the victim's signed medical release or a Subpoena Duces

Tecum (subpoena for production of evidence);

- Photographs of victim's injuries, of the crime scene, and of the suspect's injuries **or** absence thereof;  
**NOTE:** As used in this manual, the term "photograph(s)" is not limited only to images on film, but may include those images obtained by digital means either still or videography.
- Follow-up photographs of injuries that were not visible at the time the preliminary investigation was conducted. Bruising may be revealed at a later date; therefore, detectives are encouraged to obtain a supplemental series of photographs depicting injuries when appropriate;
- Identification of the weapon used/available to the suspect, and whether or not the weapon was confiscated. If the weapon was not confiscated, explain why not;
- A secondary address for the victim and/or witness, whenever possible;
- Forensic analysis results;
- The identity of the 911 caller and initiate a request for a copy of the 911 tape recording when appropriate;
- Prior crime and/or arrest reports on the suspect, victim, and witness via the CC10-CCAD NAME SEARCH format via NECS terminals or via the Los Angeles Regional Crime Information System (LARCIS) icon on the Local Area Network (LAN) terminals, the Detective Case Tracking System (DCTS), Automated Firearm System (AFS), and criminal histories, if any;

**NOTE:** Detectives should obtain, whenever possible, the CII, CCHRS, and FBI “rap sheets.”

- Copies of all prior records, crime reports, follow-up reports, previous incident photographs, and/or DVRO's involving the suspect and victim(s), if available;
- A Trial Courts Information System (TCIS) computer printout of a search of the name of the defendant. If the search indicates the defendant has other cases in the system for crimes of violence or for which they may be on parole or probation, that information must also be provided; **and**,
- Any information which may indicate the potential for a future escalation of violence.

Detectives should conduct non-custody investigations in a timely manner. While many of these cases may qualify as a drop-off, priority should be given to cases involving increased threat potential to the victim (e.g., a history of escalation of violence) shall be conveyed to the prosecutor.

### **CA Reject Guidelines**

Cases will be rejected if there is no visible injury and no corroboration even if the defendant has a significant criminal history.

### **MAC Coordinator–Administrative Case Closure (Optional Presentation Cases)**

In cooperation with this Department, the CA has implemented a screening policy to increase efficiency in the prosecution of DV cases. With this policy, selected minor misdemeanor DV cases meeting certain requirements can be administratively closed and will not be presented to the CA for filing consideration. Detective supervisors shall **not** administratively close any DV case that

meets the DA's felony filing criteria, regardless of the supervisor's belief that a case would be rejected if submitted to a filing deputy. Only Detective III MAC Coordinators shall approve administrative closures.

**NOTE:** Cases involving arrestees shall **not** be administratively closed  
The following cases may be administratively closed:

- 273.5 PC, Infliction of corporal injury to spouse, cohabitant or parent of their child;
- 243(e) PC, Battery against a former spouse, fiancé or person in a current or past dating relationship; **and**,
- 242 PC, Battery.

All other DV crimes shall be submitted to the DA or the CA for filing consideration.

### **Requirements for Administrative Case Closures**

Detective III MAC Coordinators may approve an administrative closure for the above listed cases that meet **all** of the following requirements:

- The victim sustained no visible or complained of injury;
- No threats were made to the victim before, during or after the incident;
- No weapons were used in the incident;
- There is **no** indication from the victim that there have been prior incidents of violence, reported or unreported to the police;
- No other crimes were committed during the incident (e.g., vandalism, trespass);

- The NECS CC10 printout for both the suspect and the victim indicate **no prior** reports of violence between the involved persons;
- A name search under TCIS reveals the suspect is not on probation, has no open cases, and has no prior involvement in **any** crime of violence; **and**,
- The suspect's criminal history shows no prior felony convictions for **any** offense, no misdemeanor convictions for violent offenses, and no arrests for any crime of violence.

The Detective III shall consider, based on information currently available, whether supplemental investigation might yield additional evidence that could result in a criminal filing.

### **Detective Supervisor's Responsibilities**

Detective supervisors reviewing **non-domestic violence** cases, which qualify as misdemeanors under the authority of Penal Code Section 17(b)(4), shall use discretion when rejecting cases.

Additionally, when seeking CA filings, detective supervisors shall ensure that concerned detective personnel provide the CA's Office with copies of the CC10 printout, TCIS case disposition information and copies of all DV and MAC cases previously rejected by the CA's Office as required by this section.

### **II/1500.75 Filing Cases Based on a CODIS DNA Database "Hit"**

Any CODIS identification shall be confirmed by the Serology/DNA Unit (SDU), FSD. The suspect profile in CODIS (that matched the DNA profile from the evidence) has to be confirmed by a new reference sample (collected by the investigator). Reference

samples collected by Custody Services Division as part of the booking process, or that are already typed and in CODIS, are NOT available to the SDU.

The District Attorney's Office generally will not file a case based solely on a CODIS identification unless they can be assured a confirmation reference sample will be typed and compared to the original evidence prior to the Preliminary Hearing. In order to meet this 10 business day goal, the detective shall collect and book the new suspect reference promptly and notify the SDU immediately. When received at the SDU by Friday, the reference can be typed, compared to the evidence and a confirmation report routinely issued for court by the second following Friday (10 business days). If the confirmation is required sooner, you shall contact the SDU to make arrangements.

While collecting a reference sample from a suspect, it is essential to properly label the swabs and all containers with the name of the suspect. When sampling multiple suspects, extra precautions to ensure samples are associated with the correct suspect are essential.

### **II/1500.80 Complaint Appeals Procedure**

This Section documents the appeal procedure to be followed when the issuance of a criminal complaint is denied by a member of the District Attorney's Office or the City Attorney's Office, and the concerned detective believes the case may be fileable.

### **II/1500.81 First Level of Appeal**

When the issuance of a criminal complaint has been denied by a member of the District Attorney's Office or City Attorney's Office and the case is believed by the detective to be legally sufficient, the concerned detective may:



- Proceed to the filing deputy's immediate supervisor for a review of the case, **and**
- If the matter cannot be resolved to satisfaction, convey the circumstances of the case and reject to the detective's officer in charge (OIC).

#### **II/1500.82      Second Level of Appeal**

When a rejection of complaint is appealed to the concerned detective's OIC, the OIC should review the circumstances of the case and the rejection of complaint.

If the OIC believes the case should be filed, the OIC should contact the filing deputy's immediate supervisor and attempt to resolve the matter.

If the matter cannot be resolved to satisfaction, the OIC should convey the circumstances of the case to the detective commanding officer.

#### **II/1500.83      Third Level of Appeal**

When a rejection of complaint is appealed to the division commanding officer, the commanding officer should review the rejection of complaint and circumstances of the case.

If it is believed that the case should be filed, the commanding officer should contact the superior of the filing deputy's immediate supervisor, and attempt to resolve the matter.

If the matter cannot be resolved to satisfaction, the commanding officer should:

- Inform the Area commanding officer (if within an Area), **and**
- Convey the circumstances of the case to the Assistant Commanding Officer, Detective Bureau (DB).

#### **II/1500.84      Fourth Level of Appeal**

When a rejection of complaint is appealed to the Assistant Commanding Officer, DB, they should review the circumstances of the case and the rejection of complaint. If it is believed that the complaint should be filed, the Assistant Commanding Officer, DB, may contact whatever level is appropriate within the District Attorney's Office or City Attorney's Office to ultimately resolve the matter.

#### **II/1500.90      Resolution of Disputes with the Public Defender's Office**

When a dispute arises between a Department employee and a deputy Public Defender (PD), the employee shall bring the matter to the attention of the concerned Area detective division or specialized detective commanding officer.

**EXCEPTION:** When the dispute with the PD is related to criminal discovery, all issues shall be referred to the prosecuting attorney. Penal Code Section 1054.5 specifically designates the prosecuting attorney, not the police department, as the entity responsible for producing discovery material in criminal cases. Department employees shall only provide requested discovery material to the prosecutor who will determine what will be given to the defense.

The Area detective division or specialized detective division commanding officer shall review the circumstances and, if appropriate, contact the concerned Office of the District Attorney or City Attorney's Office to obtain a legal opinion of the merits of the complaint, and attempt to resolve the matter. If the complaint cannot be resolved, the Area detective division or specialized detective division commanding officer shall proceed to the first level of review.

**II/1500.91 First Level of Review**

The Area detective division or specialized detective division commanding officer shall, if appropriate, contact the deputy public defender's immediate supervisor and attempt to resolve the matter. If the matter cannot be resolved, the commanding officer shall convey the circumstances of the case to their commanding officer.

**II/1500.92 Second Level of Review**

When the matter is brought to the attention of the Area or specialized division commanding officer, the commanding officer shall review the circumstances and, if appropriate, contact the next supervisory level in the Public Defender's Office and attempt to resolve the matter. If the matter cannot be satisfactorily resolved, the circumstances of the case shall be conveyed to the Assistant Commanding Officer, DB.

**II/1500.93 Third Level of Review**

When the matter is brought to the attention of the Assistant Commanding Officer, DB, they may contact whatever level is appropriate within the Public Defender's Office to resolve the matter.

**II/1500.99 References Applicable to Complaint Filing and Appeals**

**Department Manual Sections**

- 4/711.05 Investigations Involving Family Violence
- 4/720.25 Reports Necessary for Misdemeanor Complaint
- 4/720.30 Securing Complaint from a Felony Booking
- 4/720.32 Felony Arrest Report Used for Misdemeanor Complaint

- 4/720.60 Obtaining Complaints—Charge Based on Prior Misdemeanor Conviction

**Special Orders**

- No. 17, dated September 2, 2011, California Penal Code Section 17 (b) (4) Referral Procedures-

**Office of Operations Orders**

- No. 5, dated May 4, 1993, Modified 17(b)(4) PC Bypass Procedures

- No. 7, dated May 14, 1993, Victim Refusal to to Prosecute

**Office of Operations Notices**

- No. 17, dated May 27, 1993, Resolution of Disputes with the Public Defender's Office

**Legal Policies Manuals**

- Los Angeles County District Attorney

- Los Angeles County District Attorney-Family Violence Division Unit Operations Manual

- Los Angeles County District Attorney Filing Criteria

- Protocol for the Los Angeles City Attorney's Office

- Los Angeles City Attorney Filing Criteria

- Uniform Crime Charging Manual

- California District Attorney's Association

## **II/1600.00 EXTRADITION**

Extradition is defined as the surrender of a person charged with a crime by one state or nation to another, under provisions of a treaty or statute, in order that the state having jurisdiction of the crime may prosecute the person.

### **II/1600.10 District Attorney's Policy**

The District Attorney's decision to extradite a person is affected by:

- The likelihood of a successful felony sentence.
- The prior record of the accused.
- The gravity of the offense.
- The length of the sentence which would probably be administered upon the person in relation to the cost of the extradition.
- The existence of non-compensated financial loss on the part of the victim in relation to the cost of the extradition.

### **II/1600.11 Obtaining the Complaint**

When obtaining the complaint for a suspect in custody of another state, the concerned detective shall:

- Confirm the identity of the suspect held by the foreign jurisdiction.
- Ensure that the complaint and warrant meet requirements for extradition as identified by Extradition Services of the District Attorney's Office.

**NOTE:** The term "Extradition Services" as used in the rest of this chapter refers to the District Attorney's Office.

- Ensure that the correct number of required reports are included in the Declaration in Support of Arrest Warrant.

### **II/1600.12 Extradition Approval Requests**

Extradition approval must be in writing. When obtaining approval for extradition, the detective shall:

- Contact Extradition Services at (213) 974-3877. Extradition Services will email the extradition request form to the officers who will then fill out the form and email it back to Extradition Services with the mandatory attachments (warrant detail information sheet, CII/raps, FBI, and CCHRS printouts).
- Ascertain that the witnesses are available, the case is prosecutable and that there has been no restitution or change in victim/witness testimony.

To expedite the process, extradition approval can be sought immediately following the filing of the complaint. Extradition approval shall be obtained from the appropriate District Attorney's Office, Bureau director or their assistant through Extradition Services.

### **II/1600.13 Extradition Approved**

When extradition has been approved for a suspect in custody in another state, the concerned detective shall ensure the following:

- The holding jurisdiction is immediately contacted and advised to notify the concerned LAPD detective if and when the suspect signs a waiver of extradition and is available for release to this Department.

- Warrant information is sent to the holding agency pending receipt of a certified copy of the warrant.
- A certified copy of the warrant is promptly mailed to the holding jurisdiction.
- A copy of the warrant transmittal letter and all other correspondence from this Department to the holding agency is sent to Extradition Services.

#### **II/1600.14      Waivers of Extradition**

When a suspect waives extradition the concerned detective shall ensure the following:

- A teletype or other written communication is requested by this Department from the holding agency indicating that the suspect has signed a waiver of extradition and is available for release to this Department.
- NOTE:** Two waivers of extradition must be signed by the suspect with original signatures.
- Contact Extradition Services for the purpose of making travel arrangements to the holding jurisdiction.
  - Three certified copies of the complaint and three certified copies of the local warrant are presented to Extradition Services.
  - A Declaration in Support of Arrest Warrant should be included with each certified copy of the complaint.
  - The fugitive is promptly returned to Los Angeles County.

#### **II/1600.15      Refusal to Waive Extradition**

When a suspect refuses to waive extradition the concerned detective shall ensure the following:

- A teletype or other written communication is sought from the holding agency indicating the fugitive's refusal.
- A photograph of the fugitive is requested from the holding agency for use in preparation of the formal extradition papers.
- Extradition Services is immediately contacted for preparation of the necessary formal extradition papers preparatory to obtaining a Governor's Warrant.

**NOTE:** The number of copies of the complaint and warrant varies among different states and countries. The detective will be advised as to the number of copies required by Extradition Services. The Governor's warrant will take approximately 30-90 days after the formal extradition papers have been prepared.

- Extradition Services will advise the holding agency when the formal extradition papers are sent to the Governor of California, and request a continuance in the extradition proceedings pending receipt of the Governor's Warrant.
- The concerned detective shall ensure the following when the teletype is received specifying that the fugitive has been remanded to the custody of the California agents on the Governor's Warrant:
  - Extradition Services is contacted regarding travel arrangements.

- Each agent and the detention officer must sign and complete the back portion of the Investigator's Appointment Form in the space provided.

**NOTE:** The Investigator's Appointment Form is a one-page, legal-sized paper document with a large gold seal in the lower left corner, signed by the Governor of California.

- The Investigator's Appointment Form is completed and returned to Extradition Services.

## **II/1600.20 Prisoner Security**

The detective should request permission from the airlines to carry a service firearm while transporting the fugitive. If permission is denied, alternative modes of transportation can be considered. It is Department policy that two officers shall be used for this purpose.

**NOTE:** The Transportation Security Administration (TSA) was established within the Department of Transportation in 2001. The TSA assumed civil aviation security from the Federal Aviation Administration including the regulations that govern law enforcement officers flying armed.

Under the new regulation, **all** law enforcement officers who need to fly armed to provide prisoner escort are required to complete the updated "Law Enforcement Officers Flying Armed" and "Extradition Procedures" training prior to traveling armed on a commercial aircraft (*refer: DOM Volume II, Section 1600.99*).

The airlines usually allow a detective to carry a service firearm in the passenger

compartment while transporting a fugitive; however, the ultimate decision rests with the pilot and/or the airline authorities.

The general policy of airlines precludes the use of leg restraints on prisoners while on airplanes or in airport areas. Waist chains can be obtained from Fugitive Warrant Section.

Questions regarding flying armed should be directed to the Fugitive Warrant Section, Gang and Narcotics Division at (213) 486-5310.

## **II/1600.30 Travel Instructions**

Extradition Services provide the detective with a travel envelope which contains airline reservations, other special instructions and all documents necessary for the detective to complete the extradition.

The detective will be given an appointment date to return to Extradition Services upon completion of the extradition (date and time is noted on the travel envelope).

After Extradition Services completes the detective's travel arrangements and extradition instructions, the detective sends the holding agency a teletype containing the date and time of anticipated arrival.

When the detective is ready to return to Los Angeles County, arrangements may be made for other Area/division detectives to meet the returning detectives at the airplane upon the concerned detective's arrival.

A detective who leaves this state to retrieve a fugitive shall:

- Take with them adequate means to confirm the identity of the suspect (i.e., photographs, fingerprints).

- Verify the identity of the suspect prior to leaving the foreign jurisdiction with the prisoner.
- Telephone Extradition Services, **COLLECT**, at (213) 974-3877, if it is learned that the suspect to be extradited is not the person sought by this state.

**NOTE:** Extradition-related problems, usually expenses or delays that arise during the extradition, must be communicated to Extradition Services (*refer: DOM Volume II, Section 1600.99*).

#### **II/1600.40      Notifications Prior to Departure**

The concerned detective shall notify:

- The holding jurisdiction of the date and time of the detective's anticipated arrival by teletype or by telephone.
- Real-Time Analysis and Critical Response (RACR) Division relative to the following information prior to the detective leaving Los Angeles County on the extradition:
  - Name and Area/division of the detective leaving the county.
  - Nature of the trip.
  - Destination.
  - Intended date of departure from Los Angeles.
  - Name of the detective's supervisor approving the trip.

**NOTE:** Detectives desiring to interview persons out-of-state may contact RACR to determine if other detectives are in the vicinity on an extradition. Perhaps arrangements can be made to have the

interview conducted by the extraditing officers.

#### **II/1600.50      Expense Claims**

Requests for travel funds on a District Attorney's authorization for out-of-state extradition shall be submitted to the concerned officer's division commanding officer for approval.

Prior to departure, the District Attorney's Extradition Services completes a "District Attorney's authorization for an out-of-state extradition" and/or "Estimate of Extradition Expenses" form(s) which the detective takes to his Area/specialized division commanding officer.

The detective presents the approved form(s) to Fiscal Operations Division at the Police Headquarters Facility. The detective shall adhere to the following procedures relative to expense claims:

- Keep all receipts of expenses incurred.
- Maintain a log of the extradition.
- Within five days, submit receipts for all expenses except for meals and legal expenses of \$1 or less.
- Return all funds, which are not used to Fiscal Operations Division as soon as possible.

Fiscal Operations Division will prepare a "Personal Expense Statement," Form General 16, for the detective from the receipts and log provided. Detectives should be thoroughly aware of the expenses that are allowable during extradition.

This information is provided to officers by Extradition Services prior to departure. Generally, expenses, which are incurred in the State of California, are not reimbursable extradition expenses.

Telephone calls to the State of California are not reimbursable and shall be made **COLLECT**. The state does not consider expenses for payment of medical bills for extradited suspects to be reimbursable extradition expenses. If payment of a suspect's medical bill becomes necessary before the holding agency will release the suspect to the detective's custody, the detective should notify Extradition Services immediately. If the suspect needs medical attention while enroute to Los Angeles, the detective must obtain medical attention for the suspect. If an expense is involved, the detective must obtain a receipt.

#### **II/1600.60 Notification Upon Return**

The concerned detective must notify RACR upon returning to the City of Los Angeles.

#### **II/1600.99 References Applicable to Extradition**

##### **Department Manual Sections**

3/390 Official Travel by  
Department Employees

4/716.10 Extradition or Investigation

##### **Office of Operations Notices**

No. 13, dated April 26, 1993,  
Single-Officer Extradition

##### **Selected Extradition Procedures and Reference Material**

Published by the Los Angeles County District Attorney

##### **TSA Requirement Prior to Flying Armed or Attempting Prisoner Extradition (POST & Department Mandated Training)**

##### **POST Videos:**

- Aviation Security

- Extradition Procedures

(Contact your Area/Specialized Division Training Coordinator for required training)

## **II/1700.00 SUBPOENA CONTROL and DISCOVERY QUESTIONNAIRES**

### **II/1700.10 Subpoenas for Detectives**

When a detective receives a hard copy, subpoena, they shall document receipt of the subpoena in the Employee Subpoena Record, Form 15.29.00, and initial the entry. Additionally, the detective shall:

Notify their supervisor who shall complete the service information on the subpoena, examine the Employee Subpoena Record for completeness and initial the Form 15.29.00 indicating service.

Sign and date the subpoena and cause it to be returned to the court (the Subpoena Control Officer is responsible for forwarding subpoenas to court).

#### **Electronic Subpoenas**

Subpoenas issued by the District Attorney's Office, City Attorney's Office, Los Angeles County Alternate Public Defender's Office, Traffic Court, and future subpoenas from other agencies may be electronically delivered. Subpoena Control Officers (SCO) will print subpoenas for those officers who do not have GroupWise access.

Employees shall log on to GroupWise at least once during each workday and open all electronic subpoenas and subpoena cancellations.

Opening an electronic subpoena constitutes personal service and the employee shall appear in court or be placed on-call for court, as directed by the subpoena.

**11/1700.11 Cases Involving Volatile or Dangerous Evidence**

When served with a subpoena in a case in which volatile or dangerous evidence was booked, the detective shall:

- Request photographs of the substance through Technical Investigation Division.
- Obtain a copy of the Analyzed Evidence Report, Form 12.20.00, from Property Division.
- Take the photographs and the Form 12.20.00 to court in lieu of the evidence.
- Retain the photographs and the Form 12.20.00 for future court proceedings when they are not received into evidence.

**II/1700.20 Civil Court Mileage**

Detectives who receive a subpoena under authority of 68097.1 or 68097.6 of the California Government Code may elect to use their private vehicles. They are entitled to receive compensation for mileage to and from the proceeding and reimbursement for parking. Government Code Sections 68097.1 and 68097.6 address subpoena service for a peace officer as a civil witness in a case stemming from the peace officer's performance of duty.

**II/1700.30 Declaration of Receipt/Expenditure of Funds, Form 15.24.00—Detective's Responsibilities**

When a detective receives financial reimbursement from other than the City of Los Angeles for any on-duty function or is summoned in response to an order, notice, subpoena or other written or verbal direction, in which their occupation as a Department employee was a factor and for which they received any monies, shall:

- Report all monetary compensation received, **and**
- Submit a Declaration of Receipt/Expenditure of Funds, Form 15.24.00, and/or a Personal Expense Statement, Form General 16 to their supervisor for review within five working days following their return to duty. Employees shall also submit receipts to substantiate any expenditure of funds. Detectives who received monetary compensation for witness, per diem, mileage or parking fees shall remit fees based upon the following transportation:
  - **City vehicle**—remit all witness and mileage fees, in addition to unused fees for per diem and parking.
  - **Private vehicle**—remit all witness fees in addition to unused fees for per diem, mileage and parking.

**NOTE:** Detectives may contact the Department's Chief Accountant, Fiscal Operations Division, for further information regarding guidelines and form completion.



**II/1700.31 Declaration of Receipt/  
Expenditure of Funds,  
Form 15.24.00—  
Detective Supervisor's  
Responsibilities**

When a Form 12.24.00 and/or Form General 16 is submitted to a detective supervisor, the supervisor shall:

- Review and check the form for completeness and conformity to procedures, **and**
- Forward the approved form(s) along with supporting documents to the detective's commanding officer.

**II/1700.32 Declaration of Receipt/  
Expenditure of Funds,  
Form 15.24.00—  
Area Detective Division  
and Specialized Detective  
Division Commanding  
Officer's Responsibilities**

The commanding officer shall:

- Review and approve the form.
- Forward the original to the Police Accountant, Fiscal Operations Division within 10 calendar days following the employee's return to duty.

**II/1700.40 Criminal Subpoenas  
for Civilian Victims  
and Witnesses**

Subpoenas that are received by the concerned detective from the Subpoena Control Officer shall:

- Maintain the subpoenas inside the Detective's Case Envelope, Form 15.15.00.

- Make a diligent effort to serve the subpoena(s), utilize available resources and/or make as many attempts necessary to serve the subpoena(s).
- Complete the subpoena service portion of the subpoenas with the required information and take them to court on the day of the hearing.
- Document unsuccessful attempts to serve the subpoena and notify the concerned prosecutor.

**NOTE:** When subpoenas are received for victims and witnesses and the detective assigned to the case has transferred to another unit, the Area detective division or specialized detective divisions commanding officer responsible for the investigation of the crime shall assign personnel to serve the subpoena(s).

The detective originally assigned the investigation shall be consulted as soon as possible for any insight about the case or the service of the subpoena(s).

By mutual agreement between current and prior commanding officers, the detective originally assigned the case may assume responsibility for subpoena service.

For audit and control purposes, detective supervisors may note in the Employee Subpoena Record, Form 15.29.00, how many subpoena(s) were received and assigned to investigative personnel.

**II/1700.41 Subpoena Service by Mail**

When a subpoena for a preliminary hearing is served by mail, the detective shall:

- Determine whether the witness is willing to accept the subpoena by mail and to appear in court.

- Determine if the witness has a permanent or valid mailing address.
- Instruct the witness to acknowledge receipt of the subpoena by telephone, mail or in person. The witness should also be instructed to verify their identity by providing date of birth **and** driver's license/DMV Identification Card number.
- Enclose the subpoena in a plain white envelope with the pre-printed Department P.O. Box return address.
- Mail the subpoena through the U.S. Mail via intra-departmental mail.

**NOTE:** The two or three digit correspondence reference number of the division mailing the subpoena must appear above the return address.

- Record the subpoena acknowledgement and the witness identification information on the original (sender's) copy of the subpoena and process the original in accordance with *Department Manual Section 4/745.10*.
- If the detective does not receive timely verification of receipt, the detective shall make a reasonable effort to contact the witness for confirmation of subpoena service. If mail service can not be confirmed, personal service shall be completed.

**II/1700.50      Discovery Questionnaire—  
Supervisor's Responsibilities**

When a detective supervisor receives a City Attorney Discovery Questionnaire from the Subpoena Control Officer (SCO), they shall:

- Serve the questionnaire during the concerned detective's next regularly scheduled tour of duty.

- Complete the appropriate box in the Employee Subpoena Record, Form 15.29.00, signifying service was completed.
- Ensure the questionnaire is returned to the supervisor, has been completed and forwarded to the SCO.

If a detective named on a City Attorney Discovery Questionnaire is scheduled to be off duty beyond the City Attorney's due date, the detective supervisor shall initial the questionnaire and indicate the date the officer is scheduled to return. The questionnaire shall then be returned to the SCO who shall forward it without delay to Detective Support and Vice Division.

**II/1700.51      Discovery Questionnaire—  
Detective's Responsibilities**

When served with a City Attorney Discovery Questionnaire by a detective supervisor, the concerned detective shall:

- Initial the Employee Subpoena Record, Form 15.29.00.
- Complete the questionnaire immediately.
- Return the completed questionnaire to the serving detective supervisor.

**II/1700.99      References Applicable  
to Subpoenas**

**Department Manual Sections**

- |          |   |
|----------|---|
| 3/210.10 | Subpoena Control Officer—<br>Responsibility                   |
| 3/210.12 | Officer Responsibility When<br>Notified of a Court Appearance |
| 3/210.15 | Clerical Employee's Duties—<br>Subpoenas                      |

3/210.20	Watch Commander's Responsibilities—Subpoenas	3/782	Civil Suits
3/210.22	Return of Subpoenas to Issuing Court	3/782.50	Civil Suits Originated by Employees
3/210.25	Employee's Duties—Requesting Release from Court Appearance	<b>Special Order</b>	
3/210.30	Employee's Duties—Unable to Appear in Response to Subpoena	No. 32, dated October 1, 2008, Service of Los Angeles County District Attorney Subpoenas via the Department's Electronic Subpoena System	
3/210.45	Subpoena Control Officer—Unable to Serve Subpoena on Employee, or Unable to Appear in Court	<b>California Penal Code</b>	
3/210.46	Subpoena Control Officer's Duties—Juvenile Court Hearings—Unable to Appear in Court	Section 1328d Certification and filing of copy (Certification of Telegraphic Subpoenas)	
3/210.80	Court Coordinators—Duties	<b>II/1800.00 DISCOVERY PROCEDURES</b>	
3/212	On Call Status—Superior Court	<b>II/1800.10 Criminal Discovery</b>	
3/212.10	On-Duty Day-Watch—Employee Responsibility	<b>II/1800.11 Initial Duties—Concerned Detective</b>	
3/212.20	Off-Duty Employee—Responsibility	When served with a written or verbal discovery request from the defense via the District Attorney's Office, the concerned detective shall:	
3/425	Legal Processes	<ul style="list-style-type: none"><li>• Contact the concerned deputy district attorney to interpret unclear requests and/or discuss the propriety of releasing certain requested items.</li><li>• Evaluate the request as to reasonableness, and make a decision relative to compliance or noncompliance.</li><li>• Contact the concerned deputy district attorney to file a certificate of noncompliance on unreasonable request when necessary.</li></ul>	
3/780	Civil Subpoena		
3/780.40	Civil Subpoenas for Testimony or Deposition		
3/780.50	Witness Fee Civil Subpoena—Employee Responsibility		
3/780.60	Transportation to Civil Proceeding		
3/780.80	Mileage Compensation—Civil Cases		

- Complete and sign a statement of compliance for reasonable request if requested by the district attorney.

**NOTE:** Refer to *DOM Volume II, Sections 1700.50 and 1700.51*, for information on discovery questionnaires.

**NOTE:** Refer to **Department Manual Section 4/792.30 and 792.40 and Special Order No. 5**, dated April 9, 2014, Criminal Discovery Requests Involving Non-Categorical Use of Force Investigations - Revised; And Investigating Responsibilities - Renamed and Revised, for information on Non-Categorical Use of Force Discovery Requests governing procedures and responsibilities when criminal discovery requests are received from the District Attorney's or City Attorney's Offices related to cases involving a Non-Categorical Use of Force investigation.

## **II/1800.12 Compliance Responsibilities**

An investigating officer receiving a request from a deputy district attorney to discover materials obtained in a criminal investigation must:

- If necessary, consult with the deputy district attorney from whom the request was received to interpret unclear requests; to ascertain the scope of discovery, or to determine the propriety of releasing specific requested items such as the names of confidential informants, personnel files, etc. When a detective receives a request which appears to be unreasonable, they may request that the deputy district attorney challenge it by filing a notice of noncompliance.
- Obtain copies of all written materials to be furnished.
- Prepare a brief description of the contents of any requested video or audio

recordings, photographs, motion pictures, or other requested physical evidence held by the Department (e.g., "One audio recording, 25 minutes in length, containing conversation between John Doe and Officer R. Smith, recorded on October 2, 2014"). Include the time and place these items will be available for inspection and propose a procedure which the defense attorney should follow in arranging for inspection.

- Prepare a separate list of any additional related items held by the Department, which may be subject to a discovery request.

Sign a statement if so requested by the deputy district attorney. The statement, which will become part of the deputy district attorney's statement of compliance, shall be in the following form:

**"I am the investigating officer in *People v.* \_\_\_\_\_, case number \_\_\_\_\_. All information and/or evidence known to the investigating agency as to those matters requested and/or ordered discovered is attached to this statement."**

\_\_\_\_\_  
*Signature*

- Forward the statement, copies of written materials, list of related materials, and descriptions of items available for inspection to the concerned deputy district attorney within 10 days of the date of the request made by the defense.

## **II/1800.13 Continuous Discovery Responsibility**

If, after having complied with a discovery request, investigating officers acquire new evidence, which may be the subject of discovery in the same case, they shall:

- Immediately notify the concerned deputy district attorney.
- Upon instructions from the deputy district attorney follow the procedures outlined above regarding response to discovery requests.

## **II/1800.20     Risk Management Group– Special Duties**

Risk Management Groups Special Duties include:

- Accepting pre-trial discovery motions, discovery orders and subpoenas duces tecum (subpoena for production of evidence) directed to or served upon the Department, the Chief of Police, his representative or the custodian of records.
- Recording receipt of legal processes.
- Coordinating responses to such processes.
- Notifying an employee's commanding officer of the dates of scheduled duty-related civil proceedings to ensure employee attendance.
- Coordinating the delivery of records and reports to court in response to court orders and testifying to the confidential and protected status of such documents.
- Determining the confidential nature of items requested by legal processes and coordinating the activities concerning the production of the evidence or records in court.

**EXCEPTION:** The following entities shall receive and coordinate responses to legal processes relating to matters within their areas of responsibilities:

- Board of Police Commissioners.

- Property Claims Officer, Property Division.
- Gang and Narcotics Division.
- Detective Support and Vice Division.
- Major Crimes Division.

## **II/1800.99     References Applicable to Discovery Procedures**

### **Department Manual Sections**

- 3/211.40     Discovery Procedures for  
                         Personnel Records
- 4/203.12     City Attorney Disclosure  
                         Statement
- 4/792.10     Discovery of Material  
                         Obtained in a Criminal  
                         Investigation.

### **Legal Bulletin**

Volume 21, Issue 1, dated May 21, 1997,  
Discovery of Original Witness Interview  
Notes

## **II/1900.00     INVESTIGATIVE TRAVEL FUNDS**

Investigative travel is defined as any travel necessary for the purpose of conducting criminal investigations, extraditions or personnel investigations.

Investigative travel is classified as a business trip and is budgeted travel through the Investigative Travel Account.

**NOTE:** For procedures used for out-of-state extraditions, refer to ***DOM Volume II, Section 1600.00.***

## **II/1900.01     Account Usage**

The Investigative Travel Account is managed by Fiscal Operations Division (FOD) and used to finance investigative travel when:

- Time permits, **and**
- Funds from FOD are available.  
**NOTE:** A travel authority number is obtained from FOD and shall be supplied to the travel agency.

## **II/1900.10     Detective's Responsibility**

For travel funds, detectives shall:

- Complete a Request for Investigative Travel, Form 15.70.00, completing all applicable portions of the form. To include approval from their commanding officer and bureau commanding officer.  
  
**NOTE:** Members of Internal Affairs Group (IAG) shall submit their request to Professional Standards Bureau for approval.
- Deliver the approved request to FOD.
- Obtain airline reservations/tickets through the City's designated travel service.

When a detective returns from travel, the detective shall within five days, submit to their bureau commanding officer a Personal Expense Statement, Form General 16.

**EXCEPTION:** Divisions conducting specialized investigations not funded by FOD are not required to comply with these provisions.

## **II/1900.20     Emergency Investigative Travel Fund**

## **II/1900.21     Fund Usage**

The Emergency Investigative Travel Fund may be used when:

- FOD is closed and will not be open in time to obtain advance funds prior to the detective's departure.
- Immediate in-person investigation is essential and in the Department's best interest.
- The concerned commanding officer and a staff officer from the bureau to which the requesting detective is assigned, approve the use of the fund.

Personnel assigned to IAG, Major Crimes Division or DSVD shall have the approval of a staff officer under the line of command of the Chief of Staff.

**NOTE:** If no staff officer is available, the Department Commander, when deployed, shall be contacted through Real-Time Analysis & Critical Response (RACR) Division for approval.

## **II/1900.22     Detective's Responsibilities**

When a detective needs access to the Emergency Investigative Travel Fund, they shall:

- Complete a Request for Investigative Travel, Form 15.70.00, completing all applicable portions of the form.
- Form shall be signed by their commanding officer and the appropriate staff officer from the bureau to which they are assigned.

The detective shall return any unused travel funds to the Principal Accountant, FOD, by cash or check made payable to the City of Los Angeles, **within 10 days** following completion of the employee's travel (*refer: Department Manual Section 3/390.73*).

**II/1900.23      Real-Time Analysis And  
Critical Response Division  
Responsibilities**

Real-Time Analysis & Critical Response (RACR) Division shall be responsible for the maintenance and disbursement of the Emergency Investigative Travel Fund. Upon receiving an approved travel request, the Watch Commander, RACR, shall:

- Review the request for completeness.
- Verify the use of the fund with the staff officer approving, if necessary.
- Disburse the necessary amount to the requesting detective.
- Ensure that the detective receiving funds signs a City of Los Angeles Receipt, Form General 30, acknowledging receipt.
- Give the detective one copy of the receipt and keep one copy of the receipt for RACR records.
- Ensure that, on the next business day, the travel request and original copy of the receipt, Form General 30, are delivered to FOD.

**NOTE:** The Commanding Officer, RACR, shall ensure that proper records are maintained to account for fund activity. The records shall be retained for a minimum of one year.

**II/1900.30      Foreign Travel Risk and  
Procedures-  
Investigating Officer's  
Responsibilities**

Recent events abroad, as well as in Mexico, political turmoil and criminal activity have made law enforcement officers targets of terrorism or criminal conduct. This requires procedures that will maximize the success and security of Department employees traveling in foreign countries.

When an investigating officer is required to conduct an investigation outside of the United States, they shall contact the Foreign Prosecution/Interpol Liaison Unit (FPLU), under Gang and Narcotics Division (GND), prior to completing a Request for Investigative Travel, Form 15.70.00. The investigating officer shall be guided by the advice of the FPLU.

Gang and Narcotics Division shall provide advice for inquiries of foreign travel. In addition, FPLU shall establish and maintain a Foreign Advisory Travel Log. The Foreign Advisory Travel Log shall include, but not be limited to, the following information:

- The investigating officer's name, rank and serial number.
- The name of the foreign country to which the officer is traveling.
- The advice provided.

**NOTE:** Off-duty Department personnel who anticipate traveling to a foreign country are encouraged to contact the FPLU. FPLU will provide travel advisory and assistance.

**II/1900.99      References Applicable  
to Investigative Travel  
Funds**

**Department Manual Sections**

- |          |  |
|----------|--|
| 3/390.33 | Budgeted Investigative Travel          |
| 3/390.35 | Foreign Travel                         |
| 3/390.37 | Emergency Investigative Travel Fund    |
| 3/390.73 | Expenses Incurred on Travel Assignment |

## **Office of Operations Order**

No. 13, dated June 20, 1994,  
Foreign Travel Risks and Procedures

### **Fiscal Operations Division Notice**

Notice dated February 13, 1986,  
New Procedures for Travel Arrangements  
Department Business

## **II/2000.00 SECRET SERVICE FUNDS**

### **II/2000.10 Purpose of Fund**

The Department has an account that is administered by the Office of the Chief of Police (OCOP) for certain expenses not covered by routine funding. The account, better known as the Secret Service Fund, provides money for sensitive criminal investigations such as the California Witness Relocation and Assistance Program, Narcotics, and Vice enforcement.

### **II/2000.20 Use of Funds for Other Than California Witness Relocation and Assistance Program**

The Secret Service Fund is used for expenses incurred during criminal investigations. The fund shall not be used for any of the following:

- To supplement the income of any Department employee.
- To procure any fixtures, equipment, or supplies for the general use of the Department.
- To employ any personnel from established civil service classifications.

## **II/2000.21 Disbursement and Expenditures**

Each Area commanding officer, and division commanding officers designated by the Chief of Police, shall be allotted Secret Service funds. The funds shall be used as follows:

- The funds shall be expended only when necessary in the furtherance of criminal investigations that fall within the area of responsibility of the concerned commanding officers.
- At the discretion of the concerned commanding officer, the Area Vice OIC may direct supervisory control over Secret Service funds, but not over California Witness Relocation and Assistance Program.

**NOTE:** During exigent circumstances, officers may use their own money for investigations, subject to reimbursements by an assigned supervisor. When it is known in advance that expenditure will be required for an operation, the concerned OIC may provide Secret Service funds.

- After expenditure, the concerned officer shall submit an Expenditure of Secret Service Funds, Form 15.37.01, or Narcotic Expenditure of Secret Service Funds, Form 15.37.02, to their supervisor for approval and reimbursement, no later than the following work day.
  - A ledger is to be maintained containing documentation of all expenditure. The ledger shall include the balance.
- EXCEPTION:** Entities may submit a request through channels to the Chief of Police for approval of higher routine expenditure limits when specific, ongoing operational needs are identified.



## **II/2000.22     Obtaining Additional Funds**

Additional funds may be provided when one of the following conditions exists:

- When Secret Service funds have been depleted by necessary expenditures.
- When a specific investigation requires an inordinate amount of funds.
- When an immediate investigation is essential.

Concerned entities needing additional monies shall first contact their bureau for any reserve funds. If reserve funds are not available, the requestor shall:

- Complete an Interdepartmental Correspondence, Form 15.02.00, from the requestor's commanding officer to the Chief of Staff (COS), which describes in detail the purpose and need for the additional funds.

The Form 15.02.00 should include a signature block for the Director, Office of Operations (OO) if the entity requesting the additional funds falls under the chain of command of OO. All other entities shall include their bureau commanding officer's signature block and any special circumstances pertaining to the investigation (e.g., the possibility and manner of reimbursement).

Confidential information that would compromise the investigation shall not be included in the request.

**NOTE:** If appropriate, a fact sheet may accompany the Form 15.02.00.

Upon completion of the Form 15.02.00 by the requesting commanding officer,

depending on chain of command, the form shall be distributed as follows:

- Submit the Form 15.02.00 to the concerned bureau commanding officer for review; **and/or**,
- After review and approval, if the entity requesting the additional funds falls under the chain of command of OO, the bureau commanding officer shall forward the Form 15.02.00 to the Director, OO; **and/or**,
- After review and approval, the Director, OO, shall forward the request to the COS; **and**,
- The COS will conduct the final review of **all** requests and if approved, additional funds will be made available from the Office of the Chief of Police Reserve Fund.

## **II/2000.23     Reporting Expenditures**

The Expenditure of Secret Service Funds, Form 15.37.01, **shall** be completed by the officer making the expenditure, no later than the following work day, as follows:

*(Refer: DOM Volume II, Section 2000.33, for additional reporting requirements when Secret Service funds are expended for the California Witness Relocation and Assistance Program purposes.)*

**EXCEPTION:** Major Crimes Division and DSVD shall only complete an original of the Form 15.37.01 for their records.

- All forms shall be completed in black ink;
- The “**CONTROL NUMBER**” will be assigned to each completed Form 15.37.01 by the OIC of each Area Vice unit.

The number will correspond with an entry reflecting each expenditure located within each Area Vice Expenditure Log Book. Control numbers will reflect transactions made on a monthly basis and will ensure that accurate accounting of Secret Service funds is conducted.

- The **DATE AND TIME EXPENDITURE COMPLETED** box shall indicate the month, day, year, and beginning and ending time of the investigation.

**NOTE:** The date shall be written out (i.e., July 1, 2014).

- The exact amount of the expenditure shall be recorded in the **AMOUNT SPENT** box.
- Alterations are not permitted in **DATE AND TIME EXPENDITURE COMPLETED** or **AMOUNT SPENT** boxes. All other alterations shall be neatly lined out and initialed by the certifying officer.

If an informant was used, the informant section shall be completed.

- Form 3.18 investigations shall be noted by placing an "X" in the **3.18** box and recording the DR number in the **DR** box.
- The exact address and name of location shall be recorded.
- The nature of the expenditure (e.g., bookmaking, prostitution, intelligence information) shall be indicated in the **TYPE OF INVESTIGATION** box.
- Expenditures shall be itemized, and include the purpose of **each** expenditure.
- The number of officers involved in the investigation and their names and serial numbers shall be recorded in the **NARRATIVE** box.

- The results of the expenditure, [e.g., itemized expenses, results (including all, Arrestees' Names, Charges, Booking/RFC Nos., Complaint Application, Investigation Continuing)], shall be indicated in the **NARRATIVE** box. In the case of multiple arrests, sufficient information for reference to each arrest is required.

Booking numbers shall also be indicated in the **NARRATIVE** portion of the form.

- The check box **NO RECEIPT OBTAINED DUE TO UNDERCOVER INVESTIGATION** shall be used when officers are unable to obtain a receipt for expenditures during undercover investigations.
- The amount of the expenditure shall be *written*, not printed, in the **I HEREBY CERTIFY** box.
- The officer requesting/receiving funds shall sign their payroll signature. The approving supervisor shall sign their payroll signature at the time the form is approved. Rubber stamps **shall not** be used.
- The supervisor approving shall be responsible for the completeness and accuracy of the form and the appropriateness of the expenditure.

**NOTE:** Forms completed by Area detectives shall be approved by the concerned detective's immediate supervisor (Detective III or above). Vice supervisors **shall not** approve detective expenditures.

## **II/2000.24      Recovery of Secret Service Funds**

In order to protect the integrity of the Department and the credibility of involved officers, the following procedures have been

established for recovering Secret Service funds:

- The Arrest Report, Form 05.02.00, shall list in detail all monies expended and the disposition of the money involved.
- Money shall be recovered only when it can be identified by serial numbers or other markings.
- Other operating expenses incurred in the investigation **shall not** be taken from the person arrested.

**NOTE:** When winnings have been received in bookmaking investigations, the original bet shall be taken from the winnings, returned to the Secret Service Fund, and the remainder booked as evidence.

**EXCEPTION:** Entities may submit a request through channels to the Chief of Police for approval of higher routine expenditure limits when specific, ongoing operational needs are identified.

**II/2000.30      Use of Funds for  
California Witness  
Relocation And  
Assistance Program**

The following sections contain the procedures for the obtaining and accounting of Secret Service Funds to be used in conjunction with the California Witness Relocation and Assistance Program (CAL WRAP). The prerequisites for eligibility of (CAL WRAP) funds and obtaining emergency off-hours funds are described in ***DOM Volume II, Section 600.20 and 600.21.***

**II/2000.31      Disbursement**

The Chief of Staff, OCOP, will make an annual allocation of Secret Service Funds to Fiscal Operations Division (FOD) for the

purpose of administering the CAL WRAP program Department-wide.

This allocation shall occur at the beginning of each fiscal year.

**II/2000.32      Procedures for Obtaining  
Funds**

The investigating officer (I/O) determines that a witness requiring protection meets **ALL** of the following criteria:

- A credible threat has been made against the witness or their family; and
- Charges have been or will be filed by the District Attorney (DA) against the defendant; and,

**NOTE:** If charges have not been filed, some form of reassurance that charges will be filed must be provided.

- The witness has been or will be called to testify in the case; and
- The witness agrees to be relocated.

If the above conditions have been satisfied, the I/O shall do the following:

- Discuss the case with an immediate supervisor (Detective III or above) and obtain approval from the concerned commanding officer.
- Document in a Chronological Record, Form 03.11.06, all time spent on the witness relocation. This documentation must be accurate to within 10 minutes as it will be used for billing in the future. All actual time spent on the relocation shall be included in the time documented, including phone calls, meetings, financial transactions and completion of reports. Also document all City vehicle mileage related to the relocation.

- Obtain DA, Bureau of Investigation approval. Call 213-974-3607 to arrange a meeting or obtain telephonic approval. Meet with the DA Investigator Captain 210 West Temple St., 17<sup>th</sup> Floor. The DA Captain will assist the I/O in correctly completing the forms and educate the I/O on the intricacies of complying with the Program's requirements.
- Complete the California Witness Relocation and Assistance Program (CAL WRAP) application for witness relocation and assistance.
- Complete the CAL WRAP, Witness Advisement Form. The I/O must have the witness sign the Witness Advisement Form. Endangered witnesses who refuse to sign the form cannot be relocated. This form must be delivered to the DA within seven calendar days of receipt of funds.
- Complete the CAL WRAP, Officer Acknowledgement Form.
- Have all three forms reviewed and initialed, along with the reviewing Department supervisor's serial number.
- After the DA's approval, the I/O must transport completed documents to Fiscal Operations Division (FOD) at the Police Headquarters Facility, 7<sup>th</sup> floor, Room 767, during business hours, to obtain funds. Fiscal Operations Division can be contacted at 213-486-8540.

**NOTE:** Copies of the required forms can be found online at LAPD Forms. ***Have these requisite forms reviewed and signed by a Department supervisor.***

**NOTE:** If funding is approved by the DA and it is later determined that witness relocation and assistance funds will not be required; there will be no expenditure of funds by the Department; and, no request for

reimbursement from the DA, the I/O shall prepare written notification to the DA on Department letterhead, closing the witness relocation case.

- The I/O must complete and submit a Request for Immediate Disbursement of California Witness Relocation and Assistance Program Funds form.
- Fiscal Operations Division will provide the I/O funds from the "fronted" Emergency CAL WRAP account.
- Once DA funding is obtained, the I/O shall reimburse the Emergency Witness Relocation and Assistance account.
- I/O distributes the funds to the witness and/or service providers.
- The I/O must collect receipts for expenditures, both by the I/O and the witness and complete an Acknowledgement for Receipt of Funds from.
- The I/O must maintain a monthly accounting for all funds as they are obtained, disbursed or returned via Monthly Report of Secret Service Money, Form 15.37.00, and also complete a California Witness Relocation and Assistance Program Funding Summary Expenditure form.
- The I/O must store undisbursed funds in a safe location and in a manner consistent with Department protocol. Funds SHALL NOT be co-mingled nor placed into a personal bank account.
- To ensure compliance with the State 25-percent Match Requirement, the I/O shall calculate all sworn law enforcement hours and mileage by referring to their chronological log and completing the LAW Enforcement Declaration 25-Percent Match Requirement, Department

letterhead. Use the Cost Calculation sheet to complete the declaration. This declaration will be attached to the request for reimbursement provided to the DA and a copy forwarded to FOD.

- Following the disbursement of funds for witness protection or relocation (not necessarily the total amount approved), the I/O must document the expenditures in a format prescribed by the DA. The supporting receipts or acknowledgements for Receipt of Funds and DA documents must then be provided to the DA, either in person or by fax.
- Upon review and approval, the DA will issue a check to the Department, which the I/O must transport and deposit with FOD by the next business day.
- When closing a case, written notification must be provided to the DA on CAL WRAP Notification Case Closeout, Department letterhead.

*(Refer to DOM Volume II, Section 2000.42 for additional detective responsibilities.)*

#### **II/2000.40     Use of Funds for Off-Hours Emergency Witness Relocation**

Funds are generally disbursed by Fiscal Operations Division (FOD). When needed The Emergency Witness Relocation Fund (EWRF) is administered by Real-Time Analysis & Critical Response (RACR) Division at 500 East Temple Street, Los Angeles. Detectives are advised to call (213) 484-6700 for advice before responding.

The following sections describe the procedures for obtaining and accounting for Secret Service Funds when used in conjunction with the Off-Hours Emergency Witness Relocation Program (EWRF).

Fiscal Operations Division (or RACR) will provide the I/O funds “fronted” from the EWRF.

These funds shall only be used for short-term relocations (i.e., overnight or over a weekend or holiday), in emergency situations.

#### **II/2000.42     Detective’s Responsibilities**

When a detective becomes aware of a credible threat, to a qualifying witness or family member(s), necessitating the need for temporary relocation, the concerned detective shall:

- Determine that the threatened party agrees to be relocated; **and**
- Immediately notify the concerned watch commander of the circumstances surrounding the threat and request protection for all endangered witnesses pending the arrival of the concerned detectives.
- Discuss the case with their immediate supervisor and obtain approval from the concerned commanding officer.

After approval has been obtained, the I/O shall:

- Complete and submit a Request for Immediate Disbursement of Emergency Witness Relocation Funds Form.
- Obtain the “fronted” funds from the EWRF from FOD (or RACR).
- Once DA funding is approved and obtained, reimburse the EWRF.
- Ensure completion of a Investigative Report (IR), Form 03.01.00, titled “Dissuading a Witness.”

**NOTE:** The identity of witnesses shall not be noted in the IR if a serious threat to their safety could ensue. The identity of

the person(s) providing the information, and other relevant facts not included on the IR, shall be documented on an Employee's Report, Form 15.07.00, marked "Confidential," and forwarded with the IR.

**II/2000.44     Detective Supervisor's Responsibilities**

When a detective supervisor becomes aware of a credible threat, to qualifying witnesses or family member(s), necessitating the need for temporary relocation the supervisor shall:

- Ensure that appropriate action has been taken to protect all endangered witnesses from immediate harm.
- Ensure that a safe location has been selected.
- Ensure that detectives have determined the amount of EWRF funds that will be needed for the relocation.

The detective supervisor upon the receipt of a CAL WRAP Application Form shall:

- Review the request for completeness and accuracy;
- Determine if the criteria for obtaining funds are met; and
- Forward it to the commanding officer for approval.
- If approval is granted, the commanding officer shall make an approval notation on the request.
- Instruct the detective(s) to proceed and comply with all applicable witness relocation requirement guidelines listed in the *California Witness Relocation and Assistance Program Funds Request Investigator's Checklist*.

**II/2000.45     Area Detective Division and Specialized Detective Division Commanding Officer's Responsibilities**

Area detective division or specialized detective division commanding officers shall:

- Evaluate all requests for emergency witness relocations to validate the need for the EWRF procedure instead of obtaining witness relocation funds from FOD during normal business hours.
- Ensure that appropriate action has been taken to relocate all witnesses for a longer period, if necessary, through the DA's California Witness Relocation and Assistance Program.

**II/2000.46     Real-Time Analysis And Critical Response Division's Responsibilities**

The Commanding Officer, RACR Division shall:

- Maintain the EWRF account at RACR for use in emergency temporary witness relocation during non-business hours.
- Monitor all disbursements and liaise with concerned Area detective division or specialized detective division commanding officers to ensure reimbursement of the RACR-EWRF account on the next business day once funding is approved by the DA and funds are disbursed by FOD.
- Maintain appropriate records of EWRF transactions.
- Ensure that a Receipts and Disbursement's Report, Form 15.47.00, is completed and forwarded to FOD through the chain of command.

**II/2000.50     Audit and Control of Funds**

Fiscal Operations Division will follow-up with the I/O on outstanding past due amounts and produce monthly reports for the Chief of Detectives. Past due witness protection funds are reported at COMPSTAT Inspections.

**II/2000.99     References Applicable to  
Secret Service Funds**

**Department Manual Sections**

3/355            Secret Service Funds

3/355.20       Monthly Report of Secret  
Service Funds and Witness  
Protection Expenditures

3/355.30       California Witness Relocation  
and Assistance Program

**Special Orders**

No. 35, dated September 23, 2008, Revision to Special Order No. 19, 2005, Obtaining Additional Secret Service Funds for Other Than Witness Protection - Revised

No. 45, dated November 7, 2007, Revision of Expenditure of Secret Service Funds, Form 15.37.01

**VOLUME II/2000 – EXEMPLAR #1 APPLICATION**  
**CALIFORNIA WITNESS RELOCATION AND ASSISTANCE PROGRAM**

STATE OF CALIFORNIA  
DEPARTMENT OF JUSTICE  
CALIFORNIA WITNESS RELOCATION AND  
ASSISTANCE PROGRAM

Mail to: Los Angeles District Attorney  
Bureau of Investigations/CAL WRAP  
210 W. Temple St. 17-901  
Los Angeles, California 90012  
Attn: CAL WRAP (213) 974-3607 (24 Hours)

**APPLICATION**

Date:

Witness #19 \_\_\_\_\_

**I. REQUESTING DISTRICT ATTORNEY'S OFFICE/WITNESS COORDINATOR**

District Attorney's Office		Witness Coordinator	
Office <b>Los Angeles</b>		Name/Title	
Address <b>210 W. Temple Street, Room</b>	<b>LA, CA 90012</b>	Address <b>210 W. Temple St, Room</b>	<b>LA, CA 90012</b>
Phone #		Phone #	
Agency Case #		Investigating Officer	
		Phone: #	
		Pager: #	

**II. CASE INFORMATION**

Briefly describe the case in which the witness is testifying and explain how it constitutes a gang-related crime, organized crime, narcotic crime, or some other crime that creates a high degree of risk to the witness. If possible, attach the crime report. If more room is necessary, please type on additional page and attach.

Has a complaint or indictment been filed, or does the submitting agency intend to seek a complaint or indictment? Yes [ ] No [ ]

Court Case #:

Case Name:

Defendants Being Prosecuted	DOB	CHI	Charges Filed	In Custody

**III. THREAT INFORMATION**

Articulate the credible evidence of substantial danger the witness may suffer due to intimidation or retaliatory violence.

Page 1 of 2



**VOLUME II/2000 – EXEMPLAR #1 APPLICATION**  
**CALIFORNIA WITNESS RELOCATION AND ASSISTANCE PROGRAM**

**IV. WITNESS INFORMATION**

NAME (1)	NAME (2)
AKA	AKA
DOB	DOB
CDL	CDL
	CDL

**ADDITIONAL FAMILY**

NAME	DOB	RELATIONSHIP TO WITNESS
NAME	DOB	
NAME	DOB	
NAME	DOB	
NAME	DOB	
NAME	DOB	

Expenses Requested		Financial Assistance Being Received by Witness or Family	
Relocation	\$	Salary – Unknown	\$ /mo.
Motel	\$	Child Support	\$ /mo.
Meals	\$	Disability	\$ /mo.
Incidentals	\$	Welfare	\$ /mo.
Apartment	\$	Other (explain)	\$ /mo.
Meals	\$	Total Amount	\$ /mo.
Utilities	\$		
Incidentals	\$	Monthly Debts	\$ /mo.
Deposit	\$		
Total Amount	\$		

Were other available funding sources utilized before applying to the CAL WRAP? Yes ☐ No ☐.  
Is the witness currently receiving financial assistance from the state of California Board of control victims of Crime Program? Yes ☐ No ☐. If yes, please explain. Period of Assistance:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	FOR CAL WRAP PROGRAM ANALYST ONLY
_____ CAL WRAP Program Analyst		_____ Date

## **II/2100.00 SPECIALIZED SUPPORT SERVICES**

### **II/2100.10 Criteria for Special Weapons and Tactics Assistance**

The Special Weapons and Tactics (SWAT) Team responds upon request by the Incident Commander (I/C) to barricade/ hostage incidents, and/or suicide intervention, as well as initiate service of high risk warrants for all Department entities.

The I/C at a barricaded or hostage incident shall request SWAT when all the following criteria are met:

- The suspect(s) are probably armed;
- The suspect is believed to have been involved in a criminal act or is a significant threat to the lives and safety of the public and/or police;
- The suspect is in a position of advantage, affording cover and concealment or is a significant threat to the lives and safety of the public and/or police;
- The suspect is in a position of advantage, affording cover and concealment or is contained in an open area and the presence or approach of officers could precipitate an adverse reaction by the suspect; and,
- The suspect(s) refuses to submit to arrest.

Factors that should be considered when determining the need for SWAT expertise and assistance with warrant service:

- Unusual circumstances beyond the capabilities of normal warrant service;
- Heavily fortified location;

- Weapons are present and have been used in the past (high power, high volume, automatic, etc.);
- Gang members are known to be present;
- Use of diversionary tactics is anticipated; **and,**
- Door and window pulls are anticipated.

**NOTE:** These are general guidelines and are not intended to restrict the necessary utilization of SWAT resources by detectives. Detectives confronted with arrest situations involving circumstances not conforming to these criteria may not hesitate to contact Metropolitan Division for SWAT assistance. All requests will be evaluated and decisions to provide SWAT assistance will be made on the circumstances presented by the detective.

### **II/2100.11 Initiating Requests**

Generally, approval for requests of SWAT assistance shall be evaluated by the concerned Area detective division or specialized detective division commanding officer.

In the event of a spontaneous evolving incident and the I/C determines that a SWAT team may be of assistance, the I/C shall contact the Metropolitan Division Watch Commander telephonically, at phone number (213) 833-3715 when practical, or through Communication Division via radio. When requesting SWAT, the I/C may be prepared to give a detailed briefing of the situation.

The requesting detective, as soon as practical, shall notify the concerned Area detective division or specialized detective division commanding officer of the request.

During non-business hours, the Metropolitan Division Watch Commander will relay the

request to the Commanding Officer, Metropolitan Division, for approval.

### **II/2100.12 Information Requirements**

Prior to requesting SWAT assistance, the requesting detective shall gather the following information:

- Warrant information.
- Address of the location in which the suspect is located.
- All available information regarding the suspect(s).
- All available information regarding weapons in the suspect's possession.
- Detailed diagrams of the structure, if possible, including:
  - The location of telephones in the building and the telephone number(s), if available.
  - The location of the kitchen and bathroom(s) (if applicable).
  - The location of contraband or evidence, if possible.
- Photographs of the location, if possible.
- Information regarding fortifications, barricades, types of locking mechanisms, warning devices, lookouts and dogs.

### **II/2100.13 Detective Responsibilities**

Detectives at the scene of a tactical operation shall:

- Not become involved in the tactical operations to arrest the suspect(s).

- Remain in relatively close proximity to the location to:
  - Receive custody of the prisoner from SWAT personnel.
  - Control and search the crime scene when rendered safe by SWAT personnel.

**NOTE:** The detective officer in charge of the investigation shall accompany the SWAT supervisor when an arrest or search warrant is served.

### **II/2100.14 Crisis Negotiation Team**

The Crisis Negotiation Team (CNT) shall respond upon request of the I/C to incidents that involve suspects whom have taken a hostage(s) and/or involve a suicidal subject(s). The CNT functions are to:

- Establish and maintain an open line of communication with a barricaded suspect or subject threatening suicide;
- Negotiate release of hostages, surrender of the suspects, and/or subjects threatening suicide;
- Provide intelligence to the I/C at a barricaded suspect, hostage, and attempted suicide incidents;
- Conduct post-incident debriefings of hostages; and,
- Provide the I/C with advice and training regarding deployment of the CNT.

The I/C has final command responsibility at the scene of an incident when a CNT is utilized. Incident Commanders may request the services of a CNT through Metropolitan Division Watch Commander, or through Communications Division, via radio.

When possible, the Incident Commander shall telephonically contact Metropolitan Division to apprise the CNT of the field situation prior to a CNT response.

**II/2100.20      Real-Time Analysis And  
Critical Response Division**

The RACR–Department Operations Center Unit has contacts and resources that can be of service to detectives especially when conducting investigations in the field.

The RACR–Detective Support Unit can assist with the following:

- Responding to major crime scenes and assisting with investigative functions;
- Completing database research to assist in identifying the victim(s), suspect(s) or background information on the crime location;
- Maintaining a liaison with California State Parole, Alcohol Tobacco and Firearms, FBI and Probation; and,
- Maintaining a link between field operations and the DOC.

The RACR–Department Operations Center Unit can be reached at phone number (213) 484-6700.

**II/2100.99      References Applicable  
to Specialized Support  
Services**

**Department Manual Sections**

- |          |   |
|----------|---|
| 1/556.35 | Minimizing the Risk of Death                    |
| 1/560    | Hostages  |
| 4/212.76 | Special Weapons and Tactics (SWAT) [Requesting] |

**II/2200.00      FORGERY SECTION**

**II/2200.10      Forgery Non-Sufficient-  
Fund Investigation Report**

The Los Angeles District Attorney’s Office discontinued their Bad Check Restitution Program and began referring victims and other interested parties to their local law enforcement agencies for information or to file criminal complaints. The cessation of the District Attorney’s program has brought these investigations once again under the jurisdiction of the Department.

Personnel tasked with preliminary investigation of non-sufficient fund (NSF) or account-closed check cases are advised to complete an Investigative Report (IR) and to entitle the report **Forgery (NSF)**.

These types of reports do not qualify for telephonic reporting and shall be made in person. Any related evidence, (i.e. checks or bank statements), is to be handled as per existing forgery investigation guidelines. Crime reports alleging a loss of \$20,000 or greater will be forwarded to Commercial Crimes Division for further investigation; crime reports alleging a loss of less than \$20,000.00 shall be investigated by the involved Area detective personnel.

**II/2300.00      UNDETERMINED  
SEXUAL ASSAULT**

**II/2300.10      Sexual Assault Investigations**

An Undetermined Sexual Assault can only be taken when 1) the victim **cannot** articulate that a crime occurred, 2) No medical evidence of a possible sexual assault, 3) No witness including fresh complaint witness, 4) No statement from the victim to medical personnel (i.e., nurses, doctors, paramedics) that described a sexual assault crime.

The Uniform Crime Reporting (UCR) definition of Rape is: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without consent of the victim. This definition includes either gender of victim or offender. This definition also *includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol)* or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.

**NOTIFICATIONS:** When investigating an undetermined sexual assault, officers are still required to follow the same investigative procedures used in conducting a sexual assault crime investigation.

During off hours, if the officer determines the incident they are investigating meets the criteria of an Undetermined Sexual Assault, the officer shall contact the below personnel and receive approval prior to titling an IR as “Undetermined Sexual Assault.”

- The Area Night Watch Detective, if unavailable;
- The Detective Commanding Officer, if unavailable; or,
- The Watch Commander.

An Undetermined Sexual Assault IR shall not be completed prior to the completion of a Sexual Assault Evidence Kit (SAEK) exam or a SAEK exam refusal, from the victim. Officers must include the name, rank, and serial number of the person approving the Undetermined Sexual Assault IR in the narrative portion of the report.

## **II/2300.11 DETECTIVE SEXUAL ASSAULT COORDINATOR RESPONSIBILITIES:**

All Undetermined Sexual Assault IRs shall be investigated as a *Category-I investigation*. Due to the important and sensitive nature of these investigations, every attempt shall be made to contact the victim of an Undetermined Sexual Assault no later than *five calendar days from when an IR was completed*.

If the victim cannot be located or contacted, the Detective Commanding Officer shall be notified and after approval, all investigative efforts shall be documented in the Detective Case Tracking System and Follow-Up Investigation Report, Form 03.14.00.

## **II/2400.00 UNIFORM CRIME REPORTING**

### **II/2400.10 RESPONSIBILITIES AND PROCEDURES**

Pursuant to California Penal Code Section 13020, the California Department of Justice (CAL DOJ) is mandated to collect all crime, arrest and clearance information on the offenses of homicide, rape, robbery, aggravated and simple assault, burglary, larceny-theft, motor vehicle theft and arson from every law enforcement agency in California. The CAL DOJ has established that the information collected on these offenses be in accordance with the guidelines set forth under the FBI UCR Program.

All concerned personnel shall continue to title crime reports (i.e., Investigative Reports and arrest reports) based on the appropriate California Penal Code Section. It shall be the responsibility of the Watch Commander to review the narrative and Modus Operandi (MO) of each report and to determine the correct UCR Crime Class (CC) code. The

Watch Commander or other concerned personnel shall review the narrative and MO of each report to determine which UCR CC code best reflects the crime reported and shall be responsible for entering that code directly on the IR or arrest report. Personnel shall utilize the UCR Summary Reporting System User Manual (2013), the Los Angeles Police Department Guidelines to Uniform Crime Reporting and the Consolidated Crime Analysis Database (CCAD) Code Manual to enter the appropriate UCR CC code on the Investigative Report (IR) or arrest report.

*(Refer: Office of the Chief of Police Notice, dated December 30, 2014)*

## **II/2500.00 Human Trafficking**

### **II/2500.10 Human Trafficking Investigations**

Human Trafficking is a form of modern day slavery, demonstrated through the exploitation of another's vulnerabilities and is defined as:

**Commercial Sex Acts:** Inducing a person by force, fraud, or coercion to participate in commercial sex acts, or in which the person induced to perform such act(s) has not attained 18 years of age.

**Involuntary Servitude:** The obtaining of a person(s) through recruitment, harboring, transportation, or provision, and subjecting such persons by force, fraud, or coercion into involuntary servitude, peonage, debt bondage, or slavery (not to include commercial sex acts).

Detective Bureau has clarified procedures by which the Department investigates crimes of human trafficking and which cases the Human Trafficking Unit (HTU), Detective Support and Vice Division (DSVD) will assume investigative responsibility.

The HTU, DSVD, shall be notified when any of the below crimes are committed within the City:

- Victim is a minor (17 years and younger);
- Victim is kidnapped by being forced into a vehicle and taken to a secondary location for the sole purpose of commercial sex acts;
- Victim is admitted to a hospital due to injuries caused by a trafficker (Pimp) or purchaser (John);
- Victim is transported from another state or country for the purpose of commercial sex acts; and,
- All cases of involuntary servitude.

Human Trafficking Unit, DSVD, will be available to provide advice and /or direction regarding any human trafficking investigation and can be contacted at (213) 486-0910. During off-hours, the HTU can be contacted through Real-Time Analysis Critical Response (RACR) Division.