

## CHIEF OF DETECTIVES

### NOTICE

February 23, 2021

1.8

**TO:** All Concerned Personnel

**FROM:** Chief of Detectives

**SUBJECT:** ELECTRONIC FILING OF NON-CUSTODIAL MISDEMEANOR CASES –  
DELINEATED AND EXPANDED

The purpose of this Notice is to delineate and expand the use of electronic filing (e-file) of misdemeanor non-custody cases; specifically, those originating from Department specialized investigative units issuing Release From Custody (RFC) citations.

Effective immediately, any Department investigative units, including, but not limited to, Vice, Narcotics Enforcement Detail (NED), Gang Enforcement Detail (GED), any Area, bureau, or citywide Human Trafficking Unit, or any other specialized unit with an investigative component shall use the established e-filing systems and process outlined in the original Chief of Detectives Notice, dated May 28, 2020, to e-file RFCs. The e-file systems and process include utilizing Evidence.com and the City Attorney's Criminal Case Management System (CCMS).

All responsibilities for investigating officers (I/O), Court Liaison Officers, Commanding Officers, and Detective Bureau, previously delineated, remain in effect and are unchanged.

This Notice does not apply to RFCs originating from and issued by uniformed officers assigned to and working regular patrol assignments.

Direct any questions regarding this Notice to the Investigative Analysis Section, Detective Bureau at (213) 486-7000.

APPROVED:



DANIEL RANDOLPH, Commander  
Chief of Staff  
Office of the Chief of Police



KRIS E. PITCHER, Deputy Chief  
Chief of Detectives

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