

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 13

November 21, 2017

**SUBJECT: MISCELLANEOUS DEPARTMENT MANUAL SECTIONS
PERTAINING TO DIVISION OF RECORDS NUMBERS –
RENAMED AND/OR REVISED**

PURPOSE: The purpose of this Order is to revise the procedures for issuing Division of Records (DR) numbers. These procedures will improve service to patrol operations. Additionally, this Order revises the “Form Use” link for the Vice Report, Form 03.18.00, and the Narcotics Report, Form 03.19.00.

PROCEDURE: This Order revises Department Manual Sections 5/040 through 5/040.70 regarding DR numbers. Attached are the revised Department Manual sections and the revised “Form Use” link with the revisions indicated in italics.

AMENDMENTS: This Order amends Sections 5/040, 5/040.14, 5/040.28, 5/040.30, 5/040.56, 5/040.60, and 5/040.70 of the Department Manual. The “Form Use” link applicable to the revised Vice Report and the Narcotics Report have been updated and are accessible via E-Forms on the Department’s Local Area Network.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.


CHARLIE BECK
Chief of Police

Attachments

DISTRIBUTION “D”

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040. DIVISION OF RECORDS NUMBERS.

040.14 GENERAL INFORMATION. The Division of Records (*DR*) number is the official file number of the Department, and may be referred to as a DR number. Division of Records numbers shall consist of the last two digits of the year followed by a seven digit number. The first two digits of the seven digit number shall indicate the Area of occurrence identification number followed by five numbers arranged consecutively and issued in numerical order. The Network Communications System (NECS) will automatically generate a DR number based on the *Consolidated Crime Analysis Database (CCAD)* data input by the records unit. *When issuing DR numbers, the Area of occurrence identification number will be determined by the Reporting District (RD) of the location of occurrence.*

***Note:** Courtesy Reports for outside law enforcement agencies shall contain the digits "99" within the Area of occurrence DR identification number and the digits "9999" within the Area of occurrence RD identification number.*

Division of Records numbers are also generated by Records and Identification Division personnel assigned to the Special Records Distribution Unit and the Vehicle Warrant Section.

The *Special Enforcement Section, Detective Support & Vice Division*, maintains a register of Vice Report, Form 03.18.00, DR numbers for manual issuance, allocated for vice.

040.28 EMPLOYEE RESPONSIBILITIES FOR OBTAINING DIVISION OF RECORDS NUMBERS. Each Department employee completing a report requiring the use of a DR number shall secure and record that number upon the report and any related report.

Exception: When a DR number cannot be obtained through the *Consolidated Crime Analysis Database (CCAD)*, DR numbers may be manually issued by the Area of occurrence Records Unit. Area Records Units shall determine, on an individual basis, the necessity for manually issuing DR numbers and shall maintain a log of numbers issued. *When the CCAD becomes available, DR numbers shall be inputted by the Area Records Units and Records and Identification Division personnel.*

Manually-issued DR numbers *shall* be issued from the sequential series of Area DR numbers. The set of numbers to be issued *manually shall* be determined by *Information Technology Bureau*. This set of numbers *shall* normally be a block of numbers assigned to the Area's sequential series.

If the situation does not involve an arrest, multiple DR numbers, or the need for the services of *Forensic Science Division and/or Technical Investigation Division*, a supervisor may, at the supervisor's discretion, approve a completed report without an assigned DR number.

040.30 ACCESS TO THE CONSOLIDATED CRIME ANALYSIS DATABASE. Only those employees authorized by their commanding officer shall be allowed access to the *Consolidated Crime Analysis Database (CCAD)* for data input.

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040.56 ISSUANCE OF *DIVISION OF RECORDS* NUMBERS. *Division of Records (DR)* numbers will be issued automatically in sequential order by the Area of occurrence. When a report of any type has been assigned a DR number and other reports of related incidents are made, they shall bear the DR number of the initial report.

Exceptions:

- When more than one vehicle is stolen, each requires a separate DR number (*Department Manual* Section 5/180.16);
- A Vice Report, *Form 03.18.00*, or a Narcotics Report, *Form 03.19.00*, requires a separate Vice or Narcotics DR number. Only a related Follow-Up Investigation, *Form 03.14.00*, bears the DR number assigned to the Vice or Narcotics Report *Form Use 03.18.00-10* and *03.19.00-10*;
- A Missing Person Investigation, *Form 03.16.00*, requires a separate DR number. Only a related Follow-Up Investigation, *Form 03.14.00*, Arrest Report, *Form 05.02.00*, or Property Report, *Form 10.01.00*, bears the DR number assigned to the Missing Person Investigation (*Form Use 03.16.00-12*);
- When more than one traffic collision occurs, each requires a separate DR number (*Form Use CHP 555*);
- When more than one burglary occurs, each requires a separate DR number (see *Form Use 03.01.00A-10* for exceptions);
- A separate Property Report bearing a separate DR number shall be made for each license plate or set of license plates booked (*Form Use 10.01.00-16*);
- When a DR number is issued to a non-booked arrestee, a separate DR number shall be obtained for *the* connecting crime, property, or traffic reports; *or*,
- When completing a Forgery and/or Identity Theft report, each victim of a forgery requires a separate report and a separate DR number. Only one report *with* one DR number *is* required for multiple documents that are connected by the same account (or identifying number) to the same victim.

040.60 LOCATION FOR OBTAINING *DIVISION OF RECORDS* NUMBERS. *Division of Records (DR)* numbers shall be obtained from the following locations:

- Stolen/Recovered/Impounded or Lost Vehicle/Boat, or License Plate:
 - Vehicle *Warrant* Section, Records and Identification Division.

Note: The Area Records Unit issues DR numbers for certain impounded passenger vehicles and non-commercial trucks only. *Division of Records* numbers issued by the *Vehicle Warrant* Section, Records and Identification Division, will be computer-generated DR numbers following the number sequence of the Area of occurrence.

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If requested by an officer, the Vehicle Warrant Section, Records and Identification Division, shall issue a DR number for all stolen vehicles (including embezzled vehicles) taken during the commission of any crime, shall be recorded on the Vehicle Report, Form CHP 180. Additionally, officers shall complete an Investigative Report, Form 03.01.00, using the same DR number, for the crime committed other than the vehicle theft (Department Manual Section 4/220.45). The report will be forwarded to the Area Records Unit for entry into the Consolidated Crime Analysis Database (CCAD).

- All other incidents:
 - *Area/Division Records Unit to which the officer is assigned or Area of Occurrence. Officers shall contact alternate Area Records Units within the same geographic operations bureau to obtain a DR number if the primary Area Records Unit is unavailable; or,*
 - *The Specialized Reports Distribution Unit (SRDU) for any specialized division assigned to the Police Headquarters Facility (PHF). Officers may contact SRDU to obtain a DR number only after having exhausted all Area Records Unit options within their specified geographic operations bureau.*
- Vice Report, Form 03.18.00:
 - *Special Enforcement Section, Detective Support & Vice Division.*
- Narcotics Report, Form 03.19.00:
 - *Investigative Support Detail, Gang and Narcotics Division.*

040.70 ASSIGNING DIVISION OF RECORDS NUMBERS TO REPORTS. The following report forms require an assigned *Division of Records* (DR) number:

- *Complaint Application, Form 05.15.00, when there is no booking or citation number.*
- *Death Investigation, Form 03.11.00.*
- *Injury Investigation, Form 03.15.00.*
- *Investigative Report, Form 03.01.00.*
- *Missing/Found Persons Investigation, Form 03.16.00.*
- *Narcotics Report, Form 03.19.00.*
- *Property Report, Form 10.01.00.*
- *Release from Custody Report Continuation, Form 05.02.08.*
- *Traffic Collision Reports, CHP 555 form set.*
- *Vehicle Report, CHP Form 180.*
- *Vice Report, Form 03.18.00.*
- *Domestic Violence Supplemental Report, Form 15.40.02.*
- *Hate Crime Supplemental Report, Form 03.01.05.*
- *Juvenile Arrest Supplemental Report, Form 05.02.06.*

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The following report forms shall bear the DR number of the report to which they relate:

- *Arrest Report, Form 05.02.00.*
- *Continuation Sheet, Form 15.09.00.*
- *Continuation Sheet for Firearms Supplemental Property Report, Form 10.01.02.*
- *Domestic Violence Supplemental Report, Form 15.40.02.*
- *Firearms Supplemental Property Report, Form 10.01.01.*
- *Follow-Up Investigation, Form 03.14.00.*
- *Forgery/Identity Theft Supplemental, Form 03.07.00.*
- *Hate Crime Supplemental Report, Form 03.01.05.*
- *Juvenile Arrest Supplemental Report, Form 05.02.06.*
- *Officer-Involved Firearm Discharge Investigation, Form 01.67.08.*
- *Property Report, Form 10.01.00.*
- *Municipal Supplement, Form 04.03.01.*
- *Victim's Supplemental Financial Loss Report, Form 03.05.00.*
- *Victim's Supplemental Property Loss Report, Form 03.04.00.*

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03.18.00 VICE REPORT, FORM 03.18.00.

03.18.00-01 Use of Form. This form shall be used by officers to report the existence of a vice condition reported to or observed by an officer, except when an arrest is made at the time of the violation. Additionally, this form shall be used to report vice conditions outside the City, but within Los Angeles County, which come to the attention of officers of this Department.

Note: When a crime other than vice has been committed in connection with the vice condition or activity and the name of the victim is known, the appropriate crime report shall be made in addition to the Vice Report.

03.18.00-10 Completion - General. The Vice Report shall be completed in the following manner:

- All known information relative to suspects, location, time, type of activity, and methods of operation shall be included;
- When the Vice Report is used to report vice conditions outside the City, but within Los Angeles County, the word “Outside” shall be substituted for “Area” and shall also be written above the *Division of Records* (DR) number. The Commanding Officer, *Detective Support & Vice Division*, shall forward the vice information to the concerned law enforcement agencies;
- *Investigating officers shall notify their respective bureau vice coordinator and the Investigative Support Detail (ISD), Gang and Narcotics Division (GND), prior to requesting a DR number;*
- *The investigation may not exceed a 30-day period, unless approval is obtained from the respective bureau vice coordinator. The investigation may be closed prior to the 30-day period with the Area vice supervisor’s approval;*
- Violations at different locations shall be reported on separate Vice Reports bearing separate DR numbers;
- In cases when a Vice Report *and/or an Administrative Citation Enforcement (ACE)* are taken for the same offense, a Vice DR number shall be obtained for the Vice Report, in addition to the DR number for the crime report. These DR numbers shall be cross-referenced in each report; *and,*
- When narcotics and vice activity are complained of at the same location, the Narcotics Report, Form 03.19.00, shall be completed and the vice activity shall be included in the narrative portion of the report. The narcotics activity shall be investigated by narcotics investigating officers; if the vice condition continues to exist at the conclusion of the narcotics investigation, the concerned investigating officer shall complete a Vice Report, including the vice information. A Vice DR number shall be obtained and the *Vice Report* distributed in the appropriate manner.

03.18.00-12 Completion - When used as a Follow-Up to the Original Vice Report, Form 03.18.00. When a vice investigation is not closed out within 30 days after being reported, *the* investigating officer(s) shall:

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- Complete an additional *Vice Report* every 30 days thereafter, an additional *Vice Report* shall be completed until the case is closed out;

Note: *The investigating officer shall complete only the lower portion of the face sheet, including the number of investigations, arrests, date, type of report (Follow-Up or Close Out), and arrestee information.*

- List the date and time of each investigation at the concerned location(s) during the preceding 30 days, in the *chronological log* portion of the report;
- Complete *the appropriate number of field investigations* (i.e., *undercover operations, stakeouts, interview of witnesses*) *as determined by the Area vice supervisor*;
- When known, conduct an interview of the complainant and witnesses;
- When known, identify all suspects and record pertinent information about them *in the chronological log, including the name, charge and booking number, Non-Traffic Notice to Appear number for those arrested; or any citation numbers issued; and,*
- Record miscellaneous information such as *Department of Motor Vehicle* and utility check information.

03.18.00-13 Completion - When Abatement Proceedings are Initiated. When a vice complaint reported on a Vice Report, Form 03.18.00, results in the initiation of an abatement proceeding, the investigating officer shall immediately complete a Vice Report using the “*abatement*” justification category stating “closed pending abatement” in the narrative.

03.18.00-14 Completion - When Status of the Case is “Close Out.” When the status of the case is “Close Out” the Vice Report shall contain:

- When known, the exact street address of the alleged violation;
- The identity of all known suspects *and the name, charge and booking, citation numbers, or Non-Traffic Notice to Appear numbers for anyone arrested*;
- The name of the establishment involved, if any;
- The tax, license, and permit information including the type, number and name of the person to whom the license or permit was issued;
- When the complainant(s) is/are reinterviewed, the name(s) and address(es) of the complainant(s) *and any statements made by the complainant(s) should be documented*;
- The “Investigator's Checklist” completed for the closeout;
- A brief summary of the entire investigation *in the “Narrative” portion of the report, and a short justification for closing the case; and,*
- The total number of investigations conducted *and arrests made for the entire investigation shall be included on the lower portion of the Close Out face sheet.*

Note: *If the investigation determines that there is an animal blood sport crime involved, the investigator should notify the Animal Cruelty Task Force, Detective Support & Vice Division.*

03.18.00-15 Completion When Used as an Abbreviated Version of a Vice Report, Form 03.18.00 (Follow-Up). When used to document vice investigations at locations where chronic vice conditions exist (*Master Vice Report*). The abbreviated version of the Vice Report may be

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used by officers to report an existing recurring vice condition in which at least one *Vice Report* has been prepared identifying that condition during the preceding 12-month period. The abbreviated reporting procedure may be used only on the "Summary of Investigation" heading of the Vice Report, Form 03.18.00 (Follow-Up), and not on the original of the Vice Report, Form 03.18.00, reporting the condition.

Officers who desire to use the abbreviated *version of the* Vice Report, Form 03.18.00 (Follow-Up), reporting procedure shall:

- Obtain supervisory approval;
- Complete the top half of the *Vice Report* according to existing requirements;
- Enter brief investigation results under the heading "*Narrative*";
- Enter a short summary under the heading "Summary of Investigations";
- Enter a brief explanation for clearing the case under the heading "Reason for Clearing Case"; *and*,
- Report the number of arrests, *citations* and *investigations* worked at the complained of location.

Vice supervisors shall ensure that prior to approving use of the abbreviated format, approval is requested and received from the concerned Area commanding officer.

03.18.00-80 Distribution - General.

- 2 - Commanding Officer, Area of occurrence.
- 1 - Commanding Officer, concerned operations bureau.
- 1 - *Commanding Officer, Detective Support & Vice Division.*
- 1 - Commanding Officer, Detective Bureau.
- 5 – TOTAL**

03.18.00-82 Distribution – "Outside."

- 2 - Commanding Officer, *Detective Support & Vice Division.*
- 1 - Commanding Officer, concerned operations bureau.
- 1 - Commanding Officer, Detective Bureau.
- 4 – TOTAL**

03.18.00-84 Distribution - When Used as a Follow-Up or Close Out.

- 1 - Commanding Officer, Detective Bureau.
- 1 - Commanding Officer, concerned operations bureau.
- 1 - Commanding Officer, *Detective Support & Vice Division.*
- 1 - Commanding Officer, Area of occurrence.
- 4 – TOTAL**

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Note: For each distribution, all copies shall be forwarded in plain, sealed manila envelopes. The reporting officer shall be responsible for the security of the information during the reproduction and distribution of the Vice Report.

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03.19.00 NARCOTICS REPORT, FORM 03.19.00.

03.19.00-01 Use of Form. This form shall be used by officers to report the existence of narcotics activity reported to or observed by an officer, except when an arrest is made at the time of the violation. Additionally, this form shall be used to report narcotics conditions outside the City which come to the attention of officers of this Department.

03.19.00-10 Completion - General. The Narcotics Report shall be completed in the following manner:

- All known information relative to suspects, location, time, type of activity, and methods of operation shall be included;
- When the Narcotics Report is used to report narcotic conditions outside the City, the word “Outside” shall be substituted for “Area” and shall also be written above the *Division of Records (DR)* number. The Commanding Officer, Gang and Narcotics Division, shall forward the narcotics information to the concerned law enforcement agencies;
- The officer's name, serial number, and unit shall be provided to the Investigative Support Detail (*ISD*), Gang and Narcotics Division (*GND*), when requesting a Narcotics DR number. The type of violation and the location shall not be given;

Note: *The ISD is closed from 1530-0530 hours. Narcotics reports completed between these hours shall be left with the Area watch commander, who will forward the Narcotics Report to the Narcotics Report Coordinator, GND, who will obtain the DR number.*

- Violations at different locations shall be reported on separate Narcotics Reports bearing separate DR numbers;
- In cases when a Narcotics Report and a crime report are taken for the same offense, a Narcotics DR number shall be obtained for the Narcotics Report, in addition to the DR number for the crime report. These DR numbers shall not be cross-referenced on related reports; and,
- When narcotics and vice activity are complained of at the same location, the Narcotics Report shall be completed and the vice activity shall be included in the narrative portion of the report. The narcotics activity shall be investigated by *any* narcotics investigating officer. *If the vice condition continues to exist at the conclusion of the narcotics investigation, the concerned investigating officer shall complete a Vice Report, Form 03.18.00, including the vice information. A vice DR number shall be obtained and the Vice Report shall be distributed in the appropriate manner.*

03.19.00-12 Completion - When Used as a Follow-Up to an Original Narcotics Report, Form 03.19.00. When a narcotics investigation is not closed out within 45 calendar days after being assigned, the investigating officers shall:

- Complete an additional *Narcotics Report* using the same DR number. Extension(s) may be granted in accordance with the procedures detailed in *Department Manual* Section 4/258.17, Reporting Narcotic Activity, under the Narcotics Report Investigation “Time Limits” section;

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- List the date and time of each investigation at the concerned location on each narcotics investigation during the preceding 45 days;
- When known, conduct an interview of the complainant and witnesses;
- Identify all known suspects and record pertinent information about them; and,
- Record miscellaneous information such as *Department of Motor Vehicles* and utility check information.

03.19.00-14 **Completion** - When the status of the case is “Close Out,” the Narcotics Report shall contain:

- When known, the exact street address of the alleged violation, if not included on the original *Narcotics Report*;
- The identity of all known suspects;
- The name of the establishment involved, if any;
- When the complainant is reinterviewed, the name and address of the complainant, *and any statements made by the complainant should be documented*, if not included on the original *Narcotics Report*;
- The “Investigator's Checklist” completed for the closeout;
- A brief summary of the entire investigation; *and*,
- The reason for closeout.

03.19.00-15 **Completion - When Abatement Proceedings are Initiated.** When a narcotics complaint reported on a Narcotics Report, Form 03.19.00, results in the initiation of an abatement proceeding, the investigating officer shall immediately complete a Narcotics Report (Close Out), using the “Closed by Abatement” category, stating “closed pending abatement” in the narrative. A Narcotics Report shall be completed quarterly from the date the abatement procedure is initiated, until the case is concluded.

Note: Before abatement proceedings are initiated, *the Narcotic Abatement Unit, Gang and Narcotics Division, shall be contacted for advice.* Upon conclusion of abatement proceedings, a Narcotics Report, Form 03.19.00 (Follow-Up), shall be completed to summarize the final results of the investigation.

03.19.00-80 **Distribution - General.**

- 1 - Original, Officer in Charge (OIC), concerned Area Gang Impact Team (GIT).
- 1 - Copy, forward to Investigative Support Detail (ISD), Gang and Narcotics Division (GND).
- 2 - TOTAL**

03.19.00-82 **Distribution – “Outside.”**

- 1 - Original, investigating Narcotics Enforcement Detail.
- 1 - Copy, Department Narcotics Coordinator.
- 1 - Copy, Gang Impact Team.

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1 - Copy, Commanding Officer, Detective Support & Vice Division, when report contains information relative to both vice and narcotic activity.

4 - TOTAL

03.19.00-83 Distribution - When the Suspect is a Juvenile.

1 - Original, *Investigative Support Detail*, Gang and Narcotics Division.

1 - TOTAL

03.19.00-84 Distribution - When Used as a Follow-Up or Close Out.

1 - Original, investigating *Narcotics Enforcement Detail*.

1 - Copy, Concerned Bureau Gang Impact Team, *Officer In Charge*.

1 - *Copy, Investigative Support Detail, Gang and Narcotics Division.*

3 - TOTAL

Note: For each distribution, all copies shall be forwarded in plain, sealed manila envelopes. The reporting officer shall be responsible for the security of the information during the reproduction and distribution of the Narcotics Report.